



# COMMUNITY DEVELOPMENT DEPARTMENT

230 Pioneer Street | PO Box 608 | Ridgefield, WA 98642  
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## 2<sup>nd</sup> TECHNICAL COMPLETE REVIEW

### Tri-Mountain Station South

File No. PLZ-21-0072-0075, 0095

<b>Date</b>	Application submitted: August 26, 2021 Application forms corrected: September 17, 2021 Technically incomplete: September 27, 2021 Resubmittal: October 12, 2021 Technically complete: October 21, 2021
<b>Proposal</b>	Overall Tri-Mountain Station project: Develop ten commercial buildings with associated site improvements. Tri-Mountain Station South: Following a binding site plan process to create three new lots, develop four commercial buildings with associated site improvements. <ul style="list-style-type: none"> <li>• Building 1: 9,045 sf retail</li> <li>• Building 2: 4,500 sf retail</li> <li>• Building 3: 48,000 sf hotel</li> <li>• Building 4: 8,850 sf restaurant and retail</li> </ul> The project also includes an administrative adjustment request to reduce the freeway landscape buffer by 20 percent.
<b>Location</b>	A total of six parcels in Ridgefield, WA 98642: <ol style="list-style-type: none"> <li>1. 109 S 65<sup>th</sup> Ave, #38 S21 T4N R1E WM, #213979000, 5.78 ac</li> <li>2. No address, #30 S21 T4N R1E WM, #214068000, 0.43 ac</li> <li>3. 201 S 65<sup>th</sup> Ave, #50 S21 T4N R1E WM, #213999000, 0.96 ac</li> <li>4. 299 S 65<sup>th</sup> Ave, #45 &amp; #71 S21 T4N R1E WM, #213994000, 0.87 ac</li> <li>5. 457 S 65<sup>th</sup> Ave, #44 S21 T4N R1E WM, #214069000, 3.75 ac</li> <li>6. No address, #68 S21 T4N R1E WM, #214017000, 3.9 ac</li> </ol>
<b>Applicant</b>	Amy Zoltie, Tri Mountain Station, LLC 275 W 3 <sup>rd</sup> St #300 / Vancouver, WA 98660 Contact: 360.818.7032, <a href="mailto:projects@hurleydev.com">projects@hurleydev.com</a>
<b>Applicant's Representative</b>	Travis Johnson, PLS Engineering 604 W Evergreen Blvd / Vancouver, WA 98660 Contact: 360.944.6519, <a href="mailto:pm@plsengineering.com">pm@plsengineering.com</a>
<b>Property Owner</b>	Suzie Pietz, Tri-Mountain Development LLC 200 NE Park Plaza Dr, Ste 196 / Vancouver, WA 98684 Contact: 360.253.8986, <a href="mailto:suzie@ep-properties.com">suzie@ep-properties.com</a>
<b>Zoning</b>	Commercial Regional Business (CRB)
<b>Public Access</b>	S. 65 <sup>th</sup> Avenue
<b>Review Type</b>	Type II Binding Site Plan Review, Basic Site Plan Review, Critical Areas Review, Administrative Adjustment
<b>Staff Contact</b>	<b>Planning:</b> Claire Lust, Community Development Director. Contact: 360.857.5024, <a href="mailto:Claire.lust@ridgefieldwa.us">Claire.lust@ridgefieldwa.us</a>

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**Engineering:** Brenda Howell, City Engineer. Contact: 360.857.5022,  
[Brenda.Howell@ridgefieldwa.us](mailto:Brenda.Howell@ridgefieldwa.us)

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**Technically Complete Decision**

**Technically Complete**

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# I. TECHINCALLY COMPLETE INVENTORY

The application contains the following documents:

1. Master land use application
2. Bindings site plan, basic site plan, critical areas review, and administrative adjustment checklists
3. Narrative
4. Certified mailing list, map, and labels
5. Developers GIS packet
6. Title report – guarantee and map
7. Pre-application report
8. Preliminary site plan and architectural plans
9. Preliminary drainage report
10. Traffic study
11. Geotech report
12. Critical areas report and mitigation memo
13. Cultural resources report and IDP

## A. RDC 18.310.050 - Review for technically complete status

An application is technically complete if it meets the specific application requirements of applicable land use reviews and includes the following:

1. *A completed, clearly legible, original application form signed by the owner(s) of the property subject to the application or by a representative authorized to do so by written instrument executed by the owner(s) and filed with the application;*  
This requirement is complete.
2. *A legal description supplied by the Clark County survey records division, a title company, surveyor licensed in the State of Washington, or other party approved by the review authority, and current Clark County assessor map(s) showing the property(ies) subject to the application;*  
This requirement is complete.
3. *For a Type II - IV process, current Clark County assessor map showing the properties within a 300-foot radius of the subject site as required in Sections 18.310.070 (Type II) and a typed list and set of self-adhesive labels of the names and addresses of owners of all properties within that radius, certified as accurate and complete by the Clark County assessor, a title company, licensed surveyor, or other party approved by the city clerk-treasurer;*  
This requirement is complete.
4. *A copy of the pre-application review prepared by the planning director and any required materials resulting from that review;*  
This requirement is complete.
5. *SEPA checklist;*  
This requirement is complete.
6. *GIS compatible, or similar format, information including base maps, tax assessor maps, site plan, elevations, and other information requested by the planning director in the pre-application staff review; and*  
This requirement is complete.
7. *Payment of all fees required under Chapter 18.060 et seq.*

This requirement is complete.

**Findings**

The applicant has met the minimum requirements of 18.310.050.

**B. RDC 18.500.040.A - Technically complete items for site plan review applications**

All site plan review applications must provide the information requests under this section.

<b>Requirement</b>	<b>Provided</b>
1. Dimensions and orientation of the parcel;	Y
2. Locations of existing and proposed buildings and structures;	Y
3. Location and layout of off-street parking and loading facilities;	Y
4. Curb cuts and internal traffic circulation;	Y
5. Location of walls and fences, indication of their height and construction materials;	Y
6. Existing and proposed exterior lighting, meeting the submittal requirements of RDC 18.715.070;	Y
7. Location and size of exterior signs and outdoor advertising;	Y – Conceptual. Sign permits to be required at a future date.
8. General location and configuration of proposed landscaping, meeting the submittal requirements of RDC 18.725.070;	Y
9. General location and configuration of proposed open space and recreation areas, if required;	Y
10. Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;	Y
11. Height and conceptual appearance of building facades for all buildings and structures;	Y
12. Indication of proposed use of all buildings;	Y
13. 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;	Y
14. Other architectural or engineering data which may be necessary to determine compliance with applicable regulations	TBD
15. Traffic analysis	Y
16. Map of dedication, if applicable	Y

## Findings

The applicant has met the minimum requirements of 18.500.040.A.

### C. RDC 18.550.020.B – Technically complete items for binding site plan review applications

All binding site plan review applications must provide the information requests under this section.

Requirement	Provided
1. The entire lot or parcel constituting the applicant's land;	Y
2. Proposed name of the binding site plan (if any);	Y
3. Accurate and complete legal description of the proposed binding site plan;	Y
4. Scale, north arrow, and date;	Y
5. Boundary lines based upon a recent land survey of the land proposed to be divided and boundary lines of all proposed lots and streets;	Y
6. Location and size of water and sewer lines utility easements and drainage system proposed to serve the lots within the proposed binding site plan and their point of connection with existing services;	Y
7. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easement adjacent to, or across, the land;	Y
8. Location of any streets, rights-of-way or easement proposed to serve the lots within the proposed binding site plan with a clear designation of their size, purpose and nature;	Y
9. Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;	Y
10. Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;	Y
11. Accurate mapping of critical areas, including wetlands, stream corridors, slopes of 15 to 24 percent, slopes of 25 percent and greater, floodplains and slope hazard areas;	Y
12. Name, mailing address and telephone number of the owner and/or developer and/or preparer of information;	Y
13. Environmental checklist	Y – submitted with North
14. Names and addresses of adjacent landowners shown on the records of the Clark County assessor located within 300 feet of any portion of the boundary of the binding site plan;	Y

## Findings

The applicant has met the minimum requirements of 18.550.020.B.

### D. RDC 18.280.050 – Technically complete items for a critical areas review

All binding critical areas review applications must provide the information requests under this section.

Requirement	Provided
A. Preparation by a qualified professional	Y
B. General critical areas report content	
1. The name and contact information of the applicant, a description of the proposal, and identification of the permit requested.	Y
2. A copy of the site plan for the development proposal including a map to scale depicting critical areas, buffers, the development proposal, and any areas to be cleared, and, a proposed stormwater management and sediment control plan for the development including a description of any impacts to drainage alterations.	Y
3. The dates, names, and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site.	Y
4. Identification and scientific characterization of all critical areas and buffers.	Y
5. An assessment of the probable impacts to critical areas and buffers and risk of injury or property damage including permanent, temporary, temporal, and indirect impacts resulting from development of the site and the operations of the proposed development.	Y
6. A written response to each of the approval criteria in RDC 18.280.060.	Y
7. Plans for adequate mitigation, as needed, to offset any impacts, in accordance with (E).	Y – Preliminary. A final mitigation plan will be conditioned prior to ground disturbing activity.
8. A copy of the SEPA checklist.	Y

## Findings

The applicant has not met the minimum requirements of 18.280.050. See 18.280.050.B.6.

### E. Narrative

The applicant is required to provide a narrative fully addressing the standards and review criteria in each of the following RDC sections.

**18.205 Uses (CRB)** – Complete.

**18.230 Commercial Districts (CRB)**

- 18.230.040 Lot requirements – Complete.
- 18.230.045 Dimensional standards – Complete.
- 18.230.050 Site planning – Complete.
- 18.230.055 Building design and features – Complete.

- 18.230.070 Lighting – Complete.
- 18.230.080 Off-street parking and loading – Complete.
- 18.230.085 Driveways – Complete.
- 18.230.090 Landscaping – Complete.
- 18.230.100 Street fences and walls – Complete.
- 18.230.110 Outdoor storage, seating and events – N/A.

**18.280 Critical Areas Protection** – Complete.

**18.310 Procedures** – Complete.

**18.350 Modifications to Standards** – Complete. Please note that a condition of approval will require increased landscape coverage in the buffer to mitigate for decreased buffer width.

**18.500 Site Plan Review** – Complete.

**18.550 Binding Site Plan Review** – Complete.

**18.710 Signs** – None proposed.

**18.715 Exterior lighting** – Complete.

**18.720 Off-street Parking and Loading** – Complete.

**18.725 Landscaping** – Complete.

**18.740 Fences and Walls** – Complete.

**18.830 City of Ridgefield Native Plant List** – Complete.

**18.840 Heritage Trees** – Complete.

### **Findings**

The narrative sections noted above require more information for staff to make findings and write conditions of approval and are therefore incomplete.

## **II. Engineering Standards**

The application is technically complete from an engineering perspective.

The following item is informational only:

1. S Dolan Road is a standard Local 'A' residential street at the project location.

Contact Brenda Howell, at (360) 857-5022 ([Brenda.Howell@ridgefieldwa.us](mailto:Brenda.Howell@ridgefieldwa.us)) with engineering questions.

## **III. Procedure**

Within fourteen days after the date an application subject to Type II review is accepted as technically complete, the city shall issue a public notice of the pending review. Not less than twenty-one nor more than thirty-five days after the date the notice of pending review was mailed, the planning director shall issue a written decision regarding the application(s). RDC 18.310.070.