



PRE-APPLICATION MEETING NOTES

Melton Property
PA21-40

Meeting scheduled via Zoom Thursday, August 5, 2021, at 1:30 p.m.
Notes issued August 11, 2021.

Applicant:	Rob Melton
City of Camas:	Madeline Sutherland, Assistant Planner Bob Cunningham, Building Official Randy Miller, Fire Marshal
Location:	726 NE 2 nd Ave Parcel No. 76890000
Zoning:	Mixed Use (MX)
Description:	The applicant is proposing to reduce the rear yard setback by more than 10%.

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 **Madeline Sutherland | (360) 817-1568 | msutherland@cityofcamas.us**

An application for a Major Variance is considered a Type III permit. 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 and site plan submitted to the City on July 1, 2021:

Application Requirements

Your proposal will need to comply with the general application requirements per **CMC Section 18.55.110** in addition to the specific application requirements outlined in the **CMC 16.45 Variances**. The following is an excerpt from the requirements ([see code section for full text](#))

Fees will be based on the adopted fees at the time of land use application submittal. The current 2021 fees include the following:

- | | |
|------------------------------------|--|
| 1. Major Variance | \$1,295 |
| 2. Fire Department Review | Contact Fire Marshal's office |
| 3. Building Permit and Plan Review | paid at time of building permit approval |

- A copy of a completed city application form(s) and required fee(s),
- Complete applications for other required land use proposals applicable to the proposal,
- A vicinity map showing location of the site,
- Mailing labels of property owners within 300 ft,
- A copy of these pre-application meeting notes,
- A development sign per CMC 18.55.110.H.
- A site plan showing the existing setback and proposed setback,
- A narrative addressing the major variance criteria per CMC 18.45.040.B.,
- Tree survey and Landscape plan with the tree density calculation if trees are proposed to be removed,
- Necessary drawings and reports- three sets and an electronic copy (send as a PDF by email or on a disc). Each document must be a separate pdf.

These notes are applicable for reducing the rear yard setback to accommodate an addition to the building. If the building is proposed to be removed and rebuilt, there will be additional requirements that will be covered in a separate pre-application meeting.

Major Variance

A major variance is one that results in the modification of a numerical development standard by more than ten percent. A major variance is a Type III process and involves a public hearing where the Hearings Examiner renders the final decision. The required narrative will need to address the major variance criteria per CMC 18.45.040. Photos of neighboring properties and any other documentation that could help make your case as to why the major variance should be approved will need to be submitted with the application. Per CMC 18.45.050, the major variance approval expires if building permits are not issued within one year.

Site Plan Review/Design Review

Not required if only an addition is proposed to the existing building.

Site Plan Review and Design Review is a Type II administrative processes and are applicable if the building is proposed to be removed and rebuilt. No public hearing is required unless it is consolidated with the Major Variance Review. The criteria per CMC 18.18.060 and CMC 18.19.050 must be met. A public meeting will be held with the Design Review Committee. The committee makes recommendations to staff based off the design review criteria and code section. Submittal requirements for these two permits are outlined in CMC 18.18.040 and CMC 18.19.070.

ENGINEERING DIVISION

AHMED YANKA | 360.842.9097 | edugger@cityofcamas.us

ANITA ASHTON | 360.817.7231 | aashton@cityofcamas.us

Not applicable for a major variance.

BUILDING DIVISION**BOB CUNNINGHAM | 360.817.7243 | bcunningham@cityofcamas.us**

The structures will be reviewed under the most current building codes as adopted by The State of Washington.

A code analysis and plans shall be prepared by an architect licensed by the State of Washington. The code analysis shall address types of occupancy, type of construction, building height, allowable area, fire walls/fire barriers, Fire Life Safety elements and the ADA requirements.

The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington. The addition and existing structure shall comply with section 1103 of the International Existing Building Code

The new structure shall comply with the Washington Energy Code for building insulation, mechanical equipment, lighting, etc... All commercial energy forms shall be prepared by a licensed professional in accordance with section C103 of The Washington Energy Code.

Project shall be subject to applicable fees; System Development Charge's, **Traffic Impact Fees**, Planning's Site Plan Review, Design Review (committee or minor), Engineering project & review fees, Fire Department review, Building plan review and permit fees.

FIRE DEPARTMENT**RANDY MILLER | 360.834.6191 | FMO@cityofcamas.us**

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

Any inadvertent omission or failure to site or include any applicable codes or code language by the Fire Marshals office or the City shall not be considered a waiver by the applicant.

- 1) Multiple permits with the Fire Marshals Office will be required as this property develops and will depend on TI vs New Construction.
 - a. Site Plan
 - b. TI/New Construction 2 sets of drawings, spec sheets, explanatory materials.
 - c. (Possible) Modified NFPA 13D Fire Sprinkler System. WA State licensed fire sprinkler contractor. Contact the FMO for optional asset protection.
 - d. NFPA 72 Fire Alarm minimum NICET III for design and NICET II for acceptance testing for any commercial building over 5000 sq ft.
 - e. UST decommissioning Permit. If any underground storage tanks are discovered.
 - f. In the event the project becomes a demolition of the existing structure a training burn is not likely but will be evaluated for potential use. If the structure cannot be utilized for live-fire training there are other types of training the FD would like to seek approval for prior to demolition. Randy Miller 360-834-6191
- 2) Please don't hesitate to contact the FMO if you have any questions. 360-834-6191 or FMO@cityofcamas.us Please contact our Admin Specialist, Sherri Breitner for permit submittal questions. (Phone tree option 2)