



PRE-APPLICATION MEETING NOTES

AT&T Wireless – United Methodist church – Wireless Communication Facility
PA23-10

Thursday, May 4, 2023

Meeting held via Zoom at 1:30pm

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| Applicant: | New Cingular Wireless, PCS LLC (AT&T) |
| Applicants | Smartlink |
| Representative: | Debbie Griffin |
| City of Camas: | Lauren Hollenbeck, Senior Planner Anita Ashton, Project Manager Engineering |
| Location: | 706 NE 14 th Avenue (Parcel number 91010000) Camas, WA 98607 |
| Zoning: | Single-Family Residential (R-7.5) |
| Description: | Construction of a 60-ft radio frequent transparent structure designed with stealth technology |

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 “Business and Development”.

PLANNING DIVISION

Lauren Hollenbeck (360) 817-7253

Applicable codes for 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 application materials submitted to the City on April 5, 2023:

Application Requirements

Your proposal will need to comply with the general application requirements per **CMC Section 18.55.110** as follows: *Building and Engineering paid at time of those submittals:*

- A. A completed city application form and required fee(s);

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. Conditional Use Permit | \$4,734.00 |
| 2. Minor Design Review | \$474.00 |
| 3. Critical Areas Review | \$848.00 (per type) |
| 4. SEPA | \$886.00 |
| 5. Building Review | Based on valuation of project |
| 6. Engineering Review | 3% of estimated construction costs |

- B. A complete list of the permit approvals sought by the applicant;
- C. 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;
- D. 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 preapplication conference as being required;
- E. Necessary drawings- three sets and an electronic copy (send as a PDF by email or on a disc). Each report must be a separate pdf.
- F. Copy of the preapplication meeting notes (Type II and Type III);
- G. Completed SEPA checklist

Conditional Use Permit

A conditional use permit is required for new cell towers within a residential zone per CMC 18.35.030 Table 1 & 2. A CUP is a Type III process; therefore, a public hearing will be required. Application submittal requirements are found in CMC 18.35.060, including a collocation and alternative site analysis per CMC 18.35.060.G. Approval criteria stated in CMC 18.35.080.A *Regulations for facilities subject to a conditional use permit* and 18.43.050 *Conditional Use Permit* shall be addressed in a written narrative.

The applicable development standards criteria regarding height, landscaping, stealth design, etc. are found in CMC 18.35.070.

- The tower requires a 20-ft setback from the property lines and a 60-ft height limit per Table CMC 18.35-2. The height limit excludes church spires per CMC 18.09.110.
- When a tower is located adjacent to a parcel zoned for residential, the minimum setback from the lot line for a new tower must be equal to the height of the proposed tower, unless the setback is waived by the owner of the residentially zoned parcel per CMC 18.35.070.A.2.
- All equipment shelters, cabinets, or other on-the-ground ancillary equipment shall be buried or meet the setback requirement of the zone in which located per CMC 18.35.070.A.1. In this case, the front setback is 35-feet, side setback is 15-feet and the rear setback is 35-feet.

If an exception to the development standards criteria is proposed, the following additional application requirements are required per CMC 18.35.090. However, this does not apply if a waiver is provided by the owner of the adjacent residential property per CMC 18.35.070.A.2.

CUP Appeal process: Per CMC 18.55.235 (A-D), a party of record believing the decision of the hearing examiner is not correct may submit a reconsideration request to the hearings examiner and pay the

appeal fee. After the hearings examiner issues a decision on the reconsideration request, the decision may be appealed to Clark County Superior Court per CMC 18.55.235.D and CMC 18.35.240.

Minor Design Review

Design Review is required per CMC 18.19.020. Per CMC 18.19.040.B.1, the city planner has determined that the issues related to this proposal are not complex enough to warrant a review of the Design Review Committee and therefore an administrative review will be required.

As such, a written narrative shall be submitted to address the design review standard principles pursuant to CMC 18.19.050.A (1-4) and in the Design Review Manual. A submittal for design review should include a narrative, site plan drawing, detailed landscape plan, exterior elevations, building materials and colors, and lighting specifications. A final design review decision is typically consolidated and issued with the Conditional Use Permit.

Critical Areas Review

Clark County GIS mapping identifies the subject property to contain geologically hazardous areas (i.e. steep slopes and erosion hazard areas); frequently flooded areas (i.e. Flood Zone A); and adjacent to fish and wildlife habitat conservation areas (i.e. a stream); which are designated as critical areas per CMC Section 16.51.070. Per CMC Section 16.51.130, a critical areas report is required if a proposed development, or construction activities are within or adjacent (within 200-ft.) to a critical area. The general requirements for a critical areas report are found in CMC Section 16.51.140. The City's code contains additional requirements for each type of critical area.

- 1) Geologically Hazardous Areas are addressed in CMC Section 16.59.060 and 16.59.070.
- 2) Fish and Wildlife Habitat Conservation Areas are addressed in CMC Section 16.61.020.
- 3) Frequently Flooded Areas are addressed in CMC Section 16.57.030. A flood development permit is required per CMC 16.57.050.B. Additional guidance is provided for areas without base flood elevation data per CMC 16.57.050.I.

All critical area reports must be prepared by a qualified professional with expertise in that field.

SEPA

Your proposal is not categorically exempt from the requirements of the State Environmental Policy Act (SEPA) per CMC Section 16.07.020.C as the proposed property contains critical areas as described above. A SEPA checklist shall be provided.

ENGINEERING DIVISION

Anita Ashton (360) 817-7231 aashton@cityofcamas.us

General Engineering Requirements:

1. Preliminary site plans are to be revised to show both existing driveway approaches.
2. Civil site plans shall be prepared by a licensed Washington State Engineer in accordance with the Camas Design Standards Manual (CDSM).
3. A General Encroachment permit and Traffic Control Plan (TCP) will be required for any work within the right-of-way, which includes removal and replacement of driveway approaches.
 - a. The encroachment permit fee is a minimum of \$35.00 or if the work is in excess of \$1,500.00, the fee calculation is \$30.00 plus 2.5% of the Engineer's estimate or the Contractor's bid for the work.

Traffic/Transportation: Not applicable.

Streets:

1. The proposed improvement is located on the south side of NE 14th Avenue at the corner of NE Garfield Street.

2. There are portions of the existing sidewalk east of the west driveway approach, along the frontage of the church parking lot, that are worn, damaged, do not meet ADA standards and are potential tripping hazards.
 - a. Staff recommends that the applicant remove and replace the approximately 100-linear feet of sidewalk, east of the west driveway approach, along the frontage of said parcel, CDSM Street Detail ST18.
3. There are two existing 13-foot-wide driveway approaches for access to the existing parking lot and neither meet minimum access width or commercial driveway approach standards.
 - a. Per CDSM Section III, Table 1, Note 2.c minimum 2-way drive aisle width is 24-feet and a minimum 1-way drive aisle width is 15-feet. Widening the drive aisle width to 24-feet to allow for 2-way vehicular movements would result in the elimination of 2 parking spaces.
 - i. Therefore, the city engineer is in support of maintaining the approximate 13-foot drive aisle width, which will not eliminate any parking spaces.
 - ii. However, the applicant will be required to remove & replace both the west and east driveway approaches, per CDSM Street Details ST15 and ST17.
 - iii. This will allow for ingress and egress movements.
4. The location of the east driveway approach is to be shown on the preliminary plans.
 - a. The applicant is to remove & replace both existing driveway approaches with new commercial driveway approaches.
 - b. Commercial driveways are constructed with either 8-inch-thick concrete or 6-inch thick with 6"x6" 10 GA wire mesh, per CDSM Street Details ST15 or ST17.
5. Per the narrative and the preliminary site plan the proposed tower has a larger footprint and is to be located 10-feet closer to NE 14th Avenue.
 - a. The increased footprint eliminates the westernmost parking space adjacent to the proposed tower in the southwest corner and impacts access to the adjacent parking space.
 - b. The proposed tower will also eliminate the pedestrian sidewalk along the east side of the church, which provides access to the ramp and rear of the church building.
 - i. A clearly delineated pedestrian pathway is to be shown on the site plans along the east side of the tower to the ramp and sidewalk at the back of the building.
 - c. The additional impacts to the parking lot support the requirement for one-way vehicular movement through the parking lot.
6. The preliminary site plan shows the blue newspaper box, adjacent to the west driveway approach, as being relocated to the west side of the existing bench.

Stormwater:

1. The proposed development will be located on the west side of the church parking lot, abutting the church building.
2. This is an existing parking lot, therefore there are no new stormwater requirements.
3. Additionally, removal and replacement of one or both of the existing driveway approaches will not trigger additional stormwater requirements.

Erosion Control:

1. 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 catch basins adjacent to the proposed improvements during removal and replacement of sidewalks and driveway approaches.

Impact Fees & SDCs: Not applicable.

BUILDING DIVISION**Brian Smith (360) 817-7243 bsmith@cityofcamas.us**

No pre-application notes were provided from the building department.

FIRE DEPARTMENT**Ron Schumacher (360) 834-6191 rschumacher@cityofcamas.us**

These pre-app notes did not change from PA22-43.

No building or structure regulated by the building and/or fire code shall be erected, constructed, enlarged, altered, repaired, moved, converted or demolished unless a separate permit for each building or structure has first been obtained from the CWFMO Camas Municipal Code 15.04.030.D.12.a

Fire Marshal Review Notes: NFPA 110 EMERGENCY GENERATOR

- 1) The installation shall meet IFC 2018, IBC 2018, NFPA 70, NFPA 110, NFPA 37 and any other applicable codes, standards, manufacturer's specs.
- 2) AHJ acceptance testing required. A copy of NFPA 110 Installation Acceptance 7.13 has been included. Please refer to the full document of NFPA 110 for further information.
- 3) On completion of initial testing, please contact the FMO at 360-834-6191 with as much advance notice as possible to schedule an acceptance test.
- 4) Provide adequate outside lighting or lighting inside the generator housing during generator failure/maintenance that is powered off the generator battery for mechanical/maintenance work.
- 5) Provide the owner/facilities with detailed information on the required weekly/annual testing and documentation required.
- 6) Provide all required NFPA signage, NO SMOKING, NFPA Diamond with hazards etc.
- 7) The tower and generator shall not block any exit door or exit way
- 8) The generator shall be located a minimum of five feet from the building or what the listing of the generator specifies.
- 9) When contacting the Fire Marshal regarding this permit, please provide the APPLICATION number as noted on the permit.
- 10) To request inspections contact the Fire Marshal's Office via Camas Connect (see attached for details). Otherwise please call our inspection line at 360-834-6191 x1.