



**Pre-Application Meeting Notes  
38<sup>th</sup> Avenue Mixed Use  
File PA17-45**

Wednesday, December 6<sup>th</sup>, 2017  
2:30pm, City Council Chambers  
616 NE Fourth Avenue, Camas, WA 98607

<b>Applicant/ Contact:</b> Holland Partners Group 1111 Main Street #700 Vancouver, WA 98660		<b>Project Description:</b> Applicant proposes a mixed use master plan for Commercial Office Space, 275 Apartments and a 25,000 square foot artisan/retail market.
<b>Representing City of Camas:</b>	Phil Bourquin, Community Development Director Steve Wall, Public Works Director Robert Maul, Planning Manager Bob Cunningham, Building Official Ron Schumacher, Fire Marshal	
<b>Location:</b>	South Side of NW 38 <sup>th</sup> Avenue, West of NW Fisher Creek Drive	
<b>Tax Account:</b>	126043-000 & 126255-000	
<b>Zoning:</b>	<b>Regional Commercial (RC)</b>	
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, <a href="http://www.cityofcamas.us/">http://www.cityofcamas.us/</a> on the main page under “Business and Development”.		
<b>Development fees will be based on the adopted fees at the time of application submittal. The current <u>2017</u> fees include:</b>		
Site Plan Review	\$3,613 + \$30 per res unit + \$61 per 1,000 sf of GFA	
Design Review (major)	\$1,776.00	
SEPA	\$721.00	
Archaeological Review	\$122.00	
Critical Areas	\$690.00	
Fire Department Review	\$376.00	
Engineering Review	3% of estimated construction costs	
Building Permit and Plan Review	based on the valuation of the project	
Short Plat	\$178	
Development Agreement	\$782	

The following pre-application notes are based on the application materials and site plan submitted to the City.

The current zoning of Regional Commercial (RC) prohibits most residential uses listed under “Residential” in the land use table CMC§18.07.030, **however there is a footnote provision that allows residential development to occur with a master plan** “On tracts ten acres or more, subject to approval by city council of a master plan and development agreement, a mixed use development may be approved provided no less than fifty-one percent of the net developable acreage is committed to commercial uses.” The applicant has proposed a development concept that can comply with the master plan process.

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 preapplication 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 preapplication meeting notes;
- A SEPA checklist must be submitted.
- Traffic study
- Critical areas reports
- Building elevations
- Landscaping plans

#### **Permit Specifics:**

##### **1. Master Plan approval and Development Agreement.**

As discussed in the pre-app meeting, this mixed use proposal will need a master plan approval with a Development Agreement with the City Council in order to add the residential component. The project scope including proposed acres, commercial development and residential development appear to meet the 51% net developable commercial to 49% residential ratios listed in the code. The Development Agreement and Master Plan approval would be the primary application and the associated site plan, design review, critical areas permits, and other required elements listed herein will support the master plan project.

##### **2. 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).

**CMC§18.18.040 (A-J):** A. *A written description addressing the scope of the project, the nature and size in gross floor area of each use, and the total amount of square feet to be covered by impervious surfaces;*

B. *A vicinity map showing site boundaries, and existing roads and accesses within and bounding the site;*

- C. A topographic map based upon a site survey delineating contours, existing and proposed, at no less than five-foot intervals, and which locates existing streams, marshes, and other natural features;*
- D. Site plans drawn to a scale no smaller than one inch equals fifty feet showing location and size of uses, buffer areas, proposed areas of disturbance or construction outside of the building footprint, yards, open spaces and landscaped areas, and any existing structures, easements and utilities;*
- E. A circulation plan drawn to a scale acceptable to the community development director illustrating all access points for the site, the size and location of all driveways, streets, and roads, with proposed width and outside turning radius, the location, size, and design of parking and loading areas, and existing and proposed pedestrian circulation system. If a project would generate more than one hundred average daily trips either based on the latest edition of the International Transportation Engineer's (ITE) Trip Generation Manual or evidence substantiated by a professional engineer licensed in the state of Washington with expertise in traffic engineering, a traffic impact study shall be submitted;*
- F. A preliminary drainage and stormwater runoff plan;*
- G. A utility plan;*
- H. A plot plan of all proposed landscaping including the treatment and materials used for open spaces, and the types of plants and screening to be used;*
- I. Typical building elevation and architectural style; and*
- J. An engineer estimate of costs for site improvements, both public and private.*

### **3. Short Plat**

At the meeting, the applicant discussed a possible short plan to divide the parcel into several new lots. The criteria for approval for a short plat can be found at CMC§17.09.030, in addition to submittal items. For this project, it would be important to ensure that newly configured parcels have access to the public road, and that it will not be hazardous.

### **4. 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* 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).

Some of the architectural features include but not limited to: 1) Walls facing the right of way cannot be blank and should be broken up with windows or otherwise articulated; 3) Buildings should define the streetscape and contribute to a secure pedestrian environment.

### **Landscaping & Parking Lot Design**

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.

- 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 are provided at a specified ratio of trees per parking stalls.
- Landscaping should be planted within the foreground of the visual area (street) and should provide a safe and welcoming pedestrian environment.

### **Archeological Review (Type II Permit)**

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.

### **Critical Area Review (Type II Permit)**

The property is encumbered with a sizeable wetland area. As discussed at the meeting, the development application must demonstrate (narrative and plans) efforts to avoid impacts to critical areas.

- 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).

### **ENGINEERING DIVISION**

**Anita Ashton (360) 817-7231**

#### **Transportation/Streets:**

- The project will be required to complete a transportation impact analysis (TIA) for review and approval by the City. Please coordinate with Camas Engineering Staff regarding the scope of the TIA prior to beginning the work effort. Because of the proximity to the City of Vancouver, the applicant will be required to coordinate with Vancouver staff when preparing the TIA. The City will review the TIA and take into account the recommendations when conditioning the Project.
- The proposed Project is fronted on the north by NW 38<sup>th</sup> Avenue and on the east by NW Fisher Creek Drive.
- NW 38<sup>th</sup> Avenue is an existing 3-lane arterial with bike lanes, planter strips, sidewalks and street lights that was constructed by the City in 2013. With the exception of modifications at the proposed access locations, it is not anticipated that any additional right-of-way dedication or frontage improvements (e.g. pavement, sidewalks, planter strip, etc.) on NW 38<sup>th</sup> Avenue will be required, unless otherwise required through the TIA.
- Four separate access locations along NW 38<sup>th</sup> Avenue were discussed at the Pre-Application Meeting. Full access locations were proposed at NW Fisher Creek Drive and at an entrance between the Residential and Commercial portions of the Project. These locations appear to meet the City's standard full access spacing requirements of 660 feet on an arterial roadway. Two right-in/right-out access points were proposed to be located between the two full-access locations. Ideally, the right-in/right-out only driveways would be spaced at least 330 feet from other access locations. Final approval of all access locations will be dependent on the ultimate location and the information provided in the Transportation Impact Analysis.
- NW Fisher Creek Drive is an existing private road with a minimum of 26-feet of paved width, with 4-foot planter strip and a minimum of a 5-foot wide sidewalk along the east side of the roadway. The road meets the City's standard in CMC 17.19.040 for a Private Drive serving a Commercial/Industrial area. It is understood from the Pre-Application Meeting that the developer has permission to use the Private Drive and that the existing gate-house will be relocated further south to allow access to the proposed site without having to go through the gate-house.
- Though not required, Staff suggests the Applicant include a sidewalk along the west side of the project fronting NW Fisher Creek Drive to enhance pedestrian circulation through and beyond the site.
- If there is a Private Road constructed between the Commercial and the Multi-Family portions of the proposed Project, the Road will be required to meet the City's Commercial/Industrial Private Road Standards including 24-feet of pavement with planter strip and 5-foot wide sidewalk on one side, all located within a 40-foot wide tract.

#### Water:

- There is an existing 12-inch diameter waterline in NW 38<sup>th</sup> Avenue and an existing 12-inch diameter waterline in NW Fisher Creek Drive.
- The Applicant will be required to loop watermain through the site to serve the proposed Project. Coordination with both the Fire Marshal and the Public Works Department will be required through the Engineering Plan Review process.
- As discussed at the Pre-Application Meeting, the Applicant should feel free to coordinate with the City regarding the use of private and public watermain and requirements for each throughout the proposed Site.
- See below for Water related fees and charges.

#### Sanitary Sewer:

- There is an existing 10-inch diameter STEF sewer line that flows from south to north located along the westerly boundary of the proposed Project. The STEF line flows into the 38<sup>th</sup> Avenue Pump Station located on the north side of 38<sup>th</sup> Avenue near the northwesterly corner of the proposed Project.
- Because the system serving the area is an effluent only system, the Applicant will be required to install Septic Tank Effluent Pump or Filter (STEP or STEF) systems to serve the proposed Project. The HOA or owner of the proposed facilities will own and be responsible for the maintenance of each STEP/STEF tank.
- As discussed in the Pre-Application Meeting, it has been assumed by both the City and the Applicant that the existing sewer system is capable of serving the proposed Project. However, the Applicant will be required to confirm the 10-inch STEF sewer line and pump station are adequately sized to handle the flows from the proposed Project. City staff will assist in the evaluation by providing as-builts and any other information relative to the system. The Applicant will be required to design and construct any necessary improvements or upgrades to the system to serve the proposed Project.
- See below for Sewer related fees and charges.

#### Stormwater:

- Per CMC 14.02 stormwater treatment and runoff control shall be designed in accordance with the latest edition (currently 2014) of the Stormwater Management Manual for Western Washington and the City of Camas Design Standards Manual.
- As discussed in the Pre-Application Meeting, it is likely that a portion of this site will flow towards the Lacamas Creek Basin and a portion will flow towards the Columbia River Basin. Any stormwater released to the Lacamas Creek basin will include approved methods for treatment and control of Phosphorous.
- Stormwater facilities shall be located and landscaped per CMC 17.19.030 (F6) and CMC 17.19.040 (C3a).
- Maintenance of the storm water facilities will be the responsibility of the HOA (or owner) per CMC 17.19.040 (C3).

#### General Comments:

- Construction plans shall be prepared by an engineer licensed in the State of Washington.
- The applicant will be required to resolve placement of the community mailboxes with the Postmaster and the City of Camas prior to engineering plan review approval.

- Garbage and Recycling pick-up for each unit should be coordinated during Engineering Plan Review and will be required to be approved by the City of Camas.
- The applicant is to coordinate with the Camas School District on approved pick-up location for students and provide any necessary improvements required by the School District.
- Joint utility trench coordination will be required with the franchise utility purveyor(s) and the Applicant's engineer during the site design process. The Applicant will be responsible for the design and submittal of the utility plan showing the locations for all underground utilities. Final engineering approval will not be issued until completion of the franchise utility extension design.
- 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).

#### Fees and Charges:

- A 3% Plan Review and Construction Inspection Fee will be required prior to approval of the engineering plans. The Fee will be based on an engineer's estimate or construction bid.

- Impact Fees:

Per CMC 3.88, Impact Fees are required to be paid prior to issuance of a building permit. For commercial or industrial projects, the Community Development Director may allow for deferment of impact fees up to but no later than Final Occupancy. The information presented below is for informational purposes only and is subject to change.

- Transportation Impact Fee (TIF)
  - The proposed project is located in the South TIF Zone. TIFs are calculated based on the number of PM Peak Hour Trips generated by the proposed development.
  - The 2018 **South Zone TIF is \$3,170 per PM Peak Hour Trip**
  - The applicant should include a trip generation report for the City's review for each building type within the Transportation Impact Analysis.
- Fire Impact Fee (FIF)
  - The 2018 **Fire Impact Fee is \$0.20 per square foot** of building constructed for both commercial and residential components of the proposed project.
- Park Impact Fee (PIF)
  - Only the Apartments proposed to be constructed with the Project are subject to Park Impact Fees. The 2018 **Park Impact Fee is \$1,717 per Multi-Family Residence.**
- School Impact Fee (SIF)
  - Only the Apartments proposed to be constructed with the Project are subject to School Impact Fees.
  - The proposed development is located in the Camas School District. The School Impact Fees are collected by the City of Camas on behalf of the School District.
  - The 2018 Camas **School Impact Fee is \$5,371 per Multi-Family Residence.**

- System Development Charges:
  - Per CMC 13.52 and 13.72, Water and Sewer System Development Charges (SDCs) shall be paid by the applicant at the time of issuance of the plumbing permit or building permit, whichever shall first occur. The information presented below is for informational purposes only and is subject to change.
  - The proposed Project is located in the “Non-NUGA” (non-North Shore) area.
  - Water SDC
    - The Water SDC shall be based on the meter size chosen to serve each building
    - Following are the various Water SDCs for each size meter:
      - ¾" \$4,778
      - 1" \$7,963
      - 1.5" \$15,925
      - 2" \$25,480
      - 3" \$50,960
      - 4" \$79,625
  - Sewer SDC
    - Based on the apartment and general office space uses discussed in the Pre-Application Meeting, the Sewer SDC shall be based on the water meter size chosen to serve each building
    - Following are the various Sewer SDCs for each size water meter:
      - ¾" \$3,740.00
      - 1" \$6,234.00
      - 1.5" \$12,467.00
      - 2" \$19,948.00
      - 3" \$39,896.00
      - 4" \$62,337.00
- In addition to the charges above, the applicant will be required to pay a Water Meter Installation Fee for meter sizes between ¾-inches and 2-inches. The 2018 fee ranges between \$380 and \$1,969. Meters greater than 2-inches are required to be purchased and installed by the Developer as approved by the City.
- The City does not currently have a Stormwater SDC; however, the City has a monthly Stormwater Utility Rate that is based on the amount of impervious surface created by the Project. For 2018, **the monthly stormwater rate is \$11.69 per equivalent service unit**, or ESU. One ESU is equal to 3,218 square feet of impervious surface. The Applicant’s engineer will be required to provide the amount of impervious surface generated by the project once construction is completed.

## **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 required with the Fire Marshal’s Office. These are separate from any permits required with the building department for this project. The Fire Marshal’s office is located at 605 NE 3<sup>rd</sup>. For Submittal questions contact the FMO at 360-834-6191. [FMO@cityofcamas.us](mailto:FMO@cityofcamas.us)

## **Fireflow**

1. All buildings to meet IFC Appendix B fireflow requirements.

2. If public fire hydrants are installed there must be a utility easement, if private hydrants are installed they shall be served by an underground vault complete with backflow. All private hydrants shall be painted red.

## **Fire Sprinklers**

3. Fire Hydrants to be installed within 75 feet of a FDC.

4. Office buildings and grocery store; shall have NFPA 13 systems installed, each with its own FDC and PIV.

5. Apartments; shall have NFPA 13R installed, no PIV required and up to 3 buildings may be served by a single FDC with signage depicting each building served.

### **Access**

6. Fire lanes are a minimum of twenty feet in width, in addition all buildings in excess of 30 feet to the roof line requires an aerial access lane 26 feet in width for one side of a building.

7. Addressing shall be visible from the street. A monument sign showing the location of buildings in the apartment complex is required at the entrance.

8. Provide "fire emergency only" secondary access to the apartment complex.

### **General Notes/Permits required**

9. IFC/IBC Site Plan

10. 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.

11. 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 per NFPA 72.

12. Separate Permit with the Fire Marshal's office required for all NFPA 24 Underground Fire Sprinkler Mains. (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.

13. Separate Permit with the Fire Marshal's office required for the NFPA 13 and NFPA 13R Fire Sprinkler System. WA State Licensed Fire Sprinkler Contractor required with appropriate NICET Levels.

14. Separate permit required with the Fire Marshal's Office and the Public Works Department for any privacy gate CMC.12.36

15. Separate Permit with the Fire Marshal's office required for any NFPA 17A, UL 300 Hood Suppression system(s).

16. Separate permit with the Fire Marshal's office Required for any Generator. NFPA 110.

17. Separate permit required for any specialty or clean agent fire protection system.

18. Underground oil tank(s) removal requires a permit with the fire marshal's office following the requirements of IFC (International Fire Code) 3404.2.14

19. Any blasting that may be needed for this location is required to follow the CMC Blasting Code and requires a permit with the fire marshal's office. CMC 15.40

20. IFC 510 Emergency Responder Radio Coverage enhancements may be required.

21. Contact the Camas/Washougal Fire Department Training Division or the Fire Marshal Office if you are interested in having the department conduct live fire training on any buildings that are going to be razed. Permit required with the Fire Marshal's Office.



**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.
11. Parking shall be in accordance with CMC 18.11

IMPACT, DEVELOPMENT, CONNECTION, LATECOMER FEES					
SCHOOL IMPACT FEES					
BUILDING TYPE		CAMAS		EVERGREEN	WASHOUGAL
Single Family Detached		5,371.00		6,100.00	5,600.00
Multi-Family		5,371.00		7,641.00	5,800.00
Accessory dwelling units shall be subject to impact fees at the following rates: 25% of the single family rate for internal conversions, and 35% for external conversions.					
TRAFFIC, PARK/OPEN SPACE, FIRE IMPACT FEES					
BUILDING TYPE		TIF North District	TIF South District	PARK/O.S.	FIRE
Single Family Detached		7,869.00	2,995.00	2,290.00	.20 psf
Duplex (both sides)		11,264.00	4,287.00	4,580.00	.20 psf
Rental Townhouse (per DU)		5,632.00	2,144.00	1,717.00	.20 psf
Apartment (per DU)		5,169.00	1967.00	1,717.00	.20 psf
Residential Condo/Townhouse		4,012.00	1,527.00	2,290.00	.20 psf
Accessory Dwelling Unit (Interior)		1,967.00	749.00	572.50	0
Accessory Dwelling Unit (Exterior)		2,754.00	1,048.00	801.50	.20 psf
Commercial		Calculated		Calculated	.40 psf
WATER SYSTEM DEVELOPMENT CHARGES & FEES					
	WATER & SEWER DEVELOPMENT CHARGES				WATER CONNECTION FEES
METER SIZE/TYPE	ALL CUSTOMERS (EXCEPT INDUSTRIAL)		INDUSTRIAL		
	Non NUGAE <sup>1</sup>	NUGAE	Non NUGAE	NUGAE	
3/4"	4,778	7,310	28,270	44,723	360.00
1"	7,963	12,183	45,555	72,313	400.00
1.5"	15,925	24,365	88,632	141,151	765.00
1.5" Turbine	15,925	24,365	88,632	141,151	965.00
2"	25,480	38,984	140,568	223,999	1,865.00
3"	50,960	77,968	281,092	446,958	Meter purchased and installed by Developer
4"	79,625	121,825	436,781	695,386	Meter purchased and installed by Developer
6"	159,250	243,650	868,727	1,384,939	Meter purchased and installed by Developer
8"	254,800	389,840	1,386,905	2,212,246	Meter purchased and installed by Developer
SEWER DEVELOPMENT CHARGES <sup>2</sup>				MISCELLANEOUS WATER & SEWER FEES	
METER SIZE	Non NU GAE	NUGAE	TIME AND MATERIAL MINIMUM CHARGE (When the City installs service lines)		
Residential	2,493	4,420	Water Connection by City <sup>3</sup>		1,520.00
Commercial 3/4"	3,740	6,630	Sewer Connection by City <sup>3</sup>		1420.00
Commercial 1"	6,234	11,050	STEP/STEF Inspection		155.00
Commercial 1.5"	12,467	22,101	Encroachment (Under \$1,500 Value)		30.00
Commercial 2"	19,948	35,361			

Notes:

1. North Urban Growth Area (NUGA)
2. Rates apply to Commercial I customers. Rates for Industrial and Commercial II (higher than average flow or strength) are calculated by Public Works Director.
3. Minimum charge. Fee may be higher based on Time and Materials as calculated by Public Works Director.
1. Some building sites will have water or sewer latecomer fees in addition to the fees noted above.