



## COMMUNITY DEVELOPMENT DEPARTMENT

510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642  
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### TECHNICALLY COMPLETE REVIEW

#### Ridgefield Elementary Short Plat

File No. PLZ-25-0144

<b>Dates</b>	Application submitted: December 9, 2025 Technically complete: January 15, 2026
<b>Proposal</b>	The applicant proposes to short plat a 27.4 acre into two lots. One parcel will contain the new elementary school, and one parcel is vacant. The parcel is zoned Public Facilities (PF).
<b>Location</b>	7025 N 10 <sup>th</sup> Street, Ridgefield, WA 98642. CLAIBORNE ACRES LOT 1 27.36A SUB 94, 27.36 Acres; PIN 214214002.
<b>Access</b>	N 10 <sup>th</sup> Ave
<b>Applicant/Owner</b>	Ridgefield School District / 510 Pioneer Street / Ridgefield, WA 98642, Contact: Dr. Jenny Rodriquez, 360.219.1302, <a href="mailto:jenny.rodriquez@ridgefieldsd.org">jenny.rodriquez@ridgefieldsd.org</a>
<b>Applicant's Representative</b>	Robertson Fick Engineering, PC. 13115 NE 4 <sup>th</sup> Street, Suite 240 / Vancouver, WA 98684. Contact: Ben Ochsner, PE, 360.975.4995, <a href="mailto:ben@robertsonfick.com">ben@robertsonfick.com</a>
<b>Zoning</b>	Public Facilities (PF)
<b>Review Type</b>	Preliminary Short Subdivision
<b>Staff Contact</b>	Shana Lazzarini, Senior Planner Contact: 360-887-6007, <a href="mailto:shana.lazzarini@ridgefieldwa.us">shana.lazzarini@ridgefieldwa.us</a>
<b>Applicable Code</b>	RDC 18.310.050, Review for technically complete status; RDC 18.260 Publick Facility District, 18.310.070.C Type II Procedures; 18.600 Subdivision; 18.610 Short Plats; Ridgefield Engineering Standards for Public Works Construction
<b>Finding</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 item A.1 – A.7 and the applicable land use review regulations.

### Findings

The material requirements of RDC 18.310.050(A)(1) through (7) are complete.

## B. Preliminary Plat Contents

The applicant provided the following documents:

- Master Application
- Preliminary-Short-Plat-Checklist
- Narrative
- Mailing Labels
- GIS Packet
- Title Report
- Pre-application Summary
- SEPA Checklist
- Proposed Preliminary Plat
- Grading Plans
- Landscape Plans
- Map of Dedication
- Riparian Habitat Buffer Plan
- Fish and Wildlife Habitat Assessment
- Traffic Impact Analysis
- Geotechnical Report
- Wetland Delineation
- Plat Layout

RDC §18.610.020 requires that an application for Preliminary Short Plat contain the following information:

Criteria	Location
A. An application for a short subdivision may be made by an owner or owners of land, or by an authorized agent of an owner or owners, or by a representative of any governmental agency if the short subdivision is sought for a governmental purpose and such application shall be filed with the city.	✓
B. The prospective subdivider shall submit one original copy of all application materials and electronic copies of all materials. The application shall contain the following:	✓
1. The entire lot or parcel constituting the applicant's land;	✓
2. Proposed name of the short subdivision this name shall not duplicate any name used on a recorded plat or subdivision in Clark County, including the municipalities of Clark County;	✓
3. Accurate and complete legal description of the proposed short subdivision;	Title report
4. Scale, north arrow, and date;	✓
5. Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets	✓
6. Location and size of water and sewer lines utility easements: and drainage system proposed to serve the lots within the proposed short subdivision and their point of connections with existing services;	Final
7. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;	✓

8. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed short subdivision with a clear designation of their size, purpose, and nature;	✓
9. Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;	Final
10. Contour lines at two-foot elevation intervals for slopes less than 25 percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;	✓
11. Accurate mapping of critical areas, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;	✓
12. Name, mailing address and telephone number owner and/or developer and/or preparer of information;	✓
13. Environmental checklist, if required by RDC <a href="#">18.810</a>	N/A
14. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary the proposed short subdivision;	✓
15. Modifications or variations requested, if any; and	None
16. Tree preservation and protection plan, meeting the submittal requirements of RDC 18.840; and	Deferred
17. Copy of the plat map reduced to fit on eight and one-half by eleven-inch paper.	Digital

### Findings

The application provided the information required under RDC §18.610.020.

### C. Preliminary Plat Approval Criteria

An applicant shall address and demonstrate compliance with the approval criteria in RDC 18.610.030, Preliminary Short Plat Approval Criteria:

- A. The review authority shall approve a preliminary short plat if he or she finds that the following standards are satisfied by the proposed short plat:
  - 1. The short plat conforms with the provision of [Title 18](#), including the zoning district standards in which the short plat is located;
  - 2. The short plat conforms with the RUACP;
  - 3. The short plat conforms with the short plat requirements of RDC [18.610](#);
  - 4. The short plat conforms with all design and improvement requirements applicable to standard subdivisions, as specified in [Chapter 18.630](#) and the City of Ridgefield Engineering Standards for Public Works, including but not limited to, appropriate provisions for:
    - a. Public health, safety, and welfare,
    - b. Open spaces, parks and recreation, and playgrounds,
    - c. Drainage systems for stormwater retention and detention,
    - d. Streets, sidewalks, alleys and other public ways, transit stops, and other features that assure safe walking conditions for students,
    - e. Potable water supplies, and
    - f. Sanitary waste disposal.
  - 5. Unbuildable portions of a short subdivision lot are protected from development through conservation easements, dedications, or other appropriate means approved by the planning director.

6. Based upon subsections (A)(1) through (A)(5) of this section, that the public use and interest will be served and not burdened.

#### **Findings**

The applicant's preliminary plat is complete.

#### **D. Narrative**

The applicant has provided a narrative fully addressing the standards and review criteria in:

- RDC 18.310 - Type II Review Procedures
- RDC 18.600 - Subdivisions-General
- RDC 18.610 - Short Subdivision (Plat) Provisions

#### **Findings**

The narrative has addressed the applicable RDC regulations.

#### **E. Engineering Standards**

#### **Findings**

Engineering staff reviewed the application and has deemed the application technically complete.

## **II. PROCEDURE**

*The planning director shall send written notice to the applicant acknowledging acceptance. To the extent known by the city, other agencies with jurisdiction over the project permit application shall be identified in the written notice. Such notice must be mailed or provided in person to the applicant within twenty-eight days after receipt of the project permit application. The city clerk shall provide written notice of the complete application to all city department heads, city council members, and persons or organizations which have filed a written request with the clerk's office to receive such notices. The status of the application shall be provided on the city website. This notice shall not preclude the city from requesting additional information or studies if new information is required or substantial changes in the proposed action occur. RDC 18.310.050.*

Within fourteen days after the date an application subject to Type II review is accepted as technically complete, the City will issue a public notice of the pending review. The notice will include the dates of the 21-day public comment period. The City will issue a staff report and notice of decision within fourteen days after the close of the public comment period. RDC 18.310.070.