



COMMUNITY DEVELOPMENT DEPARTMENT

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

TECHNICALLY COMPLETE REVIEW

Haarup Industrial Union Ridge PH 2 Lot 1B - Type II Site Plan

File No. PLZ-21-0092 & 21-0093

Date	Application submitted: October 15, 2021 Application technically complete: November 02, 2021
Proposal	Construct a one story office/warehouse building in two phases. PH 1 – 21,750 SF and PH 2 – 9,375 SF. Onsite parking – 41 spaces. S 5th Frontage improvements done. Install utilities, parking, landscaping.
Location	No situs, LOT 1B SP3-824 2.54A, SW ¼ SEC 22, T4N R1E, WM Clark County, WA. Assessor's PIN 215444003
Applicant	RSV Building Solutions, 1115 Esther Street, Ste A, Vancouver, WA 98660. Contact: Dave Melnick, (360) 693-8830 ext. 113, dave@rsvbuilding.com
Applicant's Representative	McKay Sposito, 1325 SE Tech Center, Dr. Suite 140, Vancouver, WA 98683. Contact: Melanie Poe, 360.823.1337, mpoe@mckaysposito.com
Property Owner	Haarup North America, 12695 NE Marx St., Portland, OR 97230. Contact: Suzanne Runion, 503.954.1718, sr@haarup.com
Zoning	Employment (E) EMUO Overlay 2.54 acres
Public Access	S 5th St.
Review Type	Type II Basic Site Plan Review and SEPA
Prior land use action	Pre-App PLZ-21-0004
Staff Contact	Planning: Eric Eisemann, Consulting Planner, E ² Land Use Planning, LLC. 2554 NE 48th Ave., Portland, OR 97213. Contact: 360.750.0038, e.eisemann@e2landuse.com Engineering: Brenda Howell, City of Ridgefield Engineer. Contact: 360.857.5022, Brenda.Howell@ridgefieldwa.us
Technically Complete Decision	Technically complete

I. TECHINCALLY COMPLETE INVENTORY

The applicant submitted the following documents (as adjusted by the city) :

Site Plan Review

0. Cover Sheet & Table of Contents
1. Application Form and Checklist
2. Fee Schedule
3. Project Narrative
4. SEPA Checklist (under separate cover)
5. Preapplication Staff Report
6. Developer's GIS Packet
7. Title Report
8. Preliminary Plans
9. Preliminary Stormwater TIR (under separate cover)
10. Archaeology Report
11. Geotechnical Report (under separate cover – see Appendix C Stormwater TIR)
12. Traffic Report
13. Union Ridge Letter
14. Mailing Labels (under separate cover)

SEPA

0. Cover Sheet & Table of Contents
1. Application Form and Checklist
2. Fee Schedule
3. SEPA Checklist

II. RDC 18.310.050

A. 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;*

Application form signed by property owner. This requirement is met.

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 met.

- 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;

Labels and map provided. This requirement is met.

- A copy of the pre-application review prepared by the planning director and any required materials resulting from that review;

Pre-application report provided. This requirement is met.

- SEPA checklist;

Signed SEPA Checklist provided. This requirement is met.

- 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 met.

- Payment of all fees required under Chapter 18.060 et seq.

This requirement is met.

Findings

The applicant has met the minimum requirements of 18.310.050.

B. Pre-Application Conference Requested information

Findings

The Preapplication report requested the following additional information:

- Preliminary cut & fill plan
- Street and frontage improvements (completed)
- Preliminary Stormwater Management Plan
- Preliminary Erosion Control Plan
- Conceptual signage (not proposed yet)
- Union Ridge Architectural Review Committee - detailed letter of review and approval.

Findings

The applicant provided the required additional information. The requirement is met.

C. 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.

Requirement	Provided
1. Dimensions and orientation of the parcel;	Sheet S01, Site Plan

2. Locations of existing and proposed buildings and structures;	Sheet P1.2 Existing conditions; Sheet S01, Proposed Site Plan
3. Location and layout of off-street parking and loading facilities;	Sheet S01, Site Plan
4. Curb cuts and internal traffic circulation;	Sheet S01, Site Plan
5. Location of walls and fences, indication of their height and construction materials;	3'-4" high masonry wall surrounding the employee patio area, set back approximately 10' from the back of sidewalk along S. 5th St.
6. Existing and proposed exterior lighting, meeting the submittal requirements of RDC 18.715.070;	Sheet A1.2 & fixture cut sheets
7. Location and size of exterior signs and outdoor advertising;	Not proposed
8. General location and configuration of proposed landscaping, meeting the submittal requirements of RDC 18.725.070;	Sheets L1.0, L2.0, L3.0 & L4.0
9. General location and configuration of proposed open space and recreation areas, if required;	Small outdoor employee area setback from S 5 th behind 2-4 foot masonry wall See Sheet A1.2
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;	Sheet P1.0 Existing conditions - no slopes more than 25%; Sheet P1.1, Grading Plan;
11. Height and conceptual appearance of building facades for all buildings and structures;	Color Conceptual Perspective; Sheets A0.0, A1.1, A1.2, A2.1, A2.2, A2.3, & A4.1 Union Ridge ARC letter provided
12. Indication of proposed use of all buildings;	Office (3,000 SF) & Industrial (21,750 SF)
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;	HRA report (Sept. 2000) No Critical Areas
14. Other architectural or engineering data which may be necessary to determine compliance with applicable regulations	TBD
15. Traffic analysis	Kittleson TIA 9/27/21
16. Map of dedication, if applicable,	Private drive easements recorded on east & west lot line, See BK3 P824 . - Existing conditions plan shows

	existing 8 ft utility easement along south lot line.
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Findings

Submittal reports provided – subject to conditions of approval.

D. Narrative

The applicant is required to provide a narrative fully addressing the standards and review criteria the applicable RDC sections. Review criteria assessment provided.

Findings

After review of the narrative in conjunction with the supplemental exhibits, the city finds the application **technically complete**.

- Substantive issues may be addressed by conditions of approval.

III. Engineering Standards

The City Engineer has reviewed the submittal and has no concerns relating to the application being Technically Complete.

IV. Other Information

The City requests that the applicant provide each plan and figure as a separate PDF rather than combined into one large PDF.

When the planning director decides an application is technically complete, then the planning director shall send written notice to the applicant acknowledging acceptance process. To the extent known by the city, other agencies with jurisdiction over the project permit application shall be identified in the written notice. Such notice must be mailed or provided in person to the applicant within twenty-eight days after receipt of the project permit application. The city clerk shall provide written notice of the complete application to all city department heads, city council members, persons attending the pre-application conference, and persons or organizations which have filed a written request with the clerk's office to receive such notices. The status of the application shall be provided on the city website. This notice shall not preclude the city from requesting additional information or studies if new information is required or substantial changes in the proposed action occur. RDC 18.310.050.G