



COMMUNITY DEVELOPMENT DEPARTMENT

230 Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3557 | Fax: (360) 887-0861 | www.ci.ridgefield.wa.us

PRE-APPLICATION CONFERENCE NOTES Abrams Park Pump Station

File No. PLZ-21-0090

I. PROJECT INFORMATION

Date	Conference held: October 26, 2021 Notes issued: November 2, 2021
Project Proposal	The applicant is proposing to replace the existing pump station facility with a new duplex pump station.
Location	400 N Abrams Park Road. Ridgefield, WA 98642. PIN# 67888002. Lot #19 ARTHUR QUIGLEY DLC 15A
Applicant/Applicant's Representative	Phil Roppo, Clark Regional Wastewater District 8000 NE 52nd Court / Vancouver, WA 98665 Contact: 360.993.8853, proppo@crwwd.com
Property Owner	Bryan Kast, City of Ridgefield 510 Pioneer Street Ste B / Ridgefield, WA 98642 Contact: 360.887.8251, bryan.kast@ridgefieldwa.us
Public Access	Division Street
Zoning	Parks/Open Space (P/OS)
Review Required	Pre-Application Conference for Critical Areas Permit, SEPA Review, SMP Review
Potential Issues	Impacts to critical areas, SEPA, steep slopes, shorelines, erosion hazard
Purpose	Discuss the proposed project, identify potential issues related to site, utility, design, and environmental, discuss the appropriate application and permitting process, and help facilitate development review.
Conference Invitees	Property Owner, Applicant, City Public Works Director, City Building Official, City Engineer, City Planner, Clark County Fire & Rescue, CRWWD, Ridgefield Business Association, Ridgefield Junction Neighborhood Association, Clark Regional Wastewater District, and interested persons
Staff Contact	Anne McNamara, Planner I, 510 Pioneer St Ste B / Ridgefield, WA 98642 Contact: 360.857.5047, anne.mcnamara@ridgefieldwa.us

II. GENERAL DESCRIPTION

1. Proposal

The applicant proposes to replace the existing pump station facility with a new duplex pump station. The site is located on N Abrams Road, within the city's Abrams Park, on the north side of Pioneer Street. Surrounding land uses of the adjacent lots are the RACC office building, medium density residential (RMD-16), as well as additional parks/open space tracts belonging to the City. The site's topography contains steep slopes ranging from 40-80%, with the slopes primarily located on the southern half of the site.

2. 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 current Ridgefield Comprehensive Plan Map and the current Ridgefield Zoning Map; 2016 Ridgefield General Facilities Capital Facilities Plan (RCFP), as well as the 2017 Transportation, 2020 Parks, 2016 Sewer, and 2016 Water RCFP elements; Ridgefield Development Code (RDC) which is Title 18 of the Ridgefield Municipal Code; 2014 Ridgefield Comprehensive Park and Recreation Plan including Appendix B, Acquisition & Design Standards for Parks & Trails; Construction Administrative Code which is Title 14 of the Ridgefield Municipal Code; and 2017 City of Ridgefield Engineering Standards for Public Works Construction. This list of plans and regulations is not exhaustive.

III. PRE-APPLICATION CONFERENCE NOTES

1. Purpose

The purpose of these notes is to summarize pre-application conference discussion. The substantive and procedural requirements are specific to nonconforming development and site plan review, based upon application materials. The pre-application conference was 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.

2. Land Use Application and Process

The City has determined that the proposal discussed during the pre-application conference will require submittal of a technically complete application for Conditional Use review, Site Plan review, SEPA, and application fees.

All of the land use applications can be reviewed concurrently. Basic site plan review paired with a Conditional Use permit would require a Type III process, which includes a public hearing in front of the Hearing Examiner with 14 days advance notice. The Type III process is described in RDC 18.310.080.

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/wp-content/uploads/1.1.2021-Master-Fee-Schedule.pdf>

Based on the issues discussed during the pre-application conference we anticipate the following land use applications and initial fees:

- Archaeological Determination. \$350
- SEPA review. \$500
- Shoreline Conditional Use Permit \$3,000
- Critical Areas Review \$600
- Type III Review \$3,250

There is a \$500 land use application fee credit available if an application for this project is submitted within six 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, park and school impact fees and SDCs will be assessed at the time of building permit issuance.

4. Written Narrative

Part of the review requirements is a clearly written narrative as part of a complete application. The narrative should explain in detail the nature and purpose of the application and should demonstrate how the project will meet applicable community plans, development regulations, and standards, including, but not limited to:

- Uses, RDC 18.205
- Parks/Open Space Districts, RDC 18.265, Address all applicable standards in RDC 18.265.020, Lot requirements, RDC 18.265.050 Dimensional standards RDC 18.265.060,
- Signs, RDC 18.710 if proposed
- Exterior Lighting, RDC 18.715, Address all applicable standards in RDC 18.715.050 General standards.
- Landscaping, RDC 18.725, Address all applicable standards in RDC 18.725.050 Screening and buffering, and RDC 18.725.055, Minimum landscaping required.
- City of Ridgefield Native Plant List, RDC 18.830
- Heritage Trees, RDC 18.840
- Fences and Walls, a RDC 18.740, address all applicable standards RDC 18.740.030 Design criteria.
- SEPA, RDC 18.810
- Shoreline Management 18.820
- Procedures, RDC 18.310

5. Maps, Plans and Drawings

All maps plans and drawings must show scale, north arrow and date. A technically complete application for basic site plan must 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;
- 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;
- 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;
- Other architectural or engineering data which may be necessary to determine compliance with applicable regulations; and
- 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 line, 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 preliminary land use submittal should also include:

- Preliminary cut & fill plan
- Street and frontage improvements
- Preliminary Stormwater Management Plan
- Preliminary Erosion Control Plan
- Conceptual signage, if proposed

6. Clark County Fire and Rescue

CCFR did not find it necessary to attend the conference as no outstanding issues exist, but request the applicant maintain the current site access.

Contact: Mike Jackson, Division Chief, 360-887-4609, mike.jackson@clarkfr.org

7. Clark Regional Wastewater District

The District has no sanitary comments for the Abrams Park Pump Station project.

Contact: Jason Oster, Senior Engineering Technician (Development), 360-993-8848, joster@crwwd.org

8. Engineering

Water Service: The proposed project is located in the City of Ridgefield water service area and a 3-inch diameter ductile iron water main is located northwest of the project site.

Grading & Erosion Control: An NPDES Construction Stormwater General Permit issued by the Department of Ecology will be required for this project. A grading and erosion control plan meeting the requirements of the

City's Engineering Standards and per any other permitting authorities will be required. Erosion control measures shall be maintained throughout construction. Construction within sensitive lands and buffers (including slopes greater than 15%) between October 1st and May 1st is strongly discouraged and at times not allowed as conditioned through the SEPA process.

Coordination: Please supply the City with plans for comment prior to final plan completion. Please contact the City prior to any construction activity in the Park, and invite the City to the project pre-construction meeting.

9. Planning

Zoning. The site is zoned Parks/Open Space (P/OS).

Uses. Utility facilities such as pump stations are an allowed use in the P/OS zone per the use exemptions listed in RDC 18.265.040.K.

Lot Requirements. There are no minimum or maximum lot standards for the P/OS zone.

Dimensional Standards. P/OS sites shall comply with the dimensional standards in RDC 18.265.060.

Site Planning. The remodeling of the pump station will only add approximately 196 square feet of impervious surface to the site, which falls beneath the five thousand square feet threshold of increased square footage of an existing development per RDC.18.500.030.A. Therefore, staff finds that a site plan review will not be required.

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.

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.

Heritage Trees. There are no known existing or proposed heritage trees present on the site. In the interest of identifying and protecting possible heritage trees, please show any Oregon white oaks and any other trees with a diameter at breast height (DBH) of 36 inches or greater on the project plans. If applicable, heritage trees are subject to the standards in RDC 18.840.

Fences. Fences shall comply with the standards in RDC 18.740. The maximum allowable fence height is eight feet.

Shorelines the property is subject to shoreline regulations under the Shoreline Master Program's urban conservancy designation due to the presence of a fish bearing stream with a corresponding buffer, and therefore the applicant is required to submit for a Shoreline Conditional Use Permit. The Shoreline Conditional Use permit requires that the application be processed using type III review procedures per RDC 18.310.080, with a required thirty-day public comment period. If the use is not specifically identified in the Shoreline Master Program, it is considered an "unclassified" use and the applicant is required to demonstrate that the proposed use is consistent with the purpose of the shoreline designation and is compatible with existing shoreline improvements. Per SMP Section 7.2.2, the conditional use must have final approval from Ecology, and the City's decision serves only as a recommendation to Ecology.

Critical Areas. Clark County GIS shows the presence of a wetland on site, stretching from west to east along the site's southern perimeter, as well as riparian habitat covering the western half of the site. Within the wetland area, GIS also shows a fish bearing stream, making. The presence of the wetland will also require the applicant to submit a Critical Areas Report with their application to address the potential for mitigation. The

property's topography shows steep slopes ranging from 40-80%, which will require the applicant to submit a geotechnical report as part of their application to address the severe erosion hazard.

SEPA. This project is subject to State Environmental Policy Act requirements due to the presence of critical areas on site, and the size of the proposed project. A SEPA checklist may be accessed at <http://www.ecy.wa.gov/programs/sea/sepa/forms.html>. Due to the moderate-high to high probability of archaeological remains, an archaeological predetermination will be required as part of the SEPA review.

Building. Building permits will be required for individual structures including signs. Concurrent land use and building review is possible at the applicant's risk.

11. 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 application, the City will process the applications for this project concurrently as a Type III administrative review including a 30-day public comment period.

Compiled by Anne McNamara, Planner I and Brenda Howell, City Engineer.

PRE-APP ATTENDEES

City Staff

- Anne McNamara, anne.mcnamara@ridgefieldwa.us
- Claire Lust, Claire.lust@ridgefieldwa.us
- Brenda Howell, Brenda.howell@ridgefieldwa.us

Agency Staff

- Jason Oster, joster@crwwd.com

Project Team

- Phil Roppo, proppo@crwwd.com
- Michelle McGraw, michele@eco-land.com
- Vanessa Johnson, vjohnson@crwwd.com

Elected Officials

- Rob Aichele, rob.aichele@ridgefieldwa.us

PROJECT LOCATION

