



# COMMUNITY DEVELOPMENT DEPARTMENT

510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642  
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## PRE-APPLICATION CONFERENCE NOTES

YMCA Site Plan  
 File No. PLZ-22-0146

### I. PROJECT INFORMATION

<b>Date</b>	Application submitted: November 17, 2022 Pre-application conference: January 10, 2023, 1:00pm
<b>Proposal</b>	Construct a new YMCA facility with associated parking, landscaping, open space, and trails.
<b>Location</b>	<ol style="list-style-type: none"> <li>101 S 50<sup>th</sup> Pl / Ridgefield, WA 98642. #9 S21 T4N R1 WM, Adjusted Assessor's #213961000, 3.75 acres.</li> <li>No address. #11 S21 T4N R1E WM, Assessor's #986044069, 0.43 acres.</li> <li>Southern flagpole of: 204 N 50<sup>th</sup> Pl / Ridgefield, WA 98642. #79 S21 T4N R1E WM, Assessor's #214028000, 4.7 acres.</li> <li>Western portion of: No address. #77 S21 T4N R1E WM, Assessor's #214026000, 3.51 acres.</li> </ol>
<b>Applicant</b>	City of Ridgefield. PO Box 608 / Ridgefield, WA 98642. Contact: Steve Stuart, City Manager, 360-887-3557, <a href="mailto:steve.stuart@ridgefieldwa.us">steve.stuart@ridgefieldwa.us</a> .
<b>Applicant's Representative</b>	PBS Engineering. 1325 SE Tech Center Dr Ste 140 / Vancouver, WA 98683. Contact: Eileen Mitchell, 360-695-3488, <a href="mailto:Eileen.mitchell@pbsusa.com">Eileen.mitchell@pbsusa.com</a> , <a href="mailto:PBScivil@pbsusa.com">PBScivil@pbsusa.com</a> .
<b>Property Owner</b>	City of Ridgefield.
<b>Zoning</b>	PIN 213961000 - Commercial Community Business (CCB) with Ridgefield Mixed-Use Overlay (RMUO) PIN 986044069 - Commercial Regional Business (CRB) PIN 214028000 - Commercial Regional Business (CRB) PIN 214026000 - Commercial Regional Business (CRB)
<b>Review Type</b>	Pre-application conference for Type III basic site plan review, variance, critical area review, SEPA with archaeological predetermination, and boundary line adjustment.
<b>Potential Issues</b>	Commercial development standards, critical areas, access, and traffic impacts.
<b>Staff Contact</b>	Land Use: Claire Lust, Community Development Director. Contact: 360-857-5024, <a href="mailto:Claire.lust@ridgefieldwa.us">Claire.lust@ridgefieldwa.us</a> Engineering: Jesse Hague, Engineering Technician. Contact: 360-857-5012, <a href="mailto:jesse.hague@ridgefieldwa.us">jesse.hague@ridgefieldwa.us</a> .
<b>Issued</b>	January 24, 2023



Figure 2. Project location

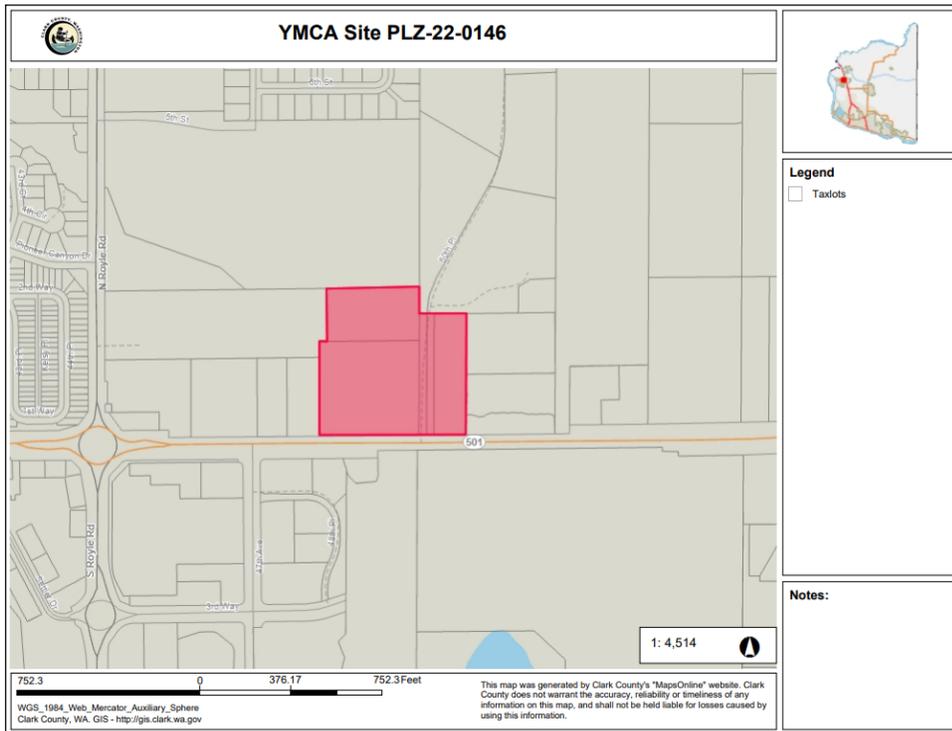
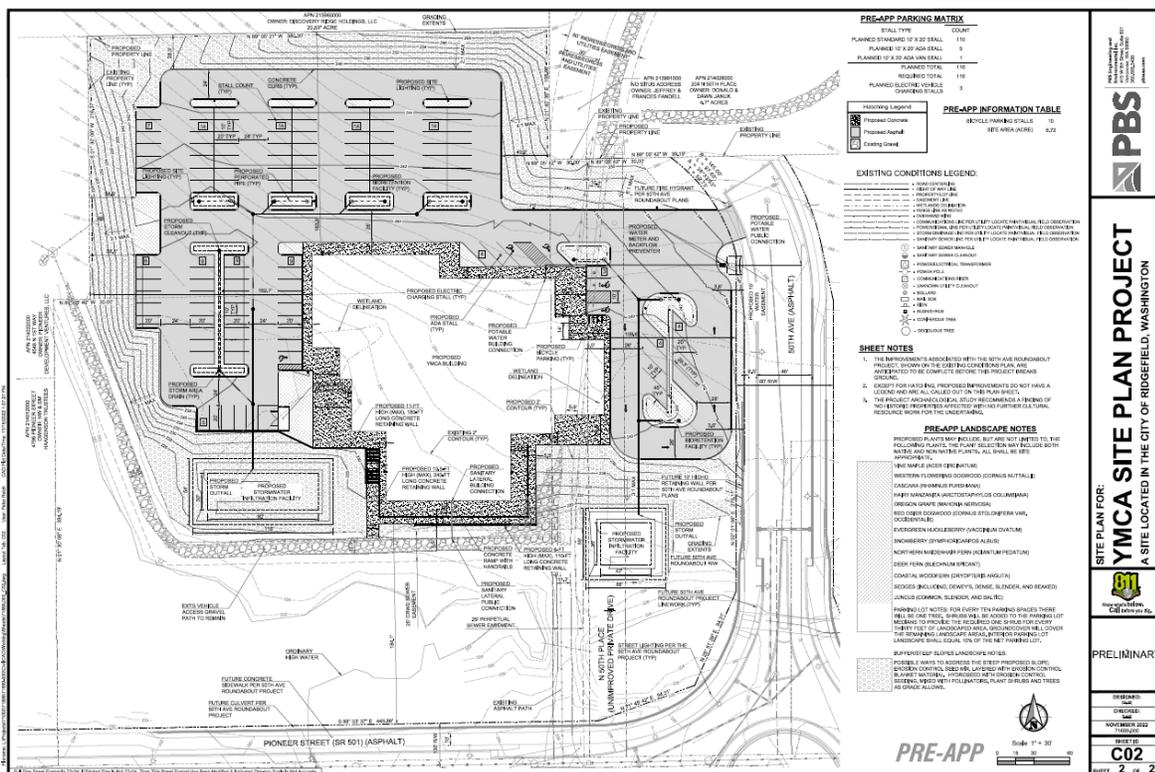


Figure 3. Pre-app site plan



The proposal is to construct a 46,400-square foot (two stories) YMCA facility with associated parking, utilities, and landscaping. The YMCA building is designed to include two pools, a gymnasium, a fitness area, physical therapy room, and community room. Outside of the building, a trail is proposed across the site stubbing to the neighboring property to the northwest. Access to the site is proposed from future N 51<sup>st</sup> Place, which will extend north from a future roundabout on Pioneer Street/SR 501.

The site is currently vacant, with some vegetated areas. Wetlands and riparian habitat areas are present. The site generally slopes down from north to south.

Surrounding uses include single-family residences to the north, undeveloped commercial parcels to the west, developing commercial parcels to the east, Discovery Ridge commercial development to the southwest across Pioneer Street, and undeveloped employment parcels to the southeast across Pioneer Street.

### 3. Governing plans, policies, regulations, 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 Ridgefield Comprehensive Plan Map and the Ridgefield Zoning Map as amended; 2016 Ridgefield General Facilities Capital Facilities Plan (RCFP), as well as the 2017 Transportation, 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.

## III. PRE-APPLICATION CONFERENCE NOTES

### 1. 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.

### 2. Land Use Application and Process

The proposal will require submittal of a technically complete application for basic site plan, variance, boundary line adjustment, critical area review, SEPA, archaeological predetermination, and application fees. Land use application checklists are available at: <https://ridgefieldwa.us/government/city-departments/community-development/building-and-permitting-services/>.

**Submit for land use review using the permitting portal: <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Under master land use choose Type III. Under land use applications choose each of the applications listed in this report.**

### 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/2023-Master-Fee-Schedule.pdf>.

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

- Basic Site Plan Review. \$2,500
- Boundary Line Adjustment. \$400

- Critical Areas Review. \$600 for wetlands and \$600 for habitat areas
- SEPA. \$500
- Archaeological pre-determination. \$350
- Administrative Adjustment (if requested). \$350 per request
- Variance (if requested). \$3,250 per request

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 building permit issuance.

#### 4. 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 plans, development regulations, and standards, including, but not limited to:

- RDC 18.205 Uses
- RDC 18.230 Commercial Districts
  - Address the standards in RDC 18.230.030-.110.
- RDC 18.235.060 Ridgefield Mixed Use Overlay
  - Respond to RDC 18.235.060.B.1, Applicability.
- RDC 18.280 Critical Areas Protection
  - Address the standards in RDC 18.280.060, .110, and .150 (these standards may be addressed directly in the critical area report and mitigation plan and simply referenced in the narrative).
- RDC 18.310 Procedures
- RDC 18.350 Modifications to Standards (If administrative adjustment or variance is proposed)
  - Address the approval criteria in RDC 18.350.030 and .050.
- RDC 18.500 Site Plan Review.
  - Address the approval criteria in RDC 18.500.060.
- 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 18.720.020-.050.
- RDC 18.725 Landscaping

- Address the standards in RDC 18.725.030-.055.
- RDC 18.740 Fences and Walls
  - If proposed, address the design criteria in RDC 18.740.030.
- RDC 18.755 Erosion Control
  - Address the standards in RDC 18.755.050-.060. Additional detail will be required at the time of engineering submittal.
- RDC 18.810 Environmental Standards (SEPA)
- RDC 18.830 City of Ridgefield Native Plant List
- RDC 18.840 Trees
  - Address the tree preservation and protection plan requirements in RDC 18.840.060-.080.

View the Ridgefield Development Code online:

[https://library.municode.com/wa/ridgefield/codes/code\\_of\\_ordinances?nodeId=CO\\_TIT18DECO](https://library.municode.com/wa/ridgefield/codes/code_of_ordinances?nodeId=CO_TIT18DECO).

## 5. Maps, Plans and Drawings

A technically complete basic 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.

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

- 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.
- Traffic impact analysis.
- Preliminary Stormwater Management Plan.
- Preliminary Erosion Control Plan.
- Critical areas report and mitigation plan.
- SEPA checklist.
- Archaeological report.
- Tree preservation and protection plan.

## 6. Fire Department

Clark Cowlitz Fire Rescue (CCFR) comments provided during the conference. Contact: Josh Taylor, [josh.taylor@clarkfr.org](mailto:josh.taylor@clarkfr.org), 360-887-4609.

## 7. Sewer

The proposed project is located within the Clark Regional Wastewater District's service area. The point of connection for the subject parcels is the gravity interceptor that is part of the Discovery Corridor Wastewater Transmission system located onsite. There are parallel pressure systems that run with the gravity line that must be accessible and protected at all times during the construction. In accordance with District code, Clark Regional Wastewater District will require that sewers be extended within N 50<sup>th</sup> Place at an elevation to serve the basin to the north property line.

As an element of the District's plan review, a copy of the floor, plumbing, pool, 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. Lastly the plans will be required to use a survey datum provided in NGVD 29(47). Gravity service is required for service to the project.

The District's sewer System Development Charge (SDC) is currently \$9,450.00 per Equivalent Residential Unit (ERU). There is a local facilities charge assessed at 1,257.64 per ERU. SDCs are subject to change and the applicable value will be applied at the time of sewer connection permit issuance. Please note that there is no guarantee or set aside of service capacity with land use approval, as it is the District's policy that service commitment occurs when it is paid for at the time sewer permits are issued.

## 8. Engineering

**Water Service:** The proposed project is located in the City of Ridgefield's water service area and a 12-inch diameter ductile iron water main is located in Pioneer Street adjacent to the site. A future watermain will be stubbed North with the future installment of the 50h Roundabout. Please note the final alignment of the future watermain may change with final design. 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, 274.5 in 2022 and 6 so far in 2023, for a total of 5,554 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:** The site is proposing to connect to the 50<sup>th</sup> Ave stub provided with the future 50<sup>th</sup> Roundabout installation. At the time of submittal, the 50<sup>th</sup> roundabout plans are in early design and the general alignment of 50<sup>th</sup> Ave may change with final design. Additional road improvements may be required depending on final design.

The existing ingress/egress utility easement shall need to be vacated and an alternative means of access shall need to be provided to the Northern Parcels. During construction access to the northern Parcels shall need to be maintained.

The maximum driveway width shall be twenty (20) feet for residential uses and thirty (30) feet for commercial uses. A wider commercial driveway width may be approved by the Engineer where a substantial percentage of oversized vehicle traffic exists and where it can be justified via modeling or some other approved means. In this case the driveway should be sized to accommodate the largest vehicles, but shall be no wider than fifty (50) feet.

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.

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

An existing public trail is located on the West and South portions of the site. The applicant shall demonstrate how this trail is being tied into the new structure and roadway. All paved trails are to be 2-1/2" Hot Mix Asphalt over 4" Crushed Rock Base.

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 \$512.99 per average daily trip. TIF fees are required to be paid prior to building permit issuance. The 9th Edition of the Trip Generation Manual developed by the Institute of Traffic Engineers (ITE) should be utilized to the extent possible to develop trip generation volumes. Please note that the TIF rates are subject to change. Please also note that since payment of TIFs occurs at time of Building Permit issuance, the applicant will be required to pay the TIF in effect at the time of permit issuance.

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

The City of Ridgefield has created a Stormwater Utility. Fees have been adopted and are currently a bi-monthly charge of \$21.00 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 Engineering Standards, RDC 18.755, and any other permitting authorities will be required.

Erosion control measures shall be maintained throughout construction in accordance with RDC 18.755.050-060. During the period from October 1st to April 30th no soil shall be exposed for more than two days. From May 1st to October 1st no soil shall be exposed more than seven days. During the period from October 15th to April 30th no soil on slopes greater than twenty-five percent or within one hundred feet of a stream or wetland shall be exposed. During the period from October 1st to April 30th maximum disturbed acreage is as follows:

1. Developments with ten acres or fewer net developable area shall have no more than two and one-half disturbed acres.
2. Developments with greater than ten acres net developable area shall have no more than five disturbed acres, or twenty-five percent of the net developable area, whichever is fewer.
3. The public works director may approve additional disturbed area in writing following a full inspection of all BMPs.

### **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.**

## 9.WSDOT

Comments from Washington State Department of Transportation (WSDOT) are attached to the end of this report.

## 10. 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](mailto:michael.curtis@ridgefieldwa.us).

## 11. Planning

**Ownership of APN 214028000.** Donald and Dawn Januik own APN 214028000. The flagpole portion of this lot is part of the proposed YMCA site plan. If the Januiks own any portion of the proposed site plan at the time of land use submittal, they will be required to sign as property owners.

**Boundary line adjustment.** Buildings may not cross lot lines. As proposed, the YMCA building would be located on APNs 213961000 (as adjusted through PLZ-22-0101), 986044069, and 214028000. A boundary line adjustment (BLA) will be required to transfer the southern flagpole portion of APN 214028000 to APN 986044069 or 214026000. Then, a BLA would be required to consolidate the resulting adjusted parcels on which the YMCA building is to be located. The two adjustments may be processed through one BLA application if the project timing permits.

**Critical Areas.** According to Clark County GIS, there are mapped wetlands and riparian habitat areas on the site. The applicant shall first seek to avoid all impacts that degrade the functions and values of critical areas. Where avoidance is not feasible, the applicant shall minimize the impact of the activity and mitigate to the extent necessary to result in no net loss of critical area functions and values.

A full critical areas report and mitigation plan meeting the submittal requirements in RDC 18.280.050 will be required. The report shall address the specific standards for both wetlands (RDC 18.280.150.C-D) and fish and wildlife habitat conservation areas (RDC 18.280.110.B-D).

**SEPA.** SEPA review is required due to the presence of critical areas on-site and due to the size of the development. The SEPA checklist can be found at: <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance>. The site has a moderate-high to high probability of archaeological remains, so an archaeological predetermination will be required as part of the SEPA review. The City will process the land use review and SEPA review concurrently.

**Zoning.** The western portion of the site is zoned Commercial Community Business (CCB), with the Ridgefield Mixed Use Overlay (RMUO). The RMUO is an optional overlay that the applicant does not intend to use. The eastern portion of the site is zone Commercial Regional Business (CRB).

**Uses.** The proposed YMCA is a community recreation and social facility use, which is permitted outright in the CCB and CRB zones.

**Lot requirements and dimensional standards.** The minimum lot area in the CRB zone is 10,000 square feet, and the minimum lot width is 50 feet.

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

<b>Dimensional Standards</b>	<b>CCB</b>	<b>CRB</b>
Minimum front or street side yard setback along pedestrian street (local street or collector)	0 feet	0 feet
Maximum front or street side yard setback along pedestrian street	10 feet	20 feet
Minimum front or street side yard setback along major corridor (arterial)	10 feet	10 feet
Maximum front or street side yard setback along major corridor	25 feet	30 feet
Minimum side or rear yard (interior) setback:		
Abutting RLD or RMD zones	20 feet	20 feet
Not abutting one of the above	5 feet	5 feet
Maximum height	60 feet	65 feet
Maximum impervious surface coverage	85%	90%

**Site Planning.** A technically complete application shall fully address the applicable standards in RDC 18.230.050.A-H:

- Topography. RDC 18.230.050.A
  - o Retain natural topography to the extent practicable. Retaining walls shall not exceed six feet in height.
  - o The grade difference between the building entrance and the nearest public ROW shall not exceed ten feet, and the intervening setback shall not exceed a slope of 1:1.
- Street frontage. RDC 18.230.050.C
  - o Pioneer Street is a major corridor (arterial). N 51<sup>st</sup> will be a pedestrian street (collector).
  - 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 100 feet or 25 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.

- 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.
- Pedestrian connectivity. RDC 18.230.050.D
  - Provide an external pedestrian connection between primary building entrances and the primary frontage street.
  - Pedestrian connections throughout the site 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.
- 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 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 pedestrian connection.
- Outdoor common areas.
  - Outdoor common areas equal to five percent of the gross floor area are required. As proposed, the minimum outdoor common area required is 2,320 square feet. The minimum size for a common area is two hundred fifty square feet. Fewer, larger common areas are preferred over multiple, smaller common areas.
  - Common areas must be developed per RDC 18.230.050.F.
  - Staff requests detail in the project narrative regarding how YMCA programming may be integrated into outdoor common areas, and how the proposed trail accesses the eastern site entry.
- Service areas. RDC 18.230.050.G
  - Service areas (e.g., loading areas, outdoor storage areas, and waste collection areas) shall be located and screened to minimize visual impacts from the public ROW, within the site, and from adjacent users. The standard for screening services areas is 80 percent year-round opacity, achieved through fencing, walls, and/or landscaping.

**Off street parking and loading.** Off-street parking and loading shall be provided as required in RDC 18.720.030-.050, 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:

- o Interior parking lot landscaping equal to ten 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 ten percent.
- o Pedestrian access corridors must link all parking areas to a primary entrance of the development via the most practicable route and separate pedestrians safely from motor vehicle traffic.
- o One bicycle parking space is required for every twelve required parking spaces.
- o One electric vehicle charging station is required per fifty parking spaces (RDC 18.230.080.D).

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

Use	Minimum spaces required	Maximum spaces required	YMCA required	YMCA proposed
Entertainment and Recreation	1/400 sf gross floor area	No maximum	116	116

The project shall comply with the standards in Table RDC 18.720.040-1 for stall dimensions. ADA parking requirements can be found at: <https://adata.org/factsheet/parking>.

One off-street loading berth is required for entertainment and recreation uses between 30,000 and 100,000 square feet, meeting the requirements in RDC 18.720.050.D.

**Landscaping.** The project shall comply with the standards in RDC 18.725. The buffering requirements for a CRB site are as follows per RDC Table 18.725.050-1:

Setback by type of adjacent use/zoning			
Zone or use	Street	Commercial	Residential
Commercial site	10'/L2	5'/L2	20'/L4
Commercial parking area	10'/L2	10'/L2	20'/L4

The L2 standard requires trees at 25 feet, shrubs at five feet, and lawn or groundcover. The L4 standard requires trees at 25 feet, shrubs at five feet, lawn or groundcover, and a four-foot earthen berm.

In the CRB zone, a minimum of ten percent of the gross site acreage shall be landscaped. In the CCB zone, a minimum of fifteen percent of the gross site acreage shall be landscaped. Calculate a weighted average to determine the overall percentage of the gross site area that 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.

**Trees.** A tree preservation and protection plan is required for new development. The required minimum tree density is twenty tree units per acre, consisting of existing trees, replacement trees, or a combination thereof pursuant to the priorities established in RDC 18.840.060. Each street tree may be counted as 0.5 tree units. Tree units are defined by diameter at breast height in Tables 18.840.070-1 and -2. Tree preservation and protection plan submittal requirements are in RDC 18.840.040.

**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 to prevent glare. No lighting fixture installed on a building exterior shall exceed 400 watts or fluorescent or LED equivalent. 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.

**Fences and Walls.** The project shall comply with the standards in RDC 18.230.100 and RDC 18.740. 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. Wood fences shall have steel structural posts with wood post covers.

Retaining walls greater than four feet in height or holding a surcharge require building permits. All walls and retaining walls subject to permitting shall be earth-toned and have a stone appearance.

**Signs.** Signs are subject to the standards in RDC 18.710. One freestanding sign (RDC 18.710.210) is allowed for each site frontage. Multiple signs occupying the same support structure may be reviewed as one freestanding sign. The base of the sign shall be constructed to complement the appearance of structures associated with the proposed sign.

Multiple building mounted wall signs (RDC 18.710.170) are permitted for the same business, so long as they are consistent in design.

**Building Design and Features.** The development must comply with the architectural design standards in RDC 18.230.055, including:

- Context-sensitive building design – RDC 18.230.055.B
  - o Elements of any individual site shall include exposed wood beam construction as part of the primary structure.
- Mass and scale – RDC 18.230.055.C
  - o Where the lot has frontage on a pedestrian street, the facades of all new buildings longer than 50 feet shall incorporate visual relief (wall projections or recesses, projecting entrances, etc.). 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.
  - o 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.
  - o All structures shall have a visual cap, achieved with either a pitched or flat roof designed according to one of the options in RDC 18.2320.055.C.2.
- Windows and doors – RDC 18.230.055.E
  - o 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.
  - o The transparency zone regulations in RDC 18.230.055.E.4 apply to the east building façade, which faces a pedestrian street. Between 30 inches and eight feet above grade, a minimum 60 percent window and door transparency is required.
- Siding and trim, RDC 18.230.055.F
  - o Building siding materials shall be wood, brick, stone, stucco, or terra cotta in appearance. 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
  - o 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.
  - o Darker earth tones and materials which provide texture are allowed per RDC 18.230.055.G.
- Design details – RDC 18.230.055.H
  - o 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
  - o 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.
  - o 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.

## 12. Applicant's 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.

Land use/planning/zoning:

1. *Confirm that no application of the RMUO zone is okay. The project will not be using the RMUO overlay option and will not be preparing an RMUO master plan.*

Response: Correct. Per RDC 18.235.060.B.1, the RMUO is an optional overlay and therefore its application is not required.

2. *Is the YMCA facility a "commercial development" when considering requirements in 18.230.055?*

Response: Yes. Per RDC 18.230.055.A, the requirements in this section apply to new buildings of any size in the CNB, CCB, and CRB zoning districts.

3. *Please confirm that the 50-foot setback for lighted facilities in a residential zone is not applicable – the site itself is not a residential zone.*

Response: Correct. The project is not in a residential zone so RDC 18.205.030.H.1 does not apply.

4. *Please confirm the site does not contain any heritage trees.*

Response: The site does not contain any designated heritage trees.

5. *Setback allowed is 10'. The project is proposing a larger setback. The larger setback will provide a larger drop off loop and will reduce queue length in S 50<sup>th</sup> Avenue. With the proposed nearby Costco using S 50<sup>th</sup> Ave for access, reducing traffic in S 50<sup>th</sup> Avenue will help traffic impacts.*

Response: A variance application will be required for any proposed modification of greater than 20 percent to a numerical standard in the development code. The facts provided in question (5) above would be appropriate responses to the approval criteria in RDC 18.350.030 and .050, which must be addressed in the variance narrative.

Traffic:

1. *Please confirm that an intersection control evaluation will not be required for the proposed roundabout at Pioneer Street and S 50<sup>th</sup> Avenue.*
2. *Please verify the following scope for the traffic impact analysis:*
  - a. *Review the existing, future (no-build), and proposed (build) traffic conditions during the weekday AM and PM peak hours within the study area, which is assumed to include one intersection and site access driveways on S 50<sup>th</sup> Avenue:*
    - i. *S 50<sup>th</sup> Avenue/Pioneer Street*
  - b. *Estimate future volumes using a 2% background growth rate and in-process projects*
  - c. *The City will supply the in-process trips from vested projects.*
  - d. *Calculate trip generation according to the Institute of Transportation Engineers' methods for the development. The assumed land use is ITE 495 – Recreational Community Center.*
  - e. *Estimate trip distribution based on local traffic conditions, land use patterns, and engineering judgment. Based on the expected regional draw of the YMCA facility, the preliminary trip distribution estimate is:*
    - i. *50% to and from Pioneer Street east of S 50<sup>th</sup> Avenue*
    - ii. *5% to and from Royle Road north of Pioneer Street*
    - iii. *25% to and from Pioneer Street west of Royle Road*
    - iv. *20% to and from Royle Road south of Pioneer Street*
  - f. *Evaluate pedestrian, bicycle, and transit network connectivity*
  - g. *Prepare intersection level of service calculations following Highway Capacity Manual methods and WSDOT protocol for SIDRA*
  - h. *Evaluate collision history*
  - i. *No queueing analysis*
3. *Please confirm it is appropriate to analyze the S 50<sup>th</sup> Avenue / Pioneer Street roundabout as a three-leg intersection, excluding the future south leg of the intersection since its extension and the adjoining land development are conceptual and not yet approved.*

Response: Traffic questions were addressed during the pre-app conference and in the engineering section of this report. Contact Jesse Hague for additional information.

Civil engineering:

1. *How will Costco design the side street? The YMCA driveway alignment and Costco side street will need to align safely.*
2. *Pioneer Street widening. How will the road design impact the site?*
  - a. *City status on the future access road and roundabout along Pioneer Street.*
3. *What are the permitting requirements to discharge into the stream?*
  - a. *Any additional stormwater requirements?*

- b. Will the project be impacting a state/federal water?
4. Verify a mountable curb in southwest corner of the front drop off for emergency fire access would be an acceptable point of access to back of building.
5. Verify a loop around the project with a pedestrian access is allowed?

Response: Civil engineering questions were addressed during the pre-app conference and in the engineering section of this report. Contact Jesse Hague for additional information.

### 13. 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 land use 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 III. Under land use applications choose each of the applicable applications as listed in this report.**

### 14. Conference Attendees

City staff:

- Steve Stuart, City Manager, [steve.stuart@ridgefieldwa.us](mailto:steve.stuart@ridgefieldwa.us)
- Claire Lust, Community Development Director, [claire.lust@ridgefieldwa.us](mailto:claire.lust@ridgefieldwa.us)
- Jesse Hague, Engineering Technician, [jesse.hague@ridgefieldwa.us](mailto:jesse.hague@ridgefieldwa.us)
- Galina Burley, Parks, Trails, and Recreation Manager, [galina.burley@ridgefieldwa.us](mailto:galina.burley@ridgefieldwa.us)

Agency staff:

- Jason Oster, Senior Engineering Technician (Development), CRWWD, [joster@crwwd.com](mailto:joster@crwwd.com)
- Dylan Bass, Development Review Planner, WSDOT, [bassd@wsdot.wa.gov](mailto:bassd@wsdot.wa.gov)
- Josh Taylor, Deputy Fire Marshal, CCFR, [josh.taylor@clarkfr.org](mailto:josh.taylor@clarkfr.org)

Development team:

- Eileen Mitchell, Land Use Planner, PBS, [Eileen.mitchell@pbsusa.com](mailto:Eileen.mitchell@pbsusa.com)
- Elissa Peters, PE, PBS, [elissa.peters@pbsusa.com](mailto:elissa.peters@pbsusa.com)
- Don Luthardt, Principal, Johansson Wing Architects, [don@johanssonwing.com](mailto:don@johanssonwing.com)

Elected officials:

- May Pro Tem Rob Aichele
- Councilor Lee Wells
- Councilor Matt Cole