



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, August 2, 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. 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 limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Approval of Minutes from the 06/07/2023 Meeting**

IV. PUBLIC HEARING/BUSINESS

- 1. Lahti Zone Change Public Hearing - Claire Lust, Community Development Director**
- 2. Food Cart Development Standards Discussion - Claire Lust, Community Development Director**

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 limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VI. STAFF REPORTS

VII. FROM THE COMMISSION

VIII. ADJOURN



**CITY OF RIDGEFIELD, WASHINGTON
PLANNING COMMISSION MEETING MINUTES
JUNE 7, 2023**

Regular Meeting - 6:30 PM

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

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

No 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 limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

No public comments provided.

III. CONSENT AGENDA

1. Approval of Minutes from the 05/03/2023 Meeting

Commissioner Favela moved to approve the minutes as presented, seconded by Commissioner Rose. Ayes all. Motion passed unanimously.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Commission Member Katie Favela
SECONDER:	Commission Member John Rose
AYES:	Vice Chair Swenson, Commission Member Favela, Commission Member Amerman, Chair Flynn, Commission Member Rose, Commission Member Thompson, Commission Member Tyler

IV. PUBLIC HEARING/BUSINESS

1. Spring 2023 Municipal Code Updates - Claire Lust, Community Development Director

Claire Lust, Community Development Director, gave a follow-up presentation on the proposed spring

updates to the Ridgefield Municipal Code. The primary topics of discussion were building code exemptions, axe-throwing, archery and shooting ranges.

Commissioner Swenson stated that she has a potential conflict of interest regarding the permit exemption for a 120 square foot accessory structure.

Discussion occurred regarding changing the permit exemption from 120 square feet to 200 square feet.

Discussion occurred regarding what kind of structures would be exempt from a building permit if they are 120 square feet or less.

Discussion occurred regarding banning outdoor shooting ranges within the city limits.

Discussion occurred regarding safety standards for shooting ranges and axe-throwing facilities.

Discussion occurred regarding the difference between private and commercial shooting ranges.

Discussion occurred regarding the difference between permanent and temporary structures.

Commissioner Amerman moved to recommend approval of the proposed 2023 code amendments as written with two exceptions: 1. Modifications to the 120 square foot accessory structure setbacks. 2. No outdoor shooting ranges. Seconded by Commissioner Rose. Ayes all. Motion passed unanimously.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Commission Member Richard Amerman
SECONDER:	Commission Member John Rose
AYES:	Vice Chair Swenson, Commission Member Favela, Commission Member Amerman, Chair Flynn, Commission Member Rose, Commission Member Thompson, Commission Member Tyler

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 limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

No public comments provided.

VI. STAFF REPORTS

Claire Lust, Community Development Director, thanked the commissioners for the discussion regarding the code amendments. She asked the commissioners to let Trina know if they would be unable to attend the July 5th Planning Commission meeting. She also mentioned the city tour is scheduled for September 18th.

VII. FROM THE COMMISSION

Commissioner Swenson thanked the City for the time and effort that went into the proposed code amendments.

Commissioner Rose attended the Union Ridge parade and the Big Paddle.

Commissioner Favela thanked the City for all of the code work. She is looking forward to the city tour. She attended the Big Paddle and is enjoying the Raptor's games.

Commissioner Flynn attended the Union Ridge parade. He stated that school would be out soon and advised everyone to watch out for kids while driving.

VIII. ADJOURN

Trina Siebert, Planning Commission Clerk

Patrick Flynn, Chair

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: August 2, 2023

AGENDA ITEM NAME: Lahti Zone Change Public Hearing

SUMMARY/BACKGROUND:

See attached staff report.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. PLZ-23-0042 Lahti RMUO Removal Zone Change_PC Staff Report



THE CITY OF RIDGEFIELD

510 Pioneer Street Ste B | P.O. Box 608 | Ridgefield, WA 98642

Lahti RMUO Removal Zone Change Planning Commission Staff Report

File No. MASTER-23-0027, PLZ-23-0042

I. BASIC INFORMATION

Application submitted: June 20, 2023

Planning Commission public hearing: August 2, 2023

Proposal: Remove the Ridgefield Mixed Use Overlay (RMUO) zoning overlay from an Employment-zoned parcel.

Location: 5145 Pioneer St / Ridgefield, WA 98642. #40 S21 T4N R1E WM, Assessor's #213989000, 33.19 acres.

Applicant: FDM Development, 515 NW 253rd St / Ridgefield, WA 98642. Contact: Dean Maldonado, 360-719-0276, dean@fdmdevelopment.com

Applicant's representative: PBS Engineering, 415 W 6th St, Ste 601 / Vancouver, WA 98660. Contact: 360-695-3488, PBScivil@pbsusa.com

Property owner: Gary Lahti, 5145 Pioneer St / Ridgefield, WA 98642.

Current zoning: Employment (E), Ridgefield Mixed Use Overlay (RMUO)

Proposed zoning: Employment (E)

Staff contact: Claire Lust, Community Development Director, 360-857-5024, claire.lust@ridgefieldwa.us

II. PROPOSAL

On June 20, 2023, the City received a zone change application for 5145 Pioneer Street (Assessor's #213989000, "Lahti property"). The proposal is to remove the Ridgefield Mixed Use Overlay (RMUO) zoning overlay that currently exists on the northern portion of the property (approximately 22 acres). The purpose of the proposal is to facilitate development of a medical clinic on the northeastern portion of the property. This use is permitted outright in the Employment base zone, whereas under RMUO it would need to balance with other uses to meet the "required mix of uses" standards in RDC 18.235.060.

To achieve their envisioned master development of the Lahti property, the applicant intends to subsequently go through a comprehensive plan amendment to re-designate the northwestern portion of the site from Employment (E) to General Commercial (GC), however, **the current proposal is for the RMUO removal only**. This is because while zone change requests such as the RMUO removal can be processed at any time, comprehensive plan amendments such as a change from employment to commercial are only

processed once per year in November/December, which would cause an untenable delay to the medical clinic project.

Figure 1. Location

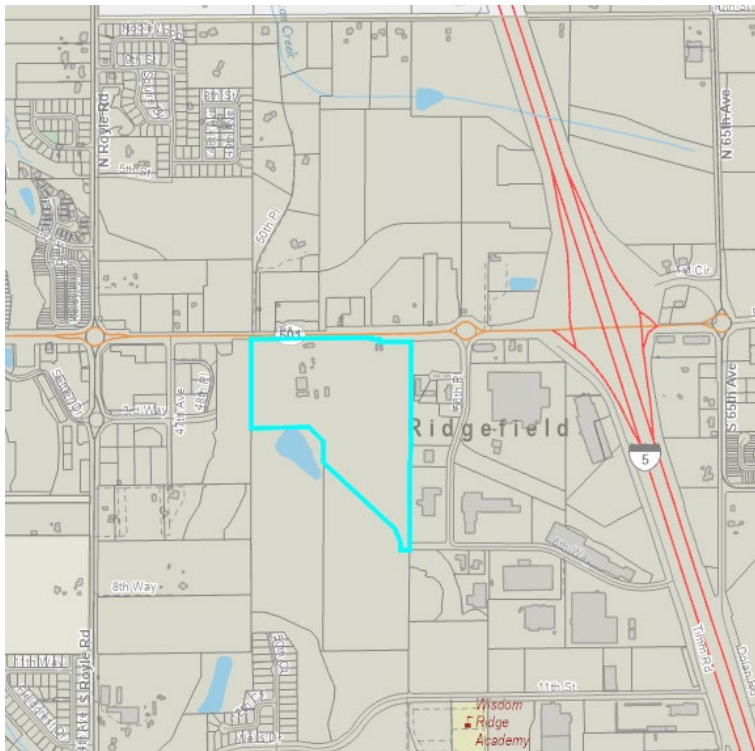


Figure 2. Existing zoning

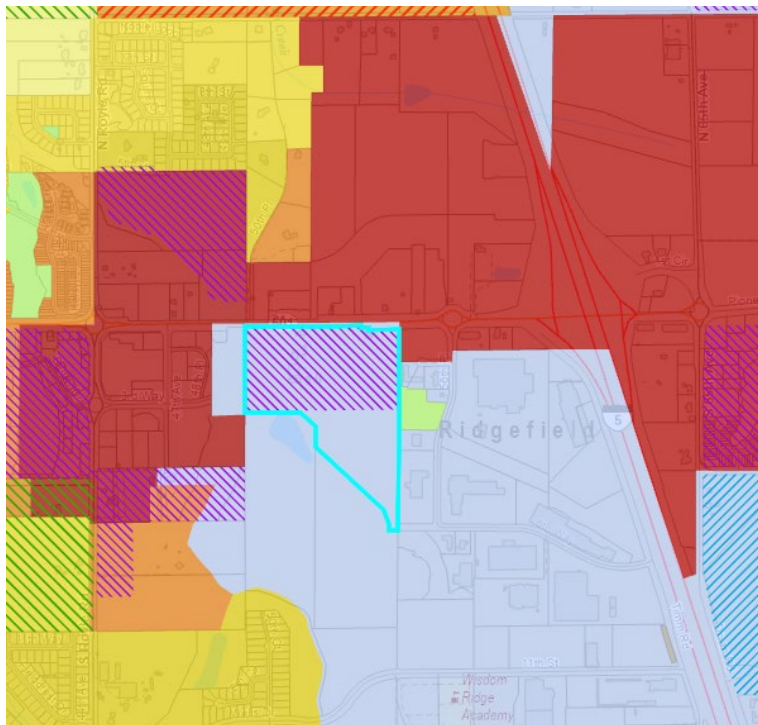


Figure 3. Existing zoning detail



Figure 4. Proposed RMUO removal

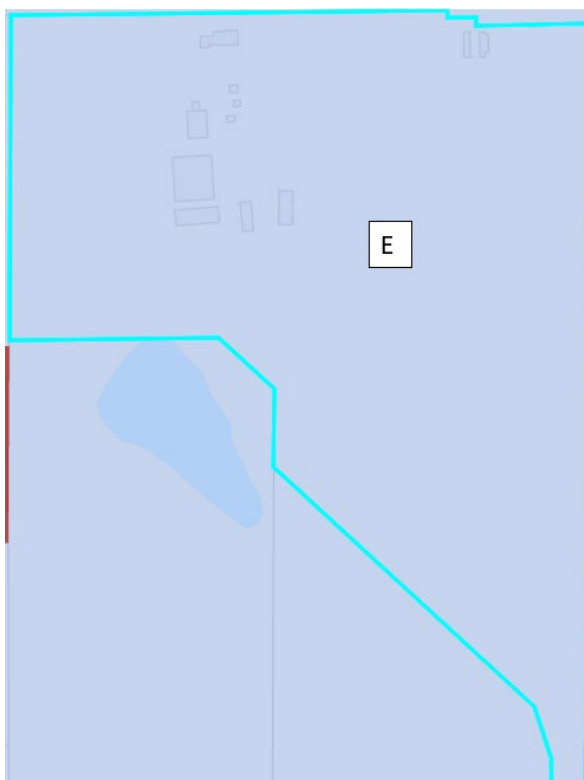
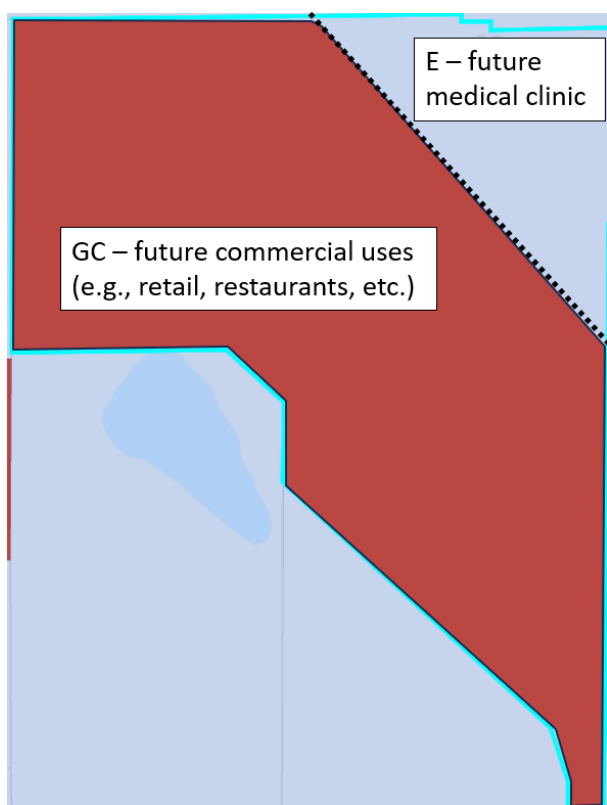


Figure 5. Future amendment from E to GC (approximate; **not part of current proposal**)



III. DISCUSSION & ANALYSIS

Zone Change

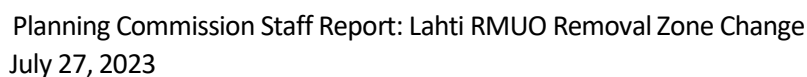
The owner proposes to remove the RMUO zoning overlay from the subject property to help facilitate future development under the applicable standards of the Ridgefield Development Code (RDC).

Table 1. Zone change information

Parcel	Owner	Existing comp plan designation	Proposed comp plan designation	Existing zoning	Proposed zoning
5145 Pioneer Street, Ridgefield, WA 98642 (Parcel #213989000)	Gary Lahti	Employment (EM)	Employment (EM) – no change	Employment (E) with the Ridgefield Mixed Use Overlay (RMUO) on the northern portion of the property	Employment (E)

The RMUO is currently applied to the northern 22 acres of the site. This overlay was proposed as part of the Pioneer & 45th Subarea Plan Preferred Concept Plan (Figure 6). Per RDC 18.235.060.B, the RMUO is an optional overlay that may be applied within the Pioneer and 45th and Ridgefield Junction subareas when initiated by the property owner through an approved master plan. No master plan has been submitted or approved for the Lahti property RMUO area to date.

Preferred Concept Plan – Pioneer & 45th Sub-Area



Surrounding uses include:

- South: Employment parcels with land use approval for eight light industrial buildings.
- Southeast: Developed Employment parcels between the subject site and Interstate 5.
- East: Developed Commercial Regional Business parcels along Pioneer Street, including the Vancouver Clinic immediately to the east.
- Northeast/North: Commercial Regional Business parcels with an approved Costco Wholesale and pre-application proposals for thirteen commercial buildings (Union Ridge Town Center).
- Northwest: Undeveloped Commercial Community Business parcels, including the future Ridgefield YMCA location.
- West: Discovery Ridge commercial development (Commercial Community Business).

This application considers the zone change request only and does not propose any site development. However, it is instructive to note that on Employment sites with the RMUO, 20-35 percent of the site must be comprised of uses other than those included in the “Employment” category of RDC Table 18.205.020-1. Thus, 65-80 percent of the site must be comprised of uses listed in the “Employment” category.

Table 2. Required mix of uses on an E/RMUO site

Uses allowed on 65-80 percent of the site	Uses allowed on 20-35 percent of the site
Office, light manufacturing, research and development, self-storage, computer and electronics manufacturing.	General retail trade/services, eating and drinking establishment, veterinary clinic, daycare, community recreational and social facility, park or trail, education and culture uses, hospital, medical clinic/laboratory, nursing and personal care facility, indoor entertainment facility, hotel, community residential facility, multifamily residential, cottage housing, townhomes.

In the Employment zone without the RMUO, the following uses are permitted outright on any proportion of the site: Medical clinic/laboratory, hospital, education and culture uses, community recreation and social facility, park or trail, office, light manufacturing, research and development, wholesale retail, computer and electronics manufacturing, daycare, electric vehicle infrastructure.

In the General Commercial zones without the RMUO (CCB and CRB), the following uses are permitted on any proportion of the site: General retail trade/services, eating and drinking establishment, motor vehicle related use, electric vehicle infrastructure, gas station, daycare, funeral home, office, indoor entertainment facility, community recreation and social facility, park or trail, education and culture uses (except primary/secondary schools), medical clinic/laboratory, nursing and personal care facility, emergency services, park and ride, hotel, boarding house.

Compliance with RDC 18.320.050 – Amendments – Approval criteria.

RDC 18.320.050.A: Zoning district map amendments shall be consistent with the RUACP [Ridgefield Urban Area Comprehensive Plan] map. Where the proposed amendment is not consistent with the RUACP map, the petitioner shall also file a petition to amend the RUACP map. Amendments to zoning district maps or text must be consistent with the goals and policies of the RUACP.

Applicant's response

"The existing RMUO only covers the northern section of the parcel, leaving an awkward transition of uses between the RMUO overlay and the straight Employment (E) area. Approximately 21.70 acres of the 33.19-acre parcel is encumbered by the RMUO overlay, leaving approximately 11.49 acres as regulated by the unencumbered E zone code. Exhibit A and B (included in this narrative) show the parcel with the RMUO Overlay (Exhibit A) and without the RMUO overlay. The existing RMUO overlay on the parcel has no RMUO overlay adjoining it. The closest RMUO overlay is approximately xx feet away from the project site. Removing the RMUO overlay would not create a gap in an RMUO corridor. Removing the overlay would allow the site to be developed in a manner consistent with the neighboring properties."

Findings

Staff finds that the proposed zoning map amendment is consistent with the comprehensive plan map, so no comprehensive plan amendment is required.

Planning Commission should consider the proposal in relation to the following [RUACP](#) policies (this list is not exhaustive):

- 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-2 Efficient development patterns. Encourage efficient development throughout Ridgefield. Encourage higher density and more intense development in areas that are more extensively served by facilities, particularly by public schools, transportation and transit services.
- 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-6 Mixed-use development. Facilitate development that combines multiple uses in single buildings or integrated sites. Target areas for mixed-use development include the Lake River waterfront and the central city core, with additional opportunities at 45th and Pioneer.
- EC-2 Local job creation. Support businesses to create jobs at a ratio of one job per household ratio by providing adequate land capacity and developing an efficient regulatory environment, including development review. Prioritize creation of family wage jobs, including employment in employment sectors with higher than average median wages. Pursue employers in sectors that currently employ many Ridgefield residents outside the city in order to increase the number of people who both live and work in Ridgefield.
- EC-9 45th & Pioneer. Implement the 45th & Pioneer Subarea Plan to create commercial, office and industrial employment opportunities.

- HO-1 Accommodate growth. Provide a continuous and adequate supply of residential land to meet long-range multifamily and single-family housing needs for the City's anticipated population growth.
- HO-2 Residential development density. Encourage a mix of single-family and multifamily housing that achieves an overall goal of six units per net acre. Six units per acre is approximately 7,000-square-foot lots. However, the goal is to have a variety of housing options so that more dense development of townhomes and apartments balances with some large-lot, single-family residences.
- HO-3 Multifamily development. Provide a variety of multifamily residential development opportunities.

RDC 18.320.050.B: Amendments to this title or to the RUACP 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.

Applicant's response

"The removal of the RMUO overlay that currently encumbers the northern part of the property would allow development to proceed in a manner that is consistent with the surrounding properties and the RUACP. The density of development would not substantially change with the overlay removal. The density, the number of users, and the traffic trips would roughly remain the same. The uses/mix of uses would be the only item to change. There would still be impact fees collected with development of the parcel."

Findings

Engineering staff believes the proposed RMUO removal is not likely to increase demand on capital facilities and services. However, **prior to adoption by Council** they request further analysis from the applicant demonstrating what the highest and best use trip generations would be under current zoning and RMUO versus what the applicant foresees as a reasonable or potential mix of uses without the RMUO.

RDC 18.320.050.C: If the petition necessitates a RUACP text or a CFP project amendment, the applicant shall demonstrate that changed circumstances affecting the public health, safety, and general welfare justifies the amendment.

Applicant's response

"As the removal of the RMUO overlay from this property does not necessitate a RUACP text change or a CFP project amendment, this section does not apply."

Findings

Staff finds that (C) does not apply unless the trip generation analysis requested under (B) demonstrates need for a CFP project amendment.

RDC 18.320.050.D: The city shall not approve any amendment petition which is contrary to state or federal law.

Applicant's response

"The removal of the RMUO overlay that encumbers a portion of the would not be contrary to state or federal law. It would simply remove an overlay that does not have a consistent

application on the surrounding properties and currently is encumbering only half of the property. Removing the overlay would allow for a consistent mix of uses while still developing the land to its full potential. The proposed development would comply with the zoning code and regulations that is applied to the property.”

Findings

Staff finds that the proposal is not contrary to state or federal law.

IV. MOTION

To recommend approval of the Lahti Zone Change (RMUO Removal):

“I move to recommend removal of the Ridgefield Mixed Use Overlay from 5145 Pioneer Street as presented.”

V. PROPOSED TIMELINE

Adoption of the proposed zone change is proposed to occur as follows:

August 2, 2023	Planning Commission public hearing and recommendation to Council
August 10, 2023	City Council 1 st reading and public hearing
August 24, 2023	City Council 2 nd reading and adoption
September 27, 2023	Approximate effective date

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: August 2, 2023

AGENDA ITEM NAME: Food Cart Development Standards Discussion

SUMMARY/BACKGROUND:

Planning Commission's adopted 2023 Work Plan includes food cart development standards. In particular, it is timely to look at development standards for permanent food cart pods. Under the current code, food cart pods may obtain a temporary use permit for up to three years (two years plus a one-year extension). Subsequently, they would need site plan approval.

The existing site development standards are written for traditional permanent developments, i.e., those with a building, parking area, etc. Permanent food cart pods are a unique development type that does not fit neatly into this framework, and therefore special development standards for permanent food cart pods may be warranted. Planning staff researched codes with food cart pod development standards, and summarized findings from Battle Ground, Fariview, Happy Valley, and Beaverton in the attached document.

The goal for this meeting is to use the attached summary as a starting point to discuss what food cart pod development standards should look like in Ridgefield. Some other policy-level questions Planning Commission may wish to consider include:

- In which zones should permanent food cart pods be permitted outright or with limitations?
- Are there types of development requirements that should vary between different zones?
- Should food cart pods have any unifying design elements?
- Some food cart pods include a permanent building with indoor seating in addition to carts. What, if any, issues does this raise?
- Should food cart pods be eligible for any incentives?

City Council will have a similar discussion on August 10, then staff will draft food cart pod development standards for review.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Food Cart Pod Standards_research

Food Cart Pod Code

References:

- Battle Ground, OR Municipal Code [5.04.035](#)
- Happy Valley, OR Development Code [16.69.030](#)
 - Example development: Happy Valley Station <https://www.happyvalleystation.com/>
- Fairview, OR Development Code [19.490.400](#)
 - Example development: Fairview Food Plaza <https://www.fairviewfoodplaza.com/>
- Beaverton, OR Development Code [60.11](#)
 - Example development: BG Food Cartel <https://bgfoodcartel.com/>

Site Design

- **Site Design Standards**
 - a. Food carts and site amenities shall be located on a paved surface including but not limited to concrete, asphalt, and/or pavers.
 - i. ***Check storm water regs.**
 - b. Food cart pods shall not occupy pedestrian walkways or required landscaping.
 - c. Food cart pods shall not occupy or obstruct bicycle or vehicle parking required for an existing use.
 - d. Carts and/or objects associated with the food cart use shall not occupy fire lanes or other emergency vehicle access areas.
 - e. Front and side yard setbacks abutting a street shall be a minimum of three feet from the property line to any food cart.
 - i. ***Zero lot line zone can be on property line**
 - f. Rear and interior side setbacks for food carts and amenities shall be the same as the zone in which it is located, except when a rear or side yard abuts a residential zone or land use. Any rear or side yard that abuts a residential zone or land use must meet the following standards:
 - i. A six-foot-tall sight-obscuring fence shall be provided at or near the property line.
 - ii. Food carts and amenities shall be set back a minimum of 10 feet.
 - iii. A five-foot-wide landscaped area shall be provided within the setback that includes a minimum of one tree every 30 lineal feet, and one evergreen shrub

every five lineal feet. Trees shall be a minimum of six feet at time of planting and shrubs shall reach a mature height of at least four feet within two years of planting.

- g. Carts shall not be located or oriented in a way that requires customers to queue in a driveway.
 - i. ***Look at off-street parking**
- h. Fences and walls associated with food cart pods shall comply with the following standards:
 - i. Fences and walls shall be constructed with high-quality building material that is compatible with other development on the site and with the design standards of the zoning district. High-quality building material includes wood, brick, stone, concrete, metal and similar materials. Cyclone fencing, vinyl, and other material that detracts from the overall attractiveness of the site and neighborhood is prohibited.
 - ii. The maximum height of fences along street frontages is four feet.
 - iii. The maximum height of fences on interior rear and side yards is six feet.
- i. Uses shall not create tripping hazards in pedestrian and vehicular circulation areas with items including, but not limited to, cords, hoses, pipes, cables, or similar materials.
- j. Where more than one cart is located on a site, carts shall be separated by a minimum of 5 Feet.
 - i. ***Check fire and building requirements**
- k. Food carts shall be oriented on the site to create an attractive and engaging pedestrian environment along the street. This may be met through one of the following options or by demonstrating that an alternative site layout meets the intent of the standard:
 - i. Food carts may have customer windows oriented to the street and shall be set back at least five feet to provide space for queuing between the public sidewalk and cart window.
 - ii. Food carts may be located along a building wall or sight-obscuring fence with the customer window facing a central courtyard/plaza/seating area.
 - iii. Food carts located along the street with customer windows facing a central courtyard/plaza/seating area shall provide a landscape buffer between the

sidewalk and food cart that screens trailer tongues, utilities and accessories from view.

Standards for Amenities within a food cart pod

- 1) For two carts or less, portable toilets and hand-washing facilities are permitted but may not drain to the surface. For four carts or more, utilization of existing restrooms within an existing building may be utilized, or if new, handwashing stations and restrooms shall be provided.
- 2) Required restrooms shall be available during Food Cart Pod operating hours.
- 3) All food carts and customer amenities within a food cart pod shall be served by a minimum 5-foot-wide hard surface walkway.
- 4) Waste and recycling receptacles shall be provided for customer and business waste. Receptacles shall be screened from view of the right of way and abutting residentially zoned properties and serviceable by the applicable waste-hauler.
 - a. **Screened from view and covered if a trash enclosure**
- 5) Storage structures accessory to food carts shall be less than 120 square feet in size and no greater than 15 feet in height. Storage structures shall be set back a minimum of 20 feet from public rights-of-way.
 - a. ***Do we want to allow storage?**
- 6) Structures used to provide shelter to customers may be membrane structures such as tents or canopies or permanent structures.
 - a. **Must be a permanent structure compliant with building code**
- 7) Structures providing shelter and/or cover to patrons shall not exceed the following standards without Adjustment or Variance approval:
 - a. Cover 200 square feet or less in area.
 - b. Have a maximum of 50 percent of the structure enclosed with walls or sides.
Membrane structures may be fully enclosed.
 - c. Are 15 feet in height or less, as measured to the highest point.
- 8) All on-site amenities shall be compatible with other development on the site and within the surrounding neighborhood. All screening shall include well-maintained and attractive vegetation or high-quality building material including wood, brick, stone, concrete, and

similar materials. Screening materials that detract from the overall appearance of the site, including but not limited to cyclone, vinyl and plastic fencing, are prohibited.

Signs

- Type I approval, Compliant with RDC
- All identifying information, logos, advertising, or other displays on the exterior of a food vehicle shall conform to the purposes set forth in the RDC regulating commercial signage.

Lighting

- Outdoor lighting shall be required per this title if not already provided by an existing use. All lighting shall be shielded and comply with RDC 18.715.

Permitting

- Up to two carts on one site with no accessory structures other than trashcans and portable accessory items, such as picnic tables may be reviewed in accordance with Type I procedures.
- For three carts or more on one site may be reviewed in accordance with Type II procedures.
- If a mobile food units stop for less than two hours in any twenty-four (24) hour period no review is required.
 - *May need WSDOT or Building Approval*
 - *May be subject to a Type I if reducing parking from another site*
- Application Criteria
 - Land Use Application.
 - Type I and Type II site plan submittal requirements are listed in RDC.
 - Supplemental Information.
 - The place or places where the applicant proposes to engage in business;
 - Signed application along with signature from property owner authorizing its placement on or near their property; and
 - A narrative shall accompany the application describing compliance with the applicable standards listed in RDC