



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, February 1, 2023
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 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. Approval of Minutes from Wednesday, 1/4/23 Meeting**

IV. BUSINESS

- 1. Public Works Director Introduction - Claire Lust, Community Development Director, Chuck Green, Public Works Director**
- 2. 2023 Work Plan - Claire Lust, Community Development Director**

V. STAFF REPORTS

VI. FROM THE COMMISSION

VII. ADJOURN

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



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
January 4, 2023

Regular Meeting - 12:00 AM

GENERAL SESSION CALL TO ORDER - 6:30 PM

Flag Salute - [6:30 PM](#)

ROLL CALL - [6:30 PM](#)

Attendee Name	Title	Status	Arrived
Patrick Flynn	Chairman	Present	
Amanda Swenson	Commissioner	Present	
Richard Amerman	Commissioner	Remote	
Katie Favela	Commissioner	Present	
Kevin Groshong	Commissioner	Present	
Joel Thompson	Commissioner	Present	
John Rose	Commissioner	Present	

Oath of Office: Kevin Groshong - [6:33 PM](#)

Clerk Trina Siebert conducted the Oath of Office with Kevin Groshong for Planning Commission Position #4.

OATH OF OFFICE: JOEL THOMPSON

Clerk Trina Siebert conducted the Oath of Office with Joel Thompson for Planning Commission Position #6.

Late changes to the agenda - [6:36 PM](#)

No late changes to the agenda.

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

No public comments provided.

CONSENT AGENDA

1. Approval of Minutes from Wednesday, 12/7/22 Meeting

Commissioner Favela moved to accept the Consent Agenda as presented, seconded by Commissioner Rose. Ayes all. Motion passed unanimously.

BUSINESS

1. 2023 Work Plan - [6:37 PM](#)

Claire Lust, Community Development Director introduced Shana Lazzarini, Planner II. Ms. Lust recapped the 2022 Work Plan and presented the 2023 Work Plan.

Minutes Acceptance: Minutes of Jan 4, 2023 12:00 AM (CONSENT AGENDA)

Projects:
Short term rental code?

Food cart code

- * Create site planning standards for food cart pods
- * Clarify threshold between mobile vendors and permanent food carts

Carty Road Development Code

- * Implement Carty Road Subarea Plan

Enforcement Code

- * Consolidate and improve code enforcement standards

Ridgefield Urban Area Comprehensive Plan

- * Present County/OFM data
- * Hire and introduce consultant team and present project approach
- * Public participation plan
- * Ongoing presentations and feedback

Commissioner Flynn would like to make sure that members of the community receive as much information as possible regarding proposed projects in order to get as much input from the community as possible. He would like to keep the Short Term Rental Code on the Work Plan.

Commissioner Amerman is concerned about pedestrian crossings along Pioneer.

STAFF REPORTS - [6:54 PM](#)

2022 - Building permits were down from 643 to 327. Land use had its biggest year ever - 161 applications which is an approximately 20% increase from 2021. There were 96 commercial submittals which is a strong number and there will be more commercial projects starting in 2023.

City Council adopted School Impact Fees for Single Family Residences at \$16,880 and Multi-family at \$10,233.59. The rates will be effective 1/19/2023.

Please respond to Trina's emails regarding whether or not you will be attending meetings.

The City has fleece vests for Planning Commission Members to wear.

Both proposed CFP updates were adopted, therefore the road by Clark College was added to the CFP and can be made eligible for TIF credits.

FROM THE COMMISSION - [6:59 PM](#)

Commissioner Amerman welcomed the new commissioners and encouraged them to ask questions.

Commissioner Swenson thank the City for seeking public input for the skate park. She welcomed the new commissioners.

Commissioner Rose attended the Refuge Administrative Office ribbon cutting. There is a community room that will be available for community use. He encouraged people to attend the Chamber of Commerce meeting the last Wednesday of the month.

Commissioner Favela welcomed the new commissioners.

Commissioner Thompson introduced himself and said that he is excited to work with everyone.

Commissioner Groshon introduced himself and thanked everyone for welcoming him.

Commissioner Flynn welcomed the new commissioners. He is thankful to the Ridgefield Police Department for all the patrols around the schools. He thanked the members of the public for attending and City staff for putting everything together.

ADJOURN - [7:04 PM](#)

Trina Siebert

Patrick Flynn

Minutes Acceptance: Minutes of Jan 4, 2023 12:00 AM (CONSENT AGENDA)

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: February 01, 2023

ITEM:

AGENDA ITEM TITLE: Public Works Director Introduction

SUMMARY/BACKGROUND:

In January 2023, Chuck Green was hired as Ridgefield's Public Works Director. Mr. Green will introduce himself to Planning Commission at this meeting.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: February 01, 2023

ITEM:

AGENDA ITEM TITLE: 2023 Work Plan

SUMMARY/BACKGROUND:

Each January, Planning Commission and Community Development Staff formulate a work plan for the coming year. During the January 4, 2023 meeting Planning Commission reviewed the 2022 work plan and discussed proposed 2023 action items. The proposed 2023 work plan is attached to this agenda item.

MOTION:

To recommend approval of the proposed 2023 Planning Commission work plan to Council:

“I move to recommend approval of the 2023 work plan as presented.”

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: 2023 Work Plan (PDF)

2023 Planning Commission Work Program**Approved: DATE***Annual Programs*

Project Name	Project Description
Planning Commission Administration	The Planning Commission is implemented by RCW 35.63 and Ridgefield Municipal Code 2.12. Administration includes scheduling work sessions and hearings, compilation of staff reports and public comment, and coordination for meeting rooms.
Regular updates to RMC Title 18	Occasionally during the course of our work we find inconsistencies within Title 18, and/or suggestions from outside parties that should be corrected within the code. It is our intention to bundle these housekeeping and minor policy issues and present strengthened language for review to the Planning Commission and City Council. Proposed updates will be posted online and feedback sought from relevant stakeholders.

2023 Major Projects

Project Name	Project Description
Comprehensive Plan Update	The process to update the Ridgefield Urban Area Comprehensive Plan begins in 2023, with adoption required by June 30, 2025. Known tasks this year include hiring a consultant team and introducing the team and their approach to PC, analyzing and presenting initial population growth and buildable lands data, creating a public participation plan, and additional opportunities for information sharing and feedback from PC as the project progresses.
Carty Road Development Code	Implement the Carty Road Subarea Plan by writing special development standards for the subarea based on the vision, goals, and recommendations in the plan.
Short Term Rental Code	Study existing codes regulating short term rentals, and seek feedback from PC and Council regarding the need to implement similar codes in Ridgefield.

Food Cart Code	Study existing codes regulating food cart pods, create site planning standards for food cart pods, and clarify the threshold between mobile vendors and (semi)permanent food carts.
Enforcement Code	Update and consolidate the enforcement code to better track and address code violations.

Internal Improvements and Education

Project Name Project Description

Tour	Repeat previous tours of new development, parks, and road projects with Planning Commission, Parks Board, and City Council.
Development Updates	Staff will provide quarterly development updates to Planning Commission.
Transparency	Staff will consistently share project information with stakeholders through the development activity map, Community Development website, and Ridgefield Roundtable project pages.
Ongoing Training	Trainings on commission roles and responsibilities, Public Records Act, Open Public Meetings Act, and local planning are required for new members and optional for other members.