



## COMMUNITY DEVELOPMENT DEPARTMENT

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### PRE-APPLICATION CONFERENCE REPORT

#### Gee Creek Sanitary Sewer Facilities

File No. PLZ-25-0145

## I. PROJECT INFORMATION

<b>Date</b>	Application submitted: December 10, 2025 Pre-application conference: December 23, 2025 at 1:00 pm
<b>Proposal</b>	Pre-application conference to expand the existing regional pump station on Parcel 694751000 and construct a new regional pump station on Parcel 213491000. The combined site consists of 24.43 acres and is located in the RLD-6 zoning district.
<b>Location</b>	<ol style="list-style-type: none"><li>1. No Situs Address / Ridgefield, WA 98642. GEE CREEK MEADOWS MH PARK BIND SITE PLAT 36-125 TT A, Assessor's PIN 69475100, 2.43 acres</li><li>2. 498 S 25<sup>th</sup> Place / Ridgefield, WA 98642. #7 &amp; #26 SEC 19 T4N R1E W4M, Assessor's PIN 213491000, 22 acres</li></ol>
<b>Applicant</b>	Clark Regional Wastewater District. 8000 NE 52 <sup>nd</sup> Court / Vancouver, WA 98665. Contact: Dale Lough, 360.993.8856, <a href="mailto:dlough@crwwd.com">dlough@crwwd.com</a>
<b>Applicant's Representative</b>	AKS Engineering & Forestry. 9600 NE 126 <sup>th</sup> Avenue, Suite 2520 / Vancouver, WA 98682. Contact: Michael Andreotti, 360.882.0419, <a href="mailto:andreottim@aks-eng.com">andreottim@aks-eng.com</a>
<b>Property Owner</b>	<ol style="list-style-type: none"><li>1. 694751000 - City of Ridgefield. Po Box 608 / Ridgefield, WA 98642</li><li>2. 213491000 - TPG AG EHC III (LEN) MULTI STATE 3 LLC. 11807 NE 99<sup>th</sup> Street, Suite 1170 / Vancouver, WA 98682</li><li>3. Easement Owner - Clark Regional Wastewater District. 8000 NE 52nd Court / Vancouver, WA 98665. Contact: Dale Lough, 360.993.8856, <a href="mailto:dlough@crwwd.com">dlough@crwwd.com</a></li></ol>
<b>Zoning</b>	Residential Low Density Districts - 6 (RLD-6)
<b>Review Type</b>	Pre-application conference for Type II site plan review, critical areas review, shoreline review and SEPA with archaeological predetermination
<b>Potential Issues</b>	Development standards, landscaping, critical areas and shorelines, access and traffic impacts
<b>Staff Contact</b>	Shana Lazzarini, Senior Planner. Contact: 360.887.6007, <a href="mailto:Shana.Lazzarini@ridgefieldwa.us">Shana.Lazzarini@ridgefieldwa.us</a>
<b>SEPA Determination</b>	Required
<b>Issued</b>	<b>January 6, 2025</b>

## II. GENERAL DESCRIPTION

### 1. Proposal and Background

The proposal, per the applicants' narrative, is below.

#### Site

*The planned project consists of improvements to the existing Meadows regional pump station on Parcel 69475100 and construction of the new Plateau regional pump station on Parcel 213491000, in the City of Ridgefield, Washington. The Meadows pump station parcel is not addressed and is located in an open space tract owned by the City of Ridgefield on the south side of Pioneer Street, just east of S Gee Creek Loop. The Plateau pump station parcel is addressed as 498 S 25th Place, Ridgefield, WA 98642; and the pump station will be in an easement on the east side of S 21st Place, just south of S 1st Way. Both pump stations will occupy a small portion of the larger parcel, within Clark Regional Wastewater District (CRWWWD) easements. Parcel 69475100 is zoned Residential Low Density - 6 (RLD-6), with parcels zoned Residential Medium Density (RMD-16) to the west, and parcels zone Residential Low Density - 4 (RLD-4) to the north, east, and south. Parcel 213491000 is zoned RLD-4, with parcels zoned RLD-6 to the north, and parcels similarly zoned RLD-4 to the east, west, and south. Parcel 69475100 currently contains the existing Meadows pump station and Parcel 213491000 is currently vacant.*

#### Project Description

*The Applicant requests a pre-application conference to address the proposed development (Gee Creek Sanitary Sewer Facilities). As shown on the preliminary plans included with this submittal, the Meadows pump station will be expanded in the same general location as the existing pump station on Parcel 69475100 and retain the existing access to S Gee Creek Loop. The Plateau pump station will be constructed on a portion of Parcel 213491000 with access from S 21st Place. CRWWWD has existing easements on both parcels. Construction for both pump stations will include a concrete pad to house the pump station elements, including a wet well, control kiosk, generator, chemical tank with odor control unit, and valve vault. The existing gravel access will be retained for the Meadows pump station with a hammerhead turnaround added, and a paved access road will be constructed for the Plateau pump station.*

#### Streets

*The Meadows pump station does not have street frontage and has access to S Gee Creek Loop through an easement. The Plateau pump station has frontage on S 21st Place. The Applicant is not proposing additional frontage improvements as this project is for a utility facility and not for any other use. The Meadows pump station will retain its existing access, and the Plateau pump station will take access from S 21st Place. The pump stations will not generate trips during peak hours as all trips to the site are anticipated to be maintenance trips made during the day after the a.m. peak hour and before the p.m. peak hour.*

## Utilities

*The planned project is to upgrade an existing pump station and construct a new pump station to provide sewer service to the surrounding areas. Water service is not required for the project.*

*Stormwater management for the pump stations will occur on site. The project is a seldom used utility infrastructure and while there are proposed new hard surfaces, the surfaces are not considered as pollution generating and thus will not require runoff treatment. Please see the questions below regarding stormwater minimum requirements questions.*

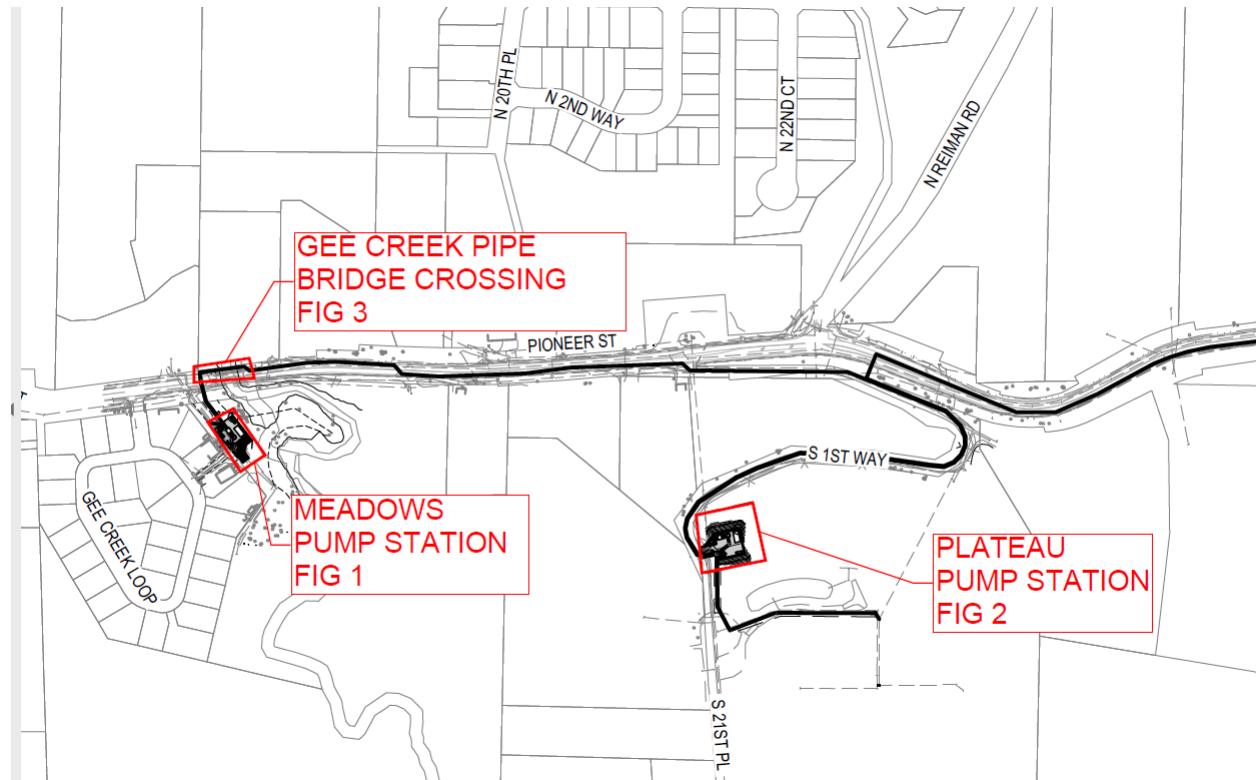
## Landscaping

*Parcel 69475100 consists of open grass fields surrounding the existing pump station facility. Parcel 213491000 consists of open grass fields with some scatter shrubs. The pump stations will be screened from the right-of-way and neighboring residential parcels as shown in the CRWWWD Standard Detail 34.*

## Vehicular Traffic

*The proposed project is for regional sanitary sewer pump stations. The pump stations are not a traffic-generating use. Trips to the site will occur periodically for maintenance purposes. The trips are also anticipated to occur outside of the a.m. and p.m. peak hours. Therefore, no traffic impact analysis will be required.*

**Figure 1. Project location and site plan**



## 2. Governing plans, policies, regulations, and standards

The following City of Ridgefield plans and regulations are adopted and apply to the proposal: City of Ridgefield Comprehensive Plan including the Ridgefield Comprehensive Plan Map and the Ridgefield Zoning Map as amended; Ridgefield General Facilities Capital Facilities Plan (RCFP), as well as the Transportation, Sewer, and 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. This list of plans and regulations is not exhaustive.

## III. PRE-APPLICATION CONFERENCE REPORT

### 1. Purpose

The purpose of this report 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.

### 2. Land Use Application and Process

A proposal consisting of uses allowed in the CRB zone will require submittal of a technically complete application for a Type II basic site plan review 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 land use development, choose site plan review combined. You will be able to add each of the applicable applications as listed in this report (site plan, SEPA, etc.) to the site plan submittal as a combined permit.**

### 3. 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 for a commercial site plan:

- Preliminary Site Plan Review (Basic). \$2,750 each (one for Meadows Pump Station and bridge crossing and one for Plateau remainder of the line and Plateau Pump Station)
- Shoreline Substantial Development Permit (SSDP). \$2,325 and Shoreline Conditional Use Permit (SCUP). \$3,300 (It appears Meadows Pump Station would require a SSDP and the bridge crossing will require a SSDP and SCUP)
- SEPA. \$550 (Suggested as stand-alone for the entire project)
- Archaeological pre-determination. \$400

- Critical Areas. \$675 for critical aquifer recharge areas (Category I), \$675 for wetlands, \$675 for habitat areas.

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.

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.

#### 4. 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 plans, development regulations, and standards, including, but not limited to:

- RDC 18.205 Uses
- RDC 18.210 Residential Low Density Districts
- RDC 18.280 Critical Areas Protection
  - Address the applicable standards in RDC 18.280.060, .110 and .150.
- RDC 18.310 Procedures
- RDC 18.500 Site Plan Review.
  - Address the approval criteria in RDC 18.500.060.
- RDC 18.710 Signs (if proposed)
- RDC 18.715 Exterior Lighting
  - Address the general standards in RDC 18.715.050.
- RDC 18.720 Off-Street Parking and Loading
  - Address the standards in RDC 18.720.020-.050.
- RDC 18.725 Landscaping
  - Address the standards in RDC 18.725.030-.090.
- RDC 18.740 Fences and Walls
  - If proposed, address the design criteria in RDC 18.740.030.
- RDC 18.755 Erosion Control
  - Address the standards in RDC 18.755.050-.060. Additional detail will be required at the time of engineering submittal.
- RDC 18.830 City of Ridgefield Native Plant List
- RDC 18.840 Trees – a tree plan is required for the location of the pump stations only. Please be site specific.

- Address the tree preservation and protection plan requirements in RDC 18.840.060-080.
- Shoreline Master Program - <https://ridgefieldwa.us/DocumentCenter/View/200/2021-Shoreline-Master-Program-PDF>

View the Ridgefield Development Code online:

[https://library.municode.com/wa/ridgefield/codes/code\\_of\\_ordinances?nodeId=CO\\_TIT18DECO](https://library.municode.com/wa/ridgefield/codes/code_of_ordinances?nodeId=CO_TIT18DECO).

## 5. Maps, Plans and Drawings

A technically complete basic site plan application must include the following maps, plans and drawings per RDC 18.500.040. All maps, plans and drawings must show scale, north arrow and date.

- 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.
- Traffic analysis may be required if the proposed use could generate more than ten p.m. peak hour trips.
- 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.
- Tree preservation and protection plan.

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)
- Archaeological report
  - Do not submit the report, only proof the report was submitted and received by DAHP
- Preliminary Lighting Plan including photometric analysis and detail sheets
- Preliminary Landscape Plan
- Tree plan, meeting the requirements of RDC 18.840, that is prepared by an arborist or accredited landscape architect
- Proof that an application has been submitted and paid for to Clark-Cowlitz Fire Rescue (CCFR), if applicable.

## 6. Planning

**SEPA.** Due to environmental constraints and shoreline regulations, SEPA and Archaeological reviews are required. When submitting for the archaeological review, only submit the proof that DAHP received the application. Do not provide the archaeological report.

**Shoreline Master Program and Critical Areas.** Per Clark County GIS, there are mapped shoreline, wetlands and riparian habitat areas on the site.

### Potential Shoreline and Critical Area Topics

These notes reflect thoughts about Shorelands and Critical Areas relating to the Pre-app and do not address underlying zoning regulations.

### Project Understanding

Clark Regional Wastewater District proposes to:

1. Upgrade the Gee Creek Meadows Pump Station (PS) and potentially expand the footprint of the facility.
2. Either replace the existing Sewer Main from the Gee Creek Meadows PS up the Pioneer Street and Bertsinger Road rights-of-way (ROW) or construct a new Force Main in the ROW. Replacement versus new construction has a bearing on the Shoreline Master Program (SMP) permits.
3. Construct a new PS in the 'Plateau' area

### **Environmental Regulations**

**Shorelines.** The Gee Creek Meadows PS, the Pioneer Street bridge, and a section of Pioneer Street 200 feet upland from the OHWM of Gee Creek are within the mapped Urban Conservancy (UC) Shoreline Environmental Designation (SED) zone.

**Critical Areas.** Clark County Maps Online indicates that the Gee Creek Meadows PS, Pioneer St. and Bertsinger Road ROWs, and possibly the Plateau PS may be constrained by Fish and Wildlife Habitat Conservation areas, wetlands, and steep slopes.

**SEPA.** Impacts to shorelands and critical areas are not exempt from SEPA review.

## Code Analysis

### Shorelines.

The Ridgefield Shorelines Master Program (SMP) controls development within 200 feet of Ordinary High Water Mark (OHWM) of a designated shoreland - Gee Creek approximately from the Gee Creek Meadows PS downstream. Therefore, the Gee Creek Meadows PS, the Gee Creek Bridge, and a portion of Pioneer St. should be viewed in light of the Ridgefield SMP.

1. What are the specific SMP regulations affecting utilities within the Gee Creek SMP? SMP Table 6-1. Shoreline Use, Modification and Development Standards indicates:

- Above ground utilities parallel to the shoreline are Permitted uses and require a Shoreline Substantial Development Permit (SSDP).

**Conclusion:** The Gee Creek Meadows pump station is an above ground utility that is parallel to the shoreline.

- Underground utilities built perpendicular to the shoreline require SMP Conditional Use review.

**Conclusion:** the Main line under the bridge crosses Gee Creek perpendicularly and is therefore a SMP conditional use.

- Underground utilities built parallel to the shoreline are Permitted uses requiring a Shoreline Substantial Development Permit (SSDP).

**Conclusion:** The Main lines running parallel to Gee Creek are Permitted uses that require a SSDP.

2. Are the proposed utility uses exempt from securing a shoreline permit?

- Exemptions from the requirement to obtain a Shoreline Substantial Development Permit shall be construed narrowly. SMP 2.3.1.6.
- SMP Section 2.3.1 list those uses which are exempt from shoreline permitting.
- A use listed as a Conditional Use in Table 6-1 must obtain a Shoreline Conditional Use Permit even if the development or use does not require a Shoreline Substantial Development Permit. SMP 2.3.1.3.

**Conclusion:** The SMP does not allow a Conditional Use an opportunity for an exemption. Therefore, the bridge crossing does not qualify for an exemption, even if it is normal repair and maintenance.

- Normal repair or maintenance of an existing use might qualify for an exemption. SMP 2.3.2.2 says, "Replacement of a structure or development may be authorized as repair where such replacement is the common method of repair for the type of structure or development and the replacement structure or development is comparable to the original structure or development including but not limited to its size, shape, configuration, location, and external

appearance and the replacement does not cause substantial adverse effects to shoreline resources or environment.”

**Conclusion:** The burden is on the applicant to demonstrate that the proposed action meets the definition of Replacement.

- 2.3.3.1. Any person claiming exemption from the Shoreline Substantial Development Permit requirements shall make an application to the Shoreline Administrator for such an exemption in the manner prescribed in Section 7.2.4.

3. If the proposed use does not qualify for an exemption to shoreline permitting, what are the specific use regulations?

- Section 6.3.14 Specific Utilities Uses. These provisions apply to wastewater services and functions.
- 1. Whenever feasible, all utility facilities shall be located outside shoreline jurisdiction. Where distribution and transmission lines (except electrical transmission lines) must be located in the shoreline jurisdiction they shall be located underground.

**Conclusion:** this provision does not apply to the bridge crossing.

- 3. Utilities, including limited utility extensions shall be designed, located and installed in such a way as to preserve the natural landscape, minimize impacts on scenic views, and minimize conflicts with present and planned land and shoreline uses.

**Conclusion:** this provision applies to the Gee Creek Meadows PS.

- 4. Transmission, distribution, and conveyance facilities shall be located in existing rights-of-way corridors or shall cross shoreline jurisdictional areas by the shortest, most direct route feasible, unless such route would cause significant environmental damage.
- 11. Upon completion of utility installation/maintenance projects on shorelines, banks shall, at a minimum, be restored to pre-project configuration, replanted and provided with maintenance care until the newly planted vegetation is fully established. Plantings shall be native species and/or be similar to vegetation in the surrounding area. (SMP pp 6-27 & 6-28)

#### Critical Areas.

- Underground utilities in a developed ROW do not require zoning review. The Gee Creek Meadows and Plateau pump station are on zoned property and require zoning view.
- Impacts to critical areas might be exempt from zoning permits such as site plan or conditional use permits but all must meet the substantive requirements of Chapter 18.280, Critical Areas.
- The pump stations should be evaluated for possible impacts to Fish and Wildlife Habitat Conservation areas, wetlands, and steep slopes.
- It appears that the main line will cross a creek (possibly Gee Creek) near the intersection of Pioneer Street and Bertsinger Road.

The applicant shall submit a critical areas report and mitigation plan prepared by a qualified professional responding to the requirements in RDC 18.280 and the City of Ridgefield Shoreline Master Program

**Zoning.** The site is zoned Residential Low Density Districts - 6 (RLD-6)

**Uses.** The proposed minor utility facility is permitted outright in the RLD-6 zone. Minor utility facility – “Minor utility facilities include those identified in the RCFP which may not have a significant adverse effect on the surrounding uses or the community in terms of generating traffic or creating noise or adverse visual effects. Minor utility facilities include underground electric, telephone or cable television lines; water, gas, and electric metering sites; underground gas and water distributions systems; pump or lift stations; and the drainage or sewerage collection systems or similar uses essential for the functioning of the community consistent with the RUACP.”

**Lot requirements and dimensional standards.** The minimum lot area in the RLD-6 zone is 7,200 square feet, and the minimum lot width is 50 feet. The maximum lot area is 10,800 square feet; however, because these are existing lots, lot area is not applicable.

The applicable dimensional standards per 18.210.030 are detailed in the table below:

Dimensional Standards	RLD-4
Minimum front yard setback	15 feet
Minimum rear yard setback	10 feet
Minimum side yard setback	5 feet
Minimum street side yard setback	15 feet
Maximum height	30 feet/35 feet with pitched roof
Maximum impervious surface coverage	60%

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

**Signs.** All signs shall comply with the standards in RDC 18.710. If proposed, a sign permit application may be submitted with the preliminary site plan land use application package or separately at a later date.

**Exterior Lighting.** The project shall comply with the standards in RDC 18.715. Parking area lights shall not exceed 25 feet. 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 or fluorescent or LED equivalent. 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 18.210.090 and RDC 18.720.030-050.

**Landscaping.** The project shall comply with the standards in RDC 18.725.

The buffering requirements for a RLD zoned site are as follows per RDC Table 18.725.050-1:

Setback by type of adjacent use/zoning			
Zone or use	Street	Commercial	Interstate 5
RLD Site	15'/L1	N/A	N/A

The street side of the development will require landscaping to the L1 standard which requires trees @ 25' and lawn or groundcover. Existing vegetation that meets CRWWD landscaping requirements and RDC requirements can be used. A landscape plan will need to be submitted showing this requirement has been met.

**Fences and Walls.** The project shall comply with the standards in RDC 18.210.110 and RDC 18.740. Maximum fence height is six feet from grade level to the highest point on the fence structure.

**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. The report can be site specific to the development portion of the site.

## 7. Fire Department

Clark-Cowlitz Fire Rescue (CCFR) comments were provided during the conference. Contact: [mike.jackson@clarkfr.org](mailto:mike.jackson@clarkfr.org) or [josh.taylor@clarkfr.org](mailto: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/>.

## 8. Sewer District

Clark Regional Wastewater District (CRWW) is the applicant for this project. For questions contact: Jason Oster, Senior Engineering Technician (Development), [joster@crwwd.com](mailto:joster@crwwd.com).

## 9. Engineering

**\*\*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.\*\***

### **Street Improvements:**

Right-of-way (ROW) dedication and half-width frontage construction will not be required for this project. All disturbed surfaces shall be restored to their pre-construction conditions. Trench repairs parallel to the roadway will require a grind and overlay of the impacted lane. All utilities in the project must be underground.

The Gee Creek Trail should wrap around the meadows Pump Station. Coordinate with City parks on trail options for pipe bridge

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 City Engineering Standards for required sightlines.

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

### **General Notes:**

At the time of pre-app there were no proposals for water and storm infrastructure. The notes below serve as general information in the event connection and/or treatment are required.

### **Water Service:**

Water service is not proposed for the project at this time. If water infrastructure is needed setbacks and easements shall be as follows:

Building setback requirements: **(4.05.C)**

- 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.

### **Easements: (4.09)**

All easements shall be a minimum of 15 feet in width, unless otherwise approved or required by the City Engineer.

### **Storm Drainage:**

Design and construction of drainage facilities shall be in compliance with the 2019 Stormwater Management Manual for Western Washington, and the City's Engineering Standards. If stormwater requirements are triggered by the project, 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.

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: (3.05.K)**

- 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.

### **Easements:**

Access and inspection easements dedicate to the City shall be provided over all stormwater treatment, detention and conveyance facilities. Widths of easements for conveyance facilities shall be a minimum of 15 feet in width, unless otherwise approved or required by the City Engineer. Easements over treatment and detention facilities shall encompass the entire facility and provide access to the public ROW. **(3.12.C.2.e)**

### **Ownership:**

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 (**3.12 A**)

#### **Grading & Erosion Control:**

An NPDES Construction Stormwater General Permit issued by the Department of Ecology will be required for this project if the total disturbed area exceeds 1 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.**

## 10. Building

Building permits will be required for individual structures. 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](mailto:michael.curtis@ridgefieldwa.us).

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

## 11. Applicant's Questions

The applicant included questions on the pre-application form and at the pre-application conference and staff has provided answers to those questions below or within the staff report.

1. Please confirm that both pump stations can be submitted as a single site plan application given the simplicity of each for site plan review.

**Response:** Because of the shoreline located on the Meadows Pump Station and Gee Creek Pipe Crossing Bridge, there should be two separate site plans submitted. One for the Meadows Pump Station that includes the bridge crossing (subject to Shoreline review) and the second for the Plateau Pump Station (not subject to Shoreline review). A combined stand-alone SEPA could be submitted for the entire development.

2. Please confirm that the City will be the primary reviewer for the stormwater plans and report.

**Response:** Confirmed

3. Assuming the City will be the primary reviewer of the stormwater design, who is the primary contact person with the City?

**Response:** Bryan Kast, City Engineer. [Bryan.kast@ridgefieldwa.us](mailto:Bryan.kast@ridgefieldwa.us), 360.771.2810

4. Assuming both pump stations can be reviewed under one site plan application, please confirm that each pump station will be looked at separately for stormwater given they are on different parcels and have different threshold discharge areas.

**Response:** Confirmed. Gee Creek site will be reviewed as re-development and new pump station will be reviewed as new development. Recommend two separate TIRs for each part of the project.

5. Please discuss trenching in the roadways as related to stormwater management. Will this trenching be part of the utility exception?

**Response:** Trenching repair will likely be considered “replaced impervious surface”, unless an exemption for underground utilities can be demonstrated to the City.

6. Please discuss standard or typical stormwater minimum requirements exceptions for pump station facilities.

**Response:** The City engineering standards do not have standard exceptions for pump station facilities. Applicability standards from 3.04.B of Engineering standards will apply.

## 12. 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 for the Plateau Station site plan. A Type II administrative review including a 21-day comment period for the Meadows Pump Station to include the SSDC and a Type III Quasi-judicial review for the Bridge Crossing SSDC and SCUP review including a 21-day comment period and public hearing. The Meadows Pump Station and the bridge crossing can be submitted as one Type III combined application if the applicant prefers.

**Submit for land use review using the permitting portal: <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Under land use development, choose site plan review combined. You will be able to add each of the applicable applications as listed in this report (site plan, SEPA, etc.) to the site plan submittal as a combined permit.**

*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 and Clark Regional Wastewater District.*

## 13. Conference Attendees

City and agency staff:

- Shana Lazzarini, Senior Planner, [Shana.Lazzarini@ridgefieldwa.us](mailto:Shana.Lazzarini@ridgefieldwa.us)
- Bryan Kast, City Engineer [Bryan.Kast@ridgefieldwa.us](mailto:Bryan.Kast@ridgefieldwa.us)
- Jason Oster, CRWW, [joster@crwwd.com](mailto:joster@crwwd.com)
- Josh Taylor, Clark Cowlitz Fire and Rescue, [josh.taylor@clarkfr.org](mailto:josh.taylor@clarkfr.org)
- Shana Lombard, Cowlitz Indian Tribe, [slombard@cowlitz.org](mailto:slombard@cowlitz.org)

Development team:

- Michael Andreotti, [andreottim@aks-eng.com](mailto:andreottim@aks-eng.com)
- David Lundin, [lundind@aks-eng.com](mailto:lundind@aks-eng.com)
- Derek Probst, [Derek.Probst@consoreng.com](mailto:Derek.Probst@consoreng.com)
- Adam Crafts, [Adam.Crafts@consoreng.com](mailto:Adam.Crafts@consoreng.com)
- Ryan Billen, [Ryan.Billen@consoreng.com](mailto:Ryan.Billen@consoreng.com)
- Dale Lough, [dlough@crwwd.com](mailto:dlough@crwwd.com)
- Vanessa Johnson, [vjohnson@crwwd.com](mailto:vjohnson@crwwd.com)