RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA

Wednesday, December 6, 2023
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642

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

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

II. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

III. CONSENT AGENDA

1. **Approval of Minutes from the 11/01/2023 Meeting**

IV. PUBLIC HEARING/BUSINESS

1. **2025-2045 Comprehensive Plan Update: Public Participation Plan -**
2. **2023 and 2024 Work Plans -**
3. **Election of Chair and Vice Chair -**

V. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

VI. STAFF REPORTS

VII. FROM THE COMMISSION

VIII. ADJOURN

CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION

MEETING DATE: December 6, 2023

AGENDA ITEM NAME: Approval of Minutes from the 11/01/2023 Meeting

---

SUMMARY/BACKGROUND:

STAFF CONTACT:

ATTACHMENTS:

1. 11.01.2023 Minutes

CITY OF RIDGEFIELD, WASHINGTON
PLANNING COMMISSION MEETING MINUTES
NOVEMBER 1, 2023

Regular Meeting - 6:30 PM

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

1. Flag Salute

2. Roll Call

Present:
Vice Chair Amanda Swenson
Commission Member Richard Amerman
Chair Patrick Flynn
Commission Member John Rose
Commission Member Joel Thompson
Commission Member Mark Tyler

Chair Flynn requested to excuse Commissioner Favela.

3. Late changes to the agenda

No late changes to the agenda.

II. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

No public comments provided.

III. CONSENT AGENDA

1. Approval of Minutes from the 9/06/2023 Meeting

RESULT:	**(UNANIMOUS)**
MOVER:	Commission Member John Rose
SECONDER:	Commission Member Mark Tyler

AYES:	Vice Chair Swenson, Commission Member Amerman, Chair Flynn, Commission Member Rose, Commission Member Thompson, Commission Member Tyler

Commissioner Rose moved to approve the minutes as presented. Seconded by Commissioner Tyler. Ayes all. Motion passed unanimously.

IV. PUBLIC HEARING/BUSINESS

1. Enforcement Code Amendments (Public Hearing) - Claire Lust, Community Development Director, Tammi Neblock

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

Claire Lust, Community Development Director, presented the proposed Code Enforcement Amendments and the creation of Title 20, Enforcement Code.

Discussion occurred regarding the penalties for violations.

Discussion occurred regarding repeat code enforcement offenders.

Discussion occurred regarding the definition of a gross misdemeanor.

Discussion occurred regarding Ridgefield not having a uniform code for penalties prior to now.

Discussion occurred regarding the fees assessed for erosion control.

PUBLIC HEARING OPENED AT 6:48 PM

No comments provided.

PUBLIC HEARING CLOSED AT 6:49 PM

Commissioner Tyler moved to recommend approval of the Code Enforcement Amendments as presented. Seconded by Commissioner Amerman. Ayes all. Motion passed unanimously.

2. 2023 Lahti Property Comprehensive Plan Amendment Requests (Public Hearing) - Claire Lust, Community Development Director

RESULT:	**(UNANIMOUS)**
MOVER:	Commission Member John Rose

SECONDER:	Vice Chair Amanda Swenson
AYES:	Vice Chair Swenson, Commission Member Amerman, Chair Flynn, Commission Member Rose, Commission Member Thompson, Commission Member Tyler

Claire Lust, Community Development Director, presented the Lahti Property Comprehensive Plan Amendments. The first proposed amendment is a comprehensive plan designation and concurrent zone change.The request is to change the comprehensive plan designation on the western portion of the site from Employment to General Commercial, with a concurrent zone change from Employment to Commercial Community Business. The second request is an amendment to the Capital Facilities Plan. The request is to remove a segment of S 3rd Way from the CFP.

Discussion occurred regarding 6th Way and Discovery Drive.

Discussion occurred regarding a driveway at 1st Circle.

PUBLIC HEARING OPENED AT 7:03 PM

Richard Darland, PBS Engineering, the applicant's representative, provided testimony.

PUBLIC HEARING CLOSED AT 7:05 PM

Commissioner Rose moved to recommend approval of the 2023 Lahti Property Comprehensive Plan Amendment as presented. Seconded by Commissioner Swenson. Ayes All. Motion passed unanimously.

3. Cloverhill Phase 3B and 10 Zone Change Request (Public Hearing) - Claire Lust, Community Development Director

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

Claire Lust, Community Development Director, presented the Cloverhill Phase 3B and 10 Zone Change. The proposal is to change the zoning of the Cloverhill Planned Unit Development (PUD) Phases 3B and 10 from Residential Low Density 8 (RLD-8, 6-8 units per net developable acre) to Residential Low Density 4 (RLD-4, 4 units per net developable acre).

Scott Tayler of SGA Engineering, the applicant's representative, provided information on the proposed project.

Discussion occurred regarding the main reason for the zone change request.

PUBLIC HEARING OPENED AT 7:23 PM

No comments provided.

PUBLIC HEARING CLOSED AT 7:24 PM

Commissioner Rose moved to recommend approval of the Cloverhill Phase 3B and 10 Zone Change Request. Seconded by Commissioner Tyler. Ayes all. Motion passed unanimously.

V. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

No public comments provided.

VI. STAFF REPORTS

Claire Lust, Community Development Director, thanked the Planning Commission for taking on a longer agenda than normal. These items will go to the City Council between now and the end of the year.

VII. FROM THE COMMISSION

Commissioner Amerman thanked the City staff for the tour of the city.

Commissioner Thompson thanked the City for the tour. He attended the Chamber of Commerce Meeting.

Commissioner Swenson appreciated that the City staff took the Planning Commission's thoughts and comments into account for the city tour. She appreciates that members of the Planning Commission and City staff have been volunteering in the community. She thanked the staff for everything they do.

Commissioner Rose attended the Economic Update which was put on by WFG. He attended the Chamber of Commerce Meeting.

Commissioner Tyler appreciates the community and all of the events that are hosted here.

Commissioner Flynn thanked the City for the tour. He thanked the staff for the preparations that went into the evening's meeting. He also thanked the members of the public that attended the meeting.

VIII. ADJOURN

_____ _____

Trina Siebert, Planning Commission Clerk Patrick Flynn, Chair

CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION

MEETING DATE: December 6, 2023

AGENDA ITEM NAME: 2025-2045 Comprehensive Plan Update: Public Participation Plan

---

SUMMARY/BACKGROUND:

Staff is working with 3J Consulting to finalize a public participation plan for the 2025-2045 Comprehensive Plan update. The plan will be uploaded to the agenda packet prior to the December 6 meeting.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

None

CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION

MEETING DATE: December 6, 2023

AGENDA ITEM NAME: 2023 and 2024 Work Plans

SUMMARY/BACKGROUND:

Each winter, Planning Commission develops a work plan for the following year. At this meeting we will review the 2023 work plan and discuss carry-over items and new items for 2024. Please be prepared to discuss any ideas or goals you may have for 2024. Planning Commission will vote to adopt the 2024 work plan in January; this meeting is for discussion and planning only. The 2023 work plan is included as an attachment.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. 2023 Work Plan

Annual Programs

Project Name	Project Description
Planning Commission Administration	The Planning Commission is implemented by RCW 35.63 and Ridgefield Municipal Code 2.12. Administration includes scheduling work sessions and hearings, compilation of staff reports and public comment, and coordination for meeting rooms.
Regular updates to RMC Title 18	Occasionally during the course of our work we find inconsistencies within Title 18, and/or suggestions from outside parties that should be corrected within the code. It is our intention to bundle these housekeeping and minor policy issues and present strengthened language for review to the Planning Commission and City Council. Proposed updates will be posted online and feedback sought from relevant stakeholders.

2023 Major Projects

Project Name	Project Description
Comprehensive Plan Update	The process to update the Ridgefield Urban Area Comprehensive Plan begins in 2023, with adoption required by June 30, 2025. Known tasks this year include hiring a consultant team and introducing the team and their approach to PC, analyzing and presenting initial population growth and buildable lands data, creating a public participation plan, and additional opportunities for information sharing and feedback from PC as the project progresses.
Carty Road Development Code	Implement the Carty Road Subarea Plan by writing special development standards for the subarea based on the vision, goals, and recommendations in the plan.
Short Term Rental Code	Study existing codes regulating short term rentals, and seek feedback from PC and Council regarding the need to implement similar codes in Ridgefield.

Food Cart Code	Study existing codes regulating food cart pods, create site planning standards for food cart pods, and clarify the threshold between mobile vendors and (semi)permanent food carts.
Enforcement Code	Update and consolidate the enforcement code to better track and address code violations.

Internal Improvements and Education

Project Name	Project Description
Tour	Repeat previous tours of new development, parks, and road projects with Planning Commission, Parks Board, and City Council.
Development Updates	Staff will provide quarterly development updates to Planning Commission.
Transparency	Staff will consistently share project information with stakeholders through the development activity map, Community Development website, and Ridgefield Roundtable project pages.
Ongoing Training	Trainings on commission roles and responsibilities, Public Records Act, Open Public Meetings Act, and local planning are required for new members and optional for other members.

CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION

MEETING DATE: December 6, 2023

AGENDA ITEM NAME: Election of Chair and Vice Chair

SUMMARY/BACKGROUND:

STAFF CONTACT:

ATTACHMENTS:

None