

EXHIBIT 3
CUP16-02

SECTION 3 – PRE-APPLICATION NOTES



**Pre-Application Meeting Notes
Lacamas Elementary
File PA16-19**

Thursday, July 28, 2016
616 NE Fourth Avenue, Camas, WA 98607

Applicant/ Contact: Heidi Rosenberg Camas School District		Project Description: Applicant proposes to construct a new elementary school on approximately 40 acres.
Representing City of Camas:	Robert Maul, Planning Manager Bob Cunningham, Building Official Steve Wall, Public Works Director Jerry Acheson, Parks Manager Sarah Fox, Sr. Planner Norm Wurzer, Engineer	
Location:	1111 NE 232 nd AVE.	
Tax Account:	175724-000	
Zoning:	Single family residential (R-7.5)	
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”.		
Development fees will be based on the adopted fees at the time of application submittal. The applicable fees include:		
Site Plan Review		\$2,525 + \$60 per 1,000 of GFA
Conditional Use Permit		\$3,800
Design Review (major)		\$1,750
SEPA		\$710
Archaeological Review		\$120
Critical Areas		\$680
Fire Department Review		\$370
Engineering Review		3% of estimated construction costs
Building Permit and Plan Review		Based on the valuation of the project

PLANNING DIVISION

Sarah Fox (360) 817-7269

The following pre-application notes are based on the application materials and site plan submitted to the City. The following general application materials must be submitted in combination with a Site Plan Review submittal per **CMC§18.55.110** as follows:

- A copy of a completed city application form and required fees;
- A complete list of the permit approvals sought by the applicant;
- 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;
- 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;
- Necessary drawings- three sets and an electronic copy (send as a PDF by email or on a disc);
- Copy of the pre-application meeting notes;
- A SEPA checklist must be submitted.
- A development sign will need to be posted on the property, which is viewable from the public-right-of-way. The sign must be 4' x 8' and include information in regard to the application and the public hearing.

Permit Specifics:

1. Site Plan Review (Type II Permit)

An application for Site Plan Review shall also contain information outlined in CMC 18.18.040 (A-J). The application must include a written response to the **criteria for approval** in CMC 18.18.060 (A-F). Other specifics that were discussed at the meeting and must be included in the application include:

- Tree survey by arborist, which includes the health of the trees, size and a protection plan. Consultation with DNR in regard to the Oregon White Oaks in order to provide appropriate protection and mitigation for potential impacts.
- Inclusion of the T-27 trail and/or a trailhead as part of the city's open space network

2. Design Review (Type II Permit)

The Design Review Committee reviews the application at a public meeting, and provides a recommendation to decision maker. Typically, the city will schedule the meeting to occur prior to issuing a Site Plan decision in order to consolidate the decisions. There are several design standards applicable to this property and may be found in the Design Review Manual and in CMC Chapter 18.19.050(A) *Standard Principles*. A submittal for design review should include a site plan drawing, landscape plan, exterior elevations, building materials and colors, lighting specs and plan, and sign plan (optional).

Landscaping & Parking Lot Design

A landscape plan must be submitted pursuant to CMC 18.13.050.

- Parking areas must be landscaped in compliance with CMC 18.13.060. Generally that means that all perimeters of the parking lot must be landscaped/screened, and that interior trees must be provided at a specified ratio of trees per parking stalls.
- Landscaping should be concentrated within the foreground of the visual area and should provide a safe and welcoming pedestrian environment.

3. Conditional Use Permit (Type III Permit)

The proposed use as a school requires conditional use approval when in a residential zone. A conditional use permit requires a public hearing that is held before the city's Hearings Examiner. The hearings are

scheduled as needed. The application narrative must include the following criteria of approval for a conditional use permit, which is also found at CMC§18.43.050:

- A. The proposed use will not be materially detrimental to the public welfare, or injurious to the property or improvements in the vicinity of the proposed use, or in the district in which the subject property is situated;*
- B. The proposed use shall meet or exceed the development standards that are required in the zoning district in which the subject property is situated;*
- C. The proposed use shall be compatible with the surrounding land uses in terms of traffic and pedestrian circulation, density, building, and site design;*
- D. Appropriate measures have been taken to minimize the possible adverse impacts that the proposed use may have on the area in which it is located;*
- E. The proposed use is consistent with the goals and policies expressed in the comprehensive plan;*
- F. Any special conditions and criteria established for the proposed use have been satisfied. In granting a conditional use permit the hearings examiner may stipulate additional requirements to carry out the intent of the Camas Municipal Code and comprehensive plan.*

4. Archeological Review (Type II Permit)

The property is within a high probability of discovery of historically significant artifacts, and the applicant confirmed the site's significance. For that reason, an archaeologist must submit a report that is consistent with the requirements of CMC 16.31.080. The City also requires that a copy of the report be sent to tribes by certified mail, return receipt requested (CMC 16.31.160). A copy of those receipts must be included in the application materials.

5. Critical Area Review (Type II Permit) and SEPA

The property has several wetland areas and a preliminary wetland delineation report was reviewed by Staff. As discussed at the meeting, the development application must demonstrate (narrative and plans) efforts to avoid impacts to critical areas and their buffers. Also, temporary markers of the wetland perimeter must remain in place in order to be verified by staff per CMC§16.51.210.

- Wetland permit application submittal requirements are at CMC§16.53.050(F) Wetland Permit.
- Preliminary wetland mitigation plan standards can be found at CMC§16.53.050(E)(2).
- Wetland A was indicated to be a Type IV wetland with a functional score of 19. Please expand upon the hydrological value of this wetland in the application being rated low.

ENGINEERING DIVISION

Norm Wurzer (360) 817-1562

- 1) Per CMC 14.02 stormwater treatment and runoff control shall be designed in accordance with the 2014 Stormwater Management Manual for Western Washington and the City of Camas Stormwater Design Standards Manual.
- 2) Stormwater facilities shall be located and landscaped per CMC 17.19.030 (F6) and CMC 17.19.040 (C3a).
- 3) A monthly storm-water utility fee will be assessed in accordance with CMC 13.89 for new impervious surfaces added to the site.
- 4) Maintenance of the storm water facilities will be the responsibility of the owner per CMC 17.19.040 (C3).
- 5) An erosion control bond will be required for all land disturbing activities of an acre or more per CMC 17.21.030.
- 6) A NPDES permit will be required for this project per Washington Department of Ecology requirements if more than one acre of land will be disturbed.

- 7) If wetlands are filled a wetland fill permit will be required along with a mitigation plan to offset any impacts.
- 8) A FPA permit may be required for this project per RCW 76.09 and WAC 222.
- 9) The applicant will be responsible for the design and submittal of the utility plan showing the locations for underground power, telephone, gas, CATV, street lights and associated appurtenances.
- 10) Application materials and narrative shall specifically address CMC 18.55.110(application requirements) and CMC 18.43.050 (criteria) for CUP's or CMC 18.18.040
- 11) A monthly fire utility fee will be assessed in accordance with CMC 13.36
- 12) A 3% plan review and inspection fee will be required per resolution number 1023. The fee will be based on an engineer's estimate or construction bid. The fee is due prior to approved construction drawings being released by the City.
- 13) A geotechnical study including seismic evaluation may be required for this project. (Completed?)
- 14) A traffic study shall be required for this project in accordance with the City's adopted Traffic Impact Study Guidelines. (Completed?)
- 15) Street right-of-ways shall meet the criteria of CMC 17.19.040(B), Table 17.19-1.
- 16) Half width street improvements may be required in accordance with CMC 17.19.040(B).
- 17) The applicant will be responsible for all traffic control signs, street name signs, pavement markings and street lighting per CMC 17.19.030 (I) (J).
- 18) Right of Way dedication along with street improvements and extensions may also be required to serve this site. The improvements shall be consistent with the transportation comprehensive plan, left turn lanes may be required.
- 19) Required water improvements identified at this time:
 - a) (1) water mainline to be extended on NE 232 to north end of property terminating with a 2" blow-off
 - b) (2) three-way valve cluster on mainline at lateral for the school
 - c) (3) distance between valve clusters not to exceed 1000'.
 - d) Note: water valve cluster and stub out for NE 9th will not be required as part of the school project
- 20) Required sewer improvements items identified at this time:
 - a) (1) sewer mainline to be extended on NE 232 to north end of property terminating with a cap and access to toning wire
 - b) (2) manholes to be installed approximately every 300'
 - c) Note: sewer manhole located at NE 9th will not be required as part of the school project.
- 21) NE 9th and NE 232 Avenue are TIF creditable.
- 22) Preliminary plans show one entrance/exit, past experience with existing schools has shown traffic issues related to limited access/egress. Camas is requesting the design utilize a separate entrance and exit.
- 23) This location has been identified for the T-27 trail system, further discussion will be required with the City Parks Director regarding this.
- 24) This location has been identified for a proposed neighborhood park (NF-17), further discussion will be required with the City Parks Director regarding this.
- 25) Existing wells, septic tanks and septic drain fields shall be properly decommissioned in accordance with State and County guidelines per CMC 17.19.020 (A3) and or CMC 17.19.030 (C5).
- 26) Offsite water and sewer utility extensions will be required to serve this site. The improvements shall be consistent with the water/sewer comprehensive plan. The specific details for these utility extensions will need to be worked out prior to issuance of building permits and/or final occupancy.
- 27) A water sampling station may be required.

FIRE DEPARTMENT**RANDY MILLER (360) 834-6191**

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 fire marshal's office. Camas Municipal Code 15.04.030.D.12.a

General overview of potential permits with the Fire Marshal's Office and separate from any permits required with the building department for this project. The Fire Marshal's office is located at 605 NE 3rd Avenue. For submittal questions contact the FMO at 360-834-6191.

- 1) Site Plan
- 2) New Building Construction permit with the Fire Marshal's Office located at 605 NE 3rd. Contact the FMO at 360-834-6191 for submittal information.
- 3) Separate Permit required with the fire marshal's office for any new fire alarm system or if there are any changes, alterations, additions, deletions etc. to any existing Fire Alarm System. Minimum requirements shall be NICET III for design and NICET II and or factory trained (provide documentation) for acceptance testing. Design/Changes per NFPA 72.
- 4) Separate Permit with the Fire Marshal's office required for the NFPA 24 Underground Fire Sprinkler Main. (Washington State Licensed Level "U" required for onsite installation) This "work" shall be performed by a "level "U" licensed company. A third party sign off or third party overseer shall not occur as confirmed by the State Fire Marshal's office and the City of Camas Attorney's office.
- 5) Separate Permit with the Fire Marshal's office required for the NFPA 13 Fire Sprinkler System. WA State Licensed Fire Sprinkler Contractor required with appropriate NICET Levels.
- 6) Separate permit with the Fire Marshal's office Required for any Generator. Installed per NFPA 110.
- 7) Underground oil tank removal requires a permit with the fire marshal's office following IFC (International Fire Code) 3404.2.14

BUILDING DIVISION**BOB CUNNINGHAM (360) 817-1568**

1. The structures will be reviewed under the most current building codes as adopted by The State of Washington.
2. 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 Life Safety elements and the ADA requirements.
3. The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
4. 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.
5. If applicable a set of detailed plans from a design professional are required for commercial kitchen equipment, ventilation equipment, the type 1 hood and suppression systems
6. If applicable a properly sized grease interceptor or trap is required.
7. If applicable a Health Department permit is required.

8. The fire suppression and or fire alarm systems shall be in accordance with IBC and other applicable code standards, all fire suppression and or fire alarm systems shall be reviewed by the Camas Fire Marshal's office.
9. Civil plans to be on separate 24" x 36" sheets with City of Camas Engineering Division signature block.
10. 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.