



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, April 5, 2017
Ridgefield Community Center
210 N. Main, 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 Commission regarding items not on the agenda 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. Minutes**

IV. PUBLIC HEARING/BUSINESS

- 1. 2017 RDC Code Updates**
- 2. Planning Commission Volunteer to Attend the Gee Creek Plateau Sub-Area Plan Stakeholder Group**

V. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding items not on the agenda 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

- 1. Community Development Report**

VII. FROM THE COMMISSION

VIII. ADJOURN

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: April 05, 2017

ITEM:

AGENDA ITEM TITLE: Minutes

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: 3-1-2017 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
March 1, 2017

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM - [6:30 PM](#)

FLAG SALUTE

ROLL CALL - [6:31 PM](#)

Attendee Name	Title	Status	Arrived
Jerry Bush	Commissioner	Present	
Jason Carnell	Chair	Present	
Stan Okinaka	Commissioner	Present	
Victoria Haugen	Commissioner	Present	
Whitney Jones	Commissioner	Excused	
Paul Young	Commissioner	Present	
Jen Lindsay	Commissioner	Present	

Monition to excuse Commissioner Jones

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Stan Okinaka, Victoria Haugen
AYES:	Bush, Carnell, Okinaka, Haugen, Young, Lindsay
EXCUSED:	Jones

Late changes to the agenda - [6:31 PM](#)

None

PUBLIC COMMENT - [6:31 PM](#)

None

CONSENT AGENDA - [6:32 PM](#)

1. Minutes - [6:32 PM](#)

PUBLIC HEARING/BUSINESS - [6:33 PM](#)

1. Public Hearing and Recommendation - Ridgefield Comprehensive Plan 2017 Amendment-Elizabeth Decker, Consulting Planner - [6:33 PM](#)

Open Public Hearing [6:33 PM](#)

Attachment: 3-1-2017 (1265 : Minutes)

Elizabeth Decker - Consulting Planner
 Provided a Staff Report to the Planning Commission

Close Public Hearing [7:01 PM](#)

Commission members asked for clarification on the south 15th street TIF eligibility and TIF timeline.
 Commission members also discussed trails and the types of permeable surface that will be used.

Motion to approve the Ridgefield Comprehensive Plan 2017 Amendment

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jerry Bush, Paul Young
AYES:	Bush, Carnell, Okinaka, Haugen, Young, Lindsay
EXCUSED:	Jones

PUBLIC COMMENT - [7:15 PM](#)

None

STAFF REPORTS - [7:15 PM](#)

No Update

FROM THE COMMISSION - [7:15 PM](#)

Commissioner Young - Port of Ridgefield Update

Commissioner Lindsay - Parks Board and Legislative Town Hall Update

Commissioner Bush - Will be giving report to City Council in April

Commissioner Haugen - Ridgefield Junction Neighborhood Association Update

Commissioner Okinaka - Main Street Board Meeting Update

Commissioner Carnell – General Update

ADJOURN - [7:24 PM](#)

Lindsay Regan, Permit Technician

Jason Carnell, Chair

Attachment: 3-1-2017 (1265 : Minutes)

**CITY OF RIDGEFIELD
PLANNING COMMISSION PUBLIC HEARING**

MEETING DATE: April 05, 2017

ITEM:

AGENDA ITEM TITLE: 2017 RDC Code Updates

SUMMARY/BACKGROUND:

The City is proposing a series of housekeeping amendments to the Ridgefield Development Code (RDC), which establishes zoning regulations for residential and nonresidential development throughout the City. The 2017 annual update to the code focuses on code refinements, with limited policy implications, to clarify the interpretation of certain sections, adjust the details of a policy, reflect desired design standards, or simplify review procedures. The majority of updates relate to issues identified by staff and code users during implementation over the past year, or looking ahead to future applications.

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: PCMemo_2017CodeUpdate_03312017 (PDF)
2017RDCUpdates_Matrix (DOCX)



THE CITY OF RIDGEFIELD

230 Pioneer Street | P.O. Box 608 | Ridgefield, WA 98642

Memorandum

To: Ridgefield Planning Commission
 From: Elizabeth Decker, JET Planning, Consulting City Planner
 CC: Jeff Niten, Community Development Director
 Bryan Kast, Public Works Director
 Date: March 29, 2017
 Re: 2017 Annual Update to the Ridgefield Development Code

Summary

The City is proposing a series of housekeeping amendments to the Ridgefield Development Code (RDC), aka the zoning code, to better establish review procedures, reflect desired design standards, and clarify interpretation.

Recommendation

Staff recommends **approval** of the proposed RDC Updates.

Discussion

The Ridgefield Development Code establishes zoning regulations for residential and nonresidential development throughout the City. The 2017 annual update to the code focuses on code refinements, with limited policy implications, to clarify the interpretation of certain sections, adjust the details of a policy, or simplify future reviews. The majority of updates relate to issues identified by staff and code users during implementation over the past year, or looking ahead to future applications. Updates are detailed in the attached matrix and a few of note include:

- Ensure minimum setbacks for residential development through the PUD process cannot be reduced below 10 feet for front and street side yard setbacks, and 5 feet for rear and side yard setbacks.
- Enhance residential design standards with requirements for window and door trim on all facades.
- Adjust standards for outdoor storage in the Employment zone to reduce visual impact from public streets.
- Increase allowed height for light poles in the Public Facilities zone, to support development of the Ridgefield Outdoor Recreation Complex.
- Simplify procedures for lifting the Urban Holding overlay zone.
- Streamline submittal requirements for Planned Unit Developments (PUDs) based on actual review needs and recent volume of applications.
- Resolve inconsistencies in street and trail design requirements between the PUD code and the Engineering Standards.

Review Process

Planning Commission will hold a public hearing in April before making a recommendation on the annual code updates to Council. Staff will complete required SEPA and Department of Commerce notification prior to adoption. Council is scheduled to hold a public hearing on the code updates on April 13, 2017, and the new code is expected to take effect in May 2017.

Attachments

- A. Matrix of Development Code Updates

2017 Annual Update to Ridgefield Development Code

Notes to interpret the matrix:

- Revisions noted in legislative format, underline and ~~strikeout~~.
- For reference, there is a link to the existing code on the City's webpage at: <http://www.ci.ridgefield.wa.us/cd/page/planning-division>.

Code Section	Code Language	Rationale
RDC 18.100 – Definitions		
18.100.032	Landscaping. An approved arrangement of trees, grass, bushes, shrubs, flowers and garden areas. For purposes of calculating landscape area, fountains, patios, street furniture, and ornamental concrete or stonework areas other than sidewalks may be included. Landscaping does not include protected critical areas <u>or buffers, utility facilities including stormwater facilities</u> , or developed parks, trails or recreational areas.	Clarify that stormwater facilities are not landscaping.
18.100.036	Net developable acres. Land that is permitted for improvements including buildings, other structures, parking and loading areas, landscaping, paved or graveled areas, and other allowed site improvements. Net developable acres is calculated by adjusting the gross acreage of a parcel or lot by deducting the amount of "non-developable" land. Non-developable land includes public right-of-way and other land used for public infrastructure, private infrastructure, unbuildable land, undisturbed areas, critical areas, and geologically hazardous areas as defined elsewhere in this chapter; and land required in the RDC as buffer areas adjacent to these non-developable areas. <u>Used interchangeably with “net developable area.”</u>	Clarification.
RDC 18.205 – Uses		
18.205.020 Master Use Table	Infrastructure, Civic, and Regional Uses OFF	Delete Office column; 2016 update replaced the OFF and IND zones with the E zone and this is just clean up.
18.205.020 Master Use Table	Employment Light Manufacturing. E: E P	Allow light manufacturing as a permitted use in the Employment zone to reflect the City's job creation goals.
18.205.030.R.2	Type I review. The planning director shall review the following home occupation requests through a Type I process, <u>unless otherwise exempt</u> .	Clarify the land use review procedure for home occupations: exemptions under subsection (1) take

Code Section	Code Language	Rationale
	provided there are no on-site sales associated with the use <u>and the home occupation is located outside of the WMU zone.</u> unless the site of the home occupation is located within the WMU zone:	precedent over the requirements for Type I review in this subsection.
RDC 18.210 – Residential Low Density Districts		
18.210.045.A	Provided that the overall development complies with setbacks, building coverage and impervious surface limitations, the standards in Table 18.210.040-1 for individual lots may be modified through the PUD process, except for lots along South Hillhurst Road and Pioneer Street, consistent with the following standards: 1. Side and rear yard setbacks may not be less than five feet. 2. Front yard setbacks may not be reduced to less than ten feet except within an approved zero lot line project. 3. Street side yard setbacks may not be less than ten feet.	Move to PUD requirements; renumber remaining sections.
18.210.060.A	Purpose. The purposes of these standards are to ensure compatibility and continuity between and within developments, as well as variety in architecture. The standards are intended to complement <u>complement</u> the site with quality building design.	Revise a typographical error.
18.210.060.C	Lot Size. Residential developments shall meet the following lot size standards: 1. All lots shall meet the minimum lot size of the zoning district unless the subdivision is approved through the PUD process in accordance with RDC <u>18.401</u>. 2. Through the PUD process, interior lot sizes may be less than the minimum lot area of the zoning district. However, the perimeter lots of the subdivision not abutting a dedicated public right of way, dedicated public facility, or critical areas dedicated to the city shall be no smaller than the minimum lot size of the zone in which the subdivision is located.	Remove code provisions which duplicate the PUD code, to prevent interpretive inconsistencies and avoid duplication.
18.210.060.C	<u>All wall openings, regardless of visibility from a public right-of-way, shall have contrasting trim and/or shutters, or another feature approved by the Community Development Director.</u>	Create requirement for more visible features on residential facades.

Code Section	Code Language	Rationale
18.210.060.D	Architectural Design. To ensure variety in architecture and to reduce the dominance of garages on the streetscape, applicants for new residential developments shall demonstrate compliance with the following provisions at the time of preliminary plat application and at the time of building permit application:	Require architectural design review at the time of building permit application rather than with preliminary plat applications, to reflect realities of development project timelines. Developers rarely have builders or final facades ready for review at the time of preliminary plat, so it is not feasible to review at that time.
RDC 18.220 – Residential Medium Density Districts		
18.210.065.B	<u>5. All wall openings, regardless of visibility from a public right-of-way, shall have contrasting trim and/or shutters, or another feature approved by the Community Development Director.</u>	Create requirement for more visible features on residential facades, same as single-family districts.
18.240 – Employment District		
Table 18.240.055-1	Min. Side and Rear Yard (Interior) Setback from E OFF and IND Zones	0 ft <u>5-10 ft</u> ¹
	Min. Side and Rear Yard (Interior) Setback from all other zones	40 ft <u>15 ft</u>
	<u>Notes: 1. Based upon required landscaping buffer; see RDC Table 18.725.055-1.</u>	
18.240.060.A	<u>7. Outdoor storage of materials shall generally be located to the rear or side of the site and that are accessory to the primary use of a parcel shall not be located adjacent to any street with a classification of "collector" or higher or any street that is projected to carry more than two thousand average daily trips. Adjacent in this context shall mean without an intervening element such as a building or parking area, but not including a fence or wall, between the street right-of-way and the outdoor storage area.</u>	Minimize visual impact of outdoor storage uses in the Employment zone.
18.240.080.B	No more than fifty percent of a lot abutting an arterial, minor arterial or collector street may <u>be</u> dedicated to parking <u>area</u> along the arterial or collector street frontage.	Use consistent terminology.
18.240.080.D	Where the subject lot abuts a public street at the front and rear of the lot, the parking <u>area</u> lot location shall take access from the street with the lowest	Use consistent terminology.

Code Section	Code Language	Rationale
	street classification.	
18.240.100.C	Smoke and Particulate Matter. Air emissions must be approved by the Southwest Washington <u>Clean Air Agency</u> Air Pollution Control Authority .	Update agency name.
18.240.110.C.2 .c	Development Standards. The applicant may propose standards that will control development of the future uses that are in addition to or substitute for the requirements of this section as set forth in a duly approved development agreement pursuant to <u>RDC 18.310.150</u> Section 18.240.120 of this chapter , provided they are consistent with the RUACP and RCFP.	Update code reference.
Table 18.240.110-2	6. See Table 18.230.020(B)(4) . <u>This category includes a wide range of retail sales, including grocery stores, general and specialty merchandise. Low-impact retail sales uses typically do not have offensive odors, noise, or visual impacts. Such uses usually do not have significant truck traffic and have no outdoor storage areas.</u>	Update footnote that references outdated section of code, by replacing incorrect reference with the actual code language.
Table 18.240.110-2	6. See Table 18.230.020(B)(4) . <u>High impact (heavy) commercial uses include outdoor nurseries, lumber and building materials, farm equipment, heavy equipment rental, and the like. Such uses typically have large, outdoor storage areas, significant truck traffic and often rely on heavy equipment. Such uses may be noisy or have other off-site impacts. However, if impacts can be fully mitigated, such uses may be permitted conditionally in certain zoning districts.</u>	Same as above.
18.260 – Public Facility District		
18.260.060.B	No structure shall exceed thirty-five feet in height unless it is identified in the RCFP and the appropriate review authority approves the additional height as an adjustment or variance pursuant to RDC 18.350. 1. <u>Light poles serving regional sports facilities may be up to 100 feet high provided all lighting complies with requirements of RDC 18.715.</u>	Provide for the planned light poles at the Ridgefield Outdoor Recreation Complex, based on feedback from site designer about feasibility of lighting the site.
18.265 – Parks/Open Space District		
18.265.060.A	Any structure or development requiring a building permit or SEPA review must be set back at least ten feet from all property lines, <u>except trails and</u>	Clarify that setback does not apply to trails and supporting amenities in the parks zone. As written, a

Code Section	Code Language	Rationale
	<u>trail amenities including but not limited to signage, lighting, benches, garbage receptacles and similar.</u>	trail could not extend to the property line, or cross property lines as a result.
RDC 18.270 – Urban Holding Districts		
18.270.060	<u>The UH-10 overlay district may be lifted at the time that capital facilities deficiencies have been satisfactorily resolved, through the following procedures:</u> <u>A. Concurrent with final plat approval.</u> <u>B. Through a Type II review. The applicant shall provide evidence that necessary transportation and capital facilities are reasonably funded as shown on the City's Capital Facilities Plans or through a development agreement, to be reviewed by the City Engineer.</u> The planning director may remove UH-10 overlay district, based on certification from the city engineer that identified capital facilities deficiencies have been satisfactorily resolved. A. Such amendments shall occur under Type II review proceedings. The city shall not require a public hearing for such an amendment, because the public review process will have already occurred as a result of development review or an amendment to the Capital Facilities Plan. B. The UH-10 overlay may be removed if provision of adequate capital facilities is required as a condition of phased development approval. C. The planning director shall maintain a record of all administrative amendments to the UH-10 overlay district, including findings in support of the decision to modify the boundaries of the overlay district.	Revise procedure to remove urban holding overlay.
RDC 18.310 – Procedures		
18.310.070.A	Within 14 <u>seven</u> days after the date an application subject to Type II review is accepted as technically complete, the city clerk shall issue a public notice of the pending review.	Allow additional time to publish notice, given the limited publication schedule for <i>The Reflector</i> .
18.310.050.F	If an application is denied, the planning director shall refund any unexpended funds, minus city actual expenses, up to eighty percent of the total application fee, <u>upon receipt of written request from the applicant within thirty days of denial.</u> within a reasonable time after denying the application.	Only applies to applications denied due to applicant's failure to provide complete materials.

Code Section	Code Language	Rationale
18.310.080.A. 1	Subdivisions. The hearing examiner shall issue a decision on the request for preliminary plat approval subject to the procedures outlined in this section. The city council, on its own motion, may elect to review the decision of the review authority and may adopt, adopt with modifications, or reject the decision of the review authority at a closed record review. Council action shall be based solely upon the record established during the public hearing conducted by the hearing examiner.	Delete outdated procedural reference to Council review of subdivisions; renumber following sections.
RDC 18.401 – Planned Unit Developments		
18.401.020.A	The PUD process is required for all developments in the RLD or RMD zones that create ten or more lots through a subdivision process and include critical areas within the project boundaries, <u>except for sites zoned RMD being developed under the RMUO overlay, which is exempt from the PUD process.</u> The PUD process is discretionary for all other developments, including developments created through short plat.	Streamline mixed-use development review by allowing the RMUO standards to control for RMD land developing under the RMUO overlay rather than the PUD process. The RMUO standards adequately provide for critical areas protection and creation of open space and recreation areas.
18.401.040.A	Preliminary PUD application requirements. An application for a preliminary PUD shall include one original and three paper copies of all application materials, as well as electronic copies of all materials that include graphic and text files. The applicant shall provide a proposed site development and conservation plan which shall include (but is not limited to) the following: 1. The proposed boundaries and legal description of the property to be developed, together with the names, addresses and telephone numbers of the recorded owners of the land and the applicant, and if applicable, the name and telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant; 2. The proposed functions, size, percentage of lot coverage, grades, landscaping and method of maintenance for common or dedicated open space, parks and trails upon completion of the project; 3. A rendering and conceptual development plan showing all single-family and multifamily residential and nonresidential structures, if any, including proposed building footprints, floor plans and unit sizes of typical dwelling units, and showing typical architectural styles and proposed elevations when viewed from the street(s) or from adjacent properties;	Clarify and simplify submittal requirements for PUDs to ensure accurate information is provided that directly relates to design requirements and approval criteria.

Code Section	Code Language	Rationale
	<u>2. A calculation of site area including:</u> <u>a. Gross site area.</u> <u>b. Protected critical areas and buffers.</u> <u>c. Right-of-way to be dedicated.</u> <u>d. Additional public and private infrastructure, including private streets and stormwater facilities.</u> <u>e. Net developable area, as defined in RDC 18.100.036.</u> <u>f. Open space and recreation area, consistent with the requirements of RDC 18.401.080.B, including total area, main facility area, area for each disbursed facility, total buildable and unbuildable areas across the site, and buildable and unbuildable area for each facility.</u> <u>3. A calculation of net density based on net developable acres, including any density modifications proposed under RDC 18.280.070 or 18.401.100. Calculations shall be provided for the entire site as well as broken down for each project area or phase.</u> <u>4. Concept plan(s) showing all proposed improvements and natural features, including (but not limited to):</u> <u>a. Proposed uses, lot dimensions and building envelopes for all lots and tracts,</u> <u>b. a. Open space and recreational facilities, including parks and trails, showing conceptual development plans and noting proposed ownership,</u> <u>c. b. Existing site features to be retained and removed (natural slopes, stands of trees, etc.), and proposed features including walls, fences, refuse areas, streets, sidewalks, paths, landscaping (including the means to provide permanent maintenance to all planted areas and open spaces),</u> <u>e. Areas proposed to be conveyed, dedicated or reserved for parks, parkways, trails, playgrounds, common open space, public buildings and similar public and semipublic uses,</u> <u>d. Proposed building areas and densities, setbacks and height,</u> <u>e. Topographical maps of existing and proposed terrain showing a maximum five-foot contour interval where slopes equal or exceed twenty-five percent and a maximum two-foot contour interval where slopes are less than twenty-five percent, including one hundred-year floodplains (identified under the National Flood Insurance program),</u> <u>f. Proposed site grading including cut and fill areas and site elevations after</u>	

Code Section	Code Language	Rationale
	<u>development,</u> <u>g. All existing and proposed transportation systems for vehicles and people, including streets, sidewalks, trails, other pedestrian facilities, and any transit facilities, showing circulation within the site and connections off-site.</u> <u>h. f. All existing and proposed utility systems, including sanitary sewers, water, electric, gas and telephone lines, public facilities and storm drainage collection, conveyance and treatment systems,</u> <u>h. g. Proposed public transit facilities and the location and dimension of all off-street parking facilities (public and private),</u> <u>h. The proposed location, size and use of any nonresidential lots means of access of all public and semipublic sites if applicable (e.g., private schools, churches, etc.);</u> <u>i. Proposed landscaping, including existing trees of six inches dbh and vegetation communities proposed to be retained, and</u> <u>i. Proposed building envelopes, proposed streets, proposed site grading plan including cut and fill areas and site elevations after development, and existing native vegetation (including all trees of six inches in diameter at five feet above ground level, and vegetation communities map which describes characterizing species) where development or streets are proposed in areas designated as critical areas;</u> <u>j. Calculations of the absolute area and the percentage of the site which is included in the critical areas maps, including but not limited to wetlands and wetland buffers, fish and wildlife habitat areas, areas subject to landslides or slumping, stream corridors and riparian areas, one hundred-year floodplain areas, zero to fourteen percent slope, fifteen up to twenty-four percent slope, and twenty-five percent slope and greater;</u> <u>k. Calculations of buildable land to be dedicated as public right of way and land reserved for open space, parks and trails;</u> <u>l. A circulation diagram indicating the proposed movement of vehicles, goods and pedestrians within the development and to and from existing thoroughfares, including roads, electric vehicle travel ways and trails, and any special engineering features and traffic regulation devices needed to facilitate or insure the safety of this circulation pattern;</u> <u>m. Information on a map which shows the development in relation to the surrounding area and its uses, both existing and proposed, including land</u>	

Code Section	Code Language	Rationale
	uses, zoning classifications, densities, circulation systems, public facilities and unique and sensitive natural features of the adjoining landscape, and 1. The proposed lot dimensions, yard setbacks and treatment of the perimeter of the PUD, including materials and techniques such as screens, fences and walls; 5. Geotechnical and environmental reports required by the city engineer or planning director; <u>6. Vicinity map showing the development in relation to the surrounding area and its uses, both existing and proposed, including land uses, zoning classifications, densities, circulation systems, public facilities and critical areas or other prominent natural features;</u> 6. A tabulation of the percentage of total building coverage and additional impervious surface area coverage on critical areas; 7. A determination of developable and undevelopable areas and a tabulation of densities within each project area, phase or sector as prescribed in Section 18.401.080(A)(B); 7. 8.-A proposed phasing and/or timing schedule indicating the approximate date when construction of the PUD or stages of the PUD can be expected to begin and be completed; 9. Intent as to final ownership, including plans for rental, sale or combination; 10. A narrative explaining how open spaces, parks and trails or public facilities will be managed; 11. A copy of provisions to assure permanence and maintenance of common open space and common recreation areas and facilities through restrictive covenants, a homeowners' association or similar association, condominium development or other means acceptable to the city (e.g., dedications and easements); and 8. 12. Compliance with Chapter 18.810, Environmental Standards, by filing of a SEPA checklist.	
18.401.050.B	Community Information Meeting. Prior to submitting an application for preliminary PUD, the developer shall host a community information meeting, in a workshop format. The community information meeting shall be required for any proposed PUD located in a residential zone or within	Specify that meetings be held on weekday evenings to allow the greatest opportunity for the public to attend. Correct outdated references to 10 days, referring to business days, and update to the new 14-day standard.

Code Section	Code Language	Rationale
	two hundred feet of a residential zone. The meeting shall be held at a publically accessible location within city limits, on a weekday between the hours of 5-9pm. At this meeting the applicant shall present the development proposed to interested residents. Information shall reflect updated studies and concepts based on input of the pre-application conference. Notice shall be posted on the city website and given in the local newspaper of record at least 14 ten days prior to the meeting date. Written notice, including a fact sheet describing the proposed plan of development, shall be mailed first-class to all property owners within a radius of not less than three hundred feet of the exterior boundary of the property subject to the application and a copy shall be posted in city hall in the customary place. A copy of all the information intended for use at the meeting shall be available at the city hall for public review at least 14 ten days prior to the meeting date. Any alleged failure of any property owner to actually receive the notice of meeting shall not invalidate the proceedings.	
18.401.080.C	1. The development of the perimeter of the PUD shall achieve substantial compatibility with the existing and planned development of the abutting <u>and adjacent</u> area so that there will be a graduated transition between the existing and new development. The review authority may require inclusion of such features as screening, fencing, landscape design or walls to achieve compatible perimeter boundaries. a. <u>Adjacent, when used in RDC 18.401.080.C, means, separated by a street, tract, open space, or similar intervening element with a minimum width of 15 feet.</u> 2. Within a PUD, only detached single-family dwellings or platted open space <u>with a minimum width of 15 feet</u> shall abut <u>or be adjacent to</u> any property line external to the proposed PUD where the abutting <u>or adjacent</u> property is less than five acres and the platting of the abutting <u>or adjacent</u> property into less than five acres predates the proposed PUD. If the PUD is within the RMD-16 zone and the development does not include any detached single-family dwellings, this requirement does not apply. 3. Building lot size and yard setbacks for lots abutting <u>or adjacent to the exterior boundary line of the PUD area</u> perimeter shall not be less than that permitted in the underlying zone, for lots abutting the exterior boundary	Close loophole in perimeter compatibility standards for PUDs. Currently applies to lots “adjacent” to perimeter, which allows creation of very narrow intervening tracts such that lots are not technically adjacent and are exempt from this chapter. Changes would require minimum 15-ft wide feature between lots and perimeter in order to qualify for exemption.

Code Section	Code Language	Rationale
	line of the PUD area and may not be modified or reduced through the PUD or variance process. 4. If <u>the abutting or adjacent</u> property is undevelopable under this title, the review authority may reduce the perimeter lot size and building setback requirement to the minimum standards permitted in this chapter and may also reduce or eliminate requirements for screening of the affected perimeter area.	
18.401.090.E	2. Each access street to the project which intersects an off-site collector or an arterial street (such as Hillhurst Road, NW 269th Avenue, or the proposed northern east-west collector) shall be via a residential access street and shall meet residential access street width requirements as defined in the city of Ridgefield engineering standards. The review authority may consider and may require additional turning or queuing lanes at such intersections if public safety would otherwise be compromised. If the intersecting residential access street functions as through street to other subdivisions or off-site roads, the applicant may not reduce the design standards of the through access street. If the access street is not a through street, and the applicant submits studies acceptable to the review authority which quantify and document queuing and public safety impacts, the design standards of the access street may be reduced. No reduction in design standards will be allowed at the intersection of the access street and the collector or arterial street.	Remove street design standards from RDC and relocate to the Ridgefield Engineering Standards for Public Works Construction.
18.401.090.I	Minimum Frontage. Each lot used for single-family residential purposes shall have a thirty-five-foot minimum frontage on a public or private street, <u>except for a lot fronting the bulb of a cul-de-sac, which shall have a twenty-five-foot minimum frontage.</u> Each lot used for multifamily residential purposes shall have a twenty-five-foot minimum frontage on a public street, <u>except for a lot fronting the bulb of a cul-de-sac, which shall have a twenty-foot minimum frontage.</u>	Reduce minimum lot frontage to reflect the geometric constraints of lots located on cul-de-sacs.
18.401.090.J	Minimum Yards and Setbacks. The minimum setbacks of the underlying zone shall apply to lots abutting <u>or adjacent to</u> exterior project boundaries, <u>consistent with RDC 18.401.080.C. Setbacks for lots within the interior of the PUD may be adjusted provided that side and rear setbacks may not be</u>	Transfer provisions on minimum required setbacks from the underlying zone to the PUD chapter, to establish an absolute minimum that cannot further be reduced.

Code Section	Code Language	Rationale
	less than five feet, and front and street side yard setbacks may not be less than ten feet. For interior lots, yards (building envelopes) shall be as approved on the PUD site development plan. In its recommendation, the review authority is to consider whether minimum distances between structures adequately ensures that each room has adequate light and open space. Building spacing may be reduced where there are no windows or very small window areas and where rooms have adequate provisions for light and air from another direction; provided, that minimum distances required by the Uniform Building Code and the Uniform Fire Code shall be met.	
18.401.090.R	Pedestrian Circulation Facilities. Within the PUD, sidewalks shall be constructed in accordance with city of Ridgefield engineering standards. Pedestrian trails which connect to the city or county trail system and which will reasonably be used by residents or employees of the PUD shall be dedicated and constructed at the developer's expense. The cost of such dedication and construction of trail components listed as a system-wide project on the Ridgefield Capital Facilities Plan may be credited against, but shall not exceed, the amount charged for city park impact fees, pursuant to Chapter 18.070. Additional interior pedestrian facilities shall be required to be dedicated and constructed at the developer's expense, including to connect connections with planned city and county trail systems, including improvement or creation of public accessways to connect to cul-de-sac streets and to pass through oddly shaped or unusually long blocks. These facilities shall create comprising a network of public paths which shall be: 1. Functionally and safely convenient to each dwelling unit served; 2. Functionally and safely convenient to schools and to industrial, commercial, recreational and utility areas within or adjacent to the project, and functionally convenient to a larger pedestrian circulation system outside the PUD; 3. <u>Hard surfaced to accommodate a variety of users; Sufficiently wide to accommodate potential use; and</u> 4. Lighted for security and safety; <u>and</u> 5. <u>Compliant with City Engineering Standards.</u>	Create consistency for internal trails for a PUD required to provide pedestrian circulation and connection to city trail system. Check with engineering.

Code Section	Code Language	Rationale
18.401.090.U	Attractive Streetscapes. The PUD design shall ensure an attractive streetscape, especially along collector and arterial streets, by planting street trees and other vegetative buffers, minimizing the visibility of parking lots and garages, and <u>providing attractive street-facing facades.</u> avoiding the canyon-like effects of walled or fenced subdivisions. Along collector or arterial streets, all buildings shall face the collector or arterial street. The combined height of all fences and berms along collector and arterial streets shall not exceed three and one-half feet.	Adjust to match fencing requirements in 18.210.065.C and current design preferences for treatment of arterials and collectors.
18.401.100.A	The city, using the PUD process, may allow the following development standards to be modified if <u>the proposed modifications are consistent with the requirements of this chapter and provided</u> the applicant demonstrates that the modifications are consistent with the PUD objectives in RDC 18.401.010:	Clarify interrelation of standards established in the PUD chapter (minimum lot dimensions, density, etc) and ability to modify those standards.
18.401.100.A.6	<u>Maximum</u> density;	Allow only maximum density to be varied through the PUD process, consistent with PUD requirements for minimum density.
18.401.120.B	Before acceptance by the city of any improvements, the developer shall file a warranty bond or other suitable security in a form approved by the city attorney and in an amount to be determined by the city engineer guaranteeing the repair or replacement of any improvement which proves defective within a minimum one-year <u>two-year</u> time period after final acceptance of the improvements by the city.	Revise language to align with the Ridgefield Engineering Standards for Public Works Construction.
18.401.120.D	If the PUD is to be developed in stages, sureties required by the subsection shall be required for the complete PUD <u>phase</u> .	Clarify procedural requirements for PUD bonding and enforcement.
18.401.130.B	Approved plans for a PUD shall not be transferred to parties other than those who made the application for approval, unless the transfer is approved by the city council upon recommendation of the review authority.	Strike subsection limiting transfer of approved PUD to a new buyer or developer; outdated.
RDC 18.600 – Subdivisions General		
18.600.040.B	In the case of boundary line adjustments, in addition to any requirements imposed by RCW 58.17.040.6, all applicants for boundary line adjustment shall demonstrate that the requested adjustment complies with the	Add requirement for professional survey for boundary line adjustment applications.

Code Section	Code Language	Rationale
	minimum lot area and dimensional requirements of the zoning district in which the property is located; provides access to a public right-of-way; and satisfies the applicable requirements in the city engineering standards. <u>Applications shall include a survey of the existing and proposed boundary lines prepared by a licensed professional land surveyor.</u> The planning director shall review boundary line adjustments through a type I procedure. Prior to approval, the city engineer shall find whether the adjustment will interfere with the extension of any planned right-of-way, public utility easement or capital facility identified in the CFP.	
RDC 18.620 – Procedure for Subdivision		
18.620.030.A.1.1	If a subdivision is proposed concomitantly with a planned unit development, the application requirements of Chapter 18.401 must also be met; before a public hearing will be set with the planning commission	Remove outdated procedural reference.
18.620.050.B	The planning director shall provide a copy of the hearing examiner's decision to the city council. The city council, on its own motion, may elect to review the decision of the review authority and may adopt, adopt with modifications, or reject the decision of the review authority at a closed record review. Council action shall be based solely upon the record established during the public hearing conducted by the hearing examiner.	Remove outdated procedural reference to Council appeal hearing; review of preliminary plat decisions would require appeal to Superior Court consistent with adopted procedures for Type III decisions.
RDC 18.725 – Landscaping		
Table 18.725.030-1	Structure Description (See <u>Table 18.725.040-1</u> Diagram 18.500.050.C)	Correct reference
Table 18.725.050-1	E zone, Outdoor Storage, buffer from Commercial: 40' L3 <u>15' L5</u>	Make consistent with setbacks for E zone and buffers for other types of adjacent uses.

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: April 05, 2017

ITEM:

AGENDA ITEM TITLE: Planning Commission Volunteer to Attend the Gee Creek
Plateau Sub-Area Plan Stakeholder Group

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS:

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: April 05, 2017

ITEM:

AGENDA ITEM TITLE: Community Development Report

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: 3-2017 (PDF)



COMMUNITY DEVELOPMENT DEPARTMENT

230 Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3557 | Fax: (360) 887-0861 | www.ci.ridgefield.wa.us

DEVELOPMENT SUMMARY: March 2017

Building Division

Summary of Building Permits by Year

Building Permits	2013	2014	2015	2016	2017 (YTD)	March
Total Permits	435	378	594	680	80	15
Commercial/ Industrial Permits	4	2	1	2	12	12
New Home Permits	165	104	216	320	58	13
Miscellaneous Permits	266	272	366	360	60	30
Building Permit Application and Review Fees	\$1,102,631	\$636,561	\$1,001,785	\$1,261,698	\$375,773	\$83,205

Commercial/Industrial Building Permits

Month (2017)	Project	Square Footage	Building Valuation	Status
March	Ridgefield Mini Storage	3000	\$3,203,325	Issued
Totals for Approved Commercial/Industrial Buildings YTD: 3 projects				

Month (2016)	Project	Square Footage	Building Valuation	Status
January	Well Reservoir	4,778	\$997,901	Closed
February	Abrams Park Bathroom	600	\$24,372	Closed
July	Port of Ridgefield – Washington Fish and Wildlife Building	39450	\$3,706,763.95	Issued
Totals for Approved Commercial/Industrial Buildings YTD: 3 projects				

Attachment: 3-2017 (1270 : CDD Report)

Pending Permits

Type of Permit	Total
Home permits approved & ready for issuance:	9
Home permits undergoing plan check:	3
Commercial/Industrial:	1
Misc.:	3
Grand Total for all Pending Permits:	16

SUBDIVISIONS WITH ISSUED BUILDING PERMITS

Subdivision	Issued Permits	Total Lots
Canterbury Trails	65	69
Hawks Landing	53	57
Taverner Ridge Ph. 4	37	63
Taverner Ridge Ph. 7	20	29
Bella Noche	33	34
Pioneer Place Ph. 1	7	7
Pioneer Place Ph. 2	7	39

Planning Division

Pre-application Conferences

Name	Description	Size	Location	Date of Conference	Status
Energy Electric (PLZ-17-0001)	Business office/shop at existing home	1.38 ac	27118 NE 10 th St	Jan 24, 1pm	Feb 6 final notes
Weber Pioneer PUD (PLZ-17-0005)	PUD/subdivision, 29 single-family units	19.24 ac	3807 Pioneer St	Feb 14, 1pm	Mar 1 final notes
23rd Place Subdivision (PLZ-17-0008)	14-lot PUD/subdivision development	4.23 ac	N 23 rd Pl & N 3 rd Way	Feb 28, 1pm	Mar 10 final notes
Non-Motorized Boat Launch (PLZ-17-0010)	Upgrade and expand boat launch; Shorelines Issues	NA	End of Mill St WMU	Feb 28 3:00 PM	Finalize notes

Name	Description	Size	Location	Date of Conference	Status
Keller Supply Pre-App (PLZ-17-0014)	48,000 S.F. building	3.87 ac	Union Ridge Lot 2	Mar 14 1:00 PM	Finalize notes
Ridgefield Crossing (PLZ-17-0022)	RMUO: Binding Site Plan/Subdivision: MDR & Storage	39 ac	6994 S. 5 th St	Mar 21	Pending

Projects Under Review

Name	Description	Size	Location	Key Dates	Status
Timm Road Industrial (PLZ-16-0072, 73 & 74) Preliminary Short Plat, Critical Areas Review, SEPA Review	Divide industrial parcel into nine lots with frontage and utility improvements	11.45 acres	S Timm Rd & S 13 th St	Oct 6 TC issued	Feb 8 Issue SEPA and public notice; March 1 Comment ends
Teal Crest PUD (PLZ-16-0083 & 84) Preliminary PUD, Preliminary Subdivision Plat, SEPA Review, Critical Areas Review	Develop 63 single-family lots	72.62 ac	West end of S Sevier Rd	March 1 hearing postponed	Mar 21 hearing
Rail Overpass (PLZ-16-0087 & 89) Shoreline Substantial Development Permit	Extend Pioneer St via overpass	NA	West end of Pioneer St		Jan 10 Final Order; WDOE comment period ended Mar 15
Cloverhill Farm PUD (PLZ-16-0088, 89 & 90) Preliminary PUD, Preliminary Subdivision Plat, Critical Areas Review, SEPA Review	Develop 453 single-family lots with open space and infrastructure	125.86 ac	Royle Rd	Hearing scheduled March 16	Mar 16 hearing
Pioneer Place Pump Station (PLZ-16-0095 & 96) Type II Site Plan Review, SEPA Review, Critical Areas Review	Type II Site Plan Review, SEPA Review, Critical Areas Review	0.67 ac	N 35 th Ave north of N 10 th St	Feb 01 Comment period closed	Mar 01 issued final NOD;

Attachment: 3-2017 (1270 : CDD Report)

Name	Description	Size	Location	Key Dates	Status
Hillhurst Highlands PUD (PLZ-16-0104, 105, 106) Preliminary PUD, Preliminary Subdivision Plat, Critical Areas Review, SEPA Review	Develop 79 single-family detached lots in RLD-4 zone	25 ac	24304 NW Hillhurst	Jan 27 Technically incomplete	Feb 27 2 nd Incomplete
Quail Homes (PLZ -17-0002) Administrative Adjustment	Reduce residential side setback by 20% due to steep slopes	0.32 ac	510 S 19 th Pl	Jan 05 Received	Feb 03 issued NOD
Union Ridge Lot 1A (PLZ-17-0003 & 04) Type II Site Plan Review, SEPA Review	Construct 53,100-SF industrial facility with office, warehouse, and shops	3.93 ac	S Union Ridge Pkwy & S 5 th St	Jan 09 Received	Mar 29 SEPA and LU comment period closes
Chose Adjustment (PLZ-17-0006) Administrative Adjustment	Reduce residential front and rear yard setbacks by 20%	0.14 ac	1145 N 1 st Ave	Jan 25 received application	Feb 21 issued NOD
Ridgecrest BLA (PLZ-17-0007) Administrative Adjustment	Adjust property lines to match zoning map	159 ac	S 45 th Ave	Feb 02 received application	Feb 27 issued NOD
S. 11th St Site Plan & CUP Review (PLZ-17-0013) Type II Site Plan Review	Develop 76,000-SF self-storage facility; T-III CUP	3.87 ac	NW corner of S 11 th St and S Timm Rd	Mar 09 Technically incomplete	Mar 17 new materials submitted – need CUP material
19th Ct Cottages (PLZ-17-0016)	Type 1 Site plan			Feb 27 application	Mar 1 Issued NOD
Village at Canyon Ridge PUD (PLZ-17-0018-0021) Preliminary PUD, Preliminary Subdivision Plat, SEPA Review, Critical Areas Review, Archaeological Predetermination	Develop 22 townhomes and 1 SFR in RLD-16 zone	4 ac	195 N 32 nd Ct	Feb 27 submittal	TC review
Ridgefield Schools 5-8 (PLZ-17-0023-0026) Type II Site Plan Review, SEPA Review, Critical Areas Review	Develop a public school building to house Ridgefield Intermediate and View Ridge Middle Schools	57.5 ac	S Hillhurst	Mar 01 submittal	TC review

Attachment: 3-2017 (1270 : CDD Report)

Name	Description	Size	Location	Key Dates	Status
Kennedy Farms PUD (PLZ-17-0028-0031)	Develop 245 SFR in RLD-4 zone	53.5 ac	S Hillhurst	Mar 08 submittal	TC review
Preliminary PUD, Preliminary Subdivision Plat, SEPA Review, Critical Areas Review, Archaeological Predetermination					

Engineering Division

Projects Under Review

Name	Description	Size	Location	Status
S 11th St Industrial Building	warehouse building and site improvements	7.5 acres	5504, 5602, 5664 S 11th St	3rd Engineering Review Complete. Waiting on final plans and storm agreement
19th Street Cottages	Residential Development	7 lots	19 th CT and Pioneer St	Grading issued for single building only. Engineering review not yet submitted.
Hillhurst Commercial	Commercial Building, Site and Frontage Improvements	2.45 acres	Hillhurst and Sevier Road	1 st Engineering Review Complete/Grading Comments Issued
Rail Overpass Project-Phase III	Pioneer Street Bridge to Port of Ridgefield	Approx. 1,000 linear feet	Pioneer Street to Mill Street	1 st Engineering Review complete
Union Ridge Lot 6	Warehouse building and site improvements	3.32 acres	7555 S. Union Ridge Parkway	Under construction
Taverner Ridge Ph. 8&9	Residential Development	65 Lots	Southwest of Nighthawk Road	5 th Engineering Review Complete
Taverner Ridge Ph 5	Residential Development	10 Lots	S. Lake River Drive	1 st Engineering Review Complete
Quail Hill	Residential Development	61 Lots	Union Ridge	1 st Engineering Review Complete

Attachment: 3-2017 (1270 : CDD Report)

PROJECTS UNDER CONSTRUCTION

Name	Description	Size	Location	Status
Hawk's Landing	Residential development	57 Lots	Hillhurst Rd, across from High School	Construction substantially complete

Bella Noche	Residential development	34 Lots	N. 35 th Ave	Utility Installation is Complete; Contractor completing punch list
Pioneer Place	Residential development	46 Lots	N. 35 th Ave	Utility Installation is Complete; Contractor completing punch list
Taverner Ridge Ph. 8 and 9	Residential development	Ph. 8: 54 lots Ph. 9: 11 lots	South of existing phases	Grading Underway
Cedar Creek	Residential development	31 Lots	N. 35 th Ave	Utility Installation underway
Ridgecrest	Residential development	330 lots	S. 45 th Ave	Grading Underway
Union Ridge Lot 6	Warehouse building and site improvements	3.32 acres	7555 S. Union Ridge Parkway	Utility Installation Underway