



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, June 5, 2019
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

I. GENERAL SESSION CALL TO ORDER - 6:30 PM

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

II. PUBLIC COMMENT

Anyone requesting to speak to the Council 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 City Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Minutes from Wednesday, 5/1/19 Meeting**

IV. BUSINESS

- 1. Discussion and Review of the 2019 Draft Planning Commission Work Program - Louisa Garbo, Community Development Director**
- 2. Discussion - Planning Commission Meeting Procedures - Louisa Garbo, Community Development Director**
- 3. Discussion - Training Opportunities for Planning Commission - Louisa Garbo, Community Development Director**

V. PUBLIC COMMENT

Anyone requesting to speak to the Council 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 City Clerk prior to the meeting.

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, WASHINGTON
Planning Commission MEETING MINUTES
May 1, 2019

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Jerry Bush	Commissioner	Present	
Jason Carnell	Commissioner	Present	
Stan Okinaka	Commissioner	Excused	
Paul Young	Commissioner	Present	
Patrick Flynn	Chairman	Present	
Rob Aichele	Commissioner	Present	
Judy Chipman	Commissioner	Excused	

COMMISSIONER AICHELE MOTIONED TO EXCUSE COMMISSIONERS CHIPMAN AND OKINAKA. COMMISSIONER CARNELL SECONDED. THE APPROVAL VOTE WAS UNANIMOUS.

LATE CHANGES TO THE AGENDA

Community Development Director, Louisa Garbo, introduced herself. She discussed including a staff report on business items for the Planning Commissioners to review. She would like feedback on any possible changes the Commissioners would like to see.

Commissioner Carnell would like his old title of 'Chair' to be removed from the minutes.

PUBLIC COMMENT - [6:36 PM](#)

Richard Amerman - resident

-Concerned with the pedestrian traffic at the roundabout near the Rosauers construction area. Last time I checked in, there was no clear path of what the plan was. I've seen one person trying to cross in the designated area and they almost got run over. I would like an update on any plans for the pedestrian traffic.

CONSENT AGENDA

1. Approval of Minutes from Wednesday, 4/3/19 Meeting

COMMISSIONER BUSH MOTIONED TO APPROVE THE MINUTES AS PRESENTED. COMMISSIONER CARNELL SECONDED. THE APPROVAL VOTE WAS UNANIMOUS.

Minutes Acceptance: Minutes of May 1, 2019 6:30 PM (CONSENT AGENDA)

BUSINESS - [6:40 PM](#)**1. Public Hearing - Binding Site Plan - [6:40 PM](#)****SUMMARY/BACKGROUND:**

In light of increased commercial and industrial development in Ridgefield, City staff has undertaken research into various Binding Site Plan ordinances throughout the state to find qualities of those regulations that would with the City's goals. The public hearing tonight will consider the draft Binding Site Plan ordinance and forward a recommendation to the City Council.

Associate Planner, Claire Lust, presented the business item.

The Commissioners and staff discussed the business item.

COMMISSIONER CARNELL RECOMMENDED APPROVAL OF THE BINDING SITE PLAN ORDINANCE TO CITY COUNCIL AS PRESENTED WITH THE POSSIBILITY OF CHANGES BEFORE IT'S PRESENTED TO COUNCIL. COMMISSIONER BUSH SECONDED. THE APPROVAL VOTE WAS UNANIMOUS.

COMMISSIONER BUSH MOTIONED TO RESCIND THE PRIOR MOTION OF THE BINDING SITE PLAN ORDINANCE TO ALLOW FOR A PUBLIC HEARING PORTION OF THE DISCUSSION. COMMISSIONER CARNELL SECONDED THE MOTION. APPROVAL VOTE WAS UNANIMOUS.

Chair Flynn opened the public comment.

Richard Amerman - resident

-Is the intent of these new rules to streamline the process?

Chair Flynn closed the public comment.

COMMISSIONER CARNELL MOTIONED TO FORWARD THIS BUSINESS ITEM TO COUNCIL AS PRESENTED, WITH THE UNDERSTANDING THERE MAY BE CHANGES LATER ON. COMMISSIONER YOUNG SECONDED THE MOTION. APPROVAL VOTE WAS UNANIMOUS.

PUBLIC COMMENT - [6:56 PM](#)

None.

STAFF REPORTS - [6:59 PM](#)

Associate Planner, Claire Lust - we've taken in eight new projects in April, the YTD total is 58 Land Use applications. There were 23 new Single Family Residence (SFR) permits issued in April; the YTD total is 91 new SFR permits. There were five Commercial building permits issued in April, bringing the total to 22 for 2019. The Vancouver Clinic received temporary occupancy today.

There was a discussion on the development tour scheduled for May 6th. This is for the Planning Commissioners and City Council to visit development sites in Ridgefield, residential and commercial.

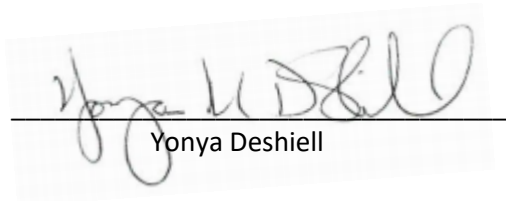
FROM THE COMMISSION - [7:03 PM](#)

Commissioner Carnell- discussed the pedestrian roundabout traffic safety. Is there anything planned, flashing lights or signs to be installed? Apartments are going in which will add more traffic. Can the City put some standards in place for intersections?

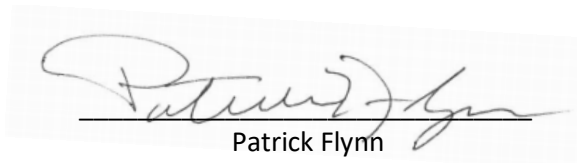
Commissioner Bush - discussed the 2010 amendment to the Planning Commission Rules of Procedures for Ridgefield, WA. City staff will send copies to PC commissioners.

Commissioner Aichele - gave a report of various meetings he attended in April for the City of Ridgefield.

ADJOURN - [7:14 PM](#)



Yonya Deshiell



Patrick Flynn

Minutes Acceptance: Minutes of May 1, 2019 6:30 PM (CONSENT AGENDA)

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: June 05, 2019

ITEM:

AGENDA ITEM TITLE: Discussion and Review of the 2019 Draft Planning Commission Work Program

SUMMARY/BACKGROUND:

Community Development Department and the Planning Commission developed a draft "Planning Commission Work Plan 2019" at the beginning of this year; Staff would like to propose a revision to the Work Plan to accomplish tasks that can be done before the end of the year. Staff will present a proposed revised draft of the 2019 Work Plan at the Planning Commission meeting.

Staff will like to review and finalize the draft with the Planning Commission and determine what can be accomplished before the end of the year.

STAFF CONTACT: Louisa Garbo, Community Development Director

ATTACHMENTS:

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: June 05, 2019

ITEM:

AGENDA ITEM TITLE: Discussion - Planning Commission Meeting Procedures

SUMMARY/BACKGROUND:

Staff would like to discuss standard meeting procedures with the Commissioners.

STAFF CONTACT: Louisa Garbo, Community Development Director

ATTACHMENTS: Planning Commission Meeting Procedures (DOCX)

Planning Commission Meeting Procedures

1. **Call the meeting to order at 6:30PM**
2. **“Flag Salute”** – Chair: Invite everyone to stand for Flag Salute
3. **Invite staff to take roll.**
4. **Late Changes to the Agenda** – Chair: direct question to staff: Are there any late changes to the agenda.
5. **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.”

6. **Follow the agenda –**
 Introduce each item individually, in the order they are listed on the agenda. Invite staff to present their agenda item.

7. **Approval of Minutes –**
 The approval of minutes from the preceding meeting requires a vote of the commission. A formal vote has three main parts, the motion, the second and the vote.

As the moderator of the meeting you should ask for a motion, once received you should ask for a second. Once you have those two votes you should reiterate the motion and ask for a vote. A typical vote looks like this:

Chair: “Do I have a motion?”
Commissioner 1: “I move to approve the May 1, 2019 Planning Commission Minutes as presented”
Chair: “Do I have a second?”
Commissioner 2: “I second the motion.”
Chair: Any discussion prior to the vote
Chair: “I have a motion and a second to approve the May 1, 2019 Planning Commission minutes as presented, all in favor? Opposed?”

Staff will document the motion and then you can move on to the next agenda item.

8. **Presentations –**
 Presentations do not require any formal action; rather they are an opportunity for staff to introduce the agenda item to the Commission and any audience members who are present.
9. **Public Hearings**
 Public hearings begin much like presentations. Staff will introduce the agenda item. They may introduce new information or address questions from previous meetings. Commissioners may ask questions of staff during this time, but formal discussion of the proposal should not occur until after the public hearing.

You are the moderator of the public hearing process. Once staff completes their presentation you should complete the following steps:

Prior to Opening the Hearing

Chair announces that Public Hearing does not involve discussion and Commission cannot answer questions, Commission will listen and respond when Hearing is over.

Open the Public Hearing

Formally open the public hearing once staff has completed their introduction.

Public Testimony

You should ensure that each citizen providing public testimony states their name and address for the record.

Close the Public Hearing

If there are no other audience members wanting to provide testimony, you must close the public hearing.

Planning Commission Discussion

Invite the Commission to discuss the agenda item and ask questions of staff if necessary.

Ask for a motion

The Planning Commission is an advisory body for the City Council therefore the motion would be for a recommendation to the City Council. As the moderator of the meeting you should ask for a motion/recommendation, once received you should ask for a second. Once you have those two votes you should reiterate the motion/recommendation and ask for a vote. A typical vote looks like this:

Chair: "Do I have a motion"

Commissioner 1: "I make a motion to recommend adoption of the Ridgefield Development Code Amendments as presented"

Chair: "I have a motion, do I have a second?"

Commissioner 2: "I second the motion."

Chair: Any discussion prior to the vote

Chair: "I have a motion and a second to recommend adoption of the Ridgefield Development Code Amendments as presented, all in favor?" Opposed?"

Staff will document the motion and then you can move on to the next agenda item.

10. Invite staff to present Staff Report

11. Invite each Commission Member to present From the Commission

12. Closing the meeting –

A vote is not required to close the meeting.

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: June 05, 2019

ITEM:

AGENDA ITEM TITLE: Discussion - Training Opportunities for Planning Commission

SUMMARY/BACKGROUND:

Staff and Commissioners will discuss topics for training.

STAFF CONTACT: Louisa Garbo, Community Development Director

ATTACHMENTS: