



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, January 5, 2022
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: Richard Amerman**
- 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, 12/1/21 Meeting**

IV. BUSINESS

- 1. Possible Adoption of 2022 Work Plan - Claire Lust, Community Development Director**

V. PUBLIC HEARING

- 1. Zone Change: Union Ridge North EMUO Removal - Claire Lust, Community Development Director**

VI. STAFF REPORTS

VII. FROM THE COMMISSION

VIII. ADJOURN

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



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
December 1, 2021

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

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

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

Attendee Name	Title	Status	Arrived
Jerry Bush	Commissioner	Present	
Stan Okinaka	Commissioner	Absent	
Patrick Flynn	Chairman	Present	
Gary Rightenour	Commissioner	Present	
Amanda Swenson	Commissioner	Present	
Matt Cole	Commissioner	Present	
John Rose	Commissioner	Present	

Commissioner Swenson moved to excuse Commissioner Okinaka, seconded by Commissioner Rose. Ayes all, motion passed unanimously.

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

There were no late changes to the agenda.

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

There were no public comments provided.

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

1. Approval of Minutes from Wednesday, 11/3/21 Meeting

Commissioner Bush moved to approve the minutes as presented, seconded by Commissioner Cole. Ayes all, motion passed unanimously.

BUSINESS - [6:32 PM](#)

1. 2022 Work Plan

Claire Lust, Community Development Director provided a summary of the 2021 Planning Commission Work Plan, presented a preliminary draft of the 2022 Work Plan, and asked for feedback and suggestions from the Planning Commission prior to adopting the 2022 Work Plan in January.

Discussion occurred regarding the Carty Road Subarea Plan.

Minutes Acceptance: Minutes of Dec 1, 2021 6:30 PM (CONSENT AGENDA)

Commissioner Flynn recommended keeping affordable housing on the 2022 work plan.

2. 2021 Comprehensive Plan Amendment Deliberation and Recommendation

Claire Lust, Community Development Director summarized that on November 3, 2021 Planning Commission held and closed a public hearing on the Comprehensive Plan Amendment proposing to change the land use designation on 4801 S 3rd Way (Discovery Ridge Phase 4) from General Commercial (GC) to Urban Medium (UM) with concurrent zone change from Commercial Community Business (CCB) to Residential Medium Density 16 (RMD-16). After deliberation Planning Commission requested more information about the amount of developable commercial and employment land that would remain in the City if the subject property were to change from commercial to medium density residential. Planning Commission elected not to make a recommendation. She further advised that the purpose of the this meeting is for Planning Commission to continue deliberations and make a recommendation to the City Council for approval, approval with modifications or denial.

Ms. Lust advised that staff performed a zoning analysis and provided the Planning Commission with the approximate amount of General Commercial and Employment zone acreage that has not been developed in the City.

Discussion occurred on the status of the Public Hearing and Ms. Lust reminded the Commissioners that the Public Hearing was closed at the last meeting.

Commissioner Rose provided comments based upon research that he performed using real estate statistics. He moved to decline the proposal. Chair Flynn asked to hold off on any motions until the Commission had more discussion.

Commissioner Cole provided comments that while there isn't a shortage of residential developments occurring in the City there is a shortage of office/business space. He recommended holding off on changing the zoning. He also stated that what he has heard from his neighbors is that commercial infrastructure is not growing at the same pace as residential developments. He proposed a balanced approach going forward to make sure there is infrastructure available for jobs and businesses.

Discussion occurred on when this item would be forwarded to the City Council.

Commissioner Bush expressed his concern regarding the importance of public feedback and the loss of residents due to the cost of living in Ridgefield and commuting to work elsewhere.

Chair Flynn asked how long the property owner has owned this piece of land. Ms. Lust advised that the current property owner has owned portions of Discovery Ridge since at least 2018. Chair Flynn stated that there is a lack of office space within the City. He thinks the biggest challenges the City faces is overcrowded schools, lack of affordable housing and no places to work. Overcrowding in schools is not helped by building more houses or creating more residential zoning. He recommended that the Commission have a vote and that he plans to vote no. Ms. Lust stated that she would like to take their vote to City Council Dec 2, 2021.

Chair Flynn asked for a motion to pass this to City Council. Commissioner Cole moved that Planning Commission does not recommend changing the code to Urban Residential, seconded by Commissioner Bush. Clarification occurred that the motion is no, therefore a yes vote is agreeing to vote no.

Ayes all, motion passed unanimously.

RESULT:	DEFEATED [UNANIMOUS]
AYES:	Bush, Flynn, Rightenour, Swenson, Cole, Rose
ABSENT:	Okinaka

STAFF REPORTS - [7:11 PM](#)

Ms. Lust thanked Commissioner Bush for all of his years of service on the Planning Commission. She also invited him to the City Council Meeting on December 16th where Council will be recognizing Board Members for their years of service. Discussion occurred on how the public can find out about City Council meetings.

FROM THE COMMISSION - [7:13 PM](#)

Commissioner Cole stated that the December 2nd City Council meeting should be an interesting meeting. There will second reading of the 2022 proposed \$62.9 million dollar budget.

Commissioner Swenson stated that several of the schools are having fundraiser's and giving trees right now if the community is looking for a way to give back.

Commissioner Rose stated that the annual food drive and drop will be December 4th at the middle school from 8:30-3:00. The Lions are in charge of it and are still looking for volunteers. They can get contact information from the Lion's Facebook page.

Commissioner Bush provided comments on his time on the Planning Commission and the things that the Commission has accomplished over the years.

Chair Flynn thanked Commissioner Bush for his service to the City. He also thanked City staff for putting everything together.

ADJOURN - [7:18 PM](#)

Trina Siebert

Patrick Flynn

Minutes Acceptance: Minutes of Dec 1, 2021 6:30 PM (CONSENT AGENDA)

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: January 05, 2022

ITEM:

AGENDA ITEM TITLE: Possible Adoption of 2022 Work Plan

SUMMARY/BACKGROUND:

Follow up on December work plan presentation.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: 2022 Work Plan (DOCX)

2022 Community Development Work Program**Approved:***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.
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.

2022 Major Projects

Project Name	Project Description
Short Term Rental Code	Staff propose to study short-term rental code regulations in other jurisdictions and explore how they might be adapted and applied in Ridgefield, in response to an increase in vacation rentals in the City.
Ridgefield Urban Area Comprehensive Plan	Staff will plan and present an approach to the 2024 RUACP Update, and present any updates from the County.
Public Participation Plan	Staff propose to create a Community Development public participation plan. Study best practices to develop goals and policies for community engagement in planning projects, particularly in anticipation of the 2024 Comprehensive Plan Update.

--	--

Internal Improvements and Education

Project Name	Project Description
Tour	Community Development and Admin staff intend to coordinate a tour of residential and commercial development with Planning Commission and City Council.
Development Updates	Staff will provide quarterly development updates to Planning Commission.
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.

**CITY OF RIDGEFIELD
PLANNING COMMISSION PUBLIC HEARING**

MEETING DATE: January 05, 2022

ITEM:

AGENDA ITEM TITLE: Zone Change: Union Ridge North EMUO Removal

GOVERNING LEGISLATION:

RCW 36.70A – Growth Management

SUMMARY/BACKGROUND:

The City proposes a zone change to remove the Employment Mixed Use Overlay (EMUO) from nine parcels northwest of the Interstate 5 junction, with a total area of approximately 70 acres.

See attached staff report for more information.

MOTION AND RECOMMENDATION TO CITY COUNCIL:

A motion of approval would read as follows:

“I move to recommend a zone change to remove the EMUO from Union Ridge North, as presented.”

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: Union Ridge North EMUO Removal_PC Staff Report (PDF)



THE CITY OF RIDGEFIELD

510 Pioneer Street Ste B | P.O. Box 608 | Ridgefield, WA

Union Ridge North EMUO Removal (Zone Change) Planning Commission Staff Report

I. PROPOSAL

The City proposes a zone change to remove the Employment Mixed Use Overlay (EMUO) from nine parcels northwest of the Interstate 5 junction:

Parcel	Owner	Existing zoning	Proposed zoning
213978000	Oliva, Steven J	Commercial Regional Business (CRB), Employment Mixed Use Overlay (EMUO)	Commercial Regional Business (CRB)
214038000	URTC Northwest LLC	CRB, EMUO	CRB
214039000	URTC Northwest LLC	CRB, EMUO	CRB
213956001	URTC Northwest LLC	CRB, EMUO	CRB
214058000	Union Ridge LLC	CRB, EMUO	CRB
214016000	Chang, Bryce B	CRB, EMUO	CRB
213976000	Oliva, Steven J	CRB, EMUO	CRB
214054000	Oliva, Steven J	CRB, EMUO	CRB
214019000	Gatach Properties LLC	CRB, EMUO	CRB

Note: URTC Northwest LLC is represented by Steven J Oliva. Union Ridge LLC (parcel 214058000) is currently in a 50/50 partnership between Oliva and Gramor Development, Inc. Oliva will have 100 percent ownership of parcel 214058000 by January 13, 2022.

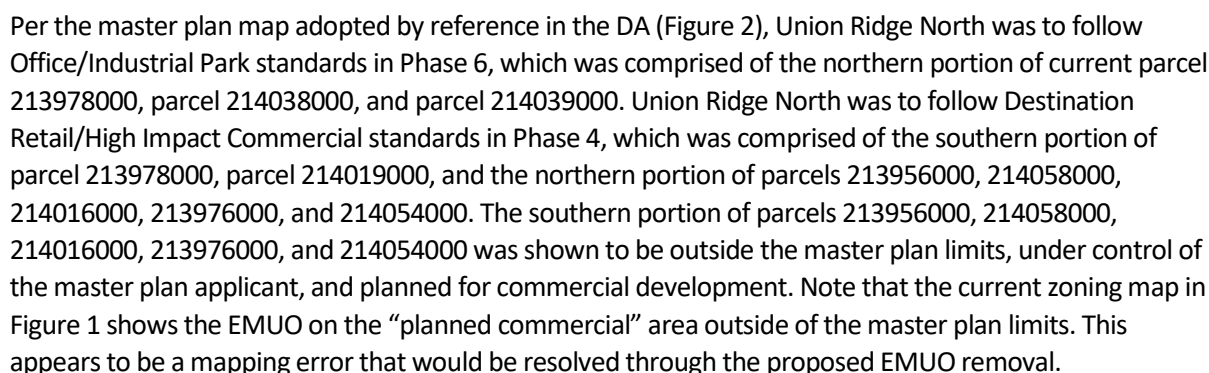
The site largely has grass cover, with a few treed areas associated with wetlands and former residences. Three of the parcels contain uninhabited single-family residences (213978000, 213956001, and 214016000). The remaining six parcels are vacant. Parcel 214019000 has been graded in conjunction with the adjacent parcel to the south, which is not in the EMUO and not subject to a zone change request.

Employment Mixed Use Overlay (EMUO)

Planning Commission Staff Report: Union Ridge North EMUO Removal
January 5, 2022

Union Ridge Master Plan

Figure 2. Union Ridge Master Plan map



Union Ridge Master Plan Development Agreement

In June 2006, the City entered into the Union Ridge Master Plan Development Agreement (DA) with Pioneer Estates LLC, Ridgefield Junction LLC, Dollar Tree Distribution Inc., SC Hinton LLC, and SC Graf LLC, as required by the EMUO code in order to implement the master plan and apply the EMUO to the subject parcels. The stated purposes of the DA (Article 1) include:

- Set forth the development standards applicable to the Union Ridge Master Plan; and
- Vest these permitted uses and development standards for the period set forth in the DA.

The DA incorporated the following documents by reference (Articles 2 and 3):

- The master plan application;
- The Final Order approving the master plan; and
- The Union Ridge Development Standards and Design Guidelines, a document which includes the map shown in Figure 2.

Article 5 of the DA provides that the property within the Union Ridge Master Plan is vested as to all of the permitted uses and development standards described in the master plan application and the Final Order approving the master plan, unless an owner agrees to waive its vested rights to any or all ordinances applicable to the development, in which case the owner shall be subject to the current code.

Relationship between master plan, DA, and EMUO

Once the DA was adopted, the EMUO zoning overlay was applied to the parcels in Union Ridge South and North in order to implement DA, which incorporated the master plan. Put another way, the Union Ridge master plan necessitated the DA, which then necessitated the EMUO. The master plan, DA, and EMUO are interdependent, with the result being that **the master plan development standards are housed in the EMUO.**

2021 Development concept and zone change proposal

Currently, the owner of seven of the nine subject parcels ("Oliva parcels") intends to develop these parcels with a large commercial anchor business and multiple smaller, surrounding commercial businesses.

Figure 3. Oliva parcels and mapped EMUO

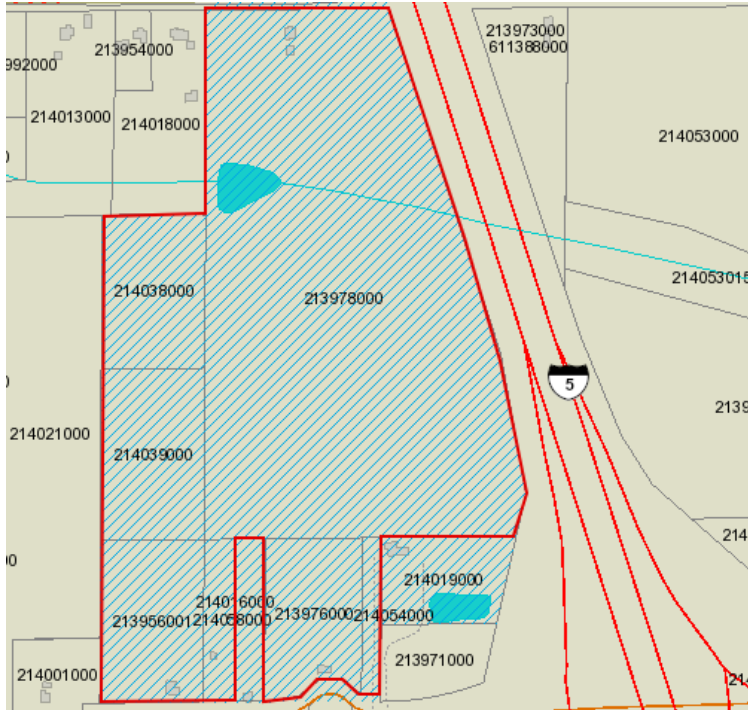
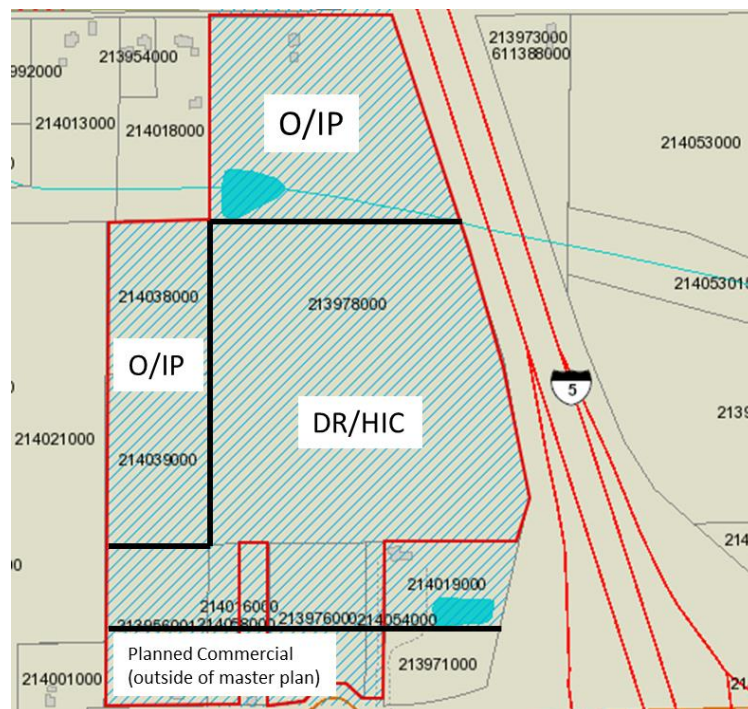


Figure 4. Oliva parcels, mapped EMUO, and master plan/DA designations



As shown in Figure 4, the Oliva parcels include Office/Industrial Park (O/IP) and Destination Retail/High Impact Commercial (DR/HIC) use designations based on the master plan and DA. Per RDC 18.240.110 (EMUO use table), the permitted (P) and prohibited (X) retail and restaurant uses in O/IP and DR/HIC are:

	DR/HIC	O/IP
Retail sales – low impact (e.g., grocery stores, general and specialty merchandise)	P	P
Retail sales – high impact (e.g., outdoor nurseries, lumber or building materials, equipment rental)	P	X
Retail sales – destination retail (attracts many customers from a wide geography)	P	X
Restaurants without drive-through	P	P
Restaurants with drive-through	P	X
Auto-oriented businesses (e.g., gas stations)	P	P

Under the master plan development standards adopted by reference in the DA and implemented through the EMUO, the north and northwest portions of the site would not be permitted locations for high impact retail sales, destination retail sales, or restaurants with drive-throughs. If the EMUO were to be removed, the CRB standards would apply uniformly across the site. The CRB standards permit a wider variety of commercial uses (as well as offices), and do not differentiate between low impact, high impact, and destination retail.

Per a letter submitted by the owner's legal counsel to the City on December 16, 2021, the owner of the seven Oliva parcels has exercised their ability under Article 5 of the DA to waive their vested rights to the master plan development standards adopted by reference in the DA, and instead be subject to the current code. The master plan development standards adopted by reference in the DA were implemented through the EMUO. Therefore, to review future development based on the current CRB base zone standards as permitted in Article 5, the City is obligated to remove the EMUO from the seven Oliva parcels.

The City also proposes to remove the EMUO from the two remaining Union Ridge North parcels (214016000 - Chang and 214019000 - Gatach). The following facts support this proposal:

- Neither Brice B Chang nor Gatach Properties, LLC were parties to the 2006 DA. As such, the City is not bound by the DA nor the interdependent master plan or EMUO for those properties; the presence of the EMUO may be considered a mapping error. Therefore, the City Council may make a legislative finding that it is in the best interest of the City and property owners to remove the EMUO consistently across the Union Ridge North area.

- The southern portion of parcel 214016000 (Chang) was outside of the master plan boundary in the map adopted by reference in the DA (Figure 2). Therefore, the fact that the EMUO is currently shown on the southern portions of these parcels on the zoning map is a mapping error. Removing the EMUO from the southern portion of these parcels will solve the mapping error. Removing the EMUO from the northern portion of these parcels as well will prevent split-zoning, which complicates project design for applicants and development review for staff.
- Parcel 214019000 (Gatach) has been graded in conjunction with the adjacent parcel to the south, 213971000. Parcel 213971000 is not as has never been in the EMUO. It is staff's understanding that a client working with the property owners of both parcels intends to submit for a pre-application conference concerning coordinated commercial development across the two parcels. Since the two parcels are likely to develop concurrently under one site plan, it is in the best interest of the future applicant and staff to avoid split zoning.
- Leaving the EMUO on two non-adjacent parcels with a total area of 4.9 acres does not meet the EMUO intent or requirement that it be applied to large areas of at least 40 acres.
- A benefit the City gains from removing the EMUO from the Oliva parcels is that the owner is voluntarily choosing to be subject to the current CRB development and design standards. Having been updated most recently in 2021, the CRB standards are better suited to meet the current needs of the community than the Union Ridge development and design standards, which were adopted in 2005-2006. Removing the EMUO from the two remaining Union Ridge North parcels will similarly benefit the City.
- The proposal does not violate the mix of uses required for Union Ridge in RDC 18.240.110.D.

III. APPROVAL CRITERIA

RUACP Compliance

RDC 18.320.050.A requires amendments to zoning maps to be consistent with the goals and policies of the 2016 Ridgefield Urban Area Comprehensive Plan (RUACP). The RUACP policies Planning Commission should consider in relation to the proposal include, but are not limited to:

- LU-1 Citywide land supplies. Establish land supplies and density allowances that are sufficient but not excessive to accommodate adopted long-term City of Ridgefield population, public facilities, and employment forecast allocations.
- LU-4 Compatible uses. Facilitate development that minimizes adverse impacts to adjacent areas.
- LU-5 Complementary uses. Locate complementary land uses near to one another to maximize opportunities for people to work or shop or play nearer to where they live.
- LU-10 Commercial development. Provide incentives and establish regulations that facilitate a range of commercial uses in downtown, the Lake River waterfront, along the Pioneer Street corridor, at the Interstate 5 interchange, and in limited neighborhood settings. Encourage a range of commercial services that meet the needs of residents in the city and across the region. Regulate development to ensure the appropriate mix of uses and scale of development in each distinct commercial area based on surrounding land uses, development potential, and existing scale of development.
- EC-4 Community retail. Promote development of service-oriented businesses to serve residents and reduce the needs to travel out of the community.

- EC-8 Ridgefield junction. Implement the Junction Subarea Plan to create commercial, industrial and institutional employment opportunities.

Engineering

Per RDC 18.320.050.B-C, zone changes must be consistent with the concurrency requirements of the CFP and shall not result in level-of-service deficiency for any capital facility or service identified in the CFP. If the proposal necessitates a CFP project amendment, the applicant shall demonstrate that changed circumstances affecting the public health, safety, and general welfare justifies the amendment.

The proposed zone change does not necessitate a CFP project amendment and shall not result in a level-of-service deficiency for any capital facility or service identified in the CFP.

IV. PROPOSED TIMELINE

Adoption of the proposed zone change is proposed to occur as follows in compliance with RDC 18.310.090, Type IV procedure:

January 5, 2022	Planning Commission public hearing
January 13, 2022	City Council 1 st reading and public hearing
January 27, 2022	City Council 2 nd reading and adoption
February 28, 2022	Approximate effective date