



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
JANUARY 25, 2024**

Regular Meeting - 5:30 PM

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

- 1. Comprehensive Plan Community Engagement - Council Kickoff - Claire Lust, Community Development Director**

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

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

Present:

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

Absent:

Mayor Ron Onslow

MOTION: COUNCIL MEMBER COLE MOVED TO EXCUSE MAYOR ONSLOW FROM THE MEETING.
SECOND: COUNCIL MEMBER CHIPMAN.
MOTION PASSED.

- 3. Late changes to the agenda**

III. PUBLIC COMMENT

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

Comments received during public testimony can be heard on the City's website under <https://ridgefieldwa.us/165/City-Council-Meeting-Audio-Files>.

IV. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

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

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the January 11, 2024 Meeting**

V. PRESENTATION

1. **Clark Regional Wastewater District Update - John Peterson, CRWWD General Manager**

John Peterson presented an update to the City Council.

2. **Presentation - Food Cart Pod Code - Claire Lust, Community Development Director**

On August 10, 2023, Council held a study session on food cart pods during which Councilors discussed what food cart pods should look like in Ridgefield. Based on priorities indicated and questions asked during the study session, staff compiled options for food cart pod code language. The purpose of this presentation is to share those options with Council and gather feedback on how they should be refined. Then staff will draft updates to RMC Title 18 regulating food cart pods which will go before Planning Commission and Council for public hearings prior to Council's vote on adoption.

VI. BUSINESS

1. **Motion - Approval of the 2024 Planning Commission Work Plan - Claire Lust, Community Development Director**

The Planning Commission is tasked annually with developing a work plan for the upcoming year. On December 6, 2023 Planning Commission reviewed their 2023 Work Plan, discussing completed, ongoing, and pending tasks. Staff subsequently drafted a 2024 Work Plan based on this conversation. On January 3, 2024 Planning Commission recommended approval of the attached 2024 Work Plan to Council. The 2024 plan focuses on the periodic Comprehensive Plan update, annual code amendments, topic-specific code amendments including food carts and the Carty Road Subarea, and continuing opportunities for education and collaboration such as the annual joint tour of the City.

MOTION: MOVED TO APPROVE THE 2024 PLANNING COMMISSION WORK PLAN AS PRESENTED.

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

2. **Motion - Approval of the 2024 Parks Board Work Plan - Corey Crownhart, Park Manager**

The Ridgefield Parks Board is tasked annually with developing a Work Plan for the upcoming year. This

plan is intended to guide the board as it undertakes key priorities. The 2024 Parks Board Work Plan was developed in the fall of 2023. It was vetted at the board's public meetings on December 13, 2023, and January 10, 2024. The plan did not receive any public comments. However, the parks board had extensive discussions about it to ensure it was focused, strategic, and actionable. In 2024, the board will continue to focus on parks capital projects and provide recommendations to staff and council. Notably, the board intends to support the completion of three Master Plans for parks, provide recommendations for updates to the Parks Board governing documents such as Rules of Procedure, and participate in updating the city's Parks, Recreation, and Open Spaces (PROS) plan as part of the upcoming Comprehensive Plan development. Lastly, the Parks Board intends to provide quarterly reports to the City Council on the outcomes of this Work Plan.

MOTION: MOVED TO APPROVE THE 2024 PARKS BOARD PLAN AS PRESENTED.

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

3. Motion - Approval of Sanderling Park Phase 2A/2B Final Plat - Claire Lust, Community Development Director

The Hearing Examiner approved the Kennedy Farm East preliminary planned unit development (PUD) plat on March 19, 2019. The project has since been renamed to Sanderling Park. The overall Kennedy Farm East approval was for 435 lots – 327 single-family detached and 108 single-family attached – on 89.65 acres in the RLD-4 zone. The project is subject to the 2007 Kennedy Development Agreement and 2017 Kennedy Development Agreement Amendment, which established a target average density of between four and six units per gross acre for Kennedy Farms West and East. The approved Kennedy East/Sanderling Park density is 4.85 units per gross acre, in compliance with the DA. Staff approved a Type I post decision review for Kennedy East to relocate storm facilities in the eastern portion of the PUD on February 20, 2020. The impacted area is outside of Sanderling Park Phase 2A/2B. Staff approved a Type I post decision review for Kennedy East to make minor modifications to lot dimensions and create a community amenity tract in the western area of the PUD including the area now defined as Sanderling Park Phase 1 on June 11, 2021. The impacted areas is outside of Sanderling Park Phase 2A/2B. Staff approved a Type II post decision review for Sanderling Park to modify the layout of the townhouse lots on February 17, 2022. The impacted area is outside of Sanderling Park Phase 2A/2B. Staff approved a Type I post decision review for Sanderling Park to modify the layout of Phase 2 on June 28, 2022. The applicant proposes to subdivide Phase 2A/2B (Parcel #986064821, 4.84 acres) into 26 single-family detached residential lots. The lots range from 4,000 square feet (Lot 55) to 9,768 square feet (Lot 74), consistent with the lot sizes and density approved through the Kennedy Farms DA, Kennedy Farm East Preliminary PUD, and subsequent post decision review. The average lot area is 5,934 square feet. Internal public streets provide direct access to each of the lots in Phase 2A/2B. The final plat includes a 42.5- to 50-foot right of way dedication for the eastern half-width of Hillhurst Road as it turns into future NW 229th Street, which is the planned east-west collector through Sanderling Park. Tract CC is a 1,498 square foot open space tract between Lot 51 and the external public right of way. Tract CC is required to have an earth-tone stone appearance frontage wall and landscaping per RDC 18.210.065 and Kennedy East Final Order Conditions A.14 and A.15. Tract CC is the only open space tract in Phase 2A/2B.

MOTION: MOVED TO APPROVE THE SANDERLING PARK PHASE 2A/2B FINAL PLAT AS PRESENTED.

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

4. Motion - Contract Award for Design and Environmental Services for the Gee Creek North Trail Project, Heron to Main - Chuck Green, Public Works Director

Over the years, the City's Parks and Trails plans, including 2020's Parks, Recreation and Open Space Plan, continue to show that completing a multi-use trail along Gee Creek is one of the City's highest priorities for the Parks and Trails system. The need for more connectivity with walking and biking trails continues to be expressed in community wide-surveys. While some segments of the Gee Creek Trail system have been completed (segments south of Pioneer Street and between Abrams Park and Heron Drive), others have not. In 2021, the City was successful in receiving a Federal Lands Access Program (FLAP) grant to build the Gee Creek Trail – North Segment, the connection from Heron Drive to the Carty Unit of the Ridgefield Wildlife Refuge, and to develop a preliminary design for a future multi-use, non-motorized overpass connecting downtown Ridgefield with the waterfront, approximately along Division Street. The City issued a Requests for Qualifications to consultants interested in the design, permitting and right-of-way acquisition for this project. Four proposals were received; one was not evaluated due to a potential conflict, and three were evaluated by a team of City staff: Hayward Uskoski and Associates, MacKay Sposito, and PBS Engineering. After the reviews, Mackay Sposito was selected as the highest rated consultant with which to enter into negotiations. After an extended review process involving the City and the Washington State Department of Transportation (WSDOT) Local Programs Division (both Southwest Region and Headquarters) as well as the Federal Highway Administration, it was determined that with the number of potential alignment options as well as assumptions, the design component would be broken into two parts:

- Phase 1, Planning and Alternatives Analysis, and
- Phase 2, Design, Environmental and Permitting.

The consultant would also be responsible for developing right-of-way and easement acquisition plans for the preferred alternative. The next project stage, Right-of-Way acquisition, is a future phase whereby a contract amendment would be extended to include acquisitions in the consultant scope of work.

Phase 1 includes the following services:

- Project Management and Agency Coordination
- Data Compilation and Base Mapping
- Trail Alternatives Analysis
- Downtown-Waterfront Pedestrian/Multi-Use Overpass Analysis
- Public Outreach

Phase 2 includes design, environmental documentation and clearances, right-of-way and easement acquisition plans, and permitting. The consultant work on this project will be coordinated with residents of the area as well as the community in general, as well as the Waterfront Park Master Plan and

waterfront development projects. The total FLAP funding available for the design phase is \$285,000, which is included in the City’s 2024 Capital Budget. The estimated cost for the Phase 1 Alternatives Analysis part is \$120,903. The consultant would receive approval to proceed for Phase 1 only at this time, subject to selection of a preferred alternative and negotiating the scope and fee for Phase 2 to stay within the FLAP grant budget.

MOTION: MOVED TO APPROVE THE AWARD OF THE GEE CREEK NORTH TRAIL PROJECT DESIGN PHASE TO MACKAY SPOSITO FOR AN AMOUNT NOT TO EXCEED OF \$285,000, INCLUDING PHASE 1 FOR AN AMOUNT NOT TO EXCEED \$120,903.

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

5. Motion - Approval of Interlocal Agreement with Northwest Natural for Placement of Telemetry Equipment on City-Owned Property at 1202 S Great Blue Road - Chuck Green, Public Works Director

NW Natural, a natural gas utility serving Ridgefield, is working on a telemetry project in the Portland and Clark County area to better serve the local community and customers. Their project team is working to find locations suitable for their telemetry device to monitor gas pressure and identified a property owned by City of Ridgefield property as a fitting location. These facilities will allow NW Natural to monitor and capture gas pressure status in the area to maintain service with customer demand and through extreme weather. The team is requesting to install the device near the gas meter on the building and secure the rights to do so in the form of an easement. The property is the location of a sanitary sewer pump station originally built by the City and transferred to Clark Regional Wastewater District (CRWWD) during the jurisdictional service transfer as part of the Discovery Corridor Clean Water Alliance project. The City and NW Natural have been coordinating with CRWWD to ensure the placement of telemetry equipment does not interfere with sewer pump station operations. NW Natural plans on visiting the location once to twice a year for maintenance. The device sends information to NW Natural through a cell phone modem in the cabinet that would be connected to the buildings on site.

MOTION: MOVED TO APPROVE AN EASEMENT AGREEMENT WITH NW NATURAL TO INSTALL AND OPERATE TELEMETRY EQUIPMENT AT THE CITY-OWNED PROPERTY AT 1202 S GREAT BLUE ROAD.

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

6. Motion - Approval of 2024 Federal Legislative Agenda - Steve Stuart, City Manager

City Manager, Steve Stuart presented project funding requests that will be presented during the lobbying trip to Washington DC next week.

MOTION: MOVED TO APPROVE THE 2024 FEDERAL LEGISLATIVE AGENDA AS PRESENTED.

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

VII. PUBLIC COMMENT

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

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VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Cole - Kudos to the Public Works and communications staff for providing 24 hour coverage during the recent snow and ice storm, addressed citizen comments and concerns regarding the January 11th elections meeting.

Council Member Chipman - Addressed citizen comments and concerns regarding the January 11th elections meeting.

Council Member Wells - Addressed citizen comments and concerns regarding the January 11th elections meeting.

Council Member Aichele - Attended the Main Street Economic Vitality Committee Meeting, Port of Ridgefield Meeting, Lion's Club Meeting, Briefings with City Manager, addressed citizen comments and concerns regarding the January 11th elections meeting.

Council Member Burkle - Attended Port of Ridgefield meeting, addressed citizen comments and concerns regarding the January 11th elections meeting.

2. Mayor

Mayor Pro Tem Lindsay - Attended School Board Meeting, House Transportation Hearing re: SR501/Pioneer De-Designation, Clark Cowlitz Fire & Rescue Meeting, addressed citizen comments and concerns regarding the January 11th elections meeting.

3. City Manager

City Manager Steve Stuart - Participated in House Transportation Hearing re: SR501/Pioneer De-Designation, Senate Local Government, Land Use & Tribal Affairs Committee and met with State Representatives while attending a Local Government Meeting in Olympia, State of the City is scheduled for March 19th.

Deputy City Manager Lee Knottnerus - First Saturday event update.

Police Chief Cathy Doriot - Kudos to Public Works for their help during the recent snow and ice storm, Officer Wattson was awarded the 2023 Kindness Cop of the Year by Kindness 911.

IX. ADJOURN

8:35PM



Julie Ferriss, City Clerk



Ron Onslow, Mayor