



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, January 3, 2024
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

- 1. Flag Salute**
- 2. Roll Call**
- 3. Oath of Office: Chair, Katie Favela**
- 4. Oath of Office: Vice Chair, Mark Tyler**
- 5. Late changes to the agenda**

II. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public Hearing may come forward at this time. Please state your name and 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 12/06/2023 Meeting**

IV. BUSINESS

- 1. Motion to Recommend Approval: 2024 Planning Commission Work Plan - Claire Lust, Community Development Director**
- 2. Presentation: Comprehensive Plan Update Public Participation Plan - Claire Lust, Community Development Director**

V. PUBLIC COMMENT

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VI. STAFF REPORTS

VII. FROM THE COMMISSION

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: January 3, 2024

AGENDA ITEM NAME: Approval of Minutes from the 12/06/2023 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT:

ATTACHMENTS:

1. 12.06.2023 Minutes



**CITY OF RIDGEFIELD, WASHINGTON
PLANNING COMMISSION MEETING MINUTES
JANUARY 3, 2024**

Regular Meeting - 6:30 PM

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VII. FROM THE COMMISSION

VIII. ADJOURN

Trina Siebert, Planning Commission Clerk

Katie Favela, Chair

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: January 3, 2024

AGENDA ITEM NAME: Motion to Recommend Approval: 2024 Planning Commission Work Plan

SUMMARY/BACKGROUND:

During the December 6, 2023 Planning Commission meeting, Commissioners and staff reviewed the 2023 work plan and discussed carrying over incomplete and ongoing items to 2024. The draft 2024 Planning Commission Work Plan is attached.

To make a motion to recommend approval of the work plan to City Council:

"I move to recommend approval of the 2024 Planning Commission Work Plan as presented."

If Planning Commission revises the work plan during the January 3 meeting:

"I move to recommend approval of the 2024 Planning Commission Work Plan with the changes presented during the January 3rd meeting."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. DRAFT 2024 Work Plan

2024 Planning Commission Work Program

Approved: DATE, 2023

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.
Tour	Repeat previous tours of new development, parks, and road projects with Planning Commission, Parks Board, and City Council.

2024 Major Projects

Project Name	Project Description
Comprehensive Plan Update	Adoption of the 2025-2045 Ridgefield Comprehensive Plan is required by June 30, 2025. Known tasks this year include introducing the consultant team and their approach to PC, analyzing and presenting initial population growth and buildable lands data, adopting and implementing 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 policy feedback from PC and Council regarding whether or not similar codes should be implemented in Ridgefield.
Food Cart Code	Develop regulations for food cart pods based on PC and Council study sessions and best practices from other jurisdictions.

Internal Improvements and Education

Project Name Project Description

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: January 3, 2024

AGENDA ITEM NAME: Presentation: Comprehensive Plan Update Public Participation Plan

SUMMARY/BACKGROUND:

Staff seeks feedback from Planning Commission on the attached draft Public Engagement Plan for the 2025-2045 Comprehensive Plan Update Process. Following a presentation and discussion during the January 3rd meeting, staff will incorporate the commission's feedback in an updated draft which will be presented to Council on January 25.

No action requested.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Draft Public Engagement Plan



Ridgefield Comprehensive Plan Update

Community Engagement Plan

December 2023

Project Overview

The City of Ridgefield seeks to update its comprehensive plan and five public facilities plans to account for 20 years of growth and remain consistent with the requirements of the Growth Management Act (GMA). Per the GMA, comprehensive plans are required to contain certain elements including land use, housing, capital facilities, utilities, transportation, economic development, and parks. New considerations stemming from recent state mandates in the GMA include housing, critical areas, and the recently released guidance on climate change.

In order to ensure the Comprehensive Plan reflects the needs of community members, a robust public involvement process that reaches a large segment of Ridgefield's population is essential. The purpose of this document is to outline an array of tools that will be employed to reach a diverse set of Ridgefield stakeholders who will help guide the development of the Comprehensive Plan Update.

Community Engagement Objectives

The public involvement process aims to meet the following objectives:

- **Inform** the community with timely, transparent, and accurate information.
- **Educate** community members about planning, the Growth Management Act, and decision-making processes.
- **Consult** and involve the community in the identification, refinement and prioritization of policy updates needed to guide growth and development in Ridgefield over the next 20 years. Ensure community members understand how decisions are made, that their concerns are heard and how their feedback can influence decisions.
- **Partner** with city and agency representatives to ensure officials are engaged in the planning process and key decisions.
- **Reach** a diversity of stakeholders who reflect Ridgefield's greater community.

Key Messages

- Washington state law requires that all cities and counties plan for 20 years of growth while keeping consistent with Growth Management Act requirements.
- The Comprehensive Plan is Ridgefield's primary planning document. It articulates the city's

vision for future land use, housing, capital facilities, utilities, transportation, economic development, and parks.

- The Comprehensive Plan is supported by Ridgefield's public facilities plans, which plan for facilities and costs of facilities needed to serve the growing community.
- The City of Ridgefield is committed to an inclusive and transparent planning process. Community engagement is crucial to unearth the community's core values and guide the development of a representative, sustainable plan.
- There will be opportunities for community participation at multiple points throughout the planning process, with a focus on accessible opportunities to provide feedback.
- Community members can stay engaged by visiting the project website:
<https://ridgefieldroundtable.org/>

Community Demographics

The following demographic profile helps specify the priority populations to engage in this process. Demographic data is derived primarily from the U.S. Census American Community Survey 5-Year Data 2017-2021 Data Profile.

According to Census Bureau Population Estimates, Ridgefield's population reached 14,251 as of July 1, 2022.

Race and Ethnicity

According to 2017-2021 American Community Survey data, 87 percent of Ridgefield residents identify as White. The remainder of residents identify as African American (1.9%), American Indian/Alaska Native (1.9%), and Asian (1.2%). 6.4 percent identify with two or more races. 8.5 percent of Ridgefield residents identify as Hispanic or Latino.

Race/Ethnicity	City of Ridgefield	Washington
White	87.0%	71.7%
African American	1.9%	3.9%
Asian	1.2%	9.0%
Native Hawaiian and other Pacific Islander	0.0%	0.7%
American Indian or Alaskan Native	1.9%	1.2%
Two or more races	6.4%	8.6%
Hispanic or Latino (any race)	8.5%	13.2%

Languages Spoken at Home

93.8 percent of Ridgefield residents are English speakers. The language spoken most commonly other than English is Spanish (4.5%). Smaller portions of the population speak Indo-European Languages (1.1%) and Asian and Pacific Island Languages (0.5%).

Age

The City of Ridgefield has a larger share of residents 19 and under (34.0%) than the State of Washington (24.4%). Consequently, there are smaller shares of residents who are between the ages of 20-34 (17.2%) and those who are 75 years and older (1.6%) than Washington (21.4% and 5.8%). Ridgefield's other age group sizes are roughly on par with State averages.

Age	City of Ridgefield	Washington
19 years and under	34.0%	24.4%
20 – 34 years	17.2%	21.4%
35 – 54 years	26.6%	26.0%
55 – 64 years	11.0%	12.7%
65 – 74 years	9.6%	9.6%
75 years +	1.6%	5.8%

Income

From 2017-2021, the median household income in Ridgefield was \$107,861, which is 30 percent higher than the state median (\$82,400). More than half of Ridgefield households earn more than \$100,000 annually, compared to the State average of 40.9%.

Income	City of Ridgefield	Washington
<\$15,000	3.2%	7.1%
\$15,000-\$25,000	0.4%	5.9%
\$25,000-\$50,000	8.8%	16.5%
\$50,000-\$75,000	17.8%	16.3%
\$75,000-\$100,000	18.1%	13.4%
\$100,000+	51.6%	40.9%

People with Disabilities

Census data indicates that 13.1 percent of Ridgefield residents live with a disability. This is lower than the Washington state average of 25.4 percent. The highest percentages of those with disabilities have a cognitive (3.8%) or ambulatory (3.1%) disability.

Housing

Census data indicates that more than 81 percent of Ridgefield residents live in a single-family detached home, which is nearly 20 percent greater than the State of Washington (63.0%). Around 14.7 percent of Ridgefield residents live in middle housing (1 to 4 attached units), 2.4 percent occupy multi-family homes (5 or more attached units), and about 1.2 percent live in a mobile home. 78.9 percent of Ridgefield residents are homeowners and 21.1 percent are renters. ACS 2017-2021 shows that median gross rent in Ridgefield was \$2,048.

Housing Type	City of Ridgefield	Washington
Single-family home	81.7%	63.0%
Middle housing	14.7%	10.0%
Multi-family home	2.4%	20.9%
Mobile home	1.2%	5.9%
Homeowners	78.9%	63.6%
Renters	21.1%	36.4%

Underserved Populations

The City of Ridgefield is committed to facilitating extensive and equitable community engagement for the Comprehensive Plan Update. In order to ensure full and fair participation by all potentially affected community members in the decision-making process, engagement activities and tools will focus on meeting underserved groups where they are. The following paragraphs describe priority populations for this process.

Census demographic information indicates that second most spoken language besides English is Spanish (4.5%) in Ridgefield. About 8.5 percent of the community also identified as Hispanic or Latino. This indicates that the City should consider translating engagement materials into Spanish and holding some engagement activities in spaces where the Hispanic/Latino community feel comfortable.

The City of Ridgefield is also shown to have significantly higher proportions of youth (19 and under). In order to reach the youth of Ridgefield, engagement activities should be centered around youth-oriented events and activities. Local schools, after school programs, and youth groups should be engaged.

While the City of Ridgefield does have a lower proportion (13.1%) of those with disabilities than Washington (25.4%), engagement activities should be made accessible and include accommodations for people of all abilities. Accessibility in engagement will consider vision and hearing impairment accommodations, physical accessibility to engagement spaces, and transportation access to these locations.

Although Ridgefield's median household income is higher than Washington, approximately 12.4 percent of Ridgefield households still earn less than \$50,000 a year. Access to technology to participate in engagement activities, as well as access to transportation and childcare during engagement activities should be considered when taking an equitable approach. While the City of Ridgefield has a lower percentage of renters and people living in multifamily housing, citywide mailings should be used to make sure that these groups are informed and engaged.

Stakeholders and Partners

Community members and stakeholders will have multiple opportunities to participate in the Comprehensive Plan Update process. This Engagement Plan describes ways in which the City will engage with key stakeholders and the community in the process.

Interests	Specific Organizations
Schools	Ridgefield School District South Ridge Elementary School PTA Union Ridge Elementary School PTO Sunset Ridge-View Ridge Intermediate School Association Ridgefield High School- student groups Ridgefield Family Resource Center ESD 112 Ridgefield Boosters Clark College Ridgefield Teachers Union Ridgefield Family Resource Center

Interests	Specific Organizations
	Clark College Foundation
Parks and Nature	Ridgefield Parks & Rec Parks Board National Parks Service Ridgefield Wildlife Refuge / Friends of the Refuge
Industry and Businesses	Port of Ridgefield Costco Dollar Tree UNFI PepsiCo U-Haul Ridgefield Amphitheater (RV Inn Style Resort Amphitheater) Wineries (many in Ridgefield), breweries, etc. Ridgefield Chamber of Commerce Ridgefield Main Street
Public Safety	Ridgefield Police Department Clark-Cowlitz Fire Rescue Station 21 Fairgrounds Station 151
Utilities	Waste Connections NW Natural Gas Clark Public Utilities Clark Regional Wastewater District Internet/TV services (broadband fiber optic)
Developers/Property Owners	Ridgefield Junction Neighborhood Association Four Creeks Neighborhood Association Residential HOAs Habitat for Humanity Clark County Housing Authority Specht Developers FDM Development Hurley Development Hinton Development Robertson and Olsen Pac Trust Homebuilders: Urban Homes NW, Pacific Lifestyle Homes, Pahlisch Homes, Holt, Cascade West, New Tradition, etc. Evergreen AG Builders Building Industry Association of Clark County

Interests	Specific Organizations
	HSPRE HSR PeachHealth Franz Bakery
Health	Vancouver Clinic Ridgefield Living Center The Recovery Village- Ridgefield
Transportation	C-Tran Clark County Transportation Alliance WSDOT Clark County
Service Non-profits	American Legion- Post 44 Garden Club Meaningful Movies in Ridgefield Neighbors Helping Neighbors Ridgefield Community Gleaners Association Ridgefield Food Project Friends of Ridgefield Community Library Ridgefield Lions Club Soroptimist International of SW Washington
Non-native English Speakers	
Arts and Culture	Clark County Arts Commission Ridgefield Art Association Clark County Historical Museum
State Agencies	Washington State Fish and Wildlife – SW Region Ecology DNR
Faith Based Organizations	Christ Community Church Ridgefield Church of the Nazarene Mountain View Christian Center Go Church-Ridgefield Sparrow City Church Bethel Church at Ridgefield Ridgefield United Methodist Church Messiah Lutheran Church St Mary of Guadalupe Mission

Interests	Specific Organizations
Elected and Appointed Officials	City Council Planning Commission Civil Service Commission Port of Ridgefield Board of Commissioners CCFR Commissioners State legislators County Commissioners Ridgefield School Board Council for the Homeless
Tribes	Cowlitz Indian Tribe Chinook Indian Tribe CRITFC (for anything related to the Columbia River)
Others	Ridgefield Raptors Youth Sports organizations: • Ridgefield Little League • Pacific Soccer Club

Engagement Activities

The following table summarizes primary community engagement activities, their intended audience, and partners needed to carry out the activities while using the IAP2 engagement spectrum.

The IAP2 Spectrum is an internationally recognized model developed to help clarify the role of the public in planning and decision making, and how much influence the community has over planning or decision-making processes. The model identifies 5 levels of community engagement, ordered as follows by increasing impact on decision-making: (1) inform; (2) consult; (3) involve; (4) collaborate; and (5) empower.

Engagement Tool/Activity	IAP2 Spectrum	Description	Audience
City Council Meetings	Inform Consult Involve	The City Council will meet up to six (6) times to advise on the Comprehensive Plan Update process. They will review and comment on work products, guide public outreach and engagement efforts, act as liaisons to specific constituencies or interest groups, host public forums, encourage community members to participate in the process, and act as champions of the Comprehensive Plan.	General Public Interest Groups
Planning Commission Meetings	Inform Consult Involve	During their regularly scheduled meetings, Planning Commission will review and comment on work products and make recommendations to City Council. Planning Commission will participate in public outreach efforts, including guided community conversations.	General Public
Stakeholder Interviews	Inform Consult Involve Collaborate	Up to ten (10) interviews or focus group discussions through utilizing key community stakeholders from a list provided by the City. Conversations will be about Comprehensive Plan issues and priorities. Interviews with water supply collaborating agencies will be included for the Water System Plan update.	Stakeholders General Public

Engagement Tool/Activity	IAP2 Spectrum	Description	Audience
Community Events	Inform Consult Involve Collaborate	Community events will be utilized to share project information and gain public input. Events may include, but are not limited to: Ridgefield Raptors Farmers Market Dragon Boat Paddles Meals on Wheels People-Ridgefield Dining First Saturday events Main Street Day Experience Ridgefield (hosted through school district) <i>*See appendix for example community events</i>	General Public
Open Houses & Questionnaires	Inform Consult Involve	Two (2) in-person and virtual public open houses will be used to gain information from the community about plan processes and the overall vision. Open House No. 1 will cover the project purpose, existing conditions, community engagement results, and community vision. Open House No. 2 will review major policies to inform the final comprehensive plan update. <i>*See appendix for example open houses and questionnaires</i>	General Public
Community Conversations	Inform Consult Involve	Community conversations will be primarily led and performed by the City Council. Planning Commissioners, consultant staff and City staff will perform additional community conversations to supplement the process. A Conversation Kit will be available to the public to conduct their own conversations if they would like to do so.	General Public

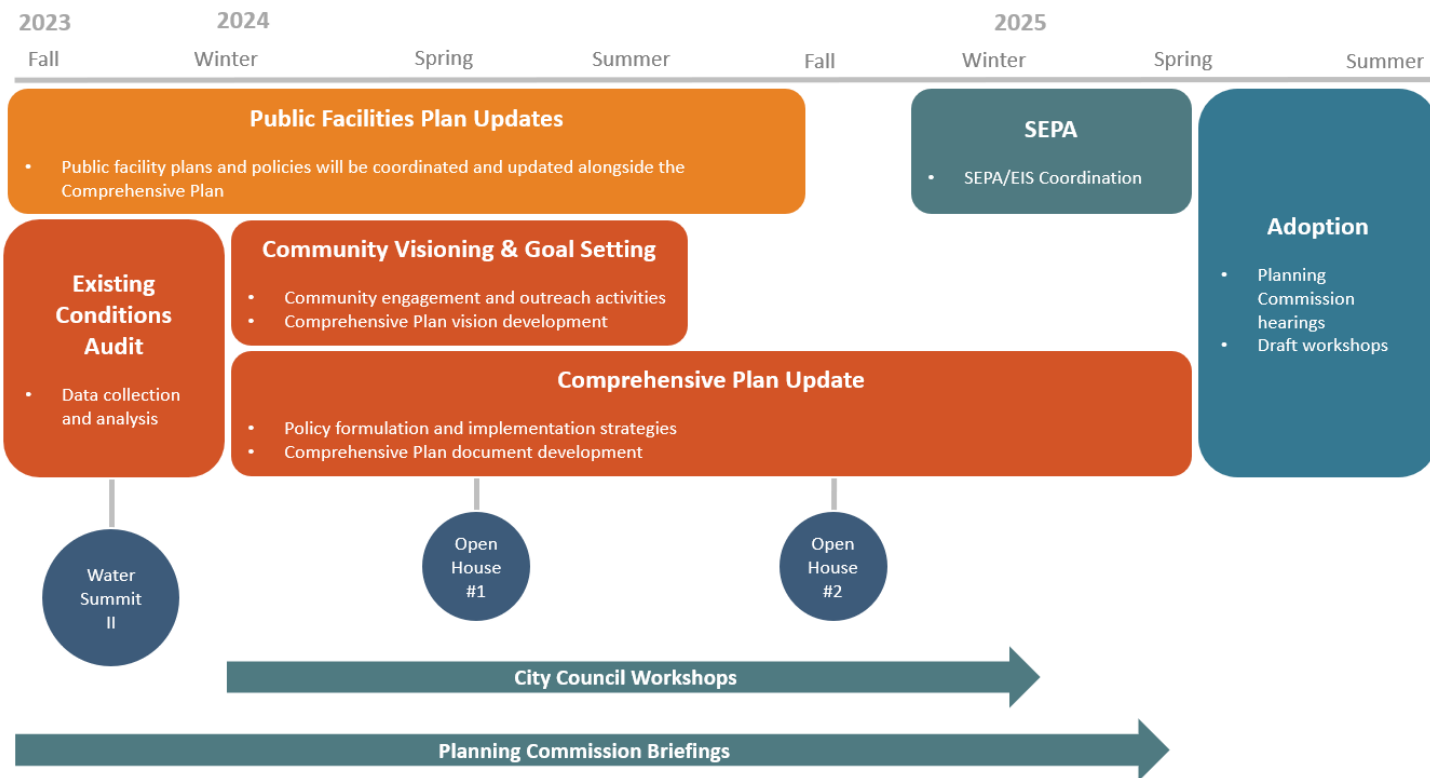
Communication Tools

In addition to the above activities, the following communication tools will provide information about events, activities, and opportunities to be involved in developing the Comprehensive Plan Updates.

Communication Tools	Description
Project Website	The website page will utilize Ridgefield Roundtable and will function as an information and engagement hub for the project. It will be used for outreach activities such as online surveys and virtual meetings as well. A project overview, access to draft work products, upcoming engagement activities, results of engagement, and other project information will be available on this webpage. <i>*See appendix for example project websites</i>
Project Branding	The project brand package will include a project logo, color scheme, font and heading hierarchy based on any existing City standards to aim for quick identification of this project's communications, accessibility, and flexibility of use.
Media Releases	The City will prepare media releases to announce the project kickoff and advertise key opportunities for public participation. Communication venues may include local newspapers, City newsletters, utility bills, and other local publications.
Informational Materials	The City will prepare general information materials to be utilized to inform people about the Comprehensive Plan. Initial materials could include a Project Overview handout and media package to create awareness and educate the public about the plan and process. <i>*See appendix for example informational materials</i>
Project Email List	The City will maintain a database of e-mail addresses of people who express interest in the planning process and used when the City sends e-blasts to notify people about events and activities. E-blasts may also be shared with project partners. Interested parties will have several opportunities to join the mailing list, such as on the project website.

Project Schedule

This schedule outlines engagement activities and key milestones throughout the project.



Community Conversations/Youth Engagement

In an effort to meet people where they already spend their time, we attend regular meetings with community groups to share project information and hear the aspirations and concerns that participants have for their city. Conversations can be had with a variety of groups, such as chambers of commerce, parent-teacher associations, and neighborhood associations. Community Conversations also provide a great opportunity to engage youth in the process. We have hosted conversations with high school classes.



Community Conversations can be tailored to specific groups. For example, we've hosted a number of conversations with Spanish speaking groups. Meetings are conducted in Spanish and all materials are translated.





Appendix B. Community Engagement Sub-Plan: Water System Plan Update

Purpose:

As part of the 2025 Comprehensive Plan Update and Capital Facilities Plan updates the City of Ridgefield is completing a Water System plan update. The City of Ridgefield is prioritizing the completion of this portion of the Capital Facilities Plan in alignment with direction from the Department of Health. The planned delivery to DOH in early 2024.

The public engagement process for the 2025 Comprehensive Plan Update is scheduled to begin in January 2024 and will provide information and opportunities for engagement throughout 2024 and 2025. Due to early completion of the Water System plan update, a separate, but integrated public facing process will be implemented to ensure the public has the opportunity to review the draft Water System Plan Update and provide comments and input prior to the overall engagement planned for the Comprehensive Plan Update process.

Audiences:

Tribes:

- Cowlitz Indian Tribe

Public agency partners:

- Clark Public Utilities District
- Clark County Fire and Rescue
- City of Battle Ground
- City of La Center
- Department of Health
- Clark County

Public:

- Ridgefield residents
- Ridgefield Businesses
- Developers and Property Owners

Key Messages:

- The 2025 Comprehensive Plan Update will include updates to the City’s Comprehensive Plan and Public Facility Plans. The Water System Plan is one of five scheduled Public Facility Plan updates and was last updated in 2013.
- The Water System plan update will plan for water needs in 2045 by:
 - Providing an assessment of existing resources
 - Determine expected water demand needs in alignment with projected population and infrastructure growth
 - Identify opportunities to solve water resource deficiencies anticipated over the next 20 years.

Engagement Activities:

Water Summit 2 Meeting: A meeting hosted by the City of Ridgefield and supported by the consultant team responsible for updating the Water System Plan will be held in November to gather public agency partners and collaborate to solve and innovative approaches for: anticipated water needs, supply, conservation, and servicing growth.

Draft Water System Plan posted to Ridgefield Roundtable: The draft Water System Plan update will be shared publicly on the Comprehensive Plan project page on Ridgefield Roundtable alongside a space for commenting on the draft document.

Notification of the availability: Notifications of the draft Water System Plan availability and opportunities to comment will be sent via the City of Ridgefield communication channels such as; water bill mailing, social media, and email.

Public Hearing: A public hearing to hear comments on the draft Water System plan will be held at a regularly scheduled Ridgefield City Council Meeting

Workplan:

Engagement Activity	Audience	Timeline
Water Summit 2 Meeting	Agency partners, Tribes	November 9th, 2023
Draft Water System Plan posted to RR	Public, Agency Partners, Tribes	January/February 2024
Notification of availability	Public	January/February 2024
Public Hearing / Comment	Public	February 2024