



**APPLICATION PACKET**

**FOR**

**DESIGN REVIEW**

**616 NE 4th Avenue  
(360) 834-3451**

**Camas, Washington**

**98607  
FAX (360) 834-1535**



## CITY OF CAMAS

616 Northeast Fourth Avenue, P.O. Box 1055, Camas, Washington 98607  
<http://www.ci.camass.wa.us>

### DESIGN REVIEW CHECKLIST

#### Commercial Development Site Plan Requirements

All plans, except architectural elevations, shall be presented at a minimum of 1"=20' engineering scale and on a maximum sheet size of 24" x 36". Each of the following plans and drawings shall be submitted on separate sheets. Architectural elevations may be presented at an architectural scale. Applications subject to review by the Design Review Committee shall in addition include 8 reduced copies of all plans and narratives on maximum sheet sizes of 11" x 17".



Existing Conditions Plan includes the following:

- \_\_\_\_\_ 1. North arrow, scale and date of plan.
- \_\_\_\_\_ 2. Vicinity Map.
- \_\_\_\_\_ 3. The entire lot(s), including area and property lines dimensioned.
- \_\_\_\_\_ 4. Points of existing access, interior streets, driveways, and parking areas.
- \_\_\_\_\_ 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian walkways/bike paths, tennis courts, etc.
- \_\_\_\_\_ 6. Existing right-of-way and improvements and dimension from centerline to edge of existing rights-of-way.
- \_\_\_\_\_ 7. Surrounding development and conditions within 100 ft. of the property; such as zoning, land uses, buildings, driveways, and trees.
- \_\_\_\_\_ 8. Location of existing public and private utilities, easements, and 100-year floodplain.
- \_\_\_\_\_ 9. Natural resource areas, sensitive areas,
- \_\_\_\_\_ 10. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
- \_\_\_\_\_ 11. Existing trees larger than 6" in dbh (diameter at breast height), including genus, species and size. Dbh is measured at 54" above grade.



Proposed Site Plan includes the following:

- \_\_\_\_\_ 1. North arrow, scale and date of plan.
- \_\_\_\_\_ 2. The entire lot(s), including area and property lines dimensioned and labeled "front", "side", and "rear".
- \_\_\_\_\_ 4. Points of access, interior streets, driveways, and parking areas (spaces numbered), loading berths.
- \_\_\_\_\_ 5. Location of all buildings and structures, including refuse storage locations, pedestrian walkways/bike paths, tennis courts, etc.
- \_\_\_\_\_ 6. Proposed right-of-way, dedications and improvements.
- \_\_\_\_\_ 7. Dimension from centerline to edge of existing right-of-way.
- \_\_\_\_\_ 8. Dimensions of all improvements, including setbacks, parking spaces, driveways, refuse storage areas, loading areas, and distance between buildings.
- \_\_\_\_\_ 9. Boundaries of development phases, if applicable.
- \_\_\_\_\_ 10. Location of existing and proposed public and private utilities, easements, and 100-year floodplain.
- \_\_\_\_\_ 11. Natural resource areas, sensitive areas, wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*



Preliminary Grading Plan includes the following:

- \_\_\_\_\_ 1. North arrow, scale and date of plan.
- \_\_\_\_\_ 2. The entire lot(s).
- \_\_\_\_\_ 4. Points of access, interior streets, driveways, and parking areas.
- \_\_\_\_\_ 5. Location of all buildings and structures, including refuse storage locations, pedestrian walkways/bike paths, tennis courts, etc.
- \_\_\_\_\_ 6. Proposed right-of-way, dedications and improvements.

- \_\_\_\_\_ 7. Existing and proposed topographic information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
- \_\_\_\_\_ 8. Location of storm water quality/detention facilities.
- \_\_\_\_\_ 9. Boundaries of development phases, if applicable.
- \_\_\_\_\_ 10. Location 100-year floodplain, natural resource areas, sensitive areas, boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
- \_\_\_\_\_ 11. Existing trees larger than 6" dbh. Indicate which trees are proposed to be saved and which are proposed to be removed.



Utility Plan includes the following:

- \_\_\_\_\_ 1. North arrow, scale and date of plan.
- \_\_\_\_\_ 2. The entire lot(s).
- \_\_\_\_\_ 4. Points of access, interior streets, driveways, and parking areas.
- \_\_\_\_\_ 5. Location of all buildings and structures, including refuse storage locations, pedestrian walkways/bike paths, tennis courts, etc.
- \_\_\_\_\_ 6. Proposed right-of-way, dedications and improvements.
- \_\_\_\_\_ 7. Proposed topographic information, showing 2ft. contours.
- \_\_\_\_\_ 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facilities.
- \_\_\_\_\_ 9. Boundaries of development phases, if applicable.
- \_\_\_\_\_ 10. Location 100-year floodplain.
- \_\_\_\_\_ 11. Natural resource areas, sensitive areas,
- \_\_\_\_\_ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*



Landscape Plan includes the following:

- \_\_\_\_\_ 1. North arrow, scale and date of plan.
- \_\_\_\_\_ 2. The entire lot(s), including area and property lines dimensioned.
- \_\_\_\_\_ 3. Points of access, interior streets, driveways, and parking areas.
- \_\_\_\_\_ 4. Location of buildings and structures, including refuse storage locations, pedestrian walkways/bike paths, tennis courts, etc.
- \_\_\_\_\_ 5. Proposed right-of-way, dedications and improvements.
- \_\_\_\_\_ 6. Boundaries of development phases, if applicable.
- \_\_\_\_\_ 7. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
- \_\_\_\_\_ 8. List of plant materials, including genus, species, common name, size, quantity, spacing and condition.
- \_\_\_\_\_ 9. Location of existing public and private utilities, easements, and 100-year floodplain.
- \_\_\_\_\_ 10. Natural resource areas, sensitive areas,
- \_\_\_\_\_ 11. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
- \_\_\_\_\_ 12. Existing trees larger than 6" in dbh (diameter at breast height), to remain.
- \_\_\_\_\_ 13. Other landscape features, including walls, retaining walls, berms, fences, and fountains.
- \_\_\_\_\_ 14. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.



Lighting Plan includes the following:

- \_\_\_\_\_ 1. Location of all exterior lighting, including those mounted on poles, walls, bollards and the ground.
- \_\_\_\_\_ 2. Type, style, height, and the number of fixtures per light.
- \_\_\_\_\_ 3. Wattage per fixture and light type, such as sodium, mercury, and halide.
- \_\_\_\_\_ 4. 8 1/2" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
- \_\_\_\_\_ 5. For all exterior lighting, indicate the area, pattern of illumination and direction.



Architectural Elevations drawn to scale and dimensioned, indicating materials, colors, and textures proposed for any structures, including buildings, retaining walls, refuse storage facilities, play structures, and fences.



Materials Board: One 8 1/2" x 11" or 8 1/2" x 14" Materials Board with examples of all building materials, colors, and textures of exterior surfaces.



# CITY OF CAMAS

616 Northeast Fourth Avenue, P.O. Box 1055, Camas, Washington 98607  
<http://www.ci.camass.wa.us>

## ***DESIGN REVIEW CHECKLIST *equivalent****

### Written Statement Requirements

- One completed copy of this 3 page checklist.
- Description of proposal. Describe what changes are proposed for the site, structure, landscaping, parking, and land use. Provide findings verifying that the intended use is allowed by the City zoning code.
- Complete the Administrative Standards Checklist.
- Provide narrative explaining how the proposal meets the Code's requirements for:
  - \_\_\_\_\_ CMC 18.11 - Parking
  - \_\_\_\_\_ CMC 18.13 - Landscaping
  - \_\_\_\_\_ CMC 18.15 - Signs
  - \_\_\_\_\_ CMC 18.17 - Supplemental Development Standards
  - \_\_\_\_\_ CMC 18.19 - Design Review
  - \_\_\_\_\_ Other code requirements identified \_\_\_\_\_
  - \_\_\_\_\_ Proof of ownership/or letter of consent from owner to make the application.
  - \_\_\_\_\_ Contact Person, address phone number and e-mail.
- Site analysis information:
  1. Existing building area \_\_\_\_\_ sq. ft.  
Proposed build addition/subtraction \_\_\_\_\_ sq ft.
  2. Existing parking area \_\_\_\_\_ sq.ft, \_\_\_\_\_ # spaces.  
Proposed use \_\_\_\_\_. Parking Spaces required \_\_\_\_\_  
Parking spaces proposed \_\_\_\_\_
  3. Existing landscaped area \_\_\_\_\_ sq.ft. Percentage of site \_\_\_\_\_ %  
Proposed landscape addition/subtraction \_\_\_\_\_ sq.ft. Percentage of site \_\_\_\_\_ %
- Design Review Application Fee: \_\_\_\_\_
- General Application Form.

## DESIGN REVIEW

### Sections:

<b>18.19.010</b>	<b>Purpose</b>
<b>18.19.020</b>	<b>Scope</b>
<b>18.19.030</b>	<b>Design Review Manual Adopted</b>
<b>18.19.040</b>	<b>Design Review Committee</b>
<b>18.19.050</b>	<b>Design Principles</b>
<b>18.19.060</b>	<b>Guidelines</b>
<b>18.19.070</b>	<b>Application Requirements</b>
<b>18.19.080</b>	<b>Design Review Procedures</b>
<b>18.19.090</b>	<b>Deviations to design review guidelines</b>
<b>18.19.100</b>	<b>Enforcement</b>

### **18.19.010 Purpose**

This chapter is intended to provide for orderly and quality development consistent with the design principles of the *Camas Design Review Manual: Gateways, Commercial, Mixed-Use & Multi-Family Uses*, hereafter referred to as Design Review Manual (DRM). The design review process is not intended to determine the appropriateness of a given use on a given parcel. The design review process is intended to produce a meaningful integration of building, landscaping and natural environment. This will protect the general health, safety and welfare of the community by making efficient use of the land which is consistent with the visual character and heritage of the community.

### **18.19.020 Scope**

Design review is required for all new commercial, mixed-use or multi-family developments, redevelopment (including change in use, e.g. residential to commercial), or major rehabilitation (exterior changes requiring a building permit or other development permit). Additionally, design review is applicable to all new developments or re-developments within a gateway area as defined in the Design Review Manual.

### **18.19.030 Design Review Manual Adopted**

The city's design standards are primarily contained in the Design Review Manual, which is hereby adopted by the city.

### **18.19.040 Design Review**

The City Council shall establish a seven person Design Review Committee (DRC) for the purposes of reviewing specific proposals and recommending conditions and or other actions necessary for consistency with the principles of the DRM. The DRC members serve at the pleasure of the City Council. The DRC shall consist of six members appointed by the City Council, to including two from the development community, one council member, one planning commissioner, and two citizens at large. A seventh member shall be a neighborhood representative of the surrounding neighborhood to a specific proposal or a United Camas Association of Neighborhoods member.

The DRC will hold a public meeting to consider a design review application when:

- A. The City Planner determines that the issues related to a specific proposal are complex enough to warrant a review by the DRC;
- B. The proposal varies from the guidelines of the DRM; or,
- C. When an administrative decision on a design review application is appealed with no prior review by the DRC.

The DRC shall not issue a decision, but shall prepare a written recommendation together with findings to support the recommendation to the approval authority within ten days of a public meeting held for that purpose. [RCW 36.70.020(5)].

### **18.19.050 Design Principles**

The principles are mandatory and must be demonstrated to have been satisfied in overall intent in order for approval of a design review application to be granted. Standard principles are applied to all commercial, mixed use, or multifamily uses. Where applicable, the specific principles are used in addition to standard principles.

#### A. Standard Principles:

1. Landscaping shall be done with a purpose. It shall be used as a tool to integrate the proposed development into the surrounding environment.
2. All attempts shall be made at minimizing the removal of significant natural features. Significant natural features shall be integrated into the overall site plan.
3. Buildings shall have a “finished” look. Any use of panelized materials shall be integrated into the development in a manner that achieves a seamless appearance.
4. A proposed development shall attempt to incorporate or enhance historic/heritage elements related to the specific site or surrounding area.

#### B. Specific Principles:

1. Gateways:
  - a. Gateways shall be devoid of freestanding signs. Pre-existing freestanding signs will be subject to removal at the time of any new development, redevelopment, or major rehabilitation on the site. Exemptions include approved directional or community information signage as approved by the City.
  - b. Business signage not placed on buildings shall be integrated into the landscaping/streetscaping of the subject property.
  - c. Permanent signage within a gateway shall be standardized in a manner that creates a consistent look within the gateway in question.
  - d. The surface of pedestrian walkways within intersections shall be accentuated with a unique character.
  - e. A consistent streetscape lighting scheme shall be used.

## 2. Commercial & Mixed Uses:

- a. On-site parking areas shall be placed to the interior of the development unless site development proves prohibitive. All on-site parking areas along adjacent roadways shall be screened with landscaping. Downtown commercial and mixed-use areas shall not be required to provide on-site parking.
- b. Buildings shall be used to define the streetscape unless site conditions prove prohibitive.
- c. Structures abutting, located in, or located near less intensive uses or zoned areas (such as commercial developments next to residential areas) shall be designed to mitigate size and scale differences.
- d. Developments containing a multiple of uses/activities shall integrate each use/activity in a manner that achieves a seamless appearance or creates a cohesive development.
- e. Mixed-use developments that place uses throughout the site (horizontal development) shall organize elements in a manner that minimizes their impact on adjacent lower intensity uses.
- f. Walls shall be broken up to avoid a blank look and to provide a sense of scale.
- g. Outdoor lighting shall not be directed off site.

## 3. Multi-Family:

### a. Stacked Housing:

- 1) All on-site parking areas shall be screened with landscaping. Parking spaces shall be clustered in small groups of no more than 6-10 spaces.
- 2) Stacked houses abutting or located in single family residentially zoned areas shall be designed to mitigate size and scale differences.
- 3) Walls shall be articulated in order to avoid a blank look and to provide a sense of scale.
- 4) Detached garages shall be located to the rear of stacked unit(s) so as not to be directly viewable from a public street.
- 5) Attached garages shall account for less than 50% 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.

### b. Townhomes & Rowhouses:

- 1) All on-site parking areas (excluding driveways and garages) shall be screened with landscaping.
- 2) Buildings shall be used to define the streetscape unless site conditions prove prohibitive.

- 3) When appropriate, structures abutting or located in single family residentially zoned areas shall be designed to mitigate size and scale differences.
  - 4) Walls shall be articulated in order to avoid a blank look and to provide a sense of scale.
  - 5) Detached garages shall be located to the rear of the townhouse or rowhouse unit(s) so as not to be directly viewable from a public street.
  - 6) Attached garages shall account for less than 50% 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.
- c. Duplex, Triplex, & Four-Plex:
- 1) Garages shall account for less than 50% 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.

### **18.19.060 Guidelines**

The guidelines include five major guideline categories:

1. Landscaping & Screening
2. Architecture
3. Massing & Setbacks
4. Historic and Heritage Preservation
5. Circulation and Connections

Each of the major guidelines include subcategories. Compliance with the guideline categories and subcategories demonstrate compliance with the principles. However, not every guideline may be deemed applicable, and therefore required, by the approval authority. Additionally, the approval authority may approve a variance from one or more guidelines provided the overall intent of the principles is satisfied.

A copy of the design manual is on file with the Department of Public Works.

### **18.19.070 Application Requirements**

Application for design review shall be submitted on the most current forms provided by and in a manner set forth by the Planning Manager. The application shall include such drawings, sketches and narrative as to allow the approval authority review of the specific project on the merits of the City's Design Review Manual and other applicable city codes. An application shall not be deemed complete unless all information requested is provided.

### **18.19.080 Design Review Procedures**

Design Review applications are processed as a Type 2 - Administrative Decision and/or as part of a consolidated review. In addition to the requirements as specified through CMC 18.55, the following procedures shall be applicable:

- A. **Completeness Review:** A letter of completeness may indicate whether the application will be subject to review and recommendation by the Design Review Committee (DRC) and the date of the public meeting of the Design Review Committee, if one is known.
- B. Notice of a meeting of the DRC, when required, should be included in notice of application for a consolidated review or follow CMC 18.55.170 regarding optional public notice.
- C. **Appeal of Design Review Decision:** Appeal of a design review decision shall be to the City Council consistent with CMC 18.55.200 or 18.55.210 as applicable.

**18.19.090    Deviations to design review guidelines**

A design review application that includes a deviation from any of the five major guidelines of the DRM shall be subject to review and recommendations from the Design Review Committee. The DRC shall base its recommendation upon findings setting forth and showing that all of the following circumstances exist:

- A. Special conditions or circumstances exist which render a specific requirement of the DRM unreasonable, given the location and intended use of the proposed development;
- B. The special conditions and circumstances are characteristic of the proposed general use of the site and not of a specific tenant;
- C. The specific conditions and circumstances are not representative of typical development which may be allowed within the zoning district;
- D. The requested deviation is based upon functional consideration rather than economic hardship, personal convenience or personal design preferences;
- E. Variation from a guideline(s) has sufficiently been compensated by other site amenities; and
- F. The requested deviation will not result in a project that is inconsistent with the intent and general scope of the DRM principles.

**18.19.100    Enforcement**

Failure to comply with the requirements of this chapter or a decision resulting from this Chapter are enforceable under Article VIII of CMC 18.55.