



PRE-APPLICATION MEETING NOTES

18th Avenue Subdivision

PA22-03

Thursday, January 6, 2022

3:30pm, City Hall (meeting via zoom)

616 NE 4th Ave. Camas, WA. 98607

Applicant:	Gayle Gerke Olson Engineering, Inc.
City of Camas:	Lauren Hollenbeck, Senior Planner Robert Maul, Interim Community Development Director Anita Ashton, Engineering Project Manager Brian Smith, Building Official Randy Miller, Fire Marshall
Location:	3010 NW 18 th Avenue Camas, WA 98607 Parcel Numbers: 127356000, 127359000, 127439000
Zoning:	R-7.5 (Single-Family Residential)
Description:	The applicant is proposing to subdivide 9.69-acres into 33 single-family residential lots.

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

An application for a subdivision is considered a Type III permit. Applicable codes for this proposal 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 December 14, 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 applicable application requirements outlined in **CMC Section 17.11.030.B** for a preliminary subdivision plat. The following is an excerpt from the requirements of CMC Section 17.11.030.B ([see code section for full text](#)):

1. 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:

1. Preliminary Plat	\$7,175 + \$250 per lot
2. SEPA	\$810.00
3. Critical Areas Review (<i>for each type</i>)	\$775.00
4. Archaeological Review	\$137.00
5. Fire Department Review	\$354.00

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

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

2. A completed and signed SEPA checklist;
3. Complete applications for other required land use proposals applicable to the proposal;
4. A vicinity map showing location of the site;
5. A survey of existing significant trees as required under CMC Section 18.13.045;
6. All existing conditions shall be delineated on the site plan per CMC Section 17.11.030.B.6(a-p);
7. A preliminary grading plan as slopes are greater than ten percent;
8. Preliminary stormwater plan and report;
9. A geotechnical report consistent with CMC Chapter 16.59 if development is proposed on slopes greater than ten percent
10. A copy of the Clark County assessor's map which show the location of each property within 300 feet of the subdivision;
11. One set of mailing labels for all property owners as provided in CMC Section 18.55.110;
12. A traffic study
13. A narrative addressing ownership and maintenance of open spaces, stormwater facilities, public trails and critical areas, and the applicable approval criteria (CMC Section 17.11.030.D) and standards of the Camas Municipal Code. It should also address any proposed building conditions or restrictions.
14. A development sign must be posted on site per CMC Section 18.55.110.H (1-5).
15. Necessary drawings and reports- three sets and an electronic copy (send as a PDF by email or on a disc). All documents and reports must be submitted as separate pdf copies.

Preliminary Plat

The following comments are based on the site plan materials submitted with this Pre Application:

1. The preliminary plat drawings must meet the density and dimensional standards for lots in a Single-Family Residential (R-7.5) zone, and infrastructure improvements (i.e. roads, easements, etc.).
 - a. "Front lot line" means the lot line separating the lot from a street. "Front Yard" means an open space between side lot lines and measured horizontally, from the front lot line at right angles to the front lot line, to the nearest point of the building. The front yard setback shall be measured from NW 17th Avenue for Lot 19.

2. There is a one-time exception for division of land, which does not conform to the City's density standards. Per CMC 18.09.040 Table 1 (Note 3), *"For parcels with an existing dwelling, a one-time exception may be allowed to partition from the parent parcel a lot that exceeds the maximum lot size permitted in the underlying zone. Any further partitioning of the parent parcel or the oversized lot must comply with the lot size requirements of the underlying zone."* This criterion can be used to create the proposed lot size for the existing residential home.
3. Per CMC 18.09.080.B, the lots along the eastern boundary line shall be the maximum lot size of 12,000 square feet, as the property abuts a lower density residential zone to the east. In applying this section, where a land division is required to increase the size of lots, the land division may utilize the density transfer provisions in CMC 18.09.040.B Table 1 (i.e. min. lot size 5,250 sq.ft. and max. lot size is 9,000 sq.ft., 60-ft wide, 80-ft. depth).
4. Density calculation is based on development/net acreage which is defined as the total land use development exclusive of open space and critical areas.
5. Building setback requirements are found at CMC 18.09.040-Table 2, which includes the requirement for setbacks to be drawn on the plat. Per Note 2, *"Garage setback is five feet behind the front of the dwelling."*
6. The side lot lines of lots 7-11, 28, 31 and Tract C shall be radial to curved streets per CMC 17.19.030.D.2.
7. Building envelopes (setbacks) shall be shown on the preliminary and final plats. Per CMC Section 17.19.030.D.3.a, a 40ft. by 40ft. square dwelling should be able to fit within the building envelope.
8. Each dwelling unit within a new development shall be landscaped with at least one tree per CMC 17.19.030.F.
9. Per CMC 17.19.040.B.1.c, if the average lot size is less than 7,500 square feet, one additional off-street parking space is required for every 5 units and shall be located within a common tract.
10. Per CMC 17.19.040.B.10.a, a Circulation plan is required at application that includes the subject site and properties within six hundred feet showing topography, critical areas and existing and proposed streets, trails, etc. Streets shall extend to and connect with neighboring properties per CMC 17.19.040.B.6.a.
11. The storm drainage facility shall include a 10-foot L2 landscape buffer per CMC 17.19.030.F.6.
12. The location and height of any retaining walls shall be shown on the grading plan. Retaining wall height requirements are found in CMC 18.17.060.

Landscaping Regulations and Tree Retention

Landscaping standards shall apply to all new land divisions per CMC 18.13.020.B.1. A Landscape, Tree and Vegetation plan must be submitted pursuant to CMC 18.13.040.A. If trees are proposed for removal, a Tree Survey is required per CMC 18.13.040.B and must be prepared by a certified arborist or professional forester pursuant to the requirements outlined in CMC 18.13.045. A minimum 20-unit tree density per net acre is required and needs to be incorporated in the overall landscape plan per CMC 18.13.051.A.

Critical Areas Review

Clark County GIS mapping identifies geologically hazardous areas (i.e. steep slopes) have been identified on the subject property. As such, per CMC Section 16.51.130, a critical areas report prepared by a qualified professional is required if a proposed development is within or adjacent 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.

- The critical areas report requirements for Geologically Hazardous Areas are found in CMC 16.59.060 and 16.59.070.

SEPA

The proposed development is not categorically exempt from the requirements of the State Environmental Policy Act (SEPA) per CMC Section 16.07.020.A as the proposed is more than ten residential units and contains environmentally sensitive areas per CMC 16.07.025.C. The current SEPA environmental checklist is on the website.

Archaeological Review

The site is located in an area of high probability for the presence of archaeological objects. As such, an archaeological predetermination report is required consistent with the requirements of CMC 16.31.070.A. Submit proof of mailing or emailing the tribes per CMC 16.31.160.

ENGINEERING DIVISION

ANITA ASHTON (360) 817-7231 aashton@cityofcamas.us

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. CDev engineering is responsible for plan review (PR) and construction inspection (CI).
6. A 3% PR&CI fee is collected by CDev engineering for all infrastructure improvements.
 - a. A stamped preliminary engineer's estimate shall be submitted to the CDEV Engineering Dept prior to or with submittal of plans for first review.
 - i. The first review submittal shall consist of three (3) full size sets and one (1) half size set of the engineering plans, and one (1) hard copy of the preliminary TIR.
 - b. Payment of the 1% plan review (PR) fee shall be due prior to start of first review.
 - c. Payment of the 2% construction inspection (CI) fee shall be due prior to construction plan approval and release of approved plans to the applicant's consultant.
 - d. Under no circumstances will the applicant be allowed to begin construction prior to construction plan approval.
7. Final acceptance is issued by the Community Development Engineering department.
8. Per CMC 17.21.060.H Except for one sales office or one model home, building applications will not be accepted until after Final Acceptance has been issued for all infrastructure improvements.
9. Any existing wells, septic tanks, and septic drain fields shall be decommissioned in accordance with State and County guidelines per CMC 17.19.020 (A3).
10. 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.
11. Regulations for installation of public improvements, improvement agreements, bonding, final platting, and final acceptance can be found at CMC 17.21.
12. The applicant will be responsible for ensuring that private utilities; underground power, telephone, gas, CATV, interior street/parking lighting, and associated appurtenances are installed.

Traffic/Transportation:

1. A full transportation impact study (TIA) is required as the proposed development will result in an excess of 200 vehicle trips per day (VPD).
2. Current ITE manual is the 11th Edition.
3. The Applicant will be required to have a traffic engineer analyze the following:
 - a. Site distance access(es) at:
 - i. NW 17th Avenue and NW Hancock Drive.
 - ii. NW 16th Avenue and NW Hood Street.
 - b. A traffic circulation plan showing ingress and egress, per CMC 17.19.040 (B.10.a).
 - c. Address movement conflicts with nearby intersections, left-turn pocket analysis at NW 16th Avenue & NW Hood Street, NW 18th Avenue & NW Hancock Drive, and applicable private driveways.
 - d. Provide trip AM and PM Peak trip distribution to and from the site. Offsite intersections to be analyzed, if any, will be based on the trip distribution out to a threshold of 20 new trips per intersection.

Streets:

1. The proposed development fronts NW 18th Avenue, NW Hood Street, and NW 16th Avenue. All three roads are identified as a 2 or 3 lane arterials per the City's 2016 Comp Plan. Except that NW 16th Avenue, east of NW Hood Street, is classified as a local roadway.
 - a. Answer to consultant question regarding how is it determined when an arterial/collector is 2 or 3 lanes: In general, arterials and collectors, once fully improved, are required to be three lanes based on the need for left turn pockets and two-way turn lanes.
2. Per CMC 17.19.040.B.5, the applicant will be required to dedicate up to 37-feet of right-of-way from the centerline of each road for frontage improvements along NW 18th Avenue and NW Hood Street.
 - a. Dedication of additional right-of-way on NW 16th Avenue, east of NW Hood Street, will be based on Table 17.19.040-2 Minimum Public Street Standard 'A'.
3. Per CMC 17.19.040.B.1, the applicant will be required to construct half-width street improvements along the three frontages, NW 18th Avenue, NW Hood Street, and portion of NW 16th Avenue.

[NW 16th Avenue – east of NW Hood Street]:

4. There is an existing driveway that extends from the intersection with NW Hood Street to the easternmost end of the proposed improvements, which provides access to the following parcels:
 - a. PIN 92233002, 3220 NW 16th Avenue
 - b. PIN 92233004, 3102 NW 16th Avenue
 - c. PIN 127429000, 3018 NW 16th Avenue
5. Per CMC 17.19.040.B.5 the applicant is to provide ample right-of-way dedication to the east to allow access for future development of parcel 127429000. The existing driveway for said parcel is located within the applicant's proposed Tract F Open Space.
 - a. Half-width street improvements, east of NW Hood Street, are to be extended to the westernmost property line of parcel no. 127429000.
 - b. The applicant will be required to provide continuous access to the parcel located to the south of proposed Tract F, as the existing driveway is located within proposed Tract F.

[Proposed Private Road Tract 'B']:

6. Per CMC Table 17.19.040-1 Minimum Private Street Standards 'C' for access to five or more dwelling units, greater than 100-feet and less than 300-feet in length requires a 42-foot wide tract, 28-foot paved surface, and planter strip and sidewalk on the north side and cul-de-sac only.
 - a. As shown, proposed Tract 'B' meets CMC Table 17.19.040-1 Minimum Private Street Standards 'C'.

- b. The applicant will be required to provide for signage for towing services and noted on the plat and in the CC&R's.

[Proposed NW 17th Avenue]:

7. Per CDSM Table 3 Access Spacing Standards the minimum access spacing allowed on a local roadway from a collector is 110-feet.
 - a. NW 16th Avenue, east of NW Hood Street, is classified as a local roadway.
 - b. The proposed access off NW 16th Avenue is approximately 200-feet east of the intersection of NW 16th Avenue and NW Hood St. This meets the minimum access spacing standards.
 - c. Proposed NW 17th Avenue is proposed at a public roadway in accordance with Table 17.19.040-2 Minimum Public Street Standards.
8. Private access roads/driveways in excess of 150-feet, as measured from the centerline of the adjacent road will provide a dead-end turnaround. Applicant to work with staff to provide a turnaround that meets the requirements of the Fire Marshal Office (FMO).
9. Private access roads/driveways are to install FMO approved address monuments at the right-of-way adjacent to the private road/driveway.
10. The applicant will be required to improve the intersection of NW Hood Street and NW 16th Avenue, as follows:
 - a. NW 16th Avenue, from the east, is to be 90-degrees, or perpendicular, to the curve.
 - b. The centerline radius is to meet the minimum radius for a 3-lane arterial, per Table 2 – General Guidelines for Geometry of a Public Roadway.
 - c. The curb radii for both corners at NW 16th Avenue and NW Hood Street are to meet the collector standard.
11. Street tree planting is required in accordance with CMC 17.19.030 (F).
12. LED street lighting is to be installed along all street frontages within and adjacent to the proposed development, in accordance with CDSM.
13. Private streets, with street lighting, are to have separate meters and the maintenance of all lights and power will be the responsibility of the Owner/Homeowner's Association.

Stormwater:

1. The site of the proposed development is approximately 8.96 acres after boundary line adjustment.
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-3.2 *Flow Chart for Determining Requirements for Re-Development (Vol. I, Chapter 3)* and the Camas Stormwater Design Standards.
 - a. All redevelopment projects shall comply with Minimum Requirement (MR) #2 – Submittal of a Stormwater Pollution Prevent 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/HOA, per CMC 17.19.040 (C3).
6. The City shall have right-of-entry for inspection purposes.
7. Onsite private storm easements are to be shown on the construction drawings.
8. A designated concrete washout area (BMP C154, Vol. II, Chap. 3, pgs. 320-326) is to be shown on the site plans. The concrete washout area is to be removed prior to issuance of occupancy for the last residence constructed.

Erosion Control

1. The size of the proposed development is approximately 8.96 acres after boundary line adjustment.
2. 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.
3. 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.
4. 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.
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 ductile iron water main located in NW 16th Avenue and NW 18th Avenue.
2. The City's Water System Plan Extension identifies the extension of the 12-inch water main from the intersection of NW 16th Ave. & NW Hood St. east to the Haven Heights aka Hancock Springs subdivision.
 - a. A 12-inch main connection from NW Hood Street to the 1600 block in the Haven Heights subdivision will be required.
 - b. Staff will coordinate with the applicant regarding upsizing the proposed waterline.
 - c. The 12-inch waterline is SDC creditable.
3. The applicant will be required to design and construct a minimum 8-inch diameter water main connection thru the proposed development from NW 16th Avenue northeast to the 8-inch diameter water main to be located at the intersection of the future NW 17th Avenue & NW Hancock Drive.
4. The Applicant shall provide a separate service and water meter to each of the lots located within this development.
5. A water sampling station will be required.
6. Applicant shall demonstrate that there are adequate fire flows available for the development.
7. A 10-foot separation shall be maintained between water and sanitary sewer lines within the right-of-way and within the private roadway.
 - a. A utility access and maintenance easement shall be provided over and under said utility to the city when located within the private roadway.
8. The tap on the existing waterline is to be performed by a tapping Contractor approved by the City's Water/Sewer Dept. Approved list provided below.

Sanitary Sewer:

1. There is an existing 4-inch pressurized sewer main located in NW 16th Avenue, NW Hood Street, and NW 18th Avenue.
2. The applicant will be required to design and construct a new STEP sewer main to serve the proposed development with 1-inch laterals provided to each lot.
3. The applicant will be required to provide and record a utility access and maintenance easement, to the city, across the new private roads.
4. At the time of single-family residential construction, each lot will be required to provide and install STEP tanks.
 - a. The STEP tank is to be per CDSM STEP Tank Details.
 - b. The STEP tank is to be installed by a certified Roth tank installer.
5. The applicant will be required to provide a right-of-entry to the City for maintenance of the STEP tank and the STEP tank is to be located such that the City has access for maintenance and pumping.

6. A 10-foot separation shall be maintained between water and sanitary sewer lines within the right-of-way and within the private roadway.
 - a. The applicant will be required to provide a utility access and maintenance easement over and under said utility to the city when located within the private roadway.
7. The tap on the existing STEP main is to be performed by a tapping Contractor approved by the City's Water/Sewer Dept. Approved list provided below.

City Approved Tapping Contractors:

1. A&A Drilling Services, Inc (water & pressure sewer):
16734 SE Kens Ct. #B, Milwaukie, OR 97267, 800-548-3827,
<http://www.aadrilling.com>
2. Ferguson Waterworks (water only):
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

Impact Fees & System Development Charges (SDCs):

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

Impact Fees for 2022:

1. Single Family Detached:
 - a. Traffic Impact Fees - \$3,657.00
 - b. School Impact Fees (SIF) (Camas) – 5,371.00
 - c. Park/Open Space Impact Fees (PIF) – 5,217.00
 - d. Fire Impact Fees (FIF) - \$0.20 sf

System Development Charges (SDCs) for 2022:

1. Water
 - a. 3/4" meter - \$8,071.00 + \$401.00 connection fee
2. Sewer
 - a. Residential - \$2,493.00 + \$177.00 STEP/STEF Inspection

BUILDING DIVISION

BRIAN SMITH (360) 817-7243

1. The address for the existing home at 3010 NW 18th Ave may need to be updated and addressed off of 17th Ave as currently proposed.
2. Existing structures need an asbestos survey and demolition permit.
3. Decommissioning of septic tanks and drain fields through Clark County Department of Health
4. The structures will be reviewed under the most current building codes as adopted by The State of Washington.
5. The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
6. The placement of buildings and structures on or adjacent to slopes steeper than one unit vertical in three units horizontal shall conform to Sections R403.1.7.1 through R403.1.7.4.
7. Geotechnical engineer's report may be required
8. The required fire distance between buildings and property line shall be in accordance with the International Building Codes.

9. The required fire suppression system shall be in accordance with IBC and other applicable codes standards and shall be reviewed by the Camas Fire Marshal's office.
10. Storm sewer disposal and connections shall be identified on the approved plans.
11. All lots shall be provided a storm drain lateral at the lowest practical location.
12. Developer shall provide a designated concrete wash out area.
13. Storm water from adjacent properties and existing developments should be taken into consideration.
14. System Development Charges and Impact fees shall be assessed prior to permits
15. An approved monument sign for posting addresses shall be provided at all Flag lots. The monument sign, location and design shall be noted on the Plat.
16. Any development located within a special flood hazard area shall be in accordance with CMC 16.57
17. Impact fees and System Development charges shall be applicable.

FIRE DEPARTMENT
RANDY MILLER (360) 834-6191

1. Any existing structures scheduled for demolition may be considered for use as a fire department training burn. Contact DFM Randy Miller at the FMO for further information. 360-834-6191
2. NFPA 13D Residential Fire Sprinklers required in all new dwellings. Additionally it is recommended to install fire sprinklers in the garage in consultation with the fire sprinkler contractor. Contact the FMO for further information.
3. If a larger water meter is required to meet fire flow and the larger meter is not required for reasons of the international residential code from the building department, the SDC up-charges are waived and the minimal cost difference in the actual meter shall be paid.
4. A flow switch is optional but recommended to tie into the homes security system along with an outside bell.
5. If a PRV is needed for pressures over 80 PSI on the domestic supply, it shall be installed after the fire line supply. If the pressure is over 80 PSI a PRV may be needed on the toilet supply line supplied from the fire sprinkler system.
6. An inside bell or horn strobe is recommended (If system is not tied into a security system) Contact Randy Miller in the FMO for more information.
7. Water supply line from the meter into the structure shall be sized per the fire sprinkler contractors design calculations or a 2- inch line shall be installed.
8. Providing fire sprinklers in garages are optional but strongly encouraged. Please contact the FMO for further details.
9. A fire hydrant is required at the Northeast corner of lot 16 and between lots 5 & 6.
10. Witnessed hydrant flushing required with the FMO on any new fire hydrant installation.
11. Access roads or flag lots to be a minimum 12-foot wide paved with a 20-foot wide clearance and a minimum 13.6-foot vertical clearance. These minimums may be greater per city of Camas engineering department.
12. Approved Fire Department turnaround required for dead end streets or access driveway over 150 ft to residential structures, Tract "D".
13. Provide radiuses to access roads/driveways for tracts "C", "D" and lot 9.
14. Obstructed access plan required for all private roads, flag lots serving more than one home or access tracts. Towing signs are the recommended plan unless an alternate method is provided and approved.