



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, August 10, 2023
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

I. STUDY SESSION - 5:00 P.M.

- 1. Food Cart Development Standards Discussion at Carts by the Park - Claire Lust, Community Development Director**

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

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

III. PUBLIC COMMENT

Anyone requesting to speak to the Council 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.

IV. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the July 27, 2023 Meeting**

V. BUSINESS

- 1. Motion - Award of Contract with WSP for 2025 Comprehensive Plan and System Plan Updates - Claire Lust, Community Development Director, Chuck Green, Public Works Director**
- 2. Motion - Award of Construction Contract for the Royle Road project, S. 15th Street to S. 5th Way - Chuck Green, Public Works Director**

VI. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and First Reading of Ordinance No. 1407 - Lahti Property RMUO Removal - Claire Lust, Community Development Director**

VII. PUBLIC COMMENT

Anyone requesting to speak to the Council 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.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**
- 2. Mayor**
- 3. City Manager**

IX. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 10, 2023

AGENDA ITEM NAME: Food Cart Development Standards Discussion at Carts by the Park

GOVERNING LEGISLATION

RCW 36.70A - Growth Management

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

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 planning standards are written for traditional permanent developments, i.e., those with a building, landscaping, parking area, etc. Permanent food cart pods are a development type that does not fit neatly into this framework, and therefore special development standards for permanent food cart pods may be warranted.

The goal for this meeting is to discuss **what permanent food cart pods should look like in Ridgefield**. What do you like or dislike about food cart pods you've visited? How should food cart pods interact with surrounding uses? Should food cart pods have unifying design elements? Should food cart pods be eligible for any incentives? Are there certain zones where food cart pods should be permitted or prohibited? These are just some questions to potentially consider as you brainstorm.

This should primarily be a policy-level conversation; staff will translate Council's policy direction into implementing code. That said, 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. This summary, as well as the attached images of food cart pods and site plans, are intended to help prompt discussion.

Planning Commission had a similar discussion on August 2. Topics commissioners covered include:

- Value of having permanent structures in food cart pods (ability to operate in all weather and double as an entertainment venue vs. the spirit of simplicity key to food carts).
- Opportunity for waterfront development.
- Importance of sanitation - trash, bathrooms, critters, etc.
- Challenges posed to downtown parking.
- Value of shared amenities e.g. storage.
- Scaling requirements for open space, landscaping, etc. based on pod size.

Following this study session, staff will reach out to planners in jurisdictions with food cart pod codes to learn more about what has (or has not) worked well as those codes have been implemented. Staff will then draft food cart pod development standards for review.

BUDGET/FINANCIAL IMPACTS:

None.

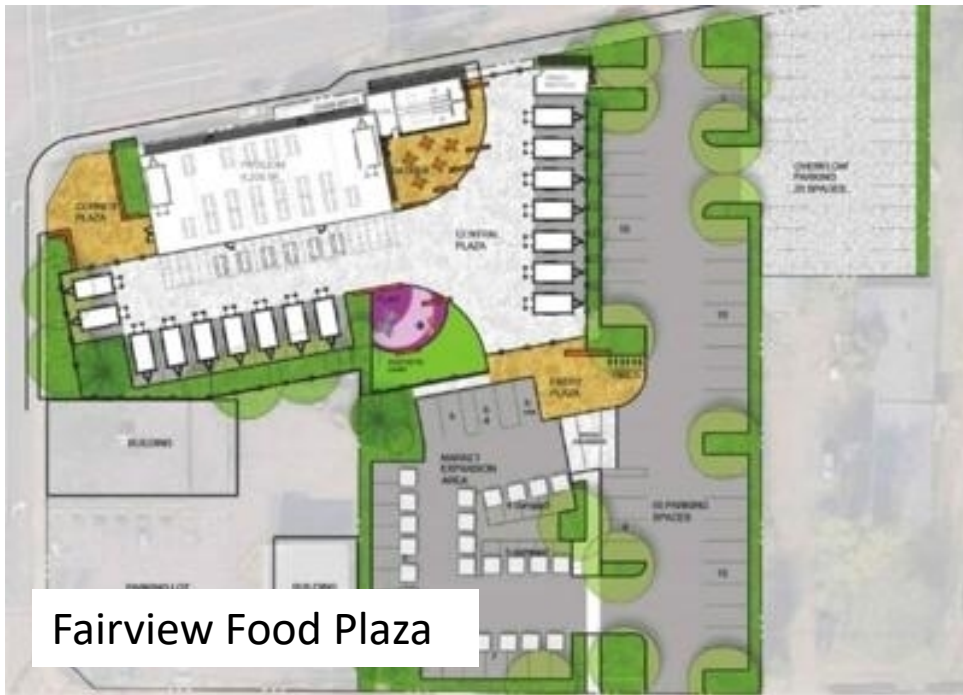
RECOMMENDED ACTION OR MOTION:

N/A

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Food Carts_CC
2. Food Cart Pod Standards_research



Fairview Food Plaza



Happy Valley Station



Portland Mercado



BG Food Cartel

Examples of food cart pods with structures for indoor seating, vendors, etc.



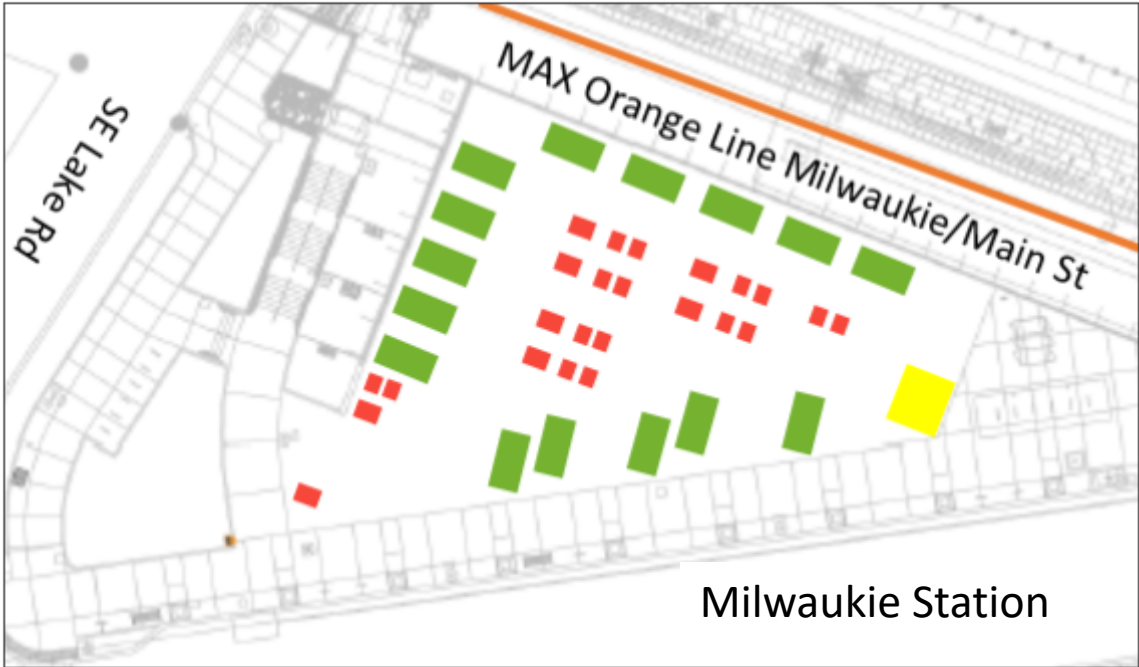
Prost Marketplace



Cartopia



Nob Hill Food Carts



Milwaukie Station

Examples of food cart pods without structures for indoor seating, vendors, etc.

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

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 10, 2023

AGENDA ITEM NAME: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

City Council approves claims and/or payroll of the City on a regular basis

SUMMARY/BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor details attached

RECOMMENDED ACTION OR MOTION:

Approve the claims and/or payroll by making the following motion:

“I move to approve the consent agenda as presented”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. August 10, 2023 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

August 10, 2023

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADVANCED EXCAVATING SPECIALISTS LLC	2066	P21001-2066-3	Public Works	07.2023 S Pioneer Extension/Roundabout	246,485.11
ADVANCED EXCAVATING SPECIALISTS LLC Total					246,485.11
AIRGAS USA LLC	17	9140090896	Genl Govt/Facilities	PW Shop Operational Supplies	2.69
			Public Works	PW Shop Operational Supplies	44.37
AIRGAS USA LLC Total					47.06
AKS ENGINEERING & FORESTRY LLC	3908	10210-01-01	Community Development	Keller Supply Parking Expansion	1,006.25
AKS ENGINEERING & FORESTRY LLC Total					1,006.25
ANDERSON SIGNS INC.	2569	61983	Genl Govt/Facilities	Name Plates for Office Employees	137.93
			Public Works	Name Plates for Office Employees	86.63
			Community Development	Name Plates for Office Employees	142.95
ANDERSON SIGNS INC. Total					367.51
AQUATIC INFORMATICS INC.	3337	105420	Genl Govt/Facilities	06.2023 Web Test	(29.41)
			Public Works	06.2023 Web Test	367.41
AQUATIC INFORMATICS INC. Total					338.00
ARBORSCAPE LTD INC	3562	23-627008R	Public Works	Tree Assessment Seven Wells	206.53
		23-42402	Public Works	1719 S Sevier Cir 3 Maple Trees Removal & Stump Cutting	3,000.12
		23-51013	Public Works	113 S. 68th Ct Brush Removal & Stump Cutting	3,097.95
		23-42006	Public Works	3600 Pioneer St Redwood Tree Removal & Stump Cutting	11,462.42
ARBORSCAPE LTD INC Total					17,767.02
BLACKLINE INC.	3573	2023-20	Genl Govt/Facilities	2023 Slurry Seal	(3,228.58)
			Public Works	2023 Slurry Seal	64,571.55
BLACKLINE INC. Total					61,342.97
BRIDGETOWER OPCO LLC	3585	745627857	Public Works	Ad to Bid S Royle Rd 15th to 5th Way	606.80
BRIDGETOWER OPCO LLC Total					606.80
BSK ASSOCIATES	2119	VG03104	Public Works	07.2023 Coliform Testing	550.00
BSK ASSOCIATES Total					550.00
CANTO INC.	3927	SI-19576	Genl Govt/Facilities	06.15.2023-12.14.2023 Canto Platform Software	(304.50)
			Information Technology	06.15.2023-12.14.2023 Canto Platform Software	3,804.50
CANTO INC. Total					3,500.00
CINTAS CORPORATION NO 2	3497	5167512208	Genl Govt/Facilities	PW Crew Supplies	17.61
			Public Works	PW Crew Supplies	291.20
CINTAS CORPORATION NO 2 Total					308.81
CITY OF BATTLE GROUND	92	INV00433	Judicial	Public Defender & Q2.2023 Video Arraignments	1,500.00
CITY OF BATTLE GROUND Total					1,500.00
CITY OF WOODLAND	2708	2023-093-PW	Public Safety	2015 Ford Explorer - 55293D	465.69
		2023-096-PW	Public Safety	2018 Chevy Tahoe	456.35
		2023-098-PW	Public Safety	2022 Ford Explorer - 74571D	182.42
		2023-092-PW	Public Safety	2014 Ford Explorer - 55290D	36.00
CITY OF WOODLAND Total					1,140.46
CIVICPLUS LLC	3832	268732	Genl Govt/Facilities	07.05.2023 Codification	329.58

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CIVICPLUS LLC Total					329.58
CLARK COUNTY	102	CI053337	Public Safety	Q2.2023 TER&R and NetMotion Support	7,974.56
CLARK COUNTY Total					7,974.56
COLUMBIAN PUBLISHING	116	43204	Public Works	S Royle Rd 15th St to 5th Way - Ecology Notice	132.00
		43208	Public Works	Systemic Horizontal Curve and 11th & S Timm Rd Safety Imprv	1,310.10
		43251	Community Development	Zone & Municipal Code Changes	160.20
		43214	Public Works	S 5th S Union Pkwy to NE 10th Ave Ecology Notice	132.00
COLUMBIAN PUBLISHING Total					1,734.30
CSD ATTORNEYS AT LAW P.S.	3294	117407	Genl Govt/Facilities	06.2023 Park Laundry	736.00
CSD ATTORNEYS AT LAW P.S. Total					736.00
DEPARTMENT OF LABOR AND INDUSTRIES	3504	01210400-2023	Genl Govt/Facilities	2023 Worker & Community Right to Know Program	9.12
			Public Works	2023 Worker & Community Right to Know Program	150.88
DEPARTMENT OF LABOR AND INDUSTRIES Total					160.00
DKS ASSOCIATES	1565	86405	Community Development	06.2023 On Call Review Services	1,080.00
DKS ASSOCIATES Total					1,080.00
DLT SOLUTIONS LLC	3903	SI615680	Public Works	AutoCAD Annual Subscription	208.75
			Community Development	AutoCAD Annual Subscription	1,878.72
DLT SOLUTIONS LLC Total					2,087.47
DOLLAMUR LP	3888	197816	Public Safety	New PD Station Floor Mats	2,565.28
DOLLAMUR LP Total					2,565.28
ENCORE ONE LLC	3890	224251	Genl Govt/Facilities	07.2023 Janitorial Services - PW Ops	34.93
				07.2023 Janitorial Services - CH	278.69
			Public Safety	07.2023 Janitorial Services - PD	687.71
			Public Works	07.2023 Janitorial Services - PW Ops	436.49
			Community Development	07.2023 Janitorial Services - PW Ops	71.29
			Public Works	07.2023 Janitorial Services - PW Ops	141.13
ENCORE ONE LLC Total					1,650.24
FCS GROUP	958	3731-22307122	Public Works	2023 Water and Stormwater Rate Study	7,870.00
FCS GROUP Total					7,870.00
FERGUSON ENTERPRISES INC # 8423	181	1212531	Public Works	Command Link Chargers	271.29
FERGUSON ENTERPRISES INC # 8423 Total					271.29
GALINA BURLEY	3766	3766-20230810	Public Works	07.2023 Mileage Reimbursement - Burley	51.22
GALINA BURLEY Total					51.22
GISI MARKETING GROUP	2811	276419	Public Safety	Letterhead - Ridgefield Police Department	298.75
GISI MARKETING GROUP Total					298.75
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC	3447	4573394	Genl Govt/Facilities	08.2023 PW Ops Alarm Monitoring Services	6.54
			Public Works	08.2023 PW Ops Alarm Monitoring Services	108.25
			Community Development	08.2023 PW Ops Alarm Monitoring Services	13.36
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					128.15
GRAY AND OSBORNE INC	207	23231.02-1	Community Development	Nye PUD PLZ-22-0054-0057	405.08
		23231.01-1	Community Development	Coulter Short Plat PLZ-23-0039	799.06
GRAY AND OSBORNE INC Total					1,204.14
GROUNDWATER SOLUTIONS INC.	2971	00727.001-52	Public Works	06.2023 Hydrological Study	3,955.00
GROUNDWATER SOLUTIONS INC. Total					3,955.00

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HARPER HOUF PETERSON RIGHELLIS INC.	1678	56657	Public Works	06.2023 Boyse Park Master Plan	750.00
		56765	Community Development	06.2023 51st Ave Rdbt & Pioneer Widening Design	11,286.44
HARPER HOUF PETERSON RIGHELLIS INC. Total					12,036.44
HARRY'S KEY SERVICE INC.	982	563847	Public Works	Abrams Park Locks	606.55
HARRY'S KEY SERVICE INC. Total					606.55
HARRY'S LAWN AND POWER EQUIPMENT	214	246165	Public Works	Parks Weed Eater Repair	92.35
		246166	Public Works	Parks Small Tools - Flat File	10.26
		245737	Public Works	Parks Trimmer Supplies	73.33
HARRY'S LAWN AND POWER EQUIPMENT Total					175.94
HD SUPPLY INC.	3886	INV00075620	Public Works	Water Operational Supplies - HDPE Tubing	128.54
		INV00075654	Public Works	Water Inverted Paint & Thread Sealant	241.59
HD SUPPLY INC. Total					370.13
HONEY BUCKETS	223	553617959	Genl Govt/Facilities	07.25.2023-08.21.2023 PW Shop Port-a-Potty	59.81
			Public Works	07.25.2023-08.21.2023 PW Shop Port-a-Potty	989.19
		553598645	Public Works	07.14.2023-08.10.2023 Davis Park Port-a-Potty	373.00
HONEY BUCKETS Total					1,422.00
HYDRAULICS INC	227	SO100582	Public Works	Flail Mower Maintenance	422.68
HYDRAULICS INC Total					422.68
JACOBS ENGINEERING GROUP INC.	3349	W3X87401-12	Public Works	07.2023 Screen Design/Engineering Services	21,428.35
JACOBS ENGINEERING GROUP INC. Total					21,428.35
KERRY-ANN G. RYLANDER	3931	368707	Genl Govt/Facilities	2023 F2T Floral Arrangements	2,815.33
KERRY-ANN G. RYLANDER Total					2,815.33
KYLE JOHNSON	3851	3851-20230810	Public Works	Electrical Journeyman Training Mileage - Kyle Johnson	248.90
KYLE JOHNSON Total					248.90
L.N. CURTIS AND SONS	3075	INV724816	Public Safety	PD Uniform - Coblenz	1,219.59
		INV723800	Public Safety	PD Uniform - Benton	23.91
		INV724806	Public Safety	PD Uniform - Doriot	73.92
L.N. CURTIS AND SONS Total					1,317.42
MIKE VENNE	2982	2982-20230810	Public Works	DOT Physical Exam Reimbursement - Venne	85.00
MIKE VENNE Total					85.00
MOTOROLA SOLUTIONS INC.	301	8281668398	Public Safety	2 APX6000 Series Portable Radios - PD New Hires	407.10
		8281671911	Public Safety	2 APX6000 Series Portable Radios	783.29
MOTOROLA SOLUTIONS INC. Total					1,190.39
NANCY PIONK	3902	23-9	Public Safety	Phase 2 Mediation Services & Follow-up	1,433.75
NANCY PIONK Total					1,433.75
NAPA AUTO PARTS	498	380812	Public Works	Parks Trailer Maintenance	17.56
		380818	Public Works	Parks Trailer Maintenance	(4.33)
NAPA AUTO PARTS Total					13.23
NORTHSIDE FORD TRUCK SALES INC	3281	13998	Public Works	2023 Ford F-150 D11645 - PO2023000027	49,790.41
NORTHSIDE FORD TRUCK SALES INC Total					49,790.41
OMNIGO SOFTWARE LLC	3925	I-OS015880	Public Safety	07.2023-07.2024 Digital Evidence Storage Software	9,100.36
OMNIGO SOFTWARE LLC Total					9,100.36
OTAK INC.	1787	72300377	Community Development	06.2023 Commercial Project Management	3,525.25
OTAK INC. Total					3,525.25

City of Ridgefield

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PACIFIC NORTHERN ENVIRONMENTAL LLC	3451	216875	Public Works	High School Reservoir RPL Light Replacement	14,580.95
PACIFIC NORTHERN ENVIRONMENTAL LLC Total					14,580.95
PACIFIC OFFICE AUTOMATION - LEASE	1564	80421927	Genl Govt/Facilities	07.2023 Copier Lease - PW Ops	25.95
			Public Works	07.2023 Copier Lease - PW Ops	429.18
PACIFIC OFFICE AUTOMATION - LEASE Total					455.13
PBS ENGINEERING AND ENVIRONMENTAL	342	0071708.001-5	Public Works	06.2023 Overlook Park Construction Mgmt Services	16,486.11
PBS ENGINEERING AND ENVIRONMENTAL Total					16,486.11
RIDGEFIELD MAIN STREET	2212	2212-0810-2023	Genl Govt/Facilities	Main Street Program Contribution	100,000.00
RIDGEFIELD MAIN STREET Total					100,000.00
RIDGEFIELD SCHOOL DISTRICT	378	1002200167	Public Works	Q1.2023 RORC Operation Costs	15,844.80
RIDGEFIELD SCHOOL DISTRICT Total					15,844.80
SITEONE LANDSCAPE SUPPLY LLC	2951	132685561-001	Public Works	Parks Irrigation System Supplies	27.06
		132673841-001	Public Works	Parks Irrigation System Supplies	558.88
		132433744-001	Public Works	Parks Irrigation System Supplies	117.30
SITEONE LANDSCAPE SUPPLY LLC Total					703.24
SPRINGBROOK SOFTWARE LLC	3444	INV-011821	Genl Govt/Facilities	05.05.2023 - 05.04.2024 Springbrook Financial Software	25,816.08
			Public Works	05.05.2023 - 05.04.2024 Springbrook Financial Software	6,428.01
SPRINGBROOK SOFTWARE LLC Total					32,244.09
STEVE STUART	2075	2075-20230810	Executive	AWC City Action Days Mileage Reimbursement	124.45
STEVE STUART Total					124.45
STEVEN S. KELLY	3932	113	Genl Govt/Facilities	2023 F2T Musical Entertainmnet	800.00
STEVEN S. KELLY Total					800.00
THE MASTERS TOUCH LLC	1786	P87471	Public Works	07.2023 Backflow Letters - Postage	185.85
		87471	Public Works	07.2023 Backflow Letters	326.26
THE MASTERS TOUCH LLC Total					512.11
THE PARR COMPANY	964	26663446	Public Works	Abrams Park Caretaker House - Plywood	330.21
		26662107	Public Safety	PD Plastic Anchor with Screw	7.36
		26662375	Public Safety	PD Toggle Bolts	5.87
		26664145	Public Works	Parks Operational Supplies	14.20
		26663518	Public Works	Abrams Park Caretaker House - Plywood	30.02
		26662828	Genl Govt/Facilities	PW Ops Door Repair	1.37
			Public Works	PW Ops Door Repair	22.66
			Community Development	PW Ops Door Repair	2.80
		26663449	Public Works	Abrams Park Caretaker House - Screws	14.77
		26664264	Public Works	Abrams Park Pedestrian Bridge Maint.	(5.07)
		26664207	Public Works	Abrams Park Pedestrian Bridge Maint.	49.00
		26664151	Public Works	Parks Operational Supplies	42.89
		26664111	Public Works	Abrams Park Table Repair	81.92
		26662808	Public Works	Water Small Tools - Hammer	18.36
		26663898	Public Works	Water Operational Supplies - Bucket	43.37
		26663317	Public Works	Abrams Park Trash Can	108.24
THE PARR COMPANY Total					767.97
TLC TOWING	431	162016	Public Works	Remove and Tow Light Pole - Union Ridge Pkwy	1,521.80
TLC TOWING Total					1,521.80

City of Ridgefield

Claims Payment Report

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TOPCON SOLUTIONS STORE	3421	INV245645	Public Works	Bluebeam License - Melroy/Brunson/Thamert	1,685.15
			Information Technology	Bluebeam License - Melroy/Brunson/Thamert	297.37
TOPCON SOLUTIONS STORE Total					1,982.52
UNIFIRST CORPORATION	3904	2240007095	Genl Govt/Facilities	07.18.2023 PW Mats and Uniforms	13.51
			Public Works	07.18.2023 PW Mats and Uniforms	195.44
			Community Development	07.18.2023 PW Mats and Uniforms	5.52
		2240009532	Genl Govt/Facilities	07.25.2023 PW Mats and Uniforms	18.27
			Public Works	07.25.2023 PW Mats and Uniforms	229.18
			Community Development	07.25.2023 PW Mats and Uniforms	5.49
		2240007097	Public Safety	07.18.2023 Floor Mats - PD	39.52
		2240009533	Genl Govt/Facilities	07.25.2023 Floor Mats - RACC	2.76
			Community Development	07.25.2023 Floor Mats - RACC	7.73
		2240005084	Genl Govt/Facilities	07.11.2023 Floor Mats - RACC	2.76
			Community Development	07.11.2023 Floor Mats - RACC	7.73
		2240009535	Genl Govt/Facilities	07.25.2023 Floor Mats - CH	16.46
		2240009534	Public Safety	07.25.2023 Floor Mats - PD	39.52
		2240007096	Genl Govt/Facilities	07.18.2023 Floor Mats - RACC	2.76
			Community Development	07.18.2023 Floor Mats - RACC	7.73
		2240007098	Genl Govt/Facilities	07.18.2023 Floor Mats - CH	16.46
UNIFIRST CORPORATION Total					610.84
UNIVERSAL FIELD SERVICES INC	3601	503742	Public Works	06.2023 Right of Way Acquisition Assistance - Royle Rd.	108.00
UNIVERSAL FIELD SERVICES INC Total					108.00
VANCOUVER BOLT AND SUPPLY	447	VA-191035	Genl Govt/Facilities	PWFAC Small Tools & Supplies	44.76
			Public Works	PWFAC Small Tools & Supplies	384.22
		VA-190842	Public Works	Parks Table Repair Supplies - Bolts	4.73
		VA-191149	Genl Govt/Facilities	PW Shop Operational Supplies	1.07
			Public Works	PW Shop Operational Supplies	17.84
		VA-191358	Public Works	Abrams Park Pedestrian Bridge Maint.	77.35
VANCOUVER BOLT AND SUPPLY Total					529.97
W.W.GRAINGER INC.	206	9777232035	Public Works	Water Operational Supplies	138.77
W.W.GRAINGER INC. Total					138.77
WALTER E. NELSON COMPANY	3553	1807568	Genl Govt/Facilities	Paper Products - CH	115.79
WALTER E. NELSON COMPANY Total					115.79
WELLWORKS FOR YOU	3414	25720	Human Resources	07.2023 Wellness Progarm	847.86
WELLWORKS FOR YOU Total					847.86
WEST COAST EVENT PRODUCTIONS INC	3885	339038-1-B	Genl Govt/Facilities	2023 F2T Rentals - Final Payment	3,340.06
WEST COAST EVENT PRODUCTIONS INC Total					3,340.06
ZACHARIAH RADER	3930	3903-20230810	Public Works	DOT Physical Exam Reimbursement - Radar	85.00
ZACHARIAH RADER Total					85.00
Grand Total					664,837.56

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 10, 2023

AGENDA ITEM NAME: Approval of Minutes from the July 27, 2023 Meeting

GOVERNING LEGISLATION

N/A

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

Staff has prepared the minutes for Council consideration of adoption for the Council meeting(s).

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT:

ATTACHMENTS:

1. 07-27-2023



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
JULY 27, 2023**

Regular Meeting - 6:30 PM

I. STUDY SESSION - 5:30 P.M.

1. **Presentation on 2023 Water and Stormwater rate study - Kirk Johnson, Finance Director**

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

1. **Flag Salute**
2. **Roll Call**

Present:

Mayor Jennifer Lindsay
Mayor Pro Tem Rob Aichele
Council Member Matt Cole
Council Member Lee Wells
Council Member Ron Onslow
Council Member Judy Chipman
Council Member Clyde Burkle

3. **Late changes to the agenda**

III. PUBLIC COMMENT

Anyone requesting to speak to the Council 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.

Comments received during public testimony can be heard on the City's website under <https://ridgefieldwa.us/government/city-council-meeting-audio-files/>.

IV. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Rob Aichele

SECONDER:	Council Member Ron Onslow
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the July 13, 2023 Meeting**

V. PRESENTATION

1. **Presentation on Options for Vacant Building at 116 N Main Ave - Kirk Johnson, Finance Director**
2. **2nd Quarter 2023 Budget to Actual and Economic Update - Kirk Johnson, Finance Director**

VI. BUSINESS

1. **Second Reading of Ordinance No. 1405 - Amendment to the Development Agreement for Paradise Point - Steve Stuart, City Manager**

The developer, HSR through RDGB Royal Farms LLC, RDGF River View Estates LLC, and RDGS Real View, LLC, is obligated under a Development/Pre-Annexation Agreement to construct and dedicate to the City certain road, park, and trail improvements as part of the Paradise Point PUD Subdivision. The City Council conducted a discussion and adopted an Ordinance with an amendment.

MOTION: MOVED TO ADOPT ORDINANCE NO.1405 WITH AMENDMENT IN SECTION 6(A).

RESULT:	(UNANIMOUS)
MOVER:	Council Member Matt Cole
SECONDER:	Council Member Judy Chipman
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

VII. PUBLIC COMMENT

Anyone requesting to speak to the Council 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.

Comments received during public testimony can be heard on the City's website under <https://ridgefieldwa.us/government/city-council-meeting-audio-files/>.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Cole - Reported on Art Association meeting.

Council Member Chipman - Reported on Neighbors Helping Neighbors.

Council Member Wells - Attended CRWWD meeting, City Manager briefing, tonight's Council meeting.

Council Member Aichele - Attended Main Street Day event, Main Street meeting, City Manager briefing, helped trim grapes, NOW meeting, Lions Club, Art Association meeting.

Council Member Burkle - Reported on individual meetings with the Management Team, City Manager briefing, CRWWD meeting, Neighbors Helping Neighbors.

Council Member Onslow - Kudos to the management team and staff.

2. Mayor

Attended AWC legislative priorities meeting.

- a. Appointment of two Council Members to serve on the 2024 Budget Advisory Committee

MOTION: CONFIRM MAYOR'S APPOINTMENT FOR COUNCIL MEMBER COLE AND COUNCIL MEMBER BURKLE TO SERVE ON THE 2024 BUDGET ADVISORY COMMITTEE.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Rob Aichele
SECONDER:	Council Member Lee Wells
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

- b. Appointment of a citizen to serve on the 2024 Budget Advisory Committee

MOTION: CONFIRM MAYOR'S APPOINTMENT FOR JOHN RAFANILLI TO SERVE ON THE 2024 BUDGET ADVISORY COMMITTEE.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Jennifer Lindsay
SECONDER:	Council Member Matt Cole
AYES:	Council Member Onslow, Council Member Burkle, Council Member Wells, Council Member Chipman, Council Member Cole, Mayor Pro Tem Aichele, Mayor Lindsay

3. City Manager

City Manager Steve Stuart - Reported on route jurisdiction transfer meeting with WSTC in Olympia.
Public Works Director Chuck Green - Paving preservation project update, well update at sanderling park.
Community Development Director Claire Lust - Reported on Chamber of Commerce meeting.
Finance Director Kirk Johnson - Update on TIA outreach.
Deputy City Manager Lee Knottnerus - First Saturday event update.
Police Chief Cathy Doriot - National Night Out event is August 1st from 6-8pm at Abrams Park.

IX. ADJOURN

8:45PM

Julie Ferriss, City Clerk

Jennifer Lindsay, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 10, 2023

AGENDA ITEM NAME: Motion - Award of Contract with WSP for 2025 Comprehensive Plan and System Plan Updates

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns

Revised Code of Washington Chapter 36.70a.130(4)(c) - Growth Management Act

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The City of Ridgefield is beginning the periodic review and update of the City's Comprehensive Plan. The update is to be compliant with the Washington State Growth Management Act, Environmental Policy Act, and all other applicable requirements per the Washington State Department of Commerce.

The updated Comprehensive Plan will reflect a 20-year time horizon, with a target year of 2045 for achieving the overall vision that is established. This process includes a periodic review of the Comprehensive Plan and its components, reflecting population and employment projections for the year 2045. The updates to the Comprehensive Plan and the City's Land Use and Development Code must be adopted prior to June 30, 2025.

In April 2023 the City issued a Request for Qualifications seeking to identify a qualified multi-discipline consultant team with demonstrated professional experience in comprehensive and capital facilities planning for small communities to complete a periodic update of the Ridgefield Comprehensive Plan and associated capital facilities and system plans.

An evaluation committee reviewed the submittals using the following criteria:

- Experience of the Project Manager (20 weighted factor)
- Experience of the Team with Planning Under the WA Growth Management Act (25 weighted factor)
- Experience with Capital Facilities Planning in Washington State (25 weighted factor)
- Experience with Community Engagement and Public Involvement as Part of Planning Processes, Especially Comprehensive Planning (15 weighted factor)
- Incorporation of Disadvantaged Business and Economically Disadvantaged Businesses (5 weighted factor)
- References (10 weighted factor).

Three submittals were received:

- Houseal-Lavigne
- Makers
- WSP USA

After an initial review of the Statements of Qualification, interviews were conducted with a shortlist of Makers and WSP USA. After the interviews were scored, the WSP USA team received the highest score and staff negotiated with WSP USA and their team on scope and budget. These documents are attached to this staff report.

The contract award would be for an amount not to exceed \$500,000 and would end by June 30, 2025, corresponding with the approval date of the Comprehensive Plan update.

Included in the proposed work scope are:

- Project Management and Coordination
- Detailed Scoping, Budget, and Schedule
- Community Engagement and Public Involvement
- Comprehensive Plan Update and corresponding elements
- System and Facilities Plans: Water, Stormwater, General Public Facilities, Transportation, and Parks, Recreation and Open Space
- Assistance on Environmental Review/SEPA
- Implementation Steps

BUDGET/FINANCIAL IMPACTS:

At this time, the 2023 Budget includes \$75,000 to launch the Capital Facilities Planning effort, along with a \$125,000 grant from the Department of Commerce. Additional funding was provided in the Spring Budget supplement to cover the costs of the Water System Plan work and launch the Community Engagement work. The total anticipated budget for this two-year effort is approximately \$500,000, to be spread over the 2023-2025 annual budget cycles.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the Comprehensive Plan and Capital Facilities Plan Updates contract to WSP USA. A suggested motion is:

“I move to award the Comprehensive Plan and Capital Facilities Plan Updates contract to WSP USA in the amount not to exceed \$500,000.”

STAFF CONTACT: Claire Lust, Community Development Director, Chuck Green, Public Works Director

ATTACHMENTS:

1. Ridgefield Comp and Public Facilities Plan Updates_Scope_v7_clean_to_client



August 2, 2023

Claire Lust, Community Development Director
Chuck Green, Public Works Director
487 S 56th Place
Ridgefield, WA 98642

Subject: Updates to the Ridgefield Comprehensive and Public Facilities Plans – Scope of Work for Professional Planning, Engineering, Natural Resources, Public Involvement, and Market Services

Dear Claire and Chuck:

Thank you for the opportunity to continue serving the City of Ridgefield (City) and to submit the following work scope to provide professional planning services to prepare updated comprehensive and public facilities plans.

PROJECT UNDERSTANDING

The City seeks to update its comprehensive plan and five public facilities plans, consistent with the requirements set forth by the Growth Management Act (GMA). This project is anticipated to start in mid-2023 and be completed by mid-2025. The GMA requires that high-population and high-growth counties and the cities within them develop and update their comprehensive plans and development regulations every 10 years. Per the GMA, comprehensive plans are required to contain certain elements including land use, housing, capital facilities, utilities, transportation, economic development, and parks. There are a variety of important considerations stemming from recent state mandates in the GMA and related state regulations and guidance. These include housing, critical areas, and the recently released guidance on climate change.

The foundation of a comprehensive plan is a land use element that establishes the mix and location of land uses to accommodate 20 years of growth within a city's urban growth area. Supporting the comprehensive plan are the City's public facilities plans, which estimate facilities needed to serve the growth and the costs and location of these facilities.

WSP USA (WSP) will manage the WSP team of local, regional, and national subject matter experts to deliver a planning process with equity and community at its center. The WSP team includes 3J Consulting (to lead the community vision and engagement process), DKS Associates (to lead the transportation system and active transportation updates), Gray & Osborne (to lead the water system plan update), PointNorth for water system plan outreach and overall engagement plan strategy input, Otak (for the stormwater, parks, and general facilities plan updates), and FCS GROUP (to lead economic development and housing elements). Additional sub-consultants are available should new tasks and funding become available.

OVERALL PROJECT ASSUMPTIONS

The following assumptions are the basis for this scope of work.

- The updates to the comprehensive and public facilities plans will be completed by June 30, 2025.
- WSP and the City will work together to meet GMA requirements, and coordinate review by the Washington Department of Commerce (Commerce).
- City staff and Project Advisory Committee (PAC) members will update the City Council regularly on project progress. WSP will support the City through adoption by attending three Planning Commission/Council workshops and two public hearings.
- The City will help facilitate development of the comprehensive and facilities plan updates through timely review and comment on draft products and the delivery of agendas and products to the Planning Commission, City Council, stakeholders, and the public.
- The City will participate in all project meetings.
- The City is responsible for public meeting logistics including booking venues and issuing notices.
- This scope of work excludes work related to challenges or appeals of the comprehensive plan update or related items.
- All work products will be provided in electronic format (InDesign, PDF or Microsoft Word).
- WSP is not responsible for and cannot guarantee adoption of the comprehensive plan or public facilities plan updates; adoption is the sole responsibility of the Ridgefield City Council.
- Work for an urban growth area (UGA) expansion is limited to the Industrial Reserve area north of the City, and all other UGA work is excluded.
- UGA work for the Industrial Reserve may include verification of Clark County capacity assumptions, evaluation of expansion area public facility needs, and presentation of UGA expansion options to stakeholders and decision-makers.
- The City is responsible for optional comprehensive plan elements under GMA, and for assistance with GMA-required elements, including land use and parks.
 - The climate change and resiliency element will be coordinated with the County. The City will rely on the County's technical analysis and there is no additional technical analysis under this work plan. WSP and the City will work together to ensure that climate change and resiliency policies are reflected in other required plan update elements.
 - The GMA-optional historic and cultural resources element is excluded. WSP will not provide a technical analysis or updates to this element, but we will include it as written in the 2016 plan or as updated by the City. WSP and the City will work together to ensure that general historic and cultural resource policies are reflected in other required plan update elements.
- The City will be responsible for the following:
 - Work agreements with the Regional Transportation Council, Clark County and Washington State Department of Transportation on data needs including travel demand modeling, safety and crash data;
 - Lead role in study or work sessions with Parks Board, Planning Commission and City Council;
 - Lead role in public hearings before Planning Commission and City Council; and

- Agency-level coordination with Clark County, RTC, WSDOT and other agency planners.

SCOPE OF WORK

The WSP team, including subconsultants, will conduct the following six (6) work to complete the comprehensive and public facility plans update by mid-2025. Certain tasks are City-led or shared with the team, as noted below.

TASK 1: PROJECT MANAGEMENT, COORDINATION, AND KICKOFF

TASK 1.1: PROJECT MANAGEMENT

This task provides for ongoing project management to ensure coordination within the project management team (City and Consultant project managers and deputy project managers, plus key task leads as needed) to maintain the project schedule and budget. WSP will:

- Communicate regularly via phone and email with the City project managers.
- Consult with City staff on the formation of a project management team (PMT) composed of the City and WSP project and deputy project managers and extending to key project team members as needed to discuss progress and schedule at key project milestones.
- Prepare for and participate in up to 23 PMT meetings (in person and/or by teleconference).
- Prepare draft and final summary notes that document the outcomes of the PMT meetings and email them to the project team. The PMT will review all major products prior to each PMT meeting and guide the process through the draft plan and recommendations phases.
- Provide monthly progress reports and invoices.

TASK 1.2: KICKOFF AND DATA COLLECTION

WSP will coordinate and attend a kickoff meeting with the City in order to review project scope, schedule, discuss the public engagement plan outline, and gather data for the plans update process. To complete this task, we will:

- Prepare an agenda for and participate in a 2-hour kickoff meeting with City staff to formalize project details and review a draft schedule that is coordinated with the Clark County plan update process, and review a draft public engagement plan outline, including identification of key stakeholders.
- Gather the existing comprehensive plan; public facilities plans; and other key studies and relevant background documents for review.
- Prepare a kickoff meeting summary, including:
 - A summary of outstanding needs for existing plan, policy and facilities plan documents.
 - Key considerations for the comprehensive and facilities plan updates, schedule adjustments, and input to the public engagement plan.

ASSUMPTIONS

- Up to four WSP team members will attend up to 23 one-hour PMT meetings.
- Up to six WSP team members will participate in a kickoff meeting of up to 2 hours.

DELIVERABLES

- Up to 23 draft and final brief PMT meeting notes with action items by email.
- Monthly progress reports and invoices.
- Kickoff meeting agenda
- Draft project schedule
- Draft public involvement plan outline
- Draft and final kickoff meeting summary, including outstanding requests for existing documents, and key project scope, schedule, and public engagement plan needs.

TASK 2.0: COMMUNITY ENGAGEMENT AND PUBLIC INVOLVEMENT

The objective of this task is to provide a public participation program for the comprehensive and facilities plan updates that provides early and continuous public participation opportunities throughout the project as required by the GMA. The plan will include innovative methods for gathering community input on the updates, including engagement with non-traditional participants. City staff and PAC members will report progress to the City Council.

TASK 2.1: ENGAGEMENT PLAN

The WSP team will prepare a draft and final community engagement plan to guide engagement activities throughout the update process. The engagement plan will capitalize on existing City mechanisms for community engagement, establish engagement objectives, establish roles and responsibilities, identify a diverse set of stakeholders, including historically underserved populations, and describe the array of tools and activities best suited to inform and engage stakeholders. The engagement plan will also identify methods of communication to keep community members up to date with the project and notify residents, businesses, and other stakeholders about opportunities to be actively involved in the update process.

The engagement plan will include a section that identifies locations and concentrations of historically underserved populations in the city to ensure full and fair participation by all potentially affected community members in the decision-making process, including disabled, low-income, limited English proficiency, minority or other underserved groups. The engagement plan also will address other project accessibility needs including (but not limited to) language translation services, vision and hearing impairment accommodations, and access to technology. An initial draft of this document will be reviewed at the project kickoff meeting, proposing an initial schedule for the major activities, lines of communication, and lead times.

TASK 2.2: BRANDING AND WEBPAGE

The WSP team will develop a project brand package that includes a project logo, color scheme, font and heading hierarchy based on any existing City standards and aiming for quick identification of this project's communications, accessibility, and flexibility of use.

The City will develop, host and update a joint comprehensive plan and public facilities plans project website using Ridgefield Roundtable. The WSP Team will review content drafted and posted by the City for one original and five updates to maintain the website as the information and engagement hub for the project.

TASK 2.3: VISIONING

The first round of outreach activities focuses on developing and refining the community's vision for the comprehensive plan. Through the engagement activities identified in Task 2, including the first open house and questionnaire, the WSP team will ask the community two basic questions: what do you like about Ridgefield today, and what would you like to see change in the future? This information will be the foundation of the community vision.

TASK 2.4: OPEN HOUSES AND QUESTIONNAIRES

Two open houses will be held for the project. There will be two in-person and virtual public open houses (Nos. 1 and 2). At Open House No. 1, community members will review information about the project purpose, existing conditions, and community engagement results, and give input on their vision for the city. At Open House No. 2, community members will review and give input on the major policies with the goal of informing the final comprehensive plan update document. The WSP team will prepare meeting plans for each open house (including presentation materials), facilitate the open houses, and provide summaries. In person open houses will include stations covering: welcome/sign in, comprehensive plan updates, various public facility plan updates; as well as a comment form station and refreshments table. Each in-person open house will be accompanied by a virtual open house hosted on the project website, which will include PDFs of open house materials and online questionnaires to gather community feedback.

TASK 2.5 PROJECT ADVISORY COMMITTEE (PAC) MEETINGS

The City will recruit for and set up a project advisory committee (PAC) to advise on the development of the comprehensive and public facilities plans update processes. The committee will be composed of stakeholders, appointed and elected officials, and business and community leaders. Meetings will be scheduled around key project milestones and prior to wider public outreach events (e.g., open houses). The WSP team will prepare for, facilitate, and summarize up to six (6) meetings with the PAC. Meetings may be up to two (2) hours to cover plan update content. PAC meetings will be conducted in-person or via a hybrid in-person/online meeting platform.

TASK 2.6 STAKEHOLDER INTERVIEWS AND COMMUNITY EVENTS

The WSP team will prepare for, conduct and summarize up to 10 stakeholder interviews, focus group discussions, or community events about comprehensive plan and/or facilities plan issues and priorities. Note that the first event is the Water System Plan Open House No. 1 described in Task 2.7 below. The City will provide an initial list of stakeholders and work with the WSP team to agree on a final list. City staff will be responsible for scheduling focus group sessions.

TASK 2.7 ENGAGEMENT SPECIFIC TO WATER SYSTEM PLAN UPDATE

The WSP team will work with the City to establish Water System Plan outreach goals. The team will develop a single page Water Summit II agency meeting plan describing the goals and approach, outreach and notification strategy, meeting details, and materials. For this task, the WSP team will:

- Plan for and facilitate a two-hour North County Water Summit II to include invitations to Clark Public Utilities, cities of Ridgefield, La Center and Battleground, Cowlitz Tribe, State Department of Health, and Clark County Fire and Rescue. Summit planning includes pre-event invitation, materials design development (postcard mailer, social media content and event materials), meeting facilitation and support.
- Engagement summary - including processing and reporting of up to 100 agency comments.

ASSUMPTIONS

- The City will be responsible for writing the content for the website and five updates. The WSP team will review the draft content prior to the City posting each update.
- The City will be responsible for leading the organization for the Water Summit II and secure a venue. The WSP team will be responsible for facilitating and summarizing the summit.
- WSP will develop questions and prepare online questionnaire content for the City to use via an online survey tool. The City will post a link to each of the questionnaires on the City webpage and provide analytical data to WSP.
- The City will be responsible for establishing the PAC, including identifying and recruiting members for the committee. WSP will provide key considerations for the City when selecting the committee members (e.g., different stakeholder groups that should be represented).
- The City is responsible for scheduling stakeholder interviews/focus groups and booking meeting venues. The interviews or focus groups (up to 3 persons) will be up to 30 minutes and will be scheduled back-to-back on the same day.
- City staff will be responsible for conducting interviews, focus groups, and tabling events beyond the 10 conducted by the WSP team. The WSP Team will work with City staff to help prepare materials for use at interviews, focus groups and events.
- For the Water System Plan Agency Summit II :
 - City staff will coordinate, print and mail an agency summit postcard.
 - City staff will utilize the existing outreach tactics to advertise the event (website, media, community-based organizations, etc.).
 - If comments exceed 100, the City will process and summarize the additional comments.
- The top priorities identified by the Planning Commission and City Council will be vetted with the public during Open House No. 1 and Questionnaire No. 1.
- The PAC will include 1-2 members of key decision making bodies (the City Council, Planning Commission and/or Parks Board), and members will report back on progress to their council, commission and/or board.
- The City will participate in the open houses, secure and pay for a venue, prepare and distribute all open house invitations and notices, and provide refreshments.
- Throughout the project, the City will be responsible for regular communication with the City Council, Planning Commission and Parks Board, as well as key project stakeholders, such as representatives of the school district, parks, neighborhoods, environmental organizations, Native American tribes, and others.

DELIVERABLES

- Draft and final engagement plan

- Review of initial website content and five updates
- Draft and final community vision document
- Two open house event plans, boards, and facilitation; attendance by up to four WSP team staff; and open house summaries
- Water Summit II agency meeting, materials and summary
- Stakeholder interview/focus group questions and event materials
- One consolidated summary of outreach activity results

TASK 3.0: COMPREHENSIVE PLAN DOCUMENT UPDATE

TASK 3.1 EXISTING CONDITIONS AND PLAN AUDIT

To prepare the updates to the comprehensive plan, WSP will audit the City's existing plan and development regulations to identify GMA-required plan updates (e.g., including housing regulations but excluding climate change and GMA-optional elements) using the Department of Commerce's Periodic Update Checklist for Fully-Planning Cities and will provide the checklist to the City for one round of review.

WSP will also provide a demographic and housing data analysis memorandum that provides current data on population, employment, housing, and other demographic factors as background for the update of the comprehensive plan and to update outdated information in the comprehensive plan. The memorandum will incorporate Clark County population and employment allocations. The housing analysis portion of the memorandum will meet the requirements of RCW 36.70A.070(2) for inventory of existing and projected housing needs and evaluation of housing units by economic segment and housing type.

TASK 3.2 COMPREHENSIVE PLAN ELEMENT UPDATE

WSP will review and update the City's existing comprehensive plan consistent with GMA requirements, the community vision, and input from project stakeholders under Task 2.0 including the Housing, Economic Development, Public Facilities, Transportation elements and the Land Use map, as further described below. WSP will also review City-prepared plan element updates including Land Use, Parks and Recreation, and Climate.

The plan update process will be directed through a Project Advisory Committee (Task 2) and will reflect the community's vision and input throughout plan development. The resulting comprehensive plan update will be delivered as two documents: a graphics rich executive summary; and an adoption-ready update to the existing plan with the background and technical reports appended. Public facilities plans will be adopted separately and included as references in the comprehensive plan update.

TASK 3.2.1 LAND USE ELEMENT

WSP and the City will update the Land Use Element background information, policies, and comprehensive plan map based on population and employment allocations from Clark County, and considering needs for a potential industrial area UGA expansion north of the City. The land use element will also consider input from the public and project stakeholders regarding density and distribution of land uses. The updates to the Land Use Element will include a draft, revised, and final comprehensive plan map. The Land Use Element and map will be coordinated and

consistent with the Public Facilities Element, as required by RCW 36.70A.070(3), to consider the availability and funding for public facilities identified in the public facilities plans when designating land uses and revising policies.

TASK 3.2.2 HOUSING ELEMENT

The WSP team will update the Housing Element background information and policies in conformance with the requirements of RCW 36.70A.070(2) to address a range of housing types and income categories and identifies policies to address racially disparate impacts. The update to the Housing Element will be based on information contained in the population, housing, and employment memorandum (Task 3.1) and input from project stakeholders and the public in Task 2.0. For this task, the WSP team will:

- Goals and Policy Development
 - Prepare a statement of goals, policies, objectives, and mandatory provisions for the preservation, improvement, and development of a range of housing types.
 - Inclusive of the following considerations:
 - Analyze racially disparate impacts (RDI) as outlined by the Department of Commerce to identify policies and regulations that address discriminatory impacts specific to housing.
 - Establish anti-displacement policies.
 - Link the housing element to goals and policies from the County.
- Background Information – Housing Needs Analysis (HNA)
 - Identify housing targets consistent with county allocations, as specified by Department of Commerce.
 - GIS and census data-based inventory of housing stock by zone and type.
 - Include housing considerations for all segments of the community, including:
 - Low, very low, extremely low, and moderate-income households
 - Documentation of programs and actions and programs needed to address identified barriers such as development regulations
 - Consideration of housing location related to employment
 - Consideration of ADUs
 - Identify sufficient capacity of land for targets and identified housing types.
 - Identify areas that may be at higher risk of displacement.

TASK 3.2.3 PUBLIC FACILITIES ELEMENT

WSP will update the City's Public Facilities Element based on the updated public facilities plan findings (Task 4) to ensure one coordinated set of plan policies.

TASK 3.2.4 TRANSPORTATION ELEMENT

This chapter will summarize key background, analysis and findings from the transportation plan update (Task 4.5). Per RCW 36.70A.070(6)(c) the transportation element includes the six-year plan required by RCW 35.77.010 for cities. Once complete, the summary transportation findings will be provided along with key transportation policies to support the land use plan and other related plan elements.

TASK 3.2.5 ECONOMIC DEVELOPMENT ELEMENT

This chapter will identify local actions that are needed to strengthen the Ridgefield economy. The WSP team will provide a complete overview of local and regional trends in job growth, income levels and target market opportunities for Ridgefield. The analysis will include a description of existing jobs by industry sector, location quotients and growth potential. The findings will be used to document future employment opportunities and related land needs by comprehensive plan land use classification, parcel size, location and infrastructure requirements. Current buildable lands for employment will be evaluated by the WSP team to ascertain future roadway and infrastructure needs. Economic development goals, objectives and action strategies will be identified based on community preferences and market opportunities. Policy goals will be organized into discrete categories, such as infrastructure requirements, fiscal incentives, site requirements, workforce training, and other strategies designed to enhance job opportunities and fiscal resiliency.

TASK 3.2.6 CLIMATE ELEMENT SUPPORT

Clark County is developing technical analysis for their climate element and in July 2023 the County offered to coordinate their climate change analysis with cities. The City intends to coordinate with the County and use the County's technical analysis including VMT reduction strategies and/or metrics for their climate element. The City will use the new guidelines from the Department of Commerce to develop and write the climate element, and the WSP team will review the draft element and incorporate the element into the plan update process.

ASSUMPTIONS

- The City climate change element will rely upon Southwest Regional Transportation Council (RTC) modeling for VMT. The City will coordinate with RTC for this work.
- Modeling work for greenhouse gases, including a GHG Emissions Estimate or VMT Summary or Study, is not included. If modeling work is required, a contract amendment would be required and would be funded through a grant from the Department of Commerce.
- A critical areas checklist is not required because a critical area ordinance update is excluded.
- WSP's update of the comprehensive plan map will be based largely on the existing map with up to three new/revised land use categories to accommodate population and employment growth over the 20-year planning period.
- The City will provide input on the plan audit, gap analysis, coordinated population growth forecasts and employment forecasts and buildable lands report provided by Clark County, and will comment on all draft and final background elements and draft plan elements.
- The City will provide housing growth targets by income band, as well as emergency housing needs, as provided by Department of Commerce.
- Housing analysis will rely on publicly available datasets and community engagement findings.
- Buildable lands data from Clark County will serve as the basis for the land capacity considerations.
- The draft comprehensive plan document will be completed after all coordinated public facilities plan documents and policies are complete and coordinated with the county plan update. One coordinated set of plan and recommended code updates will be presented in Task 6, Implementation and Adoption.

- The City is responsible for updating the background and policies in the land use and parks and recreation elements. WSP is responsible for the comprehensive plan map.
- The City is responsible for drafting the climate element, and WSP will review the draft element prior to incorporating it into the plan update.
- Updates to elements that are not required (i.e., Historic Preservation, Environment, Annexation, and Public Involvement) are excluded.
- Updates to the City's public facilities plans (Water, Stormwater, Transportation, Parks and General Public Facilities) will be completed under Task 4, including time in Task 3 to coordinate policies, funding priorities, and compatibility in development code and facility standards recommendations.
- The Public Facilities Element of the comprehensive plan will incorporate the findings of the public facilities plans and summarize needed facilities to meet growth and be consistent with the comprehensive plan map.
- Clark County will complete their climate change and resiliency task according to Commerce guidelines. The City will coordinate with the County as needed during the County's analysis and will use the County's analysis when writing the City's climate element.
- WSP will review the new climate change and resiliency element, including VMT reduction strategies and/or metrics, and incorporate the element into the comprehensive plan update.
- Code updates and system plan regulations are excluded, and any GMA-required updates are the City's responsibility.
- The comprehensive plan document will be developed in Word and delivered as a PDF. The plan document will be developed using the template and format of the City's existing comprehensive plan. The City will provide a Word version of the existing plan. The comprehensive plan map will also be provided as an ArcGIS shapefile, and other maps will be included in the system and facilities plans.
- In addition to the plan document above, WSP will prepare an introductory 6-8 page executive summary in InDesign. The executive summary will:
 - Distill technical information into a user-friendly and visually appealing document to convey a concise overview of the plan's goals and intended outcomes,
 - Ensure that key information is easily accessible,
 - Include links that direct readers to elements of the comprehensive plan for those who seek a deeper understanding of the plan,
 - Incorporate visual elements such as infographics to enhance clarity and engagement.
- The executive summary and comprehensive plan base files will be transferred to the City for use in future updates.

DELIVERABLES

- Draft and final Periodic Update Checklist for Fully-Planning Cities
- Draft and final population, housing and employment memorandum
- Updated, adoption-ready comprehensive plan document and graphic-rich executive summary with links to plan elements.
- Draft, revised, and final comprehensive plan map

TASK 4.0: PUBLIC FACILITIES PLANS

The City's water, stormwater, parks and general facilities plans, and transportation plan will be updated parallel to and coordinated with the comprehensive plan update. It is critical that the water system plan be completed in 2023, so that is identified as an early task in this work plan. All public facility plans and related policies, standards and codes will be reviewed and aligned with updated comprehensive plan policies for one coordinated plan set that will guide growth for the City. For this task, WSP will:

- Ensure oversight and cross review of all public facility plans to ensure they fit within and are aligned with the comprehensive plan policies and map.
- Review public facilities plans and project lists/prioritization in each plan to identify project coordination and conflicts.
- Complete an existing plans review and analysis to accommodate forecasted growth, and deliver draft and final plan documents for the following five (5) plans:

TASK 4.1 WATER SYSTEM PLAN

For this plan, the WSP team will:

- Expand on pre-planning completed in the draft Water System Plan (2019) by scheduling an additional pre-planning meeting with the Department of Health (DOH), City, and consultant team, subject to availability of DOH planning staff.
- Prepare an update to the City of Ridgefield Water System Plan in accordance with WAC 246-290-100.
- Submit the Plan to Department of Health for review and approval by December 2023.
- The Water System Plan Update will include updating the draft 2019 Plan to incorporate water production and consumption data from 2020-22. Growth rates will also be updated as necessary.
- Update water system component inventory and mapping to reflect changes in the water system since 2019.
- Prepare an asset inventory spreadsheet per current DOH requirements.
- Update water quality regulations to include changes to PFAS and lead copper rules.
- Update capital improvement plan as necessary to reflect changes since 2019.
- Prepare updated water utility financial analysis based on 2020-2022 data.
- Meet with City staff to review draft plan.
- Complete required public meeting for presentation of the Water System Plan and Water Use Efficiency Goals.
- Submit plan to Clark County, CPU, and Department of Health
- Respond to comments from agencies and prepare final Plan.

TASK 4.2 STORMWATER SYSTEM PLAN

For this plan, the WSP team will:

- Update map of stormwater system using City's current GIS, and update soils, land use, zoning, and sensitive areas maps based on current information.
- Update status of projects recommended in the Revised Comprehensive Stormwater Management Plan, December 2018.

- Escalate planning-level costs of projects not yet completed from the 2018 plan, if any, using a published index.
- Identify storm system short-term capital needs (capital repair/replacement) and document inspection and maintenance frequencies by interviewing City staff (one 2-hour meeting).
- Identify storm system conveyance long-term capital needs by evaluating capacity of public trunk lines downstream of selected high growth areas under future land use conditions (up to 3 locations).
- Prepare planning-level costs for capacity-related capital improvements (up to 3).
- Prepare planning-level estimate of maintenance and operations cost increase over planning horizon, using calculated cost/unit of pipe inventory and assumed rate of inventory growth.
- Attach the MS4 Phase II Permit gap analysis/audit memorandum currently under preparation.

TASK 4.3 PARKS

For this plan, the WSP team will:

- Update the parks and trails inventory in the 2020 Parks, Recreation, and Open Space Plan (Parks Plan) with recently built public open space facilities.
- Meet with City staff at up to two, 2-hour meetings to review the updated inventory and evaluate the parks conditions assessment summary in the Parks Plan to note deficiencies and improvement needs.
- Assess general park system needs, include park staffing levels from the City-led staffing study, based on condition assessment, gaps in service, and population growth projections.
- Update the parks and trails capital facility plan with planning-level cost estimates.

TASK 4.4 GENERAL FACILITIES PLAN

For this plan, the WSP team will:

- Prepare base maps of existing facilities to provide a baseline for potential growth.
- Conduct a high-level assessment of existing facilities to identify necessary repairs or upgrades including any required accessibility upgrades, through site visit and interview of facility management personnel.
- Investigate and gather facility standards and guidelines utilized by other northwest cities for identified new facilities.
- Analyze growth projections to identify future capital facilities and provide narrative for inclusion in overall comp plan.
- Based on findings prepare diagrams outlining future growth within existing facilities.

TASK 4.5 TRANSPORTATION PLAN

For this plan, the WSP team will:

- Data Collection
 - Obtain collision data from WSDOT for the past two years at the study intersections and along collector and arterial facilities (based on city designations). This will supplement the data available in the Ridgefield City Safety Plan.
 - Obtain available GIS mapping data from the City to support the system evaluation and the creation of graphics for the plan update.

- Assemble evening (PM) peak period turn movement counts at current CFP study intersections (10 locations) using available sources (recent traffic impact studies). If traffic count data is not available that was collected in the last year, new traffic count data will be collected (up to 5 locations).
 - Provide a compilation of Transportation CFP and TIF update materials since 2016.
- System Inventory
 - Conduct inventory of the arterial and collector roadway system for motor vehicles. Inventory items to include number of travel lanes, type of major intersection traffic controls (signal or roundabout), posted speed limits, roadway jurisdiction, and street functional classification.
 - Conduct inventory of the arterial and collector roadways and trail system for walking and biking. Inventory items to include: sidewalks, enhanced pedestrian crossings (rapid flashing beacons, traffic signals), and bikeways.
 - Compile readily available data for existing transit routes, ridership and bus stop locations.
 - Compile readily available data about deficient roadway pavement and bridges, including location, and estimated cost to repair or replace.
- Existing Conditions
 - Update available Synchro and Sidra models and evaluate year 2023 existing intersection level of service using count data. Identify existing operational deficiencies based on state and local LOS standards.
 - Conduct a high-level review of safety data to confirm recommendations in the Ridgefield transportation CFP.
 - Review system spacing and connectivity and identify key gaps for vehicle and multimodal travel.
 - Review available freight plans and data to identify primary needs and routes.
 - Document existing transportation system conditions in Technical Memorandum.
- Future Year Volume Forecasts
 - Conduct review of available traffic impact analysis from development applications to forecast year 2030 baseline volumes.
 - Prepare refinements to the regional travel demand models to include appropriate street network and attributes.
 - Review TAZ land use allocation in the regional model. Document land use growth projections (residential and employment) by TAZ in map format.
 - Document regional projects that are assumed to be constructed by and 2045 and are incorporated in the regional model.
 - Forecast year 2045 PM peak hour baseline traffic volumes at the study intersections.
- Future Conditions
 - Future year 2030 and 2045 traffic operations will be conducted for the study intersections.

- Provide maps for bikes, pedestrians, and motor vehicles that show existing network gaps.
- Document future transportation needs and other operational deficiencies that are expected with planned growth to 2030 and 2045 in Technical Memorandum.
- Potential Solutions
 - Review identified deficiencies and needs relative to the improvement projects already identified in adopted plans and highlight cases where new or expanded solutions are required.
 - If operational deficiencies are identified (study intersection or roadway segment), up to two revised 2045 model runs will be conducted to test additional roadway network improvements.
 - Evaluate potential new solutions using evaluation criteria to assess their effectiveness in achieving community goals. Report vehicle miles traveled for each modeled alternative.
 - Revise current project list as needed. Provide narrative to justify the removal of projects and identify need for future projects.
 - Incorporate recommendations from Ridgefield Multimodal Transportation Plan.
 - Provide figure summarizing projects for transit, bikes, pedestrians, and motor vehicles.
 - Prepare planning level cost estimates for proposed projects.
 - Review and update roadway functional classifications to reflect revised project list.
 - Produce a Draft Transportation Capital Facilities Plan for review. Based on comments, produce a Final Transportation Capital Facilities Plan.
- Transportation Impact Fee (TIF) Inputs
 - Provide the final transportation CFP project list and cost estimates for the City to use for its TIF update process.

ASSUMPTIONS

- The City is responsible for public hearings and adoption of the public facilities plans with the Planning Commission and the City Council.
- The City will provide existing studies and any interim work, along with plan policy objectives.
- The City will work with the Southwest Washington Regional Transportation Council (RTC) to establish a 2045 land use data set at the TAZ level.
- An ADA transition plan may be undertaken by the City separately. If the results of an ADA transition plan are available, they will be incorporated into the transportation CFP.
- The inventory of sidewalk ramps, pedestrian signals, and pedestrian barriers completed by the City will be incorporated into the updated Transportation Plan.
- The City will complete the TIF update process.
- The Water System Plan update was in process before it was put on hold in 2019 due to the pandemic and staff changes. In order to meet the deadline for submittal of the Water System Plan by the end of 2023, water production and consumption data for 2020-22 will need to be provided with 2 weeks of notice to proceed and deliverables will need to be reviewed by the City within 2 weeks of submittal.

- The Parks Plan requires a minor update to the parks plan and inventory.
- The public facilities plan updates will project growth and future demand for system gaps and capital upgrade projections based on the assigned city population forecasts provided by Clark County, and land use inputs based on the land use plan.
- The public facilities plan updates will be cross reviewed so that their policies and funding priorities are supported by the comprehensive plan policies. All updated facilities plans will be included in the Comprehensive Plan as an appendix in PDF format and/or adopted by reference with the plan update in Task 6, Implementation and Adoption.
- The 2018 Revised Comprehensive Stormwater Management Plan will not be updated. A brief stormwater capital facilities plan focused on conveyance capacity will be prepared. Existing stormwater system inventory in City's GIS is assumed to be up to date. Stormwater recommendations will be based on inventory growth at existing levels of service.
- The City will provide available existing studies and/or data (e.g., site plans or CADD drawings) for significant general capital facilities (e.g., City owned buildings).
- The parks facility plan will rely on data and figures from the 2022-2026 Parks, Recreation, & Open Space Plan (March 2020) and City staff input.
- The General Facilities Plan will include findings from the energy audit for the City Hall and Public Works Operation Building completed by others.
- The Climate Element/Greenhouse Gas Reduction VMT reduction strategies and policies will be incorporated into the CFP.
- All capital facility plans will include 6-year and 20-year capital facilities forecasts.

DELIVERABLES

- Draft and final Transportation Existing and Future Conditions Memo
- Draft and final public facilities plan updates:
 - Water
 - Stormwater
 - Parks
 - General Public Facilities

TASK 5.0: ENVIRONMENTAL IMPACT STATEMENT (EIS) COORDINATION

Clark County is preparing an EIS for the county's comprehensive plan update. Per direction from Ridgefield, the City will use the County's EIS to fulfill SEPA review requirements. This task addresses anticipated coordination needed between the City and County. For this task, WSP will supply land use and density assumptions to the City to share with the County, and will participate in two city/county coordination meetings.

ASSUMPTIONS

- The City will use the County's EIS to meet SEPA review requirements and will issue a SEPA determination referencing the County's EIS for the City's comprehensive plan update.
- The City is responsible for adopting the County's EIS.
- The City will provide the County with the City's land use and density assumptions for use by the County in its buildable lands model.

- The City will set up two meetings with the County, first to ensure data needs and transfer, and a second to assure data transfer and next steps. WSP will support the City by participating in these meetings.

DELIVERABLES

- Delivery of land use and density assumptions for the City to share with the County
- Attendance at two meetings with the City and County

TASK 6.0: IMPLEMENTATION AND ADOPTION

WSP will lead the implementation task with support from the City. The implementation task is contingent upon additional funding. WSP will provide a means to track measurable outcomes by creating an implementation matrix that sets forth next steps. The City will provide input regarding how evaluation metrics can be used to update the City's online dash board and track progress after adoption, and will provide comments on WSP's draft implementation matrix.

The City will lead and WSP will support the adoption tasks. The City will also lead all adoption workshops and hearings with WSP attending one adoption workshop and two hearings. WSP will review and comment on the City's implementation matrix and will attend one adoption workshop and two hearings.

Task 6.1 Implementation Matrix (CONTINGENCY TASK)

WSP will develop an implementation matrix for the comprehensive plan with action-oriented "who, what, when" steps and performance metrics to track ongoing progress in achieving comprehensive plan goals and policies. WSP will use the measures developed in Task 3 (comprehensive plan document update) that will include modified or new implementation measures per element. WSP will include these measures in an implementation matrix organized by and corresponding to each element within the comprehensive plan. The matrix will be included as a standalone appendix to the plan.

For this task, WSP will:

- Develop an implementation matrix with metrics the City can adapt via its online dashboard to track future progress.

The matrix is intended to identify resource and capacity constraints the City may have in pursuing implementation items, including recommended and prioritized implementation actions.

Task 6.2 Adoption

The City will lead and is responsible for adoption workshops and hearings. WSP will support the City through attendance at up to three joint Planning Commission/City Council work sessions, one public hearing before the Planning Commission, and one adoption hearing before City Council. For each event, City staff will create a staff report and presentation and one WSP senior staff member will be available to answer questions. These workshops and adoption hearings are in addition to regular project progress reports to the decision-makers via PAC members and staff included in tasks 1 and 2.

ASSUMPTIONS

- The City will be responsible for undertaking the implementation actions identified in the implementation matrix.
- The City will be responsible for all public facilities plan adoptions, including but not limited to meeting materials, attendance at meetings, and presentations.
- The City will be responsible for all staff reports and presentation materials for workshop meetings and adoption hearings.
- One senior WSP staff member will attend up to three workshops and two adoption hearings to answer questions.

DELIVERABLES

- Draft and final implementation matrix (included as an appendix to the comprehensive plan)

COMPENSATION

This scope of work and contract funds the project without contingency tasks. Professional fees, including an estimated \$5,147 in expenses, will be billed as incurred and will not exceed \$500,000 without written authorization as follows:

Task 1.0 Project Management, Coordination and Kickoff:	\$55,114
Task 2.0 Community Engagement and Public Involvement:	\$123,041
Task 3.0 Comprehensive Plan Document Update:	\$127,945
Task 4.0 Public Facilities Plans:	\$171,373
Task 5.0 EIS Coordination:	\$5,808
Task 6.0 Implementation and Adoption:	
6.1 Implementation (Contingency Task = \$22,611; as funding becomes available)	
6.2 Adoption	\$11,572
Expenses:	\$5,147
Total without Task 6.1 (Contingency)	\$500,000
 Total with Contingency Tasks (as funding becomes available)	 \$522,611

CLOSING

If you agree with the above proposed scope of work, please provide us with a contract. We will consider the signed date as our notice to proceed. This proposal is valid for 30 days.

We thank you for the opportunity to provide this proposal, and we look forward to continuing our work with you. Should you have questions, please call me at 360/823-6100.

Sincerely,

Scott Keillor, AICP
Senior Project Manager

Brian Carrico
Senior Vice President I

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 10, 2023

AGENDA ITEM NAME: Motion - Award of Construction Contract for the Royle Road project, S. 15th Street to S. 5th Way

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns
Title 35A Optional Municipal Code
Title 39 - Public Contracts and Indebtedness, and
City Financial Policy #04: Procurement of Goods & Services.

PREVIOUS COUNCIL ACTION TAKEN:

Adoption of the 2023 Budget which includes this project. Acceptance of the \$2,952,000 Transportation Improvement Board grant for the project.

SUMMARY/BACKGROUND:

The City of Ridgefield is in a multi-phased set of improvements along the Royle Road corridor between Hillhurst Road and Pioneer Street. Construction of the section between S. 19th Street and S. 15th Street, including a new roundabout at Royle Road and Wells Drive/S. 15th Street, was recently completed. This next phase of construction will improve Royle Road to two traffic lanes, a center turn lane or median, bike lanes, sidewalks, street lighting, a new water main, stormwater facilities and a joint utility trench to relocate and underground power and communications lines. It will match up with improvements completed in 2020-2021 of Royle from Pioneer Street to S. 5th Way that was a partnership between the City and developers of Pioneer Village and Discovery Ridge.

Also included in this project are sidewalk and landscape improvements previously removed from the Royle Road roundabout project due to budget constraints.

A Transportation Improvement Board grant was received for \$2,952,000 to help fund the project. The City is matching the TIB grant with Traffic Impact Fees and general funds.

The improvements package was advertised for bid on June 30, 2023. A pre-bid meeting was held at the RACC for interested bidders to hear a presentation on the project and time to ask questions.

This was the first City project to include Supplemental Bidder Responsibility Criteria. There were three supplemental criteria. The two apparent lowest bidders were requested to provide responses to these criteria within two days of bid opening. The criteria were:

1. Contractor must be qualified to successfully perform similarly sized and scoped projects. They must have successfully completed three projects of at least \$3 million in construction cost, with a joint utility trench or relocation and staged construction to minimize road closures
2. For those project submitted for Criterion #1, contractors must demonstrate that the projects

were completed on time and within the original budget. Change orders are to represent no more than 10% of the original cost or number of work days unless there were extenuating circumstance.

3. Contractor shall not have had any public works contract terminated for cause or defaults during the past five years.

Subsequent to the pre-bid meeting, the criteria were clarified to assist newer construction companies by allowing the contractor to include projects where a subcontractor performed work on a similar project, principal team members have previously served as a project manager, superintendent or other management-level position on the project while with a different contractor, or, if privately financed, provided that the project is similarly sized and scoped relative to the above criteria.

Bid opening occurred on August 1, 2023 with bids received from:

- Colf Construction for ~~\$4,798,112.28~~ (determined to be non-responsive)
- Western United Civil Group, LLC (WUCG) for \$4,945,434.17
- Tapani, Inc for \$4,949,687.03
- Advanced Excavating Specialists LLC (AES) for \$5,097,514.15
- Goodfellow Brothers for \$5,811,955.51
- Midway Underground for \$6,087,342.40.
- North Cascade Excavating (NCE) submitted a No-Bid.

The Engineer's estimate was \$5,213,155.

In reviewing the original bid submittals, it was determined that Colf Construction failed to submit their Subcontractor List pursuant to RCW 39.30.060 within one hour after the published bid submittal time, which was to include the “names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of: HVAC (heating, ventilation, and air conditioning); plumbing as described in chapter 18.106 RCW; and electrical as described in chapter 19.28 RCW, or to name itself for the work”. The construction plans clearly included illumination, lighting, wiring and lighting circuits as defined by RCW 19.28. By not submitting this form with the bid or within an hour of the bid, the Colf Construction bid was determined to be out of compliance with the RCW and was thus determined to be non-responsive, and subsequently not considered.

Colf Construction submitted a timely protest of this determination with reasons as to why the City should reconsider. After reviewing the protest and determining that the bid package including specifications and special provisions which did require the subcontractor list to be submitted, and the fact Colf did not submit this form as required, the protest was denied.

The determination to declare the Colf Construction bid as non-responsive and void resulted in the WUCG bid to be the lowest responsive and responsible bidder. All required attachments and submittals were timely submitted as required in the Invitation to Bid and state statute. A review of their response to the Supplemental Bidder Responsibility Criteria determined it was acceptable by the City.

After careful and deliberate review of the bids, City staff have determined Western United Civil Group, LLC of Yacolt, WA to be the lowest responsive and responsible bidder.

BUDGET/FINANCIAL IMPACTS:

The 2023 Capital Budget includes \$4,900,000 for Royle Road construction. The City will be seeking additional funding from the Transportation Improvement Board to cover the increased construction costs and funding to cover the Construction Management consultant which is a forthcoming contract action by council.

RECOMMENDED ACTION OR MOTION:

Council action is requested to award this contract.

A suggested motion is "I move to award the contract for the Royle Road, S 15th Street to S 5th Way Project to Western United Civil Group, LLC from Yacolt, WA in an amount not to exceed \$4,945,434.17.

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

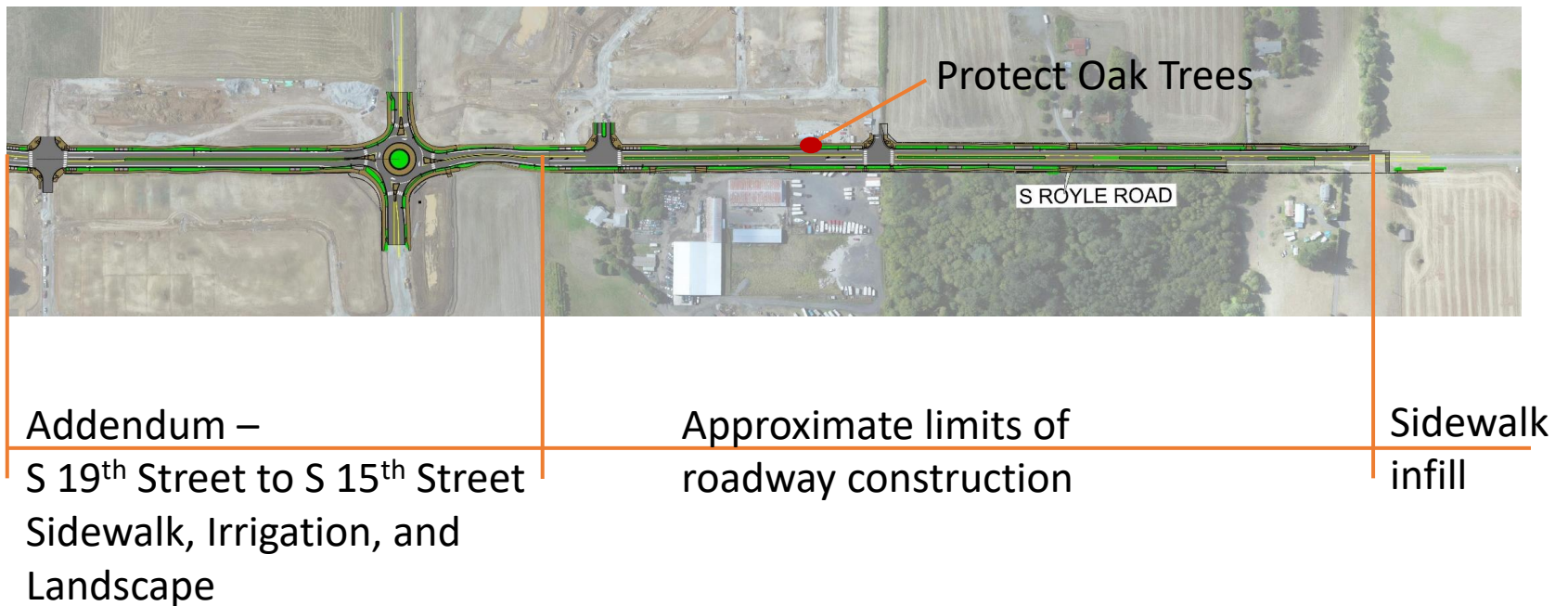
1. Project Presentation_Council_081023

Royle Road Improvements, S. 15th Street to S. 5th Way P21026

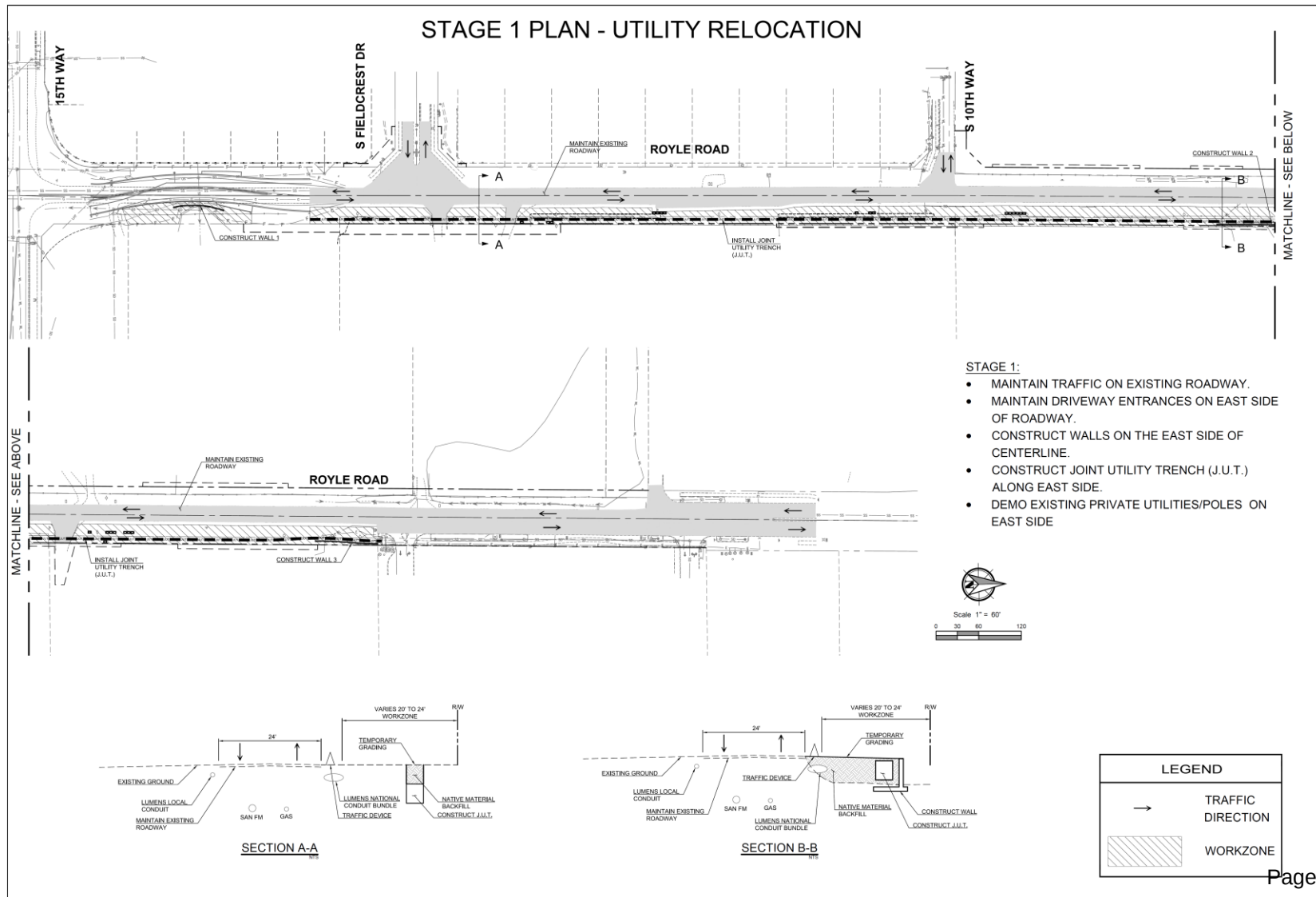
City Council Meeting
August 10, 2023



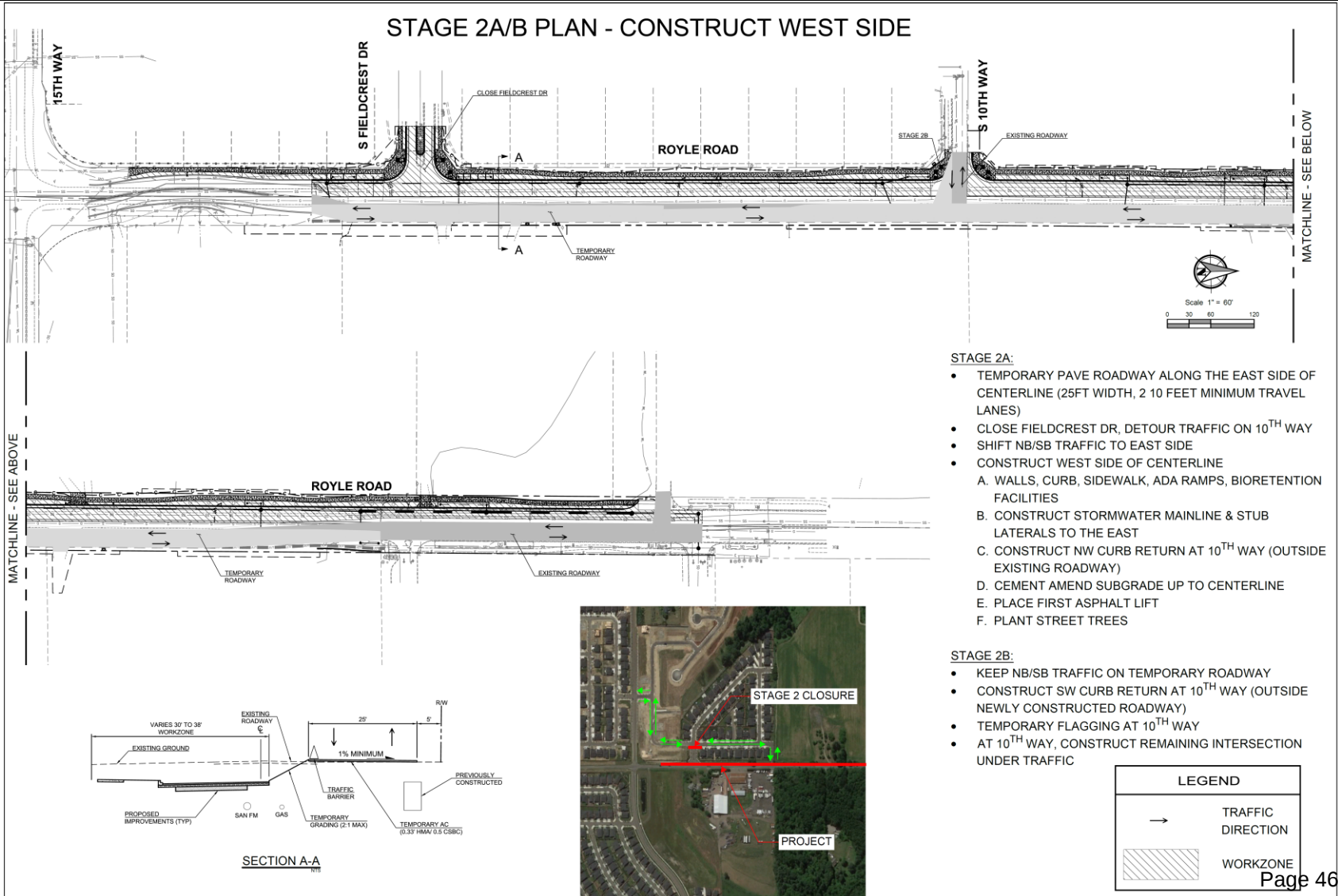
Overall Construction Plans



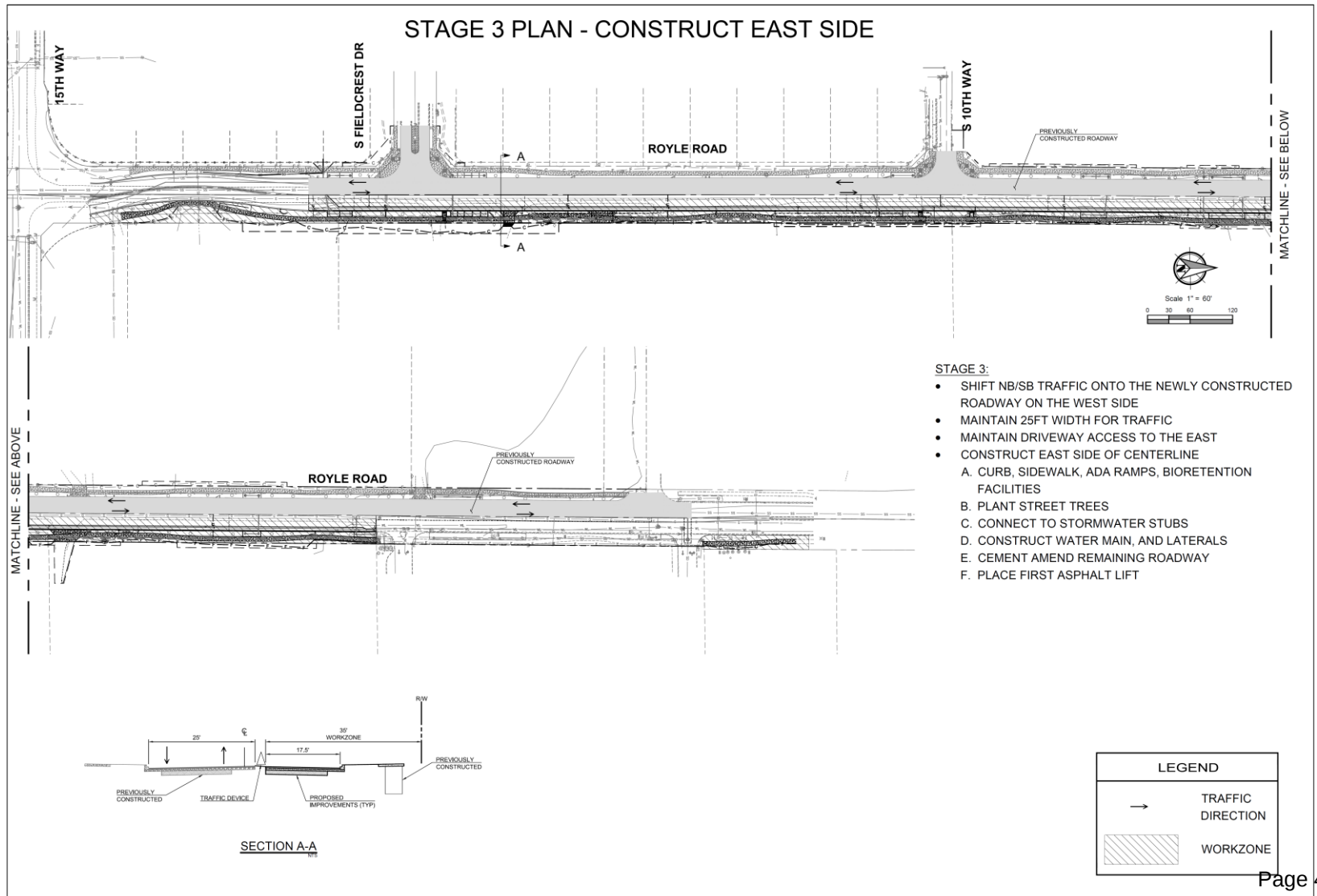
Royle Road Staging Plan



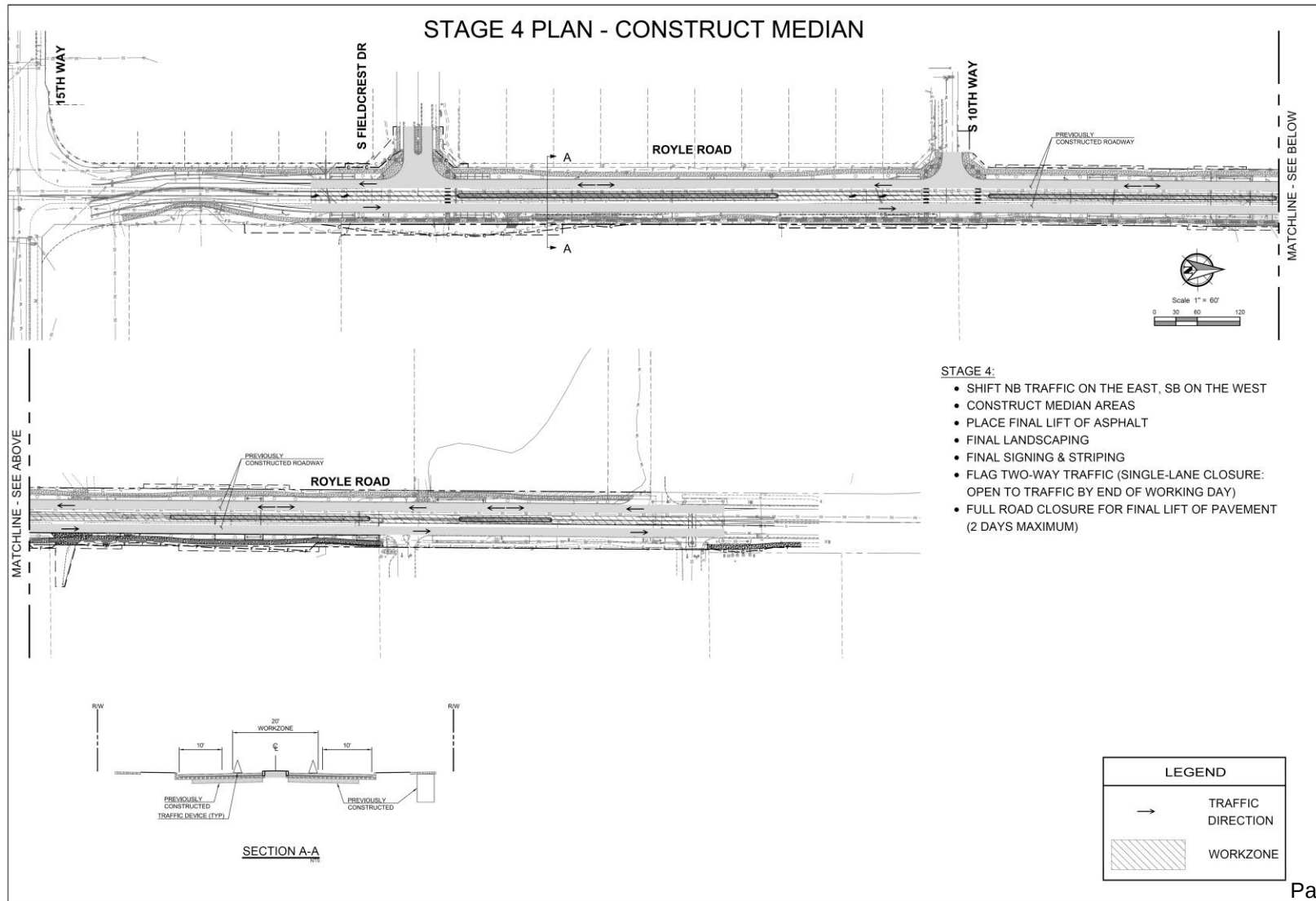
Royle Road Staging Plan



Royle Road Staging Plan



Royle Road Staging Plan



Supplemental Bidder Criteria (Attachment to ITB)

- **New criteria, attached to Invitation to Bid in Section (D).**
- Required to be submitted by apparent low bidder after bid opening and within two (2) business days.
- **Criterion 1: Contractor must be qualified to successfully perform similarly sized and scoped projects, which shall be demonstrated by having the following:**
 - Successfully completed at least three (3) public road or transportation construction projects of at least \$3 million in project construction cost within the last 5 years prior to bid submittal
 - Projects included the construction of a joint utility trench or similar, combined relocation which involved coordination with at least four(4) utilities for construction
 - Including a schedule of staged construction that minimized public road closures.
 - References and assessment criteria listed in this section in the ITB.
- **Criterion 2: Contractor must be able to demonstrate cost and schedule control in their projects submitted for Criterion 1:**
 - Projects were completed on time and within the Owner's budget
 - Change orders (if applicable) represent no more than 10% of the original contract cost, or
 - Completed within 10% over the number of workdays of the original project schedule
 - Extenuating circumstances can be considered.
- **Contractor shall not have had any public works contract terminated for cause or terminated for default by a government agency during the last five (5) years prior to bid submittal**
 - Extenuating circumstances can be considered.

Supplemental Bidder Criteria (Attachment to ITB) Addendum

Added via addendum:

- **Contractor may also submit for consideration projects for which:**
 - A subcontractor previously served as a general or prime contractor,
 - One or more members of the bidder's principal staff previously served as a project manager, superintendent or other management-level position on the project while with a different contractor.
 - Were privately financed, provided that the project is similarly sized and scoped relative to the above criteria.

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: August 10, 2023

AGENDA ITEM NAME: Public Hearing and First Reading of Ordinance No. 1407 - Lahti Property RMUO Removal

GOVERNING LEGISLATION

RCW 36.70A - Growth Management

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

None. Public hearing and first reading only.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

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

ORDINANCE NO. 1407

ORDINANCE NO. 1407

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING THE ZONING OF ASSESSOR'S PARCEL 213989000 BY REMOVING THE RIDGEFIELD MIXED USE ZONING OVERLAY

WHEREAS, on June 20, 2023, staff received an application to remove the Ridgefield Mixed Use Overlay (RMUO) zoning overlay from 5145 Pioneer Street, Ridgefield, WA 98642 (Assessor's PIN 213989000, "Lahti property"); and

WHEREAS, the proposal to remove a zoning overlay is a zone change proposal subject to the applicable criteria in Ridgefield Municipal Code (RMC) Chapters 18.320 – Amendments and 18.310.090 – Type IV procedure; and

WHEREAS, the proposal meets the approval requirements set forth in RMC 18.310.090 and RDC 18.320; and

WHEREAS, the City of Ridgefield submitted notice to the Washington State Department of Commerce on July 13, 2023 meeting the expedited fourteen (14) day State agency/public review process as prescribed by RCW 36.70A; and,

WHEREAS, the Ridgefield Planning Commission conducted a public hearing on the proposed Lahti property RMUO removal on August 2, 2023 during which specific time was given for the public to provide oral and written testimony on the amendments and at the conclusion of the public hearing the Planning Commission voted unanimously to forward a recommendation approving the proposal; and,

WHEREAS, consistent with WAC 197-11-340(2), on August 4, 2023 the City of Ridgefield issued a SEPA Determination of Non-Significance (DNS) regarding the proposal; and,

WHEREAS, the SEPA DNS public comment period expired on August 18, 2023 and the City addressed all comments received; and,

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the proposal during a regularly scheduled City Council meeting held on August 10, 2023; and

WHEREAS, the Ridgefield City Council conducted the second ordinance reading on the proposal during a regularly scheduled meeting held on August 24, 2023; and,

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt a zone change removing the RMUO zoning overlay from the Lahti property.

Section 2. Adoption of the Updated Zoning Map. The City Council for the City of Ridgefield hereby

adopts the updated zoning map attached hereto as Attachment A superseding all previously adopted zoning maps.

Section 3. Compliance with the Ridgefield Municipal Code. The City of Ridgefield has met its obligations under RMC 18.310.090 and 18.320 and finds no additional compliance actions are necessary.

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to or any other person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection or portion thereof, irrespective of the fact that any one or more of the other portions be declared invalid or unconstitutional.

Section 6. Applicability. This ordinance shall be applied in the current city limits and City of Ridgefield Urban Growth Area (UGA) as adopted by the Ridgefield City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 24th DAY OF AUGUST, 2023.

Jennifer Lindsay, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: August 10, 2023

Second Reading/Passage: August 24, 2023
Date of Publication:
Effective Date:

Attachment A: Zoning Map Update



THE CITY OF RIDGEFIELD

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

Lahti RMUO Removal Zone Change

City Council 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 western 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

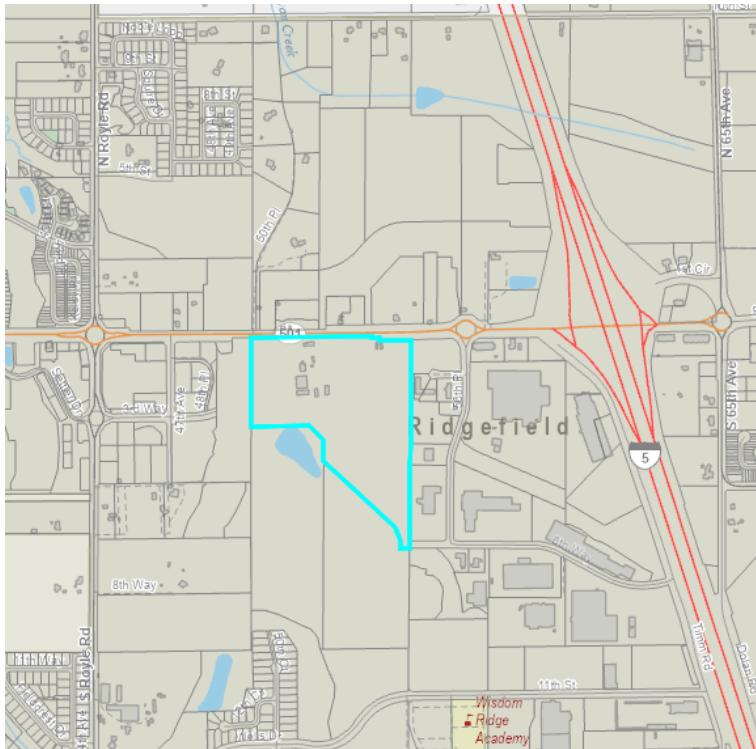


Figure 2. Existing zoning

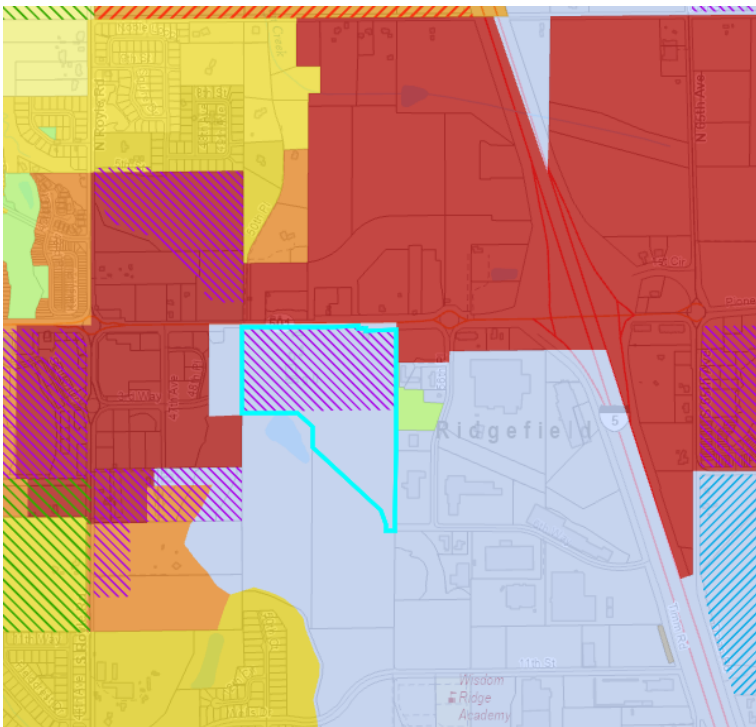


Figure 3. Existing zoning detail

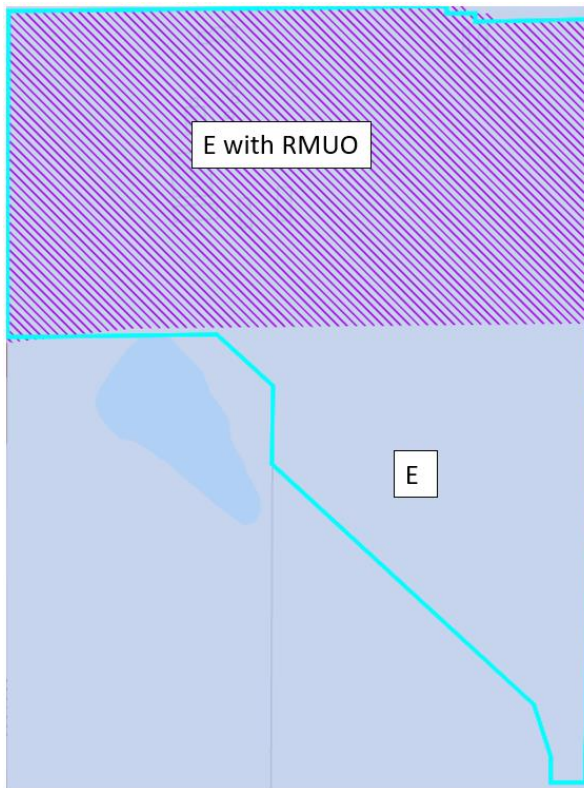


Figure 4. Proposed RMUO removal

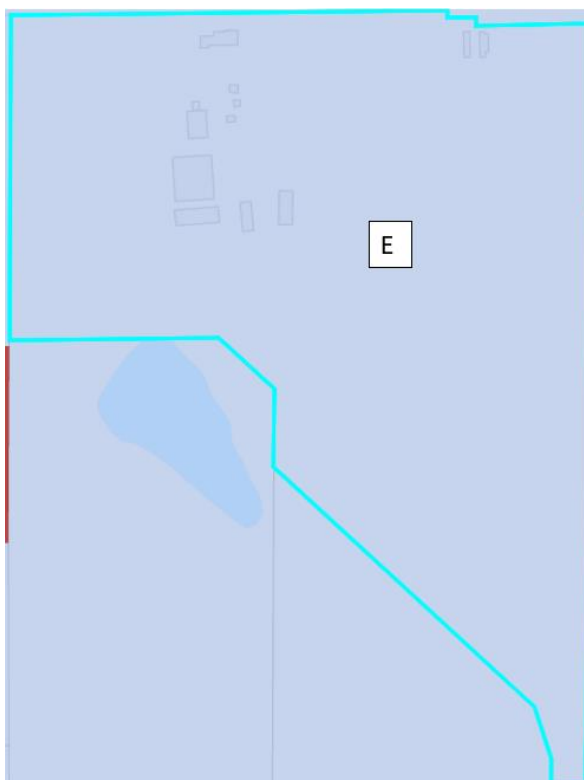
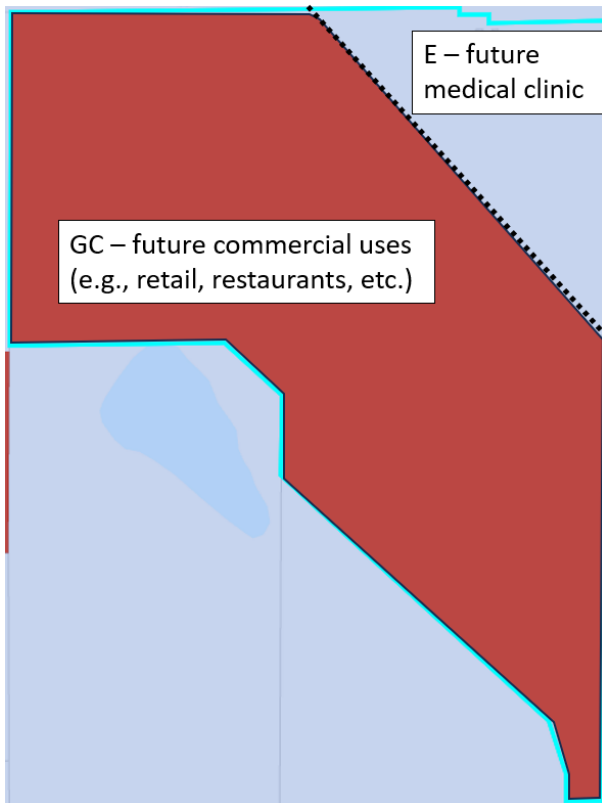


Figure 5. Future amendment from E to GC (approximate; **not part of current proposal**)



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).

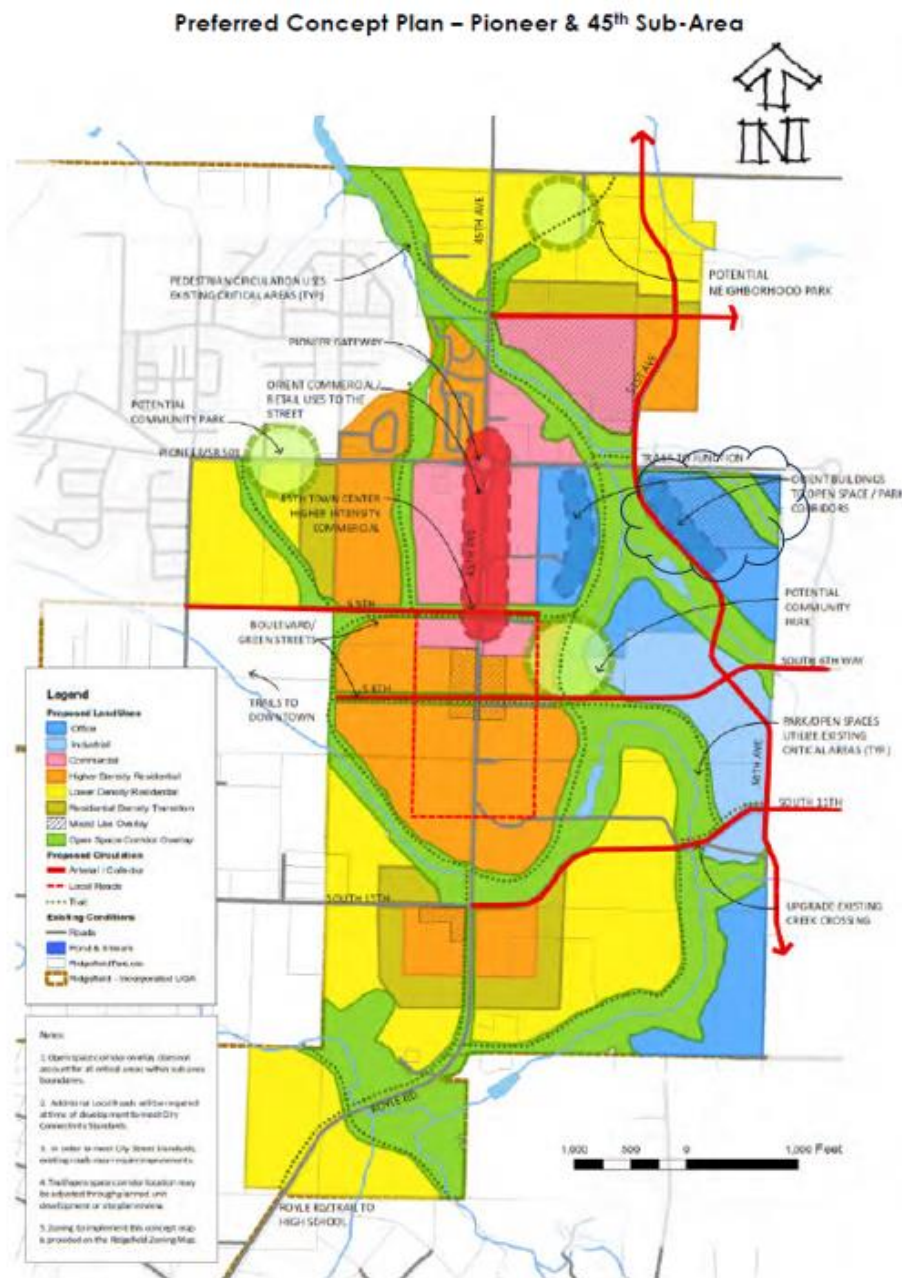
Table 1. Zone change information

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 Lahti property is a 33.19-acre site with a single-family residence, two mobile homes, and multiple agricultural outbuildings served via Pioneer Street. It primarily has crop cover, with some areas of tree cover. The property has a rolling topography, with higher elevations near its center and lower elevations associated with mapped wetlands and riparian habitat in the southwest and northeast portions of the site.

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.

Figure 6. Pioneer & 45th Preferred Concept



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.

Council 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

The applicant provided analysis demonstrating that highest and best uses under current zoning and RMUO would generate more trips than what the applicant foresees as a reasonable or potential mix of uses without the RMUO. Engineering staff reviewed the applicant's documentation and found that the requirements in (B) are met.

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.

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. PLANNING COMMISSION

Planning Commission held a public hearing on the proposed RMUO removal on August 2, 2023. The applicant testified on behalf of the proposal. Planning Commission voted unanimously to recommend removing the RMUO from the Lahti property.

V. MOTION

None; public hearing and first reading only.

VI. PROPOSED TIMELINE

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

July 19, 2023	Planning Commission and City Council hearing notice published
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