



COMMUNITY DEVELOPMENT DEPARTMENT

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TECHNICALLY COMPLETE REVIEW

Holsinger Mixed Use Administrative Adjustment

File No. PLZ-21-0091

Date	Application submitted: October 6, 2021 Technically Complete Review: October 21, 2021
Proposal	The applicant proposes to reduce the aisle width of the proposed drive aisle by 8.3% from the minimum of twenty-four feet to twenty two feet to allow for site constraints caused by existing curb.
Location	544 S Royle Rd / Ridgefield, WA 98642. #61 SEC 21 T4N R1EWM. Assessor's #21401000, 2.64A
Applicant/Property Owner	Don Holsinger, Holsinger LLC 204 SE Park Plaza / Vancouver, WA 98684 Contact: 360.281.0897, dg.holsingerllc@gmail.com
Applicant's Representative	Paul Williams, Engineering Northwest PLLC 6168 NE Hwy 99 Suite 100 / Vancouver, WA 98665 Contact: 360.931.3122, paulwilliamspe@gmail.com
Zoning	Residential Medium Density (RMD-16)
Review Type	Type II Review
Staff Contact	Anne McNamara, Planner I, anne.mcnamara@ridgefieldwa.us , 360.857.5047
Technically Complete Decision	Technically Complete

I. TECHNICALLY COMPLETE INVENTORY

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 does not apply to this project.
5. SEPA checklist;
This requirement does not apply to this project.
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 does not apply to this project.
7. Payment of all fees required under Chapter 18.060 et seq.
This requirement is complete.

Findings

Staff finds that the application is technically complete.

B. Narrative

The applicant is required to provide a narrative fully addressing the standards and review criteria in:

RDC 18.350 – Modifications to Standards

The applicant submitted a narrative with the application on October 6, 2021, which staff found incomplete. The applicant submitted a revised narrative on October 14, 2021.

Findings

Staff finds that the narrative is technically complete.

C. Procedure

Pursuant to RDC 18.310.070, 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 land use review. Not less than 21 nor more than 35 days after the date the notice of pending review was mailed, the planning director shall issue a written decision regarding the application.