



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, June 16, 2021
Teleconference
N/A, Ridgefield, WA 98642**

- I. GENERAL SESSION CALL TO ORDER - 6:30 PM**
 - 1. Roll Call**
 - 2. Late changes to the agenda**
- II. PUBLIC COMMENT**

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the Clerk prior to the meeting.
- III. CONSENT AGENDA**
 - 1. 2337 : 05.05.2021 Planning Commission Minutes**
- IV. BUSINESS**
- V. PUBLIC HEARING**
 - 1. Title 18 Housekeeping and Minor Policy Updates - Claire Lust, Community Development Director**
- VI. STAFF REPORTS**
- VII. FROM THE COMMISSION**
- VIII. ADJOURN**

**Planning Commission Agenda Packet is available at the following link:
<http://ridgefieldwa.iqm2.com/Citizens/>**

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: June 16, 2021

ITEM:

AGENDA ITEM TITLE: Meeting Minutes from May 5, 2021 Meeting

Planning Commission Minutes from May 5, 2021 Meeting

STAFF CONTACT: Dorothy Harrington,

ATTACHMENTS: 05.05.2021 PC Minutes with Paul Young (PDF)



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
May 5, 2021

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:40 PM

ROLL CALL

Attendee Name	Title	Status	Arrived
Jerry Bush	Commissioner	Absent	
Stan Okinaka	Commissioner	Present	
Paul Young	Commissioner	Present	
Patrick Flynn	Chairman	Absent	
Judy Chipman	Commissioner	Present	
Gary Rightenour	Commissioner	Absent	
Amanda Swenson	Commissioner	Present	

Late changes to the agenda - [6:42 PM](#)

There were no late changes to the Agenda.

PUBLIC COMMENT - [6:57 PM](#)

Chairperson, Paul Young introduced the email from Lacey Brown's email and Steve Stuart's response regarding the I-5 interchange and the concerns of the citizen regarding how it affects their property. Discussion occurred on the public website page on City projects called Ridgefield Roundtable where the information on the projects are there and an area for public comments.

CONSENT AGENDA

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Stan Okinaka, Commissioner
SECONDER:	Amanda Swenson, Commissioner
AYES:	Okinaka, Young, Chipman, Swenson
ABSENT:	Bush, Flynn, Rightenour

1. Approval of Minutes from Wednesday, 4/7/21 Meeting

BUSINESS

1. Housing Code Updates: Summary of Recent Changes - [6:43 PM](#)

Claire Lust, Community Development Director presented the updates to the Housing Code Updates after going to City Council and hearing public testimony. She stated that this item will be going before the City Council as a public hearing on May 27th and invited the Commissioners to that meeting.

STAFF REPORTS - [7:02 PM](#)

Claire Lust summarized the upcoming developments.

FROM THE COMMISSION - [7:06 PM](#)

Commissioner Okinaka updated the status of Ridgefield Main Street and advised that they were able to meet their goal on the tax credit incentive program and are now embarking on a sponsorship program where they will be seeking sponsorship for a variety of events. He also updated the Commission on new legislature that Washington regarding the amount of the tax credit incentive program, which could double the revenue next year.

He then updated the Commission on some upcoming events and fundraising activities.

Chairperson, Paul Young, reminded the Commissioners and audience of the Ridgefield Roundtable page on the website for local project needs, and advised if anyone has any ideas for sponsors for Ridgefield Main Street to reach out to Stan Okinaka. He also expressed his appreciation to staff for their coordination of this meeting.

ADJOURN - [7:11 AM](#)

Dorothy Harrington

Paul Young

Attachment: 05.05.2021 PC Minutes with Paul Young (PC Minutes)

**CITY OF RIDGEFIELD
PLANNING COMMISSION PUBLIC HEARING**

MEETING DATE: June 16, 2021

ITEM:

AGENDA ITEM TITLE: Title 18 Housekeeping and Minor Policy Updates

GOVERNING LEGISLATION:

RCW 36.70A

SUMMARY/BACKGROUND:

The Community Development Department is proposing a series of amendments to Title 18 of the Ridgefield Municipal Code (RMC), also known as the Ridgefield Development Code (RDC). The purpose of the proposed amendments is to keep the code up-to-date and to address current development issues in order to better serve the Ridgefield community.

MOTION AND RECOMMENDATION TO CITY COUNCIL:

To make a motion: "I move to recommend approval of the proposed Ridgefield Development Code Updates to City Council."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: 2021 RDC Amendments_Staff Report_PC (PDF)
2021 RDC Amendments Matrix_PC (PDF)



THE CITY OF RIDGEFIELD

510 Pioneer Street Ste B | P.O. Box 608 | Ridgefield, WA

Amendments to Title 18 of the Ridgefield Municipal Code Planning Commission Staff Report June 16, 2021

BACKGROUND

The Community Development Department is proposing a series of amendments to Title 18 of the Ridgefield Municipal Code (RMC), also known as the Ridgefield Development Code (RDC). The purpose of the proposed amendments is to keep the code up-to-date and to address current development issues in order to better serve the Ridgefield community.

DISCUSSION

Types of Amendments

The proposed amendments intend to update the code to address issues identified when applying the existing code and issues anticipated for future projects in Ridgefield. For this round of updates, staff identified two types of proposed code amendments: housekeeping updates and minor policy changes. No major policy changes have been proposed at this time (see Attachment A, 2021 RDC Amendments Matrix, for details):

1. Housekeeping items: address clerical errors and clarify existing code language without substantive changes to the content.
2. Minor policy changes: add content to strengthen the code with the goal to better implement the Ridgefield Comprehensive Plan and existing City policies and practices.

Summary of Changes

Housekeeping items:

<u>Code section(s)</u>	<u>Reason(s) for amendment</u>
18.230.055	Apply commercial building design provisions to CNB zone along with other commercial zones as intended.
18.260.060	Replace “increased” with “decreased” to make the Public Facility zone setback standards make sense.
18.320.020	Explicitly state existing provisions for the City to propose Comprehensive Plan amendments after the July 1 deadline for other applicants.

18.401.090	Cross-reference dark skies ordinance in Planned Unit Development ordinance.
18.710.090, .190, .200	Clarify that nits are interchangeable with candelas per square meter for the purpose of measuring sign luminance.

Minor Policy Changes:

<u>Code section(s)</u>	<u>Reason(s) for amendment</u>
18.100.020, .010	Update definition of family to match updates enacted at the state level through SB 5235, removing the upper limit on unrelated individuals living together.
18.235.060.P	Ensure adequate open space serving residential portions of horizontal mixed-use sites.
18.235.060.Q	Make assigning the RMUO designation and RMUO master planning separate actions, such that the designation is reviewed similar to a zone change by Planning Commission and Council, and the master plan development is reviewed through a Type III process with the Hearing Examiner.
18.401.080	Allow natural ponds, streams, etc. to count toward the 25 percent open space requirement in PUDs.
18.740.030	Apply steel structural post requirement to wood fences in all zoning districts.

PROCESS

<u>Date</u>	<u>Milestone</u>
June 2, 2021	Notice of public hearing published in the Columbian and posted at City Hall
August 25, 2020	Draft amendments posted online
June 16, 2021	Planning Commission public hearing
June 24, 2021	City Council public hearing and 1 st reading
July 8, 2021	City Council public meeting and 2 nd reading/adoption

Staff have received no public comments as of the date of this report.

RECOMMENDATION

Staff recommends the Planning Commission forward a recommendation of **approval** of the proposed Ridgefield Development Code amendments to City Council.

ATTACHMENTS

- A. Attachment A – 2021 RDC Amendments Matrix

2021 Ridgefield Development Code Proposed Amendments – Planning Commission 6/16/2021

Title 18 – Development Code

Housekeeping Updates

Code Section	Code Language	Rationale
18.230 – Commercial Districts		
18.230.055 – Building design and features.	A. Applicability. The requirements of section 18.230.055 apply to buildings within the <u>CNB</u> , CCB and CRB zoning districts. The requirements of the chapter apply to: 1. New building of any size, 2. The addition to or remodel of an existing building that increases the square footage of the building by twenty percent, and 3. The addition to or remodel of an existing building where the construction valuation is fifty percent or greater of the existing site and building valuation.	Provisions are meant to apply to each of the three commercial districts.
18.260 – Public Facility District		
18.260.060 – Dimensional standards.	A. Setbacks. All buildings, parking and storage areas shall be set back as follows: 1. Setback from streets: minimum of twenty feet. 2. Side lot and rear setbacks: minimum of twenty feet from any adjoining property. 3. These setbacks may be increased <u>decreased</u> through the conditional use process.	Setbacks have required minimums, not maximums, so there is extra process required to decrease the setbacks.
18.320 - Amendments		
18.320.020 – Amendment process.	A. The city shall consider amendments to the RUACP no more frequently than once every year, except as authorized under RCW 36.70A.130(2)(i.-v.) . All proposals shall be considered by the city council concurrently so the cumulative effect of various proposals can be ascertained. (RCW 36.70A.130.2.)	Clarify when and how the City can propose annual Comprehensive Plan amendments.
	C. To be considered during the annual amendment review process, an applicant must file a petition no later than July 1 for the petition to be considered during that calendar year, except that the City may propose an amendment after this deadline so long as it meets the requirements of RMC 18.320.020.A-B and the City’s adopted public participation process.	
18.401 – Planned Unit Developments		

18.401.090 – Site plan requirements.	<u>W. Lighting. All lighting shall be shielded and aimed downward to prevent light trespass and glare as provided in RDC 18.715.</u>	Cross reference dark skies ordinance in PUD ordinance.
18.710 – Signs		
18.710.090 – Sign illumination.	C. Internally illuminated signs. 1. Internally illuminated signs shall be constructed with an opaque sign face background with translucent text, symbols and/or logo shields. If the sign owner desire to have the entire sign face visible at night, and external light source may be used to illuminate the sign, subject to the illumination standards in this chapter. 2. In no case may an internally illuminated sign, a digital sign or an electronic message center sign exceed a light output of fifty nits (cd/m^2) in a residential zone or one hundred nits (cd/m^2) in a non-residential zone during daytime hours. 3. Neon sign lighting is allowed in non-residential zones only and shall not exceed on hundred nits (cd/m^2) per sign face.	1 nit = 1 candela per meter squared. Code users may be familiar with one term measuring luminance but not the other.
18.710.190 – Digital signs.	D. Maximum luminance: Fifty nits (cd/m^2) during nighttime hours.	
18.710.200 – Electronic message center (EMC) signs.	E. Maximum luminance. 1. Daytime: five thousand nits (cd/m^2). 2. Nighttime (one-half hour before sunset and one-half hour after sunrise): one hundred nits (cd/m^2).	

Minor Policy Changes

Code Section	Code Language	Rationale
18.100 – Definitions		
18.100.020 – “F” definitions.	Family. An individual; two or more persons related by blood or marriage, <u>or</u> a group of up to six persons who may or may not be related, living together as a single housekeeping unit and using common cooking facilities; or a group living arrangement where six or fewer residents receive supportive services such as counseling, foster care, or medical supervision at the dwelling unit by resident or nonresident staff. For purposes of this definition, minors living with a parent shall not be counted as part of the maximum number of residents.	SB 5235 was passed this year and preempts local regulations on the maximum number of unrelated occupants per dwelling. Dwellings continue to be subject to

		lawful limits on occupant load per square foot.
18.100.010 – “A” definitions.	<u>Adult family home. A residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services.</u>	Create separate adult family home definition since the six-person maximum still applies for these homes. Language from RCW 70.128.010.
18.235 – Mixed-Use Districts		
18.235.060 – Special provisions for the Ridgefield Mixed Use Overlay (RMUO)	J. Open Space Requirements. 1. Not less than ten percent of the net developable area shall be designated for open space for community or site-user activity. Such activity space may be planned and designed for recreational use or involvement by residents, employees, site visitors and/or the general public. <u>a. In horizontal mixed-use developments, not less than twenty-five percent of the net developable area for residential uses shall be designated for open space for community or site-user activity. This area may count toward the overall ten percent requirement in (1).</u>	Ensure adequate open space serving residential portions of horizontal mixed-use sites.
	Q. Procedure. <u>1. Adding or removing the RMUO is subject to the Type IV procedural requirements in RDC 18.310.090 and the rezoning requirements in RDC 18.320.</u>	Make assigning the RMUO designation and RMUO master planning separate actions, such that the designation is reviewed similar to a zone change by Planning Commission and Council, and the master plan development is reviewed through a Type III process with the Hearing Examiner. Renumber following sections.
18.401 – Planned Unit Developments		
18.401.080 – General conditions.	B. Open Space. Every PUD shall provide a minimum of twenty-five percent of the gross site area for common open space which shall be used for the collective enjoyment of occupants of the development. Open space shall not include public or private streets or rights-of-way,	Allow natural ponds, streams, etc. to count toward the 25 percent open

	driveways, above-ground utility facilities including stormwater facilities, parking areas unless developed as part of <u>a</u> park or trail facility consistent with standards in the Ridgefield Parks and Recreation Comprehensive Plan, or the required yards for buildings or structures. Open spaces areas may include critical areas and buffers, but shall not be computed to include any submerged lands.	space requirement in PUDs. Keep requirement that stormwater facilities do not count.
18.740 – Fences and Walls		
18.740.030 – Design criteria.	<u>C. Wood fences installed in any zoning district shall use treated wood and shall have steel structural posts with a wood post cover.</u>	Apply steel structural post requirement to all zoning districts.