



## PRE-APPLICATION MEETING NOTES

Brady & 16<sup>th</sup> Ave Commercial Project  
PA21-54

Thursday, November 18, 2021  
City Hall (no in-person meeting)  
616 NE 4<sup>th</sup> Ave. Camas, WA. 98607

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<b>Applicant:</b>	Grant Hunter 16101 SW 72 <sup>nd</sup> Avenue, Suite 135 Portland, OR 97224 503-220-8517 Email: <a href="mailto:granthunter@tilandschmidt.com">granthunter@tilandschmidt.com</a>
<b>City of Camas:</b>	Lauren Hollenbeck, Senior Planner Anita Ashton, Engineering Project Manager Brian Smith, Building Official Randy Miller, Fire Marshall
<b>Location:</b>	Northwest corner of Brad Road and 16 <sup>th</sup> Avenue Camas, WA 98607 Parcel Number: 127357000
<b>Zoning:</b>	Community Commercial (CC)
<b>Description:</b>	The applicant is proposing the construction of 3 buildings to include a convenience store with car wash/gas station, drive thru coffee shop and retail space

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**NOTICE:** Notwithstanding any representation by City staff at a pre-application conference, staff is not authorized to waive any requirement of the City Code. Any omission or failure by staff to recite to an applicant all relevant applicable code requirements shall not constitute a waiver by the City of any standard or requirement. [CMC 18.55.060 (C)] This pre-application conference shall be valid for a period of 180 days from the date it is held. If no application is filed within 180 days of the conference or meeting, the applicant must schedule and attend another conference before the City will accept a permit application. [CMC 18.55.060 (D)] Any changes to the code or other applicable laws, which take effect between the pre-application conference and submittal of an application, shall be applicable. [CMC 18.55.060 (D)]. A link to the Camas Municipal Code (CMC) can be found on the City of Camas website, <http://www.cityofcamas.us> on the main page under "City Codes".

**PLANNING DIVISION**                      **LAUREN HOLLENBECK** [lhollenbeck@cityofcamas.us](mailto:lhollenbeck@cityofcamas.us) (360) 817-7253

Applicable codes for the proposed development include Title 16 Environment, Title 17 Land Development, and Title 18 Zoning of the Camas Municipal Code ("CMC"), which can be found on the city website. Please note it remains the **applicant's responsibility** to review the CMC and address all applicable provisions. The following pre-application notes are based on the application materials and site plan submitted to the City on November 1, 2021:

## Application Requirements

Your proposal will need to comply with the general application requirements per **CMC Section 18.55.110** as follows:

1. A completed city application form and required fee(s);
2. A complete list of the permit approvals sought by the applicant;

Fees will be based on the adopted fees at the time of land use application submittal. The current fees include the following:

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|---------------------------|---|
| 1. Site Plan Review       | \$2,876.00 + \$68.00 per 1000 sf of GFA |
| 2. Major Design Review    | \$2,375.00                              |
| 3. SEPA                   | \$810.00                                |
| 4. Archaeological Review  | \$137.00                                |
| 5. Fire Department Review | \$424.00                                |

Fees for building per permit are collected at the time of building permit submittal. Fees for engineering are collected at time of engineering plan approval.

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|------------------------------------|--|
| 6. Building Permit and Plan Review | *based on the valuation of the project |
| 7. Engineering Review              | 3% of estimated construction costs     |

3. A current (within thirty days prior to application) mailing list and mailing labels of owners of real property within three hundred feet of the subject parcel, certified as based on the records of Clark County assessor;
4. A complete and detailed narrative description that describes the proposed development, existing site conditions, existing buildings, public facilities and services, and other natural features. The **narrative shall also explain how the criteria are or can be met**, and address any other information indicated by staff at the pre-application conference as being required;
5. Necessary drawings and reports- three sets and an electronic copy (send as a PDF by email or on a disc). Each report must be a separate pdf;
6. Copy of the pre-application meeting notes;

### Site Plan Review

The application for Site Plan Review shall contain information outlined in CMC 18.18.040 (A-J). The application shall address in a **narrative** the criteria of approval CMC 18.18.060 (A-F). The site plan review development approval process is a Type II administrative decision. There are no building height, setback and lot coverage can be found in CMC 18.09.030 Table 1.

### Major Design Review

Design Review is required for new developments in commercial zones pursuant to CMC Chapter 18.19.020 and reviewed by the Design Review Committee. The standards applicable to this property for Design Review are found in the Design Review Manual to include the *Standard Principles & Guidelines* and the *Specific Principles & Guidelines Commercial and Mixed Uses* including but not limited to:

- Building shall be used to define the streetscape. Building walls or fences visible from roadways should be articulated in order to avoid a blank look. The wall can be broken up by including some combination of window/display space, plantings and offsetting walls with two tone colors.
- On-site parking areas shall be placed to the interior of the development unless the development proves prohibitive.
- All parking shall be screened with landscaping. The drive-thru along street frontages shall be heavily landscaped.

- The development adjacent to residential areas should be built with a size, scale and materials compatible with neighboring buildings. (Residential uses across the street)

A submittal for Design Review should include a narrative, site plan drawing, detailed landscape plan, exterior elevations, building materials and colors, lighting specs and plan, and sign plan (optional). A final design review decision is typically consolidated and issued with the Site Plan Review decision.

### **Landscaping Regulations**

- A Tree Survey per CMC 18.13.045, which requires an inventory and assessment of existing trees prepared by a certified arborist or professional forester, is required if trees are proposed for removal.
- A Landscape, Tree and Vegetation plan must be submitted pursuant to CMC 18.13.050. A minimum 20 tree unit density per net acre (exclusive of critical area tracts) is required for new development per CMC 18.13.051 and shall be incorporated into the overall landscape plan.
- Landscape screening buffers shall be provided per CMC 18.13.055 Table 1. A 5-ft L1 landscape buffer is required along the property lines abutting commercial zones at the north and west property line. A 10-ft. L3 High screen landscape buffer will be required to screen the drive-thru from 16<sup>th</sup> Avenue.
- Landscaping for the parking lot shall comply the requirements in CMC 18.13.060 (A-H).

### **Parking Regulations**

The proposed use will need to meet the automobile parking requirements pursuant to CMC Chapter 18.11. The number of off-street parking spaces is calculated based on the table at CMC 18.11.130 Standards as follows:

- Gas station with mini-market: 1 per nozzle plus 1 per 250 square feet of gross floor area
- Car wash: 2 spaces per stall, and 1 space per 2 employees
- Fast food restaurant/coffee kiosk: 1 space per 110 square feet of gross floor area, plus 6 stacking spaces for drive-thru lane
- Retail stores in general: Less than 5,000 square feet, 1 per 300 square feet. Greater than 5,000 square feet, 17 plus 1 per 1,500 square feet.

Per CMC 18.11.020(D), small car parking spaces are allowed at a maximum of 30% of the parking lot and can be small as 8' by 15' deep.

### **SEPA**

Your proposal is not categorically exempt from the requirements of the State Environmental Policy Act (SEPA). Therefore, a SEPA environmental checklist is required.

### **Archeological Review**

The site is in an area of moderate-high probability for the presence of archaeological objects as identified on Clark Co. GIS. If the site is within ¼ mile of an archaeological site, an archaeological predetermination will be required per CMC Section 16.31.070.A. Submit to the City proof of emailing or mailing the tribes per CMC 16.31.160.

### **ENGINEERING DIVISION**

**AHMED YANKA** [ayanka@cityofcamas.us](mailto:ayanka@cityofcamas.us) (360) 817-7258

#### General Requirements:

1. Civil site construction plans shall be prepared by a licensed Washington State Engineer in accordance with the *Camas Design Standards Manual (CDSM)* and CMC 17.19.040.
2. Per CMC 17.19.040.C.1 all utilities designed to serve the development shall be placed underground. This includes the dry utilities, such as power, fiber optics, cable, etc.

3. Engineering civil site improvements plans are not to be submitted until after land-use decision is issued.
4. Engineering civil site improvement plans are to be submitted to Community Development (CDev) Engineering Dept. for review and approval.
5. The CDev Engineering Dept. is responsible for plan review (PR) and construction inspection (CI). A 3% PR&CI fee is collected by engineering for all infrastructure improvements.
  - a. The 3% fee is based on a stamped engineer's estimate.
  - b. The engineer's estimate is to include all improvements outside of the proposed building footprints.
  - c. Payment of the 1% plan review (PR) fee is required when the civil plans are submitted for first review.
  - d. The 1<sup>st</sup> review will not begin until the 1% PR fee is paid.
  - e. Payment of the 2% construction inspection (CI) fee is to be paid prior to release of approved construction drawings by the CDev Engineering Dept.
6. Building permit applications are not to be submitted until after final engineering plan approval, unless otherwise approved by the Building Official.
7. The applicant will be required to purchase all permanent traffic control signs, street name signs, street lighting, and traffic control markings for the proposed development.
8. Work within the city right-of-way (ROW) will require an encroachment permit and approval of a traffic control plan (TCP), prior to start of any work. The encroachment permit and TCP is to be submitted to CDev engineering.
9. If applicable, existing wells and septic tanks and septic drain fields shall be abandoned in accordance with state and county guidelines per CMC 17.19.020 (A3).
10. Regulations for installation of public improvements, improvement agreements, bonding, final platting, final acceptance, etc. can be found at CMC 17.21.
11. The applicant will be responsible for ensuring that private utilities; underground power, telephone, gas, CATV, and associated appurtenances are installed.

#### Traffic/Transportation:

1. A transportation impact analysis (TIA) is required and shall be prepared in accordance with the City's adopted *Traffic Impact Study Guidelines* as outlined in the CDSM.
2. The Applicant will be required to have a traffic engineer analyze the following:
  - a. Site distance at the applicant's access points onto NW Brady Road and NW 16<sup>th</sup> Avenue
  - b. Vision clearance area is to be addressed, per CMC 18.17.030.
  - c. An onsite traffic circulation plan showing ingress and egress, per CMC 17.19.040 (B.10.a). See 'On-site Parking Lot Requirements' under Streets.
  - d. Address movement conflicts with nearby intersections and existing driveways.
  - e. Provide trip AM and PM Peak distribution to and from the site down to less than 20 trips thru any given impacted intersection.
  - f. Intersections to be analyzed will be based on trip distribution.
3. Per CDSM, Table 1 – Guideline for Geometry of Private Roadways:
  - a. Note 2.c: Aisle dimensions: one-way aisles are a minimum of 15-feet wide; two-way aisles are a minimum of 24-feet wide.
  - b. Note 2.d: Parking spaces are to be setback a minimum of 50-feet from back of sidewalk on an arterial.
4. A left-turn pocket from NW 16<sup>th</sup> Avenue onto the proposed development will be required and is to be addressed in the TIA.

Streets:

The proposed development is bordered by NW 16<sup>th</sup> Avenue on the south side and on the east side by NW Brady Road.

[NW 16<sup>th</sup> Avenue]:

1. NW 16<sup>th</sup> Avenue is classified as a 2 or 3 lane collector, with frontage improvements on the south side of the roadway only. The north side of the road has not been improved.
2. Per CMC 17.19.040.B.1, the applicant will be required to construct full-depth half-width street improvements along the frontage of the proposed development along the NW 16<sup>th</sup> Avenue frontage.
3. Per CMC 17.19.040.B.5, the applicant will be required to dedicate sufficient right-of-way for full half-width street improvements, typically 37-feet from centerline along the proposed frontage on the north side of NW 16<sup>th</sup> Avenue.
4. Per *CDSM Table 3, Access Spacing Standards* are 330-feet minimum and 600-feet max.  
There are two existing driveways located approximately 100-feet and 175-feet west of the proposed access off NW 16<sup>th</sup> Avenue. Additionally, the proposed access is approximately 300-feet from the intersection of NW 16<sup>th</sup> Avenue and NW Brady Road.
  - a. The proposed location does not meet the minimum access spacing requirements. However, as the driveway access is located as far from the intersection of NW 16<sup>th</sup> Avenue & NW Brady Road as possible, the city engineer would be in support of a deviation from the minimum access spacing standards.
  - b. The proposed access is to be a minimum 24-foot wide full ingress / egress access, with 25-foot curb radii on each side.

[NW Brady Road]:

5. NW Brady Road is a fully improved 3-lane arterial with two travel lanes and a center-turn pocket with sidewalk and planter strips on both sides.
6. No frontage improvements or right-of-way dedication will be required since the road is fully improved.
7. Per *CDSM Table 3, Access Spacing Standards*, 660-feet minimum and 1000-feet max.  
The proposed access off NW Brady Road is approximately 300-feet north of the intersection of NW Brady Road and NW 16<sup>th</sup> Avenue.
  - a. The proposed access location does not meet the minimum access spacing requirements. However, as the driveway access is located as far from the intersection of NW Brady Road & NW 16<sup>th</sup> Avenue as possible, the city engineer would be in support of a deviation from the minimum access spacing standards.
  - b. The proposed access is to be a minimum 24-foot wide limited access, with 25-foot curb radii on each side.
  - c. Due to the existing left-turn pocket on NW Brady Road, at the intersection with NW 16<sup>th</sup> Avenue, this access will be restricted to a right-in / right-out only and is to be signed 'Left-turns are not permitted'.

[On-site Parking Lot Requirements]:

8. Per CDSM, Table 1 – Guideline for Geometry of Private Roadway:
  - a. Note 2.c: Aisle dimensions: one-way aisles are a minimum of 15-feet wide; two-way aisles are a minimum of 24-feet wide.
  - b. Note 2.d: Parking spaces are to be setback a minimum of 50-feet from back of sidewalk on an arterial and a minimum 40-feet from back of sidewalk on a collector.
9. Additional drive aisle widths may be required based on usage, truck sizes, on-site circulation plan, and input from Fire Marshall's Office.

Stormwater:

1. The site of the proposed development is approximately 2.16 acres.
2. A preliminary stormwater report (TIR), in accordance with the latest edition of Ecology's *Stormwater Management Manual for Western Washington (current edition 2019 SWMMWW)*, is required at time of application.
3. Per CMC 14.02 Stormwater Control, stormwater treatment and detention shall be designed in accordance with the latest edition of Ecology's *SWMMWW*.
4. Refer to Ecology's *Figure I-3.1 Flow Chart for Determining Requirements for New Development (Vol. I, Chapter 3)*.
  - a. All development projects shall comply with Minimum Requirement (MR) #2 – Submittal of a Stormwater Pollution Prevention Plan (SWPPP).
  - b. As the project results in 5,000 sf, or greater, of new plus replaced hard surface area; than Minimum Requirements (MR) #1- #9 will apply.
5. Ownership and maintenance of onsite stormwater facilities will be the responsibility of the property Owner, per CMC 17.19.040 (C3).
6. The City shall have right-of-entry for inspection purposes.
7. Onsite private storm easements, if required, are to be shown on the construction drawings.
8. Provisions are to be made for roof downspout controls. Stormwater from downspouts is not to be directed onto adjoining parcels. Reference Ecology's latest edition of the *SWMMWW* for roof downspout controls.
9. A designated concrete washout area (BMP C154, Vol. II, Chap. 3, pgs. 320-326) is to be shown on the site plans. The washout area is to be removed prior to issuance of final occupancy.

Erosion Control

1. The size of the proposed development is approximately 2.16 acres.
2. As the land-disturbing activities are greater than one acre, the applicant will be required to obtain an *NPDES Construction Stormwater General Permit* from Ecology, which includes the *Stormwater Pollution Prevention Plan (SWPPP)*. Copies of both are to be submitted to engineering prior to any land-disturbing activities.
3. The applicant will be responsible for all erosion and sediment control measures to ensure that sediment laden water does not leave the site or impact adjacent parcels.
4. Per CMC 17.21.030.B an erosion and sediment control (ESC) bond, in the amount 200% of the engineer's estimate for ESC measures, is to be submitted prior to any land-disturbing activities.
5. Mud tracking onto the road surface is discouraged and any mud tracking is to be cleaned up immediately.

Water:

1. There is an existing 12-inch water main located in NW 16<sup>th</sup> Avenue. There does not appear to be an existing water service stubbed from this water main to this parcel.
2. There is an existing 18-inch DIP water main located on the east side of NW Brady Road. There does not appear to be an existing water service stubbed from this water main to this parcel.
3. The applicant will be required to design and construct a minimum 8-inch ductile iron waterline for the proposed development.
4. The onsite water system shall be privately owned and maintained beyond the water meter by the property owner. The onsite fire line will require a Double Detector Check Valve (DDCV) which is to be located at the right-of-way.
5. Applicant shall demonstrate that there are adequate fire flows available for the development.
6. Onsite fire hydrants are to be private and shall be ordered and painted red from the factory.

7. Irrigation systems will require a separate irrigation meter with Back Flow Device (BFD), which will be owned and maintained by the property owners.
8. Trenching and surface restoration within the public right-of-way is to be per CDSM Details G2 and G2A.
9. A 10-foot separation is required, within the right-of-way, between the waterline and sanitary sewer main.
10. Taps on the existing waterline are to be performed by a tapping Contractor approved by the City's Water/Sewer Dept. Approved list provided below.

#### Sanitary Sewer:

1. NW 16th Avenue: There is an existing 8-inch pressure sewer main located in the north side of NW 16th Avenue.
  - There does not appear to be an existing sewer lateral stubbed to this parcel from NW 16<sup>th</sup> Avenue.
2. NW Brady Road: There is an existing 10-inch PVC STEP sewer main located in NW Brady Road.
  - There appears to be an existing 6-inch STEP sewer lateral stubbed to the northern most corner of this parcel.
  - The applicant may be required to provide additional sewer laterals, one for each proposed use.
3. Trenching and surface restoration within the public right-of-way is to be per CDSM Details G2 and G2A.
4. The applicant will be responsible for the design, installation and maintenance of the private STEP sewer system that will serve the proposed development, per CMC 17.19.040 (C, 2, d.).
5. A 10-foot separation is required, within the right-of-way, between water service and sewer lateral.

#### City Approved Tapping Contractors:

1. A&A Drilling Services, Inc (water & pressure sewer):
  - a. 16734 SE Kens Ct. #B, Milwaukie, OR 97267, 800-548-3827,  
<http://www.aadrilling.com>
2. Ferguson Waterworks (water only):
  - a. 14103 NW 3rd Court, Vancouver, WA 98685, 360-896-8708,  
<https://www.ferguson.com/branch/nw-3rd-ct-vancouver-wa-waterworks>

#### Parks/Trails:

1. Not applicable.

#### Garbage & Recycling:

1. Location of onsite garbage and recycling receptacles is to be approved by the garbage and recycling providers.

#### Impact Fees & System Development Charges (SDCs):

1. The proposed development is located in the South District.
2. Impact Fees and SDCs are collected at time of building permit submittal.
3. The impact fees and SDCs noted below are for informational purposes only.
4. Impact fees and SDCs are adjusted on January 1<sup>st</sup> of each year.

#### Impact Fees for 2021:

##### Commercial use:

1. Traffic Impact Fees (TIF) - \$3,555.00 per PM Peak Hour trip.
  - a. Contact Engineering for estimated fees which will be based on usage and number of PM Peak Hour trips.

- TIF credits are applicable and will be based on the number of PM Peak Hour trips generated by the new uses less the existing uses.
- 2. School Impact Fees (SIF) – Not applicable
- 3. Park/Open Space (PIF) – Not applicable
- 4. Fire (FIF) - \$0.40 psf

System Development Charges (SDCs) for 2021:

1. Water
  - a. 1" meter - \$12,329.00 + \$445.00 connection fee
  - b. 1.5" meter - \$24,657.00 + \$851.00 connection fee
  - c. 2" meter - \$39,415.00 + Meter purchased and Installed by Developer
2. Sewer - Commercial
  - a. 1" meter - \$6,234.00 + \$177.00 STEP/STEF Inspection
  - b. 1.5" meter - \$12,467.00 + \$177.00 STEP/STEF Inspection
  - c. 2" meter - \$19,948.00 + \$177.00 STEP/STEF Inspection
3. Sewer SDCs are based on the number and size of water meters.