



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

McCanta PUD

File No. PLZ-21-0106

I. PROJECT INFORMATION

Date	Conference held: December 14, 2021 Notes issued: January 4, 2022
Project Proposal	The applicant is proposing to develop an 83 lot PUD subdivision with associated improvements on the northern side of Pioneer and east of N Reiman Road.
Location	2596 N Smythe Road, Ridgefield WA 98642. #3, #11, #17, & #23 OF SEC 20 T4NR1EWM. Assessor's #'s: 213714000, 213706000, 213721000, 213505000, 213726000 24.6A
Applicant/ Property Owner	Linda McCanta PO Box 215 / Ridgefield, WA 98642 Contact: 360.887.3514, linda.mccanta@gmail.com
Applicant's Representative	Thomas Ellis, Hayward Uskoski and Associates 1101 Broadway Street, Ste #130 / Vancouver, WA 98660 Contact: 360.635.5223, thomas@huaconsulting.com
Public Access	N Smythe Road
Zoning	Residential Low Density (RLD-4), Residential Medium Density (RMD-16)
Review Required	Pre-Application Conference for a Type III PUD Subdivision
Potential Issues	Housing code, Critical Areas, PUD standards, slopes, open space
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 develop a PUD subdivision containing eighty-three total lots with associated improvements. Of these eighty-three lots, twenty-five are designated for single family detached homes. The remaining fifty-eight lots will be designated for attached townhome units. There are several preexisting single-family residences onsite, which the applicant proposes to separate onto separate lots through a Boundary Line Adjustment process. The site is located on N Smythe Road, on the northern side of Pioneer and east of N Reiman Road. Surrounding land uses of the adjacent lots include several residential subdivisions ranging in density from RLD-4 to RMD-16, as well as several single-family homes on large lots on the opposite side of Pioneer. The site's topography contains steep slopes ranging from 25 to 80%, with the steeper slopes primarily located in the southwestern corner of the site, running east along the southern site boundary.

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 Planned Unit Development review, critical areas review, SEPA, and application fees.

All of the land use applications can be reviewed concurrently using 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.

*****NOTE:** Land use applications may now be submitted online via the [Permit Portal](#). Please contact Permit Technician Cristy May, cristy.may@ridgefieldwa.us, 360-857-5027 if you encounter any difficulties.***

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:

- Planned Unit Development. \$5,500 plus \$25 per each lot over 50
- SEPA review. \$500
- Archaeological Predetermination. \$350
- Critical Areas Review. \$600 per each type of critical area (wetlands, habitat areas, geologic hazard areas)

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
- Residential Low-Density Districts, RDC 18.210, Address all applicable standards in RDC 18.210.030, Dimensional and Density Standards, 18.210.050, Green design
- Residential Medium Density Districts, RDC 18.220, Address all applicable standards in RDC 18.220.030, Dimensional and Density Standards, 18.220.050, Green design
- Residential Use Standards, RDC 18.206, Address use standards for each housing type proposed
- Signs, RDC 18.710 if proposed
- Exterior Lighting, RDC 18.210.075, RDC 18.220.090 and RDC 18.715, Address all standards in RDC 18.210.075 Residential districts lighting, RDC 18.220.090 Exterior Lighting, and RDC 18.715.050 General standards.
- Off-Street Parking and Loading, RDC 18.210.090, RDC 18.220.100, and RDC 18.720, Address all applicable standards in RDC 18.210.090 Residential districts parking, RDC 18.220.100, and RDC 18.720.030 Number of spaces required.
- Landscaping, RDC 18.210.100, RDC 18.220.110 and RDC 18.725. Address all applicable standards 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, RDC 18.210.100, RDC 18.220.120, and RDC 18.740, address all applicable standards RDC 18.740.030 Design criteria.

- Planned Unit Developments, RDC 18.401
- Critical Areas Protection, RDC 18.280.
- SEPA, RDC 18.810
- Procedures, RDC 18.310

5. Maps, Plans and Drawings

All maps plans and drawings must show scale, north arrow and date. If you submit through the online portal, no paper copies are required. A technically complete application for basic site plan must include the information requirements listed in RDC 18.401.040. A technically complete application for critical areas review must include the submittal requirements listed in RDC 18.280.050.

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 provided comments to the applicant at the time of the conference.

Contact: Mike Jackson, Division Chief, 360-887-4609,

7. Clark Regional Wastewater District

The proposed project is located within the Clark Regional Wastewater District's service area. The point of connection for the subject parcels is the intersection of N Reiman Road and Pioneer Street. In accordance with District code, Clark Regional Wastewater District will require that sewers be extended to the northeast property corner of SN 213721-000. The plans will be required to use a survey datum provided in NGVD 29(47).

The District's sewer System Development Charge (SDC) is currently \$8,750.00 per Equivalent Residential Unit (ERU). SDCs are subject to change and the applicable value will be applied at the time of sewer connection permit issuance. Please note that there is no guarantee or set aside of service capacity with land use approval, as it is the District's policy that service commitment occurs when it is paid for at the time sewer permits are issued.

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. Connection points to 8-inch ductile iron water mains are located N Pioneer Canyon Drive and the future N Second Way. Additionally, a 12-inch diameter ductile iron water distribution main is located along the southern portion of the site within a 15-foot easement. No services may connect to this main, although it may be used as a connection point for the subdivision. All water mains must be looped through the site wherever possible. The applicant should be aware that Clark County Fire & Rescue may provide additional comments with regards to fire service protection.

All developments are required to comply with backflow requirements as stated in Section 4.11 of the City of Ridgefield's Engineering Standards for Public Works.

The City of Ridgefield is supplied with water from five water supply wells. According to the 2013 Water System Plan Update, the City has water rights to serve approximately 4,273 equivalent residential units (ERUs), and well capacity to serve approximately 2,806 ERUs. The addition of the Junction Well Project, constructed in 2017, provided the City with the well capacity to serve an additional 1,145 ERUs, for a total of 3,951 ERUs. An agreement with Clark Public Utilities, finalized in 2021, provides the City with an additional 1,000 gallons per minute, or 7,164 ERUs, for a total capacity of 11,115 ERUs. Per the 2013 Water System Plan, the City served approximately 2151 ERUs at the end of 2010. Permits were issued for 65 ERUs in 2011, 122 ERUs in 2012, 180.5 ERUs in 2013, 114 in 2014, 228 in 2015, 320 in 2016, 158 in 2017, 342 in 2018, 380 in 2019, 647.5 in 2020 and 554.5 so far in 2021, for a total of 5268.5 ERUs.

Water System Development Charges will be applied at the time of building permit issuance. The water System Development Charge (SDC) is currently \$4,420.46 per Meter Equivalent Size as defined in the Ridgefield Municipal Code. The applicant will also be required to provide documentation showing projected water demands for the facility that were used as a basis for sizing of the water meter.

All Fire Flow testing must be completed by the applicant with City of Ridgefield and Clark County Fire & Rescue personnel present.

Street Improvements: Full width construction will be required for N Pioneer Canyon Dr through the extent of the property, connecting the existing N Pioneer Canyon Dr to N Reiman Rd. At the project location, N Pioneer Canyon Dr is a collector, and must be constructed to the City's collector standard (Standard Detail T-2.5) with a 70-foot ROW and a 46-foot paved width. All associated improvements, including sidewalks, planter strips, street trees, and street lighting are required on all public streets. The improvements for N Pioneer Canyon Dr are eligible for TIF Credits under Project ID #8. The bridge connecting Pioneer Canyon Dr to Reiman Rd (Project ID #7) is not eligible for TIF Credits.

At the project location, N 2nd Way is a Residential Access street and must be constructed to the City's Residential Access standard (Standard Detail T-2.8) with a 60-foot ROW, 36-foot paved width, 6.5-foot landscape strips, and 5-foot sidewalks.

All other internal public streets must be constructed to the City's Residential Local A standard (Standard Detail T-2.9) with a 48-foot ROW and a 28-foot paved width.

ROW dedication and half width frontage improvements will be required for Pioneer Street to match the cross section required by the City's agreement with the Washington State Department of Transportation (WSDOT). This cross-section requires a 45-foot half-width ROW, a 12-foot travel lane with a four-foot shoulder, and a 10-foot multi-modal path. The relevant cross section is attached to these notes. Existing ROW ranges from 25 to 35-feet and additional ROW dedication will be required. Full width improvements will be required at locations where the developer owns property on both sides of Pioneer Street. SR 501/Pioneer Street is owned by WSDOT and all improvements will require WSDOT approval.

All utilities in the project and on any improved frontage must be underground.

Maximum street gradients shall be fifteen (15) percent for residential streets, and ten (10) percent for all other streets. Grades greater than fifteen (15) percent must be approved in writing by the City Engineer on an individual basis.

Driveways approved by the City Engineer providing for access onto collectors shall be a minimum of 100 feet from any intersection, and a minimum of 150 feet for access onto arterials. All distances shall be measured from

the centerline of the street or driveway. Driveways accessing arterials may be denied if alternate access is available.

Turnarounds are required at all public and private street ends longer than 150 ft.

Privately owned and maintained trails and parks must be open for public use.

Public streets must be extended through and to the extremes of the property being developed for extension to future development as determined by the City. Additionally, a maximum 500-foot spacing of public streets is required. Where this requirement is not feasible due to topography, an 8-foot wide paved trail consistent with the City's type 3 trail standard may be substituted if approved by the City Engineer.

A portion of trail T-24 is required along the southern boundary of the project. The onsite portion of the trail must connect to the section currently under construction by the neighboring Kemper Grove project.

A portion of trail T-12 is required along the northern boundary of the project on the north side of the creek.

A Traffic Impact Analysis (TIA) will be required if the project generates more than 10 p.m. peak hour trips. The TIA shall evaluate surrounding roadways and intersections and any improvements found to be necessary will be required to be completed. If a TIA is not required, a traffic memo estimating the number of average daily and p.m. peak hour project trips based on the Institute of Transportation Engineers (ITE) manual will be required.

Traffic Impact Fees (TIF) within the City of Ridgefield are calculated at \$438.35 per average daily trip. TIF fees are required to be paid prior to building permit issuance. The 9th Edition of the Trip Generation Manual developed by the Institute of Traffic Engineers (ITE) should be utilized to the extent possible to develop trip generation volumes. Please note that the TIF rates are subject to change. Please also note that since payment of TIFs occurs at time of Building Permit issuance, the applicant will be required to pay the TIF in effect at the time of permit issuance.

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.

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:

Subdivision Acceptance

- To get model home building permits:
 - Property corner pins or building pad survey
 - Gravel roads (at minimum)
 - Street signs installed to the model home
 - Temporary signage prominently displaying the original parcel address at the project entrance
 - Active fire hydrant within 500 feet
 - A bond for 150% of the cost of the installation of all approved landscaping.
 - A bond shall be provided for three years of landscape maintenance unless an acceptable maintenance agreement is provided.
- To get other building permits:
 - Requirements above (property corner pins required)
 - Final plat

- A performance bond for all **incomplete** public improvements is required prior to final plat.
 - All **private** improvements must be complete prior to final plat.
 - Private improvements are any improvements to be owned and maintained by the future HOA.
- To get water meters:
 - Inspection approval of water lines and meter boxes
- To get final occupancy
 - Engineering acceptance, which requires all of the above plus:
 - Inspection approval of all public improvements and storm facilities (fully signed inspection card)
 - A maintenance bond for 20% of all public and private improvements
 - Submittal of approved as-builts in mylar, pdf, and AutoCAD versions.

Please note that no final occupancies will be issued prior to final acceptance of associated public improvements.

9. Planning

Zoning. The site contains four parcels, zoned RLD-4 and RMD-16. Parcel #'s 213706000, 213714000, and 21305000 are zoned for Residential Low Density (RLD-4). Parcel # 213721000 is zoned Residential Medium Density (RMD-16)

Uses. The proposed detached single family and attached townhomes are a permitted use in the RLD-4 and RMD-16 zones.

Lot Requirements. The basic minimum lot area for the RLD-4 zone is 10,890 square feet. The minimum lot area may be reduced to 7,079 square feet using the PUD process (RDC 18.401.100.A). The maximum lot area in the RLD-4 zone is 16,355 square feet. The maximum lot area does not apply to the remaining parent parcel after a land division.

The minimum lot area in the RMD-16 zone is 2,500 square feet. There is no maximum lot area for the RMD-16 zone.

Dimensional and Density Standards. Dimensional and Density Standards in the RLD-4 zone are established in RDC.18.210.030, with adjustments for townhouses in RDC 18.206.060.

Min lot width	50 ft
Min Lot Area	10,890 sq ft
Max. Impervious Surface coverage	60%
Min density (units per net developable acre)	4 (may be rounded from 3.5)
Max density (units per net developable acre)	4 (may be rounded from 4.4)

Dimensional and Density Standards in the RMD-16 zone are established in RDC.18.220.030

Min lot width	30 ft
Min Lot Area	2,500 sq ft
Max. Impervious Surface coverage	75%
Min density (units per net developable acre)	8

Max density (units per net developable acre)	16
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Development and density standards may be modified using the PUD process as permitted in RDC 18.401.100.A.

Residential Use Standards The mix of housing proposed in the applicant’s conference submittal appears to meet the RLD-4 and RMD-16 requirements pertaining to housing types, however, the applicant indicated to staff that the layout is subject to change pending further conversations regarding the placement of roads and open space tracts within the site. City staff called the applicant’s attention to the specific standards outlined in RDC.18.206.060, which dictate the dimensional requirements for townhouses, as well as the applicable architectural design standards. Townhomes in the RLD-4 zone are required to have a minimum lot width of thirty feet, and a minimum lot area of 2500 square feet. The standards also all small single-family residences under 1600 square feet in the RLD-4 zone to qualify the applicant for 10% density bonus where each detached single-family residence would be counted as half a unit for the purpose of density calculations. The applicant indicated to staff during the meeting that there was no intention to pursue density bonuses with this project at the time of the conference, however, the small single-family density bonus and other bonus options are available and described in RDC 18.206 and RDC 18.210.

Planned Unit Development (PUD) During the conference, city staff discussed with the applicant the necessity of providing open space under the PUD code, with the restrictions of the site’s critical areas in mind. The applicant is currently proposing roughly nine acres of open space on site, with a single large open space area to the western portion of the project site, and a third of an acre allocated to the eastern side of the site. City staff informed the applicant that the location of the proposed open space can be subject to change as long as it still makes sense in the context of the site layout as a whole and stipulated that if the numerical standards for open spaces and trails in RDC 18.401 were to be relaxed, the applicant would need to offer something in return (such as extra amenities). The intent of the standards in RDC 18.401 regulating the location of open spaces is to integrate the usable open space into the subdivision. If the open space location does not strictly meet the numerical standards, an argument would need to be made by the applicant that the open space would remain equally as accessible as it would be with the codified integration in place. The applicant also discussed PUD density requirements with the applicants, specifically the option for 20% of the proposed units to be “missing middle” housing such as townhouses, duplexes or cottages. These standards, in conjunction with the new housing code, are intended to encourage a variety of housing in new neighborhoods.

Boundary Line Adjustment. Staff discussed with the applicant the intent to apply for a boundary line adjustment, to separate existing residences on site from the parent parcel that is the proposed project site. Boundary line adjustments are regulated through RDC 18.600.040.B.

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

Lighting. All lighting shall comply with the standards in RDC 18.210.075, RDC 18.220.090, and RDC 18.715. All light trespass is prohibited, and all exterior lighting fixtures shall be designed, installed, located, and maintained such that there is no light trespass. See RDC 18.715.050-060. The applicant shall provide preliminary lighting plans including a photometric analysis showing no light trespass onto neighboring properties and fixture detail sheets with the preliminary land use submittal. The applicant shall address these standards in their application’s project narrative and the submitted plans.

Off-Street Parking and Loading. All off-street parking and loading shall comply with the standards in RDC 18.210.090, RDC 18.220.100, and RDC 18.720. Staff informed the applicant during the conference that in accordance with the standards found in RDC 18.206.060, shared parking areas would be permissible to allow for the required dimensional standards to be met. A minimum of one and maximum of six off-street parking spaces

are required per dwelling. At least twenty linear feet of driveway shall be provided between any garage or carport entrance and the back of the sidewalk. The applicant shall address these standards in their application's project narrative and the submitted plans.

Landscaping. The proposal shall address the landscaping standards in RDC 18.725. For residential developments, 50% of the total site area shall be landscaped and a 15-foot L1 buffer is required between the site and the street.

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 18.210.110, 18.220.120 and RDC 18.740. The maximum allowable fence height is six feet.

Critical Areas. Clark County GIS shows the presence of several wetlands onsite lining the northern and westerns perimeters of the site. The presence of the wetland as well as habitat and sensitive areas will require the applicant to submit a full Critical Areas Report and mitigation plan with application. Additionally, slopes found in the southwestern corner of the site and along the southern site perimeter range from 25-40%, posing a severe erosion hazard, which will require the applicant to submit a geotechnical report as part of their application to address the hazard.

SEPA. This project is subject to State Environmental Policy Act requirements due to. A SEPA checklist may be accessed at <http://www.ecy.wa.gov/programs/sea/sepa/forms.html>. Due to the moderate-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 quasi-judicial review including a public hearing with 14 days' notice.

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
- Bryan Kast, bryan.kast@ridgefieldwa.us

- Jesse Hague, jesse.hague@ridgefieldwa.us

Agency Staff

- Jason Oster, joster@crwwd.com
- Mike Jackson, mike.jackson@clarkfr.org

Project Team

- Linda McCanta, linda.mccanta@gmail.com
- Adam Sandoval
- Thomas Ellis, thomas@huaconsulting.com
- Trevor Hayward, trevor@huaconsulting.com

Elected Officials

- Lee Wells, lee.wells@ridgefieldwa.us
- Rachel Coker, Rachel.coker@ridgefieldwa.us

PROJECT LOCATION

