



COMMUNITY DEVELOPMENT DEPARTMENT

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PRE-APPLICATION CONFERENCE NOTES RIDGEFIELD GATEWAY

File No. PLZ-22-0059

I. PROJECT INFORMATION

Date	Conference held: Tuesday, April 26, 2022 at 1:00pm, Microsoft Teams meeting Notes issued: May 10, 2022
Project Proposal	Construct 5 commercial buildings totaling 35,500 S.F. over two or more phases. Uses include gas station, car wash, stand-alone drive through restaurant, flex space retail with drive-through restaurant, sit down restaurant, automotive service facility. Divide the two exiting lots into 5 lots.
Location	5714 Pioneer St., Ridgefield, WA. # 22 Sec 21 T4N R1E WM, 2,35 ac. PID 214019000 and 8307 Pioneer St., Ridgefield, WA. #70 Sec 21 T4n R1E WM, 3.37 ac. PIN 213971000
Applicant	Pioneer Partner Ridgefield LLC, 701 Columbia St., Unit 109, Vancouver, WA 98660. Contact: Taz Khan, 512.779.4999, tkhanusa@gmail.com
Applicant's Representative	Olson Engineering, Inc. 222 E Evergreen Blvd., Vancouver, WA 98660. Contact Andy Nuttbrock RLA, 360.695.1385, andyn@olsonengr.com
Property Owner	5714 Pioneer St. - GATACH Properties LLC, 11010 SE Evergreen Highway, Vancouver, WA 98664. AND 8307 Pioneer St. - RB and EA Holmstrom Family LLC, 18212 NW 67 th Ave., Ridgefield, WA 98642. Contact: John Holmstrom, 360.852.6375, john.holmstrom@hotmail.com
Public Access	Pioneer St
Zoning	Commercial Regional Business (CRB)
Review Required	Pre-application conference for Subdivision, Basic Site Plan, SEPA
Potential Issues	Access on SR 501, subdivision, PHS critical area, geo-tech, utilities, architectural review, base zone standards, vehicle trips, prior pre-applications.
Purpose	Discuss the proposed project, identify potential site, utility, design, and environmental issues; 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	Claire Lust, Community Development Director Contact: 360-857-5024, Claire.lust@ridgefieldwa.us

II. GENERAL DESCRIPTION

Proposal

The site is in the Commercial Regional Business (CRB) zone, on the north side of Pioneer Street between 56th Place and west of the southbound Interstate 5 off-ramp. There are slopes of 10-15 percent near the center of the site and a depression in the northwest corner. Mapped critical areas include a riparian habitat area on the northeastern portion of the site and a wetland in the northwestern portion of the site. Surrounding land uses include Interstate 5 to the east, undeveloped CRB parcels to the north and west, and a fueling station, convenience store, and multitenant commercial building on CRB parcels to the south across Pioneer Street. The applicant proposes to divide the existing two parcels into a total of 5 commercial lots. Ridgefield Gateway will consist of 5 retail/commercial/restaurant buildings with approximately 37,500 square feet with associated parking, landscaping, and related infrastructure. The project will provide 6 rapid electric vehicle charging stations associated with the proposed fueling station/convenience store. Access drives, stormwater, utilities, and other related infrastructure improvements will be constructed at the outset.

Lot	Square Footage (AC)	Use	Building SF	Parking #
1	44,840 (1.03)	Drive-thru Restaurant/Retail	7,020	41
2	57,527 (1.32)	Fuel, convenience Store, car wash	8,150	21 + 6 Electric Charging
3	35,860 (0.82)	Drive-Thru Restaurant	3,400	33
4	31,710 (0.73)	Restaurant	5,100	37
5	80,000 (1.83)	Automotive Service	13,800	40
Total	249,937 (5.7)		37,470	178

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 2017 Ridgefield Comprehensive Plan Map and the 2017 Ridgefield Zoning Map; 2016 Ridgefield General Facilities Capital Facilities Plan (RCFP), as well as the 2017 Transportation, 2017 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 Preliminary Short Plat Review and Basic Site Plan Review (or a Preliminary Binding Site Plan) plus CARA 2 Critical Areas Review, SEPA, an archaeological predetermination, and application fees. The land use and SEPA applications will be reviewed concurrently using a Type II administrative process, which includes a 14-day public comment period. Type II land use reviews take approximately eight weeks.

Submit for land use review using the permitting portal: <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Under master land use choose Type II. Under land use applications choose the appropriate applications discussed in the pre-app and listed in Section III.2-3. Contact permits@ridgefieldwa.us for assistance.

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/03.2022-Master-Fee-Schedule.pdf>

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

- Preliminary Short Plat Review (\$1,500) and Basic Site Plan Review (\$2,500),

Or

- Preliminary Binding Site Plan (\$4,000).

AND

- Map of Dedication (\$500)
- Critical Areas Review. \$600 for CARA 2 Level One Hydrological Assessment Report, \$600 for Priority Habitat & Species Areas
- Archaeological predetermination (\$350)
- SEPA (\$500)

If the applicant wishes to vary from the applicable land use regulations or standards, please review [RDC 18.350](#) relating to Adjustments or Variances. Modifications to RDC regulations or standards will require a land use

application and fee which will be incorporated into the land use review process. Adjustment review can be included in the existing Type II administrative process. Variance review is a Type III quasi-judicial process requiring review in a public hearing.

There is 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, 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:

- RDC 18.205 Uses
- RDC 18.230 Commercial Districts
 - Address the applicable standards in RDC 18.230.040-110.
- RDC 18.280 Critical Areas Protection
 - Address the approval criteria in RDC 18.280.060, the CARA standards in RDC 18.280.140, and the habitat standards in RDC 18.280.110.
- RDC 18.310 Procedures
- RDC 18.500 Site Plan Review
 - Address the decision criteria in RDC 18.500.060,
 - and
- RDC 18.610 Short Plats
 - Address the approval criteria in RDC 18.610.030.
 - or
- RDC 18.550, Binding Site Plan Review
 - Provide the materials required under RDC 18.550.020
 - Address the decision criteria in RDC 18.550.030,
- RDC 18.710 Signs, if proposed
- RDC 18.715 Exterior Lighting
 - Address the general standards in RDC 18.715.050.
- RDC 18.720 Off-Street Parking and Loading
 - Address the standards in RDC 18.720.030-050.

- RDC 18.725 Landscaping
 - Address the standards in RDC 18.725.050-055.
- RDC 18.740 Fences and Walls
 - Address the design criteria in RDC 18.740.030.
- RDC 18.810 Environmental Standards (SEPA)
- RDC 18.830 City of Ridgefield Native Plant List
- RDC 18.840 Heritage Trees

The Ridgefield Development Code (RDC) is available at

https://library.municode.com/wa/ridgefield/codes/code_of_ordinances?nodeId=CO_TIT18DECO.

5. Maps, Plans and Drawings

A technically complete preliminary short plat application must include the following maps, plans and drawings per RDC 18.610.010. All maps, plans and drawings must show scale, north arrow, and date.

- The entire lot or parcel constituting the applicant's land;
- Proposed name of the short subdivision; this name shall not duplicate any name used on a recorded plat or subdivision in Clark County, including the municipalities of Clark County;
- Accurate and complete legal description of the proposed short subdivision;
- Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets;
- Location and size of water and sewer lines utility easements: and drainage system proposed to serve the lots within the proposed short subdivision and their point of connections with existing services;
- Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
- Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed short subdivision with a clear designation of their size, purpose, and nature;
- Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;
- Contour lines at two-foot elevation intervals for slopes less than 25 percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
- 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;
- Name, mailing address and telephone number owner and/or developer and/or preparer of information;
- Environmental checklist per RDC 18.810;
- 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 the proposed short subdivision;

- Modifications or variations requested, if any;
- Map of Dedication, and
- Copy of the plat map reduced to fit on eight and one-half by eleven-inch paper.

A technically complete site plan application must include the following maps, plans and drawings per RDC 18.500.040. All maps, plans and drawings must show scale, north arrow, and date.

- 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.
- Where slopes are equal to or greater than fifteen percent, grading and slope conditions which may affect drainage or construction, with slope contours mapped at two-foot intervals.
- 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.
- 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 lines, 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.

OR

A technically complete preliminary binding site plan application must include the following maps, plans and drawings per RDC 18.550.020:

- The entire lot or parcel constituting the applicant's land;
- Proposed name of the binding site plan (if any);

- Accurate and complete legal description of the proposed binding site plan;
- Scale, north arrow, and date;
- Boundary lines based upon a recent land survey of the land proposed to be divided and boundary lines of all proposed lots and streets;
- 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;
- Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
- 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;
- Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;
- 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;
- 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;
- Name, mailing address and telephone number owner and/or developer and/or preparer of information;
- Environmental checklist, if required by RDC [18.810](#);
- 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;
- Modifications or variations requested, if any; and
- Copy of the binding site plan reduced to fit on eight and one-half by eleven-inch paper.

The following will also be required as part of a technically complete application for short plat, site plan, binding site plan, critical areas, and SEPA:

- Location and size of water and sewer lines utility easements, and drainage system proposed to serve the lots within the proposed subdivision and their point of connections with existing services.
- Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land.
- Parcels of land intended or required to be dedicated for streets or other public purposes.
- Preliminary cut & fill plan.
- Street and frontage improvements.
- Preliminary Stormwater Management Plan.
- Preliminary Erosion Control Plan.
- Critical areas report for Fish and Wildlife Habitat Conservation Area

- Critical areas mitigation plan
- SEPA checklist
- Archaeological report

6. Fire Department

Contact Clark Cowlitz Fire Rescue (CCFR) for comments and to initiate the CCFR review process. Contact John Taylor, josh.taylor@clarkfr.org directly.

7. Engineering

Sewer Service: The proposed project is located within the Clark Regional Wastewater District's service area. The primary point of connection is the Discovery Corridor Wastewater Transmission System stub located approximately 1,000 feet west of the southwest property corner of parcel 213971-000. Offsite easements will be required if outside of public right of way. An alternate point of connection is located approximately 1,300 feet north of the northern property line of parcel 214019-000. Offsite easements will be required for this alternate. All services require gravity connections and any additional land divisions created will require gravity sewer stubs to the property lines. The plans will be required to use a survey datum provided in NGVD 29(47). As an element of the District's plan review, a copy of the floor, plumbing and mechanical plans must be submitted to the District with the application. The District will review the BMPs and pre-treatment requirements with the engineering application.

The District's sewer System Development Charge (SDC) is currently \$8,750 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.

Water Service: The proposed project is in the City of Ridgefield water service area and a 12-inch diameter water main is in Pioneer Street adjacent to the site. 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, 556.5 in 2021 and 169 so far in 2022, for a total of 5,440 ERUs.

Water System Development Charges will be applied at the time of building permit issuance. The water System Development Charge (SDC) is currently \$4,440.26 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: Frontage improvements on Pioneer Street adjacent to the site are complete, however the applicant will be required to complete repairs to the sidewalk as necessary and ensure compliance with ADA standards. The applicant will be required to comply with WSDOT requirements for repairs or improvements to Pioneer Street. All utilities in the project and on any improved frontage must be underground. Driveways directly giving access onto arterials may be denied if alternate access is available. Driveways approved by the City Engineer providing for access onto arterials 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. Where a roundabout has been constructed at the intersection, measurement shall be from the end of the taper to the centerline of the proposed driveway.

Access to the lots to the north and west of the subject property must be provided.

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 \$471.49 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.

There is a 24-inch diameter storm main crossing the subject property. Prior to construction, the applicant will be required to ascertain the exact location, protect the main, and place a 15-foot-wide maintenance and access easement to the City of Ridgefield over the infrastructure.

The City of Ridgefield has created a Stormwater Utility. Fees have been adopted and are currently a bi-monthly charge of \$20.30 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 1st and May 1st is strongly discouraged and at times not allowed as conditioned through the SEPA process.

In PLZ-13-0021 the City determined that an existing pond on the property was a man-made farm pond and was not a wetland regulated by RDC 18.280. A grading permit on the subject property was issued in 2013 filling the pond however the geotechnical reporting requirements for that permit were never completed. Geotechnical information including fill material and compaction reports will be required prior to future construction on the site to verify the fill is adequate for construction.

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:

Commercial or Industrial Acceptance

To obtain acceptance of public infrastructure for an industrial or commercial site the following is required:

- Inspection approval of all public water lines, meter boxes, and hydrants
- Inspection approval of all public roadways, sidewalks, curb ramps, and other associated improvements.
- Inspection approval of any offsite storm ponds or swales
- A two year maintenance bond for 20% of the cost of all public improvements
- As-built drawings in mylar, pdf, and AutoCad versions.

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

8. WSDOT

The Washington Department of Transportation (WSDOT) offered the following comments during the preapplication meeting:

- Lighting must be shielded and directed away from the I-5 right-of-way (ROW).
- The WSDOT stormwater facility to the east outfalls to the east through a line under the site. Please coordinate with WSDOT to locate and ensure protection of the stormwater system.
- Coordinate with WSDOT if the project proposes stormwater into WSDOT ROW or facilities.
- Work with the WSDOT to relinquish the deeded property right of the temporary driveway on the west side of the southern lot that has access to SR 501.

- A Traffic Impact Analysis (TIA) is required. A right turn deceleration lane will be required along the westbound lanes of SR 501. The deceleration lane should not have to extend to the boundary of the southbound exit ramp. Please coordinate with WSDOT.
- Please coordinate with WSDOT regarding any signs that might be adjacent to or visible from the I-5 ROW.

9. Planning

Zoning. The site is zoned Commercial Regional Business (CRB).

Uses. Eating and drinking establishments, general retail trade and services, gasoline service stations, and motor vehicle related uses (car wash) are permitted uses in the CRB zone.

Lot Requirements. The minimum lot area in the CRB zone is 10,000 square feet.

Dimensional Standards. The applicable CRB zone dimensional standards are given in RDC 18.230.045 as follows. Pioneer Street is a major corridor. RDC 18.230.045.A

Standard	CRB
Min. front or street side yard setback along major corridor	10 ft.
Max. front or street side yard setback along major corridor	30 ft.
Min. side or rear yard (interior) setback not abutting RLD or RMD zones	5 ft.
Max. height	65 ft.
Maximum impervious surface coverage	90%

When development is proposed on two or more contiguous parcels, the dimensional standards of this section shall be applied treating the development as one parcel for purposes of this section. Setbacks shall be required for the exterior perimeter of the development and shall not apply along property lines interior to the development provided that building separation requirements for fire and life safety are met. RDC 18.230.045.B

Land Division. The applicant proposes to divide the two parcels into 5 separate lots. There are two (2) options for dividing commercial property.

A. Preliminary Short Plat. RDC 18.610

A technically complete application must include all submittal requirements in RDC 18.610.020, Preliminary Short Plat application contents and must demonstrate compliance with the preliminary short plat approval criteria in RDC 18.600.030.A.1-6. An applicant may file for a final short plat within five years of the date of approval of the preliminary short plat. RDC 18.610.040.

B. Binding Site Plan. RDC 18.550

A technically complete application must include all submittal requirements in RDC 18.550.020, Preliminary binding site plan application. The application must demonstrate compliance with the preliminary binding site plan approval criteria short plat approval criteria in RDC 18.550.030.A.1-6. An applicant may file for a final site

plan/engineering approval within five years of the date of approval of the preliminary binding site plan approval.

Site Planning. The project shall comply with the site planning standards in RDC 18.230.050. A-H. Each standard should be addressed in the narrative and shown on the project plans where applicable. Key considerations include:

- Street frontage. Pioneer Street is a major corridor.
 - For commercial development along major corridors, buildings and/or common open space must be placed within the minimum and maximum setback area along a minimum of 50 percent of the site's street frontage. RDC 18.230.050.C.2
 - On Lot 1, the retail store must be moved forward to within the front setback range of 10ft to 30 ft. and must occupy 50% of the site's street frontage.
 - On Lot 2, the C-Store must be moved forward to within the front setback range of 10ft to 30 ft. and must occupy 50% of the site's street frontage.
 - In the alternative, enhanced landscaping buffers may be substituted as an alternative to buildings and/or common open space to satisfy this standard provided the enhanced landscaping buffer extends the full distance from the property line to the maximum setback line and is developed to an L4 standard. RDC 18.230.050.C.2.b.a.
 - Along the side and rear external property lines, the area between the property line and the buildings and/or common open space, except for any pedestrian connections, shall be fully landscaped to an L2 standard. RDC 18.230.050.C.4
- Pedestrian connectivity. RDC 18.230.050.D
 - Each building must provide an external pedestrian connection between primary building entrances and the primary frontage street, and provide internal pedestrian connections between individual buildings, though parking areas, and between parking areas and buildings. RDC 18.230.050.D.1
 - Provide internal pedestrian connections between individual buildings, though parking areas, and between parking areas and buildings, superseding requirements for pedestrian access corridors per RDC 18.720.040.C.5.
 - For large development sites over two acres, such as this site, the combined external and internal pedestrian connection system shall provide cross-circulation functionally equivalent to a street grid by providing through connections no less than every five hundred feet. RDC 18.230.050.D.3
 - Pedestrian connections must be a minimum of five feet wide; be well lit with pedestrian-scale lighting at a level averaging at least two foot candles and with free-standing or building-mounted lighting fixtures mounted no higher than fourteen feet; be accented with landscaping buffers a minimum of five feet wide including trees a minimum of every twenty-five feet, shrubs at the rate of one per twenty square feet of landscaped area, and groundcover sufficient to provide at least eighty-five percent coverage of the landscaped area (one side of all pedestrian connections must be landscaped); use concrete or other paving surfaces distinct from parking lot surface, elevated

six inches above parking lot grade except for crossings of vehicle travel ways; articulate crossings of vehicle travel ways with pavement markings, pedestrian warning signs, and lighting. RDC 18.230.050.D.4

- Building entrances. RDC 18.230.050.E
 - Buildings must have a primary entrance that incorporates at least two of the entry enhancement features in RDC 18.230.050.E.1.
 - Buildings along major corridors are encouraged to have a primary entrance facing Pioneer Street. As an alternative, the primary entrance may face a parking area or secondary access street provided that a secondary entrance faces Pioneer Street. A secondary entrance shall be built to the sidewalk's edge or be connected to the sidewalk with a direct pedestrian connection.
- Outdoor common areas.
 - Outdoor common areas equal to five percent (5%) of the gross floor area of each building on a separate lot, are required, the minimum size for a common area is two hundred fifty square feet, and the minimum dimension is 10 feet.
 - Lot 1 GFA: 7,020 SF = 351 SF common area
 - Lot GFA: 6,180 SF = 310 SF common area
 - Lot GFA: 3,400 SF = 250 SF common area
 - Lot 4 GFA 5,100SF = 255 SF common area
 - Lot 5 GFA 13,800 SF = 690 SF common area
 - Common areas must be developed per RDC 18.230.050.F.5-7. In common areas, asphalt paving, adjacent unscreened chain link fences, dumpsters or service areas, an unscreened blank walls are prohibited. RDC 18.230.050.F.8.
 - The city recognizes that a single common area central to and shared by all lots may be a more efficient use of space and allow for more creative and pedestrian friendly common area solutions. The city will review proposals for shared common area that is centrally located, pedestrian scale, and provides attractive amenities. Such a facility would require ownership and maintenance responsibilities by all lots.
- Service areas. RDC 18.230.050.G.
 - Garbage collection and recycling areas must be in an enclosed area. Enclosures should be complementary in design to the main buildings, and shall be constructed of fencing, walls, and/or landscaping to a value of eighty percent year-round opacity.
- Drive-through lanes. RDC 18.230.050.H.
 - In the Ridgefield Junction Subarea, a maximum of fifteen (15) total drive-through facilities are permitted. A technically complete application must identify all drive through facilities in the Ridgefield Junction Subarea.

- Please collaborate with the Community Development Department staff to accurately enumerate the junction area drive-through facilities currently in operation or in the approval process.
- The drive-through standards do not apply to the car wash or the gas station but do apply to food service drive-through lanes on lot #3, other than espresso carts.
- Drive-through queuing lanes shall have a capacity of six spaces from the pickup window.
- Drive-through lanes shall not be located between the building and the street. If the drive-through lane must be located between the building and the street, a ten-foot L4 landscape buffer incorporating shrubs with a mature height of at least six feet or equivalent treatment is required between the drive-through and public rights-of-way.
- A ten-foot wide L4 landscaping buffer incorporating shrubs with a mature height of at least six feet or equivalent treatment incorporating landscaping, decorative walls, berms, and/or fencing shall be required between any drive-through lanes and adjacent properties, for example, the food service drive through lane between lots 1 and 3.
- Outdoor seating areas shall not be adjacent to drive-through lanes unless shielded by a ten-foot wide L4 landscaping buffer incorporating shrubs with a mature height of at least six feet or equivalent treatment incorporating landscaping, decorative walls, berms, and/or fencing.
- Pedestrian crossings of drive-through lanes shall be minimized and where necessary, shall be marked clearly.
 - o The drive-through lane on lot 3 must be screened to obscure the vehicles and to keep the drive-through vehicle headlights from shining onto the I-5 off ramp and public rights-of-way and adjacent properties. A ten-foot wide L4 landscaping buffer incorporating shrubs of at least six feet at the time of planting or equivalent treatment incorporating landscaping, decorative walls, berms, and/or fencing shall be required between any drive-through lanes and adjacent properties or public rights-of-way.

Building Design and Features. The project shall comply with the building design standards in **RDC 18.230.055**. Each standard should be addressed in the narrative and shown on the project plans where applicable. Key considerations include:

- Context and hierarchy. RDC 18.230.055.B.
 - Development shall consider the cohesive integration of the elements of the site so that the whole is greater than the sum of the parts.
 - Primary structures must be prominently visible to the public and have a prominent entrance. Primary structures shall have at least two floors (minimum eight feet apart). The second floor level shall be at least one-third the area of the lower floor area. Alternatively, primary structures may be single-floor buildings with roofs having a minimum pitch of 8/12, and which contain dormer windows on every roof plane having a ridge length of forty feet or more. One dormer window with a glazing area of at least fifteen square feet shall be required for every forty feet of ridge length (or

portion thereof). Dormer windows shall be functional, providing natural light into the finished and heated area of the building.

- Secondary structures must include design elements that visually link them to the primary structure. Secondary structures must include siding, trim, roofing materials and colors common to the primary structure of the site.
- Mass and scale. RDC 18.230.055.C.
 - Where the lot has frontage on a major corridor, the facades of all new buildings longer than 100 feet shall incorporate visual relief. No single wall plane shall be wider than 2.5 times the height of the wall plane.
 - Building walls visible from a public right-of-way shall employ at least three of the articulation methods in RDC 18.230.055.C.1.c at intervals no greater than sixty feet
- Windows and doors.
 - Windows and doors shall constitute at least twenty-five percent of the total wall area of prominent facade wall planes, and multiple windows on a single wall plane shall be spaced and aligned with other windows and doors on the same wall plane.
- Siding and trim.
 - Building siding materials shall be wood, brick, stone, stucco, or terra cotta. Metal siding materials shall not exceed thirty-five percent of the total wall area of any wall. Stacked and scored concrete blocks may be used if installed to provide added relief, shadow lines, and dimensional interest to a façade.
- Roofing.
 - All structures shall have a visual cap. This may be achieved with either a pitched or flat roof if designed according to one of the options in RDC 18.230.055.C.2.
 - Darker earth tones and materials which provide texture are allowed per RDC 18.230.055.G.
- Color.
 - Field or base colors (the main color of exterior walls) shall be earth tone colors, such as: sands, grays, sage greens, pale yellows, deep, rich clay colors, and similar. Trim colors may contrast to complement the field color and shall not be neon, bright, or primary colors.

Signs. Signs are subject to the standards in RDC 18.710. One freestanding sign (RDC 18.710.210) is allowed for each site frontage, except for the Interstate 5 frontage which may have two freestanding signs. I-5 frontage signs must be separated a minimum of 60 feet. (WSDOT may require signs fronting I-5 or visible from I-5 to be subject to WSDOT rules and review. Please contact WSDOT representatives directly.)

Multiple signs occupying the same support structure may be reviewed as one freestanding sign. In the CRB zone, freestanding signs shall be a maximum of 200 square feet in area and no taller than 50 feet above grade; a 50 square foot bonus applies for signs adjacent to Interstate 5. The base of the sign shall be constructed to complement the appearance of structures associated with the proposed sign.

Building mounted wall signs (RDC 18.710.170) are limited to five percent of the façade upon which they are placed, 60 percent of the width of the tenant space, and 70 percent of the height of the blank wall space or fascia upon which they are mounted. Multiple building mounted wall signs are permitted for the same business, so long as they are consistent in design.

Exterior Lighting. The project shall comply with the standards in RDC 18.230.070 and RDC 18.715. Parking area lights shall not exceed 25 feet. All building entrances shall be illuminated with shielded LED lamps. All light trespass is prohibited, and all lighting fixtures shall be shielded and aimed downward. No lighting fixture installed on a building exterior shall exceed 400 watts, and spotlighting on landscaping and foliage shall be limited to 150 watts. Non-residential uses are strongly encouraged to reduce nighttime light levels to only the level necessary for security purposes. Please submit a preliminary lighting plan including a photometric analysis showing no light trespass onto neighboring properties with the site plan application.

Off-Street Parking and Loading. Off-street parking and loading shall be provided as required in RDC 18.720.040, except that the standards in RDC 18.230.080.B apply in lieu of those in RDC 18.720.040.C.1. Key considerations include:

- Along Pioneer St, parking areas shall not be placed forward of the maximum setback or the front building façade, whichever is closer to the property line, for more than fifty percent of the site's street frontage not encumbered by critical areas or significant vegetation, except for driveways and drive aisles perpendicular to the street frontage.
- Interior parking lot landscaping equal to 10 percent of the net parking lot area is required and shall comply with each of the provisions in RDC 18.720.040.C.2. Required landscape buffers do not count toward the 10 percent.
- One bicycle parking space is required for every 12 required parking spaces on each lot.
- One Level 2, two hundred and forty volt electric vehicle charging station is required per fifty parking spaces. Lot 5 has 51 parking spaces and requires a minimum of one (1) EV charging station. Six (6) EV charging stations are proposed on lot For the proposed configuration, no electric vehicle charging stations will be required.

Per RDC 18.720.030, the required parking spaces are as follows:

Use	Minimum spaces required	Required number of spaces/lot	Ridgefield Gateway
Motor vehicle retail (lor 5)	1/750 sf gross floor area	19	Lot 5 – 51 spaces
Eating and drinking (Lots 1, 3 & 4)	1/200 sf gross floor area	Lot 4 – 5,100 sf = 26 Lot 3 – 3,400 sf = 17 Lot 1 - ?	Lot 4 – 26 spaces Lot 3 – 24 Lot 1 - ?

Convenience store/car wash (Lor 2)	1/200 sf gross floor area	31	33 spaces plus 6 EV stations
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The project shall comply with the standards in RDC 18.720.040 for stall dimensions, compact parking spaces, and lot design, to be demonstrated in the narrative and plans. ADA parking requirements can be found at: <https://adata.org/factsheet/parking>. For 1-25 total parking spaces, a minimum of one accessible parking space is required, and it must be van accessible. For 26-50 total parking spaces, a minimum of two accessible parking spaces are required, one of which must be van accessible.

Off-street loading is not required for eating and drinking establishments (Lots 3 & 4) under 30,000 square feet. Commercial uses between 5,000 SF and 30,000 SF (Los 1, 2 & 5) are required to provide one loading area.

Landscaping. The project shall comply with the standards in RDC 18.230.090 and RDC 18.725. Standards for preserving existing vegetation are in RDC 18.230.090.B. The base landscape requirements for a CRB site are as follows per RDC Table 18.725.050-1:

Zone or use	Setback by type of adjacent use/zoning		
	Street (includes private roads)	Commercial	Interstate 5
CRB Site	10'/L2	5'/L2	15'/L5
CRB Parking Area	10'/L2	10'/L2	15'/L5

The L2 standard requires trees at 25 feet, shrubs at five feet, and lawn or groundcover.

Parcels adjacent to Interstate 5 right-of-way shall install a fifteen-foot wide landscape buffer adjacent to Interstate 5. The buffer shall include landscaping consistent with the L5 standard, except that fifty percent of the required understory trees shall be Dwarf Globe Blue Spruce (*Picea pungens 'globosa'*) and any wall, other than a required retaining wall, shall be prohibited. The L5 standard requires trees at 25 feet, understory trees at eight feet, and lawn or groundcover.

In the CRB zone, a minimum of ten percent of the gross site acreage of each lot shall be landscaped.

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.

Heritage Trees. Heritage tree criteria are listed in RDC 18.840.030. When development is proposed for property which may contain a heritage tree, and the director determines that the proposed development may affect a heritage tree, the property owner must have a tree preservation plan prepared by a qualified professional demonstrating how the heritage tree will be protected and preserved. A heritage tree shall be preserved unless the city council determines that the tree may be removed based on the removal criteria for heritage tree.

Fencing and Screening. The project shall comply with the standards in RDC 18.230.100 and RDC 18.740. In the CRB zone, the maximum fence height is six feet from grade level to the highest point on the fence structure. Fences shall be consistent with the overall building design, with additional design criteria listed in RDC 18.230.100.B. Fences and walls facing major corridors are discouraged unless the applicant demonstrates they

are necessary for safety or screening, in which case they shall be set back ten feet from the right-of-way and landscaped within the setback at an L2 standard.

Critical Areas. According to Clark County GIS, there are mapped critical areas on the property, including wetlands and Priority Species Habitat Area.

The mapped riparian habitat area is associated with a previously existing farm pond on the parcel immediately to the north (214019000). On April 12, 2013, the City issued an interpretation (PLZ-13-0021) finding that:

- The pond on parcel 214019000 is an artificial pond created by human intervention, and therefore is exempt from critical area permitting review.
- Maps do not show the presence of a stream on any of the parcels. There is no evidence in the record to suggest that parcel 213971000 contains a regulated stream. Therefore, critical area review for streams on parcel 213971000 is not necessary.

On August 21, 2013, the City issued a subsequent interpretation (PLZ-13-0041-42) finding that:

- The watercourse that drains the farm pond is a man-made structure not classified as a typed stream, and therefore is not subject to RDC 18.280.
- Because the farm pond is not a wetland and because the watercourse is not a regulated stream the riparian buffer does not extend around the farm pond or the water course on the Holmstrom property.

ELS evaluated both properties and determined that there are no wetlands on either site. Therefore, the site is not subject to critical area review for the riparian habitat area mapped in the northeast portion of the site.

The properties have a designated Priority Habitat & Species Area, and therefore is subject to critical area permitting unless the applicant provides a written statement by the Washington Department of Fish and Wildlife that there are no regulated PHS resources on the property.

The properties are located within the Washington Source Water, Group A 10-year time of travel zone and a Group A Surface Water Protection Area. <https://fortress.wa.gov/doh/swap/index.html> The properties are also located in a Category 2 Critical Aquifer Recharge Area. Vehicle repair facilities, fueling stations, fuel storage tanks, and car washing facilities are subject to Statutes, Regulations, and Guidance Pertaining to Ground Water Impacting Activities. See RDC 18.280.140.E.

A technically complete application must include: a Level One Hydrogeological Assessment (RDC 18.280.140.E.3) including a best management practices spill response plan. Additionally, a technically complete application must demonstrate compliance with the performance standards relating to fuel storage tanks and vehicle service and repair in RDC 18.280.140.F.1.a-c

Undevelopable critical areas shall be protected by conservation easements or critical areas tracts. See RDC 18.280.040.H.

SEPA. This project is subject to State Environmental Policy Act requirements because the site contains critical areas, and the development area is greater than 30,000 square feet. The SEPA checklist can be found at: <https://ecology.wa.gov/DOE/files/d7/d7373ce2-12cb-4fd2-a0e1-1d25557ac187.pdf>. The site has a moderate-high to high probability of archaeological remains, so an archaeological predetermination will be required as part of SEPA. The City will process the land use review and SEPA review concurrently.

10. Building

Building permits will be required for individual structures. Concurrent land use, engineering, 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 set of land use and SEPA applications, the City will process the applications concurrently as a Type II review including a 14-day public comment period.

Submit for land use review using the permitting portal: <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Under master land use choose Type II. Under land use applications choose the appropriate applications discussed in the pre-app and listed in Section III.2-3. Contact permits@ridgefieldwa.us for assistance.

Compiled by Eric Eisemann, Consulting Planner, and Jesse Hague, Engineering Technician

Conference Attendees

Ridgefield

- Steve Stuart, City Manager steve.stuart@ridgefieldwa.us
- Brenda Howell, Interim Public Works Director, brenda.howell@ridgefieldwa.us
- Jesse Hague, Engineering Technician jesse.hague@ridgefieldwa.us
- Eric Eisemann, Ridgefield Planning Consultant, E² Land Use Planning, e.eisemann@e2landuse.com

- Rob Aichele, City Council (listened)
- Rachel Coker, City Council (listened)
- Lee Wells, City Council (listened)
- Galina Burley, Parks, Trails, and Recreation Manager (listened)
- Anne McNamara, Ridgefield Planner (listened)

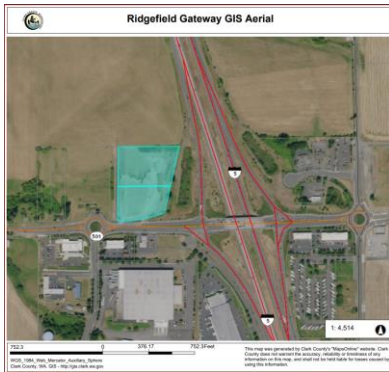
Applicant

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- Kevin DeFord, ngdevelopmentr@gmail.com
- Andy Nuttbrock RLA, 360.695.1385, andyn@olsonengr.com

Agencies

- Josh Taylor, CCFR: josh.taylor@clarkfr.org
- Jeff Barsness, WSDOT SW Region 360.905.2059 Jeff.Barsness@wsdot.wa.gov
- Dylan Bass, WSDOT SW Region 360.831.5829 bassd@wsdot.wa.gov

PROJECT LOCATION



PROPOSED SITE PLAN

