RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA

Wednesday, February 1, 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. BUSINESS

1. **Planning Commission and Parks Board Joint Meeting - Open Public Meetings Act and Roberts Rules of Order Presented by City Attorney Janean Parker**

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

VII. FROM THE COMMISSION

VIII. ADJOURN

CITY OF RIDGEFIELD
PLANNING COMMISSION

MEETING DATE: February 01, 2017

ITEM:

AGENDA ITEM TITLE: Minutes

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: 1-7-2017 Final (PDF)

CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
January 4, 2017

Regular Meeting - 6:30 PM

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

FLAG SALUTE

ROLL CALL

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

Late changes to the agenda - **6:30 PM**

PUBLIC COMMENT - 6:31 PM

None

1. Meeting Minutes - **6:31 PM**

Remove Mark Burton from the Roll Call.

RESULT:	**ADOPTED [UNANIMOUS] AS AMENDED**
MOVER:	Stan Okinaka, Commissioner
SECONDER:	Victoria Haugen, Commissioner
AYES:	Bush, Carnell, Okinaka, Haugen, Jones, Lindsay, Young

BUSINESS - 6:32 PM

1. 2017 Planning Commission Work Program - **6:32 PM**

The 2017 draft work program contains items identified by City Council to staff to continue implementation of our Comprehensive Growth Management plan. The schedule for each of these

Attachment: 1-7-2017 Final (1213 : Minutes)

items is indeterminate at this time, however it is expected that all items on the draft program will be complete at the end of 2017.

Jeff Niten – Community Development Director
Provided a staff report to the Planning Commission.

Commission discussed the golf cart zone and if renters insurance will cover them, the long term circulation plan for the City; traffic and trails, and suggested that they City post a map of the disc golf course on the city website.

2. Comprehensive Plan and Capital Facilities Amendments - **6:54 PM**

Generally, once a calendar year the Planning Commission reviews and recommends direction to the City Council on Comprehensive Plan and Capital Facilities elements. Items can range from identification of new roads to serve future developments, or site specific requests for a change or land use designation. The cycle staff has collected several items for the Planning Commission to review that will implement adopted Development Agreements with several areas of new development in various areas of the city. There are several items that will add new roads and traffic control designs that will serve existing and future development. Additionally, new parkland and trails will serve existing and future development.

Jeff Niten – Community Development Director
Provided and update to the Commission

Commission asked Jeff if the CFP (Capital Facilities Plan) update will incorporate the Gee Creek Plateau and when the annexation will commence.

Jeff Niten responded to the Commission and informed them that the Gee Creek Plateau will not be included in the CFP until the subarea plan has been created and the parcels have been annexed and that process will start in spring 2017.

PUBLIC COMMENT - 7:11 PM

Commissioner Bush
Brought a question from a neighborhood website regarding the Rail Overpass Hearing.

Jeff Niten provided Commissioner Bush information regarding the hearing.

STAFF REPORTS - 7:12 PM

1. Community Development Report - **7:12 PM**

Commissioner Bush asked Jeff Nitenhow the RDC work towards customer service for developers and builders?

Jeff Niten
It has streamlined quite a bit and is clearer for the Developer.

FROM THE COMMISSION - 7:17 PM

Commissioner Haugen – Ridgefield Junction Association - No meeting

Attachment: 1-7-2017 Final (1213 : Minutes)

Chair Carnell – Ridgefield Business Association - Had retreat, no report

Commissioner Bush - No update

Commissioner Jones - City Council - Provided Planning Commission accomplishments update. Discussion on parks rules.

Commissioner Okinaka - Main Street Association- Obtain portions of BOA taxes, Main Street can get a tax credit. Could not secure funds due approval date. Fundraising is next. On Feb 7th Main Street of Washington will be coming out to do an on-site survey which will include walking through the town and giving recommendations. Elections of board members will also be coming up.

Commissioner Lindsay - Parks Board - Presentation on different items that can be donated for memorials. Items will need to be earth tones and not crazy colors. Went over 2017 work plan.

ADJOURN - 7:23 PM

_____ _____

Lindsay Regan Jason Carnell

Attachment: 1-7-2017 Final (1213 : Minutes)

CITY OF RIDGEFIELD
PLANNING COMMISSION

MEETING DATE: February 01, 2017

ITEM:

AGENDA ITEM TITLE: Planning Commission and Parks Board Joint Meeting - Open Public Meetings Act and Roberts Rules of Order Presented by City Attorney Janean Parker

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: Planning Commission Rules of Procedure Rev Jan 2010 (PDF)

RULES OF PROCEDURE
FOR THE PLANNING COMMISSION
IN THE CITY OF RIDGEFIELD, WASHINGTON

1. DEFINITIONS

1.1 Definitions

"Applicant" means a person who is the owner of the subject property or the authorized representative of the subject property, and who applies for a permit or approval to do anything governed by the ordinance of the City.

"City" means the City of Ridgefield, Washington.

"Ridgefield Urban Area Comprehensive Plan" (RUACP) means all policies, capital facilities plan, transportation plan, general plan of the City that governs or applies to land use within the City and its urban area.

"Council" means the City Council of the City of Ridgefield.

"RMC" means the Ridgefield Municipal Code.

"Ex parte communication" means written or oral communications to a decision-maker about a matter pending before the decision-maker not included in the public record and made outside of a public hearing.

"Interested Person" means any individual, partnership, corporation, association, or public or private organization of any character that may be affected by proceedings before the decision-maker and shall include any party in a contested case.

"Party of record" means a person who testifies at a hearing or submits written comments prior to or at the hearing or subsequent to the hearing.

"Planning Commission" means the Planning Commission of the City of Ridgefield established pursuant to Chapter 2.12 of the Ridgefield Municipal Code.

"Presiding Officer" means the Chairperson of the Planning Commission or when the Chairperson is not in attendance, the Vice-Chairperson of the Planning Commission.

"Public Hearing" means a meeting of the Planning Commission, announced and advertised in advance and open to the public, who may make public comment, to consider specific legislative matters for purposes of making recommendations to the Ridgefield City Council.

"SEPA" means the State Environmental Policy Act, which has been codified locally under Ridgefield Municipal Code 18.810.

Attachment: Planning Commission Rules of Procedure Rev Jan 2010 (1214 : Open Public Meetings Act)

2. MEMBERSHIP AND STRUCTURE

2.1 Members

The City of Ridgefield has created a Planning Commission of seven (7) members. These members are appointed by the Mayor and confirmed by the City Council, and may be removed pursuant to Ridgefield Municipal Code 2.12.040.B.

2.2 Meetings

a. All meetings will be held at the Ridgefield Community Center, unless otherwise directed by the Presiding Officer of the Planning Commission. A regular meeting shall be held on the first Wednesday of each month at 6:30 p.m. and shall be open to the public. A second regular meeting may be held, as needed, on the third Wednesday of each month at 6:30 p.m.

b. Work-Study Sessions may be held on an as-needed basis.

c. Special meetings shall be at the call of the Presiding Officer or by request of another Planning Commission member and approved by the chair. Special meetings require a minimum of a 24 hour notice.

d. When a regular meeting falls on a legal holiday, the regular meeting shall occur on the next Wednesday following the scheduled meeting date unless otherwise designated by the Presiding Officer.

e. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled by Notice of the Presiding Officer.

f. Except as modified by these Rules of Procedure, Robert's Rules of Order, Newly Revised, shall govern the conduct of the meetings.

g. No meetings shall be permitted to continue beyond 10:00 p.m. without approval of majority of the Commission members present.

2.3 Election of Officers

a. The officers of the Commission shall consist of a Chairperson, and Vice-Chairperson elected from the appointed members of the Commission and such other officers as the Commission may, by majority vote, approve and appoint.

b. The election of officers shall take place biennially at a meeting in December of each even-numbered calendar year. The term of office of each officer shall run until a subsequent election of officers.

c. The vacancy of an office caused by the resignation or removal of any officer of the Commission during his or her term of office shall be filled pursuant to RMC Chapter 2.12.

Attachment: Planning Commission Rules of Procedure Rev Jan 2010 (1214 : Open Public Meetings Act)

2.4 Quorum

A majority of the appointed members shall constitute a quorum for the transaction of all Planning Commission business except work-study sessions where a quorum need not occur to conduct said session. The Chairperson or Vice-Chairperson need not be present to constitute a quorum. The Ridgefield Planning Commission can transact all necessary business whenever a quorum is present; provided, however, that all formal actions of the Commission shall require a majority vote of the quorum to be approved.

2.5 Agenda

a. Work-Study Sessions

An agenda for work-study sessions of the Planning Commission shall be prepared for each meeting consisting of the following order of business:

1. Roll Call – Request by Presiding Officer for verbal identification of member attendance;
2. Review of Work-Study Items – Presiding Officer identifies the work-study item, directs staff to give a brief overview of the item and associated issues and requests Planning Commission discussion on the item(s). At the discretion of the presiding officer, the public may be allowed to provide comments on work study items;
3. Reports/Information – Presentation by staff to Planning Commission on issues of interest or concern to the Commission; and,
4. Adjournment – Presiding Officer adjourns the meeting.

b. Regular Meetings

An agenda for a public hearing shall be prepared for each meeting consisting of the following order of business:

1. Roll Call – Request by Presiding Officer for verbal identification of member attendance;
2. Approval of Minutes – Request by Presiding Officer for motion to approve the minutes of a previous meeting(s);
3. Communications – Presiding Officer provides members of the public, other Planning Commission members and staff the opportunity to speak on issues not on the agenda for the meeting being held. Presentations by members of the audience are to have a general time limit of 3 minutes, unless otherwise authorized by the Presiding Officer;
4. Public Hearings – Planning Commission conducts scheduled public hearings on legislative issues;
5. Old Business – Issues from a previous meeting that are to be further considered by the Planning Commission, excluding continued public hearings;

Attachment: Planning Commission Rules of Procedure Rev Jan 2010 (1214 : Open Public Meetings Act)

6. New Business – New issues not previously discussed by the Planning Commission identified in advance or at the meeting by the Presiding Officer, other Planning Commission members or staff;
7. Reports/Information – Presentation by staff to Planning Commission on issues of interest or concern to the Commission; and,
8. Adjournment –Presiding Officer adjourns the meeting.

2.6 Record of Meetings

a. Work-study sessions may be recorded. No written record of the sessions will be produced.
b. All regular meetings and public hearings shall be recorded and summary minutes produced. All recordings are to be kept on file at the City of Ridgefield and made available to the public upon request. All recordings and summary minutes shall be produced according to Section 3.4.

3. NATURE OF PUBLIC HEARINGS

3.1 Expeditious Proceedings

It is the policy of the City that, to the extent practicable and consistent with the requirements of law, public hearings shall be conducted expeditiously. In the conduct of such proceedings the Planning Commission and all parties, or their agents, shall make every effort at each state of a proceeding to avoid delay and repetition.

3.2 Frequency

Hearings will be scheduled during regularly scheduled meetings.

3.3 Format

The format for a public hearing before the Planning Commission will be as follows:

a. Presiding Officer identifies the Public Hearing Item and opens the Public Hearing;
b. Presiding Officer directs staff to give Staff Report;
c. Presiding Officer opens the Public Hearing and provides the opportunity for parties wishing to comment. The presiding officer may limit testimony to three (3) minutes per party;
d. Presiding Officer requests staff to provide any additional comments;
e. Presiding Officer closes the public hearing;
f. Presiding Officer returns the subject to the commission for discussion and/or motion. All motions are to be in the form of an affirmative motion. Affirmative motions are used to prevent “approval by default” of a failed negative motion.
g. Have motion made and seconded;
h. Presiding Officer requests discussion among Planning Commission on motion;
i. Presiding Officer asks for yes votes on motion;
j. Presiding Officer asks for no votes on motion;

Attachment: Planning Commission Rules of Procedure Rev Jan 2010 (1214 : Open Public Meetings Act)

k. Presiding Officer asks for any abstentions on motion; and,
l. Presiding Officer declares decision.

3.4 Record of Hearing

a. Hearings shall be recorded and such recordings shall be a part of the official record. Copies of the recordings, or transcripts thereof, of a particular proceeding shall be made available to the public on request and the reasonable cost of such copying or transcript shall be paid by the requester. Summary minutes of the hearing will be kept on file at Ridgefield City Hall.

b. Copies of any written materials in the record may be obtained by any interested person, provided that said person shall be responsible for paying the cost of reproducing such material.

3.5 Notice Requirements of Hearings and Filings

a. All notice and time requirements and methods of notification shall be consistent with the provisions as set forth in Ridgefield Municipal Code Chapter 1.16 and Ridgefield Development Code Section 18.310.090.

b. Affidavit of Notice:

An affidavit attesting to the notice given of a public hearing (including dates and places of publication, list of those mailed to, and where posted) shall be made a part of each official case record.

4. PRESIDING OFFICIALS

4.1 Presiding Officials

a. Meetings and hearings shall be presided over by the Presiding Officer.

b. The Presiding Officer shall have all of the authority and duties as granted in state statutes and city ordinances. Included in the duties of the Presiding Officer are the following: to conduct fair and impartial hearings, to take all necessary action to avoid delay in the disposition of proceedings, and to maintain order. He or she shall have all powers necessary to that end, including the following:

1. To question any member of the Commission if they have any appearance of fairness concerns that he or she would like to disclose at this time?;
2. To administer oaths and affirmations;
3. To regulate the course of the hearings and the conduct of the parties and their agents;
4. To question any party presenting testimony at the hearing;
5. To consider and rule upon all procedural and other motions appropriate to the proceedings; and,
6. To direct staff to file recommendations with the City Council.

Attachment: Planning Commission Rules of Procedure Rev Jan 2010 (1214 : Open Public Meetings Act)

4.2 Presence of Legal Counsel at Public Hearings or Meetings

a. Although representation by legal counsel is not required at hearings, all parties participating in the hearings may be represented at the hearings by legal counsel of their choice.

b. At the request of any department and/or at the request of the Presiding Officer, a representative of the City's Attorney's Office may be present at the public hearings or meetings to advise on matters of law and procedure.

c. All forms of legal materials including briefs, staff reports and other legal memoranda upon which a party of record will be relying or presenting at the hearing should be submitted to the Community Development Department office at least ten business days in advance of the scheduled hearing date. The above-mentioned documents should be available to the public at least seven business days in advance of the scheduled hearing date.

5. CONDUCT OF PUBLIC HEARINGS

5.1 Content of the Record

The record of a hearing conducted by the Planning Commission shall include, but not be limited to, the following materials:

a. The departmental staff reports;
b. All evidence received, which shall include all exhibits and other materials admitted as evidence;
c. A statement of all matters officially noticed;
d. A recommendation to the City Council;
e. Recordings made on electronic equipment; and,
f. An environmental determination made pursuant to the State Environmental Policy Act of 1971 (SEPA) [if applicable].

5.2 Development of Record

a. The record of a public hearing before the Planning Commission shall be developed pursuant to Section 3.4 of these rules.
b. All public hearings are to be electronically recorded and summary minutes of the proceedings of the hearing are to be produced.

5.3 Content and Form of Staff Reports

Staff reports to the Planning Commission on legislative issues shall contain the minimum following information:

a. Background information identifying the issue(s) for consideration inclusive of key dates, concerns and procedural information.
b. Identification of Planning Commission options for making recommendation(s) to the City Council.

Attachment: Planning Commission Rules of Procedure Rev Jan 2010 (1214 : Open Public Meetings Act)

c. The result of the determination pursuant to the State Environmental Policy Act, if applicable.
d. Staff recommendation(s).
e. Exhibits containing written and/or plan information necessary to assist the Planning Commission in developing recommendations.

The staff report shall be distributed to the Planning Commission and parties of record no less than three calendar days prior to the scheduled hearing and made available to the public as required by the Ridgefield Municipal Code.

5.4 Continuance of Hearings

If, in the opinion of the Planning Commission, more information is necessary to make a recommendation or decision or if a member(s) is unable to hear all of the public comments on the matter, or if information is received at such late time that the Planning Commission feels it cannot make a rational decision based on that information, but deems the information to be relevant, the Planning Commission may continue the hearing to a time and date certain upon a majority vote of the members present at the hearing. The hearing date must be continued to a specific time and place, and posted at City Hall; however, no further notice of that hearing need be given.

Additional information for a continued hearing may be submitted by an interested party or City staff prior to the continued hearing date, provided that such information shall be submitted to the City and distributed to the Planning Commission a minimum no less than three calendar days before the date of the continued public hearing to ensure thorough consideration of the hearing item.

5.5 Evidence

a. Admissibility. The hearing generally will not be conducted according to technical rules relating to evidence and procedure. Any relevant evidence shall be admitted if it is the type, which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs. The rules of privilege shall be effective to the extent recognized by law. A Presiding Officer shall retain discretion on the admissibility of all evidence.

b. Testimony. All persons to present testimony shall be asked to sign in, provided, however, that failure to sign in will not preclude any citizen from giving testimony. When presenting to the Planning Commission, all persons shall state their name clearly and give their address and phone number and designate whom they represent, if any.

c. Copies. Documentary evidence may be received in the form of copies of excerpts, if the original is not readily available. Upon, request, parties shall be given an opportunity to compare the copy with the original.

d. Evidence received subsequent to the hearing or procedural errors. If additional evidence is submitted after the public hearing or procedural errors are identified after the hearing, said evidence will be considered only upon a showing of significant relevance and good cause for delay in its submission

Attachment: Planning Commission Rules of Procedure Rev Jan 2010 (1214 : Open Public Meetings Act)

and said procedural errors shall be based on adopted City procedures or other applicable law. All parties of record will be given notice of the consideration of such evidence and granted an opportunity to review such evidence and file rebuttal arguments.

e. All parties will be allowed opportunity to make a record of evidence admitted or denied during the course of the hearing. This record shall include offers of proof.

6. RECOMMENDATIONS AND DECISIONS

6.1 Written Recommendations

All legislative matters before the Planning Commission shall be reviewed by the Commission and a recommendation developed on the proposed action to the City Council. Staff shall, in its Staff report to the City Council, report on the recommendation of the Planning Commission. A recommendation to the City Council shall be forwarded from the Planning Commission for Council consideration at the earliest possible convenient time and shall contain the complete record of the proceeding before the Planning Commission.

6.2 Procedure for Reconsideration and Reopening Hearing

a. At any time prior to the final recommendation, the Presiding Officer may reopen the proceeding for the reception of further evidence. All parties of record shall be given notice of the consideration of such evidence and granted an opportunity to review such evidence and file rebuttal arguments.

b. If within five business days after the Public Hearing any party of record petitions the Presiding Officer for a reopening of the hearing, the Presiding Officer shall have discretion to reopen the hearing to consider new testimony or new evidence that was unavailable for cause per Section 5.5.e at the time of the hearing.

c. Reconsideration. Any interested person may file a written request with the Presiding Officer for reconsideration within five business days of the Planning Commission's adopted recommendation to the City Council. The request shall explicitly set forth procedural errors or new evidence not received at the hearing. The Presiding Officer shall act within five business days after the date of the filing of the request for reconsideration by either denying the request, or calling for an additional public hearing. If an additional hearing is called for, the notice of said hearing shall be mailed to all parties prior to the hearing date.

7. EX PARTE COMMUNICATION

7.1 All ex parte communication by any member of the Commission shall be disclosed at the beginning of a public hearing or any other proceeding involving the development of a recommendation to the City Council or other decision-making body of the City.

Attachment: Planning Commission Rules of Procedure Rev Jan 2010 (1214 : Open Public Meetings Act)

The Presiding Officer in consultation with the other Planning Commission members may direct that the member disclosing ex parte communication be excused from participation in the proceedings on an issue based on this disclosure.

8. PROCEDURES FOR AMENDING COMMISSION RULES

8.1 On an annual basis, the Planning Commission, at a regular meeting, shall as necessary, review its adopted rules and identify any necessary amendments to its procedural rules for conformity with legal requirements, City policies and procedures.

8.2 During a calendar year, the Chairperson or a member of the Planning Commission may identify necessary amendments to the Planning Commission's procedural rules.

8.3 During a calendar year, the Community Development Director or designee may identify necessary amendments to the Planning Commission and request to the Chairperson that consideration of the potential amendments be brought before the entire commission.

8.4 The Chairperson shall direct staff to prepare changes in the Commission's procedural rules for review and discussion by the Commission at a regular meeting.

8.5 The Planning Commission shall be notified a minimum of three business days prior to formal consideration of any amendments to the Planning Commission's rules.

8.6 The Commission shall adopt any amendments to the Planning Commission's rules by motion.

8.7 A request to the Chairperson that consideration of the potential amendments be brought before the entire commission.

APPROVED by the Ridgefield Planning Commission at a regular meeting held on January 20, 2010.

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Jerry Bush, Presiding Officer

Attachment: Planning Commission Rules of Procedure Rev Jan 2010 (1214 : Open Public Meetings Act)