



COMMUNITY DEVELOPMENT DEPARTMENT

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PRE-APPLICATION CONFERENCE NOTES

Discount Tire
File No. PLZ-25-0129

I. PROJECT INFORMATION

Date	Application submitted: October 30, 2025 Pre-application conference: December 9, 2025
Proposal	Pre-application conference to develop a single-story 7,320 sq ft tire service center within Ridgefield Gateway with full site improvements.
Location	5824 Pioneer St / Ridgefield, WA 98642. Assessor's PIN 986067891, RIDGEFIELD GATEWAY SP4-411 LOT 5
Property Owner(s)	Taz Khan – Ridgefield Gate Partners, LLC PO Box 452 / Camas, WA 98607 Contact: 512-779-4999, tkhanusa@gmail.com
Applicant	George Nacsá – Halle Properties 20225 N Scottsdale Rd / Scottsdale, AZ 95255 Contact: 480.416.3178, George.nacsá@discounttire.com
Applicant's Representative	Charlie Severs, PE – JSA Civil, LLC 111 Tumwater Blvd SE, Suite B203 / Tumwater, WA 98501 Contact: 360.515.9600, Charlie.severs@jsa-civil.com
Zoning	Commercial Regional Business (CRB)
Review Type	Pre-application conference for Basic Site Plan
Potential Issues	Commercial Regional Business (CRB) development standards, landscaping, access and traffic impacts.
Staff Contact	Beth Whitener Contact: 360.857-5047, beth.whitener@ridgefieldwa.us
SEPA Determination	DNS (PLZ-22-0116) Completed with Ridgefield Gateway
Issued	December 18, 2025

II. GENERAL DESCRIPTION

A. Proposal

Per the consultant, “The project proposes a new + 7,320 ft² Discount Tire Store. The site is currently zoned Commercial Regional Business (CRB) by the City of Ridgefield. Surrounding land uses include In-N-Out Burger to the north, Starbucks & Chipotle to the west, a new convenience store/fuel station development to the south, and Interstate-5 to the east.

Access to the development will be provided by a private on-site roadway extending through the Ridgefield Gateway development from Pioneer Street to serve the project. A new on-site parking area containing 32 parking stalls is proposed”

The site is in the Commercial Regional Business (CRB) zone, north of Pioneer Street and west of Interstate-5 in the NE corner of the Ridgefield Gateway development. The site is accessed by a driveway via Pioneer Street. Surrounding land uses include a CRB parcel to the north that is currently being developed, a vacant CRB, a CRB zoned parcel to the south that is a McDonald’s restaurant and Interstate-5 is located to the east.

C. Governing plans, policies, regulations, decisions and standards

The following City of Ridgefield plans and regulations are adopted and apply to the proposal: 2016 City of Ridgefield Comprehensive Plan including the Ridgefield Comprehensive Plan Map and the Ridgefield Zoning Map as amended; 2016 Ridgefield General Facilities Capital Facilities Plan (RCFP), as well as the 2017 Transportation, 2016 Sewer, and 2016 Water RCFP elements; Ridgefield Development Code (RDC) which is Title 18 of the Ridgefield Municipal Code; Parks, Recreation & Open Space Plan; Construction Administrative Code which is Title 14 of the Ridgefield Municipal Code; and City of Ridgefield Engineering Standards for Public Works Construction Volumes 1-3. This list of plans and regulations is not exhaustive.

III. PRE-APPLICATION CONFERENCE NOTES

A. Purpose

The purpose of these notes is to summarize the pre-application conference discussion. The substantive and procedural requirements are specific to site plan reviews, based upon submitted application materials. The pre-application conference is not intended to provide an exhaustive review of all project issues and will not prevent the City from applying all applicable laws, plans, and regulations at time of application submittal.

B. Land Use Application and Process

The proposal will require submittal of a technically complete application for a Type II basic site plan review, boundary line adjustment to include legal lot determination for the lot consolidation and application fees. Land use application forms are available at: <https://ridgefieldwa.us/184/Application-Requirements-Checklists>

Submit for land use review using the permitting portal: <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Under master land use choose Type II. Under land use applications choose each of the applicable applications as listed in this report (site plan, etc.).

C. Application Fees

Application fees are established by City Council resolution and the Master Fee Schedule in effect at the time of application. See <https://ridgefieldwa.us/DocumentCenter/View/2575/2025-Master-Fee-Schedule-PDF>

Based on the issues discussed, we anticipate the following land use applications and initial fees:

- Preliminary Site Plan Review (Basic). \$2,750
- Water utility availability and well request. \$30 (this needs to be submitted and approved prior to preliminary site plan submittal)

There is a \$500 land use application fee credit available if an application for this project is submitted within 6 months from the date the pre-application conference was conducted.

Estimated Engineering Permit Fees:

The following estimate is based on the Master Fee Schedule in effect at the time of this report. These fees are subject to change depending on when applications are submitted.

Engineering and Grading Review

Site Plan	\$8,800.00
Grading	Dependent on volume of grading. Refer to Master Fee Schedule.
Transportation Impact Fees	\$583.31 per average daily trip
Water System SDC Charge	Dependent on size of water meter. Refer to Master Fee Schedule

Additional fees are required for engineering and building permit review at the time of development review. Traffic Impact Fees (TIFs) and utility System Development Charges (SDCs) will be assessed at the time of development.

D. Written Narrative

Part of the review requirements is a clearly written narrative as part of a complete application. The narrative, which must be provided in a Word document format, should explain the nature and purpose of the application and demonstrate, with facts and conclusions, how the proposal will meet applicable community plans, development regulations, and standards, including, but not limited to:

- RDC 18.205 Uses
- RDC 18.230 Commercial Districts
 - Address the applicable standards in 18.230.040 through 18.230.110.
- RDC 18.310 Procedures
- RDC 18.500 Site Plan Review.
 - Address the decision criteria in 18.500.060.
- RDC 18.710 Signs (if proposed)

- RDC 18.715 Exterior Lighting
 - Address the general standards in 18.715.050.
- RDC 18.720 Off-Street Parking and Loading
 - Address the standards in 18.720.020 General provisions, RDC 18.720.030 Number of spaces required, RDC 18.720.040 Off street parking lot design, and RDC 18.720.050 Off-street loading.
- RDC 18.725 Landscaping
 - Address the standards in 18.725.030-055.
- RDC 18.740 Fences and Walls (If proposed)
 - Address the design criteria in 18.740.030.
- RDC 18.755 Erosion Control
- RDC 18.810 Environmental Standards (SEPA)
- RDC 18.830 City of Ridgefield Native Plant List
- RDC 18.840 Trees
 - Address the tree preservation and protection plan requirements in 18.840.060-080.

Development Code:

https://library.municode.com/wa/ridgefield/codes/code_of_ordinances?nodeId=CO_TIT18DECO

City Website: <https://ridgefieldwa.us/>

NOTE: Please do not put “the project will comply” in your narrative. This is not sufficient to meet the requirements and the application will be deemed technically incomplete.

E. Maps, Plans and Other Documents

A technically complete application for a preliminary site plan review shall include a site plan drawn to scale and produced in such a way as to clearly indicate compliance with all applicable zoning and site design standards, and shall include the following (RDC 18.500.040):

- Dimensions and orientation of the parcel.
- Locations of existing and proposed buildings and structures.
- Location and layout of off-street parking and loading facilities.
- Curb cuts and internal traffic circulation.
- Location of walls and fences, indication of their height and construction materials.
- Existing and proposed exterior lighting, meeting the submittal requirements of RDC 18.715.070.
- Location and size of exterior signs and outdoor advertising.
- General location and configuration of proposed landscaping, meeting the submittal requirements of RDC 18.725.070.
- General location and configuration of proposed open space and recreation areas, if required.

- Where slopes are equal to or greater than fifteen percent, grading and slope conditions which may affect drainage or construction, with slope contours mapped at two-foot intervals.
- Height and conceptual appearance of building facades for all buildings and structures.
- Indication of proposed use of all buildings.
- The location of any historically or archaeologically significant feature; or natural feature, including stream corridors, wetlands, wildlife habitat areas, well head protection areas, geologically unstable areas, constrained and unbuildable land, areas with native vegetation, areas with tree cover, rock outcroppings or similar natural or historic features.
- Map of dedication, if applicable, showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility lines, emergency or service vehicle access, or other public use, and all easement rights dedicated for private purposes, including but not limited to trails, open space, parks, and storm ponds.

The following will also be required as part of a technically complete site plan application:

- Parcels of land intended or required to be dedicated for streets or other public purposes.
- Preliminary cut and fill plan.
- Street and frontage improvements
- Preliminary stormwater management plan
- Preliminary erosion control plan
- Preliminary traffic impact analysis (if the proposed use could generate more than ten p.m. peak hour trips)
- Tree plan meeting the requirements of RDC 18.840, that is prepared by an arborist or accredited landscape architect
- Architectural elevations in color
- Approved Water Utility Availability & Well Request Letter
- Proof that Public Health has been contacted regarding any well or septic systems on-site that may need to be decommissioned.
- Proof that an application has been submitted and paid for to Clark-Cowlitz Fire Rescue (CCFR)
- A separate existing and proposed plan showing only the boundary line adjustment.

F. Fire Department

Clark-Cowlitz Fire Rescue (CCFR) comments were provided during the conference. Contact: mike.jackson@clarkfr.org or josh.taylor@clarkfr.org, 360.887.4609 with questions.

CCFR conducts plan review independent of the City's land use review process. However, it is important to each agency that these reviews happen concurrently to the extent possible for consistency and efficiency. To obtain a technically complete determination from the City, the applicant shall submit with the site plan application proof that an application has been submitted to CCFR or that CCFR staff has been contacted about the proposal. Proof can be via an e-mail confirmation or other conclusive method of proof that Clark-Cowlitz Fire

Rescue has received the site-specific document for their independent review. Fire development review applications can be located at <https://clarkfr.geocivix.com/secure/>.

G. Sewer

Sewer Service: The proposed project is located within the Clark Regional Wastewater District's service area. Comments were provided during the pre-application conference. Please contact the district directly. Contact: Jason Oster, Senior Engineering Technician, joster@crwwd.com.

H. Engineering

Street Improvements:

This project is within a private development with a private access road. Right-of-way dedication and half-width frontage construction will not be required. A pedestrian connection will be required to the site. The site to the south will be responsible for constructing the permanent concrete sidewalk on that site, and a temporary asphalt access meeting ADA standards may be used as an interim connection.

All utilities in the project and on any improved frontage must be underground.

All internal streets are required to be constructed per the City's Engineering Standards.

Sight distance should be maintained at all driveways, building or commercial garage entrances where structures, wing walls, etc. are located adjacent to or in close proximity to a pedestrian walkway. Sight lines to traffic control devices (signs, signals, etc.) should not be obscured by landscaping, street furniture, marquees, awnings or other obstructions. Refer to the Engineering Standards for required sightlines. It is the policy of the City to have the developer's engineer evaluate safe intersection sight distance using the principles and methods recommended by AASHTO.

A tabulation sheet that includes all quantities of public improvements, new impervious surfaces, open space, and critical areas will be required for Engineering Review.

Photometric analysis is required to be submitted at Preliminary Site Plan.

A trip generation memo based on the Institute of Transportation Engineers (ITE) manual will be required at the time of building permit submittal. The previous site wide TIA shall be submitted with preliminary site plan review. If the originally proposed usage for this lot does not align with the site-wide TIA, then a memo shall be submitted with the TIA.

The applicant will be charged Transportation Impact Fees (TIF) per the [Master Fee Schedule](#) in effect at the time of building permit submittal. TIF payment is due with building permit issuance. The latest edition of the Trip Generation Manual developed by the ITE should be utilized to the extent possible to develop trip generation volumes. The City has a TIF lookup table available for budgeting purposes and will be provided to the applicant.

Water Service:

The proposed project is located in the City of Ridgefield water service area. On-site public water lines must be a minimum of 8-inches in diameter, looped through the site (where possible) and located within the proposed right-of-way or in a public utility easement. Any proposed onsite water mains are required to be in a 15-foot easement.

There is an existing 8-inch water main in the shared access to the west of the project site that dead ends at the north border of the project site. An 8-inch stub has been extended onto the site.

The applicant should be aware that Clark-Cowlitz Fire Rescue may provide additional comments with regards to fire service protection.

All developments are required to comply with backflow requirements as stated in Section 4.11 of the City of Ridgefield's Engineering Standards for Public Works, 2024 adopted changes and February 2025 technical changes, which can be found at: <https://ridgefieldwa.us/209/Engineering-Construction>.

All existing wells located on parcels of land that are being developed or subdivided must be decommissioned and all water rights transferred to the city.

Water System Development Charges will be assessed according to the [Master Fee Schedule](#) in effect at the time of building permit submittal according to the Meter Equivalent Size as defined in the Ridgefield Municipal Code. Water SDC payment is due with building permit issuance. The applicant will also be required to provide documentation showing projected water demands for the facility that were used as a basis for sizing of the water meter.

All Fire Flow testing must be completed by the applicant with City of Ridgefield and Clark-Cowlitz Fire Rescue personnel present.

Building setback requirements:

- 5 feet minimum from covered parking to watermain.
- 10 feet minimum from building (and retaining walls) to watermain.
- 20 feet minimum easement shall be provided between buildings.

Storm Drainage:

Design and construction of drainage facilities shall be in compliance with the 2019 Stormwater Management Manual for Western Washington. The offsite downstream impacts of altered runoff characteristics and time of concentration will need to be evaluated to the furthest point of convergence of all outfall flows altered by the development proposal. Low Impact Development (LID) facilities shall meet the requirements of the 2019 Stormwater Management Manual for Western Washington, or other design standards approved by the Department of Ecology.

Widths of easements for water or stormwater conveyance, detention or treatment facilities shall be a minimum of 15 foot in width, unless otherwise approved or required by the City Engineer.

Private ownership of stormwater facilities is required where the facility will treat runoff from private property, as well as where private runoff and runoff from public right-of way will be combined prior to treatment. City ownership of stormwater facilities is required for all facilities that will treat only runoff from the right-of-way. Such facilities are to be located within a public right-of-way.

On site stormwater detention and treatment will need to be provided prior to discharge to the existing stormwater stub at the SW corner of the site. The project will need to review and verify that the stormwater facilities designed and installed by the Ridgefield Gateway project design are adequate for the proposed project's stormwater runoff.

The City of Ridgefield has created a stormwater utility. Fees are charged on a bi-monthly basis per the fee schedule in effect at the time of each charge.

Building setback requirements:

- 5 feet minimum from covered parking.

- 10 feet minimum from buildings and retaining walls, or equal to depth of pipe, whichever is greater.
- 20 feet minimum easement shall be provided between buildings.

Grading & Erosion Control:

An NPDES Construction Stormwater General Permit issued by the Department of Ecology will be required for this project as it is part of a larger development that exceeds one acre. A grading and erosion control plan meeting the requirements of the City Engineering Standards, RDC 18.755, and any other permitting authorities will be required.

Erosion control measures shall be maintained throughout construction in accordance with RDC 18.755.050-060. During the period from October 1st to April 30th no soil shall be exposed for more than two days. From May 1st to October 1st no soil shall be exposed more than seven days. During the period from October 15th to April 30th no soil on slopes greater than 25% or within 100 feet of a stream or wetland shall be exposed. During the period from October 1st to April 30th maximum disturbed acreage is as follows:

1. Developments with ten acres or fewer net developable area shall have no more than 2.5 disturbed acres.
2. Developments with greater than 10 acres net developable area shall have no more than 5 disturbed acres, or 25% of the net developable area, whichever is fewer.
3. The City Engineer or designee may approve additional disturbed area in writing following a full inspection of all BMPs.

Final Acceptance

Please note that final engineering acceptance is required on all projects to gain final occupancies of any building.

See below for detailed requirements for obtaining building permits and other approvals.

Engineering Acceptance

To obtain acceptance of public infrastructure, the following is required:

- Inspection approval of all public water lines, meter boxes, and hydrants
- Inspection approval of all public roadways, sidewalks, curb ramps, and other associated improvements.
- Inspection approval of any storm ponds or swales, or public storm mains
- A two-year maintenance bond for 20% of the cost of all public improvements
- As-built drawings in PDF, and AutoCAD versions
- A Geotechnical summary letter
- Copies of recorded deeds for all dedicated public assets, including ROW and easements

Please note that no Final Occupancies will be issued prior to final acceptance of associated public improvements.

I. Building

Building permits will be required for individual structures. Concurrent land use and engineering is available upon request and at the applicant's risk. Building permits can be applied for once the land use application has

been deemed technically complete. Land use and engineering permits must be approved before building permits can be issued. Contact: Michael Curtis, Building Official. 360.857.5009, michael.curtis@ridgefieldwa.us.

Note: Demolition permits are required for removal of any structures.

J. Planning

****Concurrent Land Use and Engineering reviews are available upon request. If concurrent reviews are requested, they will be truly concurrent reviews following the Land Use timelines. All comments will need to be submitted at the same time. Building permits can be submitted, upon request, once the application has received a technically complete determination.****

Zoning. The site is zoned Commercial Regional Business (CRB)

Comment: The applicant must comply with the following provisions for commercial districts: Uses (18.230.030), Lot requirements (18.230.040), Dimensional standards (18.230.050), Site planning (18.230.050), Building design and features (18.230.055), Signs (18.230.060), Lighting (18.230.070), Off-street parking and loading (18.230.080), Driveways (18.230.085), Landscaping (18.230.090), Street fences and walls (18.230.100), and Outdoor storage, seating and events (18.230.110).

Uses. The applicant proposes to construct a 7,230 sq ft auto tire retail store.

Comment: Comment: Motor Vehicle Related Uses are permitted in the CCB zone. RDC Table 18.205.020-1.

Lot area requirements. The minimum lot area in the CRB zone is 10,000 S.F.

A. The applicable dimensional standards per 18.230.045 are detailed in the table below:

Dimensional Standards	CRB
Minimum front or street side yard setback along a pedestrian street (1)	0 feet
Maximum front or street side yard setback along pedestrian street (1)	20 feet
Minimum front or street side yard setback along major corridor	10 feet
Maximum front or street side yard setback along major corridor (1)	30 feet
Minimum side or rear yard (interior) setback:	
Abutting RLD or RMD zones	20 feet
Not abutting one of the above	5 feet
Maximum height	65 feet (3)
Maximum impervious surface coverage	90%

Table Notes:

- (1) Front and street side yard setbacks shall be measured from the property line as defined in RDC 18.100.046, except that front and street side yard setbacks on properties incorporating a slip lane parking lot as allowed per RDC 18.230.080.C. shall be measured from back edge of the required sidewalk between the parking area and the interior of the site.
- (2) Bonus height for mixed use development in the CNB zone: In order to provide flexibility in types of housing and to meet the policies of the RUACP promoting mixed-use development, the base height may be increased for mixed-use development with at least one story of residential use up to forty-five feet. Residential dwelling units shall not occupy the ground floor.
- (3) Maximum height for hospital uses in the CRB zone is 180 feet.

B. When development is proposed on two or more contiguous parcels, the dimensional standards of this section shall be applied treating the development as one parcel for purposes of this section. Setbacks shall be required for the exterior perimeter of the development and shall not apply along property lines interior to the development provided that building separation requirements for fire and life safety are met.

Comment: This site isn't located adjacent to a Pedestrian Street or Major Corridor. The site plans/narrative will need to show setbacks, lot area and the building height.

Critical Areas. The site does not contain any critical areas. This was determined with the review of Ridgefield Gateway (PLZ-22-0114).

Site Planning. Site development will be subject to site plan review and the other cases listed under application fees.

Comment: At time of submittal, development applications shall demonstrate compliance with the development and performance standards in the CRB zone (RDC 18.230.040 through 18.230.110).

Address RDC 18.230.050 – Site Planning

- Topography
- Types of street frontage. Development standards are differentiated based on two types of street frontages:
 1. Pedestrian streets. Pedestrian streets include all collectors , as classified in the city's transportation capital facilities plan, and all local streets. Pedestrian streets are intended to be developed with a "main street" feel that generally includes on-street parking, wide sidewalks with pedestrian amenities, buildings close to the sidewalk, and pedestrian-scale building design with minimal inactivated space such as parking lots.
 2. Major corridors. Major corridors include all arterials and minor arterials, as classified in the city's transportation capital facilities plan. Major corridors are intended to serve primarily as vehicular access routes with less pedestrian activity, where medium to large-scale commercial development is anticipated.

Comment: The site is not located adjacent to a major corridor or a pedestrian street. The standards pertaining to these street types are not applicable.

- Street frontage

- The area between the property line and the buildings and/or common open space, with the exception of any pedestrian connections, shall be fully landscaped to an L2 standard.

Comment: Unless enhanced landscaping is required, the area between the property line and the buildings and/or common open space, with the exception of any pedestrian connections, shall be fully landscaped to an L2 standard. A landscape plan will be required to obtain technically complete.

- Pedestrian connectivity. RDC 18.230.050.D
 - Provide an external pedestrian connection between primary building entrances and the primary frontage street, and provide internal pedestrian connections between individual buildings, though parking areas, and between parking areas and buildings.
 - For large development sites over two acres, the combined external and internal pedestrian connection system shall provide cross-circulation functionally equivalent to a street grid by providing through connections no less than every five hundred feet.
 - Pedestrian connections must be a minimum of five feet wide; be well lit with pedestrian-scale lighting at a level averaging at least two foot candles and with free-standing or building-mounted lighting fixtures mounted no higher than fourteen feet; be accented with landscaping buffers a minimum of five feet wide including trees a minimum of every twenty-five feet, shrubs at the rate of one per twenty square feet of landscaped area, and groundcover sufficient to provide at least eighty-five percent coverage of the landscaped area (one side of all pedestrian connections must be landscaped); use concrete or other paving surfaces distinct from parking lot surface, elevated six inches above parking lot grade except for crossings of vehicle travel ways; articulate crossings of vehicle travel ways with pavement markings, pedestrian warning signs, and lighting.

Comment: A pedestrian connection will need to be shown from the western parking stalls to the building. A connection will also need to be made to Pioneer St. In addition, the applicant will need to show how the connections will differentiate between the parking lot surfaces and crossings.

- Building entrances. RDC 18.230.050.E
 - Buildings must have a primary entrance that incorporates at least two of the entry enhancement features in RDC 18.230.050.E.1.
 - Buildings along pedestrian streets are required to have a primary entrance facing the street providing primary access to the site. Entrances shall be built to the sidewalk's edge or be connected to the sidewalk with a direct external pedestrian connection.
 - Buildings along major corridors are encouraged to have a primary entrance facing Pioneer Street. As an alternative, the primary entrance may face a parking area or secondary access street provided that a secondary entrance is provided that faces Pioneer Street. A secondary entrance shall be built to the sidewalk's edge or be connected to the sidewalk with a direct pedestrian connection.

Comment: A plan showing compliance with RDC 18.230.050.E will need to be provided at time of submittal.

- Outdoor common areas. RDC 18.230.050.F

- Outdoor common areas equal to five percent of the gross floor area are required, and the minimum size for a common area is two hundred fifty square feet.
- Common areas must be developed per RDC 18.230.050.F.5-7.

Comment: No common areas were shown on the preliminary plan. Common areas and their amenities must be shown on the site plan in order to receive technically complete.

- Service areas. RDC 18.230.050.G
 - Loading areas, service areas, and outdoor storage areas shall be located in the areas of the site least visible from the public right-of-way and on-site pedestrian connections, typically in the rear or sides of the building, and shall be screened from view by a fence, landscaping to a value of eighty percent year-round opacity, or a combination of both. Fences shall be masonry or similar materials and shall not be chain link.
 - Garbage collection and recycling areas, not including individual trash receptacles for public use, must be in an enclosed area and located in the areas of the site least visible from the public right-of-way and on-site pedestrian connections, typically in the rear or sides of the building. Enclosures should be complementary in design to the main buildings, and shall be constructed of fencing, walls, landscaping to a value of eighty percent year-round opacity, or a combination. If used, fences shall comply with RDC 18.230.100.

Comment: The trash enclosures are proposed in an area of the site not visible from the public right-of-way. On the preliminary plan, the applicant will need to show screening and loading areas. The trash enclosures must be covered and the materials must use similar materials as the main structure.

Building Design and Features. The development must comply with the architectural design standards of the CCB zone, in RDC 18.230.055.

NOTE: The City offers **one free** architectural review if the applicant would like feedback prior to submittal. The applicant may ask for another review but a charge will be incurred that will be added to the permit. Any changes to the plans, however minor, will count as a new review.

A technically complete application shall demonstrate how the proposed development will meet all applicable standards for building design and features including:

- Context-sensitive building design – RDC 18.230.055.B
 - Development shall consider the cohesive integration of the elements of the site so that the whole is greater than the sum of the parts.
 - Primary structures must be prominently visible to the public and have a prominent entrance. Primary structures shall have at least two floors (minimum eight feet apart). The second-floor level shall be at least one-third the area of the lower floor area. Alternatively, primary structures may be single-floor buildings with roofs having a minimum pitch of 8/12, and which contain dormer windows on every roof plane having a ridge length of forty feet or more. One dormer window with a glazing area of at least fifteen square feet shall be

- required for every forty feet of ridge length (or portion thereof). Dormer windows shall be functional, providing natural light into the finished and heated area of the building.
- Primary structures must incorporate exposed wood (or wood-appearance) beam construction.
- Secondary structures must include design elements that visually link them to the primary structure. Secondary structures must include siding, trim, roofing materials and colors common to the primary structure of the site.

Comment: The convenience store/fueling station is the primary structure within the development. This building should complement the design features of that building. This structure shall include siding, trim, roofing materials and colors common to the primary structure of the site. To obtain technically complete, color elevations showing compliance will need to be provided.

- Mass and scale – RDC 18.230.055.C
 - Where the lot has frontage on a major corridor, the facades of all new buildings longer than 100 feet shall incorporate visual relief. No single wall plane shall be wider than 2.5 times the height of the wall plane.
 - Building walls visible from a public right-of-way shall employ at least three of the articulation methods in RDC 18.230.055.C.1.c at intervals no greater than sixty feet.

Comment: Since this lot does not face a pedestrian street or major corridor, this standard is not applicable.

- Hierarchy in design – RDC 18.230.055.D - These standards apply to all commercial sites with more than one building or with one or more multitenant buildings.

Comment: The convenience store/fueling station is the primary structure within the development. The applicant will need to address how the standards in 18.230.055.D.2-3 are being met.

- Windows and doors – RDC 18.230.055.E,
 - Windows and doors shall constitute at least twenty-five percent of the total wall area of prominent facade wall planes, and multiple windows on a single wall plane shall be spaced and aligned with other windows and doors on the same wall plane.
 - Windows and doors shall constitute at least twenty-five percent of the total wall area of prominent facade wall planes.

Comment: The prominent facades would be the southern and the western elevations. Neither elevations appears to meet the requirement. A suggestion is adding windows to the roll up doors as other applicants have done with similar uses. Provide calculations showing that this standard is met.

- Siding and trim, RDC 18.230.055.F,
 - Building siding materials shall be wood, brick, stone, stucco, or terra cotta. Metal siding materials shall not exceed thirty-five percent of the total wall area of any wall. Stacked and

scored concrete blocks may be used if installed so as to provide added relief, shadow lines, and dimensional interest to a façade.

Comment: It appears that concrete blocks are being used as the primary material; this is prohibited. 50% of the building material must be from the list above. Provide color elevations with a materials list and color palette shown.

- Roofing materials – RDC 18.230.055.G,
 - o Use roofing materials which provide texture and shadow lines. Cedar shingles, architectural grade asphalt shingles, tile, slate, and standing-seam metal roofs are allowed. Other roofing materials are prohibited except on roofs having slopes less than 1/12.
 - o Darker earth tones and materials which provide texture are allowed per RDC 18.230.055.G.

Comment: Provide a materials list showing compliance with this standard.

- Design details – RDC 18.230.055.H, and
 - o Awnings, canopies and marquees may not obscure architectural details of the facade and may not be the prominent design element of the building. They must appear as a secondary and complimentary element of the building design. Awnings may not extend more than twelve inches beyond the outer edges of windows or groups of windows, and they may not come any closer than twelve inches to building corners or thirty-six inches to eaves or cornices.

Comment: Please provide information on any awnings, canopies and marquees that may be utilized in the building design.

- Color – RDC 18.230.055.I.
 - o Field or base colors (the main color of exterior walls) shall be earth tone colors, such as: sands, grays, sage greens, pale yellows, deep, rich clay colors, and similar. Trim colors may contrast to complement the field color and shall not be neon, bright, or primary colors.
 - o Accent colors may be brighter than field or trim colors. Appropriate areas for accent colors are those details such as moldings or molding indentations, medallions, and shadow lines of windows and doors and door frames.

Comment: In order to receive technically complete, color elevations with a materials list and color palette shall be provided. The black metal siding and the bright red shown on the preliminary drawings would not be accepted.

Signs. Signs are subject to the standards in RDC 18.710. One freestanding sign (RDC 18.710.210) is allowed for each site frontage.

Signs in the Commercial Regional Business (CRB) zone shall be a maximum of two hundred square feet in area and shall be no taller than fifty feet above grade.

Building mounted wall signs (RDC 18.710.170) are limited to five percent of the façade upon which they are placed, 60 percent of the width of the tenant space, and 70 percent of the height of the blank wall space or

fascia upon which they are mounted. Multiple building mounted wall signs are permitted for the same business, so long as they are consistent in design.

Comment: Signs can be applied for concurrently with the site plan or as a stand-alone application. If you are submitting concurrently with the site plan, please provide plans and apply for sign permit review. Note that per the Ridgefield Development Code, monument signs are freestanding signs. RDC 18.710.210.B.1. states: *No freestanding sign shall be permitted on any site that does not have street frontage.* Since this lot does not contain frontage, a freestanding sign is not permitted. It should be noted that this project is exempt from many review items because it doesn't contain street frontage.

Exterior Lighting. The project shall comply with the standards in RDC 18.230.070 and RDC 18.715.

Comment: Parking area lights shall not exceed 25 feet. All building entrances shall be illuminated with shielded LED lamps. All light trespass is prohibited, and all lighting fixtures shall be shielded and aimed downward to prevent glare. No lighting fixture installed on a building exterior shall exceed 400 watts and spotlighting on landscaping and foliage shall be limited to 150 watts. Non-residential uses are strongly encouraged to reduce nighttime light levels to only the level necessary for security purposes. Please submit a preliminary lighting plan including a photometric analysis showing no light trespass onto neighboring properties with the site plan application.

Off street parking and loading. Off-street parking and loading shall be provided as required in RDC 18.720.040, except that the standards in RDC 18.230.080.B apply in lieu of those in RDC 18.720.040.C.1. Key considerations include:

- Interior parking lot landscaping equal to 10 percent of the net parking lot area is required and shall comply with each of the provisions in RDC 18.720.040.C.2. Required landscape buffers do not count toward the 10 percent.
- One bicycle parking space is required for every 12 required parking spaces.

Per RDC 18.720.030, the required parking spaces are as follows:

Use	Minimum spaces required
Motor vehicle related uses	1/750 sf gross floor area

The project shall comply with the standards in RDC 18.720.040 for stall dimensions, compact parking spaces, and lot design, to be demonstrated in the narrative and plans. ADA parking requirements can be found at: <https://adata.org/factsheet/parking>.

Commercial, industrial and utility uses, with the exception of the specific uses listed in subsection (B), which have a gross floor area of five thousand square feet or more, shall provide off-street truck loading or unloading berths in accordance with RDC.720.050.

Per WAC 51-50-429.2, electric vehicle charging stations are required in new developments according to the table below.

Table 429.2
Electric Vehicle Charging Infrastructure

Occupancy	Number of EV Charging Stations	Number of EV-Ready Parking Spaces	Number of EV-Capable Parking Spaces
Group A, B, E, F, H, I, M, and S occupancies	10% of total parking spaces	10% of total parking spaces	10% of total parking spaces

Comment: A 7,320 sq ft motor vehicle-related use would require one (1) loading berth. The minimum required parking is 10 stalls. Provide calculations on the preliminary plans/narrative The applicant shall provide E.V. charging stations, as required per WAC 51-50-429.2.

Driveways.

- A. Number and separation of driveways. Parking lot entrances shall be restricted to no more than one entrance and exit lane per three hundred lineal feet of frontage, unless otherwise recommended by the city engineer on the basis of traffic impacts. Properties with less than three hundred lineal feet of frontage shall be restricted to one entrance and exit lane for vehicular access. For corner properties, the separate street frontages shall be measured separately unless both streets are classified as an arterial or collector.
- B. Corner lots. Vehicular access to corner lots shall be located on the lowest classified roadway and as close as practical to the property line most distant from the intersection.
- C. Driveway widths. Driveway lanes shall be no wider than eleven feet per entry or exit lane unless the responsible official determines wider lanes are appropriate for the use and that the design does not significantly impact vehicular circulation, public safety, pedestrian movement, or visual qualities.
- D. Driveway throat depth. The minimum required driveway throat depth along arterial and collector streets shall be at least sixty feet in the CRB district.

Comment: This site is not located on a corner lot, and it appears they will be utilizing an access permitted within an adjacent development. The applicant will need to provide information showing compliance with the information above to obtain technically complete.

Landscaping. The project shall comply with the standards in RDC 18.230.090 and RDC 18.725. Standards for preserving existing vegetation are in RDC 18.230.090.B. The base landscape requirements for a CRB site are as follows per RDC Table 18.725.050-1:

	Setback by Type of Adjacent Use
Zone or use	Commercial
CRB Site	5'/L2
CRB Parking Area	10'/L2
Interstate 5	15'/L5

The L2 standard requires trees at 25 feet, shrubs at five feet, and lawn or groundcover.

The L5 standard requires trees at 25 ft, understory trees at 8 ft and lawn or groundcover

- Parcels adjacent to Interstate 5 right-of-way shall install a fifteen-foot wide landscape buffer adjacent to Interstate 5. The buffer shall include landscaping consistent with the L5 standard, except that fifty percent of the required understory trees shall be Dwarf Globe Blue Spruce (*Picea pungens 'globosa'*) and any wall, other than a required retaining wall, shall be prohibited.
- Purpose - Landscaping shall be integrated into the site in the form of landscaping in off-street parking areas, as buffers between uses, within street planter strips, and to soften the appearance of large building elevations, and shall comply with the requirements of this chapter and RDC 18.725. Landscaping shall include a combination of existing vegetation and new plant materials.
- Existing Vegetation - While it is inevitable that some existing trees will be removed with new development, existing vegetation should be preserved where practicable or otherwise replanted in required landscape areas. All new developments and redevelopment projects should be designed to preserve existing, mature vegetation as part of the site and shall protect all existing vegetation that is outside of planned building and parking areas.

Comment: In the CRB zone, a minimum of ten percent of the gross site acreage shall be landscaped. A landscape plan shall be submitted showing these standards are met.

Fencing and Screening. The project shall comply with the standards in RDC 18.230.100 and RDC 18.740. Fences shall be consistent with the overall building design, with additional design criteria listed in RDC 18.230.100.B. Fences and walls facing major corridors are discouraged unless the applicant demonstrates they are necessary for safety or screening, in which case they shall be set back ten feet from the right-of-way and landscaped within the setback at an L2 standard.

Comment: If fencing or screening are proposed, a plan showing compliance with standards above shall be provided.

SEPA. SEPA review is not required as it was completed with the Ridgefield Gateway Development (PLZ-22-0116).

Outdoor storage, seating, and events. Outdoor storage or display areas, excluding outdoor seating or event areas, shall occupy an area no larger than ten percent of gross floor area, except for plant sales (garden center) which may occupy up to 75 percent of gross floor area. Permanent outdoor seating areas, cumulatively, are limited to twenty percent of the gross site area, excluding uses in the public right-of-way. RDC 18.230.110

Comment: Outdoor storage is not being proposed; therefore, this standard is not applicable.

Native Plants. Plants on the prohibited plant list may not be used in the development. Selection of native species is encouraged. See RDC 18.830. The applicant shall address these standards in their application's project narrative and the submitted plans.

Trees. A tree plan pursuant to RDC 18.840 is required for new developments. The purpose of the plan is procedures for preservation and protection of trees, to retain and protect trees with development, and to ensure that the city and any areas that may become part of the city will continue to realize the benefits

provided by its tree canopy.. The required minimum tree density is twenty tree units per acre, consisting of existing trees, replacement trees, or a combination thereof pursuant to the priorities established in RDC 18.840.060. Each street tree may be counted as 0.5 tree units. Tree units are defined by diameter at breast height in Tables 18.840.070-1 and -2. Tree preservation and protection plan submittal requirements are in RDC 18.840.040.

Comment: A tree plan prepared by an arborist or accredited landscape architect showing compliance with RDC 18.840.040-080 is required to obtain technically complete. Any heritage trees that are located on the site, shall be identified.

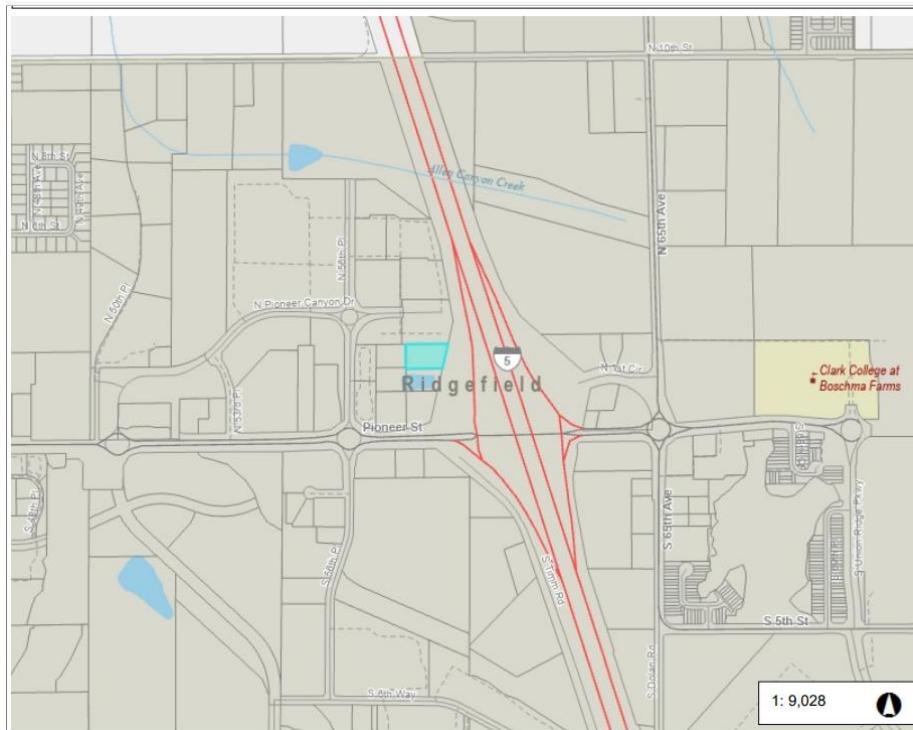
K. Procedure/Timeline/Appeal Rights.

The city conducted the pre-application conference consistent with the Ridgefield Development Code and Engineering Standards. Upon receipt of a complete land use application package, the City will process the land use applications concurrently using a Type II administrative review including a 21-day comment period

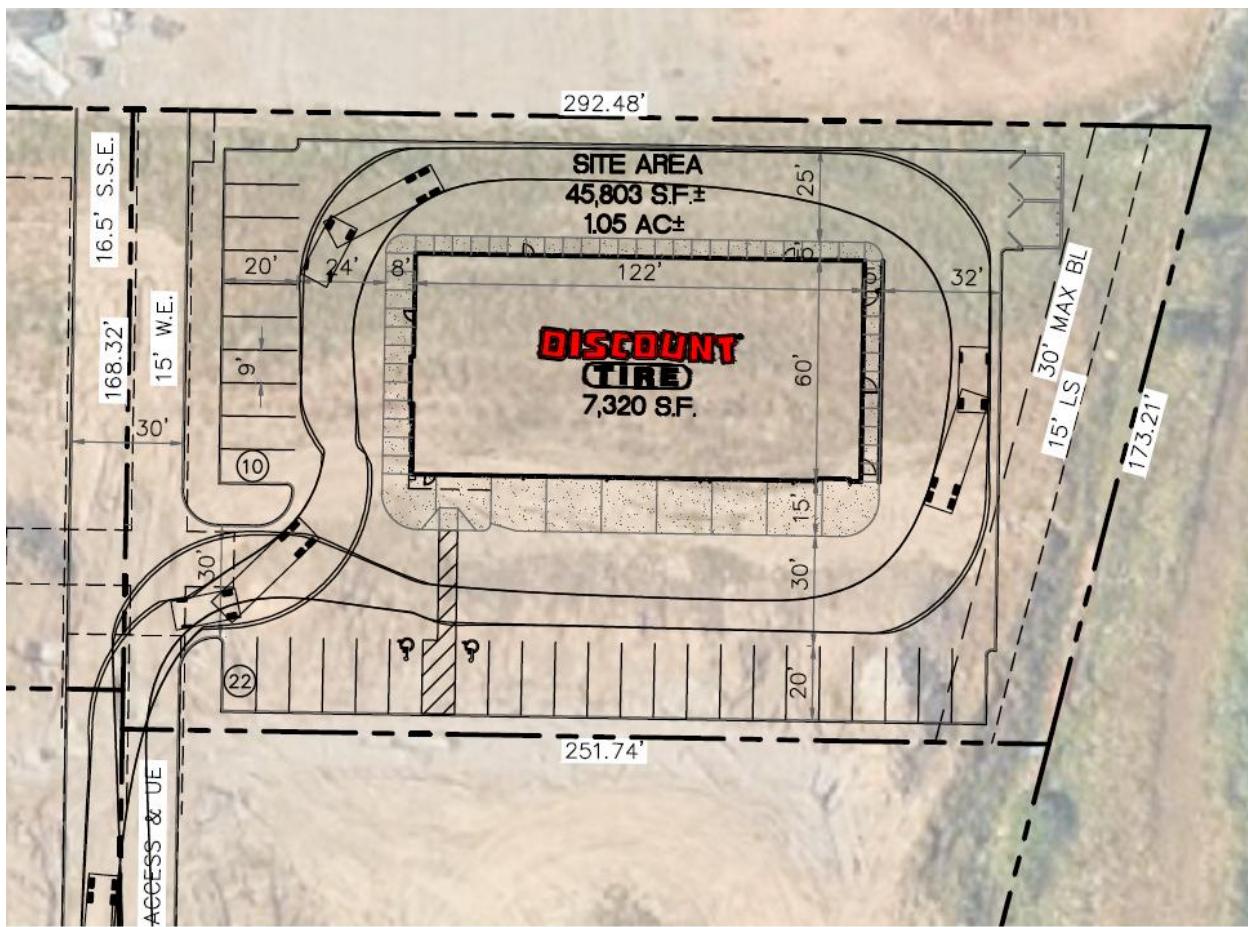
Submit for land use review using the permitting portal: <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Under master land use choose Type II. Under land use applications choose each of the applicable applications as listed in this report.

This report relies on City of Ridgefield codes and regulations in effect at the time of the pre-application conference. Land use applications will vest to the City codes and regulations in effect when the applications are found to be technically complete. The report is informational only and does not convey City or outside agency approval. Separate review and approval may be required by other agencies including, but not limited to, Clark-Cowlitz Fire Rescue, Clark County Public Health and Clark Regional Wastewater District.

PROJECT LOCATION



PRE-APP SITE PLAN



CONFERENCE ATTENDEES

City and agency staff:

- Shana Lazzarini, Senior Planner, Shana.Lazzarini@ridgefieldwa.us
- Beth Whitener, Planner I, Beth.Whitener@ridgefieldwa.us
- Bryan Kast, City Engineer Bryan.Kast@ridgefieldwa.us
- Jennifer Rayne, PW Development Review Coordinator, Jennifer.Rayne@ridgefieldwa.us
- Jason Oster, CRWWWD, joster@crwwd.com
- Josh Taylor, Clark Cowlitz Fire and Rescue, josh.taylor@clarkfr.org

Development team:

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