



**Pre-Application Meeting Notes
Union Self Storage
File PA16-25**

Thursday, September 1st, 2016
3:30pm, Public Works Conference Rm
616 NE Fourth Avenue, Camas, WA 98607

Applicant/ Contact: Union Storage, LLC 23801 NE 42 nd Court Ridgefield, WA 98642		Project Description: Applicant proposes to construct a self-storage facility on 3.62 acres located in the Community Commercial Zone.
Representing City of Camas:	Robert Maul, Planning Manager Norm Wurzer, Engineer Bob Cunningham, Building Official Randy Miller, Fire Marshal	
Location:	6250 NW Friberg/Strunk Street Camas, WA 98607	
Tax Account:	176190-000	
Zoning:	Community Commercial (CC)	
<p>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".</p>		

PLANNING DIVISION

Robert Maul (360) 817-7255

Applicable codes for new development in downtown 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 August 17th, 2016:

Application Requirements

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

- A. A copy of a completed city application form and required fees;

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

1. Conditional Use Permit	\$3,800
2. Design Review (major)	\$1,750.00
3. SEPA	\$710.00
4. Archaeological Review	\$120.00
5. Fire Department Review	\$370.00
6. Engineering Review	3% of estimated construction costs
7. Building Permit and Plan Review	*based on the valuation of the project

- 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);
- F. Copy of the preapplication meeting notes (Type II and Type III);
- G. SEPA checklist;

Conditional Use Permit Review

The application for Conditional Use Permits / Site Plan Review shall also contain information outlined in CMC 18.43. The application shall address the **criteria for approval** in CMC 18.43.070.

Design Review (major)

This is a Type III Conditional Use Permit decision for a commercial type use, which is subject to be reviewed by the Design Review Committee. The standards applicable to this property for Design Review may be found in the Design Review Manual, the Design Review Manual *Standard Principles* in addition to the *Specific Principles* for Commercial and Mixed Uses (CMC 18.19.050.B.2). 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 Regulations

Per CMC 18.13.020, landscaping standards apply to all new multifamily and commercial uses, including parking for four or more parking spaces. As such, a landscape plan must be submitted pursuant to CMC 18.13.050 and the landscaping requirements in the Downtown Design Manual. Parking areas shall be landscaped in compliance with CMC 18.13.060.

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.

Parking stalls must be 10' wide x 18' deep. Per CMC 18.11.020(D), small car parking spaces are allowed at a maximum of 30% of the parking lot and can be as small as 8' wide by 15' deep. The design manual further requires parking to the interior of the development.

SEPA

Your proposal is not categorically exempt from the requirements of the State Environmental Policy Act (SEPA) per CMC Section 16.07.020(A)(4). A SEPA checklist will be required at submittal.

Archeological Review

The property is within a high probability of discovery of historically significant artifacts. For that reason, an archaeologist must inspect the site and 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.

ENGINEERING DIVISION

Norm Wurzer (360) 817-7235

- 1) Construction plans shall be prepared by a licensed Washington State engineer in accordance with City of Camas standards.
- 2) 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.
3. 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.
4. Stormwater facilities shall be located and landscaped per CMC 17.19.030 (F6) and CMC 17.19.040 (C3a).
5. A monthly storm-water utility fee will be assessed in accordance with CMC 13.89 for new impervious surfaces added to the site.
6. Maintenance of the storm water facilities will be the responsibility of the owner per CMC 17.19.040 (C3).
7. An erosion control bond will be required for all land disturbing activities of an acre or more per CMC 17.21.030.
8. 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.
9. If wetlands are filled a wetland fill permit will be required along with a mitigation plan to offset any impacts.
10. 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.
11. A monthly fire utility fee will be assessed in accordance with CMC 13.36
12. Applicant will be subject to the parking and landscaping requirements of CMC 18.11 and CMC 18.13.
13. A traffic study shall be required for this project in accordance with the City's adopted Traffic Impact Study Guidelines.
14. The southerly access/egress will require further discussion with the city engineer and the applicant's traffic engineer due to existing traffic issues on NW Friberg/Strunk.
15. The applicant is also proposing to dedicate the northerly 30 feet of the site for the half-width right of way of Street "B" as identified in the North Dwyer Creek Master Plan and as shown in the Transportation Comprehensive Plan.
16. Half width street improvements will be required in accordance with CMC 17.19.040(B). Half street improvements shall extend to the easterly end of the property.
17. Street right-of-ways shall meet the criteria of CMC 17.19.040(B), Table 17.19-1.

18. 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).
19. CMC 17.19.040 (C) (2) (e) states in part that the design of the sanitary sewer system shall take into account the capacity and grade to allow for desirable extension beyond the development.
20. 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).
21. A water sampling station may be required.

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

22. The structures will be reviewed under the most current building codes as adopted by The State of Washington.
23. 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.
24. The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
25. 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.
26. The storage facility shall be fully accessible.
27. The required fire suppression 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.
28. Civil plans to be on separate 24" x 36" sheets with City of Camas Engineering Division signature block.
29. 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.
30. Parking shall be in accordance with CMC 18.11

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

31. Site Plan (submitted to planning for distribution)
32. FMO New construction Permit. 2 sets of drawings and cut sheets including any explanatory material to assist with the review.
33. NFPA 24 Fire Main Underground Permit. Minimum level "U" license by the bidding contractor doing the work required.
34. NFPA 13 Fire Sprinkler System Permit. Washington State Licensed Fire Sprinkler Contractor required.
35. NFPA 72 Fire Alarm System Permit. Minimum NICET III for design, minimum NICET II for acceptance testing.
36. NFPA 14 Standpipes Permit.
37. Overhead clearance minimum 13 feet 6 inches.
38. Additional hydrants may be required and is prescriptive in the International Fire Code for fire flow and number of hydrants, IFC appendix "B" and "C".
39. Flammable liquid storage is limited and will need provisions to be provided or prohibited.