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## COMMUNITY DEVELOPMENT DEPARTMENT

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### TECHNICALLY COMPLETE REVIEW

#### Clark College Advanced Manufacturing Center Site Plan

File No. MASTER-22-0097, PLZ-22-0157-0159

<b>Date</b>	Application submitted: December 16, 2022 Technically Incomplete Letter: January 13, 2023 Application Resubmittal: January 16, 2023 Application Technically Complete: January 19, 2023
<b>Proposal</b>	Clark College proposes to construct an approximate 49,850-sf, two-story building, Advanced Manufacturing Center (AMC). Also requested is a reduced number of parking stalls to a total of 215 vehicle parking spaces as well as critical area mitigation. The applicant requests a Type II Site Plan Review, a Type II Administrative Adjustment, and Critical Areas Review. A separate SEPA Review with Archaeological Predetermination has also been submitted (PLZ-22-0153-0154) and a pre-application (PLZ-22-0094) was previously completed.
<b>Location</b>	7000 Pioneer Street. Ridgefield, WA, 98642. Legal Description: #7,62 OF SEC 22 T4NRIEWM 10A. Assessor No. 214196000
<b>Applicant /Applicant's Representative</b>	Hennebery Eddy Architects c/o Samantha Bennett 921 SW Washington Street / Portland, OR 97205 Contact: 503.803.9723, <a href="mailto:sbennett@henneberyeddy.com">sbennett@henneberyeddy.com</a>
<b>Property Owner</b>	Washington State Board for Community & Technical Colleges Db a Clark College c/o Jim Watkins 1933 Fort Vancouver Way / Vancouver, WA 98663 Contact: 360.992.2720, <a href="mailto:jwatkins@clark.edu">jwatkins@clark.edu</a>
<b>Zoning</b>	Commercial Regional Business (CRB)
<b>Review Type</b>	Type II Site Plan Review, Type II Administrative Adjustment, SEPA and Critical Areas with Archeological reviews.
<b>Staff Contact</b>	Chuck Green, PE, Consulting City Engineer, Otak Inc. <a href="mailto:chuck.green@otak.com">chuck.green@otak.com</a> , 360.906.6795  James Cramer, Consulting Planner, Otak Inc. <a href="mailto:James.cramer@otak.com">James.cramer@otak.com</a> , 971.230.5994  Claire Lust, Community Development Director <a href="mailto:Claire.lust@ridgefieldwa.us">Claire.lust@ridgefieldwa.us</a> , 360.857.5024  Jesse Hague, Engineering Technician <a href="mailto:Jesse.Hague@ridgefieldwa.us">Jesse.Hague@ridgefieldwa.us</a> , 360.857.5012
<b>Technically Complete Decision</b>	<b>Technically Complete</b>

# I. TECHNICALLY COMPLETE INVENTORY

## A. RDC 18.310.050 - Review for technically complete status

An application is technically complete if it meets the specific application requirements of applicable land use reviews and includes the following:

1. A completed, clearly legible, original application form signed by the owner(s) of the property subject to the application or by a representative authorized to do so by written instrument executed by the owner(s) and filed with the application;  
**Finding(s):** This requirement is complete.
2. A legal description supplied by the Clark County survey records division, a title company, surveyor licensed in the State of Washington, or other party approved by the review authority, and current Clark County assessor map(s) showing the property(ies) subject to the application;  
**Finding(s):** This requirement is complete. Applicant submitted electronic version of subject property's site survey meeting the above for the proposed development.
3. For a Type II - IV process, current Clark County assessor map showing the properties within a 300-foot radius of the subject site as required in Sections 18.310.070 (Type II) and a typed list and set of self-adhesive labels of the names and addresses of owners of all properties within that radius, certified as accurate and complete by the Clark County assessor, a title company, licensed surveyor, or other party approved by the city clerk-treasurer;  
**Finding(s):** This requirement is complete.
4. A copy of the pre-application review prepared by the planning director and any required materials resulting from that review;  
**Finding(s):** This requirement is complete.
5. SEPA checklist;  
**Finding(s):** This requirement is complete.
6. GIS compatible, or similar format, information including base maps, tax assessor maps, site plan, elevations, and other information requested by the planning director in the pre-application staff review; and  
**Finding(s):** This requirement is complete.
7. Payment of all fees required under Chapter 18.060 et seq.  
**Finding(s):** This requirement is complete.

## B. Narrative

The applicant submitted a narrative with the application package received on December 16, 2022.

**Finding(s):** This requirement is complete.

## C. Plans

The applicant submitted a plan set with the application package on December 16, 2022.

**Finding(s):** This requirement is complete. It was confirmed that Sheet LU-L1 of submitted document Clark "AMC\_LU\_Drawing Package\_221215.pdf" includes proposed plant species.

## D. Engineering

**Finding(s):** Staff finds that the submitted documents are adequate to deem the application technically complete.

## E. Traffic Impact Analysis (TIA)

The applicant submitted the Clark College Advanced Manufacturing Center Traffic Impact Analysis (TIA) dated November 28, 2022 with the application submittal package.

**Finding(s):** This requirement is complete.

## F. Check Lists

### Site Plan Checklist

The applicant submitted a Site Plan Checklist dated December 15, 2022 with the application package received on December 18, 2022.

**Finding(s):** This requirement is complete.

### Administrative Adjustment Checklist

The applicant submitted an Administrative Adjustment Checklist with the application package received on December 16, 2022.

**Finding(s):** This requirement is complete.

### SEPA Checklist

The applicant submitted a SEPA Checklist with the application package received on December 8, 2022.

Applicant also submitted a Cultural Resources Survey of The Clark College at Boschma campus and included a separate Archaeological Site Plans with the formal submission received on December 8, 2022.

**Finding(s):** This requirement is complete. A separate SEPA Review with Archaeological Predetermination is has been submitted (PLZ-22-0153-0154) and the review process has begun.

### Critical Areas Checklist

The applicant submitted a Critical Areas Checklist with the application package received on December 16, 2022.

**Finding(s):** This requirement is complete.

## G. Discretionary requirements within the Pre-Application (PLZ-22-0103) findings

*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.*
- *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 preliminary land use submittal should also include:*

- *Critical area submittal items in RDC 18.280.050*

- *SEPA checklist*
- *Preliminary cut & fill plan*
- *Street and frontage improvements*
- *Preliminary Stormwater Management Plan*
- *Preliminary Erosion Control Plan*
- *Conceptual signage, if proposed*

#### **Finding(s)**

After a cursory review it appears the above requirements have been included with the submission.

#### **G. Procedure**

Pursuant to RDC 18.310.070, within 14 days after the date an application subject to Type II review is accepted as technically complete, the city shall issue a public notice of the pending review. Not less than 21 or more than 35 days after the date the notice of pending review was issued, the city shall issue a notice of decision.