



COMMUNITY DEVELOPMENT DEPARTMENT

510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3908 | Fax: (360) 887-2507 | www.ridgefieldwa.us

PRE-APPLICATION CONFERENCE NOTES iQ Credit Union - Site Plan (PLZ-23-0022)

I. PROJECT INFORMATION

| | |
|-----------------------------------|--|
| Date | Virtual conference held April 25, 2023 at 1:00 PM. Notes issued May 9, 2023 |
| Project Proposal | Construct 3,480 S.F. building, drive through facility, 39 parking stalls, landscaping, utilities, stormwater management. Proposed joint access to SR 501, Pioneer St. |
| Location | No site address, adjacent to 5284 Pioneer St., Ridgefield, WA 98643 Crusan SP 4-353 Lot 2, PIN 986062364 0.83 acres |
| Applicant | iQ Credit Union, 808 SW Third Ave., Ste 800 / Portland, OR 97204 Contact: kari.stansberry@iqcu.com |
| Applicant's Representative | OTAK, 805 Broadway, Suite 130, Vancouver, WA 98660. Contact: James Cramer, Planner, 360.737.9313, james.cramer@otak.com |
| Property Owner | Crusan Properties, LLC, 21105 NW 3 rd Ct., Ridgefield, WA, 98642 |
| Public Access | Pioneer Street (SR 501) |
| Zoning | Commercial Regional Business (CRB) |
| Review Required | Site plan, base zone standards, frontage improvements, vehicle trips, stormwater, utilities, and critical areas, and archaeology. |
| Potential Issues | Site plan and base zone standards, frontage improvements, vehicle trips, stormwater, utilities, and critical areas (riparian & wetland, buffers), and archaeology. |
| Purpose | Meet with applicant, identify potential site issues, discuss the appropriate application and permitting process, and help facilitate development review. |

Staff Contact

Claire Lust, Community Development Director, 360.857.5024,
claire.lust@ridgefieldwa.us.

Chuck Green, Public Works Director, 360.857.5022,
chuck.green@ridgefieldwa.us

II. General observations

General Description

The site is located on the north side of Pioneer Street on SR 501 and west of 56th Place. Access is from Pioneer St. The subject lot was recently created via approval of the Mt View Dental final short plat. (See PLZ- 22-0097 and PLZ-22-0052)

The proposal is to construct a 3,480 Sq. Ft. credit union, located within the southern portion of the subject property, parallel to the south property line that fronts SR 501/Pioneer St. The subject property includes approximately 190 feet of frontage on SR 501/Pioneer Street which is identified as a Principal Arterial/Major Corridor. The applicant proposes to construct a canopied drive-through facility to the east of the primary building. The project proposes 39 parking stalls, landscaping, and utilities and to share the driveway access to and from Pioneer Street with the future Mt View Dental project. (Property ID No. 21400100, Mountain View Dental)

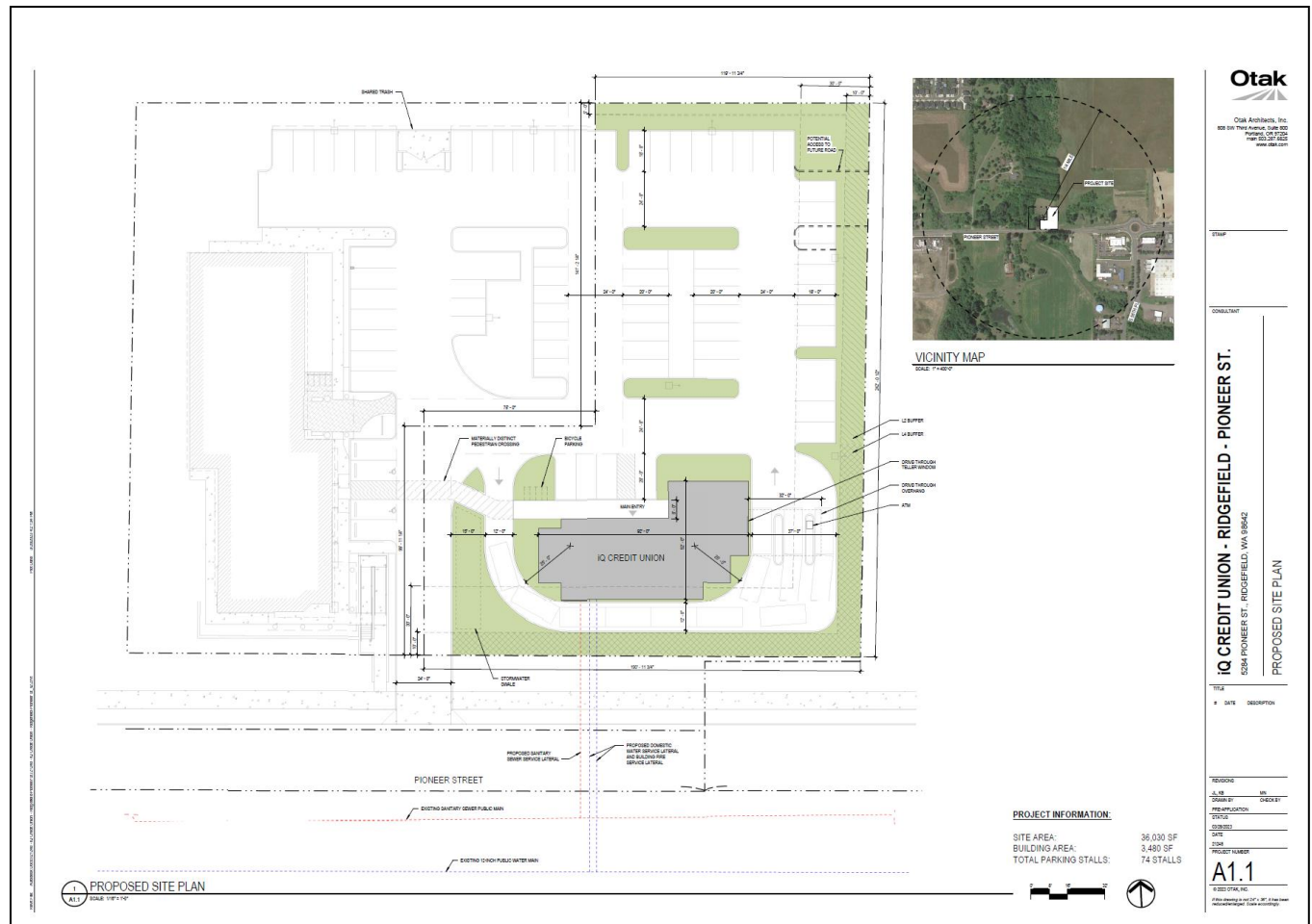
General Retail trade/Services, such as a bank or credit union are permitted uses in the CRB zone. (RDC Table 18.205.010-1). Drive-through facilities are limited in the [Ridgefield Junction Subarea Plan](#); no more than 15 drive-through establishments are permitted in the sub area. Approximately six drive-through facilities are currently approved. Drive-through facilities are regulated via [RMC 18.230.050.H](#). (See also RDC 18.230.050.H.6(a-c).) The drive-through/queuing (stacking) lane is proposed between adjacent right-of-way and primary structure. Applicable building design include [RMC 18.230.055](#).

The landscaping standards of Chapter 18.725 will apply to the project. RDC Table 18.725.055-1 identifies a minimum 10-percent of landscaping in the CRB zone district.

Retail/Service uses shall require a minimum of one space per three hundred fifty (350) square feet of gross floor area and a maximum of one space per two hundred (200) square feet of gross floor area. Off street parking standards apply, Off-street parking lot design standards apply. See [RMC 17.720.040](#).

Clark County GIS indicates the site contains mapped critical areas including riparian habitat areas (fish habitat stream).

PROPOSED SITE PLAN



General site observations and reactions to the proposal include:

- Applications Required.
 - Basic Site Plan application is required. [RDC 18.500](#). This is a Type II application that will require public notice, SEPA analysis, a 21-day comment period, and an administrative decision – subject to appeal.
 - A Critical Areas. Permit is also required if the project will impact wetlands, riparian areas or their buffers located on site or from impacts to buffers of off-site critical area which extend into the site. Riparian habitat buffers are present off-site. The property is in Critical Aquifer Recharge Area II (CARA).
 - SEPA Checklist. A SEPA checklist is required because of the intensity of the proposed new use and the scale of the development.
- Archaeological Review. Moderate – high predictive model. An archaeological reconnaissance study is required.

- Frontage Improvements. Pioneer Street dedication and improvements are required. Coordinate with Engineering regarding the timing of the City-sponsored frontage improvements.
- Stormwater Management. Please provide a technical stormwater management report. Stormwater design regulations vest at the time of final engineering review not at land use approval.
- Transportation. A transportation impact analysis (TIA) is required because the proposal will generate more than ten peak hour trips.
- Erosion Control. The City will require compliance with its erosion control standards to reduce erosion potential and stream sedimentation during all phases of construction. Please contact the City Engineer for assistance.
- System Development Charges. Sewer SDCs are assessed by the Clark Regional Wastewater District. Water SDCs will be collected by the City. SDCs do not vest at the time of land use application, and there is no guarantee or set-aside of capacity until SDCs are paid in full.
- Impact Fees. The City will assess traffic impact fees at time of building permit submittal and collect them at building permit issuance. Impact fees are not land use regulations and do not vest at the time of land use application.
- Construction and Development Permits and Fees. Development review and inspection fees are charged for engineering review and building permits, in addition to land use review fees.

Governing plans, policies, regulations, decisions, and standards

The following City of Ridgefield plans and regulations are adopted and apply to the proposal: 2016 City of Ridgefield Comprehensive Plan including the current Ridgefield Comprehensive Plan Map and the current Ridgefield Zoning Map; 2016 Ridgefield General Facilities Capital Facilities Plan (RCFP), as well as the 2017 Transportation, 2020 Parks, 2016 Sewer, and 2016 Water RCFP elements; Ridgefield Development Code (RDC) which is Title 18 of the Ridgefield Municipal Code; 2014 Ridgefield Comprehensive Park and Recreation Plan including Appendix B, Acquisition & Design Standards for Parks & Trails; Construction Administrative Code which is Title 14 of the Ridgefield Municipal Code; and 2017 City of Ridgefield Engineering Standards for Public Works Construction. This list of plans and regulations is not exhaustive.

III. PRE-APPLICATION CONFERENCE NOTES

1. Purpose

The purpose of these notes is to summarize the pre-application conference discussion. The substantive and procedural requirements are specific to site plan review, based upon application materials. The pre-application conference was not intended to provide an exhaustive review of all project issues and will not prevent the City from applying all applicable laws, plans, and regulations at time of application.

2. Land Use Application and Process

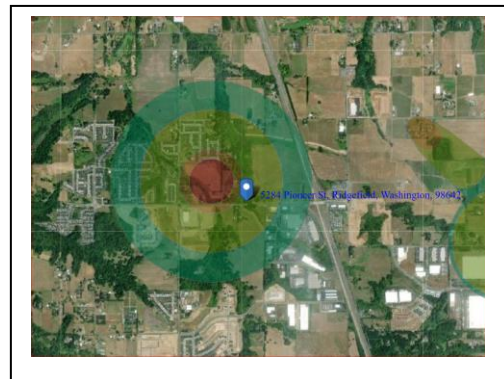
The City has determined that the proposal discussed during the pre-application conference will require submittal of a technically complete application for Basic Site Plan, State Environmental Policy Act (SEPA) Review, potential Critical Areas Permit, and application fees. The City will review all land use applications concurrently using a Type II process unless the applicant requires a Type III Variance, in which case the city will use a Type III review process. A Type II review typically takes a total of 7-8 weeks. The Type II process is described in [RDC 18.310.070](#). The Type III process is described in [RDC 18.310.080](#).

Submit for land use review using the permitting portal: <https://ci-ridgefield-wa.smartgovcommunity.com/Public/Home>. Under master land use choose Type II or 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. Based on the issues discussed during the pre-application conference, we anticipate the following land use applications and initial fees:

- Basic Site Plan Review - \$2,500
- Modification (if required)
 - Adjustment (up to 10% of a numeric standard) - \$150
 - Adjustment (up to 20% of a numeric standard) - \$450
 - Variance (Greater than 20% of a numeric standard) - \$3,250
- Critical Areas (possibly related to impacts to buffers of off-site critical areas):
 - Fish and Wildlife Habitat Conservation - \$600
 - Wetlands - \$600 (if wetland buffers are present)
 - CARA II Level 1 - \$600 (If necessary). The Washington Department of Health, Source Water Assessment Program ([SWAP](#)) interactive map indicates the property is within the 5-year time of travel zone for a public water source west of the site. The applicant should address what steps will be taken to prevent hazardous medical waste from contaminating ground water. A Level 1 Hydrogeologic assessment might be required if it is anticipated that hazardous medical wastes might enter the groundwater or riparian areas.
- SEPA Review - \$500
- Archaeological Predetermination - \$350



A \$500 land use application fee credit available if an application for this project is submitted within 6 months from the date the pre-application conference was conducted. Additional fees are required for engineering and building permit review at the time of development review. Traffic impact fees and SDCs will be assessed at the time of development.

4. SEPA

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

5. Written Narrative

Part of the review requirements is a clearly written narrative as part of a complete application. The narrative should explain the nature and purpose of the application and should demonstrate how the project will meet applicable community plans, development regulations, and standards, including, but not limited to:

- RDC 18.230 Commercial Districts, specifically 18.230.050, Site planning, and 18.230.055, Building design and features
- RDC 18.280 Critical Areas
- RDC 18.310 Procedures
- RDC 18.350 – If a modification is requested, address either RDC 18.350.030 070 Adjustment Decision Criteria, or RDC 18.350.050 Variance Decision Criteria
- RDC 18.500 Site Plan Review – Address RDC 18.500.060, Decision Criteria
- RDC 18.710 Signs, if proposed
- RDC 18.715 Exterior Lighting
- RDC 18.720 Off-Street Parking and Loading
- RDC 18.725 Landscaping
- RDC 18.740 Fences and Walls
- RDC 18.810 SEPA
- RDC 18.830 City of Ridgefield Native Plant List
- RDC 18.840 Trees

Copies of applicable plans and development regulations may be viewed at or obtained from the Community Development Department or online at <https://ridgefieldwa.us/>.

6. Maps, Plans and Drawings

All maps plans and drawings must show scale, north arrow, and date. A technically complete application for basic site plan must 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;

- Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
- 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;
- Other architectural or engineering data which may be necessary to determine compliance with applicable regulations; and
- Traffic analysis is required if the proposed use could generate more than ten p.m. peak hour trips. See Engineering comments below.
- Map of Dedication, if applicable, showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use, **and all easement rights** dedicated for private purposes, including, but not limited to, utilities, trails, open space, parks, shared access or circulation, and storm ponds. See [RDC 18.500.040.A.16](#)

The preliminary land use submittal shall include:

- Preliminary cut & fill plan
- Preliminary Stormwater Management Plan
- Preliminary Erosion Control Plan
- Conceptual signage, if proposed
- Critical areas report and mitigation plan per RDC 18.280
- SEPA checklist per RDC 18.810
- Tree preservation and protection plan per RDC 18.840

7. Fire Department

Clark Cowlitz Fire Rescue provided comments during the pre-application conference. Contact: Josh Taylor, Deputy Fire Marshal, (360) 887-6227, Josh.Taylor@clarkfr.org

8. Engineering

Sanitary Sewer:

The proposed project is located within the Clark Regional Wastewater District's service area and gravity sewer is required. The point of connection for the subject parcel's sanitary sewer is located on-site once Mountain View Dental is accepted by CRWWD. The plans will be required to use a survey datum provided in NGVD 29(47).

As an element of the District's plan review, a copy of the floor, plumbing and mechanical plans must be submitted to the District with the application. The District will review the BMPs and pre-treatment requirements with the engineering application.

The District's sewer System Development Charge (SDC) is currently \$9,450.00 per Equivalent Residential Unit (ERU). SDCs are subject to change and the applicable value will be applied at the time of sewer connection permit issuance. Please note that there is no guarantee or set aside of service capacity with land use approval,

as it is the District's policy that service commitment occurs when it is paid for at the time sewer permits are issued.

Water Service:

The proposed project is located in the City of Ridgefield water service area. A 12-inch diameter ductile iron water main exists on Pioneer Street and has been connected to by the adjacent development of Mountain View Dental (ENG-23-0001). As part of the proposed improvements for Mountain View Dental, water and fire services are being stubbed to provide service for the proposed building. Applicant to coordinate with adjacent developer on fire and service sizing. 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 2 so far in 2023, for a total of 5,548 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 and the 2023 Master Fee Schedule. 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-Cowlitz Fire & Rescue personnel present.

Street Improvements:

Right-of-way (ROW) dedication and half width frontage construction are being coordinated with the Mountain View Dental project (ENG-23-0001). Frontage improvements will be addressed by the City's Pioneer Street/SR-501 Widening project.

A shared access easement will be required through the lots and coverage of any shared stalls shown in the site and engineering plans.

All utilities in the project must be underground. City's Pioneer Street/SR-501 Widening project will be undergrounding existing utilities within the frontage of the project.

Driveway access is being coordinated with the Mountain View Dental project (ENG-23-0001) with the City and WSDOT. This driveway will be the main access for the site.

As part of the future Union Ridge Town Center development, N 53rd Avenue is planned to be constructed abutting the east property line. This is future work with no identified date for completion. Applicant should provide a stub from site to this future connection.

There is no trail on the current trail system plan identified on or fronting the site.

Traffic Impact Fees (TIF) within the City of Ridgefield are calculated and required to be paid prior to building permit issuance. The applicable TIF rates are subject to change. The TIF rate from the current Master Fee Schedule applies unless otherwise established by a Development Agreement. The 11th 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.

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.

It appears that for this planned area, a detention system will be constructed as part of the Mountain View Dental project (ENG-23-0001) that will address detention requirements. Applicants will be required to show how their site improvements match with the planned storm detention system for contributions and capacity. As part of the same project, a bioretention facility to be located west of the proposed building can be used for treatment of the projects Pollution Generating Impervious Surfaces (PGIS). Contributing areas appear to be different from ENG-23-0001, thus the applicant will be required to show facility can accommodate additional PGIS. If not, applicant will be required to provide enhanced treatment (as defined in the 2005 Western Washington Manual) for the new PGIS over the facility's capacity for treatment.

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 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 for 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 of 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.

Coordination

All site work shall be coordinated with the Union Ridge Town Center project to the east and north, Mountain View Dental on the west side of the site, and the City's Pioneer Street/SR-501 Widening project.

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. Building

Building permits are required for new structures. Concurrent land use, engineering, and building review is possible. Land use and engineering permits must be approved prior to building.

Contact: Michael Curtis, Building Official, Michael.curtis@ridgefieldwa.us.

10. Planning

Zoning.

The site is zoned Commercial Regional Business (CRB - RDC 18.230) and is within the Ridgefield Junction Subarea.

Uses.

The applicant proposes one 3,480 Sq. Ft. building, 39 parking stalls, open space, landscaping, and an internal driveway. General Retail Trade/Services, such as a bank or credit union are permitted uses in the CRB zone. (RDC Table 18.205.010-1). Drive-through facilities are limited in the [Ridgefield Junction Subarea Plan](#); no more than 15 drive-through establishments are permitted in the sub area. Approximately six drive-through facilities are currently approved. Drive-through facilities are regulated via [RMC 18.230.050.H](#). (See also RDC 18.230.050.H.6(a-c).) The drive-through/queuing (stacking) lane is proposed between adjacent right-of-way and primary structure. Applicable building design include [RMC 18.230.055](#).

Final Site Planning.

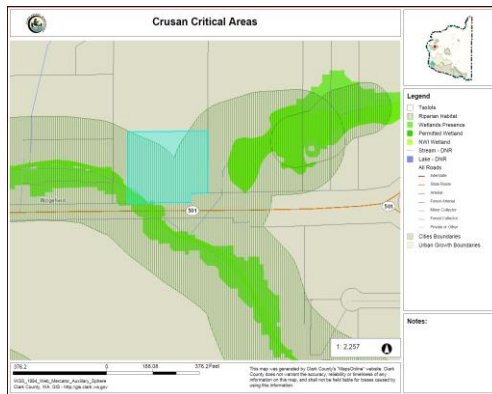
The city no longer conducts final site plan review. Therefore, the site plan provided for engineering review must be substantially similar to the approved preliminary site plan. If the site plan is not substantially similar the city will require additional site plan review prior to final engineering approval.

The applicant may apply for adjustments/modifications, critical area review, and site plan review for the entire site. Architectural review is required for the credit union building and drive-through canopy.

Critical Areas.

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

[Clark County GIS](#) and the WA Department of Natural Resources (DNR) maps indicate that the site may be constrained by critical areas. (See figures below.) They indicate that a potential fish-bearing stream lies approximately 55 feet east of the proposed iQ Credit Union property.



Clark County MapsOnline <https://gis.clark.wa.gov/mapsonline/?site=Environmental&ext=1>



WA DNR Forest Practices Application (FPARS) Mapping Tool

<https://data-wadnr.opendata.arcgis.com/app/forest-practices-application-mapping-tool>

Ecological Land Services (ELS) prepared a [Determination and Mitigation Plan](#) for Mountain View Dental, dated May 25, 2022. (See ELS Figure at the end of the report.) Their work may inform the nature of critical areas on the proposed iQ Credit Union site. A technically complete application should include a technical memo for ELS or other qualified biology professionals which discuss on-site critical areas AND any potential buffers from off-site critical areas. Please provide concurrence of said opinions by state agencies with regulatory oversight and expertise to determine the nature and extent of possible regulated critical areas.

Dimensional Standards.

The applicant must demonstrate compliance with the following standards, or request modifications. (See RDC 18.230.040 and 18.230.045.)

| CRB | Non-residential uses |
|---|-----------------------------|
| Minimum lot size | 10,000 SF |
| Minimum lot width | 50 ft |
| Maximum height | 65 ft in CRB zone |
| Ground floor minimum structural ceiling height | 13 ft |
| Minimum front or street side yard setback along major corridor (Pioneer St.) (1) | 10 ft |
| Maximum front or street side yard setback along a major corridor (Pioneer St.) 1) | 30 ft |
| Minimum side or rear yard (interior) setback (site not abutting residential; zoning): | 5 ft |
| Maximum impervious surface coverage | 90% |

(1) Setback are measured from the property line.

Site Planning.

The development must comply with the site design standards of the CRB zone. (See [RDC 18.230.050](#)) Pioneer Street is classified as a major corridor. Major corridors are intended to serve primarily as vehicular access routes with less pedestrian activity, where medium to large-scale commercial development is anticipated.

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 fifty percent of the site's street frontage not encumbered by critical areas or significant vegetation. RDC 18.230.050.C.2.

The area between the property line and the buildings and/or common open space, except for any pedestrian connections, shall be fully landscaped to an L2 standard. RDC 18.230.050.C.4.

A technically complete site plan application should demonstrate how the proposed development will meet standards for building presence on street frontages and pedestrian connectivity to Pioneer St. and across the site, vehicle cross-circulation, prominent building entrances, and screening of service areas.

A technically complete application must address all applicable standards relating to:

- Topography, RDC 18.230.050.A
- Type of street frontage, RDC 18.230.050.B
- Street Frontage, RDC 18.230.050.C
- Pedestrian connectivity - RDC 18.230.050.D,

Pedestrian and vehicle crossings of drive-through lanes shall be minimized and where necessary, shall be clearly marked. Pedestrian crossings shall meet requirements for pedestrian connections in RDC 18.230.050.D. Likewise, signs and other visual cues shall be provided to alert drive-through users of the pedestrian and vehicle crossings.

- Building entrances - RDC 18.230.050.E.

Buildings along major corridors are encouraged to have a primary entrance facing the street providing primary access to the site. As an alternative, the primary entrance may face a parking

area or secondary access street provided that a secondary entrance faces the street and provides direct access to the site. If specifically requested, the city may waive the requirement to provide a pedestrian connection to Pioneer St. because the drive-through lanes interfere with such a connection. A pedestrian connection must connect the subject building and the dental building to the west.

- Outdoor common areas – RDC 18.230.050.F,
- Service areas – RDC 18.230.050.G,
- Drive through lanes - RDC 18.230.050.H,

In the Ridgefield Junction Subarea, a maximum of fifteen total drive-through facilities are permitted. There are presently 6 drive-through facilities in the subarea.

Drive-through queuing (stacking) lanes shall have a minimum capacity of six spaces as measured from the pickup window. This amount may be adjusted, higher or lower, if peak average monthly volume for the business (or similar businesses) shows a need for a different number of queuing spaces, as documented by the applicant. A stacking space shall be an area which at a 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 of a drive-through facility. Stacking lanes must be designed so that they do not interfere with parking, parking access, vehicle circulation, and pedestrian access. Stacking lanes are not required to be linear.

Drive-through lanes shall not be located between the building and the street unless the Community Development Director determines, based on substantial evidence in the application, such location is not feasible because of lot geometry or access.

In situations where drive-through lanes must be located between the building and the street with no feasible alternative:

- a. Additional screening and landscaping meeting the requirements are required.
- b. The maximum setback from the street may be increased to accommodate the drive-through lane and screening.
- c. The building entrance requirements in RDC 18.230.050.E.2-3 are waived.

Drive-through lanes shall be screened to obscure the vehicles and to keep the drive-through vehicle headlights from shining onto public rights-of-way and adjacent properties. A **ten-foot wide L4 landscaping** buffer incorporating shrubs of at least six feet at the time of planting or equivalent treatment incorporating landscaping, decorative walls, berms, and/or fencing is required between any drive-through lanes and adjacent properties, driveways, or public rights-of-way.

Building design and features, RDC 18.230.055.

The development must comply with the architectural design standards of the CRB zone, in RDC 18.230.055. A technically complete application should 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,

Because the credit union and the dental building share several common site features, please assess how the credit union building addresses context sensitive building design.

- Mass and scale – RDC 18.230.055.C,
- Hierarchy in design – RDC 18.230.055.D,
- Windows and doors – RDC 18.230.055.E,
- Siding and trim, RDC 18.230.055.F,

Signs.

Signs are permitted according to the provisions of [Chapter 18.710](#). As of this writing, the city has not received any applications for sign permits relating to the adjacent dental building. An application for site plan may include an application for sign permits, or they may be applied for separately.

Exterior Lighting.

All exterior lighting shall demonstrate compliance with RDC [Chapter 18.715](#) and shall prevent light trespass and glare. Parking area light post height shall not exceed twenty-five feet. All building entrances shall be illuminated with LED lamps and shall be shielded. Lighting plans are required with site plan submittal. Lighting levels are to be reduced during non-operational hours to reduce impacts on the community.

Off street parking and loading.

Off-street parking and loading shall be provided as required in [Chapter 18.720](#). RDC 18.720.030.B provides that “all uses shall require a minimum of one space per three hundred fifty (350) square feet of gross floor area, with the following additional and alternative provisions: (1) The minimum parking requirements for General retail trade/services is a maximum of one space per two hundred (200) square feet of gross floor area.”

The Applicant proposes:

| Parking | Proposed |
|---|-----------|
| Building Area | 3,480 SF |
| Parking Stalls Proposed | 39 spaces |
| Minimum Parking (1 space/350 GFA) | 10 spaces |
| Maximum Parking (1 space/200 GFA) | 18 spaces |
| Parking Stalls (<i>Subject property and adjacent property combined</i>) | 72 stalls |

Parking lots should be located on the rear or sides of the lot to minimize their visual and functional impact, generally by locating parking areas along the rear and sides of the buildings. RDC 18.230.080.B.

For sites along **major corridors**, 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 (50%) 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. RDC 18.230.080.B.2.

The area between the property line and the parking area, except for driveways and drive aisles providing access to the parking area, shall be fully landscaped to an L2 standard.

Off-street parking lots containing fifty (50) parking spaces (such as the combined dental credit union lot) or more shall provide pedestal or wall-mounted Level 2, two hundred forty-volt electric vehicle chargers, or

similar alternative fueling stations as approved by the planning director. Stations shall be provided at a minimum of one station per fifty parking spaces up to a maximum of five such stations. RDC 18.230.080.D.

Shared (Joint Use) Parking lots. RDC 18.720.020.B.

The off-street parking requirements of two or more uses, structures, or parcels of land may be satisfied by the same parking or loading space used jointly, if approved by the planning director, to the extent that it can be shown by the owners or operators of the uses, structures, or parcels that their operations and parking needs do not overlap in point of time. If the uses, structures, or parcels are under separate ownership, the right to joint use of the parking space must be evidenced by a deed, lease, contract, or other appropriate written document to establish the joint use. The location of any reciprocal utility or transportation easements must be shown on the Map of Dedication.

Driveways.

Driveway lanes shall be no wider than eleven feet (11 ft) per entry or exit lane unless the responsible official determines wider lanes are appropriate for the use and that the design does not significantly impact vehicular circulation, public safety, pedestrian movement, or visual qualities. The minimum required driveway throat depth along arterial and collector streets shall be at least sixty feet (60 feet) in the CRB district. RDC 18.230.085.C and D.

Garbage Collection Areas RDC 18.230.050.G.2.

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](#).

Shared collection areas are allowed and must be evidenced by a deed, lease, contract, or other appropriate written document to establish joint use.

Landscaping.

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](#). RDC 18.230.090.

The area between the property line and the parking area, except for driveways and drive aisles providing access to the parking area, shall be fully landscaped to an L2 standard.

Street fences and walls.

Fences shall meet the requirements of [Chapter 18.740](#). Fences and walls facing pedestrian streets are not allowed. RDC 18.230.100.

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 (10%) of gross floor area. Permanent outdoor seating areas, cumulatively, are limited to twenty percent (20%) of the gross site area, excluding uses in the public right-of-way. RDC 18.230.110

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.

18.840.070 - Tree density requirement.

The required minimum tree density is twenty tree units per acre for new development and new site disturbance in existing developments.

1. The tree density may consist of existing trees, replacement trees, or a combination thereof pursuant to the priorities established in RDC [18.840.060](#).
2. Each required street tree may be counted as 0.5 tree units.
3. Minimum tree density does not apply in zones where one hundred percent impervious surface coverage is permitted.

11. Procedure/Timeline/Appeal Rights.

The City conducted the pre-application conference consistent with the Ridgefield Development Code and Engineering Standards. Upon receipt of a complete application, the City will process the applications for this project concurrently as a Type II review, an administrative review, unless a Type III Variance is proposed.

12. Applicant's Questions

Procedure

1. We anticipate the following land use approvals for this development – please confirm Type II, Basic Site Plan Review.

Response: Yes, Type II Basic Site Plan.

2. Are SEPA and/or critical area analysis required based on Clark County records indicating mapped critical areas including riparian habitat areas (fish habitat stream).

Response: SEPA Checklist is required. Submit tech memo from ELS or others confirming presence or absence of critical area buffers (off-sit3)

3. What is the anticipated timeline for City review and approval for this process?

Response: Approximately 60 days from Technically Complete approval.

4. What agencies must review and approve the application?

Response: City of Ridgefield, Clark Fire and Rescue, Clark Regional Waster Water District, Washington Department of Transportation, SEPA circulation

5. Are there any anticipated regulatory/code changes that could impact the proposed development?

Response: New regulations are forthcoming relating to covering trash collection areas.

6. Are there any developments in process that could impact the proposed development?

Response: Union Ridge Town Center.

Planning

1. Please confirm the current number of drive-through facilities approved within the [Ridgefield Junction Subarea Plan](#).

Response: Six drive-through facilities as of now.

2. RMC 18.230.050.H.5 states, “*Drive-through queuing (stacking) lanes shall have a minimum capacity of six spaces as measured from the pickup window.*” The proposal includes three (3) drive through lanes, can the minimum capacity of six (6) spaces be applied to the overall stacking/queuing or does the standard have to be six (6) linear spaces from beginning from the pickup window?

Response: Six (6) linear car spaces per lane are required. However, the city may modify this standard based on substantial evidence provided by the applicant which demonstrates that peak average monthly volume for the business (or similar businesses) shows a need for a different number of queuing spaces.

Stacking lanes must be designed so that they do not interfere with parking, parking access, vehicle circulation, and pedestrian access. Stacking lanes are not required to be linear. Pedestrian and vehicle crossings of drive-through lanes shall be minimized and shall be clearly marked. Pedestrian crossings shall meet requirements for pedestrian connections in RDC 18.230.050.D. Likewise, signs and other visual cues shall be provided to alert drive-through users of the pedestrian and vehicle crossings.

3. Please detail shared parking standards within the RMC that may apply to the subject property and adjacent property (Property ID No. 21400100).

Response: See narrative. Any shared facility, such as a trash area, driveway, or parking lot must be supported by reciprocal easements and an agreement that documents the lawful right of one property to use the other property. Easements must be documented on a Map of Dedication.

4. Please provide any insight into the future development of the east adjacent property to help determine feasibility of including the proposed access in the northeast portion of the subject property.

Response: Union Ridge Town Center.

5. Please provide input on solid waste requirements, loading, etc. It is proposed that the trash collection area be shared with the Mountainview Dental trash enclosure.

Response: See response to # 3 above.

Infrastructure

1. Please discuss any access constraints or considerations.

Response: See Engineering – Transportation section above.

2. Please provide any insight into the future development of the east adjacent property to help determine feasibility of including the proposed access in the northeast portion of the subject property. It is understood that necessary easements for access and utilities will be required based on development options.

Response: Union Ridge Town Center to the east is under review. The city will construct frontage and lane improvements to Pioneer St.

Design

1. Is Fire Flow data available for this site? Will these buildings require Fire Pumps?

Response: Please coordinate with Josh Taylor, Deputy Fire Marshall.

2. Are there other Fire Dept requirements? E.g., fire truck access, aerial access, fire control rooms, Emergency DAS system, etc.?

Response: Please coordinate with Josh Taylor, Deputy Fire Marshall.

3. Please provide input on utilities access/requirements (domestic water, fire service, sewer, power, franchise utilities, etc.), stormwater requirements, ROW improvements, parking requirements, etc.

Response: Please see Engineering section above.

Conference Attendees

Ridgefield

- John Buehler, Consulting Engineer, PBS Environmental, 360.567.2107, John.Buehler@PBSUSA.com
- Eric Eisemann, Consulting Planner, E² Land Use Planning, 360.750.0038, e.eisemann@e2landuse.com
- Shana Lazzarini, Planner II, shana.lazzarini@ridgefieldwa.us (listened)
- Beth Whitener, Planner I, beth.whitener@ridgefieldwa.us (listened)

Applicant

- Kari Stansberry, iQ Credit Union, kari.stansberry@iqcu.com

- OTAK:
 - Kelly Buchanan, kelly.buchanan@otak.com
 - Tim Leavitt, Tim.Leavitt@otak.com
 - Steven McAtee, Steven.McAtee@otak.com
 - Matt Neish, Matt.neish@otak.com

Agencies

- Josh Taylor, Deputy Fire Marshal, CCFR, 360 887.6227, josh.taylor@clarkfr.org
- Jason Oster, Senior Engineering Technician (Development), CRWWD: joster@crwwd.com
- Dylan Bass, Development Review Planner, WSDOT, 360.831.5829, BassD@wsdot.wa.gov

Elected Officials

- Mayor Pro Tem Rob Aichele, rob.aichele@ridgefieldwa.us
- Councilor Lee Wells, lee.wells@ridgefieldwa.us

Compiled by Eric Eisemann, E² Land Use, Consulting Planner and John Buehler, PBS, Consulting Engineer.