



COMMUNITY DEVELOPMENT DEPARTMENT

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PRE-APPLICATION CONFERENCE NOTES

Quattro Ridgefield Retail

File No. PLZ-22-0122

I. PROJECT INFORMATION

Date	Application submitted: September 16, 2022 Pre-application conference: October 11, 2022
Proposal	Develop an existing 10.8± acre site into four retail shell buildings which will require site plan and environmental reviews. There are no proposed tenants at this time.
Location	4504 Pioneer St / Ridgefield, WA 98642 #2 OF SEC 21 T4NR1EWM, PIN 213955000, 0.53 Acres 68 N Royle Rd / Ridgefield, WA 98642 #48 OF SEC 21 T4NR1EWM, PIN 213997000, 2.17 Acres 4548 N 1st Way / Ridgefield, WA 98642 #73 SEC 21 T4N R1EWM, PIN 214022000, 5.82 Acres No address / Ridgefield, WA 98642 #49 SEC 21 T4N R1EWM, PIN 213998000, 2.27 Acres
Applicant	Mariah Mitchell / 920 Country Club Road / Eugene, OR 79640. Contact: mmitchell@dowl.com , 541.762.2096
Applicant's Representative	None
Property Owner	Pioneer Development LLC / PO Box 908 / Vancouver, WA 98666
Zoning	Commercial Community Business (CCB)
Review Type	Pre-application conference: Basic Site Plan Review (Type II),
Potential Issues	CCB development standards, landscaping, critical areas, access and traffic impacts
Staff Contact	Shana Lazzarini, Planner II Contact: shana.lazzarini@ridgefieldwa.us , 360.887.6007
SEPA Determination	SEPA required
Issued	October 25, 2022

II. GENERAL DESCRIPTION

A. Background

On September 27, 2022, a pre-application report was issued for a proposal to develop a Circle K convenience store at 4504 Pioneer Street, in the southwest portion of the Quattro Ridgefield Retail site. The proposed site included parcel Identification numbers (PIN) 213955000 and 213997000.

B. Proposal

The current proposal is to construct four shell buildings in a phased development. Tenants are unknown at this time. Conceptually, the site will contain building 1, a 39,530 sf retail building with a wire yard and garden center, building 2, a 5,200 sf automotive business, building 3, a 6,300 sf restaurant/retail, and building 4, 7,225 sf retail building. The site provides vehicle circulation and 237 parking stalls. Access to the site will be off N Royle Road via a twenty-four foot wide driveway.

The site is in the Commercial Community Business (CCB) zone, on the northeast corner of the Pioneer Street and N Royle Road intersection. GIS shows environmental constraints through the northeast corner of the site. The site has an approximate 10-foot elevation change and is vacant. By aerial imagery there appears to be access from Pioneer Street and N Royle Road. Surrounding land uses include an undeveloped CCB parcel to the east, a single-family residence in the CCB zone with the Ridgefield Mixed Use Overlay (RMUO) to the north, Pioneer Canyon Subdivision (RMD-16 zone) to the west and Discovery Ridge development (CCB zone) consisting of commercial businesses to the south across Pioneer Street.

C. 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 as amended; 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; 2020 Parks, Recreation & Open Space Plan; 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.

This report pertains to City of Ridgefield codes and regulations only and does not convey outside agency approval. Separate review and approval may be required by other agencies including, but not limited to Clark-Cowlitz Fire Rescue and Clark Regional Wastewater District.

III. PRE-APPLICATION CONFERENCE NOTES

A. Purpose

The purpose of these notes is to summarize the pre-application conference discussion. The substantive and procedural requirements are specific to site plan reviews, based upon submitted application materials. The pre-application conference is 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 submittal.

B. Land Use Application and Process

The proposal will require submittal of a technically complete application for a preliminary site plan review, critical areas review, SEPA, archaeological predetermination, boundary line adjustment or combination request, administrative adjustment (if requested) and application fees. Land use application forms are available at: <https://ridgefieldwa.us/government/permit-and-development-applications/>

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 each of the applicable applications as listed in this report (site plan, SEPA, etc.).

C. 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/businesses/master-fee-schedule>

Based on the issues discussed, we anticipate the following land use applications and initial fees:

- Preliminary Site Plan Review (Basic). \$1,500
- Boundary Line Adjustment (if applicable) \$400
- SEPA. \$500
- Archaeological pre-determination. \$350
- Critical Areas. \$600 for critical aquifer recharge areas, \$600 for wetlands, \$600 for habitat areas
- Administrative Adjustment (if requested). \$350

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 Impact Fees (TIFs) and utility System Development Charges (SDCs) will be assessed at the time of development.

D. Written Narrative

Part of the review requirements is a clearly written narrative as part of a complete application. The narrative, which must be provided in a Word document format, should explain the nature and purpose of the application and demonstrate, with facts and conclusions, how the proposal will meet applicable community plans, development regulations, and standards, including, but not limited to:

- RDC 18.205 Uses

- RDC 18.230 Commercial Districts – 18.230.030 through 18.230.110
- RDC 18.280 Critical Areas Protection – 18.280.020 through 18.280.060, plus Habitat areas (18.280.110), Wetlands (18.280.150) and Category 2 critical aquifer recharge area (18.280.140)
- RDC 18.310 Procedures
- RDC 18.350 Modifications to Standards (If administrative adjustment is proposed)
- RDC 18.500 Site Plan Review.
- RDC 18.600.040 Exemptions and adjustments – Boundary line adjustment.
- 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 (If proposed)
- RDC 18.755 Erosion Control
- RDC 18.810 Environmental Standards (SEPA)
- RDC 18.830 City of Ridgefield Native Plant List
- RDC 18.840 Trees

Copies of applicable plans and development regulations may be viewed at or obtained from the Community Development Department or online.

Development Code:

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

Comprehensive Plan: <https://ridgefieldwa.us/wp-content/uploads/ComprehensivePlan2016.pdf>

City Website: <https://ridgefieldwa.us/>

E. Maps, Plans and Other Documents

A technically complete application for a preliminary site plan review shall include a site plan drawn to scale and produced in such a way as to clearly indicate compliance with all applicable zoning and site design standards, and shall include the following (RDC 18.500.040):

- 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.

The following will also be required as part of a technically complete site plan application:

- Parcels of land intended or required to be dedicated for streets or other public purposes
- Preliminary cut and fill plan
- Street and frontage improvements
- Preliminary stormwater management plan
- Preliminary erosion control plan
- Preliminary traffic impact analysis (if the proposed use could generate more than ten p.m. peak hour trips)
- Critical areas report and mitigation plan for habitat, wetland, and critical aquifer recharge areas
- SEPA checklist
- Archaeological report
- Architectural elevations

F. Fire Department

Clark-Cowlitz Fire Rescue (CCFR) comments were provided during the conference. Contact: mike.jackson@clarkfr.org or josh.taylor@clarkfr.org, 360.887.4609 with questions.

G. Sewer

Sewer Service: The proposed project is located within the Clark Regional Wastewater District's service area. There is an existing 8" private lateral located at 4548 N 1st Way that is currently operating under a conditional use permit (for parcel SN 214022-000). The 8" private lateral may be converted into a public sewer main once the District accepts the sanitary sewer easement and the easement is dedicated to the District. Once the above conditions are met to convert this to a public sewer main, the Quattro master plan will have a point of connection. No new connections will be approved on the existing Ridgefield and Salmon Creek Treatment Plant intertie located onsite. All the proposed parcels require gravity connections. Lastly uninterrupted access to the Discover Ridge Corridor must be maintained during construction due to the critical nature of the sanitary infrastructure between treatment plants.

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 plans will be required to use a survey datum provided in NGVD 29(47). In accordance with District code, Clark Regional Wastewater District will require that sewers be extended to the east property line of parcel 213998-000.

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.

Contact: Jason Oster, Senior Engineering Technician, joster@crwwd.com.

H. Engineering

Water Service: The proposed project is located in the City of Ridgefield water service area and 12-inch diameter water mains are located in both Pioneer Street and N Royle Rd 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 224 so far in 2022, for a total of 5495.5ERUs.

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: Right-of-way (ROW) dedication and half width frontage construction will be required along the project frontages on Pioneer Street and N Royle Rd. At the project location, Pioneer St is a Principal arterial, and must be constructed to the City's principal arterial standard (Standard Detail T-2.16) with a 130 foot ROW and a 74 foot paved width. N Royle Rd is a minor arterial, and must be constructed to the City's minor arterial standard (Standard Detail T-2.2) with an 80 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. In the event the Pioneer Road frontage is incorporated in the future 51st Roundabout project, a proportionate share shall be paid for the cost of construction.

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. A new driveway access off pioneer will be permitted

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.

Parks & Trails: There is an existing public trail located on the far northeast corner of the site connecting a city owned parcel to Royal Road. The section of trail within the scope of the project shall be subjected to a 20-foot public access easement.

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 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.

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.

I. WSDOT

Washington State Department of Transportation (WSDOT) staff have reviewed the pre-application materials submitted for the proposed Quattro Ridgefield Retail development. Approval of subsequent permits will result in the construction of approximately 60,000 square feet of retail and commercial space, inclusive of a convenience store with fueling facilities, and associated parking and circulation facilities. WSDOT would like to address our concerns and offer the following comments.

State Route 501 (Pioneer Street) is classified as a Class 3 managed access highway per the Access Management Law (Ch. 47.50 RCW; Ch. 468-52 WAC). Per RCW 47.50.030(3), jurisdiction over access connections to state highways within incorporated city limits resides with the City of Ridgefield. Be advised that as there is center median curb along SR 501 in the location of the proposed access connection, movements onto SR 501 will be limited to right-in, right-out only.

In order to evaluate the impacts of this development proposal to the state transportation system, WSDOT requests that the developer provide a traffic impact study which includes all state route corridors and intersections impacted by 10 or more peak hour trips. This traffic study should address the impacts to the State highway system and suggest mitigation measures to maintain the current level of service and meet WSDOT safety requirements. WSDOT reserves the right to request mitigation from this development based on the results or recommendations in the traffic impact study.

WSDOT staff requests that the agency be included in the scoping process for the traffic study. When ready, please send any scoping documents to Dylan Bass, Development Review Planner, at BassD@wsdot.wa.gov for review.

WSDOT and the City of Ridgefield have entered into an agreement that will direct the development of the SR 501 corridor between downtown Ridgefield and Interstate 5. This agreement describes the future roadway as a five lane facility with two lanes in each direction and a two way left turn lane (TWLTL) from the interchange of Interstate 5 to Reiman Road. As development occurs along SR 501, the TWLTL will be replaced by a center median that will prohibit left turns both into and out of developments along the SR 501 corridor. This

development should be conditioned to donate additional right of way and construct frontage improvements in accordance with this agreement, unless these improvements are included in a City-funded project.

WSDOT's drainage policy states that there will be no net gain in the storm water runoff transported to the WSDOT right of way from adjacent property. Additionally, all stormwater from new impervious surfaces created within WSDOT right of way must be treated for quality and quantity within WSDOT right of way. If sufficient right of way is not available for these facilities the applicant may need to donate additional right of way to WSDOT for them. Hydraulic calculations and plans must be submitted for WSDOT review and approval. The drainage plans and calculations will need to meet the requirements set forth in the WSDOT Hydraulics Manual (Engineer Publication M23-03) and the Highway Runoff Manual (Engineer Publication M31-16). The applicant, prior to being granted final approval for this project, should provide documentation that WSDOT's drainage requirements have been satisfied to the permitting agency.

If this development will require work within WSDOT right of way, WSDOT will require that the developer enter into a developer agreement with the agency. The Developer Agreement is a contract between WSDOT and the developer, stating each party's rights and responsibilities and describing the proposed work. It typically includes a standard agreement form, right of way plan sheet(s), and a complete set of specifications and engineering plans. Any alteration to the standard wording on the pre-printed developer agreement form must be approved by the Attorney General's office prior to execution of the agreement.

Please be advised that WSDOT is required to be reimbursed by agreement for our actual direct and related expenses associated with this project. All work performed within the WSDOT right of way will require our technical review, permits, inspection and approval by WSDOT prior to construction. This reimbursable agreement must be in place prior to WSDOT reviewing any plans submitted for approval.

WSDOT will require the following for all work within WSDOT right of way:

- Proposed changes to State facilities must be designed to current WSDOT standards and specifications.
- Plans must be reviewed and accepted by WSDOT prior to beginning work.
- Engineering calculations, plans and reports submitted for review and approval must bear the seal and original signature of a professional engineer licensed in the State of Washington.
- Copies of all environmental documentation required of this project by any local, State, or Federal jurisdiction. Failure to provide this documentation may result in a substantial delay of approval by WSDOT.
- Construction must be done in accordance with the current WSDOT Standard Specifications for Road, Bridge, and Municipal Construction manual.
- Construction inspection will be performed by WSDOT at the developer's expense.

WSDOT only accepts and recognizes donations by means of a Warranty Deed along a State highway, even if property will eventually vest with a local jurisdiction. Conventional plat dedications do not carry the same legal status as Warranty Deeds. The ownership of right of way along a State highway granted only by a plat dedication can cause serious problems in the future if that right of way needs to be certified for a State or Federally funded highway improvement project. The right of way donation process could take several months to complete and should be started as early as possible to avoid potential delays to the project.

Due to the proximity of this proposal to SR 501, WSDOT will require that lighting installed by the applicant must be of an appropriate wattage and be shielded and/or directed according to RCW 47.36.180 to avoid any glare to the motorists on the highway.

These comments are based on a preliminary review of this project and do not constitute final WSDOT approval. Additional information, more detailed analysis, or changes in the development proposal may necessitate modification in our preliminary assessment of this development. As this project progresses, WSDOT may need and request additional information for further review.

If you have any questions or need additional information, please contact Dylan Bass, Development Review Planner for WSDOT Southwest Region, BassD@wsdot.wa.gov or 360.831.5829.

J. Building

Building permits will be required for individual structures. Concurrent land use, engineering, and building review is possible at the applicant's risk. Land use and engineering permits must be approved before building permits can be approved. Contact: Michael Curtis, Building Official. 360.857.5009, michael.curtis@ridgefieldwa.us.

K. Planning

Zoning. The site is zoned Commercial Community Business (CCB).

Comment: The applicant must comply with the following provisions for commercial districts: Uses (18.230.030), Lot requirements (18.230.040), Dimensional standards (18.230.050), Site planning (18.230.050), Building design and features (18.230.055), Signs (18.230.060), Lighting (18.230.070), Off-street parking and loading (18.230.080), Driveways (18.230.085), Landscaping (18.230.090), Street fences and walls (18.230.100), and Outdoor storage, seating and events (18.230.110).

Uses. The applicant proposes to add three retail buildings, an automotive use and a restaurant.

Comment: General Retail/ Trade Services, Eating and Drinking Establishments, and Motor Vehicle Related Uses are all permitted uses in the CCB zone. RDC Table 18.205.020-1.

Lot area requirements. The minimum lot area in the CCB zone is 10,000 S.F. The total site area is 2.7 +/- acres.

The applicable dimensional standards per 18.230.045 are detailed in the table below:

Dimensional Standards	CCB
Minimum front or street side yard setback along major corridor	10 feet

Maximum front or street side yard setback along major corridor ¹	25 feet
Minimum side or rear yard (interior) setback:	
Abutting RLD or RMD zones	20 feet
Not abutting one of the above	5 feet
Maximum height	60 feet
Maximum impervious surface coverage	85%

Comment: The applicant hasn't shown whether each building will be on its own lot or if the lots will be combined. In addition to a legal lot determination, a lot combination and a boundary line adjustment may need to be complete concurrently with the site plan review. In addition, the current proposal does not comply with maximum setback requirements.

Critical Areas. The site is within a mapped Category 2 critical aquifer recharge area and includes a fish bearing stream with wetland and habitat indicators.

Comment: Because critical areas are present on the project site, the City requires preparation of a critical areas report and mitigation plan responding to the submittal requirements and performance standards in RDC 18.280.110 (fish and wildlife habitat conservation areas), RDC 18.280.140 (critical aquifer recharge areas), and RDC 18.280.150 (wetlands).

Site Planning. Site development will be subject to site plan review and the other cases listed under application fees.

Comment: At time of submittal, development applications shall demonstrate compliance with the development and performance standards in the CCB zone (RDC 18.230.040 through 18.230.110).

Address RDC 18.230.050 – Site Planning

A. Topography

¹ Front and street side yard setbacks shall be measured from the property line as defined in RDC 18.100.046, except that front and street side yard setbacks on properties incorporating a slip lane parking lot as allowed per RDC 18.230.080.C. shall be measured from back edge of the required sidewalk between the parking area and the interior of the site.

B.2. Major corridors (Pioneer Street)

- Street frontage. Pioneer Street and Royle Road are major corridors. RDC 18.230.050.C.2
 - o 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.
 - o For developments located on a corner lot where at least one street frontage is a pedestrian street, buildings and/or common open space must be placed within the minimum and maximum setback area along both street frontages for a minimum of one hundred feet or twenty-five percent of the street frontage length, whichever is less, beginning from the corner of the lot, excepting any portion of the street frontage encumbered by critical areas or significant vegetation. Sites must also meet the overall requirement for buildings and/or common open space along the site's street frontage in subsections (1) and (2) above and may count buildings and/or common open space developed under this subsection towards the overall requirement.
 - o The area between the property line and the buildings and/or common open space, with the exception of any pedestrian connections, shall be fully landscaped to an L2 standard (trees @ 25' & shrubs @ 5' & lawn or groundcover).

Comment: The maximum setback is exceeded on the proposed plan. Show how these standards will be met or submit for a modification under RDC 18.350. In addition, a landscape plan will need to be provided showing these standards have been met.

- Pedestrian connectivity. RDC 18.230.050.D
 - o 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.
 - o For large development sites over two acres, 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.
 - o 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.

Comment: Pedestrian connectivity meeting the criteria of this code section will need to be provided throughout the site.

- Building entrances. RDC 18.230.050.E
 - o Buildings must have a primary entrance that incorporates at least two of the entry enhancement features in RDC 18.230.050.E.1.
 - o Buildings along pedestrian streets are required to have a primary entrance facing the street providing primary access to the site. Entrances shall be built to the sidewalk's edge or be connected to the sidewalk with a direct external pedestrian connection.
 - o 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 is provided that 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.

Comment: A plan showing compliance with RDC 18.230.050.E will need to be provided at time of submittal.

- Outdoor common areas. RDC 18.230.050.F
 - o Outdoor common areas equal to five percent of the gross floor area are required, and the minimum size for a common area is two hundred fifty square feet.
 - o Common areas must be developed per RDC 18.230.050.F.5-7.

Comment: On the preliminary plan, show calculations and locations for all outdoor common areas.

- Service areas. RDC 18.230.050.G
 - o Loading areas, service areas, and outdoor storage areas shall be located in the areas of the site least visible from the public right-of-way and on-site pedestrian connections, typically in the rear or sides of the building, and shall be screened from view by a fence, landscaping to a value of eighty percent year-round opacity, or a combination of both. Fences shall be masonry or similar materials and shall not be chain link.
 - o Garbage collection and recycling areas, not including individual trash receptacles for public use, must be in an enclosed area and located in the areas of the site least visible from the public right-of-way and on-site pedestrian connections, typically in the rear or sides of the building. Enclosures should be complementary in design to the main buildings, and shall be constructed of fencing, walls, landscaping to a value of eighty percent year-round opacity, or a combination. If used, fences shall comply with RDC 18.230.100.

Comment: The trash enclosures will need to be relocated to an area of the site least visible from the public right-of-way. In addition, loading areas will need to be shown on the preliminary plan.

- Drive-through lanes. RDC 18.230.050.H

- Multiple drive-through facilities on a site shall be clustered to minimize conflict between drive-through and non drive-through uses.
- No more than two adjacent drive-through facilities shall be permitted on a single street frontage.
- Drive-through queuing lanes shall have a capacity of six spaces from the pickup window. This amount may be adjusted, higher or lower, if peak average monthly volume for the business shows a need for a different amount of queueing spaces, as documented by the applicant. A stacking space shall be an area which at minimum accommodates the width and necessary turn radius of a vehicle measuring eight feet by twenty feet, with direct forward access to a service window. Stacking lanes must be designed so they do not interfere with parking, parking access, and vehicle circulation. Stacking lanes are not required to be linear.
- Drive-through lanes shall not be located between the building and the street unless the planning director determines such location is not feasible because of lot geometry or access. If the drive-through lane must be located between the building and the street, additional landscape screening is required, but the maximum setback from the street may be increased to accommodate the drive-through lane and screening and the building entrance requirements in RDC 18.230.050.E.2-3 are waived.
- The applicant must demonstrate in the traffic study that the roadway network, pedestrian network, intersections, and driveways will support the traffic generated by drive-throughs or will be improved to mitigate for any impacts from traffic generated by drive-throughs. Proposals are subject to review by the City Engineer for safe ingress and egress.
- Pedestrian and vehicle crossing of drive-through lanes shall be minimized and clearly marked.
- 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.
- Outdoor seating areas shall not be adjacent to drive-through lanes unless shielded by 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.

Comment: This section is applicable to drive-through facilities. Building 3 appears to have a drive through lane that may not comply with these requirements.

Building Design and Features. The development must comply with the architectural design standards of the CCB zone, in RDC 18.230.055. A technically complete application shall demonstrate how the proposed development will meet all applicable standards for building design and features including:

- Context-sensitive building design – 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.

- Primary structures must incorporate exposed wood (or wood-appearance) beam construction.
 - 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.
 - Hierarchy in design – RDC 18.230.055.D - These standards apply to all commercial sites with more than one building or with one or more multitenant buildings.
 - Windows and doors – RDC 18.230.055.E,
 - 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.
 - Windows and doors shall constitute at least twenty-five percent of the total wall area of prominent facade wall planes.
 - Siding and trim, RDC 18.230.055.F,
 - 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 so as to provide added relief, shadow lines, and dimensional interest to a façade.
 - Roofing materials – RDC 18.230.055.G,
 - 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.
 - Use roofing materials which provide texture and shadow lines. Cedar shingles, architectural grade asphalt shingles, tile, slate, and standing-seam metal roofs are allowed. Other roofing materials are prohibited except on roofs having slopes less than 1/12.
 - Darker earth tones and materials which provide texture are allowed per RDC 18.230.055.G.
 - Design details – RDC 18.230.055.H, and

- Awnings, canopies and marquees may not obscure architectural details of the facade and may not be the prominent design element of the building. They must appear as a secondary and complimentary element of the building design. Awnings may not extend more than twelve inches beyond the outer edges of windows or groups of windows, and they may not come any closer than twelve inches to building corners or thirty-six inches to eaves or cornices.
- Color – RDC 18.230.055.I.
 - 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.
 - Accent colors may be brighter than field or trim colors. Appropriate areas for accent colors are those details such as moldings or molding indentations, medallions, and shadow lines of windows and doors and door frames.

Comment: Architectural elevation plans will need to be submitting showing compliance with the standards.

Signs. Signs are subject to the standards in RDC 18.710. One freestanding sign (RDC 18.710.210) is allowed for each site frontage. Signs in the Community Commercial Business (CCB) zone shall be a maximum of one hundred square feet in area and shall be no taller than twenty feet above grade.

In zones other than Commercial Regional Business (CRB) a sign may be awarded a bonus of up to fifteen percent in allowable area, provided that all of the following conditions are satisfied:

- a) The sign is placed on a monument-style base made or covered with a brick or stone, which extends at least the full width of the sign face and is at least one-fourth of the total sign height. An alternate material may be approved by the director if he or she finds that the material better reflects the materials and architecture of the closest or principal building on the site; and
- b) The sign face is either non-illuminated, externally illuminated, or complies with both of the following standards for an internally illuminated sign:
 - i. The background of the sign is totally opaque, only the graphics and/or text are illuminated; and
 - ii. The sign cabinet and the associated trim caps that secure and frame the sign face are dark bronze, black, or an earth tone color which reflects the color of the sign base and/or the color of the siding or trim of the building to which the sign applies.

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.

Comment: Signs can be applied for concurrently with the site plan or as a stand-alone application. If you are submitting concurrently with the site plan, please provide plans and apply for sign permit review.

Exterior Lighting. The project shall comply with the standards in RDC 18.230.070 and RDC 18.715.

Comment: 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 to prevent glare. 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 and Royle Rd, 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.
- If the number of stalls is between 201 and 300, seven (7) ADA stalls will be required, two of which will be required to be van accessible.

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

Use	Minimum spaces required	Maximum spaces required
General retail trade/services	1/350 sf gross floor area	1/200 sf gross floor area
Motor vehicle uses	1/750 sf gross floor area	
Eating and drinking establishments	1/200 sf gross floor area	

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>.

Commercial, industrial and utility uses, with the exception of the specific uses listed in subsection (B), which have a gross floor area of five thousand square feet or more, shall provide off-street truck loading or unloading berths in accordance with RDC.720.050.

Comment: Building 1, a 40,000 square foot retail building, would require 114 stalls and two (2) loading berths. Building 2, a 5,200 square foot automotive building would require seven (7) parking stalls and one (1) loading berth. Building 3, consisting of retail and a restaurant building would require 16 for the restaurant and nine (9) for the retail portion with one (1) loading berth. Building 4, a 7,225 square foot retail building would require 21 parking stalls and one (1) loading berth. Per the preliminary calculations, 167 parking stalls would be the minimum required including six (6) ADA stalls. With the current proposed buildings, loading areas will need to be identified on the site plan.

Driveways. Corner lots. Vehicular access to corner lots shall be located on the lowest classified roadway and as close as practical to the property line most distant from the intersection.

Comment: The applicant is proposing the main access off of N Royle Road which is the lesser classified roadway (minor arterial). There appears to be an entrance off of Pioneer Street (principal arterial) that engineering will address.

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 CCB site are as follows per RDC Table 18.725.050-1:

Zone or use	Street (includes private roads)	Commercial
CCB Site	10'/L2	5'/L2
CCB Parking Area	10'/L2	10'/L2

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

- Purpose - Landscaping shall be integrated into the site in the form of landscaping in off-street parking areas, as buffers between uses, within street planter strips, and to soften the appearance of large building elevations, and shall comply with the requirements of this chapter and RDC 18.725. Landscaping shall include a combination of existing vegetation and new plant materials.
- Existing Vegetation - While it is inevitable that some existing trees will be removed with new development, existing vegetation should be preserved where practicable or otherwise replanted in required landscape areas. All new developments and redevelopment projects should be designed to preserve existing, mature vegetation as part of the site and shall protect all existing vegetation that is outside of planned building and parking areas.

Comment: In the CCB zone, a minimum of fifteen percent of the gross site acreage shall be landscaped. A landscape plan shall be submitted showing these standards are met.

Fencing and Screening. The project shall comply with the standards in RDC 18.230.100 and RDC 18.740. 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.

Comment: If fencing or screening are proposed, a plan showing compliance with standards above shall be provided.

SEPA. SEPA review is required due to the size of the project and the presence of critical areas on site. There is a moderate-high probability of archaeological remains, so an archaeological predetermination is required as part of the SEPA package. The SEPA checklist can be found at: <https://ecology.wa.gov/DOE/files/d7/d7373ce2-12cb-4fd2-a0e1-1d25557ac187.pdf>. The City will process the land use review and SEPA review concurrently.

Comment: SEPA and archaeological report will be required for technically complete.

Outdoor storage, seating, and events. Outdoor storage or display areas, excluding outdoor seating or event areas, shall occupy an area no larger than ten percent of gross floor area, except for plant sales (garden center) which may occupy up to 75 percent of gross floor area. Permanent outdoor seating areas, cumulatively, are limited to twenty percent of the gross site area, excluding uses in the public right-of-way. RDC 18.230.110

Comment: Building 1 appears to have outdoor storage. Please show that the standards above have been met.

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.

Trees. Since the pre-application conference was held, City Council adopted new tree preservation and protection standards for developments. The new requirements will go into effect and be published in RDC 18.840 in mid-November.

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.

Additional topics/suggestions discussed during the pre-application conference.

- There is a parcel (213962000) that is owned by Ridgefield School District #122 and is part of the development area; therefore, the applicant will need to obtain that parcel or Ridgefield School District will need to be part of the submittal.
- Submittal of one site plan for the whole development area is preferred. If separate site plan applications are submitted for different buildings, a Master Plan of the entire development will need to be submitted concurrently in order for staff to appropriately address impacts, integrated design, etc.
- The current proposal does not comply with the maximum setbacks from streets. To resolve this, it may be beneficial to relocate buildings closer to Royle Road and Pioneer Street. Another option would be to apply for an administrative adjustment concurrently with the preliminary site plan.

- The applicant stated that the new proposal will not include the carwash previously shown during the Circle K pre-application conference.

L. 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 land use application package, the City will process the applications concurrently using a Type II administrative review including a 21-day 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 each of the applicable applications as listed in this report (site plan, SEPA, Critical Areas, etc.).

Applicant Questions

The applicant included questions on the pre-application form and at the pre-application conference and staff has provided answers to those questions below.

All Engineering questions have been responded to in the staff report. Please reach out to Jesse.Hague@ridgefieldwa.us if you have additional questions.

1. *Please provide a list of applicable impact fees and provide estimates based upon the proposed building sizes.*
Response: Fees are assessed at time of building permit issuance.
2. *Please confirm no off-site improvements would be triggered by the proposed project.*
Response: Information has been addressed in the staff report.
3. *Please confirm no multimodal facility easements or improvements would be triggered by the proposed project.*
Response: Information has been addressed in the staff report.
4. *Please specify any Ridgefield Development Codes that affect the proposal, including any potential pending code changes that could affect the proposal.*
Response: There are no pending code changes currently; however, that may change depending on when preliminary application is submitted.
5. *Please specify development requirements, use limitations, and permitting associated with the Category II Critical Aquifer Recharge Area designation.*
Response: Submittal requirements are shown within the staff report. Limitations will be determined by external reviewers.
6. *Please specify development requirements, use limitations, and permitting associated with the Type F stream as identified in the Critical Areas Report (Exhibit C).*
Response: See previous response.
7. *Please confirm whether buffer width reduction or buffer averaging would be allowed along the identified riparian corridor.*

Response: See previous response.

8. *Please confirm the size and location of city utility lines (water, sewer, and storm).*

Response: This information has been provided in the staff report.

9. *Please confirm any recent fire flow tests and provide a copy to the applicant, if available.*

Response: Fire will address during their review process.

10. *Please confirm development standards for retaining walls and design standards that may affect grading and stormwater design on the project site.*

Response: This information has been provided in the staff report.

11. *Please confirm if there are parking limits based on phased development.*

Response: Parking has been addressed in the applicable section of the report.

12. *Please confirm if phased development is subject to phased entitlements or can be consolidated under one development application procedure.*

13. Response: If the application is submitted as a phased development, a master plan will need to be provided. The entire development can be submitted as one development application.

14. *Please confirm the scope of the transportation analysis and whether coordination with WSDOT will be necessary.*

Response: This information has been provided in the staff report.

15. *Please confirm planned transportation projects and potential impacts on the project.*

Response: This information has been provided in the staff report.

16. *Please confirm frontage improvement requirements and whether there are any limitations or timing considerations.*

Response: This information has been provided in the staff report.

17. *Please verify the expected city review timeline and approval process.*

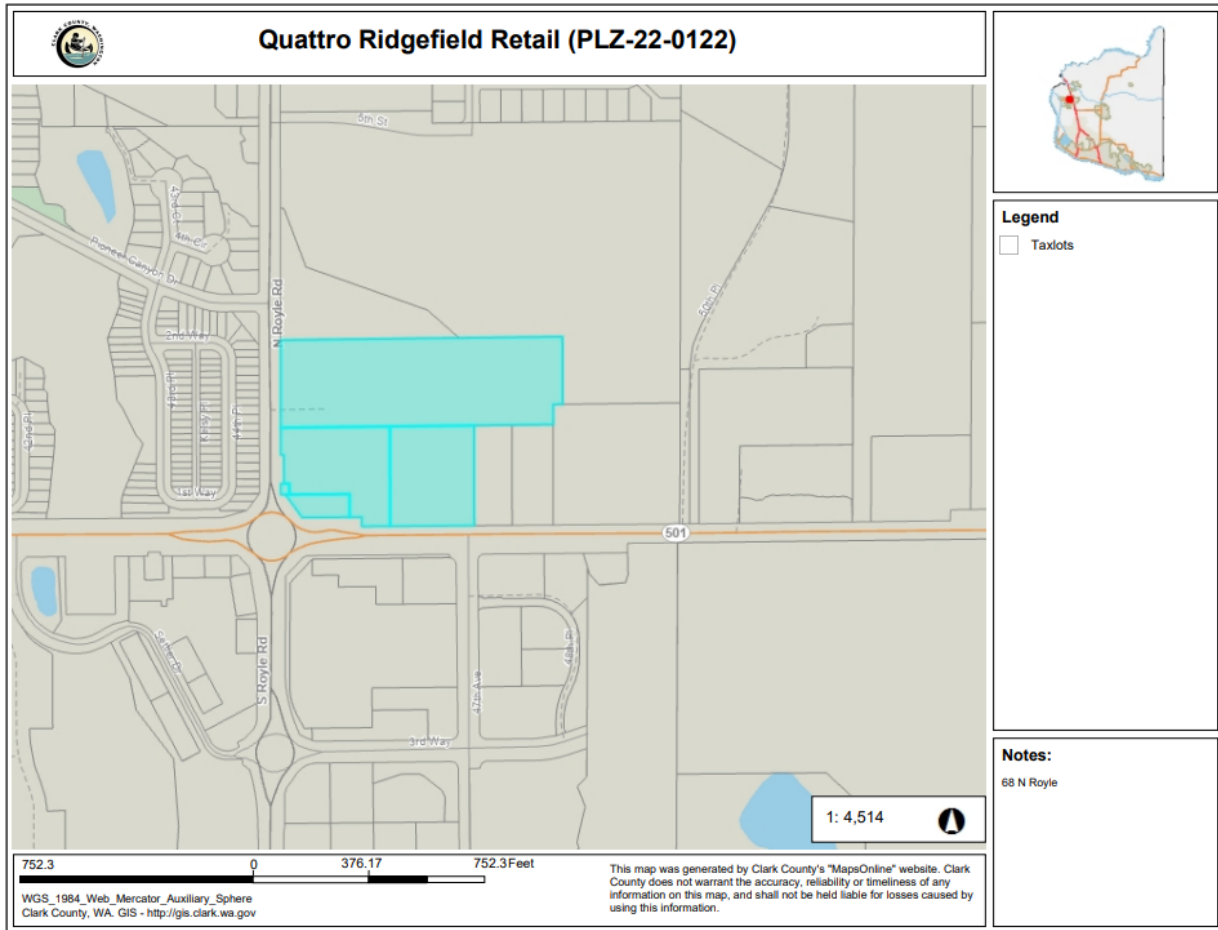
Response:

18. *Please confirm if any special studies are necessary.*

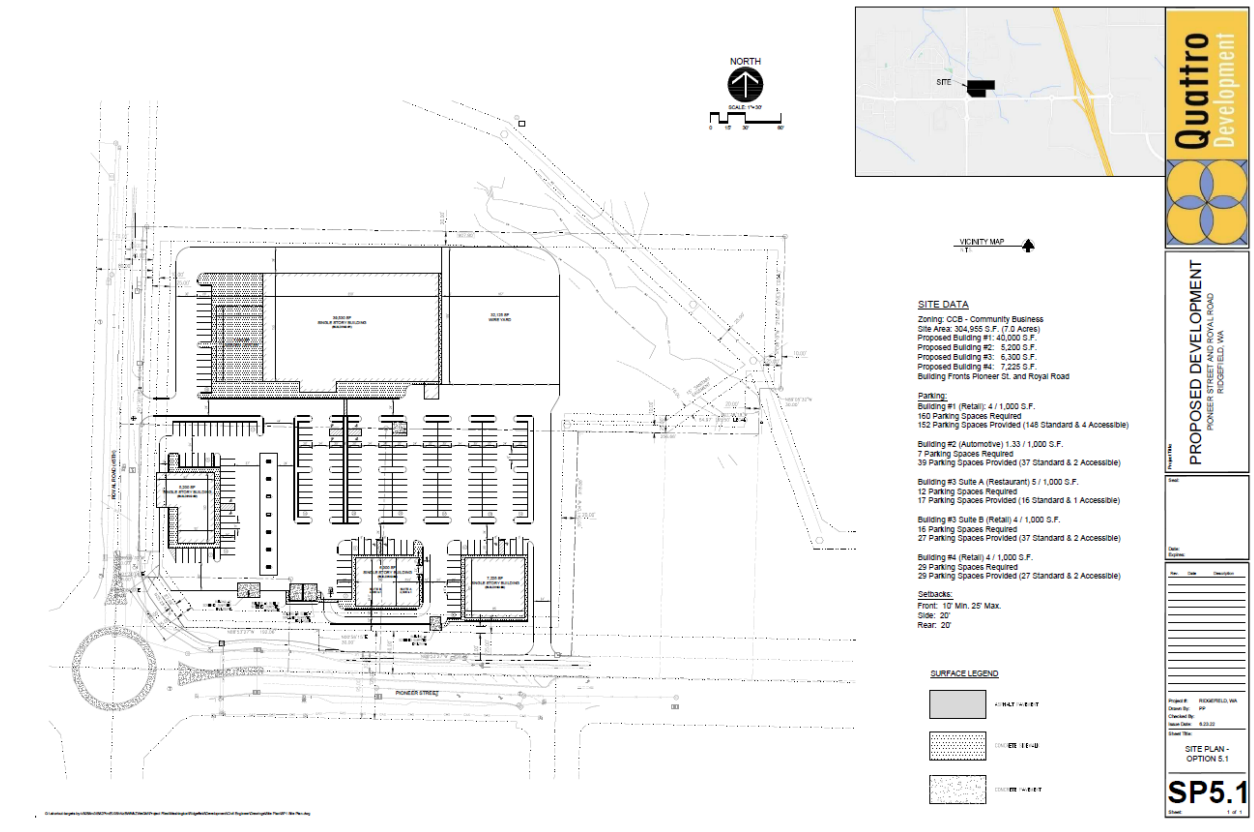
Response: Items required have been addressed in the report.

Compiled by Shana Lazzarini, Planner II, and Jesse Hague, Engineer Technician

PROJECT LOCATION



PRE-APP SITE PLAN



CONFERENCE ATTENDEES

City and agency staff:

- Claire Lust, Community Development Director, Claire.Lust@ridgefieldwa.us
- Beth Whitener, Planning Intern, Beth.Whitener@ridgefieldwa.us
- Shana Lazzarini, Planner II, Shana.Lazzarini@ridgefieldwa.us
- Jesse Hague, Engineering Technician, Jesse.Hague@ridgefieldwa.us
- Josh Taylor, CCF&R, josh.taylor@clarkfr.org
- Dylan Bass, WSDOT, BassD@wsdot.wa.gov

Development team:

- Mariah Mitchell, Planner/Applicant, DOWL, mmitchell@dowl.com
- Mike Towle, Project Manager, DOWL, mtowle@dowl.com
- Peter Pavek, Project Manager, Quattro Development, Peter@QuattroDevelopment.com

Elected officials:

- Lee Wells, Ridgefield City Council, Lee.Wells@ridgefieldwa.us
- Rob Aichele, Mayor Pro Tem, Rob.Aichele@ridgefieldwa.us qw3