



**Community Development Department**

Building | Planning | Code Enforcement

P.O. Box 9, 230 Davidson Avenue

(360) 225-7299, [www.ci.woodland.wa.us](http://www.ci.woodland.wa.us)

**STAFF REPORT AND RECOMMENDATION**  
Water Reservoir No. 4 - Site Plan Review

<b>Land Use Application Nos.:</b>	WLD-2023-021 (Site Plan Review – Type II)
<b>Applicant:</b>	City of Woodland P.O. Box 9 230 Davidson Ave Woodland, WA 98661
<b>Property Owner:</b>	City of Woodland P.O. Box 9 230 Davidson Ave Woodland, WA 98661
<b>Site Location:</b>	130 Scott Hill Rd Woodland, WA 98674
<b>Parcel &amp; Size:</b>	508020100 (5 Acres)
<b>Zoning Designation:</b>	Public Quasi/Public Institutional (P/Q-P/I)
<b>Date Application Received:</b>	December 15, 2023
<b>Date Application Complete:</b>	January 2, 2024
<b>Notice of Decision Issued:</b>	January 5, 2024
<b>DRC Decision:</b>	Approved with Conditions

**I. DESCRIPTION OF PROPOSAL**

The applicant is proposing to construct a new potable water storage reservoir, known as Reservoir No. 4, with a nominal volume of 1.5 million gallons on the City of Woodland Water Treatment Plant site. The reservoir will provide storage and needed service pressure to meet anticipated peak day and fire flow demands. The new reservoir will be a glass-fused to steel-bolted reservoir. The base of the tank will be at ground level with a 106-foot diameter and 29-foot height. The tank will be located to the northeast of the existing Water Treatment Plant and have the same overflow elevation as the existing Reservoir No. 3. Once Reservoir No. 4 is online and operational the existing 500,000-gallon Reservoir No. 2 will be removed from service and demolished. The project includes the resurfacing of the existing gravel access road with hot mixed asphalt and the extension of the road to the new reservoir. Site piping, storm, fencing, restoration, electrical, telemetry, and instrumentation are included.

## II. REVIEW AUTHORITY

Per WMC 19.08.030, type II site plan reviews shall be approved, approved with conditions, or denied by the Development Review Committee and decisions shall be issued by the Community Development Department. Since this is a proposal by the City of Woodland, the DRC's decision will be a recommendation to the Hearing Examiner at the hearing on January 12, 2024, at 10 am.

## III. FINDINGS

### Use | WMC 17.24.020

Public utility buildings including sewage pumping stations, sewage treatment plants, water treatment plants, electrical distribution substations, water tanks, water pumping stations, and similar developments necessary for the operation of a public utility are principal uses in the PQ/PI zone.

**Finding 1:** The proposal is a public utility building which makes it a principal use.

### Setbacks | WMC 17.24.070

The minimum front setback shall be 30 feet, the minimum side setback shall be 10 feet, and the minimum rear setback shall be 25 feet for all buildings.

**Finding 2:** Per 17.08.100, the structure is not considered a building and does not need to comply with these standards.

### Building Height | WMC 17.24.080

Maximum building height in the PQPI district shall be three stories, but not more than forty-five feet. Uninhabitable portions of structures such as a church spire, fleche, campanile or a dome and lantern or a clock tower may be permitted to exceed the height limit; provided, such appurtenances are not intended as advertising devices.

**Finding 3:** The structure will be approximately 31 feet tall at its highest point. Per 17.08.100, the structure is not considered a building and does not need to comply with maximum building height standards.

### Lot Coverage | WMC 17.24.090

Maximum lot coverage by all buildings shall be fifty percent. Maximum lot coverage by all impervious areas shall be seventy-five percent.

**Finding 4:** The proposal will not impact the site's building coverage and comply with the standard for impervious surfaces. *See condition 4.*

### **Parking | WMC 17.56**

WMC 17.56.030 through 17.56.060 apply to projects in the PQ/PI zone.

**Finding 5:** None of the listed standards apply to the proposed development. The development will have no occupancy and is an accessory to the existing water treatment plant. The proposal will not increase the need for more parking than is already available.

### **Landscaping and Screening | WMC 17.24.100**

Along the boundary between the site and any adjacent residential district shall be installed either a solid wall or sight-obscuring fence between five and six feet in height, or vegetative buffer.

**Finding 6:** The development is an addition to an already developed site that currently meets this standard. The site is tucked up a hill and not visible from any public rights-of-way.

### **Frontage Improvements | WMC Title 12**

Title 12 regulates street and sidewalk improvements that the proposal shall meet.

**Finding 7:** The subject parcel does not have any street frontage and no regulations of this title apply.

### **Stormwater and Erosion Control | WMC 15.10**

Applicants are required to install and maintain erosion control measures per the Best Management Practices as outlined in the 2012 version of the Stormwater Management Manual for Western Washington during site excavations and grading. An NPDES permit from the Department of Ecology is required where more than one acre is being disturbed.

**Finding 8:** A preliminary erosion control plan was included with the preliminary site plan submittal on sheet SP1 (page 4 of 28). A condition of approval is added to meet all erosion control requirements of WMC 15.10 and follow the Woodland Design Standards for erosion control. *See condition 6.*

## Water and Sewage | WMC 13

Title 13 includes regulations for water and sewage that apply to the proposed development.

**Finding 9:** The proposal is an expansion of the city’s water infrastructure and will comply with all applicable regulations as conditioned. *See condition 7.*

## Impact Fees | WMC Title 3

WMC 3.40, 3.41, and 3.42 include regulations for impact fees related to schools, fire, recreation, and transportation.

**Finding 10:** None of the impact fees apply to the proposed development.

## IV. PUBLIC COMMENT

A public comment period was held from December 27, 2024, through January 3, 2024. No public comments were received.

## V. RECOMMENDATION

Per WMC 19.08.030, the Development Review Committee recommends **APPROVAL WITH CONDITIONS** of the above application for the preliminary Site Plan Review based on the criteria and standards outlined in the Woodland Municipal Code (WMC). *See Section VI for conditions of approval.*

## VI. CONDITIONS OF APPROVAL

1. No approved site plan shall be modified or amended except after reapplication for site plan review and approval.
2. Approved site plans (without phasing) shall be null and void if complete building permit applications are not submitted within three years of the date of this approval. Site plans shall also be null and void if construction does not commence within four years of the date of this approval.
3. An Inadvertent Discovery Plan (IDP) meeting requirements established by the Washington Department of Archaeology and Historic Preservation should be prepared and provided to the City and all interested tribes before any ground-disturbing activities commence. The plan should include the methods utilized to ensure any archaeological and/or cultural resources found during construction are reported promptly to the Department of Archaeological and Historic Preservation and all interested tribes.

4. The proposal shall not increase the site's total impervious surfaces above 75%.
5. All improvements in the public right-of-way shall be completed in accordance with City of Woodland standards per Title 12.
6. A final erosion control plan will be required with final engineering plans. The applicant is required to install and maintain erosion control measures per the best management practices as outlined in WMC 15.10.
7. The proposed project must comply with all applicable regulations in WMC Title 13.
8. All lighting should be installed and arranged to ensure that no reflection or glare shall conflict with the readability of traffic signs or control signs. Lighting shall not rotate, glitter, or flash.
9. All buildings and yards shall be maintained in a neat and orderly manner and landscaping shall be maintained in a healthy, presentable state.
10. All structures, buildings, fences, and walls shall be kept free of rust, corrosion, peeling paint, and other surface deterioration.
11. It is the applicant's responsibility to ensure their operation complies with all relevant performance standards per WMC 17.48, including sound level, vibration, air emissions, smoke, dust, odors, industrial wastes, fire hazards, heat, glare, radioactivity, and radio transmitters.
12. Applicant shall meet all requirements by Clark Cowlitz Fire Rescue, and apply for any/all required permits as determined by CCFR.
13. A Final Stormwater Technical Information Report (TIR) is required that complies with WMC 15.12 and the 1992 Stormwater Management Manual for the Puget Sound Basin as adopted by the City of Woodland
14. Building permits are required before initiating construction.
15. All grading and filling of land must utilize only clean fill. All other materials may be considered solid waste and permit approval may be required from the local jurisdictional health department prior to filling.
16. All removed debris resulting from this project must be disposed of at an approved site. Contact the Cowlitz County Environmental Health Unit (EHU) for information regarding proper management of these materials. The Cowlitz County EHU can be found at: <https://www.co.cowlitz.wa.us/1600/Environmental-Health-Unit-EHU>
17. All mechanical equipment must be screened from view from all public streets and adjacent lots and/or parcel(s) and/or uses, per WMC 17.20.090(A).
18. All trash and recycling receptacles must be screened from view from the street and neighboring lots. Provide screening enclosure dimensions with final engineering submittals.
19. Applicant shall construct proposed utilities in accordance with applicable WMC.
20. The proposed project must comply with all applicable parking regulations set by WMC 17.56.

## VII. APPEAL PROCEDURE

As per WMC 19.08.030, the Hearing Examiner's decision on City development projects may be appealed to Cowlitz County Superior Court within 14 days of the date the decision is issued by the Hearing Examiner. All applicable administrative appeals shall be exhausted prior to initial of judicial review. All judicial appeals shall be made to county superior court in accordance with RCW 36.70C.

**Staff Contact:** Malene Garcia-DeBoard, Associate Planner  
City of Woodland  
P.O. Box 9  
230 Davidson Ave  
Woodland, WA 98661  
[Garcia-deboardm@ci.woodland.wa.us](mailto:Garcia-deboardm@ci.woodland.wa.us)

**Date:** 1/5/2024

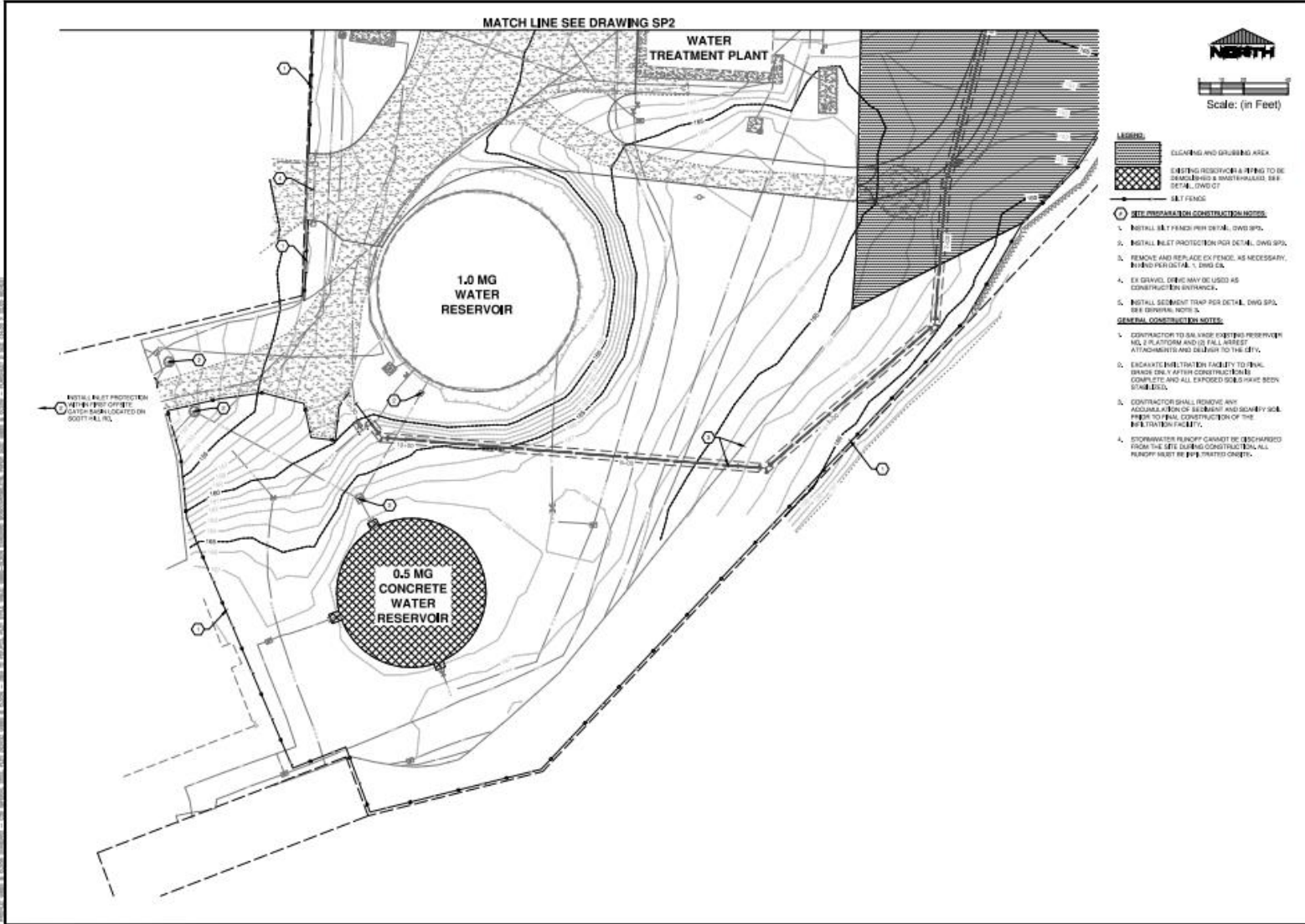
**Signature:** *Malene Garcia-DeBoard*

*Malene Garcia-DeBoard, Associate Planner*

cc: Applicant  
Parties of Record  
File  
Website  
Mayor  
City Administrator

### ATTACHMENTS

- A. Site Plan sheet and SP1 SP2 dated 8/28/23 and accepted for final engineering.



Reservoir No. 4  
City of Woodland  
Woodland, Washington  
Site Preparation & TESC Plan  
South

Datum: NAD83 - NAVD 83  
Survey Block: 1887 A & B  
Project Milestone: 100%  
Date: 08-28-2023

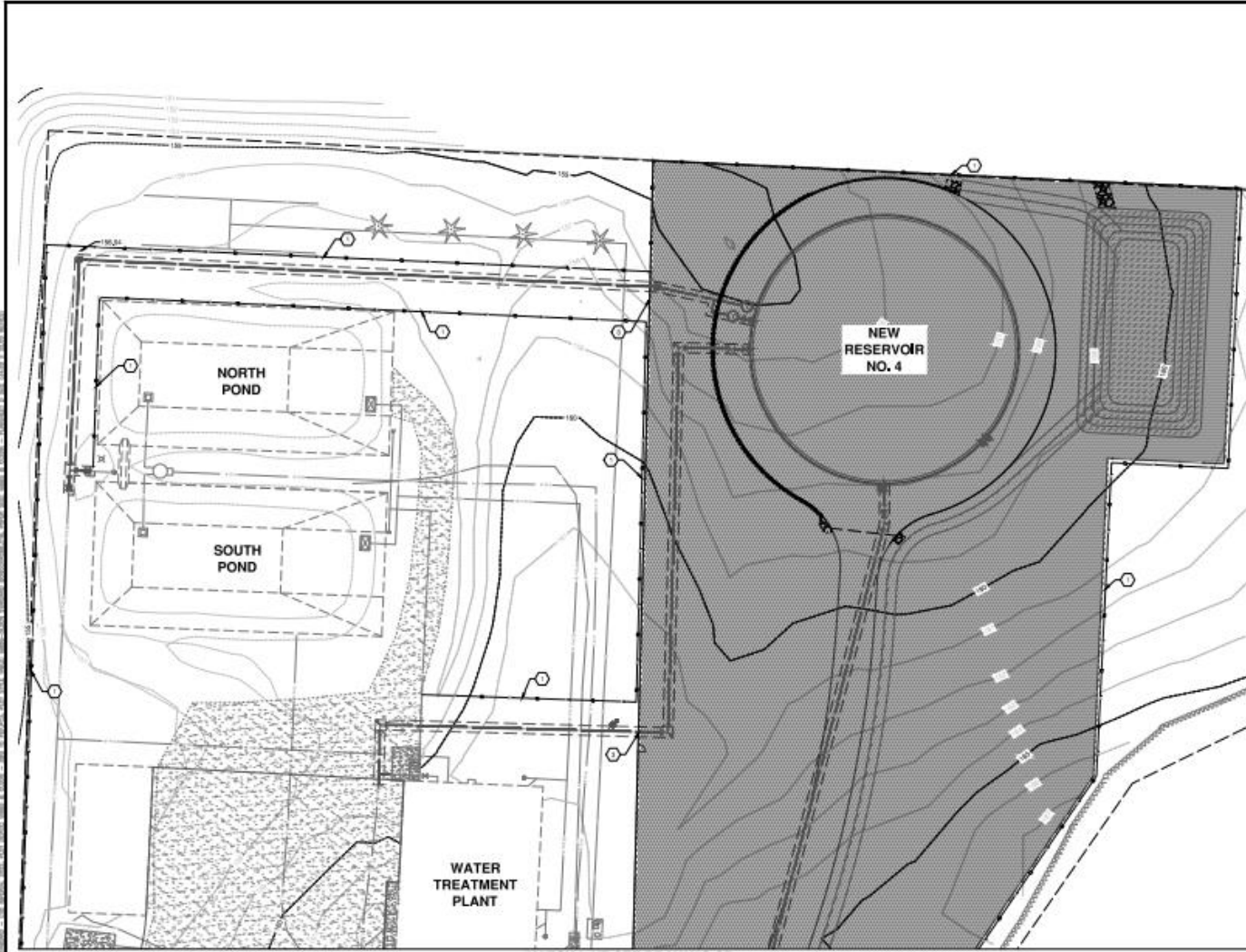
WA 08 28 2023

Designed by: RJW  
Checked by: TEG  
Approved by: RJW

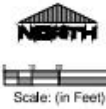
Project Number:  
**0876.4533**

Drawing Number:  
**SP1**

Sheet Number:  
**4 of 28**



MATCH LINE SEE DRAWING SP1



- LEGEND**
- CLEARING AND GRUBBING AREA
  - EXISTING RESERVOIR PIPING TO BE DEMOLISHED & WASTEWATER SEE DETAIL DWG 07
  - SILT FENCE

- SILT PREPARATION CONSTRUCTION NOTES**
1. INSTALL SILT FENCE PER DETAIL DWG 07.
  2. INSTALL INLET PROTECTION PER DETAIL DWG 07.
  3. REMOVE AND REPLACE EX FENCE, AS NECESSARY, IN ACCORDANCE WITH DETAIL DWG 07.
  4. EX GRAVEL DRIVE MAY BE USED AS CONSTRUCTION AVIARY.
  5. INSTALL SEDIMENT TRAP PER DETAIL DWG 07. SEE DETAIL NORTH 2.

- GENERAL CONSTRUCTION NOTES**
1. CONTRACTOR TO SANITIZE EXISTING PRESERVATION PLATFORM AND TO FULL ASSESS ATTACHMENTS AND DELIVER TO THE CITY.
  2. ENHANCE INFILTRATION FACILITY TO FINAL GRADE ONLY AFTER CONSTRUCTION IS COMPLETE AND ALL EXPOSED SOILS HAVE BEEN STABILIZED.
  3. CONTRACTOR SHALL REMOVE ANY ACCUMULATION OF DEBRIS AND SCAFFOLDING PRIOR TO FINAL CONSTRUCTION OF THE INFILTRATION FACILITY.
  4. STORMWATER RUNOFF CANNOT BE DISCHARGED FROM THE SITE DURING CONSTRUCTION. ALL RUNOFF MUST BE INFILTRATED ON-SITE.



**Reservoir No. 4**  
**City of Woodland**  
 Woodland, Washington  
 Site Preparation & TESC Plan  
 North

Drawn: HADSD HAYD 80  
 Survey Book: 187 A & B  
 Project Mileage: 100%  
 Date: 08-28-2023



Designed by: BAW  
 Checked by: TEG  
 Approved by: BAW

Project Number:  
**0876-4533**  
 Drawing Number:  
**SP2**  
 Sheet Number:  
**5 of 28**