



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, February 7, 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. 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 01/03/2024 Meeting**

IV. PRESENTATIONS

- 1. Comprehensive Plan Community Engagement Kickoff - Claire Lust, Community Development Director**
- 2. Comprehensive Plan Housing and Employment Projections - Claire Lust, Community Development Director**

V. PUBLIC COMMENT

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

VI. STAFF REPORTS

VII. FROM THE COMMISSION

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: February 7, 2024

AGENDA ITEM NAME: Approval of Minutes from the 01/03/2024 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT:

ATTACHMENTS:

1. 01.03.2024 Minutes



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

Regular Meeting - 6:30 PM

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

1. Flag Salute

2. Roll Call

Chair Favela requested to excuse Commissioners Swenson and Amerman.

Present:

Chair Katie Favela
Commission Member Patrick Flynn
Commission Member John Rose
Commission Member Joel Thompson
Vice Chair Mark Tyler

Absent:

Commission Member Amanda Swenson
Commission Member Richard Amerman

3. Oath of Office: Chair, Katie Favela

Clerk, Trina Siebert conducted the Oath of Office with Katie Favela for the Planning Commission Chair.

4. Oath of Office: Vice Chair, Mark Tyler

Clerk, Trina Siebert, conducted the Oath of Office with Mark Tyler for Planning Commission Vice Chair.

5. 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 12/06/2023 Meeting

RESULT:	(UNANIMOUS)
MOVER:	Commission Member Patrick Flynn
SECONDER:	Commission Member John Rose
AYES:	Chair Favela, Commission Member Flynn, Commission Member Rose, Commission Member Thompson

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

IV. BUSINESS

1. Motion to Recommend Approval: 2024 Planning Commission Work Plan - Claire Lust, Community Development Director

RESULT:	(UNANIMOUS)
MOVER:	Commission Member Patrick Flynn
SECONDER:	Commission Member John Rose
AYES:	Chair Favela, Commission Member Flynn, Commission Member Rose, Commission Member Thompson, Vice Chair Tyler

Claire Lust, Community Development Director, presented the 2024 Planning Commission Work Plan.

Discussion occurred regarding whether items can be added to the Work Plan as the year progresses.

Commissioner Flynn moved to recommend approval of the 2024 Work Plan as presented. Seconded by Commissioner Rose. Ayes all. Motion passed unanimously.

Ms. Lust, advised the Commission that the 2024 Work Plan will be presented to City Council January 25, 2024.

2. Presentation: Comprehensive Plan Update Public Participation Plan - Claire Lust, Community Development Director

Claire Lust, Community Development Director, presented the Comprehensive Plan Update Public Participation Plan. The focus of the plan is to outline the pillars the Comprehensive Plan is standing on in terms of messaging. The goal is to be able to reach a wide variety of people and to be able to reach them in different ways.

Discussion occurred about the timeline and open houses.

Discussion occurred about having City Council, Planning Commission and Parks Board members share information online.

Discussion occurred regarding additional stakeholders, i.e. basketball club(s), additional outreach to the Council for the Homeless and possibly coordinating with the School District since they would have information regarding the number of homeless students, Clark County Commission on Aging, Clark County Youth Wrestling, Clark County Youth Football, additional mental health services, faith based organizations, etc.

Discussion occurred regarding City Council workshops and Planning Commission briefings.

Discussion occurred regarding open houses.

Discussion occurred regarding presenting this information at the annual State of the City.

Discussion occurred regarding hosting an open house at the High School to accommodate more people.

Discussion occurred regarding the demographic break down.

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, congratulated the new Chair and Vice Chair. She advised the City Council will have a study session for the Comprehensive Plan Community Engagement Plan on January 25th beginning at 5:00 PM.

VII. FROM THE COMMISSION

Commissioner Thompson attended the Greater Vancouver Chamber legislative session.

Commissioner Flynn thanked the City staff and the consulting group for the work on the Comprehensive Plan public participation plan. He congratulated the new Chair and Vice Chair.

Commissioner Tyler is excited about the Comprehensive Plan update.

Commissioner Rose congratulated the new Chair and Vice Chair. He attended community events in Boulder City, Nevada.

Commissioner Favela thanked the City staff for all the work on the Comprehensive Plan public participation plan.

VIII. ADJOURN

Trina Siebert, Planning Commission Clerk

Katie Favela, Chair

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: February 7, 2024

AGENDA ITEM NAME: Comprehensive Plan Community Engagement Kickoff

SUMMARY/BACKGROUND:

On January 25, City Council held a work session to kick off community engagement for the 2025-2045 Comprehensive Plan Update. Planning Commissioners will similarly review the guiding documents and discuss their role in facilitating conversations with groups and individuals in their networks.

The Community Engagement Plan and Community Conversation Toolkit are attached in this agenda packet. These documents are also posted on the project home page along with a visioning questionnaire: <https://ridgefieldroundtable.org/hub-page/comp-plan>.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Community Engagement Plan
2. Community Conversations Kit



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 Mental Health Services in 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
	LDS Church
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 Clark County Committee on Aging
Tribes	Cowlitz Indian Tribe Chinook Indian Tribe CRITFC (for anything related to the Columbia River)
Others	Ridgefield Raptors Local Disability Groups Basketball Clubs of Ridgefield Youth Sports organizations: - Ridgefield Little League - Pacific Soccer Club - Wrestling - Football

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
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
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)	

Engagement Tool/Activity	IAP2 Spectrum	Description	Audience
		<i>*See appendix for example community events</i>	
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. The City Council, Planning Commission, and the Parks Board members will share information on meeting dates, locations, and times of all Open Houses. 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. Consultant staff and City staff will perform some 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

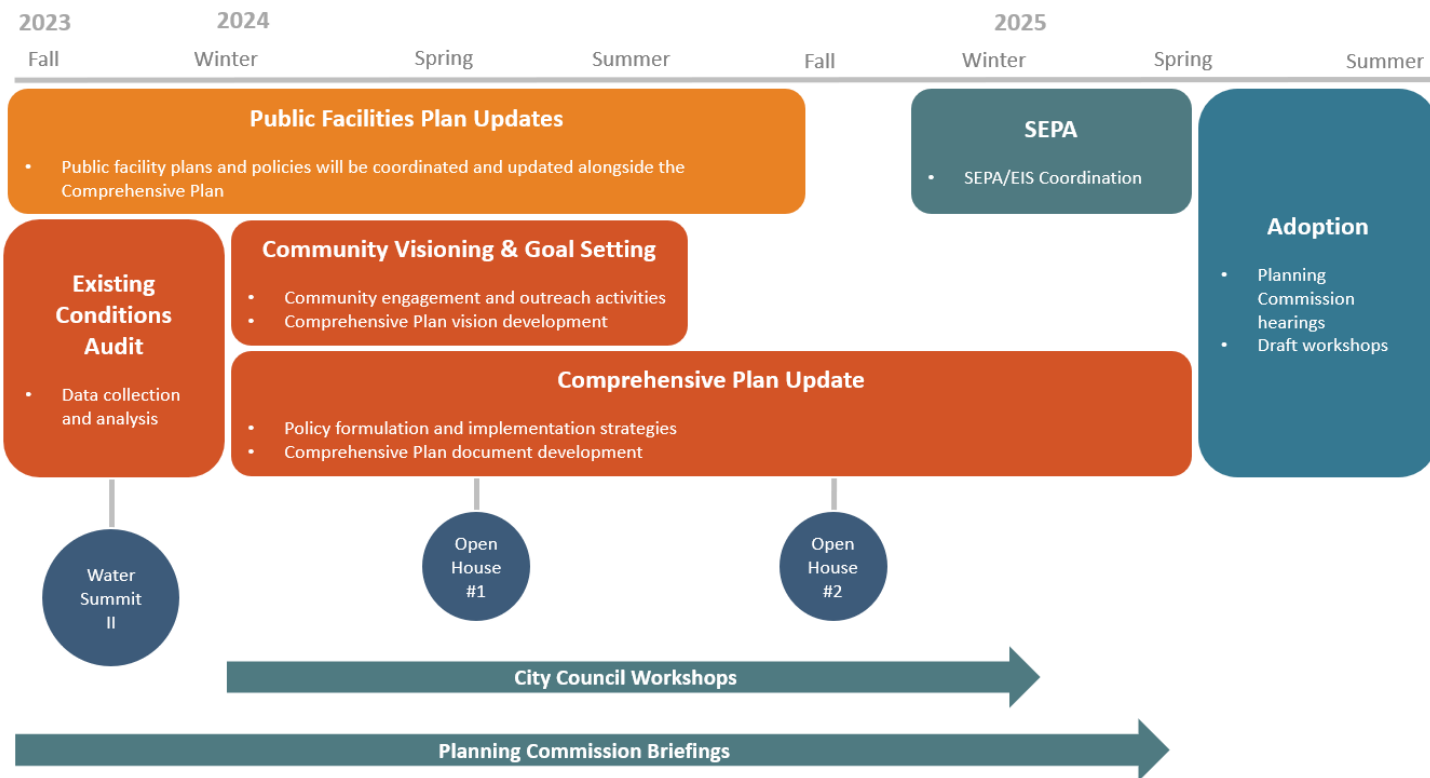
In addition to the above activities, the following communication tools will provide information about events, activities, and opportunities to be involved in developing the Comprehensive Plan Updates.

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>

Communication Tools	Description
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 CONVERSATION KIT

City of Ridgefield

January 2023

ENVISION
RIDGEFIELD
2045

Welcome, Discussion Leader!

In your hands, you hold the power to shape the future of our city. This kit is your go-to resource for organizing and leading impactful community discussions. Inside, you'll find everything you need to facilitate conversations that capture the voices and visions of our community.

Your commitment to being part of this community engagement effort is invaluable, and together, we are laying the foundation for a vibrant future. Thank you for helping us gain an understanding the community's vision for Ridgefield.

Your Tools

	Preparation Checklist.....	3
	Discussion Leader's Guide.....	4
	Community Visioning Questions	7
	Discussion Notes.....	8
	Ridgefield Community Conversation Sign-in Sheet.....	9

Preparation Checklist

Before the Event

Familiarize yourself with the items in this guide. If you have any questions, contact Journie Gering journie.gering@3j-consulting.com, 503.946.9365 x256

For In-Person Community Conversations

If you are able, print fresh copies of the materials, including:

- ☐ Sign-in sheet
- ☐ Discussion Questions (enough copies to share with participants)
- ☐ Notes page(s) for small groups
- ☐ This Community Conversations Kit as your quick reference guide

For Virtual Community Conversations

Have the following materials handy (paper copies or on a computer) for note-taking:

- ☐ Sign-in sheet (*Tip: Kick off your virtual meeting by having attendees share their name and email address with you in the chat.*)
- ☐ Discussion Questions
- ☐ Notes page(s)
- ☐ This Community Conversations Kit as your quick reference guide

Ask yourself the following questions:

1. Have you confirmed the meeting location or video conference information?
2. If this Community Conversation is part of another meeting, have you confirmed a place on the agenda? How much time do you have?
3. Do you have enough materials to share with expected participants?

After the Event - Submitting your Feedback

Option 1

- ☐ Email the sign in sheet and your notes directly to Journie Gering within one week of your community conversation.

Journie Gering
journie.gering@3j-consulting.com

Option 2

- ☐ Enter via the online survey form. For the online survey form, go to:

RidgefieldRoundtable.org/vision-questionnaire

When prompted at the end of the survey, enter your name, email, and the name of your group into the Community Conversation prompt.

Please send additional email addresses for the project mailing list to Journie Gering.

Discussion Leader's Guide

Please review this guide prior to leading your discussion. Prompts and explanatory text are included in bullets below. *Examples of "actions" are shown in the italicized print.*

Remember: It is OK if people disagree! There is no need for consensus or agreement.

Guiding Principles

When leading a community conversation, your role is to help create an open and shared environment so that all participants have the opportunity for discussion. Use your time wisely and try to follow along with your agenda. Time flies when you're having fun, so make sure you have time to hear from everyone within the time allotted.

- Stick to the agenda and move the conversation forward.
- If a point is made that is off topic, write it down, then guide the discussion back to the question at hand.
- Encourage everyone to participate but do not allow anyone to dominate.
- Keep the discussion moving by summarizing and combining similar thoughts.
- Resist the temptation to voice your own opinions or to be the "expert" on the subject.
- Be punctual! Make sure to start and end each meeting on time.
- Have fun!

Community Conversations are designed to be flexible, adapting to the unique dynamics of your group and the time available on your agenda. While these discussions typically take around 20-40 minutes, the beauty of these discussions lies in their adaptability. Whether you have a brief 15-minute window or a more leisurely 60 minutes, feel free to customize the duration based on your participants' availability and enthusiasm. Use the graphic below as a guide to gauge how much time you might allocate to each section, ensuring a meaningful and tailored experience for all involved.

COMMUNITY CONVERSATION

Introductions

5-10 Minutes

Discussion

15-45 Minutes

Next Steps

5 Minutes

Introductions

Group Sign-In and Overview

- 1. Distribute sign-in sheet.** Invite participants to sign up for the project email list.
 - For Virtual or Phone Community Conversations, identify the name and email address of participants expected prior to the meeting. At the beginning of the meeting, have everyone confirm their name and email addresses, and whether they would like to be signed up for the project email list (or follow up via email or in a video-conferencing chatroom).
- 2. Introduce yourself and your role in the project.**
- 3. Provide a brief contextual overview of the project and your role.** A sample is provided below:

"The City of Ridgefield is launching a citywide effort to update the Ridgefield Comprehensive Plan that will help guide land use decisions over the next 20 years. The first step in the process is to create a community vision that reflects what community members enjoy and want to preserve about Ridgefield, and what they would like to see changed in the future. The Comprehensive Plan will consist of broad goals and policies to implement the vision and guide future growth and development in accordance with the Growth Management Act.

The purpose of these Community Conversations is to engage with a broad cross-section of Ridgefield residents, business owners, and partners around a Community Vision. These Community Conversations are anticipated through the fall 2023 and winter of 2024. The creation and adoption of the Community Vision will occur in the spring, which will inform the development of policy recommendations in the update to the Comprehensive Plan throughout 2024 and 2025. Thank you for talking with us!"

Conversation

Listening and Discussion

- 1. Lead the group discussion** around the Community Visioning Questions provided in this kit.
 - Emphasize that there are no "right" or "wrong" answers. Everyone's opinion is valid.
 - Give credence to differences, but do not dwell on them. *It's important that we have an open discussion.*
 - Follow the meeting flow. *That's a good question/idea/issue, I'll write it down to make sure we don't forget that point.*
- 2. Have participants affirm your understanding of the discussion** by repeating back any major themes or ideas.
 - Summarize the discussion as you go along, validating it with participants. *Have I captured all key points?*

- Do not hesitate to say you do not know the answers to a specific question. Make note of the question and let the individual know that you will follow up with them later. Don't be afraid to not have answers to all their questions. You can be the messenger of their questions and follow up later.

3. Highlight frequently mentioned themes, ideas, or topics by placing a check mark for each mention in your notes.

- If you are running up against time, move the group along politely but firmly. *I see we have only a few minutes left and we want to make sure we have time to hear from everyone before our time is up [or] thank you for your suggestion.*
- Make sure each participant has a chance to speak. *Who else has something to add?*
- Five minutes before the discussion ends, summarize the discussion. Ask participants for any final thoughts. *Is there anything we have missed?*

Next Steps

Continuing Engagement

- 1. Thank everyone for participating!**
- 2. Point participants to the project website** for access to materials and updates on meetings, events, and surveys. RidgefieldRoundtable.org/comp-plan
- 3. Invite members to the next community event or survey.**

After the meeting

Within a week: Scan or email the discussion notes and sign-in sheet to Journie Gering.

Planner Contact: Journie Gering

Email Address: journie.gering@3j-consulting.com

Visit Ridgefield Roundtable Here!



Ridgefield Community Visioning Questions

Citizen participation and coordination is an important precursor to local planning and a tool to help communities better manage complex change and involve citizens in the planning process.

A comprehensive approach to visioning can be framed by the following **bolded** questions. Some of these questions include a list of bullets, which provide a menu of similar questions that get at the same idea. Based on your audience, choose the question type that feels most appropriate and resonates with the group. Feel free to use additional questions as follow-up, or if there is a need to frame the question differently.

What makes Ridgefield special today? What should we strive to preserve or enhance? [OR]:

- Why do you choose to live/work in Ridgefield?
- What are some of Ridgefield's most cherished attributes?
- Where do you spend time in Ridgefield? Specific parks, stores, restaurants, etc.
- What is being done well in Ridgefield?
- What about Ridgefield makes you proud?

What about Ridgefield would you like to change in the future? What can improve? [OR]:

- As the community develops this project, what is on the horizon that we should be sure to consider?
- What, if anything, causes you concern about the future of Ridgefield?
- How has Ridgefield changed over the last 5 years? 10 years? 20 years?
- What changes have you seen in Ridgefield that you like? What are changes you don't like?
- Describe your ideal Ridgefield in 2045. What has changed?

If you have additional time, wrap up the conversation with these last questions:

What people, groups, or communities should we contact to make this an inclusive process?

In what ways would you like to participate in this process? [Provide all potential examples below]

- Attend public meetings
- Complete online surveys
- Follow on the City's Facebook page or other social media
- Through my school, place of worship or other group
- Stay informed by email
- Read through the Project Website
- Other

Discussion Notes

Remember to place a check mark (✓) next to frequently mentioned themes, ideas, or topics. Feel free to use this provided note-taking sheet or your preferred method to capture your notes during the conversation. Just ensure that your notes find their way to Journie Gering once the discussion concludes.

INTRODUCTIONS

What makes Ridgefield special today? What should we strive to preserve or enhance? [OR similar question]

What about Ridgefield would you like to change in the future? What can improve? [OR similar question]

What people, groups, or communities should we contact to make this an inclusive process?

In what ways would you like to participate in this process? [Share all potential examples]

Ridgefield Community Conversation Sign-in Sheet

Organization: _____

Date: _____ Discussion Leader: _____

Name	Email Address	Add me to the Email List (✓)

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: February 7, 2024

AGENDA ITEM NAME: Comprehensive Plan Housing and Employment Projections

SUMMARY/BACKGROUND:

Staff from Clark County and its constituent cities are working together to analyze existing housing and jobs capacity in our jurisdictions versus projected growth through 2045. The goal is to allocate projected countywide growth among jurisdictions accurately so each jurisdiction has specific housing and job growth numbers to plan for in our periodic Comprehensive Plan Updates.

In 2023, Clark County Council adopted a 2045 population target of 718,154 individuals. To accommodate this population growth, 115,705 additional housing units would need to be produced countywide between 2020 and 2045. Based on County modeling Ridgefield will see 6.23 percent of the countywide population growth through 2045, which translates to a need for 7,208 new housing units between 2020 and 2045. Ridgefield saw 2,065 new housing units produced between 2020-2023. Therefore, the city needs to accommodate **5,143 new units between 2023 and 2045**.

Clark County's Vacant Buildable Lands Model (VBLM) shows how much capacity jurisdictions have for population growth in their existing city limits and urban growth areas (UGA) under current zoning. The 2023 VBLM generated a **capacity of 5,821 housing units** in Ridgefield and its UGA. Therefore, Ridgefield has a **surplus capacity of 678 housing units through 2045**. Having a surplus capacity for new housing units suggests that the UGA does not need to be expanded for residential land during the 2025-2045 Comprehensive Plan Update.

Cities have the opportunity to trade units before Clark County adopts final housing allocations. As an example only, Battle Ground has a deficit of 1,194 units through 2045. If Battle Ground does not wish to expand its UGA and/or upzone land in the UGA so extensively as to accommodate all of these units, Ridgefield could volunteer to accept responsibility for 678 more units through 2045. Then Ridgefield would still come out even, and Battle Ground's liability would be reduced to 516 additional units. If Ridgefield was willing to expand its UGA for residential purposes, the City could accept responsibility for more than 678 additional units.

Previously, jurisdictions only had to plan for a gross allocation of new housing units through the 20-year planning horizon. House Bill 1220, adopted in 2021, requires jurisdictions to also plan for those new housing units to be affordable across income bands: 0-30% of Area Median Income (AMI); 30-50% AMI; 50-80% AMI; 80-100% AMI; 100-120% AMI; and >120% AMI. There are two allocation methods on the table for how units are distributed across income bands. Under Allocation Method A, each jurisdiction in the county gets the same share of new growth at each income level. Under Allocation Method B, each jurisdiction has the same percentage share of their total housing supply at each income level by 2045. Allocation Method A would require Ridgefield to plan for relatively more growth in the 0-30% and >120% AMI ranges, and Allocation Method B would require Ridgefield to plan for relatively more growth in the 30-120% AMI range. Both methods assign the most total units to the 30-

80% AMI range. See the Housing Allocation attachment for more detail.

The directive of HB 1220 is not that those housing units affordable across different income bands need to be built, but for zoning to allow for them to be built. Therefore, as part of this comprehensive plan update staff will analyze how current zoning would accommodate the income band requirements of either Allocation Method A or B, and develop land use alternatives with changes to residential zoning if necessary.

The VBLM also analyzes jurisdictions' existing capacity for employment growth. Per the 2023 VBLM Ridgefield has the **capacity for 7,998 additional jobs**. The projection for countywide employment growth through 2045 is for 79,500 additional jobs, of which **9,878 additional jobs** are allocated to Ridgefield (city and UGA) by the VBLM. Therefore, Ridgefield currently has a **deficit of 1,880 jobs through 2045**. Similar to housing, this deficit may be addressed through a combination of UGA expansion for employment-generating uses, use changes within the UGA, and sending jobs to other jurisdictions who desire more employment growth.

There is a roughly 400-acre area north of the existing Ridgefield UGA and west of Interstate 5 which has an Urban Reserve overlay. Expanding the UGA into this area and assigning employment and commercial use designations is a strategy that could address the employment deficit. An exhibit showing this area is attached.

City Council will also review this material on Thursday, February 8.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Housing Allocation and Breakdown by Income Bands
2. Employment Allocation by VBLM
3. Northern Urban Reserve Area

Share of County Population Growth (to
718,154 people in 2045)

Jurisdiction

42.11%	Vancouver Unincorporated + Rural Clark County
7.57%	Battle Ground city
4.21%	Camas city
2.27%	La Center city
6.23%	Ridgefield city
33.97%	Vancouver city
3.37%	Washougal city
0.11%	Woodland city
0.16%	Yacolt town
	Total 2020-2045

*City is referencing UGA except the Vancouver UGA

Permanent I
0-30

2023 VBLM Capacity (Units)	Total Allocated 2023-2045	Surplus/Deficit	Non-PSH
39,338	45,357	-6,019	5,412
7,069	8,263	-1,194	973
3,933	4,272	-339	541
2,122	2,424	-302	292
5,821	5,143	678	801
31,726	34,236	-2,510	4,366
3,147	3,688	-541	433
101	128	-27	14
151	185	-34	21
93,408	103,696	-10,288	12,852
			12%

Permanent Housing

Housing Needs by Income Level (% of Area Median Income)

0%

PSH	>30-50%	>50-80%	>80-100%	>100-120%	>120%	<80%	
3,210	7,330	7,440	4,363	4,137	13,465	23,392	52%
577	1,318	1,337	784	744	2,530	4,205	51%
321	733	744	436	414	1,084	2,339	55%
173	395	401	235	223	704	1,261	52%
475	1,084	1,101	645	612	425	3,461	67%
2,590	5,913	6,001	3,520	3,337	8,509	18,870	55%
257	587	595	349	331	1,136	1,872	51%
8	19	19	11	11	45	61	48%
12	28	28	17	16	64	89	48%
7,624	17,407	17,667	10,361	9,824	27,962	55,550	
7%	17%	17%	10%	9%	27%	54%	

3 Needs by Income Level (% of Area Median Income)

>80 - 120%		>120%		2020-2023 Growth in Housing Units
8,500	19%	13,465	30%	3,366
1,528	18%	2,530	31%	496
850	20%	1,084	25%	599
458	19%	704	29%	203
1,257	24%	425	8%	2,065
6,857	20%	8,509	25%	5,069
680	18%	1,136	31%	211
22	17%	45	35%	(1)
32	17%	64	35%	-
20,185		27,962		12,008
19%		27%		

**Share of County Population Growth
(to 718,154 people in 2045)**

42.11%	Vancouver Unincorporated + Rural Clark County
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4.21%	Camas city
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6.23%	Ridgefield city
33.97%	Vancouver city
3.37%	Washougal city
0.11%	Woodland city
0.16%	Yacolt town
	Total 2020-2045

*City is referencing UGA except the Vancouver UGA

Permanent
0-3

2023 VBLM Capacity (Units)	Total Allocated 2023-2045	Surplus/Deficit	Non-PSH
39,338	45,356	-6,018	5,919
7,069	8,263	-1,194	611
3,933	4,272	-339	650
2,122	2,424	-302	181
5,821	5,143	678	575
31,726	34,236	-2,510	4,533
3,147	3,688	-541	339
101	128	-27	6
151	185	-34	36
93,408	103,696	-10,288	12,852
			12%

Permanent Housing Needs by Income Level (% of Area Median Income)

Permanent Housing Needs

PSH	>30-50%	>50-80%	>80-100%	>100-120%	>120%	<80%
3,470	8,064	14,140	4,911	1,350	7,503	31,592
429	1,255	1,537	533	1,366	2,532	3,832
373	1,073	1,691	1,059	-227	-349	3,788
103	305	780	342	289	424	1,369
288	1,076	2,252	753	713	-514	4,191
2,664	5,202	-3,686	2,276	5,947	17,300	8,713
274	447	961	473	308	887	2,020
5	13	31	18	15	40	55
19	-29	-38	-4	63	137	-11
7,624	17,407	17,667	10,361	9,824	27,962	55,549
7%	17%	17%	10%	9%	27%	54%

Needs by Income Level (% of Area Median Income)

>80 - 120%		>120%		2020-2023 Growth in Housing Units
6,260	14%	7,503	17%	3,366
1,899	23%	2,532	31%	496
833	19%	-349	-8%	599
631	26%	424	18%	203
1,466	29%	-514	-10%	2,065
8,224	24%	17,300	51%	5,069
781	21%	887	24%	211
33	26%	40	31%	(1)
59	32%	137	74%	-
20,185		27,962		12,008
19%		27%		

Jurisdiction	VBLM Jobs %	2023-2045 Employment	
		Allocation	2023 VBLM Capacity
Battle Ground	0.0861	6,847	5,544
Camas	0.1772	14,084	11,404
La Center	0.0326	2,589	2,096
Ridgefield	0.1242	9,878	7,998
Vancouver (City)	0.2356	18,733	18,025
Vancouver (UGA)	0.2800	22,261	15,168
Washougal	0.0587	4,665	3,777
Woodland	0.0000	-	-
Yacolt	0.0056	445	360
UGA Total		79,500	64,372
Government		8,600	
County Total*		88,100	

Deficit

(1,303)

(2,680)

(493)

(1,880)

(708)

(7,093)

(888)

-

(85)

(15,128)

Urban Reserve

