



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, January 4, 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. Oath of Office: Kevin Groshong**
- 4. Oath of Office: Joel Thompson**
- 5. 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, 12/7/22 Meeting**

IV. BUSINESS

- 1. 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
December 7, 2022

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
Stan Okinaka	Commissioner	Present	
Patrick Flynn	Chairman	Present	
Gary Rightenour	Commissioner	Present	
Amanda Swenson	Commissioner	Present	
Richard Amerman	Commissioner	Present	
Katie Favela	Commissioner	Present	
John Rose	Commissioner	Excused	

Commissioner Okinaka moved to excuse Commissioner Rose, seconded by Commissioner Favela. Ayes all. Motion passed unanimously.

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

No late changes to the agenda.

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

No public comments provided.

CONSENT AGENDA

1. Approval of Minutes from Wednesday, 11/2/22 Meeting

Commissioner Okinaka moved to accept the Consent Agenda as presented, seconded by Commissioner Favela.

BUSINESS - [6:32 PM](#)

Claire Lust, Community Development Director gave a presentation regarding Code Updates related to fees. Each fall, staff reviews the City of Ridgefield Master Fee Schedule (fee schedule) and proposes the updates to ensure cost recovery, comply with new legislation, implement current or best practice and address issues that have come up during permitting processes. Some of these updates require concurrent code updates. This year, three topics would require concurrent updates to the Ridgefield Development Code (RDC).

1. Administrative Adjustment (RDC 18.350.020-030)

Minutes Acceptance: Minutes of Dec 7, 2022 6:30 PM (CONSENT AGENDA)

2. School Impact Fee Code Reference (RDC 18.070.060)
3. School Impact Fee Formula (RDC 18.070.100)

Discussion occurred regarding the Administrative Adjustment and whether or not the City currently has a minor review process.

Ms. Lust presented two formula options for calculating the School Impact Fee.

Option A: Minimum adjustment factor

The school impact fee shall be calculated using the following formula: $SIF = C(SF) - (TC) - (FC) \times A$

"A" means an adjustment for the portion of anticipated additional tax revenues, resulting from a development that is pro rata to system improvements contained in the capital facilities plan. The adjustment for school impacts is determined to be a minimum of eighty-five percent.

Option B: Don't quantify adjustment factor

The school impact fee shall be calculated using the following formula: $SIF = C(SF) - (SM) - (TC) - (FC) \times A$

"A" means an adjustment for the portion of anticipated additional tax revenues, resulting from a development that is pro rata to system improvements contained in the capital facilities plan. The adjustment for school impacts shall be determined by the City Council during its periodic review of the capital facilities plan and impact fee calculation ~~is determined to be eighty-five percent.~~

Discussion occurred regarding the difference between Option A and Option B.

PUBLIC HEARING

1. Code Amendments Re: Fees - 6:51 PM

PUBLIC HEARING OPENED AT 6:51 PM

No public comments provided.

PUBLIC HEARING CLOSED AT 6:51 PM

Discussion occurred regarding the 85/15 formula is how other jurisdictions calculate SIF rates and whether changing from this formula would cause legal issues for the City.

Discussion occurred regarding the frequency of periodic reviews, how often City Council is going to adjust this and under what circumstances would they adjust it.

Discussion occurred regarding the benefits to the City if Option B is used.

Ms. Lust provided an example of the benefit of using Option B over Option A.

Discussion occurred regarding the lowest that Option B could go.

Commissioner Amerman moved to recommend approval of the amendments to Title 18 with preference toward Option A, seconded by Commissioner Rightenour. Ayes all. Motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Amerman, Commissioner
SECONDER:	Gary Rightenour, Commissioner
AYES:	Okinaka, Flynn, Rightenour, Swenson, Amerman, Favela
EXCUSED:	Rose

STAFF REPORTS - [7:08 PM](#)

Ms. Lust thanked Commissioners Rightenour and Okinaka for their years of service and presented them with a Certificate of Appreciation. The City Council meeting on December 15th at 6:30 PM will include a time to thank departing commissioners and board members.

FROM THE COMMISSION - [7:11 PM](#)

Commissioner Flynn thanked commissioners Rightenour and Okinaka for their years of service.

Commissioner Amerman thanked commissioners Rightenour and Okinaka for their service.

Commissioner Swenson advised that The Ridge has their annual giving tree going on now.

Commissioner Favela thanked commissioner Rightenour and Okinaka for their service. The elementary schools have giving trees and she advised there has been an influx of foster children in the district.

Commissioner Rightenour said it has been a pleasure to work with everyone.

Commissioner Okinaka advised that Ridgefield Mainstreet raised almost \$150,000 in 2022. He said that it has been an honor to serve this community.

ADJOURN - [7:18 PM](#)

Trina Siebert

Patrick Flynn

Minutes Acceptance: Minutes of Dec 7, 2022 6:30 PM (CONSENT AGENDA)

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: January 04, 2023

ITEM:

AGENDA ITEM TITLE: 2023 Work Plan

SUMMARY/BACKGROUND:

Early each year, Planning Commission adopts an updated work plan for the calendar year. The 2022 work plan is attached. During this meeting, we will review the 2022 work plan and discuss items to carry forward and add for 2023. Staff will then draft a 2023 work plan to bring to Planning Commission for approval in February.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: 2022 Work Plan (PDF)

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.

Comp Plan Performance Measures	Staff will establish a system for tracking how and when Comprehensive Plan goals are being met, in order to evaluate the efficacy of the 2016 Comp Plan and implement future Comp Plans.

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.