CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
DECEMBER 21, 2023

Regular Meeting - 5:00 PM

I. JOINT STUDY SESSION WITH PARKS BOARD - 5:00 P.M.

1. Waterfront Park Master Plan - Corey Crownhart, Park Manager, Chuck Green, Public Works Director

The City and Port of Ridgefield have long-range plans for creating a community waterfront park for decades. With the Pacific Wood Treating cleanup and railroad overpass construction complete and redevelopment of the port-owned waterfront land imminent, now is the time for the Waterfront Park planning work to begin in earnest. The Waterfront Park Master Plan is a partnership between the Port of Ridgefield and the City of Ridgefield. Staff contracted with Walker Macy, a Landscape Architecture, Planning, and Urban Design Firm, to organize and draft a Master Plan for review and potential adoption by the City Council and Port Board of Commissioners in late April 2024.

2. Abrams Park Master Plan - Corey Crownhart, Park Manager, Chuck Green, Public Works Director

Abrams Park is the crown jewel of the city's park system. On any given weekend, you can find hundreds of people in the park. It is also very popular with youth athletic groups for games, tournaments or practices, and during summer months, it can receive hundreds of rental requests. All of this use and love for the facility has had an impact on the park. The Master Plan is intended to create a blueprint for park development and management at a high level with some operational goals and recommendations and a site concept plan. The consultant, AKS, was selected to spearhead this project.

3. Skate Park Feasibility Study Update - Corey Crownhart, Park Manager, Chuck Green, Public Works Director

In 2022, the council approved a budget for a feasibility study for a permanent skate park in Ridgefield. Staff were directed to conduct a study of potential properties for a new skate park. The City's 2020 Parks, Recreation, and Open Spaces Plan (PROS) identified that a permanent skate park was highly desired by the community (ref. PROS Surveys) as a replacement and upgrade to the existing facility. Mackay and Spoito with Grindline Skateparks, Inc. were selected to provide technical support. In addition, city staff worked with the community, various stakeholders, neighbors, and the parks board to gather ideas and feedback on this project. A City Council Study Session was held on April 13, 2023 discuss and provide input. Initially, two sites were identified for the feasibility study: the Waterfront, in collaboration with the Port of Ridgefield, and Davis Park. In October 2023, a third site was identified on the western edge of Overlook Park.

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. COMMISSION APPOINTMENTS

1. Reappointment of Planning Commission Member, Position No. 4 (Mark Tyler)

Confirm Mayor's Reappointment - Planning Commission, Position No. 4.

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

2. Reappointment of Civil Service Commission Member, Position No. 3 (Matthew Lundquist)

Confirm Mayor's Reappointment - Civic Service Commission, Position No. 3.

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

IV. 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/165/City-Council-Meeting-Audio-Files.

V. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

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

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

1. **Approval of Claims And/Or Payroll**

2. **Approval of Minutes from the December 7, 2023 Meeting**

3. **Approval of City Manager 2023-2024 Initiatives**

VI. BUSINESS

1. **Motion - Approval of Amendment to the C-TRAN Interlocal Agreement Between City of Ridgefield, City of La Center and Town of Yacolt for Joint Representation - Steve Stuart, City Manager**

Under the statutes governing transportation benefit districts and the C-Tran governance regulations, the City of Ridgefield, the City of La Center, and the Town of Yacolt share one seat on the C-Tran governing Board of Directors. Council has previously entered into an interlocal agreement with La Center and Yacolt to establish the responsibilities and representation schedule for the Parties on the C-Tran Board. Under this Agreement, a representative from the City Council appointed by the Council shall be the primary Joint Representative for all three of the jurisdictions in any even numbered year and the alternate Joint Representative in odd numbered years. La Center and Yacolt each alternate serving as the alternate Joint Representative if the primary representative is unavailable during the even numbered years and also alternate as the primary Joint Representative in odd numbered years. The Agreement was extended by Amendment No 1 in 2018 and is expiring on December 31, 2023. This Amendment No. 2 will extend the Agreement until December 31, 2028 under the same terms and conditions.

MOTION: MOVED TO APPROVE THE AMENDMENT NO 2 TO THE INTERLOCAL AGREEMENT FOR JOINT REPRESENTATION ON THE C-TRAN BOARD AND AUTHORIZE THE CITY MANAGER TO ENTER INTO THE AGREEMENT SUBSTANTIALLY IN THE FORM PRESENTED.

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

2. **Motion - Consideration and Approval of School Impact Fee Index for 2024 - Claire Lust, Community Development Director**

The Capital Facilities Plan is addressed as part of the City's Comprehensive Plan by RCW 36.70.070 (CFPs require an inventory of existing facilities, a forecast of future needs for proposed locations of new facilities, a six-year plan to financing the new facilities with funding sources identified, and a reassessment of the land use element if the probable funding is inadequate.) When referring to WAC 365-196-415 impact fees cannot be the sole source of funding. Impact fee calculation requirements are set forth in RCW 82.02.040: ("The local ordinance by which impact fees are imposed: (1) Shall include a schedule of impact fees which shall be adopted for each type of development activity that is subject to impact fees, specifying the amount of the impact fee to be imposed for each type of system improvement. The schedule shall be based upon a formula or other method of calculating such impact fees."). The RCW goes on to specify the factors that must be included in calculating the proportionate share and section

82.02.050(4)(a) limits the fees to the proportional share of the costs of system improvements that are reasonably related to and will reasonably benefit the new development and requires impact fees to be collected for facilities identified in the CFP. The CFP is the Plan and then the impact fee ordinance and adoption of the fee schedule is an implementation of the Plan. It appears to be a standard practice within school CFPs (and City CFPs) to perform all the calculations in a simplified process and submit a "recommended" fee amount based on the impact fee ordinance calculation for the local government to adopt that aligns with the funding sources they have identified in their CFP. The City also adopts this school CFP as a part of its comp plan. It is the impact fee ordinance and the methodology and formula set out in that ordinance that governs the impact fee calculations. The City set forth the formula for calculating the school impact fee at RMC 18.070.100. (This is in coordination with the school district and this formula is part of a longstanding and detailed formula that has been developed in coordination with all stakeholders and appears to be used in districts throughout the county.) The Ridgefield School district adopted a new capital facility plan in 2022. The plan was presented to the Ridgefield City Council at a public hearing on November 17, 2022, and for final consideration on December 15, 2022. The Council approved the plan and recommendation from the school district to increase the impact fees to the maximum proportionate share in the amount included in the capital facility plan of $16,880.00 for single family residential, which included a reduction of 15% from an adjustment factor included in the formula. Multifamily residential, was approved at $10,233.59, which was the maximum proportionate share excluding the 15% adjustment factor in the formula. RMC 18.070.100 - School impact fee formula includes sections 1 - 4, which calculates an annual inflationary increase in the impact fees. Per the code, the inflationary increase is automatic unless the fee has increased in three consecutive years without review by the City Council. Staff are bringing the index question to council due to the fact that the 2022 approval included two options for approval. Option A was to immediately implement the fee at the maximum proportionate share per the capital facility plan. Option B was to implement a fee below the maximum and increase through annual indexing until the maximum fee was achieved. The City Council approved option A to implement the maximum fee allowable in the school impact fee formula. Due to the approval of option A and the conflict with RMC 18.070.100 staff are bringing this issue to council for clarification on whether the indexing can or should occur. The code specifies that the index is equal to the Rider Levett Bucknall (RLB) Construction Cost Index for the first half of the year. The 2nd quarter RLB index was 8.61%. The fees would increase effective January 1, 2024, to the following if the index is implemented.

City Council conducted a discussion about applying the inflationary index to the SFR impact fee only, applying the inflationary index to both the SFR and Multifamily impact fee or not including any inflationary indexing to the school impact fee.

MOTION: MOVED TO NOT INCLUDE ANY INFLATIONARY INDEXING TO THE SCHOOL IMPACT FEE.

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

3. Second Reading of Ordinance No. 1417 - Cloverhill Phase 3B & 10 Zone Change - Claire Lust, Community Development Director

The Hearing Examiner approved the Cloverhill Preliminary Planned Unit Development on April 11, 2017. The project included 455 lots in the RLD-4 and RLD-8 zones.Staff approved a post-decision review adding 40 additional residential lots in Cloverhill Phases 7 and 8 on October 22, 2019. As a condition of approval, the applicant was required to reduce the number of lots in other phases of Cloverhill by at least 40 in order not to exceed the overall number of lots approved in the PUD (455). At the time of the PDR, the applicant proposed reducing the number of lots in Phase 3 as part of the strategy to meet this requirement, due to environmental constraints in the southern portion of Phase 3 adjacent to Gee Creek. To satisfy the condition of approval and better work within environmental constraints, the applicant intends to reduce the number of lots in Phases 3B and 10. Decreasing the number of lots in these Phases would also decrease their density. Fewer, larger lots in Phases 3B and 10 would not achieve RLD-8 density, which requires 6-8 units per net developable acre. Therefore, the applicant proposes a reduction to RLD-4 density, which requires 4 units per net developable acre. The proposal is consistent with surrounding land uses, which are all Urban Low Density. Cloverhill Phases 1, 2, 3A, 4, 7, 8, and 9 are zoned RLD-8. Cloverhill Phases 5 and 6 have both RLD-4 and RLD-8 zoning. The large parcel immediately to the east of Phase 10 and southeast across S Royle Road from Phase 3B is zoned RLD-4. Seven Wells Estates PUD is across S Royle Road from Phase 3B and is zone RLD-8. This request is for the zone change only. Upon approval, the applicant would subsequently apply for post decision review proposing new layouts for Phases 3B and 10 meeting RLD-4 zoning requirements and otherwise complying with the approved Preliminary PUD. Staff would review the PDR using an administrative process. With PDR approval, the applicant could apply for engineering approval and final plat approval, then begin submitting building permits for homes in Phases 3B and 10.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1417 AS PRESENTED.

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

4. Motion - Approval of Contract Amendment with HHPR, Inc. for final design, geotechnical, right-of-way and construction support services for the Pioneer Widening and 50th Avenue Roundabout Project. - Chuck Green, Public Works Director

The initial approval for the HHPR contract and amendment in 2021 was for an amount not to exceed $1,127,681. The initial scope of work included the design of the 50th Avenue roundabout and preliminary design for the Pioneer Widening project. This was to enable initial design decisions to be made along with supporting potential state or federal grant applications. Since that time, the design parameters for the Pioneer Widening component have been through several iterations with WSDOT to reflect the City's vision of Pioneer Street to be a tree-lined boulevard instead of being designed under state highway standards. A segment of Pioneer Canyon to the west of 50th Avenue was added for the planned YMCA project, and east of 50th Avenue to match up with the public infrastructure improvements being built by Costco and Union Ridge Town Center.

Additionally, Clark Regional Wastewater District has requested adding sanitary sewer design for the project to the consultant's scope. Additional services to be added via this amendment include:

- Additional design services including final design and construction documents
- Right-of-way acquisition services
- Additional geotechnical analysis
- Traffic analysis including a 20-year traffic analysis report as required by WSDOT for their design review.

- Design support services during construction.
- Additional project management and agency coordination services.

Packet documents include the scope contained in the amendment, the cost proposal of the amendment, and a document summarizing the changes by task from the initial scope to what is being included in this amendment request. Under a new standard practice which began with the Royle Road, S 15th Street to S 5th Way project, a separate construction management, administration and inspection service contract will be procured. Under best management practices, the design team will be precluded from pursuing that contract and instead will be providing design support services during construction.

MOTION: MOVED TO APPROVE THE CONTRACT AMENDMENT WITH HHPR FOR FINAL DESIGN, GEOTECHNICAL, RIGHT-OF-WAY AND CONSTRUCTION SUPPORT SERVICES FOR THE PIONEER WIDENING AND 50TH AVENUE ROUNDABOUT PROJECT IN THE AMOUNT OF $1,253,245.

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

VII. PUBLIC HEARING/BUSINESS

1. Public Hearing and Approval of Resolution No. 634 - 2024-2029 Transportation Improvement Program - Chuck Green, Public Works Director

Per RCW 35.77.010, the legislative body of each city and town, pursuant to one or more public hearings thereon, shall prepare and adopt a comprehensive transportation program for the ensuing six calendar years. The six-year program shall specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program within that region. This year, City staff has developed a "TIP Book" with background information on how the TIP was developed, a summary of available funding sources, and information on projects contained in the 2024-2029 TIP. Also included in the TIP book are links to project pages on Ridgefield Roundtable where users can find more detailed project information. The draft TIP was made available on Ridgefield Roundtable in early December for the community to view. A link was provided for community members to comment or to ask questions. The 6-year Transportation Improvement Program (TIP) is a separate project list from the Transportation Capital Facilities Plan, and does not have a bearing on Traffic Impact fees or TIF credits.

Mayor Lindsay Opened Public Hearing: 7:32PM

No testimony was received.

Mayor Lindsay Closed Public Hearing: 7:33PM

MOTION: MOVED TO ADOPT RESOLUTION NO. 634 AS PRESENTED.

RESULT:	**(UNANIMOUS)**
MOVER:	Mayor Pro Tem Rob Aichele
SECONDER:	Council Member Clyde Burkle

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

VIII. 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.

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IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Cole - Attended elected officials training, City/Port legislative breakfast.
Council Member Chipman - Attended chamber of commerce breakfast session, Main Street awards breakfast reception, City/Port legislative breakfast.
Council Member Wells - Attended chamber of commerce breakfast session, City/Port legislative breakfast, sewer district alliance meeting, WSUV tour.
Mayor Pro Tem Aichele - Attended elected officials training, Port of Ridgefield meeting, Main Street awards breakfast reception.
Council Member Burkle - Attended most of the same meetings, Christmas tree lot sale.
Council Member Onslow - Attended City/Port legislative breakfast, elected officials training, C-TRAN meeting, Main Street awards breakfast reception, WSUV tour, sewer district alliance meeting.

2. Mayor

Attended City/Port legislative breakfast, Clark Cowlitz Fire & Rescue meeting.

3. City Manager

City Manager Steve Stuart - Ridgefield Main Street Awards, overpass art update.
Public Works Director Chuck Green - Water leak on South 5th Avenue update.
Police Chief Cathy Doriot - New Officer update.

X. ADJOURN

7:57PM

Julie Ferriss

Julie Ferriss, City Clerk

Ron Onslow

Ron Onslow, Mayor