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## COMMUNITY DEVELOPMENT DEPARTMENT

510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642  
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### PRE-APPLICATION CONFERENCE NOTES Pioneer Cottages (PLZ-21-0123)

#### I. PROJECT INFORMATION

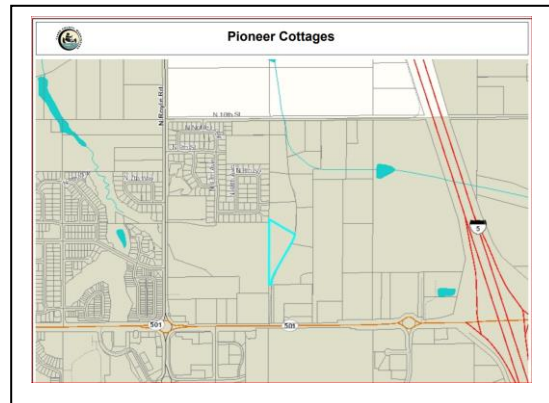
<b>Date</b>	Virtual conference held December 14, 2021 at 12:30 PM. Notes issued January 5, 2022
<b>Project Proposal</b>	Construct approximately 36 cottage housing units on 3.11 acres per RDC 18.206.040. Public infrastructure and improvements and community open space.
<b>Location</b>	No situs. #42 SEC 21 T4N R1EWM 3.11A Ridgefield, WA 98642; Assessor PIN 213991000
<b>Applicant &amp; Representative</b>	e-Terra, LLC, PO Box 2079, Battleground, WA. Contact: Beau Roberts, 360.787.6538, <a href="mailto:beau@eterrix.com">beau@eterrix.com</a>
<b>Property Owner</b>	Jeffrey & Francis Fandell, 610 E Raison Ct., Kuna ID , 83634
<b>Public Access</b>	Pioneer Street (SR 501) and N 50 <sup>th</sup> Place
<b>Zoning</b>	Residential Low Density - 8 (RLD-8)
<b>Review Required</b>	Pre-Application Conference for Cottage Housing, Critical Areas Permit, SEPA, modifications
<b>Potential Issues</b>	Binding site plan, subdivision, base zone standards, cottage housing standards, road improvements, vehicle trips, stormwater, utilities, and critical areas, archaeology.
<b>Purpose</b>	Meet with applicant, identify potential site issues, discuss the appropriate application and permitting process, and help facilitate development review
<b>Staff Contact</b>	Eric Eisemann, Consulting Planner, E <sup>2</sup> Land Use Services, 360.750.0038, <a href="mailto:e.eisemann@e2landuse.com">e.eisemann@e2landuse.com</a> Bryan Kast, Public Works Director, 360.857.5022, <a href="mailto:bryan.kast@ridgefieldwa.us">bryan.kast@ridgefieldwa.us</a>

## II. General observations

### General Description

The vacant site is located on north of Pioneer Street and along N 50<sup>th</sup> Place. e-Terra proposes to divide the 3.11 acres of RLD-8 land into 36 cottage units and make associated improvements such as shared open space, gardens, and park settings.

The maximum base zone density is 24 unit. The cottage housing code (RDC 18.206.040) allows for a density bonus of 100%, making the adjusted density 48 units. e-Terra proposes 10 ft. setbacks from the property lines on the exterior and 10 ft. building separations as required in the cottage zone. The Applicant proposes maximum and minimum footprints of 1,200 Sq. Ft. and 1,500 Sq. Ft. respectively. Covered porches will be provided on individual units along with private and community open space at 200 and 400 Sq. Ft./unit, respectively.



### General site observations and reactions to the proposal include:

The Applicant proposed creation of 36 individual building lots and a network of private streets. However, city engineering standards expressly limit private streets to serving a maximum of eight lots. The city believes that subdivision of the site into 36 individual lots is not practical and is unlikely to be approved. Therefore, the city strongly recommends the Applicant to recraft the cottage housing proposal from a subdivision of 36 lots to a binding site plan of one or more lots, bearing in mind that the maximum number of lots or units that can be served by a private road is eight. The focus of these pre-application conference notes is, therefore, based on binding site plan review rather than subdivision review.

The purpose of the binding site plan is to establish an alternative procedure of land division in lieu of other provisions of [Title 18](#). The intent of the binding site plan process is to promote orderly and efficient community growth consistent with the provisions of RCW 58.17.035. The division of property by the binding site plan process may only be used for the division of land involving improvements constructed or to be constructed that will be one or more condominiums or owned by an association or other legal entity. Binding site plans will not be approved unless appropriate provisions and dedications of public rights-of-way, utilities, and easements are made to meet infrastructure provisions per city standards. The city may require a development agreement to be in place for the property for future development. RDC 18.550.010

- Applications Required.
  - [Binding site plan review. RDC 18.550](#). This is a Type II application that will require public notice, SEPA analysis, a 21-day comment period, and administrative review and approval – subject to appeal.
  - Critical Areas Permit. RDC 18.280. The site contains hydric soils, an indicator of potential wetlands. The proposal should include a technical memo from a qualified wetland specialist indicating

whether wetlands are present. The Applicant indicated an interest in discharging stormwater to the south towards an existing riparian area. If wetlands, riparian areas or attendant buffers are impacted, a Critical Area report is required.

- A public wellhead is adjacent to the property. The WA Department of Health SWAP program indicates that the property is within the Group A, 6 month and 1 year time of travel zones.

<https://fortress.wa.gov/doh/swap/index.html> The property is in a Critical Aquifer Recharge Area II (CARA). A complete application should consider whether the proposed project requires a level one hydrogeology report. See RDC 18.280.140.



[https://library.municode.com/wa/ridgefield/codes/code\\_of\\_ordinances?nodeId=CO\\_TIT18DECO\\_CH18.280CRARPR\\_18.280.140CRAQREAR](https://library.municode.com/wa/ridgefield/codes/code_of_ordinances?nodeId=CO_TIT18DECO_CH18.280CRARPR_18.280.140CRAQREAR)

- SEPA Checklist. A SEPA checklist is required because of the intensity of the proposed development, transportation impacts, and potential impacts to critical area buffers.
- Archaeological Review. High predictive model. An archaeological reconnaissance study is required.
- Stormwater Management. Please provide a technical stormwater management report. Stormwater design regulations vest at the time of final engineering review not at land use approval.
- Transportation. A transportation impact analysis (TIA) is required because the proposal will generate more than ten peak hour trips.
- Erosion Control. The City will require compliance with its erosion control standards to reduce erosion potential and stream sedimentation during all phases of construction. Please contact the City Engineer for assistance.
- System Development Charges. Sewer SDCs are assessed by the Clark Regional Wastewater District. Water SDCs will be collected by the City. SDCs do not vest at the time of land use application, and there is no guarantee or set-aside of capacity until SDCs are paid in full.
- Impact Fees. The City will assess traffic impact fees at time of final occupancy. Impact fees are not land use regulations and do not vest at the time of land use application.
- Construction and Development Permits and Fees. Development review and inspection fees are charged for engineering review and building permits, in addition to land use review fees.

## 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 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. 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 Binding Site Plan, State Environmental Policy Act (SEPA) Checklist, potential Critical Areas Permit, Map of Dedication (MOD), potential Adjustment or Variance, and application fees. The City will review all land use applications concurrently using a Type II process. A Type II review typically takes a total of 6-8 weeks. The Type II process is described in [RDC 18.310.070](#).

#### 3. Application Fees

Application fees are established by City Council resolution and the [Master Fee Schedule](#) in effect at the time of application. Based on the issues discussed during the pre-application conference, we anticipate the following land use applications and initial fees:

- Preliminary Binding Site Plan See RDC 18.550 - \$4,000
- Modification (if required) See [RDC 18.350](#)
  - Adjustment (less than 20% of a numeric standard) - \$350
  - Variance (Greater than 20% of a numeric standard - \$3,250
- Archaeological Predetermination - \$350
- Critical Areas (only if the site impacts wetlands or wetland buffers) - \$600
- Map of Dedication - \$500
- SEPA Review - \$500
- CARA II Level 1 - \$600 (If necessary). The Applicant should address what steps will be taken to prevent hazardous medical waste from contaminating ground water. A Level 1 Hydrogeologic assessment might be required if it is anticipated that hazardous wastes might enter the groundwater.

A \$500 land use application fee credit available if an application for this project is submitted within 6 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 impact fees and SDCs will be assessed at the time of development.

#### 4. SEPA

A SEPA checklist is required because of the intensity of the proposed development, transportation impacts, potential critical area buffer impacts, and the amount of parking. A SEPA checklist may be accessed at: <http://www.ecy.wa.gov/programs/sea/sepa/forms.htm>. The City will process the Subdivision review and SEPA review concurrently.

#### 5. Written Narrative

Part of the review requirements is a clearly written narrative as part of a complete application. The narrative should explain 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:

- RDC 18.210.010 - 18.210.120 Residential Low Density Districts
- [RDC 18.206.040.A-B Cottage housing](#),
- RDC 18.280 Critical Areas (if impacts to wetlands riparian areas or their buffers)
- RDC 18.310.070 Procedures - Type II
- RDC 18.350 - If a modification is requested, address either RDC 18.350.030 070 Adjustment Decision Criteria, or RDC 18.350.050 Variance Decision Criteria
- RDC 18.550 Binding Site Plan Review - Provide all materials required under RDC 18.550.020, Preliminary binding site plan application and address all Decision criteria in RDC 18.550.030.A
- RDC 18.710 Signs, if proposed
- RDC 18.715 Exterior Lighting
- RDC 18.720 Off-Street Parking and Loading
- RDC 18.725 Landscaping
- RDC 18.740 Fences and Walls
- RDC 18.810 SEPA
- RDC 18.830 City of Ridgefield Native Plant List

Copies of applicable plans and development regulations may be viewed at or obtained from the Community Development Department. Many of the plans and regulations are available on the city's website at: <http://www.ci.ridgefield.wa.us/resourcecenter>.

#### 6. Maps, Plans and Drawings

All maps plans and drawings must show scale, north arrow, and date. A **technically complete application** for binding site plan review must include the following - RDC 18.550.020620.030 Preliminary binding site plan application.

- A. An application for a binding site plan may be made by an owner or owners of land, or by an authorized agent of an owner or owners.
- B. The applicant shall submit one original copy of all application materials and electronic copies of all materials. The application shall contain the following:

1. The entire lot or parcel constituting the applicant's land;
2. Proposed name of the binding site plan (if any);
3. Accurate and complete legal description of the proposed binding site plan;
4. Scale, north arrow, and date;
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;
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 connections with existing services;
7. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
8. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed binding site plan with a clear designation of their size, purpose, and nature;
9. Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;
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;
11. Accurate mapping of critical areas, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;
12. Name, mailing address and telephone number owner and/or developer and/or preparer of information;
13. Environmental checklist, if required by RDC 18.810;
14. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary of the binding site plan;
15. Modifications or variations requested, if any; and
16. Copy of the binding site plan reduced to fit on eight and one-half by eleven-inch paper.

The preliminary land use submittal shall also include:

- Map of Dedication (MOD)
- Transportation impact analysis (TIA)
- Preliminary cut & fill plan
- Preliminary Stormwater Management Plan
- Preliminary Erosion Control Plan
- Conceptual signage, if proposed

**A technically complete application** must address the approval criteria in RDC 18.550.030 Preliminary binding site plan approval criteria.

- A. The review authority shall approve a preliminary binding site plan if he or she finds that the following standards are satisfied by the proposed binding site plan:

1. The binding site plan conforms with the provision of Title 18, including the zoning district standards in which the binding site plan is located;
2. The binding site plan conforms with the RUACP;
3. The binding site plan conforms with the binding site plan requirements of RDC 18.550;
4. The binding site plan conforms with all design and improvement requirements applicable to standard subdivisions, as specified in RDC 18.630 and the City of Ridgefield Engineering Standards for Public Works, including but not limited to, appropriate provisions for:
  - a. Public health, safety, and welfare,
  - b. Open spaces, parks and recreation, and playgrounds,
  - c. Drainage systems for stormwater retention and detention,
  - d. Streets, sidewalks, alleys and other public ways, transit stops, and other features that assure safe walking conditions for students,
  - e. Potable water supplies, and
  - f. Sanitary waste disposal.
5. Unbuildable portions of a preliminary binding site plan lot are protected from development through conservation easements, dedications, or other appropriate means approved by the City.
6. Based upon subsections (A)(1) through (A)(5) of this section, that the public use and interest will be served and not burdened.

18.550.040 Final binding site plan application.

- A. An applicant may file for a final binding site plan within five years of the date of approval of the preliminary binding site plan.

18.550.060 Roads and rights-of-way.

- A. The city engineer will review each application to determine if there is or may be a need for public access through or abutting a proposed binding site plan. If such a need does or may exist, they may recommend that any approval be conditioned upon the dedication of right-of-way and the construction of needed streets to city standards. If the proposed binding site plan abuts an existing right-of-way, the city engineer may recommend that additional right-of-way be dedicated to obtain one-half the required width of the street as established by any street plan and that the right-of-way be improved to city standards.

18.550.070 Allowance of bond for public improvements in lieu of actual construction of improvements prior to approval of final binding site plan.

- A. The applicant may, as an alternative to actual construction of required public improvements, provide a surety bond or other secure method providing for and securing to the city the actual cost of construction of required public improvements within a specified period of time and expressed in the bond or other method of security. Any bond or other method of security shall specify the improvements covered and the schedule for completion.
- B. The bond or other method of security shall be subject to approval by the city engineer prior to approval of the final binding site plan by the administrator. In no case shall the amount of the bond or other method of security be less than one hundred twenty percent of the actual estimated cost of the improvements.
- C. All improvements to be privately improved and maintained must be fully constructed prior to approval of the final binding site plan.
- D. The applicant shall provide the city with a maintenance bond with a two-year term valued at twenty percent of the actual construction costs, subject to review and approval by the director of public works.

**The city will not process a land use application until the planning director finds the application to be technically complete.**

## 7. Fire Department

Contact: Mike Jackson, Division Chief, 360-887-4609, [mike.jackson@clarkfr.org](mailto:mike.jackson@clarkfr.org)

## 8. Engineering

**Sanitary Sewer:** The proposed project is located within the Clark Regional Wastewater District's service area. The point of connection for the subject parcels is the existing sanitary main within N 50<sup>th</sup> Place. In accordance with District code, Clark Regional Wastewater District will require that sewers be extended to the northeast property corner of the subject parcel. The plans will be required to use a survey datum provided in NGVD 29(47).

DCWTS (27-2013-0016) District Local Facility Charge is \$1,257.64 per Equivalent Residential Unit. The District's sewer System Development Charge (SDC) is currently \$8,750.00 per 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.

**Water Service:** The proposed project is in the City of Ridgefield water service area. an 8-inch diameter ductile iron water main located in the intersection of N 5<sup>th</sup> St and N 47<sup>th</sup> Ave to the northwest of the site, and a 12-inch ductile iron water main is in Pioneer Street to the south of the site. Connection to the water main in N 5<sup>th</sup> Street would require crossing private property and it will be Applicant's responsibility to obtain any necessary easements. 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 555.5 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:** Right-of-way (ROW) dedication and full width construction will be required for N 5<sup>th</sup> St within the site's property boundary. Half width construction of N 51<sup>st</sup> Avenue will be required along the property's eastern boundary. Coordination with the City for the length of the required frontage improvements will be necessary to integrate the plans with the City's current project on N 50<sup>th</sup>/51<sup>st</sup> Avenue. At the project location, both N 51<sup>st</sup> Ave and N 5<sup>th</sup> St are industrial/commercial collectors and must be constructed to the City's industrial/commercial collector standard (Standard Detail T-2.4) 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 frontages.

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

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.

Private streets may serve no more than eight lots and must not obstruct public street circulation. Private streets serving more than four lots must include curb, gutter, and sidewalk on one side of the roadway. Turnarounds shall be provided on all private streets longer than 150 feet.

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

A Traffic Impact Analysis (TIA) is required because the project will generate 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.

**Storm Drainage:** The City's current engineering standards require that detention facilities be designed in accordance with the 2005 Western Washington Manual. Projects shall use the Santa Barbara Unit Hydrograph method for hydrologic and hydraulic analysis and facility sizing. The offsite downstream impacts of altered runoff characteristics and time of concentration will need to be evaluated to the furthest point of convergence of all outfall flows altered by the development proposal.

The City of Ridgefield has created a Stormwater Utility. Fees have been adopted and are currently \$9.27/month charge per Equivalent Residential Unit (ERU). For commercial property, one ERU is defined as 3,500 square feet of impervious surface area. No system development charges have been adopted for the stormwater utility.

**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 1<sup>st</sup> and May 1<sup>st</sup> 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 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, the city will not issue final occupancy permits prior to final acceptance of associated public improvements.**

## 9. Building

Concurrent land use and building review is possible.

## 10. Planning

**Zoning.** The site is zoned Residential Low Density – 8 (RLD-8) [RDC 18.210](#).

A **technically complete application** must address and demonstrate compliance with the RLD-8 base zone standards **except as expressly modified by the cottage house code**, [RDC 18.206.040](#).

- The Green Building Design Standards apply to the cottage housing project. RDC 18.206.040.
- The city will permit signs that comply with the provisions of [Chapter 18.710](#).
- Lighting shall comply with the requirements of [Chapter 18.715](#).
- Off-street parking shall comply with RDC 18.210 090 and [Chapter 18.720](#).
- Landscaping shall meet the requirements of [Chapter 18.725](#).
- Vehicles in residential zones are governed by 18.210.080

- Fences and walls are governed by 18.210 and 18.740.
- The following special provisions apply to fences and walls:
  - The maximum height of fences located along a property line is six feet, subject to the sight clearance provisions of Section 2.15 of the city engineering standards. The maximum height of fences and walls located between the front yard building setback line and the front property line is three feet, six inches high.
  - All electric, razor wire, and barbed wire fences are prohibited.
- Accessory structures and dwellings must meet the lot requirements and dimensional standards in RDC [18.210.030](#) with the following exceptions:
  - Detached garages shall not exceed eighteen feet in height.
  - See RDC [Chapter 18.206](#) for other garage standards.

**Uses.** Cottage housing is allowed in the RLD-8 zone. See RDC Table 18.205.020-1.

**Cottage Housing.** Cottage housing must comply with the applicable standards in [RDC 18.206.040](#).

B. Standards.

1. Lot Standards.

- a. Cottages are exempt from minimum lot area and lot width standards, provided they comply with density and design standards herein.
- b. Impervious surface is calculated for the entire development and must meet the standard for the zone.

2. Cottage size.

- a. Cottages must contain no more than one thousand two hundred square feet gross floor area in total, not including attached garages. A covenant restricting any increases in unit size after initial construction shall be recorded against the property. Vaulted space may not be converted to habitable space.
- b. Garages attached to cottages shall not exceed three hundred square feet.

3. Density.

- a. Due to the smaller relative size of cottage units, each cottage may be counted as one-half a dwelling unit for the purpose of calculating density. For example, a cluster of six cottages would be equivalent to three dwelling units.
- b. Where cottage dwellings are integrated with other housing types qualifying for density bonuses, RDC 18.210.025.F.2 sets forth the cumulative limitations to the percentage of qualifying bonus dwelling units in a development.

4. Location. Cottage developments may not be located closer than the distance noted below to another development approved under the provisions of this chapter:

- c. Twenty to twenty-four units: seven hundred fifty feet.

5. Minimum and maximum number of cottages.

- b. Three to twelve cottage structures may make up a cluster. There is no limit on the number of clusters, provided all other standards are met.
- c. In the RLD-6, RLD-8, and RMD-16 zones, attached duplex cottages are allowed. In the RMD-8 and RMD-16 zones, attached triplex cottages are allowed.

6. Setbacks and separation.

- a. The minimum setbacks of the zone apply to the development frontage and external side and rear property lines of the entire cottage development.
  - b. Individual cottages must be separated from other cottages by at least ten feet. Permitted projections into required side yard setbacks in RDC 18.210.040 and 18.220.040 apply.
  - c. Cottages must be set back at least five feet from any internal pedestrian path. Permitted projections into required front yard setbacks in RDC 18.210.040 and 18.220.040 apply.
  - d. Cottages must be set back at least ten feet from any internal access lanes that provide access to four or more cottages. For access lanes serving less than four cottages, at least five feet of separation is required between access lanes and cottages. Permitted projections into required front yard setbacks in RDC 18.210.040 and 18.220.040 apply for setbacks to internal access lanes.
7. Building height.
- a. Cottages have a maximum building height of twenty-five feet. All parts of the roof above eighteen feet must be pitched with a minimum roof slope of 6:12.
  - b. Accessory structures in cottage housing developments are subject to the standards of the underlying zone.
8. Entries.
- a. Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new dwellings.
  - b. All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).
9. Facade transparency. Transparent windows and/or doors are required on at least ten percent of facades featuring the primary entrance and facing streets and common open spaces. For corner lots, this standard is only applied to the elevation containing the primary entrance.
10. Common open space.
- a. Minimum Size. Common open space must be at least four hundred square feet per cottage.
  - b. Minimum Dimensions. Common open space must have no dimension less than fifteen feet. Areas used to meet private open space requirements may not be double-counted as common open space.
  - c. Elements. Common open space may include a lawn, courtyard, plaza, garden, or other shared central open space and may not include parking areas. Common open space must be usable and may not include critical areas, critical area buffers, or slopes greater than fifteen percent. LID stormwater BMPs, like rain gardens, may be integrated in up to twenty-five percent of the minimum required usable open space area.
  - d. Orientation. Common open space must have cottages abutting on at least two sides. At least fifty percent of the cottages in each cottage housing cluster must abut common open space. Cottages abutting the common open space must be oriented around and have the primary entrance face the common open space.
  - e. Access. Cottages must be within one hundred feet walking distance of the common open space and feature a direct pedestrian connection to the common open space.
  - f. Fences. Fences are not allowed within required open space areas unless required as a condition of approval.
  - g. Landscaping. Landscaping located in common open space areas shall be designed to allow for easy access and use of the space by all residents, and to facilitate maintenance needs (see related standards in RDC 18.725.090). Integration of existing trees into common open space is encouraged (see related standards in RDC Chapter 18.840).
11. Shared community buildings.

- a. A shared community building may be integrated into the required common open space, but it must not be included in the minimum common open space area calculations.
  - b. Nonresidential use. A shared community building may include uses such as, but not limited to, a multi-purpose entertainment space, recreation center, kitchen, library, storage space, workshop, or similar amenities that promote shared use and a sense of community. Commercial uses other than daycare I are prohibited (see RDC 18.205.030.K).
  - c. Height. Shared community buildings have a maximum building height of twenty-five feet. All parts of the roof above eighteen feet must be pitched with a minimum roof slope of 6:12.
  - d. Size. Shared community buildings have a maximum ground floor footprint of one thousand two hundred square feet.
  - e. Other standards. Except for the height and size exceptions identified in subsections (10)(c)–(d) of this section, shared community buildings are subject to the accessory structure standards of the underlying zone.
12. Private open space.
- a. Minimum size. The minimum private open space adjacent to each cottage must be at least two hundred square feet.
  - b. Minimum dimensions. The private open space must have no dimension less than ten feet.
  - c. Access. The private open space must have direct access from the cottage via a door or porch.
  - d. The required porch [see subsection (12)(e) of this section] does not count as private open space for the size or dimension requirements of this section. The private open space is encouraged to be located between the cottage and the common open space.
  - e. Porches. Cottage facades facing the common open space or common pathway must feature a roofed porch at least seventy square feet in size with a minimum dimension of seven feet on any side. Cottages sited between a street and the common open space are also subject to the entry requirements in subsection (B)(7) of this section.
  - f. Private open space must be usable and may not include critical areas or critical area buffers, including slopes greater than fifteen percent.
13. Access and parking.
- a. See the Ridgefield Engineering Standards for driveway and access requirements.
  - b. Off-street parking standards, including guest parking provisions, are set forth in RDC Chapter 18.720.
  - c. Parking areas must be located to the side or rear of cottage clusters. Parking must not be located between the street and cottages nor between cottages and common open space.
  - d. Parking and access lanes must be screened from adjacent residential uses by landscaping or architectural screens. For parking areas and access abutting residential uses, at least five feet of Type L1, L2, or L3 landscaping (see RDC 18.725.030) must be provided between the parking area and the abutting residential use.
  - e. Parking is encouraged to be consolidated under cover. Shared detached garage structures may not exceed four single-wide garage doors per building, a total of one thousand two hundred square feet. The massing, materials, and roof pitch of shared detached garages must be similar and compatible to the dwelling units within the development.
  - f. Uncovered parking must be in clusters of not more than six adjoining spaces (except where adjacent to an alley). Driveway space in front of private garages is exempt from this provision.
  - g. Attached garages must not be located adjacent to the common open spaces. This requirement may be waived provided the combination of the common open space design, garage location and design, and landscaping/architectural design features helps to create a common open space that

meets the purposes of the standards, and the design mitigates the impact of the garages on the common open space.

14. Impervious surface standards. The maximum impervious surface standards per Table 18.210.025-1 apply to the whole cottage development rather than for individual cottage dwellings.
15. Tree standards. Trees shall be integrated into cottage developments at the time of occupancy as provided below.
  - a. A minimum of two deciduous and one and one-half evergreen trees are required per cottage.
  - b. Required trees shall be distributed around the site in front, side, and rear yards, adjacent to parking areas, within private open space adjacent to cottages, and/or within common areas.
  - c. Where one or more existing native trees (as set forth in RDC 18.830.050) are preserved and integrated into the design of the development, the community development director will allow for credits of up to four required trees for each preserved tree depending on the size, health, and maturity of the tree.
  - d. See RDC Chapter 18.725 for related landscaping plans, installation, and maintenance standards.
16. **Accessory dwelling units are not permitted in cottage housing developments.**

**Critical Areas.** [RDC 18.280 Critical Area Protection](#), provides the city's regulatory framework for investigating, protecting, and managing critical areas.

**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.

## 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 II review, an administrative review, unless a Type III Variance is proposed.

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### Conference Attendees

#### Ridgefield

Anne McNamara, Ridgefield Planner: [Anne.McNamara@ridgefieldwa.us](mailto:Anne.McNamara@ridgefieldwa.us)

Bryan Kast, Public Works Director [bryan.kast@ridgefieldwa.us](mailto:bryan.kast@ridgefieldwa.us)

Brenda Howell, City Engineer [brenda.howell@ridgefield.wa.us](mailto:brenda.howell@ridgefield.wa.us)

Jesse Hague, [jesse.hague@ridgefieldwa.us](mailto:jesse.hague@ridgefieldwa.us)

Eric Eisemann, Planning Consultant, E<sup>2</sup> Land Use Planning, [e.eisemann@e2landuse.com](mailto:e.eisemann@e2landuse.com)

Lee Wells, City Council (listened)

#### Applicant

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Erik Larsen, e-Terrix [erik@eterrix.com](mailto:erik@eterrix.com)

James Niemitalo, [james@spikebuiders.com](mailto:james@spikebuiders.com)

#### Agencies

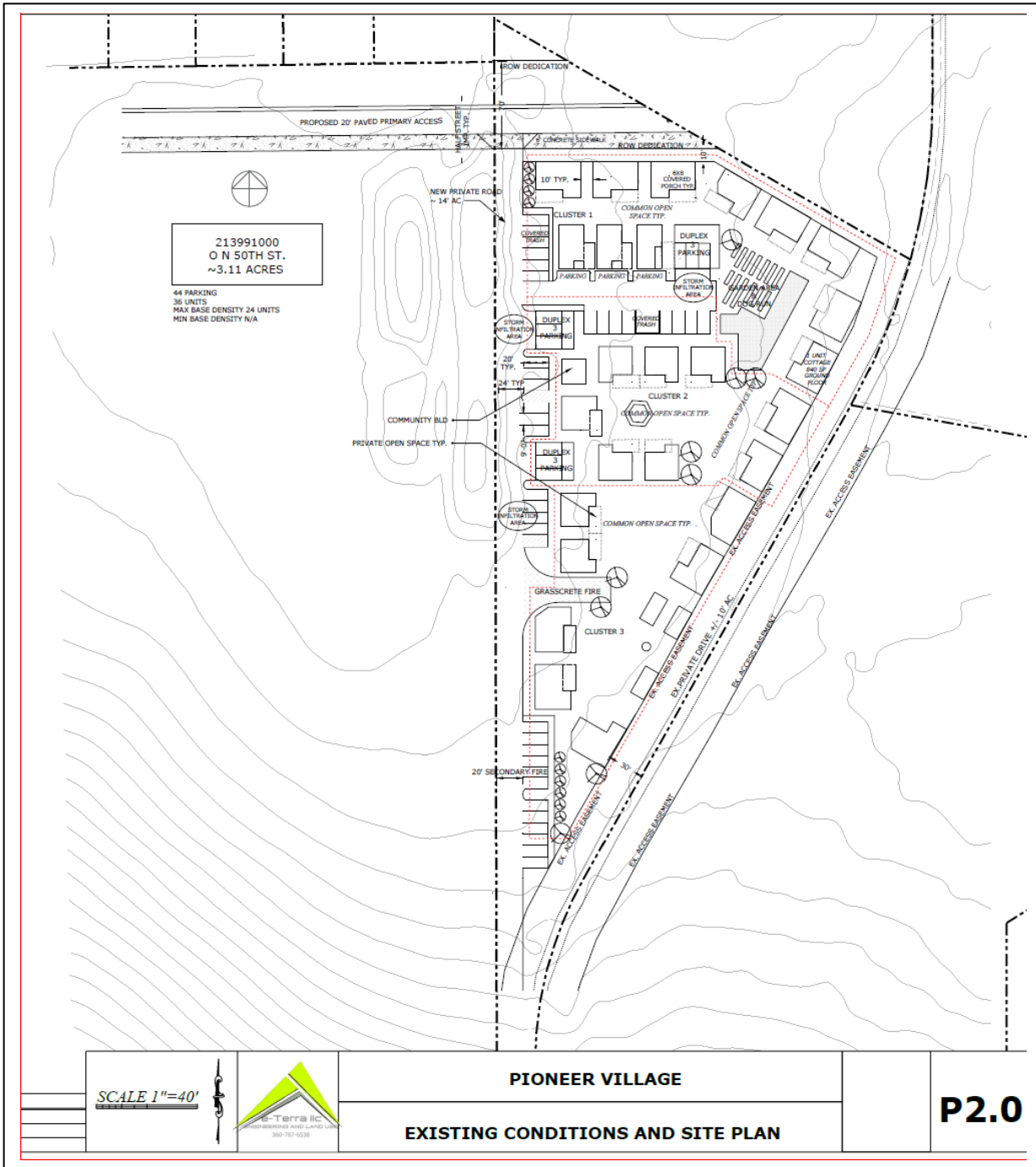
Chief Mike Jackson, CCFR: [mike.jackson@clarkfr.org](mailto:mike.jackson@clarkfr.org)

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Compiled by Eric Eisemann, Consulting Planner and Brenda Howell, City Engineer

# Proposed Plan



SCALE 1"=40'

s-Terra LLC  
REGISTERED PROFESSIONAL ENGINEER AND LAND SURVEYOR  
360-707-6338

**PIONEER VILLAGE**

**EXISTING CONDITIONS AND SITE PLAN**

**P2.0**



