



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, January 15, 2020
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. Oath of Office - Commissioner Rightenour**
- 4. 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, 12/4/19 Meeting**

IV. BUSINESS

- 1. Code Amendment Briefing - Louisa Garbo, Community Development Director**
- 2. Planning Commission Draft Work Program 2020**

V. 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.

VI. STAFF REPORTS

VII. FROM THE COMMISSION

VIII. ADJOURN

IX. AGENDA ITEMS

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



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
December 4, 2019

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

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

ROLL CALL - [6:32 PM](#)

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

Commissioner Bush made a motion to excuse Commissioner Carnell. The motion was seconded by Commissioner Young. All in favor, motion passed.

LATE CHANGES TO THE AGENDA

There were no late changes to the agenda.

PUBLIC COMMENT

No public comments were offered.

CONSENT AGENDA

1. Approval of Minutes from Wednesday, 11/6/19 Meeting

A Motion by Commissioner Aichelle to approve the November 6, 2019, Planning Commission meeting minutes. The motion was seconded by Commissioner Young. All in favor, motion passed.

BUSINESS

1. Planning Commission Work Plan Ideas

Louisa Garbo, Community Development Director, presented the 2020 Planning Commission work plan. Commissioners asked questions and staff provided answers.

2. Port Engine Demonstration

Minutes Acceptance: Minutes of Dec 4, 2019 6:30 PM (CONSENT AGENDA)

Louisa Garbo, Community Development Director, gave a summary of the Port Engine Mapping System. Louisa informed the Commission that the new system will be added to the City website within the next few weeks and Commissioners will sent an announcement and link to access.

PUBLIC COMMENT

No public comment was offered.

STAFF REPORTS

Louisa Garbo, Community Development Director, discussed upcoming electronic plan review and staff training.

Louisa informed the Commission that staff is working on a new template to streamline staff reports to create uniformity.

Louisa updated the Commission on the Shoreline Master Plan and stated that there has been a lot of community engagement so far leading up to the eventual open house. The open house is projected to be held at alternate locations in order reach more residents.

Louisa asked the Commission to look over the meeting Bylaw Rules of Procedure annually as a refresher and will follow up in January to see if there are questions.

Louisa proposed a change to next months scheduled meeting date of January 1, 2020, due to the New Year's Holiday. Due to meeting room availability, Louisa advised that January 15, 2020, would be the next vacant room opening.

Presiding Officer Flynn moved that we make a motion to accept the alternate Planning Commission Meeting date of January 15, 2020.

Commissioner Young made a motion to move the January 1, 2020, meeting to January 15, 2020, due to a conflict with the holiday. The motion was seconded by Commissioner Young. All in favor, motion passed.

FROM THE COMMISSION

Commissioner Aichele reported that he attended the City Library Design Open House on November 19, 2019. Rob stated that the target date to begin construction is spring or early summer.

Chair Flynn reported that the Turkey Trot Event on Thanksgiving day was successful. He projected there were 700 participants in attendance.

Chair Flynn reminded the Commission that the Hometown Celebration Tree Lighting event was on schedule for Saturday, December 7, 2019.

Chair Flynn recognized and thanked Commissioner Aichele for his service on the Planning Commission and offered congratulations on his new appointment to City Council.

ADJOURN

The meeting adjourned at 7:19 p.m.

Angie Suzuki

Patrick Flynn

Minutes Acceptance: Minutes of Dec 4, 2019 6:30 PM (CONSENT AGENDA)

PROPOSED RIDGEFIED MUNICIPAL CODE CHAPTER 18 UPDATES (2020 Spring Amendment)

	Code section(s)	Reason(s) for amendment	Types of amendments
1	18.100 Definition	Add definition to “Map of Dedication” help explaining this new submittal requirement recently adopted by council.	Housekeeping
2	18.340.040 Determination of nonconforming uses and development	Correct a typo	Housekeeping
3	18.395 Enforcement Procedures and Penalties	General clean up to the Code Enforcement process	Housekeeping
4	18.401.120 Bonding and Enforcement	Remove/edit bonding requirements that contradict RDC 18.620 and engineering requirements	Housekeeping
5	18.200.50 Interpretation of district boundaries.	Provide flexibility for development that has a split zone on the property	Minor policy change
5	18.310.150.J. Development Agreements	Amend time frame on Development Agreement to avoid implementing old standards that are deficient in addressing current development issues.	Minor policy change
7	18.350.020 Adjustment	To ensure the granting of an Administrative Adjustment will result in greater community benefit	Minor policy change
9	18.710.151 Ranch-style archway signs	Add design standards for Ranch-style archway signs	Minor policy change
8	18.725.030 Types of landscaping	Clarify “trees” requirements in landscape buffers	Minor policy change
10	Multiple sections	Removing “Final Site Plan” submittal requirement to streamline the review process	Minor policy change

2020 Planning Commission Work Program

Accepted by Planning Commission: January xx, 2020

Project Name	Project Description	Timeline
Process Improvements	- Identify process improvement needs and address using LEAN principles. - Website update - Online submission and inspection	On-going
Code Updates	- Housekeeping updates to Title 18 - Site Plan review process - Sign standards - Provide flexibility to develop in split zones within the same property - HOA requirements - to avoid % of vote that benefits the developer versus the homeowners - RMD16 parking - to ensure sufficient parking for residents - Design Review standards - Housekeeping updates to Title 18	Early 2020 Late 2020
Shoreline Master Program	Updates to the Ridgefield Shoreline Master Program (SMP) as required by the Department of Ecology	2019-2020
Carty Road Subarea Plan	Develop a subarea plan for the Carty Road annexation area.	Early 2020
Public Engagement program	Website update on public outreach process	Summer 2020
Affordable Housing Study	Explore potential updates to the Comp Plan or creation of an Affordable Housing Plan	Late 2020
Annual training	Conflict of interest, perception of bias and parliamentary procedure (Robert's Rules), and/or planning related workshop/webinar	2020