



**Pre-Application Meeting Notes
Underwood Duplex
File PA 19-30**

Thursday, June 20, 2019
Public Works Conference Room
616 NE Fourth Avenue, Camas, WA 98607

Applicant:

Tony Marnella for the owner
PO Box 874090
Vancouver, WA 98687

Representing City of Camas:

Bob Cunningham, Building Official
Robert Maul, Planning Manager
Randy Miller, Fire Marshal
Anita Ashton, Engineer Project Manager

Location: Next to 305 NW 12th Avenue, Camas, WA 98607

Tax Accounts: 82973000

Zoning: R-7.5

Description: Applicant would like to construct a duplex on site.

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".**

STAFF NOTES

PLANNING DIVISION

Robert Maul | 817-7255

Applicable codes for this development include Title 17 Land Development and Title 18 Zoning of the Camas Municipal Code ("CMC"). The applicant is responsible for reviewing the code and addressing the applicable provisions.

Development of a duplex in a single family zone requires approval of a Conditional Use Permit. This is a Type III permit and requires a public hearing before the city's Hearings Examiner.

Type III Conditional Use Permit	Fees (as of June 25 th , 2019)
duplex – Conditional Use Permit	\$3,281+ \$101 per unit
duplex - Design Review Committee	\$2,280

The following items must be included for a complete application for a Conditional Use Permit:

1. **Development sign.** The applicant must install a 4'x8' sign on the property that provides details about the project, site plan, contact information, and includes space for public hearing information to be filled in when it is scheduled. Staff can provide a handout if requested.
2. **General application** materials are listed at CMC18.55.110 (A through G). Include a site plan with building footprint.
3. **Design Review Permit.** The city will schedule a public meeting with the Design Review Committee (DRC) prior to the public hearing, as the DRC will provide a recommendation on the permit. An application for design review must include (at a minimum) building elevations, materials, exterior colors, and landscaping plans. There are specific standards for duplexes within the city's Design Review Manual. One of the standards states, "*Garages shall account for less than fifty percent of the front face of the structure. Garages visible from the street shall be articulated by architectural features, such as windows, to avoid a blank look.*" The design should include a visible and articulated front entrance.
4. **Conditional use permit.** The application should include photos of adjacent properties, and a description of the development patterns of the area. The applicant must include a written narrative that responds to each of the [criteria](#) at CMC §18.43.050 Criteria:
 - 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.

Projects that require a Conditional Use permit, must also include the following:

- 1. Parking (off-street) for four vehicles, or two spaces per unit per CMC Chapter 18.11 Parking*
- 2. Landscape plan per CMC Chapter 18.13 Landscaping.*
 - Parking areas must include 5-feet of landscaping between adjacent lot line (screening bushes and trees).*
 - Street trees must be installed in the planter strip of the frontage. One tree per unit.*

BUILDING DIVISION

Bob Cunningham | 817-1568

1. The structures will be reviewed under the most current building codes as adopted by The State of Washington.
2. The structural drawings and calculations shall be prepared and stamped by a Professional Engineer licensed by the State of Washington.
3. 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. A geotechnical report may be required.
4. There is a required fire distance between buildings and from property line
5. The code required fire suppression system shall be in accordance with IRC and other applicable codes standards and shall be reviewed and permitted by the Camas Fire Marshal's office.

R302.3 Two-family dwellings.

6. Dwelling units in two-family dwellings shall be separated from each other by wall and floor assemblies having not less than a 1-hour fire-resistance rating where tested in accordance with ASTM E 119 or UL 263. Fire-resistance-rated floor/ceiling and wall assemblies shall extend to and be tight against the exterior wall, and wall assemblies shall extend from the foundation to the underside of the roof sheathing.
7. Exceptions:1.A fire-resistance rating of 1/2 hour shall be permitted in buildings equipped throughout with an automatic sprinkler system installed in accordance with NFPA 13.
8. Wall assemblies need not extend through attic spaces where the ceiling is protected by not less than 5/8-inch (15.9 mm) Type X gypsum board, an attic draft stop constructed as specified in Section R302.12.1 is provided above and along the wall assembly separating the dwellings and the structural framing supporting the ceiling is protected by not less than 1/2-inch (12.7 mm) gypsum board or equivalent.
9. System Development Charges and Impact fees shall be assessed prior to permits
10. Storm sewer disposal/connections are required.

11. Any development located within a special flood hazard area shall be in accordance with CMC 16.57
12. Verify Water and sewer availability with the public works department.

ENGINEERING DIVISION

Anita Ashton | 817-1561

General Requirements:

- Engineering requires submittal of civil plans for any work within the right-of-way; which includes trenching for water services and sanitary sewer laterals, sidewalks/driveway approaches, stormwater, and surface restoration.
- Civil construction plans shall be prepared by a licensed Washington State Engineer in accordance with the Camas Design Standards Manual (CDSM) and CMC 17.21.040.
- Plans are to be submitted to the Engineering Dept. for review and approval.
- A 3% plan review and construction inspection fee will be collected prior to release of approved plans. The fee is to be based on an engineer's estimate or construction bid.
- Regulations for installation of public improvements, improvement agreements, bonding, final platting, and final acceptance can be found at CMC 17.21.

Traffic/Transportation:

- Trips generated are less than 199 vpd, therefore a traffic study is not required.

Streets:

- NW Benton Street is a fully improved local roadway with a 40-foot right-of-way, curbs, sidewalks, and planter strips.
- Neither frontage improvements nor additional right-of-way dedication not required.
- New driveway approach is to be constructed to city standards.

Stormwater:

- The proposed improvements are less than 5,000 sq. ft. of impervious surface, therefore treatment and detention are not required.
- Provisions are to be provided for roof downspout controls. Stormwater from downspouts is not to be directed onto adjoining parcels. Reference Ecology's latest edition of the Stormwater Management Manual for Western Washington (SWMMWW) for roof downspout controls.
- There is an existing catch basin on the northwest corner of NW Benton St. and NW 12th Ave. that discharges into an existing stormwater manhole. Weep holes are permitted with verification that stormwater flows via the west gutter to the existing catch basin.

Erosion Control

- This parcel is less than one acre, therefore it will not require an Erosion Control Bond.
- 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.
- Mud tracking onto the road surface is discouraged and any mud tracking is to be cleaned up immediately.

Water:

- There is an existing 6-inch steel water main in NW Benton Street.
- The applicant shall provide a separate service and water meter for each duplex
- Applicant shall verify that there are adequate fire flows available.
- A 10-foot separation shall be maintained between water and sanitary sewer lines.
- Taps on existing water line is to be performed by a tapping Contractor approved by the City's Water/Sewer Dept.

Sanitary Sewer:

- There is an existing 8-inch gravity sanitary sewer main in NW Benton Street.
- The applicant will be required to provide a sewer laterals to the duplex.
- A 10-foot separation shall be maintained between water and sanitary sewer lines.
- Taps on existing sanitary mains to be performed by a tapping Contractor approved by the City's Water/Sewer Dept.

City Approved Tapping Contractors:

- A&A Drilling Services, Inc.:
16734 SE Kens Ct. #B, Milwaukie, OR 97267, 800-548-3827, <http://www.aadrilling.com>
- Ferguson Waterworks:
14103 NW 3rd Court, Vancouver, WA 98685, 360-896-8708,
<https://www.ferguson.com/branch/nw-3rd-ct-vancouver-wa-waterworks>

Other Utilities:

- Utilities designed to serve the development shall be placed underground, per CMC 17.19.040.C.

Parks/Trails:

- There aren't any trail requirements.

Impact Fees (collected at time of building permit):

- This development is located in the South District
- Duplex per DU:
 - Traffic Impact Fees - \$2,207.00
 - School Impact Fees (Camas) - \$5,371.00
 - Park/Open Space - \$4,500.00
 - Fire - \$0.20 psf

System Development Charges (collected at time of building permit):

- This development is located in the South District
- Residential per DU:
 - Water
 - 3/4" meter - \$6,044.00 + \$394.00 connection fee
 - Sewer
 - Residential - \$2,493.00 + \$170.00 STEP/STEF Inspection

FIRE MARSHAL

Randy Miller | 834-6191

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

1. Residential Fire Sprinklers required in all new dwellings. NFPA 13D installation guidelines.
2. 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
3. NFPA 13D Residential Fire Sprinklers required in all new dwellings.

4. Water supply line from the meter into the house shall be sized per the fire sprinkler contractors design calculations or a 2 inch line shall be installed. Please contact the FMO if you have any questions.
5. Address monument(s) shall be located at the point the driveway access leaves the main road and shall be substantially permanent in nature and clearly visible from both directions on the main road.
6. A fire department turnaround is required when the dead end exceeds 150 ft. Contact our office if there are constraints that will require potential alternate methods.
7. Where applicable a 12 foot wide paved access road with 20 foot wide ground to sky clearance.
8. Any discovered underground oil storage tank is a decommissioning permit through the FMO.
9. When contacting the Fire Marshal regarding any future permits, it is required that you have available or provide the APPLICATION number as noted on the FMO permit.
10. To request inspections contact the Fire Marshal's Office via Camas Connect (see attached for details). Otherwise please call our inspection line at 360-834-6191 x1.
11. Please do not contact the building department with questions regarding Fire Marshal review notes or permits. The Fire Marshal's Office contact information is noted above.

Please don't hesitate to contact the FMO if you have any questions or as discussed to schedule face to face meetings at our office to go over any potential issues or review notes. 360-834-6191 or FMO@cityofcamas.us