



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, January 4, 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. Meeting Minutes**

IV. BUSINESS

- 1. 2017 Planning Commission Work Program**
- 2. Comprehensive Plan and Capital Facilities Amendments - Jeff Niten, Community Development Director**

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

- 1. Community Development Report**

VII. FROM THE COMMISSION

VIII. ADJOURN

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: January 04, 2017

ITEM:

AGENDA ITEM TITLE: Meeting Minutes

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: 12-7-2016 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
December 7, 2016

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

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

LATE CHANGES TO THE AGENDA

PUBLIC COMMENT - [6:30 PM](#)

None

CONSENT AGENDA - [6:30 PM](#)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Stan Okinaka, Commissioner
SECONDER:	Victoria Haugen, Commissioner
AYES:	Bush, Carnell, Okinaka, Haugen, Jones, Lindsay
ABSENT:	Burton

1. Minutes - [6:30 PM](#)

Minutes were accepted as amended – Remove Mark Burton from roll call and add Paul Young.

BUSINESS

1. Knowledge Capital Presentation - Brent Grening, Port of Ridgefield - [6:32 PM](#)

Brent Grening provided the Commission with a presentation. PowerPoint will be posted on the City's website.

2. Planning Commission Accomplishments Presentation to City Council - [7:10 PM](#)

The Planning Commission quarterly report to the City Council is scheduled December 15th at 6:30pm

Commissioner Jones volunteer to provide the update to City Council.

3. Election of Planning Commission Officers - [7:11 PM](#)

Pursuant to Section 2.3 (b) of the Planning Commission rules of procedure election of officers is to take place at the December meeting of each numbered calendar year. Past practice has been to hold a voice vote to elect a Chair person and Vice Chairperson to lead the Planning Commission through the next biennium.

Chair Bush recommends Commissioner Carnell for Chair

Chair Carnell nominates Jerry as his vice chair

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jerry Bush, Chair
SECONDER:	Stan Okinaka, Commissioner
AYES:	Bush, Carnell, Okinaka, Haugen, Jones, Lindsay
ABSENT:	Burton

PUBLIC COMMENT - [7:15 PM](#)

Mark Burton

1735 S 15th Ct

Discussed the need for better education and the need to invest in kids learning additional languages

We need to look at education and transportation

STAFF REPORTS - [7:18 PM](#)

1. CDD Report - [7:18 PM](#)

Jeff provided an update to the Commission

FROM THE COMMISSION - [7:19 PM](#)

Commissioner Young - Port of Ridgefield - Was not at last month's meeting. No update

Commissioner Carnell - Main Street - General election next week. Holding retreat in December.

Commissioner Haugen – Junction Neighborhood Association - Doctor McCann provided a presentation on the School Bond.

Commissioner Okinaka - Main Street Association - Achieved Main Street community status. Focusing on fundraising. Looking for executive director and this position needs to be filled in six months.

Commissioner Jones - council - Missed the meeting. First reading for several ordinances and were all adopted. Council approved six foot rock wall in earth tones.

Commissioner Lindsay - parks board - was not able to attend the meeting. Approved a parks donation policy to simplify the process. Complaints of misuse of park equipment and they made rules to be posted in the parks.

ADJOURN - [7:28 PM](#)

Lindsay Regan

Jerrold Bush

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: January 04, 2017

ITEM:

AGENDA ITEM TITLE: 2017 Planning Commission Work Program

SUMMARY/BACKGROUND: The 2017 DRAFT work program contains items identified by City Council and staff to continue implementation of our Comprehensive Growth Management Plan. The schedule for each of these 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.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: 2017 Work Program - DRAFT (DOCX)

2017 Community Development Work Program***DRAFT*****Approved: XXXXXXXX***On-going and Annual Programs*

Project Name Project Description Project Manager/Budgeted amount

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.	Niten
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 minor, non-policy related inconsistencies and present strengthened language for review to the Planning Commission and City Council.	Niten

2017 Major Projects

Project Name Project Description Project Manager/Budgeted amount

Gee Creek Plateau sub-area plan	One City Council initiative that the Community Development Department will be responsible for developing and implementing is the Gee Creek Plateau sub-area plan. The area is approximately 360 acres and is surrounded by the Ridgefield Corporate Boundary. Work with city Public Works department to incorporate a Gee Creek Trail master plan.	Niten/\$75,000
Tiny Homes	Develop regulations to accommodate tiny homes in Ridgefield.	Niten

Project Name Project Description Project Manager/Budgeted amount

Golf Cart zone	Expand the areas of the City where golf carts may be used for alternative transportation.	Niten
Street naming standards	Create a stakeholder group consisting of Police, Fire, and the Post Office to develop a street naming policy for the city.	Niten
Arts District	Create a stakeholder group to identify an appropriate area of Ridgefield to be designated as an arts district. Potential create an Arts Commission.	Niten
Sustainability outreach	Green Building Standards	Niten
Sustainability outreach	Create informational brochure to provide guidance to businesses and citizens on environmental sustainability and options.	Niten
Heritage Tree Ordinance	Create an ordinance to protect Heritage Trees in Ridgefield.	Niten
Comprehensive Plan updates	Update Comprehensive Plan and CFP's to integrate Development Agreement commitments.	Niten

Internal Efficiency efforts

Project Name Project Description Project Manager/Budgeted amount

Department personnel additions	Integrate new departmental personnel including an Associate Planner, Building Inspector, and Development Inspector/Code Enforcement Officer.	Niten
Initiate Continuous Process Improvements	Apply LEAN principles to other internal processes. Counter complete and Technically Complete review, pre-application, and Final Plat review improvements were conducted in 2016. In 2017 we will focus on PUD/preliminary sub-division submittals, and other Type III submittals.	Niten

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: January 04, 2017

ITEM:

AGENDA ITEM TITLE: Comprehensive Plan and Capital Facilities Amendments

SUMMARY/BACKGROUND:

Generally, once a calendar year the Planning Commission reviews and recommends direction to the City Council on Comprehensive Plans 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. This 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 have been identified that will serve both new and existing development.

The purpose of the meeting is to discuss each of the items listed in the attached memo and answer any questions, identify any concerns, and move the items forward to a public hearing in February of 2017.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: CP Memo 2017 Comp Plan updates (DOCX)
35th Ave. and Pioneer (PDF)
NW 289 and NW 31 (PDF)
Canterbury Trails park land (PDF)

Memo

To: Ridgefield Planning Commission and Chair Jason Carnell
 From: Jeff Niten, Community Development Director
 Date: December 29, 2016
 Subject: 2017 Comprehensive Growth Management Plan updates

Overview: Following the adoption of the Comprehensive Growth Management Plan in February of 2016 there are several items to be amended due to requests from property owners and Development Agreements made between the City and land owners.

Key Provisions: Several key issues for Planning Commission consideration in the draft code for the Pioneer Mixed-Use Overlay (PMUO) include:

- **Time Frame:** The Washington Growth Management Act prohibits amendments to the Comprehensive Plan more often than once a calendar year (R.C.W. 36.70A.130 (2) (a). These updates will be the only updates in 2017, barring exceptions listed in R.C.W. 36.70A.130 (2) (a) (i-v) for example a new sub-area

- **Additional Capital Facilities Plan projects:**

Transportation: Add the round-a-bout planned for the intersection of Pioneer and 35th Avenue to the Transportation Capital Facilities Plan (CFP) and add the 35th Avenue alignment north of Pioneer to the CFP pursuant to a Development Agreement with Bella Noche LLC. The round-a-bout will begin construction in the Spring of 2017, and the northern alignment of 35th Avenue is constructed to the northern end of the Bella Noche sub-division.

The intersection of NW 31st and NW 289th, and designation of an east/west collector alignment between NW 289th and the N. 10th St. alignment. These designations are a result of a Development Agreement approved by the City Council relating to the Pioneer North annexation area.

Parks: Add a Community Park designation to the Parks Capital Facilities Plan to serve the Pioneer North annexation area. The Community Park will be located north of the N. 10th St. alignment surrounding a water feature as shown on the attached map.

Canterbury Trails park land Tract A, and the development of a trail adjacent to the development as an amenity in the City's Parks Capital Facilities Plan pursuant to a Development Agreement approved by the City Council.

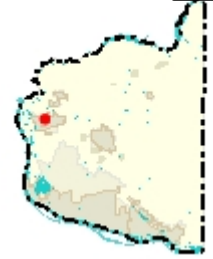
Review Process: The public hearing for each of these items is scheduled for February 1, 2017 at which time the Planning Commission will make a recommendation to the City Council. Council will hold a public hearing February 23, 2017, and conduct a second reading March 9, 2017.

Recommendation: Staff recommends that Planning Commission review the material, incorporate additional revisions to policies based on public comments and Commissioners' comments, and provide direction to staff for the Commission's review and recommendation in February.



35th Ave. and Pioneer

4.2.b



Legend

- Building Footprints
- Taxlots
- ImageOrtho
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- Cities Boundaries
- Urban Growth Boundaries

Notes:

451.9 0 225.95 451.9 Feet

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Clark County, WA. GIS - <http://gis.clark.wa.gov>

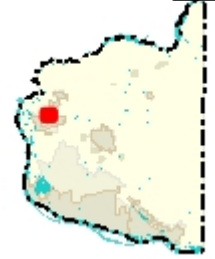
This map was generated by Clark County's "MapsOnline" website. Clark County does not warrant the accuracy, reliability or timeliness of any information on this map, and shall not be held liable for losses caused by using this information.

Attachment: 35th Ave. and Pioneer (1196 : Comprehensive Plan and Capital Facilities Amendments)



NW 31st and NW 289th

4.2.c



Legend

- Building Footprints
- Taxlots
- ImageOrtho
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- Cities Boundaries
- Urban Growth Boundaries

Notes:

1,807.6 0 903.78 1,807.6Feet

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Clark County, WA. GIS - <http://gis.clark.wa.gov>

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1: 10,845

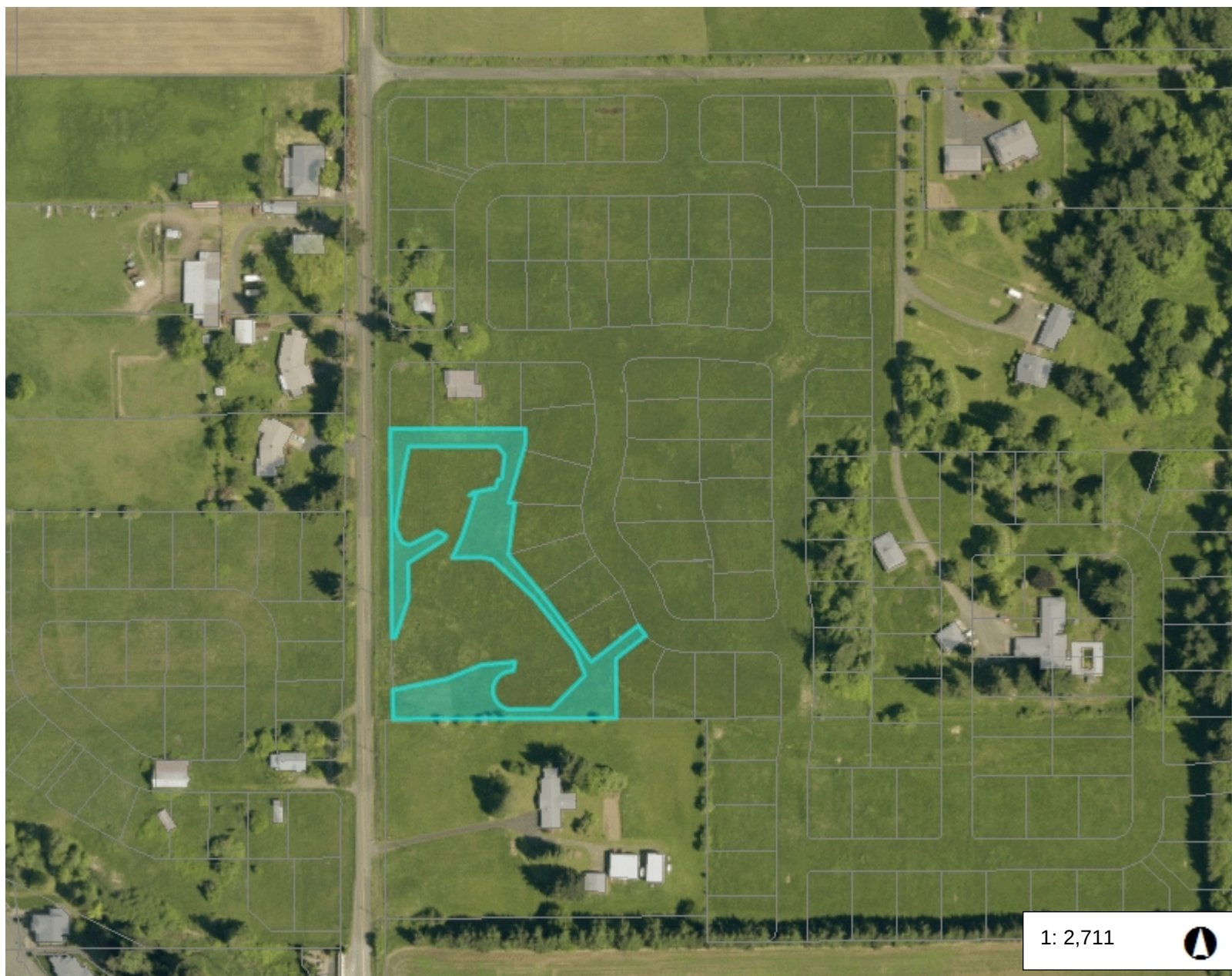
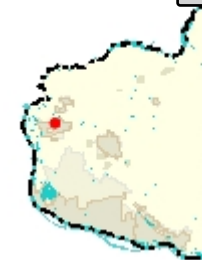


Attachment: NW 289 and NW 31 (1196 : Comprehensive Plan and Capital Facilities Amendments)



Canterbury Trails parkland

4.2.d



Legend

- Building Footprints
- Taxlots
- ImageOrtho
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- Cities Boundaries
- Urban Growth Boundaries

Notes:

451.9 0 225.95 451.9 Feet

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Attachment: Canterbury Trails park land (1196 : Comprehensive Plan and Capital Facilities Amendments)

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: January 04, 2017

ITEM:

AGENDA ITEM TITLE: Community Development Report

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: December 2016 (PDF)



RIDGEFIELD COMMUNITY DEVELOPMENT DEPARTMENT

301 N 3rd Ave / PO Box 608
Ridgefield, WA 98642
Tel: (360) 887-3908 / Fax: (360) 887-2507
www.ci.ridgefield.wa.us
Contact: Jeff Niten/Community Development Director
(360)887-3908/jeff.niten@ci.ridgefield.wa.us

6.1.a

DEVELOPMENT SUMMARY: December 2016

Building Division

Summary of Building Permits by Year

Building Permits	2012	2013	2014	2015	2016 (YTD)	December
Total Permits	359	435	378	594	680	24
Commercial/ Industrial Permits	0	4	2	1	2	0
New Home Permits	122	165	104	216	320	12
Miscellaneous Permits	235	266	272	366	360	12
Building Permit Application and Review Fees	\$575,461	\$1,102,631	\$636,561	\$1,001,785	\$1,261,698	\$52,934

COMMERCIAL/INDUSTRIAL BUILDING PERMITS

Month (2016)	Project	Square Footage	Building Valuation	Status
January	Well Reservoir	4,778	\$997,901	Issued
February	Abrams Park Bathroom	600	\$24,372	Closed
July	Port of Ridgefield – Washington Fish and Wildlife Building	39450	\$3,706,763.95	Under Review

Totals for Approved Commercial/Industrial Buildings YTD: 3 projects

Month (2015)	Project	Square Footage	Building Valuation	Status
October	ICD Coatings Phase 2	12,240	\$725,850	Closed
May	South 11 th Project	112,569	\$4,799,942.16	Approved
Totals for Approved Commercial/Industrial Buildings 2015: 2 projects		124,809	\$5,525,792.16	

PENDING PERMITS

Type of Permit	Total
Home permits approved & ready for issuance:	17
Home permits undergoing plan check:	24

Attachment: December 2016 (1194 : CDD Report)

Type of Permit	Total
Commercial/Industrial:	16
Misc.:	0
Grand Total for all Pending Permits:	57

SUBDIVISIONS WITH ISSUED BUILDING PERMITS

Subdivision	Issued Permits	Total Lots
Canterbury Trails	57	69
Canyon View	59	59
Cassini View	51	51
Hawks Landing	43	57
Pioneer Canyon Ph. 4	85	93
Taverner Ridge Ph. 4	37	63
Taverner Ridge Ph. 7	16	29
Bella Noche	7	34
Pioneer Place Ph. 1	0	7

Planning Division

PRE-APPLICATION CONFERENCES

Name	Description	Size	Location	Date of Conference	Status
Clark PUD Enterprise Transmission Line (PLZ-16-0080)	High electric transmission lines	NA	Near R-O-W from Dollar Tree north	Nov 22	Final notes sent Dec 6
Union Ridge Lot 1 (PLZ-16-0081)	Site plan for 51,000 S.F. warehouse, office and MFG space	3.98 ac	SE corner S 5 th St &	Oct 25	Final notes sent Nov 18 Working with applicant
RORC	Outdoor recreation facility	??	S Hillhurst	Nov 22??	Final notes sent Dec 6
Ridgefield East (Walker-Roher) pre-app (PLZ-16-0091)	91 unit SF-detached Subdivision/PUD; 2 Ac park	22.5 ac	NE 10 th Ave south of NE 279 th St	Dec 13 - 1:00 PM	Final notes sent Dec 22
Kennedy Farm PUD Pre-APP (PLZ-16-0099)	Subdivision PUD 254 units	53.55 ac	S Hillhurst	Pre-app Dec 13	Final notes Dec 22
RSD Schools 508 (PLZ 16-0102)	New school complex		S Hillhurst	Dec 22	Finalize

Attachment: December 2016 (1194 : CDD Report)

PROJECTS UNDER REVIEW

Name	Description	Size	Location	Key Dates	Status
Ridgecrest PUD (PLZ-16-0035, 36 & 37) Preliminary Subdivision Plat, Preliminary PUD, SEPA, Critical Areas	Divide 143 acres into 339 lots with infrastructure, parks and trail improvements	143 acres	1288 S 45 th Ave	Hearing Examiner approved	Completed
Ridgefield Heights/ Kemper Subdivision (PLZ-16-0049) Type III Post-Decision Review	Modify access ; Applicant pursuing PDR as alternative to DA and plat changes	67.4 acre site	NE corner of S 25 th Pl and S 10 th Way	Hearing set for Nov 30	Applicant requested postponing hearing
Cedar Creek Estates (PLZ-15-0050) Type II Post-Decision Review	Amend 2007 subdivision approval to increase number of lots from 29 to 31, adjust road circulation, sewer	10.1 acre site	764 N 32 nd Ct	Issued Decision	Completed
North Junction Pump Station & Trunk Sewer (PLZ-16-0051, 57 & 58) Basic Site Plan, SEPA, Critical Areas	Install 4,100 LF sewer main, 800 LF sewer force main, and 4,000 SF pump station	Varies	Vicinity of N 10 th St between N 45 th and 65 th Aves	Applicant supplemented information	Completed
Union Ridge Self Storage (PLZ-16-0052, 53 & 54) Basic Site Plan, SEPA, Critical Areas	Construct self-storage facility with related site improvements	3.3 ac site, 40,852 SF building	SE corner of S Union Ridge Pkwy & S 10 th St	Public comment period ends Sept 21	Completed
Taverner Ridge PH 10 & 11 (PLZ 16-0059, 60) Preliminary PUD, Preliminary Subdivision Plat, SEPA Review	Develop 115 medium density residential lots	16.72 ac	S Sevier Rd & S Hillhurst Rd	Hearing date Jan 17, 2017	Requested additional information for staff report
19th St Cottages CAR & SEPA (PLZ-016-0065 & 66)	Geo tech report for tri-plex and 4 units	39,204 SF	Pioneer St & 19 th Ct	SEPA DNS issued Oct 19	Completed, Soil work on hold during rainy season
Gee Creek Trail PLZ-16-0070, 71) Shoreline, Critical Areas Review and SEPA	Construct trail extension along Gee Creek	2,100 LF	Abrams Park to Heron Dr	Hearing Examiner approved	Ecology approved Completed
Timm Road Industrial (PLZ-16-0072, 73 & 74) Preliminary Short Plat, Critical Areas, SEPA	Nine lots division with frontage and utility improvements	11.45 acres	S Timm Rd & S 13 th St	TC Oct 6	TC notice sent Review pending
WSDOT Pioneer Street Emergency Repairs (PLZ-16-0075) Type II Critical Areas Permit	Mitigation for emergency repairs	NA	SR 501, MP 18.8	Received Sept 13; NOD issued Sept 26	Completed

Attachment: December 2016 (1194 : CDD Report)

Name	Description	Size	Location	Key Dates	Status
Timm Road Grading (PLZ-16-0077)	Mass site grading	15.91 acres	1317 S Timm Rd	Application on Sept 20	Review underway
Bella Noche Final Plat (PLZ-16-0078)	Final Plat approval	7.22 ac	177 N 34 th Ave	Oct 5	Completed
Teal Crest (PLZ-16-0083 & 0084) Type III	Subdivision	72.62 ac	S Sevier Road	TC complete	Review pending; Feb Hearing date TBD
Rail Overpass (PLZ-16-0087 & 0089) Type III	Shoreline Substantial Development Permit	NA	West end of Pioneer Street	Hearing Date Jan 5	Staff report complete Dec 29
Cloverhill Farm PUD (PLZ-16-0088, 89 & 90)	453 units PUD	125.86 ac	Royle Rd	Nov 23, Incomplete	Update TC by Jan 9 based on new materials
Pioneer Place Final Plat (PLZ-16-0092)	Record 7 S.F. lots	9.38 ac	N 35 th	Application on 4	Phase 1 complete
Wray BLA (PLZ-16-0093)	Boundary Line Adjustment	RLD-6 zone	297 & 299 Riverview Dr	Application on Nov 7	Completed
35th & Pioneer Round-about SEPA (PLZ-16-0094)	SEPA	NA	35 th & Pioneer right-of-way	Application on Nov 9	SEPA Complete
Pioneer PS SPR (PLZ-16-0095)	RLD-6 zone; Site plan for Pump Station	10.3 ac	Cedar Creek /Pioneer Place	Application on Nov 10	TC Complete Applicant updating wetland report
Kennedy Farms BLA (PLZ-16-0098)	Boundary Line Adjustment	NA	S Hillhurst	Approved Dec 13	Completed
Legal Lot Determination (PLZ-16-0101)	Legal Lot for Ridgecrest	75 ac	S 45 th		Complete Dec 22

Engineering Division

PROJECTS UNDER REVIEW

Name	Description	Size	Location	Status
S 11th St Industrial Building	warehouse building and site improvements	7.5 acres	5504, 5602, 5664 S 11th St	3rd Engineering Review Complete. Waiting on final plans and storm agreement
19th Street Cottages	Residential Development	7 lots	19 th CT and Pioneer St	Grading Review complete pending SEPA. Engineering review not yet submitted.
Hillhurst Commercial	Commercial Building, Site and Frontage Improvements	2.45 acres	Hillhurst and Sevier Road	1 st Engineering Review Complete/Grading Comments Issued
Rail Overpass Project-Phase III	Pioneer Street Bridge to Port of Ridgefield	Approx. 1,000 linear feet	Pioneer Street to Mill Street	1 st Engineering Review in process

Union Ridge Lot 6	Warehouse building and site improvements	3.32 acres	7555 S. Union Ridge Parkway	1 st Engineering Review Complete, Site Grading Permit Issued
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PROJECTS UNDER CONSTRUCTION

Name	Description	Size	Location	Status
Hawk's Landing	Residential development	57 Lots	Hillhurst Rd, across from High School	Construction substantially complete
Bella Noche	Residential development	34 Lots	N. 35 th Ave	Utility Installation is Complete; Contractor completing punch list
Pioneer Place	Residential development	46 Lots	N. 35 th Ave	Utility Installation Complete
Taverner Ridge Ph. 8 and 9	Residential development	Ph. 8: 54 lots Ph. 9: 11 lots	South of existing phases	Grading Underway
Cedar Creek	Residential development	31 Lots	N. 35 th Ave	Grading Underway
Ridgecrest	Residential development	330 lots	S. 45 th Ave	Grading Underway