



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, February 22, 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. PROCLAMATION - RIDGEFIELD YOUTH ARTS MONTH

III. INTRODUCTION AND SWEARING-IN CEREMONY FOR OFFICER JENSEN AND OFFICER FOKIN - CHIEF DORIOT

IV. INTRODUCTION AND SWEARING-IN CEREMONY FOR SERGEANT DURHAM - CHIEF DORIOT

V. 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.

VI. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the February 8, 2024 Meeting**

VII. PRESENTATION

- 1. Water System Plan 2024 Update - Chuck Green, Public Works Director**

VIII. BUSINESS

- 1. Motion - Award of Design Consultant Contract for Eastside Elevated Water**

Reservoir Project - Chuck Green, Public Works Director

- 2. Motion - Approval of TIB Complete Streets Grant Application - Kirk Johnson, Finance Director**
- 3. Second Reading of Ordinance No. 1416 - Enforcement Code Amendments - Claire Lust, Community Development Director**
- 4. Approval of Resolution No. 642 - Fee Schedule Update for Code Enforcement - Claire Lust, Community Development Director**
- 5. Approval of Resolution No. 643 - Cutting Edge Contracting, Fleetwood & Miller Intent to Annex - Claire Lust, Community Development Director**
- 6. Motion - Approval of Paradise Pointe Phase 2 Final Plat - Claire Lust, Community Development Director**

IX. 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.

X. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**
- 2. Mayor**
- 3. City Manager**

XI. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: February 22, 2024

AGENDA ITEM NAME: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

The City Council approves claims and/or payroll of the City on a regular basis

SUMMARY/BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor details attached

RECOMMENDED ACTION OR MOTION:

Approve the claims and/or payroll by making the following motion:

"I move to approve the consent agenda as presented"

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. February 22, 2024 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

February 22nd, 2024

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
72 HOUR LLC	3802	WF8982	Genl Govt/Facilities	2023 Ford F-150 Lightning 1FT6W1EV1PWG57173	62,319.00
72 HOUR LLC Total					62,319.00
ADVANCED EXCAVATING SPECIALISTS LLC	2066	P21001-2066-9	Public Works	01.2024 S Pioneer Extension/Roundabout	164,730.00
ADVANCED EXCAVATING SPECIALISTS LLC Total					164,730.00
ADVENTIST HEALTH/OCCUPATIONAL MC	0865	98926	Public Safety	Pre Hire Medical Exam	993.00
ADVENTIST HEALTH/OCCUPATIONAL MC Total					993.00
ARBORSCAPE LTD INC	3562	24-020605	Public Works	S Royle Rd 15th St to 5th Way	516.33
ARBORSCAPE LTD INC Total					516.33
Arthur Steve & Cynthia	UB*00976	(blank)	Genl Govt/Facilities	Refund Check 014142-000 1730 S 14th Ct	71.13
Arthur Steve & Cynthia Total					71.13
BACKWOOD BARK	3944	13294	Public Works	01.2024 Yard Debris Removal & Dark	2,987.08
BACKWOOD BARK Total					2,987.08
BARBARA AW WRIGHT	3993	020324	Genl Govt/Facilities	02.0223 1SAT Token Reimbursement	170.00
BARBARA AW WRIGHT Total					170.00
BLACKLINE INC.	3573	3573-20240222	Genl Govt/Facilities	2023 Slurry Seal Program - Retainage	3,228.58
BLACKLINE INC. Total					3,228.58
BLAIRCO INC	1493	22C-1585B	Public Works	PW Ops AC Unit Installation - Additional Roofing	2,427.01
BLAIRCO INC Total					2,427.01
BLUEFIN PAYMENT SYSTEMS - EPAY	2827	2827-202401B	Public Works	01.2024 Customer Web Payments	21.90
		2827-202312A	Public Works	12.2023 Customer Web Payments	1,150.88
		2827-202401A	Public Works	01.2024 Customer Web Payments	4,596.35
BLUEFIN PAYMENT SYSTEMS - EPAY Total					5,769.13
BSK ASSOCIATES	2119	VH00346	Public Works	01.2024 Coliform Testing	550.00
BSK ASSOCIATES Total					550.00
CASCADE CENTERS INC.	3969	126515	Genl Govt/Facilities	02.2024 Employee Assistance Program	169.50
			Public Safety	02.2024 Employee Assistance Program	140.41
			Public Works	02.2024 Employee Assistance Program	135.09
			Community Development	02.2024 Employee Assistance Program	105.00
CASCADE CENTERS INC. Total					550.00
Cascade Hasson Sotheby	UB*00977	(blank)	Genl Govt/Facilities	Refund Check 016342-000 602 N Avery Dr	69.87
Cascade Hasson Sotheby Total					69.87
CFM STRATEGIC COMMUNICATIONS INC.	2551	27888	Genl Govt/Facilities	01.2024 Lobbyist	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total					5,200.00
CITY OF BATTLE GROUND	0092	INV00456	Judicial	01.2024 Court Costs/Public Defender	23,205.25
CITY OF BATTLE GROUND Total					23,205.25
CITY OF KALAMA	3988	KAPD-24-DURHAM	Genl Govt/Facilities	Ballistic Vest & External Carrier - Durham	(33.04)
			Public Safety	Ballistic Vest & External Carrier - Durham	412.84
CITY OF KALAMA Total					379.80
CITYGATE ASSOCIATES LLC	3913	31465	Public Works	01.2024 Public Works Staff Study	1,789.73
CITYGATE ASSOCIATES LLC Total					1,789.73
CLARK COUNTY	0102	CI060786	Public Works	01.2024 Whatley Decant Billing	1,816.99
		CI060519	Public Safety	Q4.2023 Jail Beds	14,070.18
		CI060608	Genl Govt/Facilities	2023 Liquor Profits & Excise Tax	4,001.51

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CLARK COUNTY Total					19,888.68
CLARK COUNTY TREASURERS OFFICE	0554	SIF202401	Genl Govt/Facilities	School Impact Fees	455,760.00
CLARK COUNTY TREASURERS OFFICE Total					455,760.00
CLARK PUBLIC UTILITIES - EPAY	0110	7559-485-202401	Genl Govt/Facilities	01.2024 487 S 56th Pl.	70.65
				01.2024 230 Pioneer Ave	206.06
			Public Safety	01.2024 101 Mill St. Ste B	266.79
				01.2024 116 N Main Ave	43.48
			Public Works	01.2024 3701 N 3rd Cir	26.99
				01.2024 400 N Abrams Park Rd	1,336.72
			01.2024 SR/Pioneerst & S 56 PL	155.79	
			01.2024 City Park/Water Well	3,367.78	
			01.2024 109 W Division St - Shop -Electricity	62.41	
			01.2024 Traffic Signal - Hillhurst/Royal Rd.	56.37	
			01.2024 487 S 56th Pl.	1,134.91	
			01.2024 Pioneer St. & Gee Creek Loop	27.16	
			01.2024 SR/Pioneerst & S 65th Ave	69.19	
			01.2024 800 NE 264 St Intertie 1 - Water	607.17	
			01.2024 2300 N 3rd Way Bellwood Trail Lights	40.79	
			01.2024 911 N 65 Av Intertie 2 - Water	101.34	
			01.2024 512 N Allen Dr	26.83	
			01.2024 Overlook Park	217.65	
			01.2024 N 35th Ave and Pioneer St	71.72	
			01.2024 301 N 3rd Ave	193.00	
			01.2024 Municipal lighting lease	9,458.90	
			01.2024 N 1st Cir & N 65th Ave - Park & Ride	71.88	
			01.2024 255 S 56th Pl-Electricity	1,939.90	
			01.2024 103 N Main	46.91	
			01.2024 1504 NW 289 St Intertie 3 - Water	720.20	
			01.2024 N.Abrams Park/E Division	166.89	
			01.2024 535 N Abrams Park Rd	14.63	
			01.2024 337 S Royal Rd	186.89	
			01.2024 N Heron Drive	29.36	
			01.2024 214 S Riverview Dr	103.71	
			Community Development	01.2024 487 S 56th Pl.	145.85
				01.2024 487 S 56th Pl.	15.95
CLARK PUBLIC UTILITIES - EPAY Total					20,983.87
CLARK REGIONAL WASTEWATER DISTRICT - EPAY	0741	0741-202401	Genl Govt/Facilities	01.2024 487 S 56th Pl - Sewer	3.93
				01.2024 109 W Division WWTP - CRWWD Portion - Sewer	76.30
			Public Safety	01.2024 230 Pioneer St City Hall - Sewer	117.89
				01.2024 116 N Main Ave PD - Sewer	53.26
			Public Works	01.2024 487 S 56th Pl - Sewer	63.07
				01.2024 535 N Abrams Park Rd.	119.68
			01.2024 Abrams Park Restrooms - Sewer	86.17	
			01.2024 Abrams Park Concessions Sewer	43.68	
			01.2024 Abrams Park Kitchen - Sewer	48.47	
			01.2024 109 W Division WWTP - Sewer	76.29	
			01.2024 255 S 56th Pl Well & Reservoir - Sewer	38.90	

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CLARK REGIONAL WASTEWATER DISTRICT - EPAY	0741	0741-202401	Public Works	01.2024 101 S Main Ave - Overlook Park	53.26
			Community Development	01.2024 487 S 56th Pl - Sewer	8.11
			Public Works	01.2024 487 S 56th Pl - Sewer	0.89
CLARK REGIONAL WASTEWATER DISTRICT - EPAY Total					789.90
Clark Samuel	UB*00978	(blank)	Genl Govt/Facilities	Refund Check 015325-000 2314 S Royal Ct	2.11
Clark Samuel Total					2.11
COLIN TRIBER	3985	3985-20240222	Public Safety	01.2024 Police Academy Mileage - Triber	1,216.05
COLIN TRIBER Total					1,216.05
COMCAST - EPAY	2271	2271-202402	Genl Govt/Facilities	02.2024 CH Communicatons	66.59
				02.2024 PW Ops Communications	13.71
				02.2024 PW OPS Internet Services	10.40
				02.2024 RACC Internet Services	65.34
				02.2024 CH Internet Services	409.07
			Public Safety	02.2024 PD Communications	0.00
			Public Works	02.2024 PW Ops Communications	223.23
				02.2024 PW OPS Internet Services	168.96
			Community Development	02.2024 PW Ops Communications	28.30
				02.2024 PW OPS Internet Services	21.44
				02.2024 RACC Internet Services	135.45
COMCAST - EPAY Total					1,142.49
COMCAST BUSINESS - EPAY	1666	193961400	Genl Govt/Facilities	02.2024 Communications - 487 S 56th Pl	100.36
			Public Works	02.2024 Communications - 487 S 56th Pl	1,634.98
			Community Development	02.2024 Communications - 487 S 56th Pl	207.20
		191521549	Public Safety	01.2024 Communications - 101 Mill St	911.23
		193961405	Public Safety	02.2024 Communications - 101 Mill St	911.23
COMCAST BUSINESS - EPAY Total					3,765.00
CONSOR NORTH AMERICA INC.	3949	C232644WA.00-5	Public Works	01.2024 S Royle S 15th to S5th - Construction Mgmt	38,850.58
CONSOR NORTH AMERICA INC. Total					38,850.58
DEPARTMENT OF HEALTH	0148	72400V-2024	Public Works	2024 Public Water System Annual Fee	6,402.30
DEPARTMENT OF HEALTH Total					6,402.30
DEPARTMENT OF LABOR AND INDUSTRIES	3315	338275	Public Works	04.2024-04.2025 RORC Annual Elevator Permit	174.30
DEPARTMENT OF LABOR AND INDUSTRIES Total					174.30
DEPARTMENT OF LICENSING	3387	PW-57173	Genl Govt/Facilities	PW Vehicle Licensing & Sales Tax - 1FT6W1EV1PWG57173	5,607.64
DEPARTMENT OF LICENSING Total					5,607.64
DEPARTMENT OF LICENSING - EPAY	0154	RG0001564-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001563-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001561-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001566-2024	Genl Govt/Facilities	CPL Fees	18.00
		6.05339E+14	Genl Govt/Facilities	2024 Dealer License	125.00
		RG0001565-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001567-2024	Genl Govt/Facilities	CPL Fees	18.00
		RG0001562-2024	Genl Govt/Facilities	CPL Fees	18.00
DEPARTMENT OF LICENSING - EPAY Total					251.00
DICK'S TIRE FACTORY	0158	D87704	Public Safety	2022 Ford Explorer 74570D - Oil Change	55.26
DICK'S TIRE FACTORY Total					55.26
DON GRISWOLD	2761	02032024	Genl Govt/Facilities	02.2023 1SAT Token Reimbursement	440.00
DON GRISWOLD Total					440.00

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DOOLITTLE CONSTRUCTION LLC	3572	3572-20240222	Genl Govt/Facilities	2023 Chip Seal - Retainage	11,333.00
DOOLITTLE CONSTRUCTION LLC Total					11,333.00
ELCOR INC	2081	17256	Public Works	Dell Warranty Renewals	273.60
			Information Technology	Dell Warranty Renewals	1,281.65
		MSG-17180	Public Safety	01.2024 IT Services	5,722.35
			Public Works	01.2024 IT Services	5,504.93
			Community Development	01.2024 IT Services	4,278.87
			Information Technology	01.2024 IT Services	6,908.06
		17255	Information Technology	Modular Telephone Plugs - CH	15.58
		17254	Information Technology	2 Port Telephone Adapter - CH	53.44
ELCOR INC Total					24,038.48
ELMERS FLAG AND BANNER	0170	19033	Genl Govt/Facilities	US and WA State Flags - CH/Abrams/PW Ops	216.77
			Public Works	US and WA State Flags - CH/Abrams/PW Ops	430.94
			Community Development	US and WA State Flags - CH/Abrams/PW Ops	21.99
ELMERS FLAG AND BANNER Total					669.70
ERIC L EISEMANN	0485	0485-202401	Community Development	01.2024 Planing Consulting Services	5,850.00
ERIC L EISEMANN Total					5,850.00
FERGUSON ENTERPRISES INC # 8423	0181	CM336661	Public Works	Abrams Park Toilet Fixtures	(125.75)
		2253350	Public Works	Abrams Park Toilet Fixtures	569.19
		2257794	Public Works	Abrams Park Toilet Fixtures	361.15
FERGUSON ENTERPRISES INC # 8423 Total					804.59
GISI MARKETING GROUP	2811	280359	Council	Business Cards - Onslow/Lindsay/Aichele	386.43
GISI MARKETING GROUP Total					386.43
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC.	3447	4599723	Genl Govt/Facilities	02.2024 PW Ops Alarm Monitoring Services	6.62
			Public Works	02.2024 PW Ops Alarm Monitoring Services	107.86
			Community Development	02.2024 PW Ops Alarm Monitoring Services	13.67
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					128.15
GRAY AND OSBORNE INC	0207	23231.05-3	Community Development	01.2024 Panda Express PLS-23-0056	405.08
		23231.03-3	Community Development	01.2024 Hillhurst Bldg. A Drive Thru PLZ-23-005	486.09
		23231.00-6	Community Development	01.2024 On-Call Development Review	405.08
		23231.12-2	Community Development	01.2024 Allied Pipe Yard Expansion	648.12
		23231.09-5	Community Development	01.2024 PLZ-23-0065 Sanderling Park PH 2A & 2B	405.08
		23231.13-2	Community Development	01.2024 ENG-23-0111 Sanderling Park Phase 4	3,080.28
GRAY AND OSBORNE INC Total					5,429.73
HARRY'S KEY SERVICE INC.	0982	565627	Genl Govt/Facilities	109 Division Locks	358.43
HARRY'S KEY SERVICE INC. Total					358.43
HARRY'S LAWN AND POWER EQUIPMENT	0214	254043	Public Works	Snow Sanding Machine Repair Parts	194.65
HARRY'S LAWN AND POWER EQUIPMENT Total					194.65
HD SUPPLY INC.	3886	INV00269399	Public Works	PWUTIL Hach DPD	560.59
HD SUPPLY INC. Total					560.59
HEIDI MARIE KENNEDY	3984	503333281	Genl Govt/Facilities	Business License Refund 503333281	50.00
HEIDI MARIE KENNEDY Total					50.00
HONEY BUCKETS	0223	0553990076	Genl Govt/Facilities	02.06.2024-03.04.2024 PW Shop Port-a-Potty	61.69
			Public Works	02.06.2024-03.04.2024 PW Shop Port-a-Potty	987.31
		0553972946	Public Works	01.26.2024-02.22.2024 Davis Park Port-a-Potty	373.00
HONEY BUCKETS Total					1,422.00
INTERMEDIA.NET INC.	3804	2402027093	Information Technology	01.2024 Voice Service Charges	88.92

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INTERMEDIA.NET INC. Total					88.92
JACOBS ENGINEERING GROUP INC.	3349	W3X87401-18	Public Works	01.2024 Screen Design/Engineering Services	959.58
JACOBS ENGINEERING GROUP INC. Total					959.58
JANEAN Z PARKER	2199	226	Public Works	01.2024 Legal Services	1,787.50
			Community Development	01.2024 Legal Services	5,912.50
			Legal	01.2024 Legal Services	5,568.75
JANEAN Z PARKER Total					13,268.75
JENNIFER LINDSAY	3116	3116-20240222	Council	DC Lobbying Expense Reimb. - Lindsay	172.90
JENNIFER LINDSAY Total					172.90
Jessen Robert	UB*00979	(blank)	Genl Govt/Facilities	Refund Check 014251-000 412 N 30th Dr	66.68
Jessen Robert Total					66.68
JOE TURNER P.C.	1437	00001367	Community Development	12.19.2023 Hearing Examiner PLZ-22-0054-22-0057	1,182.50
JOE TURNER P.C. Total					1,182.50
KAREY FERNANDEZ	3995	RES-23-0015	Genl Govt/Facilities	Residential Plan Check & Building Permit Refund	318.60
KAREY FERNANDEZ Total					318.60
KEVIN HAINES	3989	3989-20240222	Genl Govt/Facilities	IRC Book Reimbursement - Haines	(11.31)
			Community Development	IRC Book Reimbursement - Haines	141.30
KEVIN HAINES Total					129.99
KIM ZURCHER	3947	3947-202402222	Public Works	Coross Connection Control Training Mileage - Zurcher	204.35
KIM ZURCHER Total					204.35
L.N. CURTIS AND SONS	3075	INV788861	Public Safety	PD Uniforms - Leon	108.68
		INV788270	Public Safety	PD Uniforms - Triber	58.70
		INV791637	Public Safety	PD Uniforms - Durham	115.20
		INV789875	Public Safety	Black Handcuffs - Leon	125.01
		INV789977	Public Safety	PD Uniforms & Hadcuffs - Doriot	179.90
		INV791148	Public Safety	PD Uniforms - Durham	80.43
		INV788190	Public Safety	3 Tactical Single Launchers	3,570.80
L.N. CURTIS AND SONS Total					4,238.72
LAKESIDE INDUSTRIES	0264	259156	Public Works	Streets Pot Hole Filler	1,352.24
LAKESIDE INDUSTRIES Total					1,352.24
LANGUAGE LINE SERVICES INC.	3122	11220456	Genl Govt/Facilities	01.2024 Interpreting Services - CH	5.19
LANGUAGE LINE SERVICES INC. Total					5.19
LAW ENFORCEMENT SYSTEMS INC	3121	221489	Genl Govt/Facilities	PD Towing Notices	(25.06)
			Public Safety	PD Towing Notices	313.06
LAW ENFORCEMENT SYSTEMS INC Total					288.00
LISA BLAKE	2297	2297-20240222	Public Works	Cross Connection Control Training Mileage - Blake	187.60
LISA BLAKE Total					187.60
MARIUS L MALATTIA	1817	178	Community Development	01.2024 Design Reviews	150.00
MARIUS L MALATTIA Total					150.00
MAUL FOSTER ALONGI INC.	0834	58572	Genl Govt/Facilities	01.2024 On-Call Services - Park Laundry	298.75
MAUL FOSTER ALONGI INC. Total					298.75
MINUTEMAN PRESS (NORTH)	3278	10278	Public Works	Parks Board Name Badge - Corey Crownhart	25.96
MINUTEMAN PRESS (NORTH) Total					25.96
MJB CONSULTING INC	3117	2234	Genl Govt/Facilities	02.2024 State Lobbyist	2,750.00
MJB CONSULTING INC Total					2,750.00
MONARCA CORPORATION	3994	102	Genl Govt/Facilities	02.2023 1SAT Token Reimbursement	320.00
MONARCA CORPORATION Total					320.00

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NAPA AUTO PARTS	0498	407672	Genl Govt/Facilities	PW Shop Extention Bar	2.72	
				PW Ops Lubricant	5.05	
			Public Works	PW Shop Extention Bar	43.46	
				PW Ops Lubricant	82.45	
		407342	Community Development	PW Ops Lubricant	10.45	
				Genl Govt/Facilities	Ford F550 & Chevy 3500 Mainenance	3.19
			Public Works	PW Shop Rags	4.32	
				Ford F550 & Chevy 3500 Mainenance	27.59	
		407674	Genl Govt/Facilities	PW Shop Rags	69.12	
				PWFAC Socket	0.46	
			Public Works	PWFAC Socket	3.28	
				407960	Public Works	Streets Sweeper Exhaust Fluid
		Streets Sweeper Exhaust Fluid	70.15			
		408757	Genl Govt/Facilities		PWSTW Gauge	102.02
					Saw & Saw Blade - Urbina	26.32
				Public Works	Saw & Saw Blade - Urbina	149.19
NAPA AUTO PARTS Total					669.92	
NATHAN GIBSON	1036	1036-20240206	Public Safety	Public Safety Leadership Meals - Gibson	293.00	
NATHAN GIBSON Total					293.00	
NORTHWEST NATURAL GAS - EPAY	0315	0315-202401	Genl Govt/Facilities	01.2024 487 S 56th PW Ops #A - Natural Gas	5.25	
				01.2024 109 Division PW Shop - Natural Gas	28.89	
				01.2024 487 S 56th PW Ops #B - Natural Gas	372.72	
				01.2024 230 Pioneer St City Hall - Natural Gas	659.54	
		Public Safety	01.2024 101 Mill St Police Department - Natural Gas	438.31		
			01.2024 116 N Main Police Department - Natural Gas	172.70		
			Public Works	01.2024 487 S 56th PW Ops #A - Natural Gas	84.34	
				01.2024 109 Division PW Shop - Natural Gas	455.85	
		01.2024 487 S 56th PW Ops #B - Natural Gas		5,880.39		
		Community Development		01.2024 487 S 56th PW Ops #A - Natural Gas	10.85	
			Public Works	01.2024 487 S 56th PW Ops #A - Natural Gas	1.19	
				01.2024 109 Division PW Shop - Natural Gas	7.48	
				01.2024 487 S 56th PW Ops #B - Natural Gas	96.52	
		NORTHWEST NATURAL GAS - EPAY Total				
NU RA MARIP	3879	0001/2024	Genl Govt/Facilities	02.2023 1SAT Token Reimbursement	530.00	
NU RA MARIP Total					530.00	
NW Construction General Contracting	UB*00970	(blank)	Genl Govt/Facilities	Refund Check 011346-001 Hydrant Meter S 15th & Royle Rd on West Side	146.75	
NW Construction General Contracting Total					146.75	
ONE CALL CONCEPTS	0326	4019099	Public Works	01.2024 Excavation Notification/Modern Ticket Delivery	161.88	
ONE CALL CONCEPTS Total					161.88	
ON-HOLD CONCEPTS INC	2217	627381	Information Technology	20.2024 On Hold Music Services	24.95	
ON-HOLD CONCEPTS INC Total					24.95	
OTAK INC.	1787	000012400560	Public Works	12.2023 Garrison Ridge Slide Repair	5,491.18	
OTAK INC. Total					5,491.18	
PACIFIC OFFICE AUTOMATION	2710	980729	Genl Govt/Facilities	11.2023-01.2024 PW Ops Copier Usage	7.36	
			Public Works	11.2023-01.2024 PW Ops Copier Usage	119.86	
			Community Development	11.2023-01.2024 PW Ops Copier Usage	15.19	
PACIFIC OFFICE AUTOMATION Total					142.41	

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PACIFIC OFFICE AUTOMATION - LEASE	1564	81991820	Genl Govt/Facilities	02.2024 Copier Lease - RACC	159.88
				02.2024 Copier Lease - CH	607.54
			Public Safety	02.2024 Copier Lease - PD	562.47
			Public Works	02.2024 Copier Lease - PWUTIL	42.10
			Community Development	02.2024 Copier Lease - RACC	447.66
PACIFIC OFFICE AUTOMATION - LEASE Total					1,819.65
PATRICK HILDRETH BRAND AND DESIGN	2372	2747	Genl Govt/Facilities	Patrick Hildreth Brand & Design	277.17
			Information Technology	Patrick Hildreth Brand & Design	97.83
PATRICK HILDRETH BRAND AND DESIGN Total					375.00
PITNEY BOWES - EPAY	0341	3318705235	Genl Govt/Facilities	Q1.2024 Postage Machine Lease	533.72
PITNEY BOWES - EPAY Total					533.72
PLATT ELECTRIC SUPPLY	0766	4V14358	Genl Govt/Facilities	PW Ops EV Outlet	2.07
			Public Works	PW Ops EV Outlet	33.22
PLATT ELECTRIC SUPPLY Total					35.29
POCA PASTA LLC	3992	1	Genl Govt/Facilities	02.2023 1SAT Token Reimbursement	260.00
POCA PASTA LLC Total					260.00
PORTLAND ENGINEERING INC	2082	12240	Public Works	01.2024 Q178V Ridgefield Cellular Telemetry	228.27
		12250	Public Works	01.2024 AB006 Ridgefield Services 2024	1,084.39
		12216	Public Works	12.2023 Q178V Ridgefield Cellular Telemetry	228.27
PORTLAND ENGINEERING INC Total					1,540.93
POSITIVE CONCEPTS INC.	3131	0248684-IN	Genl Govt/Facilities	Citation Supplies	(13.60)
			Public Safety	Citation Supplies	169.89
POSITIVE CONCEPTS INC. Total					156.29
POSTMASTER	0348	0348-2024-414	Civil Services	2024 Civic Service PO Box 414	170.00
POSTMASTER Total					170.00
RIDGEFIELD FLORAL AND GIFTS LLC	3986	0368714	Genl Govt/Facilities	02.2024 1SAT Token Reimbursement	160.00
RIDGEFIELD FLORAL AND GIFTS LLC Total					160.00
RIDGEFIELD HARDWARE	0376	0376-202401	Genl Govt/Facilities	02.2024 Operational Supplies Tools & Vehicle Maint.	27.93
				02.2024 Event Supplies	17.20
			Public Safety	02.2024 Operational Supplies - PD	9.29
			Public Works	02.2024 Operational Supplies Tools & Vehicle Maint.	423.01
			Community Development	02.2024 Operational Supplies Tools & Vehicle Maint.	1.57
RIDGEFIELD HARDWARE Total					479.00
RIDGEFIELD SCHOOL DISTRICT	0378	1002300069	Public Works	23-24 School Year Water Tower Lease	1,800.00
		0348-20240222	Genl Govt/Facilities	2024 State of the City Space Rental	501.48
		1002300071	Genl Govt/Facilities	01.2024 RACC Operating Expense - Wastewater	19.12
				01.2024 RACC Operating Expense - Electricity	532.62
				01.2024 RACC Operating Expense - Janitorial	573.39
				1.2024 RACC Operating Expense - Garbage	37.02
			Community Development	01.2024 RACC Operating Expense - Wastewater	39.65
				01.2024 RACC Operating Expense - Electricity	1,104.69
				01.2024 RACC Operating Expense - Janitorial	1,189.25
				01.2024 RACC Operating Expense - Garbage	76.77
RIDGEFIELD SCHOOL DISTRICT Total					5,873.99
ROBERT AICHELE	3449	3449-20240222	Council	DC Lobbying Expense Reimb. - Aichele	172.90
ROBERT AICHELE Total					172.90
Rotschy Inc.	UB*00975	(blank)	Genl Govt/Facilities	Refund Check 010953-021 Hydrant Meter S 44th Ln & Green Pastures Dr	224.37

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Rotschy Inc. Total						224.37		
SPRINGBROOK - GROUP EPAY	3544	240221926	Public Works	01.2024 UB Web Payments		716.90		
SPRINGBROOK - GROUP EPAY Total						716.90		
SPRINGBROOK SOFTWARE LLC	3444	INV-016010	Public Works	01.2024 Customer Web Payments		3,109.49		
SPRINGBROOK SOFTWARE LLC Total						3,109.49		
STERICYCLE INC	2504	8006081606	Genl Govt/Facilities	01.2024 Secure Shredding - PW Ops		5.20		
			Public Safety	01.2024 Secure Shredding - PD		94.76		
			Public Works	01.2024 Secure Shredding - PW Ops		84.75		
		8006128216	Community Development	01.2024 Secure Shredding - PW Ops		10.74		
			Genl Govt/Facilities	01.2024 Secre Shredding - CH/RACC		134.51		
			Community Development	01.2024 Secre Shredding - CH/RACC		44.91		
STERICYCLE INC Total						374.87		
STEVE STUART	2075	2075-20240222	Executive	2024 Olympia Lobbying Mileage - Stuart		127.43		
STEVE STUART Total						127.43		
SYSTEMS FOR PUBLIC SAFETY INC.	1788	44606	Public Safety	2023 Ford Police Interceptor Outfitting		21,932.92		
SYSTEMS FOR PUBLIC SAFETY INC. Total						21,932.92		
TASTY NW LLC	3991	100	Genl Govt/Facilities	02.2023 1SAT Token Reimbursement		300.00		
TASTY NW LLC Total						300.00		
THE MASTERS TOUCH LLC	1786	89787	Public Works	01.2024 UB Final Bills		85.79		
		P89787	Public Works	01.2024 UB Final Bills - Postage		15.20		
THE MASTERS TOUCH LLC Total						100.99		
THE PARR COMPANY	0964	26685057	Public Works	Playground Repair Bolts		7.76		
		26685821	Genl Govt/Facilities	String Holder - Paul Connell		2.78		
			Public Works	String Holder - Paul Connell		25.01		
		26685555	Public Works	Columbia Hill Park - Climbing Wall Building Supplies		135.89		
THE PARR COMPANY Total						171.44		
UNIFIRST CORPORATION	3904	2240072058	Genl Govt/Facilities	02.06.2024 PW Ops Floor Mats		2.70		
				02.06.2024 PWFAC Uniforms		10.25		
				Public Works	02.06.2024 PW Ops Floor Mats		44.68	
				02.06.2024 PWUTIL Uniforms		40.37		
				02.06.2024 PWFAC Uniforms		74.86		
				02.06.2024 PWSTW Uniforms		58.64		
			Community Development	02.06.2024 PW Ops Floor Mats		5.51		
		2240069826	Genl Govt/Facilities	01.30.2024 PW Ops Floor Mats		2.70		
				01.30.2024 PWFAC Uniforms		10.25		
				01.30.2024 PW Ops Floor Mats		44.68		
				01.30.2024 PWFAC Uniforms		74.86		
				01.30.2024 PWSTW Uniforms		58.64		
				01.30.2024 PWUTIL Uniforms		40.37		
			Community Development	01.30.2024 PW Ops Floor Mats		5.51		
		2240065551	Genl Govt/Facilities	01.16.2024 Floor Mats - CH		16.46		
				2240072055	Genl Govt/Facilities	02.06.2024 Floor Mats - RACC		3.41
				Community Development	02.06.2024 Floor Mats - RACC		7.08	
			2240069824	Genl Govt/Facilities	01.30.2024 Floor Mats - CH		16.46	
			2240065550	Genl Govt/Facilities	01.16.2024 Floor Mats - RACC		3.41	
			Community Development	01.16.2024 Floor Mats - RACC		7.08		
			2240069823	Genl Govt/Facilities	01.30.2024 Floor Mats - RACC		3.41	

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UNIFIRST CORPORATION	3904	2240069823	Community Development	01.30.2024 Floor Mats - RACC	7.08
		2240072056	Genl Govt/Facilities	02.06.2024 Floor Mats - CH	16.46
		2240072057	Public Safety	02.06.2024 Floor Mats - PD	39.52
		2240069825	Public Safety	01.30.2024 Floor Mats - PD	39.52
UNIFIRST CORPORATION Total					633.91
VAIRKKO TECHNOLOGIES LLC	3699	26010	Genl Govt/Facilities	02.2024 PD Scheduling Software	(12.39)
			Public Safety	02.2024 PD Scheduling Software	154.79
VAIRKKO TECHNOLOGIES LLC Total					142.40
VANCOUVER BOLT AND SUPPLY	0447	VA-198072	Genl Govt/Facilities	Events Christmas Tree Bolts	245.27
VANCOUVER BOLT AND SUPPLY Total					245.27
VERIZON WIRELESS	0452	9955361514	Genl Govt/Facilities	01.2024 PW iPad and Cellphones	80.53
				01.2024 General iPad and Cellphones	129.26
			Public Safety	01.2024 PD iPad and Cellphones	602.91
			Public Works	01.2024 PW iPad and Cellphones	1,297.35
			Community Development	01.2024 CDD iPad and Cellphones	559.83
			Council	01.2024 Council iPad and Cellphones	43.08
			Administration	01.2024 Admin iPad and Cellphones	258.52
		9955361512	Genl Govt/Facilities	01.2024 PW iPad and Cellphones	33.77
				01.2024 General iPad and Cellphones	44.54
			Public Safety	01.2024 PD iPad and Cellphones	711.85
			Public Works	01.2024 PW iPad and Cellphones	544.48
			Community Development	01.2024 CDD iPad and Cellphones	266.97
			Finance	01.2024 Finance iPad and Cellphones	44.54
			Council	01.2024 Council iPad and Cellphones	489.41
		9955361513	Executive	01.2024 Executive iPad and Cellphones	44.53
			Administration	01.2024 Admin iPad and Cellphones	266.98
			Public Works	01.2024 Hillhurst Pedestrian Crossing	145.17
			VERIZON WIRELESS Total		
WALLIS ENGINEERING PLLC	0464	17317	Public Works	01.2024 Gee Creek Loop Improvements	13,763.27
WALLIS ENGINEERING PLLC Total					13,763.27
WALTER E. NELSON COMPANY	3553	1848174	Genl Govt/Facilities	Soap and Paper Products - CH	192.55
WALTER E. NELSON COMPANY Total					192.55
WASHINGTON STATE CRIMINAL JUSTICE	0462	201139091	Public Safety	Rifle Training - Tribler & Leon	9,894.00
WASHINGTON STATE CRIMINAL JUSTICE Total					9,894.00
WASHINGTON STATE PATROL	0463	12403995	Genl Govt/Facilities	01.2024 Background Checks - CPL	193.25
WASHINGTON STATE PATROL Total					193.25
WELLS FARGO - EPAY	1681	202401-3035	Genl Govt/Facilities	Giles Amazon Packaging Tape-PW Ops	1.57
				Giles Amazon Rubber Bands - PW Ops	0.56
				Giles Amazon Notebooks & Binders-PW Ops	3.57
				Giles Amazon Coffee - PW Ops	3.26
				Giles Amazon Calendar-PW Ops	1.21
				Giles Amazon Refund-Batteries Not Received-RACC	(5.08)
				Giles Amazon Mounting Putty-PW Ops	0.60
				Giles Amazon Paper Plates/Bowls/Serving Utensils-RACC	18.74
				Giles Amazon Copy Paper - RACC	28.28
				Giles Amazon Felt Wall Tiles - PW Ops	2.25
				Giles Amazon Copy Paper - City Hall	98.73

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202401-3035

Genl Govt/Facilities

Giles Amazon Car Chargers & Speaker Mics-PWFAC	35.51
Giles Amazon Desk Chair-Freimuth	389.36
Giles Amazon Paper Clips-PW Ops	0.48
Giles Amazon Kitchen Utensils & Skillet-PW Ops	3.42
Giles Amazon Chest Waders - PWFAC	13.20
Giles Amazon Thumb Drives - Package Lost-Amazon Will Refund	81.48
Giles Amazon Coffee Carafe-PW Ops	2.25
Giles Amazon Chest Waders-PWFAC	12.34
Giles Amazon Batteries-PW Ops	0.97
Giles Amazon Door Chime-CH	30.43
Giles Amazon Space Heater-HR	34.77
Giles Amazon Bingo Daubers-Wellness/Emp Relations/Events	39.82
Giles Amazon Batteries & Kleenex-RACC	11.66
Giles Amazon Zip Ties-City Hall	6.51
Giles Amazon Table Cloth-City Hall	19.46
Giles Amazon Suction Cups-City Hall	8.58
Giles Amazon Phone Screen Protectors	7.60
Giles Amazon Calculator Tape-HR	26.48
Giles Amazon City Hall Supplies	52.92
Giles Amazon Winter Hats-PD	20.54
Giles Amazon TV Wall Mount - PD	60.85
Giles Amazon Air Freshener & Kitchen Bags-PD	43.25
Giles Amazon Copy Paper - PD	65.95
Giles Amazon Phone Case - PD	43.47
Giles Amazon Urinal Deodorizer-PD	37.08
Giles Amazon Ballpoint Pens-PD	5.38
Giles Amazon Packaging Tape-PW Ops	25.61
Giles Amazon Rubber Bands - PW Ops	9.16
Giles Amazon Notebooks & Binders-PW Ops	58.08
Giles Amazon Coffee - PW Ops	52.93
Giles Amazon Phone Case-Williams	26.03
Giles Amazon Calendar-PW Ops	19.66
Giles Amazon Mounting Putty-PW Ops	9.77
Giles Amazon Felt Wall Tiles - PW Ops	36.58
Giles Amazon Car Chargers & Speaker Mics-PWFAC	253.84
Giles Amazon Paper Clips-PW Ops	7.81
Giles Amazon Kitchen Utensils & Skillet-PW Ops	55.70
Giles Amazon Chest Waders - PWFAC	94.38
Giles Amazon Coffee Carafe-PW Ops	36.55
Giles Amazon Chest Waders-PWFAC	106.00
Giles Amazon Binders Parks Mgr	33.25
Giles Amazon Batteries-PW Ops	15.74
Giles Amazon Calendar - Williams	27.16
Giles Amazon Scott Calendar	27.16
Giles Amazon Spiral Steno Pads - PWSTW	21.51
Giles Amazon Parks Mgr Mouse & Earpods	29.64
Giles Amazon Chargers & Speaker Mics-Streets	289.35

Public Safety

Public Works

City of Ridgefield

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202401-3035

Community Development

Giles Amazon Packaging Tape-PW Ops	3.24
Giles Amazon Rubber Bands - PW Ops	1.16
Giles Amazon Notebooks & Binders-PW Ops	7.36
Giles Amazon Coffee - PW Ops	6.72
Giles Amazon Calendar-PW Ops	2.49
Giles Amazon Refund-Batteries Not Received-RACC	(10.53)
Giles Amazon Mounting Putty-PW Ops	1.24
Giles Amazon Paper Plates/Bowls/Serving Utensils-RACC	38.87
Giles Amazon Calendar - CDD	44.02
Giles Amazon Copy Paper - RACC	58.66
Giles Amazon Felt Wall Tiles - PW Ops	4.64
Giles Amazon Paper Clips-PW Ops	0.99
Giles Amazon Kitchen Utensils & Skillet-PW Ops	7.06
Giles Amazon Coffee Carafe-PW Ops	4.63
Giles Amazon Batteries-PW Ops	2.00
Giles Amazon Batteries & Kleenex-RACC	24.18
Giles Amazon Headset-Harrington	17.26
Giles Amazon Water Pressure Test Gauges - CDD	34.77
Giles Amazon Under Desk Foot Stool-Giles	29.34
Giles Amazon Sound Bar - Sennett	35.87
Giles Amazon Bingo Daubers-Wellness/Emp Relations/Events	79.64
Melroy Oreilly Dump Truck Fuses-PW	0.34
Melroy Rodda Paint Paint-PW Ops	4.21
Melroy Oreilly Battery for 2020 Chevy 2500-N.Johnson	27.00
Melroy Oreilly Dump Truck Fuses-PW	5.38
Melroy Rodda Paint Paint-PW Ops	68.58
Melroy Oreilly Battery for 2020 Chevy 2500-N.Johnson	242.99
Melroy Tractor Supply Snow Plow Parts	28.24
Melroy Rodda Paint Paint-PW Ops	8.69
Steele-Hoots TLO Transunion Background Investigations	81.53
Steele-Hoots UPS PBT Repair Shipping Fee	29.24
Steele-Hoots The Columbian 2024 Columbian Subscription	119.88
Steele-Hoots USPS Postage-USB Stick Mailing	5.10
Steele-Hoots USPS Postage for Insurance Mailing	3.27
Steele-Hoots Costco Microwave & TV for Exercise Room/Coffee	573.47
Steele-Hoots ODOT DMV Background Investigations	13.30
Steele-Hoots USPS Postage-Archivable Files to WASPC	11.00
Steele-Hoots Galls PBT Brethalizer	584.53
Steele-Hoots MRSC Records Trng- Legal Disclosure Updates-Hoots	40.00
Steele-Hoots USPS Postage Stamps	92.40
Rubioromero Primo Water RACC Water Delivery Service	19.54
Rubioromero Mailchimp Social Media/Email Mrktng Softwr-ADDED TAX	(0.35)
Rubioromero Eclinchier Social Media Pubshng/Analytics-SALES TAX	(5.66)
Rubioromero Primo Water FI PW Ops Water Delivery Service	6.17
Rubioromero Amazon Web Services Web Audio Backup-SALES TAX	(0.05)
Rubioromero Happy Car Wash Carwash Subs.-PW UTIL-SALES TAX	(1.65)
Rubioromero Safeguard By Solv 1099 Form	268.51

Finance

Administration

Human Resources

202401-0187 Genl Govt/Facilities

Public Works

Community Development

202401-9437 Public Safety

202401-5756 Genl Govt/Facilities

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WELLS FARGO - EPAY

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202401-5756	Public Safety	Rubioromero Siptrunk Inc PD Telephone Service.	229.48
	Public Works	Rubioromero Primo Water FI PW Ops Water Delivery Service	102.13
		Rubioromero Happy Car Wash Carwash Subscription-PW UTIL	20.64
	Community Development	Rubioromero Primo Water RACC Water Delivery Service	54.70
		Rubioromero Primo Water FI PW Ops Water Delivery Service	12.61
	Information Technology	Rubioromero Zoom Meeting Platform	60.86
		Rubioromero Eztextingcom Text and SMS Marketing - 3000 credits	130.44
		Rubioromero Mailchimp Social Media/Email Marketing Software	42.66
		Rubioromero Eztextingcom Text and SMS Marketing - 2000 credits	86.96
		Rubioromero Eclinchier Social Media Publishing and Analytics	60.66
		Rubioromero Amazon Web Services Web Audio Backup	0.64
		Rubioromero Spotify Usa CH Monthly Music	11.95
		Rubioromero Adobe Creative Cloud Software-Communications Special	59.77
		Rubioromero Eztextingcom Text and SMS Marketing - 1038 credits	45.13
		Rubioromero Eztextingcom Text and SMS Marketing - 2400 credits	104.35
		Rubioromero Dropbox File Sharing - Public Records	13.03
202401-0745	Public Safety	Doriot Excel Designs Beanie & Hat-PD	107.40
		Doriot 6th Ave Garage Parking Public Safety Conf.	14.00
		Doriot Alien Gear Holsters Alien Gear Patrol Holster-Durham	171.62
		Doriot USPS Mail to Systems for Public Safety	13.15
		Doriot Hobby-Lobby Holiday Decor-PD	22.56
		Doriot 1000 Broadway Parking-Public Safety Crowd Mgmt Conf	15.50
		Doriot Alien Gear Holsters Refund-Duplicate Charge	(171.62)
		Doriot Keiths Sporting Goods Sights/Optics/Adaptor Plate	922.23
		Doriot Papa Petes Lunch-PD Planning Meeting	151.98
		Doriot FBI Leeda Inc FBI LEEDA Training - Marvitz	795.00
		Doriot Alien Gear Holsters Duplicate Charge-Refunded	171.62
		Doriot Alien Gear Holsters Holster Discount	(23.68)
202401-9102	Genl Govt/Facilities	Allen Customsigns Council Nameplates-SALES TAX	(2.69)
	Council	Allen Customsigns Council Nameplates	33.64
	Human Resources	Allen Instacart All Hands Mtg Refreshments	94.42
		Allen Costco IC Wellness Snacks	1,354.33
		Allen Costco IC All Hands Mtg Refreshments	120.70
202401-4252	Genl Govt/Facilities	Blake Rosauers PW/Eng - Kaizen Refreshments	2.46
		Blake Costco PW ENG Refreshments-Contractors/Consultants Wrkshp	1.53
	Public Works	Blake Rosauers PW/Eng - Kaizen Refreshments	40.14
		Blake Papa Petes Food - Inclement Weather Event	274.44
		Blake Costco Plates/Bowls/Napkins-ilnclement Weather Event	49.75
		Blake Costco PW ENG Refreshments-Contractors/Consultants Wrkshp	24.52
		Blake Costco Food - Inclement Weather Event	274.71
		Blake Rosauers Food - Inclement Weather Event	61.69
	Community Development	Blake Rosauers PW/Eng - Kaizen Refreshments	5.09
		Blake Costco PW ENG Refreshments-Contractors/Consultants Wrkshp	12.25
202401-7036	Genl Govt/Facilities	Stuart Ridgefield Hardware Soap Dispenser Repair-CH	12.93
	Executive	Stuart The Columbian Monthly subscription	9.99
		Stuart Nest Restaurant Mtg w/Councilors re:City Issues/Agendas	20.88
		Stuart Uber Trip Ground Transportation-DC Trip	231.63

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WELLS FARGO - EPAY

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202401-7036 Executive

Stuart Line And Lure Mtg w/Commercial Dev. re:Project Progress	68.06
Stuart Sushi Kato Mtg w/Commercial Builder re: Project Status	19.56
Stuart Uber Trip CAN'T MATCH TRIP AMOUNT TO RECEIPTS	45.33
Stuart El Rancho Viejo Meeting w/CRWWD re:Sewer Service	99.72
Stuart Nest Restaurant Mtg w/Commercial Builder re: Project Stat	22.19
Stuart Nest Restaurant Mtg w/Comm. Realtor re:Rdgfld Property	19.57
Stuart La Catrina Mtg w/lobbyists re:UpcmgTestimony-Legislative	25.74
Stuart La Catrina State of the City meeting	24.45
Stuart Taps Non-Allowable Expense-Billed Emp Inv 1852	118.73
Stuart Rosauers Mtg w/City Councilors re:City Issues/Agendas	20.30
Stuart Nest Restaurant Mtg CM testified reLegislative Priorities	20.88
Stuart Alaska Air Baggage Check Fee-DC Trip	30.00
Stuart Sushi Kato Mtg w/Councilors re:Cit Issues/Agenda	19.56
Stuart Rosauers Mtg w/Councilors re: Upcoming City Issues/Agenda	13.30
Stuart Campus Parking Parking -City Legislative Priorities	16.00
Stuart Poca Pasta Mtg w/Commercial realtor re:Ridgfld Property	15.42
202401-4870 Finance	75.00
Johnson Washington Finance Off 2024 WFOA Membership Fee - Kirk	18.00
Johnson Columbian Monthly Subscription-Johnson	345.00
Johnson Government Finance Office GFOA Budget Award Application	26.37
202401-7028 Public Works	19.89
Brunson Round Table Pizza Lunch - Pesticide Recert. Class	23.20
Brunson Billygans Roadhouse Lunch - Pesticide Recert. Class	32.18
Brunson Rosauers Food & Dru Food for Snow Event	(652.50)
202401-1081 Genl Govt/Facilities	8,152.50
Information Technology	75.00
Irwin Pagefreezer Pub Records Compliance Sftwr Renewal-SALES TAX	621.00
Irwin Pagefreezer Pub Records Compliance Sftwr Renewal	1,500.00
Irwin Currency Conversion Fee International Bank Fee-Pagefreezer	430.00
Human Resources	875.00
Irwin Neogov GovernmentJobs.com HR 2024 Access Subscription	236.14
202401-0311 Public Works	58.76
Freimuth Intl Nw Parks Rec Intl NW Parks Rec Resource Mgmt Trng	356.20
Freimuth Green River College Cross Conn Control Reg-Zurcher	356.20
Community Development	84.04
Freimuth Intl Code Council 2024 EduCode Registration - Curtis	356.20
Freimuth Orleans Hotel 2024 EduCode Hotel Stay - Curtis	4.35
Freimuth Orleans Hotel 2024 EduCode Hotel Stay/Deposit - Curtis	47.28
Finance	800.43
Freimuth Alaska Air Laserfiche Conference Flight - Rubio Romero	4.35
Administration	300.00
Freimuth Alaska Air Laserfiche Conference Flight - Allen	37.79
Freimuth Nest Working Lunch-ADMIN	271.74
Freimuth Alaska Air Laserfiche Conference Flight - Ferriss	162.75
Freimuth Center Market Drinks for Working Lunch-ADMIN	53.02
Human Resources	1,458.79
Freimuth Nest Working Lunch-ADMIN	15.85
Freimuth Skamania Lodge 2023 Wellness Wknd Getaway Bowerman	
Freimuth Center Market Drinks for Working Lunch-ADMIN	
Freimuth AWC 2024 Healthy Worksite Summit Reg-Freimuth	
Freimuth Papa Petes Halloween Cost. Winners Lunch-Shana/Trina	
202401-7002 Public Works	
Thamert Tractor Supply Diesel Heater-Snow Plows/Sanders	
Thamert Jacks Vip Auto Detail Truck Detail-Sampson	
Thamert Country Cafe 1st Day Lunch-Thamert & Sampson	
Thamert Western Star Street Sweeper Service	
Thamert Tractor Supply Snow Plow Bolts	

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WELLS FARGO - EPAY	1681	202401-7002	Public Works	Thamert Tractor Supply Flashlights/Headlamps/Glue/Trash Bags/Deg	100.46
				Thamert Tractor Supply Rain Gear for Crew	217.38
		202401-7189	Genl Govt/Facilities	Sennett Sticker Mule 2024 Community Events	200.01
		202401-7051	Human Resources	Blehm Starbucks Coffee for All Hands Meeting	65.22
		202401-7069	Public Works	Ferriss Bestbuycom iPad Cover-Thamert	194.58
				Ferriss Bestbuycom iPad Cover-Brunson	194.57
			Council	Ferriss EB CREDC 2024 Annual CREDC Annual Meeting-Cole	25.00
				Ferriss EB CREDC 2024 Annual CREDC Annual Meeting - Jen Lindsay	25.00
				Ferriss EB CREDC 2024 Annual CREDC Annual Meeting-Wells	25.00
				Ferriss EB CREDC 2024 Annual CREDC Annual Meeting-Chipman	25.00
				Ferriss Craft Warehouse Framed Election Certs.- City Council	607.52
				Ferriss EB CREDC 2024 Annual CREDC Annual Meeting-Onslow	25.00
				Ferriss AWC Refund Made in Error-Charged Again	(200.00)
			Executive	Ferriss AWC Mayor's Exchange Refund -Stuart	(125.00)
		202401-6189	Genl Govt/Facilities	Green Cameo Cafe PW Directors Mtg Lunch - Green	3.57
			Public Works	Green Cameo Cafe PW Directors Mtg Lunch - Green	13.09
			Community Development	Green Cameo Cafe PW Directors Mtg Lunch - Green	7.15
		202401-6996	Genl Govt/Facilities	Demoss Peachjar.Com City Flyers Dist. Credits	500.00
			Administration	Demoss Columbian Newspaper Subscription-DeMoss	13.00
			Human Resources	Demoss Canva 2024 Employee Wall Calendars	1,445.50
		202401-0794	Administration	Knottnerus Publicriskmgmtassn 2024 Risk Mgmt Assoc Dues	231.00
				Knottnerus Grtr Vancouver Chamber Leadership Conference-DeMoss	150.00
				Knottnerus Ridgefield Art Assoc. 2024 Membership Dues	18.00
			Human Resources	Knottnerus Publicriskmgmtassn 2024 Risk Mgmt Assoc Dues	154.00
				Knottnerus Ridgefield Art Assoc. 2024 Membership Dues	12.00
			202401-8375	Community Development	Curtis Wabo 2024 WABO Renewal -Curtis
WELLS FARGO - EPAY Total					31,666.20
WESTERN UNITED CIVIL GROUP LLC	3743	23016-3	Public Works	01.2024 S Royle Rd 15th St to 5th Way	440,330.60
		24002-1	Public Works	Mill St & Pioneer St Guardrail Repair	39,132.00
WESTERN UNITED CIVIL GROUP LLC Total					479,462.60
WEX BANK - EPAY	3552	94815698	Genl Govt/Facilities	01.2024 PW Fuel	462.93
			Public Safety	01.2024 PD Fuel	4,176.26
			Public Works	01.2024 PW Fuel	7,423.40
			Community Development	01.2024 CDD Fuel	453.71
WEX BANK - EPAY Total					12,516.30
WHATSAMATHER CONSULTING INC	3736	24020005	Public Safety	RPD Staff Training - SWOT Analysis	824.24
WHATSAMATHER CONSULTING INC Total					824.24
WOODLAND SAW AND CYCLE INC.	2223	3376	Public Works	PWSTW Equipment Repairs & Maintenance	583.21
		3373	Public Works	PWFAC Pull Rope for STIHL Equipment	46.43
WOODLAND SAW AND CYCLE INC. Total					629.64
Grand Total					1,517,556.22

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: February 22, 2024

AGENDA ITEM NAME: Approval of Minutes from the February 8, 2024 Meeting

GOVERNING LEGISLATION

N/A

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

Staff has prepared the minutes for Council consideration of adoption for the Council meeting(s).

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Approve the minutes by making the following motion: 1. "I move to approve the consent agenda"

STAFF CONTACT:

ATTACHMENTS:

1. 02-08-2024



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
FEBRUARY 8, 2024**

Regular Meeting - 6:30 PM

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

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

Present:

Mayor Ron Onslow
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

- 3. Late changes to the agenda**

II. 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>.

III. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Judy Chipman
SECONDER:	Council Member Lee Wells
AYES:	Mayor Onslow, 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 25, 2024 Meeting**

IV. PRESENTATION

1. **Comprehensive Plan: 2045 Countywide Housing and Employment Growth Allocations - Claire Lust, Community Development Director**

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. 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.

V. BUSINESS

1. **Approval of Resolution No. 639 - Financial Policy #11: Donations - Kirk Johnson, Finance Director**

The City Council adopted a new donation policy in June 2020 to provide guidance on donations to the City of Ridgefield. The amended policy includes best practice changes to the policy for donations provided to the City and additional clarification of the procedures when accepting a donation. In addition, staff have included a new section addressing the potential for the donation of public resources and when and why the donations can be made legally. The Washington State Constitution, Article 8, Section 7 prohibits any local government entity from bestowing a gift or lending money, property, or the entity's credit to a private party. Section 7 does allow public funds to be used in providing "necessary support for the poor and infirm". To provide a donation to a non-profit or community group, the City must receive adequate consideration for the funds or property. That consideration may be nonmonetary in the form of community services received or furthering certain other fundamental governmental purposes. The policy under consideration provides guidelines and procedures to ensure the City receives adequate consideration or meets the definition of support for the poor and infirm.

MOTION: MOVED TO ADOPT RESOLUTION NO. 639 AS PRESENTED.

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

2. Approval of Resolution No. 640 - Financial Policy #16: Surplus Property - Kirk Johnson, Finance Director

City staff are recommending a new financial policy on Surplus Property to provide more detail and reduce the need to come to the council for authorization to dispose of items of limited value, damaged or obsolete items. The purpose of this policy is to establish an efficient and effective method for disposal of surplus real and personal property. The City has statutory authority to dispose of property under RCW 35A.11.010. This policy directs the timely, efficient, cost-effective, and safe disposition of surplus real and personal property in a manner consistent with the best interest of the City. The policy provides guidance on the disposition of surplus property, methods of valuation and methods of sale/disposal. The previous policy was limited in scope and the current policy before council provides more detail and guidance and best practice on surplus real and personal property. The policy includes guidance on unclaimed, confiscated and forfeited property and firearms and the transfer of a duty weapon to a retiring police officer.

MOTION: MOVED TO ADOPT RESOLUTION NO. 640 AS PRESENTED.

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

3. Approval of Resolution No. 641 - Marrett Hills Estates Intent to Annex - Claire Lust, Community Development Director

On January 11, 2024 Council rejected Resolution No. 638, Marrett Hills Estates Intent to Annex. Council's stated purpose in rejecting the original intent to annex was to take more time to consider a potential geographic modification of the annexation area including two other parcels under common ownership. The applicant submitted a new narrative responding to Council's concerns. While the applicant did not choose to resubmit a modified signed declaration of intent to annex or location map, they do express that they would be agreeable to annexing all three parcels in the new narrative.

The City Council conducted a discussion.

MOTION: MOVED TO ADOPT RESOLUTION NO. 641 WITH A MODIFIED ANNEXATION AREA INCLUDING TWO OTHER PARCELS UNDER COMMON OWNERSHIP.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Jennifer Lindsay

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

4. Motion - Selection of First Assignment for Roundabout Committee's Review - Chuck Green, Public Works Director

Roundabouts improve safety and traffic flow, reduce delay, and are less expensive to maintain when compared to traffic signals. Ridgefield has successfully added several roundabouts in recent years and the City plans to continue using roundabouts at intersections where appropriate in the future. The central island of roundabouts presents a unique opportunity for place-making design. At the January 11, 2024 meeting, Council appointed five members to the Roundabout Committee: Heather Gordon, Timothy Shell, Kenton Erwin, Kelley McMorris and Tiffany Cohen. The Roundabout Committee will solicit and review and recommend roundabout center island design concepts to City Council for roundabouts within the current and future city limits of Ridgefield. Public Works staff will provide technical support to the Committee providing input from Public Works on constructability, cost and maintenance. Now that the Committee has been formed, it is time to approve the roundabout committee's first assignment. There are three roundabouts which have recently been completed, are under construction with completion in the near future:

- Pioneer Street at 35th Avenue
- S Royle Rd at S Wells Drive/15th Street, and
- N 56th Avenue at Pioneer Canyon Drive (under construction as part of the Costco and Union Ridge Town Center developments).

The City Council conducted a discussion.

MOTION: MOVED TO ASSIGN N 56TH AVENUE AT PIONEER CANYON DRIVE ROUNDABOUT AS A FIRST ASSIGNMENT FOR THE ROUNDABOUT COMMITTEE.

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

VI. 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>.

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Burkle - Attended CREDC Annual Investor Event, School Bond Board Meeting, AWC City Action Days in Olympia.

Council Member Aichele - Lobbying trip to Washington DC, Chamber Board Meeting, AWC City Action Days in Olympia, Statement Provided into the Record Regarding Transparency and the City's Representation.

Council Member Cole - Participated in AWC City Action Days in Olympia, Addressed Transparency and Accountability.

Council Member Chipman - Participated in AWC City Action Days in Olympia, Chamber of Commerce Coffee Connection, Neighbors Helping Neighbors Update.

Council Member Wells - Attended CREDC Annual Investor Event, AWC City Action Days in Olympia.

Mayor Pro Tem Lindsay - Lobbying trip to Washington DC, Participated and Answered Questions During a Coffee Talk with Citizens, Addressed Transparency and Thanked Council Member Aichele for his Statement.

2. Mayor

AWC City Action Days in Olympia, AWC Board of Directors Meeting, Mayor's Dinner, Addressed Transparency and Accountability.

3. City Manager

City Manager Steve Stuart - Washington DC and Olympia Trip Lobbying Updates Provided.

Public Works Director Chuck Green - Roundabout Committee Meeting are Public Meetings, Stormwater Maintenance Update.

Finance Director Kirk Johnson - Certificate of Achievement for Excellence in Financial Reporting.

Deputy City Manager Lee Knottnerus - Engagement Updates.

VIII. EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(f) - To receive and evaluate complaints or charges brought against a public officer or employee.

9:09PM: Mayor Onslow announced that City Council will enter into Executive Session to receive and evaluate complaints or charges brought against a public officer or employee pursuant to RCW 42.30.110(1)(f), returning to regular session at 9:45PM and no action is anticipated.

Attendees: Mayor, City Council, City Manager Steve Stuart and City Attorney Janean Parker.

9:45PM: City Manager Steve Stuart announced that City Council would be returning to their regular session at 10:00PM.

9:59PM: City Manager Steve Stuart announced that City Council would be returning to their regular session at 10:15PM.

10:15PM: Mayor Onslow reconvened the meeting and adjourn.

IX. ADJOURN

10:15PM

Julie Ferriss, City Clerk

Ron Onslow, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: February 22, 2024

AGENDA ITEM NAME: Water System Plan 2024 Update

GOVERNING LEGISLATION

Chapter 70A.100 RCW, Public Water System Coordination Act of 1977
WAC 246-290-100, Water system plan.

PREVIOUS COUNCIL ACTION TAKEN:

Adoption of 2013 Water System Plan.

SUMMARY/BACKGROUND:

Water System Plans are required to be updated every ten years per state legislation. The State Department of Health is the regulatory state agency charged with reviewing and ensuring water-supplying jurisdictions, such as Ridgefield, have Water System Plans that are up to date and comply with state rules, regulations and policies. The City is in the process of a 2024 Water System Plan update and have retained the services of Gray and Osborne (who have consulted with the City on prior Water System Plan updates), to complete the update. Gray and Osborne are part of the WSP consultant team working with the City on the Comprehensive Plan and Capital Facilities/System Plan update.

Water System Plans include the following components, and are focused on a 6-10 year planning horizon:

- Projection of anticipated water demands
- Evaluation of the City's water system's ability To meet current and anticipated water demands and future regulations
- Identification of capital improvement projects to correct current and anticipated deficiencies
- A financial plan to fund necessary improvements, as well as operations and maintenance
- Recommendations of updated system development charge schedule.

City staff as well as lead staff from the Gray and Osborne team will present key details of the Water System Plan update.

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

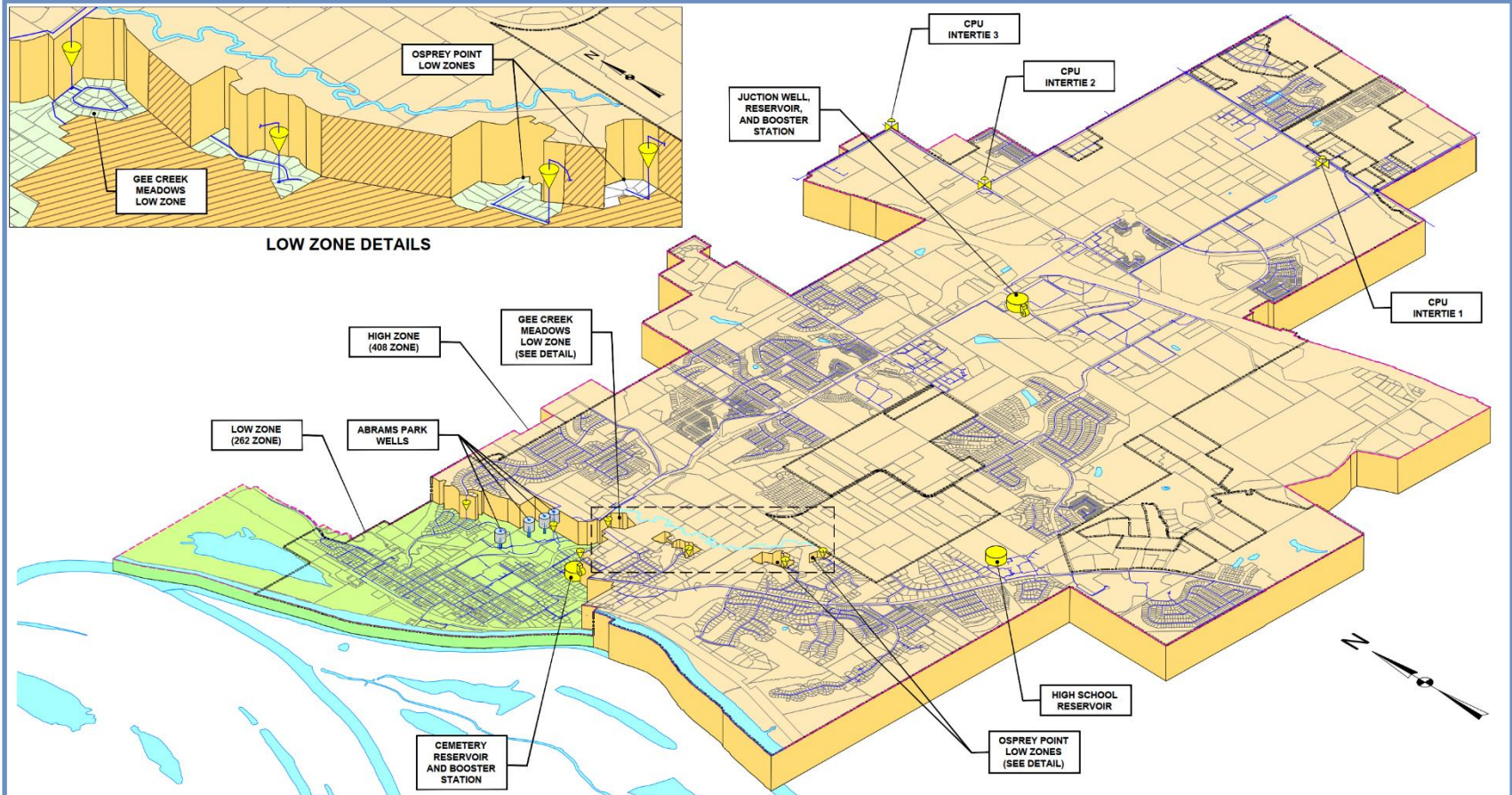
For Council discussion, no action is requested at this time.

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Ridgefield WSP- Feb 2024_Final

Water System Plan Update



Water System Plan



- Required to be Updated Every 10 Years
- Projects Anticipated Water Demands
- Evaluates Water System's Ability To Meet:
 - Current and Anticipated Water Demands and
 - Future Regulations
- Identifies Capital Improvement Projects to Correct Current and Anticipated Deficiencies
- Develops Financial Plan to Fund Necessary Improvements and O&M.
- Recommends Updated System Development Charge Schedule

Existing Water System Facilities



- Sources

- Wells 7, 8, 9, 10, 11, & Junction
- Clark Public Utility Interties 1, 2, & 3

- Reservoirs

- High School (616,000 gal)
- Cemetery (400,000 gal)
- Junction (1,000,000 gal)

- Booster Stations

- Cemetery Booster Station (transfers water from low to high zone)
- Junction Booster Station (transfers water from Junction Reservoir to high zone)

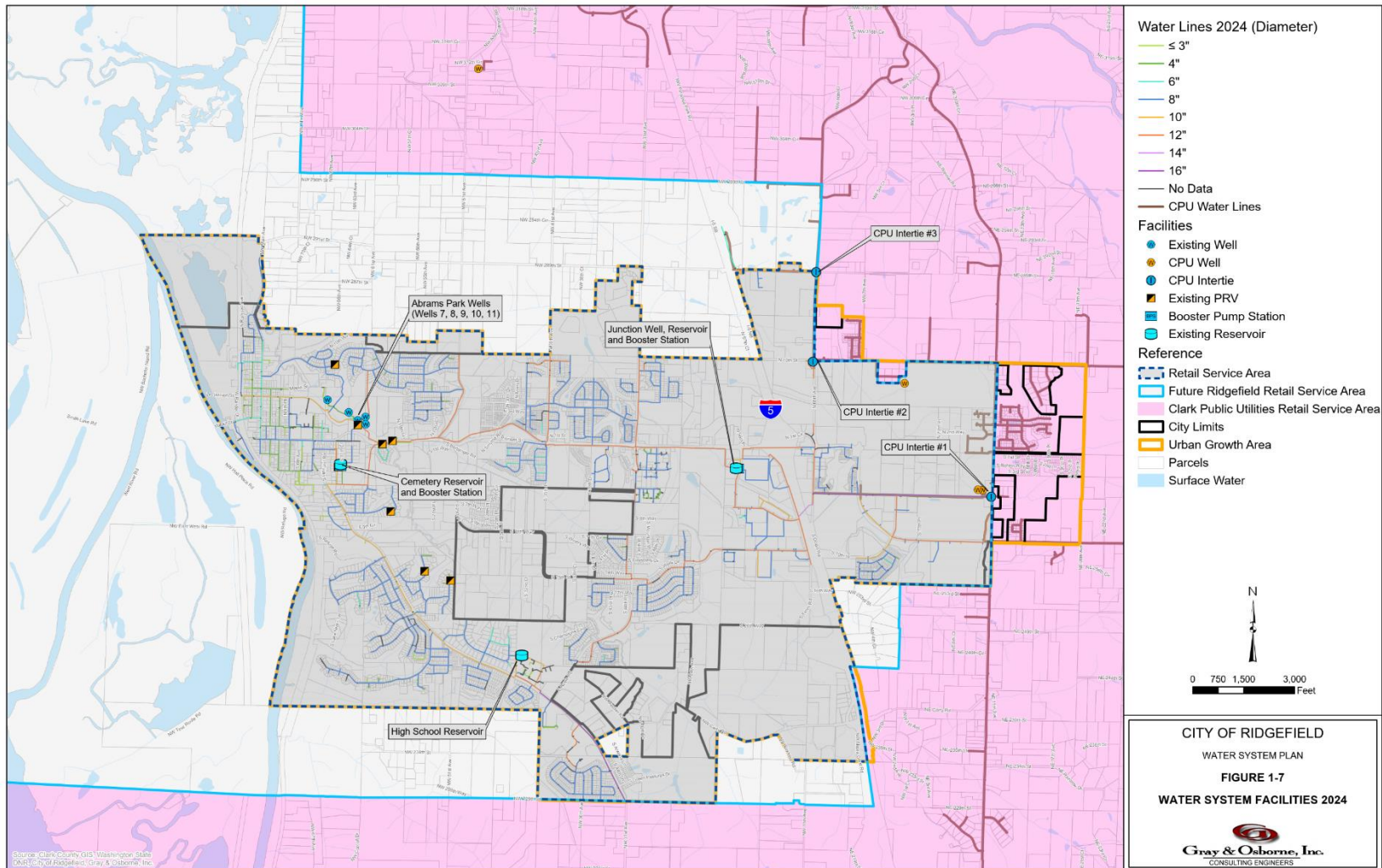
- Distribution System

- 51 miles of 4 to 12 inch pipes

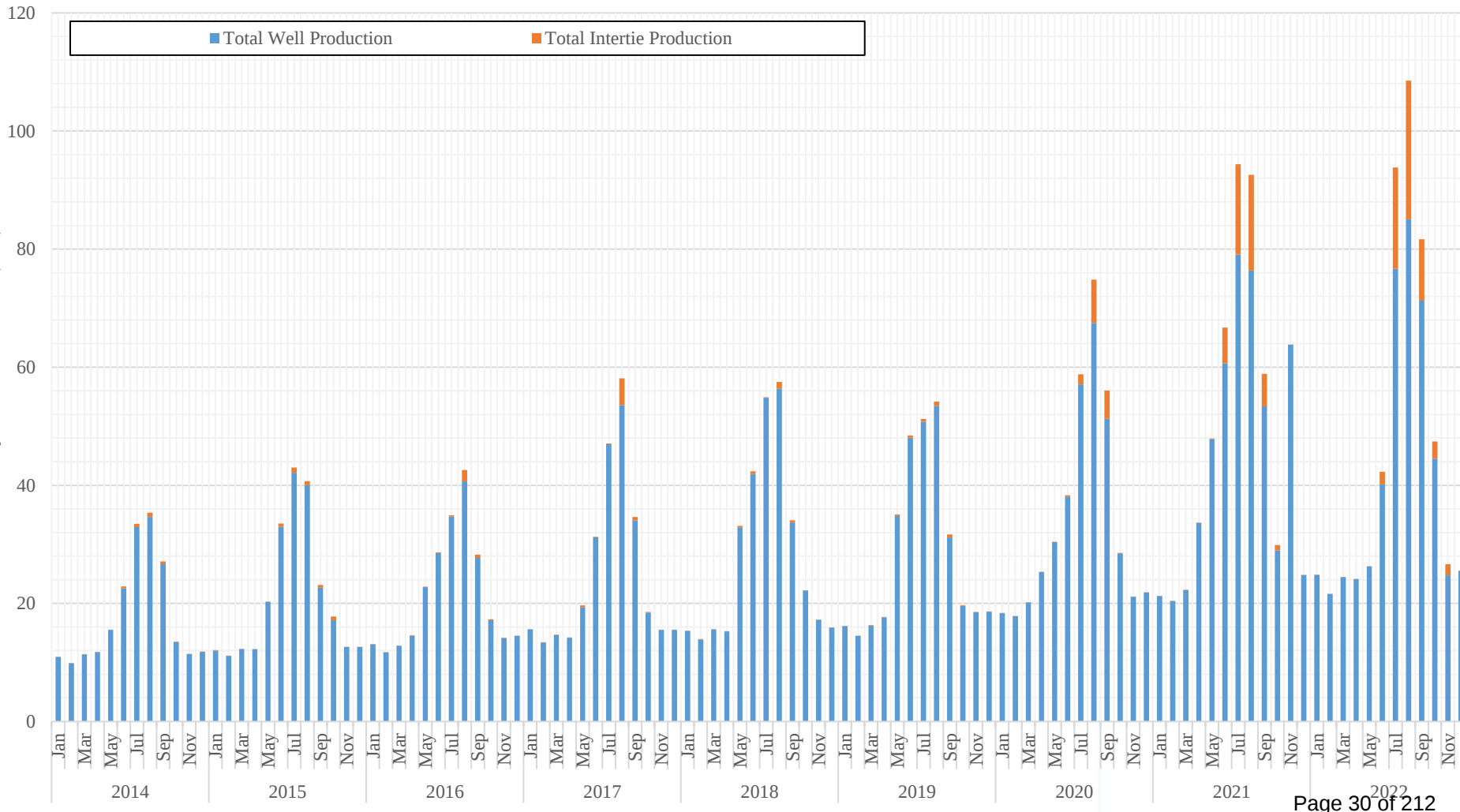
- Pressure Redacting Valves (PRV)

- 12 PRV stations

Water Service Area



Water Production History



Water Demand Projections



Year	Population	Jobs	ERUs	Average Day Demand (gpd)	Maximum Day Demand (gpd)
2024	16,947	3,311	7,248	1,447,600	3,375,300
2035	22,246	7,152	11,014	2,199,700	5,129,000
2045	27,064	10,645	14,437	2,883,300	6,722,900

System Analysis – System Capacity



Water System Component	With Existing Infrastructure		With Upcoming Storage and Source Improvements	
	ERU Limit	Projected Deficit Year	ERU Limit	Projected Deficit Year
Instantaneous Water Rights	9,987	2033	No Change	No Change
Annual Water Rights	13,410	Beyond 2045	No Change	No Change
Source Capacity	7,591	2026	10,671	2034
Standby Storage	8,027	2027	14,437	Beyond 2045
Equalizing Storage	8,027	2027	14,437	Beyond 2045

Water Use Efficiency



- Goals
 - Reduce Water Consumption by 1% per Year Over the Next 10 Years
 - Maintain Distribution System Leakage below 10% by 2026
 - Projected to Result in 325 Million Gallons in Water Savings Over Next 10 Years
- Seven Water Use Efficiency Measures (Six Required)
 - Implemented Tiered Conservative Rate Structure across 2 customer classes (Counts as 2)
 - Provide Educational Material at City Hall & Public Events, & on Website (Counts as 1)
 - Notify Consumers of Unusually High Water Use Across 4 Customer Classes (Counts as 4)

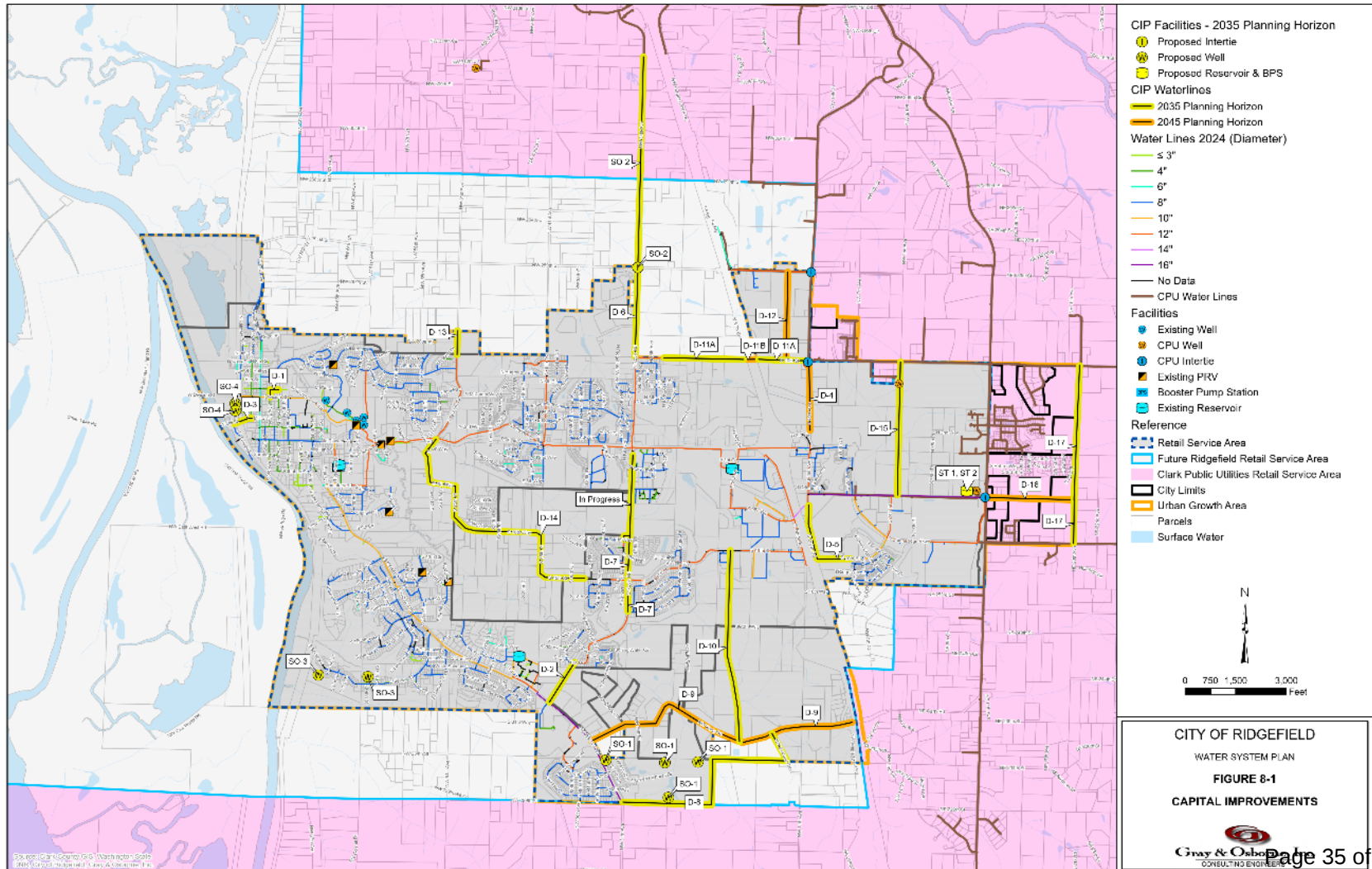
Capital Improvement Program



- **Six-Year Priority Investment Plan**
 - New Sources
 - Storage Infrastructure
 - Other Infrastructure to Provide Adequate Capacity
- **Major Capital Projects Include:**
 - Kennedy Wells
 - Eastside Elevated Reservoir
 - N Royle/NW 31st Ave Corridor & Intertie (City, CPU, Cowlitz Tribe, County partnership)
 - South Royle Rd (City, CRWWD partnership)
 - Loop Pipes to Address Fire Flow Deficiencies and Provide Redundancy
 - Replace Aging Pipe in Downtown Area

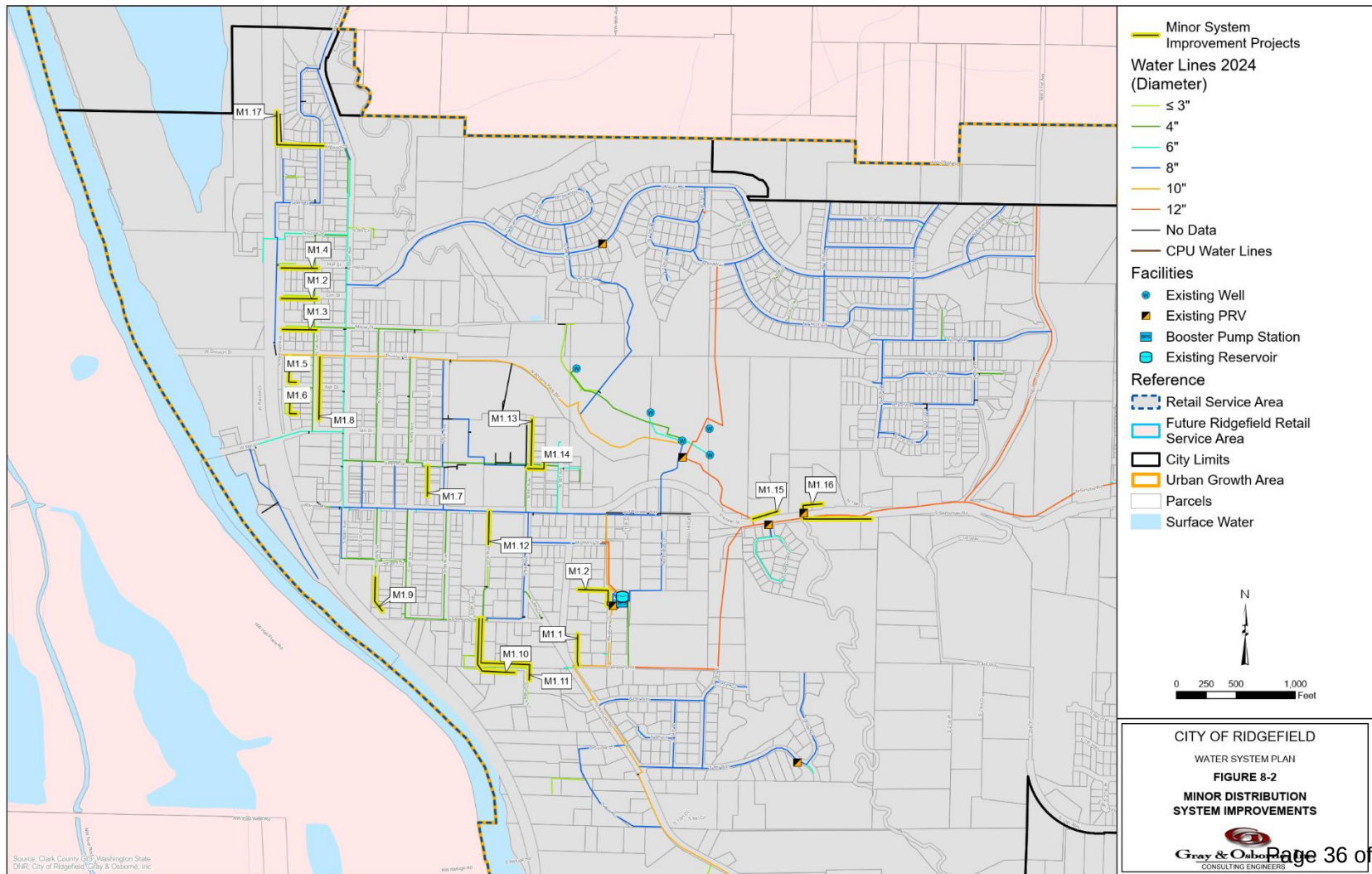


Capital Improvement Map





Downtown Pipe Replacement Map



Financial Program



- Complete \$27.5 million of projects in the 6-year horizon
- Complete \$6.5 million of projects in the 6 to 10-year horizon
- Fund projects through the following:
 - Capital reserves
 - System development charges
 - Rate revenue
 - Public financing sources including low interest loans and grants as available

Outreach & Engagement



- Recent Outreach

- Water Summit # 1 - May 2023
- Water Summit # 2 – November 2023
 - Summits include City, CPU, La Center, Battle Ground, Cowlitz Indian Tribe
- Council Presentation – Feb 2024

- Upcoming Outreach

- Public Comment on Ridgefield Roundtable – Summer-Fall 2024
- Public Hearing for Water Use Efficiency Goals – Fall 2024
- Council Review & Adoption – Fall 2024

Next Steps



- Submit Draft Plan to the Washington State Department of Health (DOH)
- Receive DOH and Respond to DOH Comments
- Formally Adopt Water Use Efficiency Goals and Measures
- Formally Adopt Plan
- Submit Final Revised Plan to DOH.

Questions?



GET IN TOUCH WITH US

Chuck Green, Public Works Director

Direct: (360) 857-5022

Chuck.green@ridgefieldwa.us

Mike Johnson, Water System Plan Lead, Gray and Osborne

Direct: (206) 284.0860

mjohnson@g-o.com

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: February 22, 2024

AGENDA ITEM NAME: Motion - Award of Design Consultant Contract for Eastside Elevated Water Reservoir Project

GOVERNING LEGISLATION

Chapter 35 RCW, Cities and Towns
City Procurement Policy #04: Procurement of Goods and Services

PREVIOUS COUNCIL ACTION TAKEN:

Included in adopted 2024 Capital Budget

SUMMARY/BACKGROUND:

The Eastside Elevated Water Reservoir project is a planned, two-to-five million gallon elevated water storage tank (or ground and elevated storage combination) on recently-purchased City property along S. 5th Street on the City's east side. It would be located in the vicinity of the City's current intertie connection to the Clark Public Utility District (CPU) water system. The intent of the project is to provide additional storage for current and future water demand and to stabilize water pressure in a reliable, efficient manner. The project also includes connections to the existing water distribution infrastructure to ensure seamless integration of the proposed tank into the existing system.

The City issued a Request for Qualifications to interested consultant teams in December 2023. Three submittals were received by the due date:

- Gray and Osborne
- Windsor Engineers
- Consor, Inc.

An evaluation team comprised of representatives from the City of La Center, Clark Public Utilities and Ridgefield Public Works staff reviewed all three submittals, and then interviewed all three teams on January 10, 2024. Consultant teams were evaluated on the following criteria:

Overall Qualification of Team (up to 40 points)
Previous Southwest Washington and CPU Water Facilities Experience (up to 15 points)
References (up to 15 points)
Submittal Quality (up to 15 points)
Capacity to Deliver on an Aggressive Schedule (up to 15 points).

After careful consideration, the evaluation team selected Consor, Inc. as the highest rated team with whom to conduct negotiations. Negotiations were successful.

The scope of work includes the following main tasks:

1. Project Management
2. Planning, Alternatives Analysis and Preliminary Design, as well as an assessment of alternative project delivery options
3. Final Design and Site Plan, including community outreach assistance
4. Environmental, Permits and Approvals
5. Bid Phase Services
6. Design phase contingencies
7. Construction Support.

The scope and fee were reviewed for compliance with all requirements, permits and design components, as well as the reasonableness of the cost proposal, and were found acceptable by City staff. The cost proposal amount of \$1,405,949 is within the \$1,500,000 budgeted for this effort in 2024.

BUDGET/FINANCIAL IMPACTS:

This work is included in the 2024 Capital Budget.

RECOMMENDED ACTION OR MOTION:

Council action is requested on this item. A suggested motion is:

"I move to approve the award of the Eastside Elevated Water Reservoir project design phase to Consor for an amount not to exceed of \$1,405,949, which includes \$100,000 for design contingencies and \$150,000 for construction support services."

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. FINAL Ridgefield Eastside Reservoir SOW 02_16_24
2. FINAL Ridgefield Eastside Reservoir Fee Estimate 02_16_24

EXHIBIT A

SCOPE OF WORK

EASTSIDE ELEVATED WATER RESERVOIR

CITY OF RIDGEFIELD, WA

Introduction

The City of Ridgefield (City) has selected Consor North America, Inc. (Consultant) to lead the design of a new water reservoir on the east side of Interstate 5 that will serve the High Pressure Zone (HPZ). The proposed reservoir will be located on a 5.3-acre parcel recently acquired by the City at 8004 S. 5th Street, east of the intersection with S. 78th Place.

Approximately 65 percent of City water customers are served from the HPZ. This pressure zone has ample supply but a current water storage deficit. The City operates the High School Reservoir on the west side of the City that serves the HPZ by gravity (establishing the hydraulic grade line, HGL). The new Eastside Elevated Reservoir will be constructed to match the overflow elevation of the High School Reservoir and provide much needed storage and pressure stabilization in an area of the City that is experiencing rapid development.

Project Understanding and Major Assumptions

This project includes preparing a tank style alternatives analysis, hydraulic analysis, preliminary through final design including construction plans, specifications, and engineer's opinion of probable construction costs, for a new elevated reservoir and associated improvements, and supporting the City through permitting, bidding support, and construction phase services.

The following is a list of the major project elements and associated tasks that will be completed under this Scope of Work:

- Task 1 – Project Management
- Task 2 – Preliminary Design
- Task 3 – Final Design
- Task 4 – Permits and Approvals
- Task 5 – Bid Phase Services
- Task 6 – Design Phase Contingencies
- Task 7 – Construction Phase Services

The scope of services for the contemplated work is presented below. The scope of services was developed based on the following assumptions.

Major Project Assumptions

- The City will be using water utility funding for the project, and plans to pursue state and federal grant and loan funding options. It is anticipated that the project will need to comply with federal funding documentation and material sourcing requirements.

- The project will be constructed under a single package for bidding and construction. The construction contract will be a traditional design-bid-build contract. Alternative delivery methods will be evaluated during preliminary design and if selected by the City, final design and permitting tasks will be re-evaluated relative to the selected alternative delivery method.
- The Consultant will lead all anticipated permits to be acquired, except construction trade permits which will be the responsibility of the Contractor and other permits as noted. The City will sign all permit documents as the applicant and pay all associated fees for permitting efforts led by Consultant.
- A budget allowance for Design Phase Contingencies and Construction Phase Services are included as individual tasks.
- Consultant will conduct limited hydraulic modeling and analysis of the distribution system to evaluate and confirm previous assumptions regarding tank elevation, size, and water system operations with the new reservoir in operation. Consultant will receive the existing water system model from the City or one of its consultants in the Autodesk InfoWater platform. It is anticipated a workshop will be conducted, and up to six demand scenarios will be evaluated. If model calibration is needed, the City will provide updated hydrant tests.
- The City will lead Public Involvement and Outreach as required for the project, with the Consultant providing support including the preparation of project information materials, and conducting an open house as outlined in the scope.
- Consultant will complete a limited investigation of the existing well and work with the City groundwater consultant to determine available water rights and benefit of continued operation at the site. Abandonment, design of improvements and permitting are outside the scope of work and assumed to be completed by City under separate contract if needed.
- Consultant will complete a limited investigation of the existing septic system on the site and abandonment requirements. Any required investigation to determine location, contamination and final abandonment permitting are outside the scope of work.
- Consultant will complete a topographic survey of the proposed tank site and S. 5th Street frontage, including survey of easements, right-of-way and utility locates and existing features in the right-of-way adjacent to the site. A tree inventory of affected areas will be completed.
- The proposed reservoir will be an elevated welded steel fluted column tank (FCT) or composite elevated tank (CET) to be constructed on City-owned property. The new reservoir will have a capacity of approximately 2.0 to 2.5 million gallons (MG) with a base elevation of approximately 280 feet, and an overflow elevation of approximately 420 feet above mean sea level. The Consultant team will provide a general configuration of the reservoir and provide the layout and performance drawings for the reservoir, piping, and appurtenances, and a performance specification for the reservoir structure. The tank fabricator will prepare the final design based on the project drawings, the performance specifications, and the fabricator's standard design. This scope assumes the design of the elevated tank will be bid as either a CET or FCT, as selected by the City during preliminary design.
- The final geometry, capacity, and type of reservoir will be refined during the Alternatives Analysis phase of the project during Preliminary Design. Under this analysis the option of a welded steel standpipe will also be included for comparison. This phase will identify preliminary siting of the reservoir on the property.

- The design team will analyze operational considerations and turnover of the water in the reservoir. City staff will provide input on water quality concerns or considerations and determine the recommended operating points.
- The site as currently zoned will require a Type III Conditional Use Permit. Based on pending changes to the City's Development Code, a Type II Site Plan Review (Land Use Review) Permit through the City of Ridgefield is assumed.
- Design includes yard piping, valves, vaults, connections to existing piping, sampling ports, site stormwater detention and discharge, and related improvements for the reservoir site.
- Environmentally sensitive areas are expected to be present at the site and will be documented for securing required permits for indirect wetland and habitat buffer impacts. Wetland and habitat direct impact permitting is not included and would be completed under the design contingencies task if needed.
- The elevated reservoir will be coated in a single finish color, with the option of including a logo or simple graphic design.
- Reservoir connections to the existing water system will be completed in S. 5th Street – no offsite waterline improvements are identified in the water system plan. The reservoir piping will include a valve vault or area in the base of the tank to house the inlet control valve and potentially a seismically actuated valve on the outlet. The reservoir will have separate inlet and outlet piping and water quality sampling ports.
- Reservoir and site drainage improvements, and S. 5th Street frontage improvements, will comply with City of Ridgefield standards and include on-site and off-site piping and detention/infiltration facilities. On-site stormwater facilities will be addressed. It is anticipated the stormwater from the site can be discharged to the existing stormwater system adjacent to the site. Extents of off-site storm drainage piping or other conveyance system upgrades or connections are anticipated to be within approximately 50 feet of the site.
- The site will be landscaped based on typical low maintenance landscaping practices for a municipal facility, and screening with trees as required by the City or other project stakeholders.
- New telemetry/SCADA controls will be required for the site. New SCADA controls will be connected to and communicate through new RTU / PLC / communications systems designed by the City's systems integrator, Portland Engineering Inc. (PEI). The Consultant's electrical engineer will coordinate with PEI for their design requirements and all other required site telemetry systems and incorporate into the project design. PEI will provide block diagrams for SCADA system design which will be incorporated into the project plan set. PEI will perform all programming and integrate the new sensors and components into the existing SCADA system. No system integration is included in this scope of work, as PEI will be hired directly by the City and their efforts during construction will either be paid directly by the City or included in the contractor bid.
- A new electrical service is anticipated to supply the facilities at the site. The electrical system is currently available for connection adjacent to the site. Coordination with the electrical utility (Clark Public Utilities, CPU) will be completed.

- Frontage improvements for S. 5th Street to be completed in accordance with City standards. CPU assumed to design any required power relocation / undergrounding. It is assumed no retaining walls are required.
- The elevated reservoir will include an internal stairway to accommodate access for required operation and maintenance. If desired, the elevated reservoir will be designed to accommodate cell equipment by providing raceways and antenna mounting facilities at the time of construction. The design of specific antenna mounts or similar equipment are not included in this scope of work, nor is coordination with telecommunications providers.

Anticipated City Responsibilities

- Provide a Project Manager who is the Consultant's point of contact for all inquiries, submittals, and other coordination.
- Review Consultant prepared meeting summary notes for accuracy; provide comments for revision as necessary.
- Provide timely (2 week turnaround) and thorough comments on Consultant review submittals.
- Process monthly invoices.
- Provide input and concurrence for project decisions and development.
- Provide available background information on proposed site related to system operation and piping.
- Provide legal review of all contracts, bid forms, and real property.
- SCADA programming and integration work will be accomplished by PEI, the City's systems integrator for this project. Design of instruments and related facilities and connections will be included in the Electrical and I&C drawings to be completed in this scope of work, but creation of I&C drawings and specific systems integration work will be the responsibility of PEI under direct contract with the City.

Proposed Subconsultants

The Consultant's design team includes:

- Peterson Structural Engineers (PSE) – Structural Engineering
- Geotechnical Resources, Inc. (GRI) – Geotechnical Engineering
- Industrial Systems – Electrical Engineering
- Arborscape – Arborist Services
- Archaeological Services (ASCC) – Archaeology and Cultural Resources
- MacKay Sposito – Topographic Surveying, Environmental Permitting, Land Use Permitting, and Landscape Architecture

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

Provide overall leadership and team strategic guidance aligned with the City's staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

Activities

Subtask 1.1 Invoices/Status Reports

Consultant will prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports will accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by task.

Subtask 1.2 Project Management and Coordination

Consultant will maintain communication with the City via voice and email communication. Consultant will coordinate with subconsultants on specific tasks, scope, and budget. Internal progress meetings will be conducted as appropriate. Consultant will prepare a Project Management Plan (PMP) that describes project roles and responsibilities, communications protocols, quality management, risk assessment, and includes the scope of services, schedule, and budget. A draft PMP will be submitted to the City for review and comment if desired. Comments from the City will be incorporated and a final version of the PMP will be distributed.

Subtask 1.3 Project Meetings

The Consultant team will attend five (5) in-person project meetings and up to 12 virtual meetings during the project design and permitting phase. It is assumed each in-person meeting will be two (2) hours in duration and each virtual meeting will be approximately one (1) hour in duration. Consultant will provide an agenda for all meetings held, which will be distributed before each meeting. Meeting summaries will be provided after each meeting. The following table lists anticipated meetings during preliminary design, permitting, intermediate and final designs.

Number of Meetings	Meeting Name	Anticipated In-person or Virtual
1	Project Kickoff Meeting	Virtual
1	Alternatives Analysis Workshop	In-person
1	Site and Facility Investigation/SEPA Reconnaissance Meeting	In-person
1	Land Use Review Permit Coordination Meeting	Virtual
1	30 Percent Preliminary Design Milestone Review Meeting	In-person
1	60 Percent Design Milestone Review Meeting	In-person
1	90 Percent Design Milestone Review Meeting	In-person
10	Additional Project Status and Design Coordination Virtual Meetings	Virtual

Subtask 1.4 Subconsultant Coordination

The Consultant team engages in regular communication with the subconsultant team throughout the project regarding schedule and expected deliverables and manages their invoicing and payment.

Subtask 1.5 Quality Assurance and Quality Control (QA/QC)

All project deliverables will be reviewed for Quality Assurance and Quality Control (QA/QC) by the Consultant's QA/QC review team. In addition, the Consultant's QA/QC review team will provide technical assistance throughout the project design.

Assumptions

- Duration for this Scope of Work is approximately fifteen (15) months.
- Schedule and attend the project kick-off meeting. The meeting is assumed to be two (2) hours in length and attended by the Project Manager, Project Engineer, and Structural Engineer.
- Schedule and attend the Alternatives Analysis Workshop and Design Milestone Review meetings. The meetings are assumed to be two (2) hours in length and attended by the Project Manager, Technical Lead, and Project Engineer.
- Schedule and attend regular meetings with the City. Schedule to be determined.
- Up to four (4) project schedule updates will be prepared.

Deliverables

- Monthly invoice and status report
- Meeting agendas and minutes for all meetings
- Project design schedule and updated project schedules

Task 2 – Preliminary Design

Objective

Perform various site and project planning efforts and investigatory work. Prepare Preliminary Design documents to serve as the basis for Final Design and support land use and permitting investigations.

Activities

Subtask 2.1 - Data Collection and Review

Objective

This subtask includes collecting and reviewing data and documents from the City that pertain to the existing site and utilities. The City has provided the following information to date:

- Draft Water System Plan
- Miscellaneous Technical Reports regarding the new tank site (geotechnical investigation, septic facilities, and Phase 1 ESA)

The materials to be collected are anticipated to include the following:

- Final Water System Plan
- Calibrated Water System Hydraulic Model
- Fire Flow Modeling Report for proposed nearby Costco development
- Water system mapping and record drawings for existing 5th Street utilities
- Water system operations SCADA information
- Water system demands
- Existing storm system information in vicinity of site
- Other existing engineering reports applicable to the project
- Junction Well and Booster Pump Station performance curves
- Any existing geotechnical information that was not previously provided.
- Property title information
- Existing well drilling log and water rights information
- Existing septic tank and drainfield drawings and maintenance documentation
- Existing High School Reservoir fabrication and erection drawings.

Activities

1. Prepare an RFI for the City requesting documents to be sent to Consultant.
2. Review available existing well information and coordinate with City groundwater consultant any required investigation of water rights, well condition and pumping capacity to determine benefit of maintaining well operation for site, City transfer of water rights or other beneficial use.
3. Review available existing septic system information and identify abandonment process and permitting to be completed by others.
4. Visit the site to perform field reconnaissance.

Subtask 2.2 - Hydraulic Modeling

Objective

Conduct hydraulic modeling to confirm assumptions relative to reservoir size, reservoir overflow elevation, pipeline sizing, water quality and turnover, and reservoir interaction with the HPZ and existing HPZ storage and pumping facilities.

Activities

Under this subtask, Consultant will coordinate with City engineering and operations staff to complete water system model updates to include the operation of the new reservoir to properly integrate the new facility into the existing system operations. This task includes the following:

1. Confirm new reservoir volume and high/low water level elevation requirements.
2. Estimate maximum reservoir fill and draw rates and preliminary design of control valving to avoid overflow conditions.
3. Identify potential reservoir fill/draw balancing issues and document potential control strategies to mitigate.
4. Confirm pipeline sizing for reservoir filling under high and low demand conditions.
5. Confirm ability to fill the reservoir from existing wells

6. Confirm demands for maximum day, peak hour, and fire flow with the City.

City Responsibilities

- Provide supplemental hydrant flow tests for model calibration if required.
- Provide supplemental information regarding the existing booster pump stations, CPU interties, and/or wells that will pump to the HPZ.

Deliverables

- Hydraulic analysis technical memorandum, draft and final versions in .pdf format.

Assumptions

- Consultant will receive a calibrated model in Autodesk InfoWater format.
- Water age modelling will not be completed for the zone or system.
- Hydraulic modeling will consist of an assessment using a steady state model. An extended period simulation will not be conducted.
- Hydraulic analysis will be completed for four scenarios: Maximum Day and Peak Hour Demand scenarios for two reservoir configurations based on demands presented in the Final Water System Plan.
- Fire flow will be checked at the nearby proposed Costco development (not system wide).

Subtask 2.3 – Geotechnical Investigation

Objective

Preliminary design will include a geotechnical investigation, analysis and recommendations, and infiltration rate measurement. The investigation will consist of subsurface explorations, infiltration testing, laboratory testing, engineering analyses, and preparation of a report. The report will summarize findings and present recommendations for the project.

Activities

1. Prior to completing the field exploration program, the boring and test pit exploration locations will be marked in the field with white paint and the public utility notification process will be completed. In addition, a private utility locator will be retained to further evaluate the presence of conductible subsurface utilities.
2. One boring will be drilled to a depth of 120 feet at the location of the proposed reservoir. The boring will be made by a track-mounted drill rig using open-hole, mud-rotary drilling techniques. Disturbed split-spoon samples and/or undisturbed Shelby tube samples will be obtained from the mud-rotary borings at approximate 2.5-foot intervals of depth in the upper 20 feet and 5-foot intervals below this depth. The Standard Penetration Test will be conducted while the disturbed split-spoon samples are being taken. The borings will be subcontracted to a drilling contractor experienced in drilling and sampling soils for engineering purposes. Following completion of the borings, excess drilling spoils will be disposed of by scattering on site.

3. A vibrating-wire piezometer (VWP) and datalogger will be installed in the boring to allow for daily measurement of groundwater levels at the site. The datalogger will reside inside a well monument mounted flush to the ground surface. Groundwater data will be collected from the datalogger up to four times (approximately 3, 6, 9, and 12 months) after drilling.
4. One Cone Penetrometer Test (CPT) probe will be advanced to a depth of 100 feet unless refusal is encountered at a shallower depth. The CPT probe is a static penetrometer used to assess the engineering properties of soil and obtain shear-wave velocity measurements, which will be necessary for seismic design. The CPT is performed by forcing a hardened steel cone that is equipped with a variety of sensors vertically into the soil at a constant rate of penetration by a slow push or static thrust. The cone tip resistance, sleeve friction ratio, and penetration porewater pressure values recorded at each probe interval (about 2 inches) provide estimates of soil type, bearing capacity, undrained shear strength of fine-grained soils, and frictional resistance of cohesionless soils. Seismic shear wave velocities will be measured at 1-meter intervals. The CPT will be performed by an experienced subcontractor using track- or truck-mounted equipment. A porewater pressure dissipation test will be performed in order to estimate the depth of the groundwater table.
5. One dilatometer test (DMT) sounding will be advanced to a depth of 80 feet unless refusal is encountered at shallower depths. The DMT sounding will provide additional geotechnical information to characterize the subsurface soils and estimate settlements of mat or ring foundations. The dilatometer test is performed by pushing a blade-shaped instrument into the soil. Two index values recorded at each sounding interval (about 8 inches) provide estimates of soil type, elastic modulus, and pre-consolidation stress. The dilatometer blade will be pushed into the soil using the CPT rig hydraulics. The boring, CPT sounding, and DMT sounding will all be completed within the footprint of the proposed water reservoir.
6. Two test pits will be advanced to a depth of about 7 to 10 feet below the ground surface at the location of the proposed stormwater infiltration facility. The test pits will be excavated using a rubber-tired backhoe or rubber-tracked excavator supplied and operated by a local earthwork contractor. An infiltration test will be completed during excavation of one of the test pits. The testing will be completed in general accordance with the small-scale pilot infiltration test procedure in the applicable City of Ridgefield Stormwater Manual. Upon completion of digging and sampling, the excavations will be backfilled with excavated material in approximately 2-foot-thick lifts and compacted by tamping with the back of the excavator backhoe bucket.
7. Laboratory tests will be conducted in accordance with the ASTM International methods to provide data on the important physical characteristics of the subsoils essential for engineering studies and analyses. The laboratory tests will include standard classification tests such as natural water content, grain size analyses, Atterberg limits, and unit weight determinations. Strength and consolidation testing will be completed, if applicable, to provide the quantitative data necessary for the various engineering studies, such as foundation types and estimated settlements. Cation exchange capacity and organic tests will be completed on up to two samples collected from the test pit excavations to assist in evaluating stormwater treatment.
8. Engineering analyses will be accomplished that will lead to the preparation of conclusions and recommendations concerning (1) earthwork, including site preparation, grading and drainage, stripping depths, wet-weather construction, temporary excavations, structural fill requirements,

and underground utility installation; (2) code-based seismic design parameters in accordance with the 2021 Washington State Building Code including completion of a site-specific response analysis; (3) an assessment of the potential for liquefaction, soil strength loss, and liquefaction-induced settlement; (4) ring or mat foundation support of new foundations, including suitable bearing strata, ultimate and allowable bearing pressures, estimated total and differential settlements, and resistance to lateral loads; (5) feasible deep foundation support alternatives (e.g., rammed aggregate piers, micropiles, augercast piles) and axial and lateral pile (i.e., LPile) design criteria; (6) site paving; and (7) the results of the infiltration testing and recommended correction factors.

City Responsibilities

- Provide access to the site for geotechnical investigations.

Deliverables

- Draft and Final Geotechnical Report – A geotechnical report will be prepared that discusses the work accomplished and presents the results of the various field and laboratory tests and office studies. The report will include design recommendations for geotechnical engineering related components of the project. Reports will include exploration logs, a site and exploration plan, laboratory test results, groundwater level readings, analytical output and design charts as appropriate, and design recommendations relative to excavation and earthwork. The report will be provided in electronic format. The report will be finalized after comments from the City and other review parties are received.

Assumptions

- Petroleum products or other potentially hazardous materials will not be encountered during subsurface explorations. If petroleum products or other potentially hazardous materials are encountered during subsurface exploration, drilling will immediately stop, place the drilling subcontractor and our field staff on standby and contact the City for further guidance. Any standby time is not included and will be billed on a time-and-expenses basis per further negotiations.
- The subsurface exploration program can be completed without time delays associated with permitting, clearances, cultural resources monitoring, property access approvals, or other site access coordination activities completed by others. If the project team has mobilized to the project site and the subsurface exploration program is subsequently delayed, we will put our subcontractors and field staff on standby and contact the City for further guidance. Any standby time is not included and will be billed on a time-and-expenses basis per further negotiations.

Subtask 2.4 – Topographic Survey

Objective

The Consultant team will provide surveying and topographic mapping of the site to be used for the design of the improvements. The site location includes the reservoir site and the southern property frontage along S. 5th Street.

Activities

1. *Control Survey and Boundary Determination* - All horizontal surveying and mapping will be referenced to Washington State Plane Coordinate system NAD83(11). All vertical information will be referenced to NAVD 88.

2. *Utility Locates* - The Consultant team will request a utility locating service to mark underground utilities within the project areas. Paint marks identifying underground utilities will be surveyed as part of the topographic survey.
3. *Topographic Surveying* - Topographic survey work will provide 1-foot contour elevations, locations and elevations of existing visible physical surface features such as edges of pavement, gravel access road, ditches, buildings or structures, fences, walls, visible surface utilities, marked underground utilities, wells, and trees 6-inch DBH and greater. Secure GPS elevation shot at existing High School Reservoir to confirm existing overflow elevation.

City Responsibilities

- Provide access to the site for surveying.
- Provide Title Report.

Deliverables

- Survey basemap in digital format Civil3D 2023 .DWG and PDF file formats.
- Resolve and draft right-of-way, boundary, and any easements on reservoir property.
- Prepare a Map of Dedications and up to three legal descriptions for right-of-way dedication or other purposes.
- Copy of One-Call utility locate reporting.

Assumptions

- No monuments will be set, nor will any boundary lines be marked or staked.
- Preparation of and recording of a Record of Survey is not included, nor is an ALTA survey.
- Preparation of deed histories for a legal lot determination is not included.
- No private utility companies will be hired, only “One Call” locates will be requested and included.

Subtask 2.5 – Tree Inventory

Objective

Perform a tree inventory for design and permitting requirements for all trees on or adjacent to the reservoir site.

Activities

1. Inventory all trees at the tank site. Tree species, diameter, and health of trees will be evaluated. Identify any trees that could/should be removed and provide basis for removal.
2. Indicate limits of disturbance critical root zone (CRZ) for tree protection. Assist with tree protection plan.

City Responsibilities

- Provide access to the site for tree surveying.

Deliverables

- Arborist report summarizing findings and recommendations.

Subtask 2.6 – Alternatives Analysis

Objective

Assess alternatives for the reservoir size and reservoir style. It is anticipated a CET, FCT, and a standpipe will be assessed. The reservoir site configuration will be evaluated based on a combination of siting the new reservoir, stormwater / tank overflow management facilities, environmental / cultural resource constraints, and property setback / land use requirements. The reservoir site configuration alternatives will be completed using existing LIDAR topographic mapping if the topographic survey is not yet available.

Activities

1. Reservoir Size and Style Alternatives Development

Under this task, Consultant will conduct a conceptual level alternatives evaluation, prepare conceptual level comparative cost estimates and review with the City. It is anticipated up to three different reservoir styles may be evaluated.

Alternatives Description – Identify and describe the reservoir alternatives. The alternatives development will be based on a 2.0 to 2.5 MG elevated reservoir, adjusted as needed for a standpipe. Based on our current understanding of the options, three style alternatives will be evaluated:

- Composite Elevated Tank
- Fluted Column Elevated Tank
- Welded Steel Standpipe

Triple Bottom Line Evaluation Criteria – Develop criteria that will be used to evaluate the alternatives, based on the Triple Bottom Line (TBL) decision model. Coordinate with the City in developing criteria and provide completed set of criteria for review and comment prior to the workshop (see below). Anticipated criteria include permitting requirements, construction costs, ongoing O&M costs, reliability, and customer level of service. Final criteria and weighting will be established with City staff input.

Alternatives Evaluation Spreadsheet – Use the TBL evaluation spreadsheet and include the criteria developed for the analysis, prepare spreadsheet for use in the workshop.

2. Reservoir Size and Style Alternatives Evaluation Workshop

Consultant will conduct a workshop with City staff and stakeholders to review the reservoir size and style alternatives using a TBL analysis. This will include developing an evaluation matrix for each alternative that includes evaluation criteria under each of the main categories (environmental, public impact and costs) and columns for scoring up to three alternatives for the various criteria. Each alternative will be given a composite score based on the scores for each criterion to assist the City with making the decision. A key factor in the evaluation will be life cycle costs including maintenance requirements for the various reservoir types. The collaborative

approach of discussing the alternatives and using the TBL evaluation spreadsheet will result in a selected alternative that will be carried forward in the design of the project.

3. Develop Design Criteria

Consultant will utilize the results of Subtasks 3.1 and 3.2 to develop design criteria for the proposed elevated tank to use during preliminary design of the facilities.

4. Develop Conceptual Site Plan

A conceptual site plan will be developed that outlines the portion of the site required for the reservoir and ancillary facilities as well as stormwater and other infrastructure, and the remainder of the 5.3 acres available for “future use”. The site plan being taken through permitting for this project will be for the reservoir and related infrastructure only, the remaining site area subject to future site planning is not part of this project.

City Responsibilities

- Attend a meeting with the consultant team to develop reservoir size and style evaluation criteria.
- Attend a workshop with the consultant team to develop reservoir options and alternatives. Provide input regarding criteria weighting and scoring for each of the alternatives.
- Provide final decision for reservoir size and style selection based on information and recommendations provided by the consultant team.

Deliverables

- Conceptual site plan.
- Preliminary reservoir size and style alternatives description and cost estimates based on comparison of alternatives.
- Draft design criteria and preferences for review prior to workshop.
- Draft Reservoir Alternatives Analysis memorandum, Word and PDF copy
- Final Reservoir Alternatives Analysis memorandum, Word and PDF copy.
- Draft TBL spreadsheet in electronic format (Excel).
- Final TBL spreadsheet in electronic format (Excel) including City input.

Assumptions

- One reservoir size and three different reservoir styles will be evaluated.
- Attend workshop as provided under Task 1.3.

Subtask 2.7 – Stormwater Concept Planning and Modeling

Objective

Review jurisdictional and operational stormwater requirements for the project. The analysis will include review of the downstream conveyance system.

Activities

Develop preliminary stormwater flows, sizing and siting for on-site stormwater and reservoir overflow management facilities, and assessment of stormwater conveyance options to serve the project.

Deliverables

- One figure and accompanying narrative in .pdf format.

Assumptions

- The stormwater / overflow management facilities will be located on the south end of the site.

Subtask 2.8 – Frontage Improvements

Objective

Determine frontage improvements required by City Development Code and include those in preliminary design efforts.

Activities

Assess City Development Code for pertinent improvements. Coordinate with the City as to expected and desired sidewalk, street, and stormwater improvements and incorporate.

Deliverables

- One figure and accompanying narrative in .pdf format.

Assumptions

- Up to two configuration alternatives will be considered and reviewed.
- No utility relocations or coordination with outside utilities will be required.

Subtask 2.9 – Preliminary Cost Estimate

Objective

Develop a preliminary cost estimate with the Basis of Design Report documenting the engineer's estimate of probable construction cost for each of the project elements.

Deliverables

- Engineer's estimate of probable construction costs (EOPCC) to be delivered as an Appendix to the Basis of Design Report.

Subtask 2.10 – Basis of Design Report

Objective

Consultant will prepare the Basis of Design Report to meet the DOH Water System Design Manual Requirements. The report will describe and illustrate key design criteria, reservoir operations, conceptual level design and general facility configurations to the 30% completion level. Development of the Basis of Design Report will establish the basis for final design. The work performed in Subtasks 2.1 through 2.9 will serve as the foundation for the Basis of Design Report.

Activities

The Basis of Design Report will include the following.

1. Calculations supporting the reservoir volume and dimensions.
2. Calculations supporting the stormwater and tank overflow treatment and conveyance.
3. Preliminary site plan of the reservoir site, delineating orientation of the key project features, including proposed tank, setbacks, piping layouts, vaults, site drainage facilities, and power/telemetry features. Up to two reservoir cross-section views will be prepared based on the site plan layout.
4. Engineer's estimate of probable construction cost. A summary of construction item quantities based on the Basis of Design Report, Preliminary Site Plan and Reservoir Cross-Sections and estimated unit prices for developing an EOPCC commensurate with the preliminary design level.

The Consultant will conduct a workshop with the City to review and discuss the draft Preliminary Design document deliverables. Any comments made by the City prior to/during the workshop will be incorporated into the final Preliminary Design documents. The final Preliminary Design documents will serve as the basis for the final design.

Deliverables

- Draft and Final Basis of Design Report, delivered in .pdf format.

Subtask 2.11 – 30% Preliminary Design Drawings

Objective

Develop preliminary design drawings based on the alternatives analysis in previous tasks and prepare one rendering of the proposed reservoir.

Activities

Prepare 30% Preliminary Design Drawings to accompany the Basis of Design Report. A preliminary list of anticipated plan sheets to be included in the 30% submittal are listed below.

- Cover Sheet
- Symbols and Abbreviations
- Site Layout Plan and Survey Control
- Grading, Access Road and Drainage Plan
- Site Utility Plan
- Reservoir Plan

- Reservoir Section
- Half Street Improvement Plan

Deliverables

- Electronic 30% plans to be delivered as an Appendix to the Basis of Design Report.

Subtask 2.12 – Project Delivery Method Selection

Objective

Conduct an analysis of the various elements of the project to determine suitability for application of alternative delivery methods including but not limited to Design-Build, CM/GC, and Progressive Design-Build, as compared to standard Design-Bid-Build. Provide recommendations to the City regarding the delivery method which provides the most benefit to the Owner while meeting the project constraints and goals. The consultant shall prepare a methodology for selection consistent with the CPARB Project Review Committee (PRC) guidance as outlined in RCW 39.10.280.

Activities

1. Prepare and host a workshop with the project team including City representatives and Consultant staff to review the project goals, constraints, schedule, funding, risks, and other various elements to inform the initial stages of review for delivery method selection.
2. Prepare for and attend one (1) project site visit for up to 3 consultants.
3. Review options pertaining to contracting reservoir construction separately from the site development general contract work.
4. Review and summarize project elements:
 - a. City budget and funding sources (including associated commitments, if any)
 - b. Anticipated scope of construction and associated anticipated construction costs
 - c. Anticipated right-of-way and property acquisition needs
 - d. Public engagement needs and effort to-date (if any)
 - e. Anticipated schedule
 - f. Anticipated key stakeholders (if any)
 - g. Project Risks
5. Analyze and populate a Project Delivery Selection Matrix (PDSM) utilizing previously developed FHWA and WSDOT frameworks to begin initial determination of alignment of the project with each proposed delivery method.
6. Prepare, host, and facilitate a project delivery selection workshop with the project team to review the completed PDSM, collect additional input, concerns or preferences to be documented within the matrix.

7. Finalize recommendations via memorandum inclusive of the workshop materials, minutes and final draft of the PDSM.
8. Support preparation of City Council presentation materials to obtain consent to proceed with selection of an alternative delivery method.
9. Prepare and submit the CPARB PRC application for the selected delivery method. Support additional materials, presentation and consultant attendance of CPARB Board meeting.

Assumptions

- At the conclusion of the project delivery method selection effort, should the City select an alternative delivery method other than design-bid-build, the City and Consultant shall re-negotiate subsequent tasks beyond 30% design to address differences in approach, scope and fee relative to the selected delivery method.

Deliverables

- Draft agenda and materials for review prior to workshops
- Draft and Final PDSM, Word and PDF copy
- Final memorandum summary of recommendations for alternative delivery method selection, Word and PDF copy
- City Council Presentation materials
- Draft and Final CPARB PRC Application

Task 3 – Final Design

Objective

Prepare final plans, technical specifications, construction cost estimates, and construction bid documents.

Activities

Subtask 3.1 – 60% Design Drawings, Technical Specifications, and Contract Documents

1. Preparation of plans, profiles, details of structures, pipelines, equipment, and site improvements.
2. Project design elements include the following:
 - Reservoir
 - Site and maintenance access
 - On-site water main improvements and tie-ins
 - Frontage improvements
 - Foundations
 - Structural support for the reservoir
 - Mechanical systems
 - Electrical and instrumentation and control systems
 - Stormwater collection, detention, and conveyance systems
 - Temporary erosion and sedimentation control

- Site grading
 - Construction detail plan sheets
 - Construction cost estimates
 - Construction schedule
3. Preparation of technical specifications and contract document Table of Contents proposed for bidding under public procurement procedures, including Contractor and specialty builder qualification requirements.

Subtask 3.2 – 90% Design Drawings, Technical Specifications, and Contract Documents

Develop 90% plans, specifications, and contract documents, furthering the documents prepared in the 60% submittal.

Subtask 3.3 – Final Design Drawings, Technical Specifications, and Contract Documents

Develop final plans, specifications, and contract documents, furthering the documents prepared in the 90% submittal.

Subtask 3.4 – Construction Cost Estimate

Cost estimates will be developed for each design submittal, documenting the engineer's estimate of probable construction cost.

Assumptions

- Front-end contract documents to be developed based on City provided template and bidding requirements.
- Technical specifications to be prepared for project specific conditions, using Consor's standard specifications based on Construction Specifications Institute (CSI) 48-division specification format.
- Final design schedule incorporates up to two (2) weeks of the City time for review and comments following each design submittal milestone (60%, 90% and 100% design submittal packages.)
- The Preliminary Drawing List presented at the end of this Scope of Work encapsulates the anticipated drawings to be provided.
- AutoCAD files will be in the latest version of Civil 3D.
- Cost estimates will be prepared to the level of detail appropriate for the design stage, and will include a summary of overall cost and itemization of materials, labor, equipment and construction costs.
- Construction schedule will include line items for long lead time materials and equipment.
- Existing well abandonment or improvements to integrate operation with the new reservoir site are not included in final design (to be completed by City groundwater consultant). Existing septic tank and drainfield to be abandoned by others.
- Consultant's team and electrical engineer will coordinate with CPU for power service design and application, undergrounding of overhead distribution lines that front the site, street lighting design and coordination with PEI for SCADA and controls designs.

Deliverables

- 60% construction design drawings, technical specifications, contract documents, and cost estimate in electronic PDF format.
- 90% construction design drawings, technical specifications, contract documents, and cost estimate in electronic PDF format.
- Final construction design drawings, technical specifications, contract documents, and cost estimate in electronic PDF format.
- Renderings of the site in image file format such as .jpeg.

Subtask 3.5 – 90% and Final Stormwater Report

Objective

Develop 90% and Final Stormwater Reports, furthering the concepts agreed upon during the Preliminary Design Stormwater Concept Planning. The report will be prepared for submission to City Development Department during the engineering review phase, and thus will be prepared in accordance with City development code requirements.

Activities

Consultant team will complete a stormwater report, stormwater permit application, and supporting technical information to apply for City stormwater permits. Stormwater flow control and water quality improvements will be addressed in the stormwater report and incorporated into the design plans. This task also includes preparation of a Construction Stormwater Pollution Prevention Plan for the purposes of obtaining site development permits from the City.

1. *Stormwater Basin Delineation* – Review and discuss the drainage basins for the site in accordance with City requirements based on previous work. Determine the basin to which the site's stormwater runoff contributes to and any known downstream conveyance or erosion constraints. Consultant will present options for the reservoir drainage and overflow and preferred routing.
2. *Conceptual Stormwater Designs* – Prepare design for the stormwater management (i.e., proposed detention pond) and the reservoir drainage and overflow systems. This subtask includes evaluating the soils report and infiltration analysis and performing a qualitative downstream analysis for the stormwater system.
3. *Stormwater Design and Reports* – Revise and advance the conceptual stormwater design based on comments received from the City and from the City Pre-Application for Land Use Review. This task will include the preparation of the following.
 - a. Stormwater Site Plan, including the Stormwater Pollution and Prevention Plan (SWPPP) Short Form, Abbreviated Plan, and Drainage Control Plan.
 - b. Construction SWPPP, including the Erosion Control Plan.
 - c. Source Control of Pollution, including BMPs identified in the Stormwater Site Plan.

- d. Preservation of Natural Drainage Systems and Outfalls, such that significant adverse impacts to downstream receiving waters or down gradient properties are not created in route to the ultimate outfall location (i.e., receiving water or municipal drainage system).
 - e. On-Site Stormwater Management, to show compliance with the LID Performance Standard (if necessary).
 - f. Operations and Maintenance Plan.
4. Stormwater Report – Summarize the stormwater management concepts.
 5. *Construction Stormwater General Permit* – Consultant will determine if a Construction Stormwater General Permit (CSGP) is required for the project and if so, prepare and provide application information to the City. The City will apply for the permit and transfer the permit to the contractor during construction.

Deliverables

- Electronic (.pdf) complete Stormwater Report at 90% and Final design levels.

Subtask 3.6 – Public Involvement Assistance

Objective

Plan and implement a public outreach and involvement strategy that informs the community, involves them in decisions on key issues, and leads to the successful design of the new reservoir.

Activities

1. The Consultant team will prepare a Public Involvement Plan (PIP) that will be used as a guide for the public process throughout the life of the project. The PIP will include the outreach goals and objectives, key messages, a list of key stakeholders, a description of the methods which will be used to inform and involve stakeholders and the public, and roles and responsibilities of all team members. A draft of the PIP will be provided for City review and input and the final PIP will be prepared after City input is received.
2. The Consultant team, in close collaboration with city staff, will plan and conduct one Community Open House (held in-person, virtually or both depending on preferences). The open house will consist of opportunities for the public to learn about the project, its schedule, and the tank site and design options (preferred options will be identified). The public will also be asked to provide input on ideas for mitigating impacts and collaboration. A report that summarizes the results of the open house will be prepared after the open house is held.

Assumptions

- A virtual open house is hosted on Ridgefield Roundtable. The City is responsible for hosting, designing and implementing the virtual open house.
- If the open house is hybrid, the same information presented at the open house is presented on Ridgefield Roundtable. Design is similar to the Waterfront Park community meeting information on Ridgefield Roundtable.

- If a hybrid format, the same survey questions are asked in each format.
- 3. The Consultant team will prepare one round of outreach materials to inform the community about the project and the open house. The city's existing outreach methods will be used to the greatest extent possible.

Assumptions

- Ridgefield Roundtable will be the primary community engagement tool; materials created will be designed for this tool.
- Three to four materials will be created, and may include: content for the project page on Ridgefield Roundtable, newsletter content, a fact sheet or social media posts. Specific materials will be identified in the PIP.
- 4. The Consultant team will assist the City in outreach to project neighbors for up to 8 hours for our public outreach staff for the duration of the project. This could include "backyard visits" or a small neighbor meeting to share information about the project, look at the site with them from their "backyard" and get feedback from individuals who are directly impacted by their specific views.
- 5. The Consultant team will support the City's Communications Coordinator in implementing the PIP for up to 20 hours during the duration of the project.
- 6. Graphics: Create up to three renderings of the proposed elevated tank for use with public outreach. Create up to three graphics to support the key messages and schedule.

City Responsibilities

- Review and provide feedback on PIP.
- Provide venues for public outreach meetings as needed.
- Host any website or online information sites.
- Distribute any information to residents and stakeholders.
- Coordinate with City Council regarding project decisions.

Deliverables

- Draft and final Public Involvement Plan
- Community open house presentation, materials, and summary
- Project "Fact Sheet" for outreach notification(assumed one page).
- Site renderings, up to three (3)

Assumptions

- City staff will seek Council decision on the preferred reservoir graphic / signage.
- The City will review and approve all public involvement and outreach deliverables.
- City staff will help make arrangements for a location for the open house (if held in person).
- Up to three (3) city staff will attend the open house.
- Up to three (3) Consultant staff will attend the open house.
- Consultant will prepare all materials (presentation, boards, etc.) for the open house.
- The City will post all website content.
- The project will not be significantly contested requiring additional effort not described herein.

Subtask 3.7 – Funding Assistance

Objective

Assist the City in their efforts to secure project financing from outside sources. Incorporate funding agency requirements into construction contract.

Activities

1. Prepare up to three (3) site figures that can be used with funding applications.
2. Provide technical and cost information relative to funding applications
3. Review City-provided funding application forms and add technical content/context.
4. Review accepted funding documentation for project impacts and requirements, and incorporate into construction contract.

Assumptions

- The City will lead the effort to secure outside funding sources with Consultant serving in a support capacity.
- The hours shown in the attached fee estimate spreadsheet indicate the level of effort for this task. Time required beyond the hours indicated will be outside this scope of work.

Task 4 – Permits and Approvals

Objective

Provide overall management of permitting related activities and complete required permit applications and supporting documents.

Under this subtask, the team will assist the City with preparing permits and environmental documentation. The anticipated permits and reviews are listed below.

- City of Ridgefield Pre-Application Conference
- City of Ridgefield Land Use Approval (Type II Basic Site Plan Review / Final Site Plan - Engineering Review)
- City of Ridgefield Development Review Approvals
- DOE Construction Stormwater General (NPDES) Permit
- SEPA Environmental Checklist
- Combined Wetland and Wildlife Habitat Conservation Area Critical Areas Report
- Archaeological and Cultural Resources Documentation
- DOH BODR and 90% Plan Review
- Building Permit

- Trade Permits (electrical, plumbing, mechanical by construction contractor)
- City of Ridgefield Right-of-Way Permit

Activities

Subtask 4.1 – City Land Use Permitting

Objective & Activities

It is anticipated that the project will require a Type II Basic Site Plan and Final Site Plan Review submittals and approvals through the City of Ridgefield. Approvals will be needed to satisfy land use requirements in order to receive building permits and ultimately construct the proposed improvements. The Consultant will assist in the early stages of this effort by submitting for the Pre-Application Conference. The Consultant and our Land Use Permitting lead, MacKay Sposito, will perform the following tasks with this contract:

- Confirm City siting criteria (setbacks, etc.).
- Confirm required permitting and land use approvals for the site development.
- Prepare a high-level timeline with permitting milestones.
- Prepare Existing Conditions plan based on survey data and meeting City submittal checklist requirements.
- Prepare Site Plan based on proposed site layout and meet City submittal checklist requirements.
- Prepare/compile materials for and attend the Pre-Application Conference.
- Prepare/compile material for a fully complete Type II Site Plan Review submittal to the City. These components include the following:
 - Plans as indicated above and elsewhere in this proposal.
 - Application forms.
 - Pre-application Conference summary (from separate contract).
 - Developer's GIS packet.
 - Narrative describing the proposal and how compliance with applicable zoning code standards are being met.
 - Deed history for legal lot determination (if required) as provided by a Title Company.
 - SEPA environmental checklist.
 - Water and sewer purveyor review letters (if required).
- Submit the Type II Site Plan Review application to the City and track review progress.
- Review Type II Site Plan Review staff report and conditions and incorporate into final plan set.

- Prepare Type II Final Site Plan application for approval in association with final construction plans that address any conditions of approval.
- Coordinate and submit final site plan and engineering construction plans.
- Coordinate and submit final TIR and SWPPP reports.
- Submit Type II Final Site Plan application and track City review process to approval.

Deliverables

- Submit the Type II Site Plan Review Pre-application to the City.
- Submit the Type II Final Site Plan Review and Engineering Plan Review application to the City.
- Submit final TIR and SWPPP reports to the City.

Assumptions

- Land use planning will be limited to the proposed reservoir and related improvements.
- The City will pay all associated application fees.
- The City will provide property Deed as necessary.
- Up to one “Completeness Review” round of revisions will be required.
- Any items required for the Type II application as listed in the Pre-Application notes once received or as requested by City staff, that are not identified above, are not included in this scope.
- Critical Areas are present on-site, and the project will include environmental permitting.
- This scope assumes that no traffic study will be required.
- This scope does not include addressing CARA requirements.
- Consultant shall not be responsible for changes to the documents required by the jurisdiction based upon rules, regulations, codes or requirements of the jurisdiction that are not written regulations or correspondence from the jurisdiction. Changes required due to unwritten rules, regulations, codes or requirements by the jurisdiction shall be considered additional services that are not part of this contract.

Subtask 4.2 – Environmental Permitting

Objective & Activities

It is anticipated that the project will require environmental review and permitting through the City of Ridgefield. The Consultant and our Environmental Permitting lead, MacKay Sposito, will perform the following tasks with this contract:

- Prepare a Fish and Wildlife Habitat Conservation Area Critical Areas Report for riparian buffers and waterfowl considerations.
 - Contact WDFW to discuss project elements and waterfowl concentrations, little brown bat and Yuma myotis to confirm these species will not be impacted by the project.

- Conduct a field critical areas assessment of the site to map ordinary high-water mark of the unnamed tributary to McCormick Creek and assess the required riparian buffers.
- Prepare a riparian habitat mitigation plan for impacts to the riparian buffer. All mitigation will be provided onsite and will consist of vegetation planting only.
- NEPA permitting allowance of up to 40 hours included in the event federal funding is secured. Under this allowance the Consultant will coordinate with the funding agency and develop a permit documentation matrix and plan including timeline based on specific federal funding agency requirements.

Assumptions

- No impacts to waterfowl concentration or bats anticipated. As such, a mitigation plan is not included for these critical areas.
- One wetland rating form included. No permitting of direct impacts to wetlands, riparian habitat or below the ordinary high-water mark of the unnamed tributary are included. U.S. Army Corps of Engineers, DOE 401 water quality certification permitting and biological assessment is not included. If direct wetland and riparian habitat impact permitting and mitigation is required, work will be completed under the Task 6 Design Phase Contingencies budget allowance.
- Mitigation site installation, monitoring and reporting are not included.
- NPDES Permit to be prepared and submitted by others. CARA permitting is not required for the proposed development.

Deliverables

- Habitat Conservation Area Critical Areas Report and mitigation plan for indirect (buffer) impacts.

Subtask 4.3 – Archaeological and Cultural Resources

Objective & Activities

The Consultant's team member, ASCC, will perform the following tasks.

- Discussions with consulting parties including the City, the Washington State Department of Archaeology and Historic Preservation (DAHP) and affected Tribes. This effort does not take the place of the formal consultation between the lead federal agency and key stakeholders, as mandated by the Section 106 process (if applicable).
- Establish the formal project APE in coordination with reviewing agencies.
- Background research to establish environmental, archaeological, ethnographic, and historic context for the APE.
- A cultural resource survey consisting of a systematic pedestrian survey and transects at intervals no greater than 20 meters, as permitted by terrain. The pedestrian survey will be used to inspect exposed sediments for artifacts and to generally assess the project area in terms of previous disturbance and archaeological potential. The subsurface investigation will entail the excavation of up to 20 shovel test probes (STPs) targeting any areas of high probability. STPs consist of cylindrical holes excavated by shovel that are approximately 45 cm in diameter and taken to a minimum depth of 60 cm below the

ground surface, barring impasse. All excavated site matrix will be screened through nested 1/4" and 1/8" mesh in an effort to recover cultural material. Each STP will be backfilled upon completion.

- Documentation of the survey effort using standardized excavation forms, field notes, digital photography, and GIS mapping.
- In-field analysis of any artifacts encountered during the survey.
- Preparation of a draft report with draft inventory forms for City and lead agency review, formatted to inform the Section 106 process if needed.
- Finalization of the report and associated documents based on reviewer comments.

Deliverables

- Draft and final reports detailing methods and results of the investigation.
- DAHP inventory forms as necessary, if archaeological or historical resources are identified during the investigation.
- Project maps, photographs, and GIS data showing the APE, excavation location(s), and any cultural resources identified during the investigation.
- Recommendations for further work or avoidance areas, if warranted by findings.

Assumptions

- The APE encompasses the entirety of Parcel 214234000, measuring 5.33 acres.

Subtask 4.4 – DOH Reports and Approvals

Objective & Activities

Consultant will submit Basis of Design Report and 90% Final Design plans to DOH for approval of the design and incorporate comments into the final design.

Assumptions

- Up to one round of review comments for revision after each of the two submittals are budgeted based on DOH review.
- The City will pay all associated application fees.

Deliverables

- Basis of Design Report will be submitted at 30% level design.
- 90% Final Design Plans, Specifications, and Contract Documents will be submitted for conditional construction approval.

Subtask 4.5 – City Development Review

Objective & Activities

Provide materials to support the preparation of the Development Review applications, project narratives and lead preparation of the required submittals to obtain approval.

Deliverables

- Final Site Plan, Engineering submittal packages.

Subtask 4.6 – City Building Permit Assistance

Objective & Activities

Construction of the project will require construction permits from the City of Ridgefield. It is anticipated that a building permit for the reservoir structure will be required. A clearing/grading permit may also be required for site grading and tree removal. It is assumed that the clearing/grading permit application will be submitted concurrently with the building permit. A tree mitigation plan and/or arborist report will be completed by the Consultant Team's arborist.

Assumptions

- The design plans will be submitted for building permit with the understanding that the final design for the tank structure by the tank fabricator will be submitted for building permit review as a deferred submittal.
- It is anticipated the Consultant permitting team will attend one meeting with City Planning staff regarding the construction permits. The preliminary meeting with the City will include review of the construction permit application package prior to submittal.
- Engineering support for the following permits is not included in this scope and budget: electrical, plumbing, mechanical, and other related minor permits typically obtained by the project contractor.

Deliverables

- Building Permit application.
- The City will pay all associated application fees.

Subtask 4.6 – City Right-of-Way Permitting

Objective

Consultant will obtain permits for working in the right-of-way for the pipeline connections, frontage improvements, and other improvements in the public right-of-way.

Assumptions

- It is anticipated the construction contractor will obtain the street opening permits for work in the right-of-way including final traffic control plans.
- The City will pay all associated application fees.

Deliverables

- Application for City Right-of-Way Permit

Subtask 4.8 – DOE Construction Stormwater General (NPDES) Permit

Objective & Activities

Provide assistance to the City to complete the Department of Ecology (DOE) online application process and prepare the Stormwater Pollution Prevention Plan (SWPPP) document.

Assumptions

- The City will complete the online application for permit coverage and pay fees.

Deliverables

- Stormwater Pollution Prevention Plan document to be included with the contract documents.

Task 5 – Bid Phase Services

Activities

Subtask 5.1 – Attend Pre-Bid Meeting

Consultant staff will attend an on-site meeting with potential bidders to answer questions and identify potential bid addendum items. Consultant will prepare the Pre-Bid Meeting Agenda and Sign-in Sheet.

Subtask 5.2 – Respond to Questions During Bidding

Receive and respond to plan holder and bidder questions to clarify the intent and/or requirements of the contract documents.

Subtask 5.3 – Prepare Addenda

Develop up to four addenda to be incorporated into the contract documents.

Subtask 5.4 – Bid Review and Contract Award Assistance

Consultant will review bidder qualifications, summarize bid results, and make recommendations for award.

City Responsibilities

- The City will advertise the project and be the primary point of contact for bidder inquiries.
- Prepare an advertisement and arrange for publication in the appropriate media. Advertisement costs will be paid by the City.
- Distribute the contract documents to prospective bidders, subcontractors, equipment suppliers and other vendors upon request.
- Maintain a list of plan holders for distribution of addenda.

Deliverables

- Respond to bidder questions as needed.

- Provide addenda as needed.

Assumptions

- Up to 20 responses to bidder questions will be prepared.
- Up to four bid addenda will be prepared.

Task 6 – Design Phase Contingency

Consultant, at the request of the City, is including a budget allowance for additional work not currently included in the scope but becomes necessary to complete project design and permitting. Allotted funds in this Task will not be utilized without prior City approval.

Task 7 – Construction Phase Services

Consultant, at the request of the City, is including a budget allowance for design services during construction. The scope of services, deliverables, and assumptions under this Task will be further defined in an Amendment or similar mechanism prior to entering the construction phase of the project.

Proposed Project Fee Estimate

Consultant proposes to perform the work on a time and materials basis with a total not to exceed budget of \$1,405,949 (Attachment A), in accordance with the firm's current standard Schedule of Charges in effect as the time the work is performed (Attachment B).

Proposed Project Schedule

The proposed project schedule estimates a duration of up to fifteen (15) months following Notice to Proceed, which is anticipated for March 2024.

Preliminary Drawings List

The proposed fee estimate to complete the project is based off the following preliminary drawings list:

GENERAL

- | | | |
|---|-----|--|
| 1 | G-1 | TITLE SHEET, VICINITY MAP, AND INDEX OF DRAWINGS |
| 2 | G-2 | SYMBOLS AND LEGEND |
| 3 | G-3 | ABBREVIATIONS |
| 4 | G-4 | GENERAL NOTES |
| 5 | G-5 | OVERALL PROJECT KEY MAP |

EROSION AND SEDIMENT CONTROL

- | | | |
|---|-------|-----------------------------------|
| 6 | ESC-1 | EROSION AND SEDIMENT CONTROL PLAN |
| 7 | ESC-2 | EROSION CONTROL DETAILS |

CIVIL – ELEVATED TANK

- | | | |
|----|-----|---|
| 8 | C-1 | EXISTING CONDITIONS, DEMOLITION, TREE PROTECTION, AND TREE REMOVAL PLAN |
| 9 | C-2 | SITE LAYOUT PLAN AND SURVEY CONTROL |
| 10 | C-3 | SITE GRADING AND DRAINAGE PLAN |
| 11 | C-4 | DRAINAGE PROFILES - 1 |
| 12 | C-5 | DRAINAGE PROFILES - 2 |

13	C-6	ELEVATED TANK SECTION AND DETAILS
14	C-7	WATER PIPING PLAN
15	C-8	WATER PIPING PROFILE
16	C-9	STORMWATER MANAGEMENT FACILITY SECTIONS AND DETAILS
17	C-10	CIVIL DETAILS - 1
18	C-11	CIVIL DETAILS - 2
19	C-12	CIVIL DETAILS - 3

CIVIL – FRONTAGE IMPROVEMENTS

20	C-13	S. 5 TH STREET IMPROVEMENTS PLAN – WEST HALF
21	C-14	S. 5 TH STREET IMPROVEMENTS PLAN – EAST HALF
22	C-15	SIDEWALK AND STORMWATER DETAILS – 1
23	C-16	SIDEWALK AND STORMWATER DETAILS – 2
24	C-17	STANDARD DETAILS - 1
25	C-18	STANDARD DETAILS - 2

LANDSCAPING

26	L-1	ON-SITE SOILS AND PLANTING PLAN – 1
27	L-2	ON-SITE SOILS AND PLANTING PLAN – 2
28	L-3	OFF-SITE SOILS AND PLANTING PLAN – 1
29	L-4	OFF-SITE SOILS AND PLANTING PLAN – 2
30	L-5	SOILS AND PLANTING DETAILS – 1
31	L-6	SOILS AND PLANTING DETAILS – 2

STRUCTURAL - ELEVATED TANK

31	S-1	ELEVATED TANK GENERAL STRUCTURAL NOTES - 1
32	S-2	ELEVATED TANK GENERAL STRUCTURAL NOTES - 2
33	S-3	ELEVATED TANK QUALITY ASSURANCE PLAN
34	S-4	ELEVATED TANK ELEVATIONS AND SECTIONS
35	S-5	ELEVATED TANK FOUNDATION PLAN AND INTERIOR SLAB PLAN
36	S-6	ELEVATED TANK DOME ROOF PLAN AND STEEL ROOF PLAN
37	S-7	ELEVATED TANK REINFORCED CONCRETE DETAILS
38	S-8	ELEVATED TANK STRUCTURAL DETAILS
39	S-9	ELEVATED TANK HANDRAIL AND MISCELLANEOUS DETAILS

MECHANICAL - ELEVATED TANK

40	M-1	ELEVATED TANK SECTION AND DETAILS
41	M-2	ELEVATED TANK GROUND LEVEL PLAN
42	M-3	ELEVATED TANK BOWL PLAN
43	M-4	ELEVATED TANK ROOF PLAN
44	M-5	ELEVATED TANK VENT AND HATCH DETAILS
45	M-6	ELEVATED TANK LADDER AND ACCESS DETAILS
46	M-7	ELEVATED TANK STAIRWAY DETAILS
47	M-8	ELEVATED TANK STAIRWAY PLAN
48	M-9	ELEVATED TANK INLET AND OUTLET PIPING PLAN, SECTIONS, AND DETAILS
49	M-10	ELEVATED TANK INTERNAL PIPING CONFIGURATION AND DETAILS
50	M-11	ELEVATED TANK INLET MIXING SYSTEM AND MISCELLANEOUS DETAILS
51	M-12	ELEVATED TANK MISCELLANEOUS AND PIPE SUPPORT DETAILS - 1

52 M-13 ELEVATED TANK MISCELLANEOUS AND PIPE SUPPORT DETAILS - 2

ELECTRICAL AND INSTRUMENTATION & CONTROL

53 E-1 ELECTRICAL LEGEND, ABBREVIATIONS, AND SYMBOLS
54 E-2 ELECTRICAL SITE PLAN
55 E-3 ONE LINE DIAGRAM AND LOAD SUMMARY
56 E-4 ELECTRICAL ELEVATIONS AND DETAILS
57 E-5 LIGHTING PLAN AND ELEVATIONS
58 E-6 ELECTRICAL PLAN, GRADE LEVEL
59 E-7 ELECTRICAL PLANS, UPPER LEVELS
60 E-8 STREET LIGHTING PLAN
61 E-9 STREET LIGHTING PHOTOMETRICS
62 E-10 SCHEDULES AND DETAILS
63 I&C-1 PROCESS AND INSTRUMENTATION DIAGRAM
64 I&C-2 CONTROL PANEL ELEVATION AND BOM (BY OTHERS)
65 I&C-3 CONTROL PANEL POWER AND FUSING (BY OTHERS)
66 I&C-4 CONTROL PANEL I/O (BY OTHERS)

ATTACHMENT A

EASTSIDE ELEVATED WATER RESERVOIR
CITY OF RIDGEFIELD, WA
PROPOSED FEE ESTIMATE

Staff Name	Principal Engineer II	Project Coordinator III	Cost Estimator III	TA Principal Engineer VI	PM Principal Engineer III	PE Professional Engineer VIII	Engin Professional Engineer III	Modeling Professional Engineer VII	Stormwater & Frontage Professional Engineer VI	PI Project Manager IV	CAD Technician III	Admin Administrative III	Labor	Subconsultants						Subconsultant Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	GIS Units \$10/hr	Total
	\$277 WilliamsKyl	\$162 CutlipEri	\$290 GriesingerRob	\$353 HickeyMat	\$293 GruberJam	\$240 FordJus	\$186 LyonsNat	\$227 TrottKev	\$216 UhaczKel	\$260 SloopKim	\$166 McFaddinNic	\$128 MaliziaWil		Structural PSE	Electrical ISI	Geotech GRI	Survey, Land Use, LA, and Enviro Msi	Archaeology ASCC	Arborist Arborscape						
Task 1 - Project Management																									
Task 1.1 - Invoices/Status Reports					8	16						16	\$ 8,335							1.1	\$ -	\$ -	\$ -	\$ -	\$ 8,335
Task 1.2 - Project Management and Coordination		16			24	40							\$ 19,464							1.1	\$ -	\$ -	\$ -	\$ -	\$ 19,464
Task 1.3 - Project Meetings				6	24	40	24	4	4				\$ 25,298							1.1	\$ -	\$ 524	\$ -	\$ -	\$ 25,822
Task 1.4 - Subconsultant Coordination					16	40	16						\$ 17,480				\$ 8,000			1.1	\$ 8,800	\$ -	\$ -	\$ -	\$ 26,280
Task 1.5 - Quality Assurance and Quality Control (QA/QC)				40	8	8	4						\$ 19,367							1.1	\$ -	\$ -	\$ -	\$ -	\$ 19,367
Task 1 Subtotal	0	16	0	46	80	144	44	4	4	0	0	16	\$ 89,944	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -		\$ 8,800	\$ 524	\$ -	\$ -	\$ 99,268
Task 2 - Preliminary Design																									
Task 2.1 - Data Collection and Review					16	12	24	8	4				\$ 14,896							1.1	\$ -	\$ 262	\$ -	\$ -	\$ 15,158
Task 2.2 - Hydraulic Modeling					4	8	8	60					\$ 18,428							1.1	\$ -	\$ -	\$ -	\$ 600	\$ 19,028
Task 2.3 - Geotechnical Investigation					2	4	8		2				\$ 3,509			\$ 96,588				1.1	\$ 106,247	\$ -	\$ -	\$ -	\$ 109,756
Task 2.4 - Topographic Survey					2	4	4				8		\$ 3,663				\$ 44,700			1.1	\$ 49,170	\$ 105	\$ 144	\$ -	\$ 53,082
Task 2.5 - Tree Inventory					2	2	8						\$ 2,586						\$ 2,500	1.1	\$ 2,750	\$ -	\$ -	\$ -	\$ 5,336
Task 2.6 - Alternatives Analysis				4	4	16	40	4			16		\$ 17,646	\$ 5,298						1.1	\$ 5,828	\$ -	\$ 288	\$ -	\$ 23,762
Task 2.7 - Stormwater Concept Planning and Modeling				2	2	4	24				8		\$ 16,893							1.1	\$ -	\$ -	\$ 144	\$ -	\$ 17,037
Task 2.8 - Frontage Improvements					2	4	8				24		\$ 16,141							1.1	\$ -	\$ -	\$ 432	\$ -	\$ 16,573
Task 2.9 - Preliminary Cost Estimate			4	2	2	8	12						\$ 7,561							1.1	\$ -	\$ -	\$ -	\$ -	\$ 7,561
Task 2.10 - Basis of Design Report				2	4	12	24	8	4		4		\$ 12,723		\$ 8,986					1.1	\$ 9,885	\$ -	\$ 72	\$ -	\$ 22,680
Task 2.11 - 30% Preliminary Design Drawings				2	2	16	40		4		40		\$ 20,327	\$ 24,108						1.1	\$ 26,519	\$ -	\$ 720	\$ -	\$ 47,566
Task 2.12 - Project Delivery Method Selection	80				20	20							\$ 33,230							1.1	\$ -	\$ 105	\$ -	\$ -	\$ 33,335
Task 2 Subtotal	80	0	4	14	64	114	208	80	82	0	100	0	\$ 167,603	\$ 29,406	\$ 8,986	\$ 96,588	\$ 44,700	\$ -	\$ 2,500		\$ 200,398	\$ 472	\$ 1,800	\$ 600	\$ 370,873
Task 3 - Final Design																									
60% Design Drawings, Technical Specification, and Contract																									
Task 3.1 - Documents			2	2	12	64	180	8	40		180		\$ 95,153	\$ 32,643	\$ 8,512					1.1	\$ 45,271	\$ 262	\$ 3,240	\$ -	\$ 143,925
90% Design Drawings, Technical Specification, and Contract																									
Task 3.2 - Documents			2	2	12	80	200	8	40		180		\$ 102,807	\$ 18,309	\$ 9,170		\$ 11,500			1.1	\$ 42,877	\$ 262	\$ 3,240	\$ -	\$ 149,186
Final Design Drawings, Technical Specification, and Contract																									
Task 3.3 - Documents			2	2	8	64	180	8	40		180		\$ 93,966	\$ 11,778	\$ 5,774					1.1	\$ 19,307	\$ 262	\$ 3,240	\$ -	\$ 116,775
Task 3.4 - Construction Cost Estimates				2	2	10	42		16				\$ 15,147							1.1	\$ -	\$ -	\$ -	\$ -	\$ 15,147
Task 3.5 - 90% and Final Stormwater Report				2	8	4	40		60		40		\$ 31,438							1.1	\$ -	\$ -	\$ 720	\$ -	\$ 32,158
Task 3.6 - Public Involvement Assistance				2	8	8	8			110	24		\$ 39,530							1.1	\$ -	\$ -	\$ 432	\$ -	\$ 39,962
Task 3.7 - Funding Assistance				2	8	8	24			20			\$ 14,817							1.1	\$ -	\$ -	\$ -	\$ -	\$ 14,817
Task 3 Subtotal	0	0	6	14	58	238	674	24	196	130	604	0	\$ 392,858	\$ 62,730	\$ 23,456	\$ -	\$ 11,500	\$ -	\$ -		\$ 107,455	\$ 786	\$ 10,872	\$ -	\$ 511,971
Task 4 - Permits and Approvals																									
Task 4.1 - City Land Use Permitting					2	8	24				40		\$ 13,780				\$ 39,500			1.1	\$ 43,450	\$ 262	\$ -	\$ -	\$ 57,492
Task 4.2 - Environmental Permitting					2	2	16						\$ 4,093							1.1	\$ -	\$ -	\$ -	\$ -	\$ 4,093
Task 4.3 - Archaeological and Cultural Resources				2	2	4							\$ 1,833			\$ 29,660	\$ 10,695			1.1	\$ 44,391	\$ -	\$ -	\$ -	\$ 46,223
Task 4.4 - DOH Reports				2	2	24							\$ 5,599							1.1	\$ -	\$ -	\$ -	\$ -	\$ 5,599
Task 4.5 - City Development Review				2	2	24			16				\$ 9,098							1.1	\$ -	\$ -	\$ -	\$ -	\$ 9,098
Task 4.6 - City Building Permit Assistance				2	2	24							\$ 5,599	\$ 2,934						1.1	\$ 3,227	\$ -	\$ -	\$ -	\$ 8,827
Task 4.7 - City Right-of-Way Permitting				2	2	8			8				\$ 4,336							1.1	\$ -	\$ -	\$ -	\$ -	\$ 4,336
Task 4.8 - DOE Construction Stormwater General (NPDES) Permit				2	2	40			24				\$ 13,861							1.1	\$ -	\$ -	\$ -	\$ -	\$ 13,861
Task 4 Subtotal	0	0	0	0	16	22	164	0	48	0	40	0	\$ 58,199	\$ 2,934	\$ -	\$ -	\$ 69,160	\$ 10,695	\$ -		\$ 91,068	\$ 262	\$ -	\$ -	\$ 149,528
Task 5 - Bid Phase Services																									
Task 5.1 - Attend Pre-Bid Meeting					2	4	8						\$ 3,072							1.1	\$ -	\$ 262	\$ -	\$ -	\$ 3,334
Task 5.2 - Respond to Questions During Bidding				2	2	8	16						\$ 6,265	\$ 2,934						1.1	\$ 3,227	\$ -	\$ -	\$ -	\$ 9,493
Task 5.3 - Prepare Addenda				2	2	6	16						\$ 5,779		\$ 2,392					1.1	\$ 2,631	\$ -	\$ -	\$ -	\$ 8,411
Task 5.4 - Bid Review and Contract Award Assistance				2	2	4	8						\$ 3,072							1.1	\$ -	\$ -	\$ -	\$ -	\$ 3,072
Task 5 Subtotal	0	0	0	4	8	22	48	0	0	0	0	0	\$ 18,189	\$ 2,934	\$ 2,392	\$ -	\$ -	\$ -	\$ -		\$ 5,859	\$ 262	\$ -	\$ -	\$ 24,309
Task 6 - Design Phase Contingencies																									
Task 6.1 - Design Phase Contingencies													\$ 100,000							1.1	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Task 6 Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 100,000
Task 7 - Construction Phase Services																									
Task 7.1 - Design Services During Construction (Placeholder)													\$ 150,000							1.1	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Task 7 Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 150,000
TOTAL - ALL TASKS	80	16	10	78	226	540	1138	108	330	130	744	16	\$ 976,793	\$ 98,004	\$ 34,834	\$ 96,588	\$ 133,360	\$ 10,695	\$ 2,500		\$ 413,579	\$ 2,306	\$ 12,672	\$ 600	\$ 1,405,949

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: February 22, 2024

AGENDA ITEM NAME: Motion - Approval of TIB Complete Streets Grant Application

GOVERNING LEGISLATION

Financial Policy #15: Grant Management

PREVIOUS COUNCIL ACTION TAKEN:

The council adopted Resolution No. 635 - Financial Policy #15: Grant Management on January 11, 2024. Council has approved submissions of previous grant applications and acceptance of grant awards.

SUMMARY/BACKGROUND:

Per the new grant policy, council authority is required to submit grant applications over \$100,000 that require additional city resources such as matching funds. City staff have identified a Transportation Improvement Board grant program, Complete Streets Early Opportunity Grant. The proposed grant project includes two major components:

- Hillhurst Road School Zone safety: Improve pedestrian and bicycle safety by installing a High Intensity Actuated Crosswalk (HAWK) Signal, enhanced crosswalks and infill walkways on S. Hillhurst in the area of the High School, speed reader boards (real-time vehicle speed feedback signs), along with enhanced school zone signage along Royle Road approaching the Hillhurst Road intersection. This is a City Council initiative, and
- Hillhurst Road/Intermediate School enhanced crosswalk safety improvement: improve pedestrian and bicycle safety between the growing Sanderling Park residential area and the Intermediate Schools campus across Hillhurst Road, with actuated rectangular rapid flashing beacon (RRFB) pedestrian signage and advanced warning signs, speed reader boards (real-time vehicle speed feedback signs), ADA-compliant ramps, and connecting walkway improvements.

The estimated cost of the project is \$325,000, \$50,000 for design and \$275,000 for construction. The grant requires a 20% local match, which would be \$65,000. The requested TIB grant would be \$260,000. The local match already includes an appropriation for design in the 2024 budget and the remaining match requirement will be covered by a developer share payment received by the city for work in this area. Council will need to appropriate the full project cost during the spring supplemental budget.

- 2024 Capital Budget \$30,000
- Developer pro rata share (Received January 2024) \$35,000

The Grant Steering Committee unanimously recommended the grant go to council for approval to

submit the application.

BUDGET/FINANCIAL IMPACTS:

Potential award of \$260,000 in grant funding. An additional appropriation of \$35,000 in local match (funds received from a developer for local impacts).

RECOMMENDED ACTION OR MOTION:

If the Council wishes to authorize city staff to submit the application, a motion would be:

"I move to authorize the City Manager or designee to submit a Transportation Improvement Board Complete Streets Early Opportunity Grant application for the Hillhurst Complete Streets Project, including a 20% local match."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

None

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: February 22, 2024

AGENDA ITEM NAME: Second Reading of Ordinance No. 1416 - Enforcement Code Amendments

GOVERNING LEGISLATION

RCW 7.80 - Civil Infractions

PREVIOUS COUNCIL ACTION TAKEN:

Council held a public hearing and first reading of Ordinance No. 1416 on December 7, 2023.

SUMMARY/BACKGROUND:

The staff report from the December 7 Council meeting is attached. Please review this staff report for a summary of the proposed code updates. The focus of this proposal is to codify a standardized process for code enforcement in order for staff to be able to address code violations efficiently and equitably. A flow chart of the process is also attached showing the steps the Code Enforcement Officer takes to educate property owners and achieve voluntary compliance prior to issuing any fines.

This proposal is not to add, remove, or modify code standards that would change the scope of what is or is not a code violation. If Council wishes to consider changes to development standards for which violations result in code enforcement action (e.g., standards for parking boats and RVs in residential zones), those may be considered in the next round of general code updates in Spring 2024.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

To adopt the amendments and additions to the enforcement code: "I move to adopt Ordinance No. 1416 as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report
2. Enforcement Process
3. A. NEW Title 20 Enforcement Code
4. B. Code enforcement fees
5. C. Chapter 8.04 DEBRIS REMOVAL_edited
6. D. Chapter 8.12 GARBAGE COLLECTION_edited
7. E. Chapter 8.13 COLLECTION OF RECYCLABLE MATERIALS_edited
8. F. Chapter 8.20 JUNK VEHICLES AND AUTOMOBILE HULKS_deleted
9. G. Chapter 12.12 TREES_edited

10. H. Chapter 12.15 STREET EXCAVATIONS_edited
11. I. Chapter 13.15 SEWER SERVICE_edited
12. J. Chapter 13.20 WATER SERVICE_edited
13. K. Chapter 13.50 METERS_edited
14. L. Chapter 13.55 BACKFLOW CROSS CONNECTION REGULATIONS_edited
15. M. Chapter 13.80 ILLICIT DISCHARGE_edited
16. N. NEW Chapter 14.98 ENFORCEMENT
17. O. Chapter 15.24 PUBLIC NUISANCES_edited
18. P. NEW Chapter 15.25 JUNK VEHICLES AND AUTOMOBILE HULKS
19. Q. Chapter 18.395 ENFORCEMENT PROCEDURES AND PENALTIES_edited
20. R. Chapter 18.500 SITE PLAN REVIEW_edited
21. S. Chapter 18.710 SIGNS_revised
22. T. Chapter 18.715 EXTERIOR LIGHTING_edited
23. U. Chapter 18.740 FENCES AND WALLS_edited
24. V. Chapter 18.750 FLOOD CONTROL_edited
25. W. Chapter 18.755 EROSION CONTROL_edited
26. X. Chapter 18.840 TREES_edited
27. Y. Chapter 1.08 GENERAL PENALTY_edited

ORDINANCE NO. 1416

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON

Amending Chapters within Titles 1, 8, 12, 13, 14, 15, and 18 of the Ridgefield Municipal Code AND CREATING A NEW TITLE 20 RELATED TO CODE ENFORCEMENT

WHEREAS, it is a policy of the City of Ridgefield to enforce the rules and regulations of the Ridgefield Municipal Code (RMC) in order to protect general health, safety, and welfare; and
WHEREAS, it is a policy of the City of Ridgefield to strive for and achieve the highest level of voluntary compliance in all code enforcement actions; and
WHEREAS, the City of Ridgefield employs a full time Code Enforcement Officer tasked with enforcing the provisions of the RMC as provided for in RCW 7.80 – Civil Infractions; and
WHEREAS, staff including the Code Enforcement Officer have reviewed the code enforcement provisions within the RMC and determined that amendments and additions are necessary to assure that the provisions reflect current law and best practices for code enforcement; and
WHEREAS, the Ridgefield Planning Commission held a public hearing on the proposed amendments and additions during their regular meeting on November 1, 2023; and
WHEREAS, the Ridgefield Planning Commission forwarded a recommendation to amend and add to the Ridgefield Municipal Code as proposed to the City Council on November 1, 2023; and
WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the proposed amendments and additions during their regular meeting on December 7, 2023; and
WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments and additions during their meeting on February 22, 2024; and
NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt amendments to Titles 1, 8, 12, 13, 14, 15, and 18 of the Ridgefield Municipal Code and create a new Title 20 – Code Enforcement.

Section 2. Amendments to the Ridgefield Municipal Code. The Ridgefield City Council hereby amends certain Chapters of Titles 1, 8, 12, 13, 14, 15, and 18 as set forth in Exhibits XX-XX, attached hereto and incorporated by this reference.

Section 3. Additions to the Ridgefield Municipal Code. The Ridgefield City Council hereby adopts new Title 20 – Code Enforcement as set forth in Exhibit XX, attached hereto and incorporated by this reference.

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, zoning district names, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to or any other person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of

the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection or portion thereof, irrespective of the fact that any one or more of the other portions be declared invalid or unconstitutional.

Section 6. Applicability. This ordinance shall be applied in the current city limits and City of Ridgefield Urban Growth Area (UGA) as adopted by the Clark County Board of County Commissioners and the subsequent acceptance by the Ridgefield City Council.

Section 7. Effective Date. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 22nd DAY OF FEBRUARY, 2024.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: December 7, 2023
Second Reading/Passage: February 22, 2024
Date of Publication:
Effective Date:

EXHIBITS XX-XX:

2024 Enforcement Code Amendments and Additions



THE CITY OF RIDGEFIELD

510 Pioneer Street Ste B | P.O. Box 608 | Ridgefield, WA

Ordinance No. 1416: Enforcement Code Amendments

City Council Staff Report

December 7, 2023

I. CODE ENFORCEMENT BACKGROUND

It is the policy of the City of Ridgefield to thoroughly and consistently enforce the rules and regulations of the Ridgefield municipal code (RMC), with primary emphasis on protection of general health, safety and welfare. In addition, it is the policy of the City to strive for and achieve the highest level of voluntary compliance in all code enforcement actions. The City strives to resolve all code enforcement actions in a swift, fair, and equitable manner.

The City hired its first full-time Code Enforcement Officer in January 2022. The Code Enforcement Officer was tasked with professionalizing the previously part-time, *ad hoc* position, including standardizing enforcement procedures and corrective actions. The amendments proposed herein are based on the officer's experience and best professional judgement, with input from other involved parties.

II. EXISTING CONDITIONS AND PROBLEM STATEMENT

The Code Enforcement Officer is responsible for determining if violations of the municipal code have occurred and for enforcing the applicable code provisions through corrective actions. The Code Enforcement Officer may call upon other appropriate city departments and employees to assist in enforcement of the municipal code.

The Code Enforcement Officer enforces certain provisions in Titles 8 – Health and Welfare; 12 – Streets and Sidewalks; 13 – Public Utilities; 14 – Building and Construction; 15 – Abatement of Public Nuisances; and 18 – Development Code. Currently, numerous enforcement procedures and penalties are spread throughout these titles of the municipal code. **There is no consistent set of procedures for enforcing violations of the municipal code.**

This lack of consistency has several consequences for staff and customers. Code complaints are resolved more slowly when staff must take the time to determine what enforcement procedure(s) apply to the case. Staff must consult with the City Attorney on appropriate actions, at a significant hourly cost. There is a lack of certainty that individuals who have committed code violations are being treated equitably over time and across different types of violations. When a code violation case goes to hearing, it is difficult for staff to make a strong legal argument based on a fragmented code. Were the current Code Enforcement Officer to leave, it would be challenging for other staff and/or a new hire to apply the existing codes consistently.

III. PROPOSAL

Title 20 – Code Enforcement

The main proposal is to establish one uniform set of code enforcement procedures for the municipal code. This consolidated enforcement code would be in a new title of the RMC: **Title 20 – Enforcement Code** (see Attachment A). The existing code enforcement procedures described in Titles 8, 12, 13, 14, 15, and 18 would be removed and replaced with references to Title 20. (Note: in four chapters – 13.80, 15.24, 18.395, and 18.840 – some existing enforcement language that is specific to the topics therein and does not conflict with Title 20 is proposed for retention. See Table 1.) References to Title 20 would also be added to chapters within the subject titles that should link to enforcement procedures but do not.

The proposed uniform procedures in Title 20 were developed by the current Code Enforcement Officer based on the City of Vancouver's adopted uniform code enforcement procedures. The Code Enforcement Officer previously worked as a City of Vancouver Code Enforcement Officer for 20 years and found Vancouver's enforcement procedures to be fair, equitable, and easy for code enforcement staff and supporting staff to apply in an efficient manner.

The Code Enforcement Officer engaged the following individuals to help draft and refine the proposed code updates for use in Ridgefield:

- City Attorney
- Municipal Court Prosecutor
- Chief of Police
- Community Development Director
- Building Official
- City Engineer
- Stormwater Supervisor
- Utility Clerk
- Cross Connection Control Specialist

A basic summary of proposed Title 20 follows. For full detail please see Attachment A.

- Chapter 20.100 establishes general provisions, including applicability to chapters within Titles 8, 12, 13, 14, 15, and 18; definitions; and the City's authority to investigate violations, enter into voluntary compliance agreements, issue orders, revoke permits, and assess monetary penalties.
- Chapter 20.200 provides a menu of enforcement actions and procedures for noticing and completing those actions:
 - Correction notice: a notice informing the responsible party of a violation and providing a date by which to remedy the violation to avoid further enforcement action.
 - Voluntary correction agreement: an agreement between the City and the responsible party to correct and mitigate for a violation to avoid further enforcement action.
 - Notice of civil penalty: a notice requiring corrective action by a certain date and imposing monetary penalties when the responsible party is unresponsive to a correction notice or agreement.
 - Order to revoke permit: an order to revoke a permit issued by the City of Ridgefield when the terms of the permit or approved plans are not being met, the permit was issued in error, or the permit was issued based on incorrect information.
 - Judicial abatement: an action where the City abates a violation the responsible party

has failed to address as required by a correction notice or agreement, notice of civil penalty, or Hearing Examiner's final order, with the permission of the property owner or pursuant to a judicial order.

- Summary abatement: immediate abatement of a violation imminently threatening health, safety, welfare, or the environment, typically using a stop work order.
 - Injunctive relief: an action where the City Attorney petitions the court for the issuance of an injunction or restraining order preventing the code violation from continuing.
 - Criminal prosecution: an action where the City refers a violation to the prosecutor as a misdemeanor. Must follow attempts to achieve compliance through other means listed in Chapter 20.200 unless the situation involves repeat violations or malicious intent.
 - Judicial relief: an option for the City to file a complaint in court to seek legal relief where civil enforcement actions or criminal prosecution would not be timely or effective.
- Chapter 20.300 describes the process by which affected parties may appeal an enforcement action. Appeals go before the Hearing Examiner, and staff prepares a report for the hearing detailing the case. The Hearing Examiner's decision may be appealed to superior court.

Monetary penalties

Staff proposes a concurrent update to the Master Fee Schedule establishing monetary penalties for first, second, and subsequent violations of the municipal code. See Attachment B. Code violation penalties are not currently listed in the Master Fee schedule and are instead scattered throughout the RMC like existing code enforcement procedures. The proposed fees are similarly based on those charged by City of Vancouver code enforcement. The basic proposed fees are \$250 for first violation, \$500 for second violation, and \$1,000 for subsequent violations. Higher fees are proposed for violations that pose an immediate threat to life, health, safety, and the natural environment.

As proposed in Chapter 20.200, the City could collect cumulative monetary penalties. Penalties could be assessed on a daily basis beginning after the corrective date provided in the notice to the responsible party. Monetary penalties would accrue during an appeal period unless the appellant prevails. Payment of fees would not relieve the responsible party from correcting the violation. Costs incurred by the City to remedy a violation, including legal costs, abatement costs, and administrative costs, would be charged to the responsible party or as a lien against the property.

Other proposed updates

While auditing the existing code enforcement language, staff identified three other changes to include in this proposal.

1. Junk vehicles and automobile hulks. Currently, junk vehicles and automobile hulks are addressed in Chapter 8.20 under Title 8, Health and Welfare. The proposal is to create a new chapter for junk vehicles and automobile hulks (Chapter 15.25) within Title 15, Abatement of Public Nuisances such that junk vehicles and automobile hulks are appropriately identified as public nuisances. New Chapter 15.25 would reference Title 20 for enforcement procedures, relieving Ridgefield PD of their duty to get a court order for removal of junk vehicles off private property and instead establishing the owner's responsibility to remove their own junk vehicles through the uniform code enforcement process. See Attachment P.

2. Backflow cross-connection regulations. Housekeeping amendments are proposed to RMC Chapter 13.55.040, Inspection of backflow devices. See Attachment L.
3. Misdemeanor penalty. Chapter 1.08.020 provides that all misdemeanors shall be punishable by a fine of not more than \$500, with certain exceptions. An amendment is proposed to add “unless provided in Title 20” to the list of exemptions, such that fines greater than \$500 could be charged for certain code violations as proposed. See Attachment Y.

Table 1. Summary of proposed changes

<u>Source</u>	<u>Changes</u>	<u>Attachment</u>
RMC Title 20 – Code Enforcement	New title with uniform code enforcement procedures.	A
Master Fee Schedule	New section with code violation penalties.	B
RMC Chapter 8.04 – Debris Removal	Replace existing enforcement procedures with reference to uniform enforcement procedures in Title 20.	C
RMC Chapter 8.12 – Garbage Collection	Replace existing enforcement procedures with reference to uniform enforcement procedures in Title 20.	D
RMC Chapter 8.13 – Collection of Recyclable Materials	Replace existing enforcement procedures with reference to uniform enforcement procedures in Title 20.	E
RMC Chapter 8.20 – Junk Vehicles and Automobile Hulks	Delete and move to new Chapter 15.25.	F
RMC Chapter 12.12 – Trees	Replace existing enforcement procedures with reference to uniform enforcement procedures in Title 20.	G
RMC Chapter 12.15 – Street Excavations	Replace existing enforcement procedures with reference to uniform enforcement procedures in Title 20.	H
RMC Chapter 13.15 – Sewer Service	Add reference to uniform enforcement procedures in Title 20.	I
RMC Chapter 13.20 – Water Service	Add reference to uniform enforcement procedures in Title 20.	J
RMC Chapter 13.50 – Meters	Add reference to uniform enforcement procedures in Title 20.	K
RMC Chapter 13.55 – Backflow Cross-Connection Regulations	Add reference to uniform enforcement procedures in Title 20.	L

	Minor housekeeping updates to 13.55.040, Inspection of backflow devices.	
RMC Chapter 13.80 – Illicit Discharge	Replace most existing enforcement procedures with reference to uniform enforcement procedures in Title 20. Maintain certain illicit discharge-specific enforcement sections that do not conflict with Title 20 (cost of remediation, special noticing requirements, negotiations with violators authorized).	M
RMC Chapter 14.98 – Enforcement	Add a new chapter to Title 14, Building and Construction, referencing the uniform enforcement procedures in Title 20.	N
RMC Chapter 15.24 – Public Nuisances	Replace most existing enforcement procedures with reference to uniform enforcement procedures in Title 20. Maintain certain enforcement sections that do not conflict with Title 20 (liability for costs).	O
RMC Chapter 15.25 – Junk Vehicles and Automobile Hulks	New chapter referencing uniform enforcement procedures in Title 20. Replaces Chapter 8.20.	P
RMC Chapter 18.395 – Development Code Enforcement Procedures and Penalties	Replace most existing enforcement procedures with reference to uniform enforcement procedures in Title 20. Maintain certain development-specific enforcement sections that do not conflict with Title 20 (determination of violation, subdivision violations).	Q
RMC Chapter 18.500.070 – Site Plan Review – Conditions, revocation of approval, terms and appeals	Revise reference to Chapter 18.395 and add reference to Title 20.	R
RMC Chapter 18.710.170 – Signs – Nonconforming signs, maintenance, removal and enforcement	Revise reference to Chapter 18.395 and add reference to Title 20.	S
RMC Chapter 18.715.080 – Exterior Lighting – Penalties for violation	Revise reference to Chapter 18.395 and add reference to Title 20.	T
RMC Chapter 18.740.060 – Fences and Walls – Enforcement	Add reference to Title 20.	U

RMC Chapter 18.750.030 – Flood Control – General provisions	Revise reference to Chapter 18.395 and add reference to Title 20.	V
RMC 18.755.080 – Erosion Control – Enforcement	Replace existing enforcement procedures with references to Chapter 18.395 and to Title 20.	W
RMC 18.840.140 – Trees – Non-compliance, penalty, and enforcement	Replace most existing enforcement procedures with references to Chapter 18.395 and to Title 20. Maintain the additional remedies already identified in 18.840.140 that do not conflict with Title 20.	X
RMC 1.08.020 – General Provisions – General Penalty – Misdemeanors – Penalty generally	Add reference to Title 20.	Y

IV. PROCESS

<u>Date</u>	<u>Milestone</u>
October 18, 2023	Combined notice of Planning Commission and City Council public hearings published and posted
November 1, 2023	Planning Commission public hearing and recommendation to Council
December 7, 2023	City Council public hearing and 1 st reading
December 21, 2023	City Council public meeting and 2 nd reading/adoption

V. PLANNING COMMISSION

Planning Commission held a public hearing on the proposed enforcement code amendments on November 1, 2023. Planning Commission voted unanimously to recommend approval of the code amendments to Council. Commissioners encouraged Council to consider increasing the fines for environmental violations.

VI. PUBLIC COMMENT

Staff have received no public comments as of November 30, 2023.

VII. ATTACHMENTS

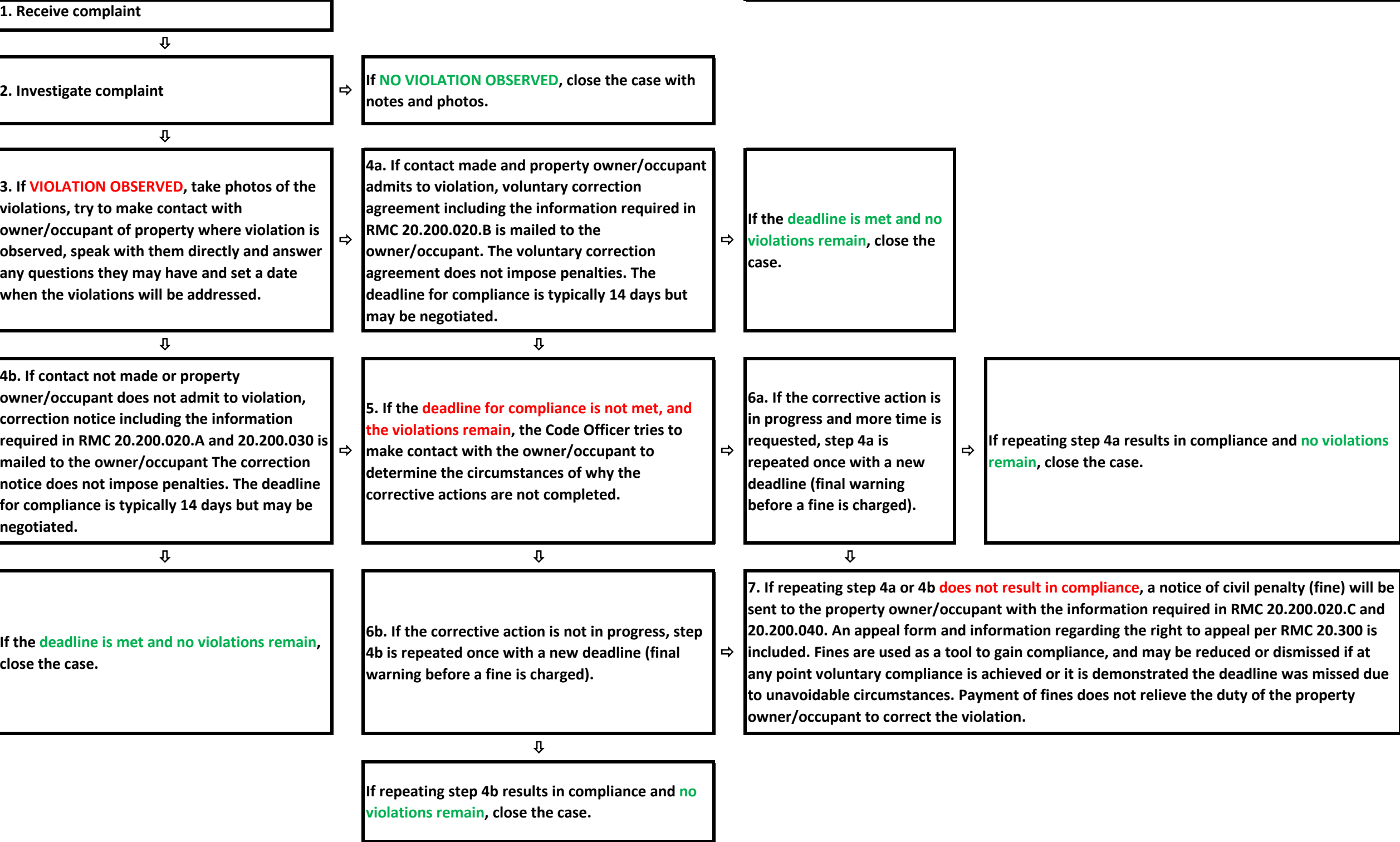
Attachments are at this link: <https://ridgefieldwa.sharefile.com/d-sa82cee1e82c24d68bc404fbeb9496f31>.

***Please download the attachments to view the proposed underline/strikethrough text amendments.

They may not be visible in the document previews.***

ENFORCEMENT PROCESS

Throughout this process, the Code Officer frequently meets with the owner/occupant at the property to discuss the violations and corrective actions. At any point in this process, if the owner/occupant makes contact and is working on a solution, the Code Officer works with them to gain voluntary compliance. The City endeavors to work with citizens to educate and assist them to understand and be in voluntary compliance with all applicable City codes. (RMC 18.395.010)



***NEW* Title 20**

ENFORCEMENT CODE

Chapters:

- 20.100 General Provisions**
- 20.200 Enforcement**
- 20.300 Appeal**

Chapter 20.100

GENERAL PROVISIONS

Sections:

- 20.100.010 Authority.**
- 20.100.020 Purpose.**
- 20.100.030 Applicability.**
- 20.100.040 Conflicts.**
- 20.100.050 Meaning of terms.**
- 20.100.060 Enforcement Authority and Administration.**

20.100.010 Authority.

The City of Ridgefield adopts this ordinance under the authority of Article [XI](#), Section [11](#) of the state constitution, RCW [35A.11.020](#) and RCW [35.23.440](#).

20.100.020 Purpose.

The purpose of Title [20](#) is to establish a uniform administrative system to enforce City of Ridgefield ordinances and to ensure the citizenry's health, safety, and welfare. Any duty created by this title is a general duty running in favor of the public.

20.100.030 Applicability.

The enforcement provisions of Title [20](#) shall apply to the following substantive RMC chapters and titles and to such other sections of the Ridgefield Municipal Code making reference to this chapter:

RMC Chapter 8.04, Debris Removal

RMC Chapter 8.12, Garbage Collection

RMC Chapter 8.13, Collection of Recyclable Materials

RMC Chapter 12.12, Trees

RMC Chapter 12.15, Street Excavations

RMC Chapter 13.15, Sewer Service

RMC Chapter 13.20, Water Service

RMC Chapter 13.50, Meters

RMC Chapter 13.55, Backflow Cross-Connection Regulations

RMC Chapter 13.80, Illicit Discharge

RMC Title 14 – Buildings and Construction

RMC Title 15 – Abatement of Public Nuisances

RMC Title 18 – Development Code

20.100.040 Conflicts.

In the event of a conflict between this title and any provision referenced in RMC [20.100.030](#) that provides for a civil or criminal penalty, this title shall control.

20.100.050 Meaning of terms.

Except as otherwise provided in this section, all terms shall have the meaning as defined by those substantive code sections referenced in RMC [20.100.030](#), or in the absence of specific definition, terms shall be defined by their plain meaning.

"City official" shall mean that person responsible for the interpretation, enforcement or both interpretation and enforcement of the provisions referenced in RMC [20.100.030](#). "City official" shall include, but is not limited to, the city manager, department manager or any designated agent thereof who the city manager or department manager gives authority to enforce the provisions referenced in RMC [20.100.030](#).

"Code" shall mean any RMC section referenced in RMC [20.100.030](#).

"Certificate of occupancy" shall mean, for the purposes of this code, a certificate issued by a local government agency or building department indicating a building's compliance with applicable building codes and other laws to be in a condition suitable for occupancy.

"Frivolous" An appeal is frivolous if it raises no debatable legal or factual issues upon which reasonable minds might differ and if it is so totally devoid of merit that there is no reasonable possibility of success on the merits. When deciding whether an appeal is frivolous, the hearings examiner may consider the city's attempts to alert the appellant to the defects in his case, appellant's failure to state in the notice of appeal the alleged error of fact or law in the notice of civil penalty or order to revoke permit, and/or the appellant's involvement in prior code enforcement actions for the same category of violation, regardless of the location of the violation.

"Gross misdemeanor" shall mean a criminal offense punishable by up to three hundred and sixty-five days (365) in jail or up to a \$5000.00 fine or both.

"Misdemeanor" shall mean a criminal offense punishable by up to ninety (90) days in jail or up to a \$1000.00 fine or both.

"Necessary and reasonable costs" shall mean the expenses incurred by the city to abate a violation. The expenses shall include, but shall not be limited to, personnel costs, both direct and indirect; costs of paying prevailing wages to public works contractors; attorney's fees; hauling, storage, and disposal expenses; and the costs of printing or mailing orders, notices, and correspondence.

“Nuisance vehicle” shall mean any inoperable vehicle, junk vehicle or automobile hulk as defined in RMC [15.25.020](#).

“Owner” shall mean any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including tenants, the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court, as well as a bankruptcy trustee.

“Person” shall mean an individual, a firm, partnership, association, institution or corporation or any other group acting as a unit.

“Repeat violation” shall mean a violation of the same regulation in any location by the same person, for which a notice of civil penalty or other order has been issued and was not timely appealed or was denied on appeal. A repeat violation may involve the same condition, action, or omission as a previous violation. A repeat violation may also involve non-compliance with the corrective action noted in a notice of civil penalty or order to revoke permit which results in the issuance of an additional notice of civil penalty or order to revoke permit.

“Violation” shall mean any condition, act, failure to act or omission that is inconsistent with any code section referenced in RMC [20.100.030](#).

20.100.060 Enforcement Authority and Administration.

A. In order to discourage public nuisances and promote compliance with City code provisions, the City Official shall have the following authority:

1. To investigate and determine that violations of those chapters of the RMC identified in RMC [20.100.030](#) have occurred or are occurring;
2. To enter into voluntary compliance agreements with persons responsible for code violations;
3. To issue notices and orders, require compliance, assess civil penalties, and recover costs pursuant to RMC 20.200;

4. To require abatement of violations and if not timely abated by the persons responsible for the violation, to undertake the abatement, with the consent of the owner or occupier of the property or pursuant to a judicial abatement order, and charge the reasonable costs of such work pursuant to RMC 20.200;
5. To order work stopped at a property by means of a stop work order, and to assess civil penalties pursuant to RMC 20.200 if such order is violated;
6. To suspend, revoke, or modify any permit previously issued by the City or to deny a permit application pursuant to RMC 20.200 when other efforts to achieve compliance have failed;
7. To forward a written statement of all relevant information relating to the violation to the City's prosecuting attorney with a recommendation to prosecute willful and knowing violations as misdemeanor offenses.

Chapter 20.200

ENFORCEMENT

Sections:

20.200.010 Responsibility for code violations.

20.200.020 Enforcement provisions.

20.200.030 Correction notice.

20.200.040 Required Elements: Notice of Civil Penalty – Order to Revoke Permit.

20.200.050 Imposition of cumulative monetary penalties.

20.200.060 Service of Notice of Civil Penalty and Order to Revoke Permit.

20.200.070 Monetary penalties.

20.200.080 Summary abatement – Stop work order.

20.200.010 Responsibility for code violations.

A. It shall be unlawful for any person to violate any code provision referenced in RMC [20.100.030](#). In addition to the violator, there is a rebuttable presumption that the owner of a vehicle, building, structure, premises, personal property or land upon or within which a violation has occurred or is occurring is also responsible for the violation, so long as the owner

had or has actual or constructive knowledge of the violation at the time the violation occurred or is occurring.

B. Any adult who is responsible for the care or supervision of a juvenile less than eighteen (18) years of age is liable for any violation of the codes reference in RMC [20.100.030](#) committed by the juvenile, so long as the responsible adult had or has actual or constructive knowledge of the violation at the time the violation occurred or is occurring.

20.200.020 Enforcement provisions.

The city adopted the code pursuant to its police powers to protect the public's health, safety, and welfare. It shall be unlawful to violate the code. Whenever the city official determines that a violation has occurred or is occurring, the city official, in response to the seriousness and severity of the violation, may utilize one or a combination of the enforcement mechanisms in this section. The following enforcement mechanisms may be used instead of, or in addition to, the summary abatement procedures provided in RMC [20.200.080](#) and any other remedies available under law:

A. *Correction notice.* The city official may issue a correction notice to the person responsible for a violation. The correction notice shall conform to the requirements in RMC [20.200.030](#). The correction notice shall not impose civil or criminal penalties, and the correction notice is not subject to appeal.

B. *Voluntary Correction Agreement.* The City official may enter into a voluntary correction agreement with the person responsible for the violation where the person admits the violation and agrees to corrective action to abate the violation or to remediate or mitigate the impacts of the violation. The voluntary correction agreement must be in a form approved by the city attorney and contain:

1. The name and address of the person responsible for the violation;
2. The address of the violation, a description of the violation and the code provisions violated, and a waiver of the right to administratively appeal the violation, acknowledging that the conditions described exist and that they constitute a violation;

3. A description of the corrective action to be taken and the time deadlines by which the actions must be completed;
4. The amount of the civil penalty that will be imposed if the voluntary compliance agreement is not satisfied; and
5. An acknowledgement and consent that if the voluntary compliance agreement is not satisfied that the City may, without further due process, enter the property and perform the abatement and assess the costs incurred in enforcement and abatement, which if not paid, may be charged as a lien against the property.

C. *Notice of civil penalty.* The city official may issue a notice of civil penalty to the person responsible for a violation. The notice of civil penalty may require corrective action or actions and impose monetary penalties according to RMC [20.200.070](#).

1. Required corrective action may include an order to vacate a building, structure or premises when vacation is necessary in the interest of health, safety and welfare.
2. The city may abate a violation in accordance with applicable law, if required corrective action is not commenced or is not completed within the time specified in the notice of civil penalty.
3. Non-compliance with the corrective action noted in the notice of civil penalty constitutes a second or subsequent violation and may result in the issuance of an additional notice of civil penalty or the assessment of cumulative monetary penalties.
4. It may be a separate offense for each and every day or portion thereof during which any violation is committed.

D. *Order to revoke permit.* The city official may issue an order to revoke a permit. An order to revoke a permit may be appropriate if the permittee is not complying with the terms of the permit or approved plans; or if the permit is issued in error; or if a permit is issued based upon incorrect information; or if the work is, in the city official's judgment, adversely affecting or about to adversely affect adjacent property or rights-of-way, a drainageway, watercourse, critical area or stormwater facility, or city water system; or if the issuance of the permit is a hazard to the public health, safety, or welfare; or if a permit is contrary to law.

E. *Judicial abatement.* Whenever the person responsible for the violation has failed to perform the abatement required by an unappealed notice of civil penalty, a voluntary correction agreement, or a final order of the hearing examiner, the City may abate any conditions that continue to be a violation and may assess the costs incurred in enforcement and abatement, which if not paid, may be charged as a lien against the property. Abatement on private property shall be with the consent of the owner or occupier of the property or pursuant to a judicial abatement order, unless an imminent threat requires summary abatement.

F. *Summary abatement.* Whenever any violation of the RMC poses an imminent threat to the health, safety, or welfare of persons or property, or to the environment, the city official may immediately order that the violation be abated in conformance with the requirements contained in RMC [20.200.080](#).

G. *Injunctive Relief.* When the code enforcement officer finds that any person, firm or corporation has violated and continues to violate or threaten to violate any provision of the municipal code or any chapter thereof or order issued under the municipal code by the code enforcement officer, then the city, through the city attorney, may petition to the appropriate court with jurisdiction for the issuance of a temporary or permanent injunction or restraining order as is deemed appropriate which restrains the continued violation of any provision of this code or compels the specific performance as required or such other requirement imposed by the municipal code on the activities of the violator. A petition for injunctive relief shall not be a bar against or a prerequisite for taking any other action against the violator.

H. *Criminal prosecution.* The city official may refer a violation to the prosecutor for criminal prosecution.

1. As specified in this subsection, a violation of the code may be classified as a misdemeanor:

RMC CHAPTER	CRIMINAL CLASSIFICATION
RMC Chapter 8.04 – Debris Removal	Misdemeanor
RMC Chapter 8.12 – Garbage Collection	Misdemeanor
RMC Chapter 8.13 – Collection of Recyclable Materials	Misdemeanor

RMC CHAPTER	CRIMINAL CLASSIFICATION
RMC Chapter 12.12 – Trees	Misdemeanor
RMC Chapter 12.15 – Street Excavations	Misdemeanor
RMC Chapter 13.15 – Sewer Service	Misdemeanor
RMC Chapter 13.20 – Water Service	Misdemeanor
RMC Chapter 13.50 – Meters	Misdemeanor
RMC Chapter 13.55 – Backflow Cross-Connection Regulations	Misdemeanor
RMC Chapter 13.80 – Illicit Discharge	Misdemeanor
Title 14 – Buildings and Construction	Misdemeanor
Title 15 – Abatement of Public Nuisances	Misdemeanor
Title 18 – Development Code	Misdemeanor

2. It may be a separate offense for each and every day or portion thereof during which any violation is committed.

3. The city official shall refer a violation to the prosecutor for criminal prosecution only after the city official first attempts to achieve compliance through the issuance of a correction notice or notice of civil penalty or order to revoke permit. Provided that, the city official may refer a violation to the prosecutor for criminal prosecution, without attempting to achieve compliance through civil enforcement options, under the following circumstances:

- a. When a repeat violation occurs; or
- b. When the person acted with malicious intent, reckless indifference to the law or knew or reasonably should have known that the condition, act, failure to act or omission that prompted enforcement is in violation of the code; or
- c. When the city official and city attorney determine a notice of civil penalty or order to revoke permit will not be effective or timely.

4. The procedures contained in RMC [20.200.020\(E\)](#) shall not apply to members of the Ridgefield Police Department who possess law enforcement authority to issue criminal citations.

H. *Judicial relief.* Nothing in this title shall prevent the city from filing a complaint or petition in a court of competent jurisdiction to seek any relief authorized by law before first seeking compliance through civil enforcement options when civil or administrative enforcement options or criminal prosecution would not prove timely or effective.

20.200.030 Correction Notice.

The correction notice shall be in writing, and shall include the following information:

- A. The first date of the violation; and
- B. The name and address of the person responsible for the violation. If the person cannot be found or ascertained after consulting the county assessor's records, the correction notice may be conspicuously affixed or posted on the building, structure, premises, personal property or land upon or within which the violation has occurred or is occurring; and
- C. The street address or other description sufficient for identification of the building, structure, premises, personal property or land upon or within which the violation has occurred or is occurring; and
- D. A description of the violation and a reference to the violated code section or sections; and
- E. The necessary corrective action to be taken and the date by which the action must be completed; and
- F. A summary of the enforcement actions, including criminal prosecution, the city may use if the violation is not remedied in the time provided for in the correction notice; and
- G. The city official may include any other appropriate information.

20.200.040 Required Elements: Notice of Civil Penalty – Order to Revoke Permit.

A. *Content.* A notice of civil penalty or order to revoke permit shall be in writing, and shall include, at minimum, the following information:

1. The date of the violation; and
2. The name and address, if the address can be easily ascertained, of the person responsible for the violation; and
3. The location or approximate location of the violation; and
4. A short description of the violation and a reference to the violated substantive code section or sections; and
5. A statement whether the violation is a first or repeat violation, and if a repeat violation, whether it is a second or subsequent violation; and
6. The monetary penalty according to the monetary penalty schedule in RMC [20.200.070](#); and
7. If corrective action required, a description of the necessary corrective action to be taken and the date by which the action must be completed before cumulative penalties will begin to accrue.
8. If corrective action required, notice that the person(s) responsible for a violation(s) shall automatically incur a cumulative daily monetary penalty, pursuant to RMC [20.02.070](#) if the person(s) responsible for a violation fails to comply with the corrective action or actions in a notice of civil penalty or order to revoke permit by the corrective date specified in the order; and notice that such cumulative monetary penalties shall accrue during the appeal period unless the appellant prevails on appeal.
9. A notice that the notice of civil penalty or order to revoke permit may be appealed only as provided in RMC [20.300.020](#). The notice shall summarize the requirements of RMC [20.300.020](#) and state that failure to appeal constitutes a waiver of all right to an administrative hearing and determination of the matter and that the non-prevailing party may be responsible for the costs of the appeal hearing, including, but not limited to, direct

and indirect personnel time, copy costs, postage expenses, and the hearing examiner's time; and

10. Any other information the city official deems relevant.

20.200.050 Imposition of cumulative monetary penalties.

If the person(s) responsible for the violation(s) fails to appeal a notice of civil penalty that imposes cumulative monetary penalties or the person(s) responsible for the violation(s) loses at an appeal hearing, the city official may seek to collect cumulative monetary penalties for continued noncompliance with the city code provisions cited in the subject notice of civil penalty or hearing examiner's order. The city official shall not seek to collect cumulative civil penalties unless the person(s) responsible for the violation(s) has been given written notice of the opportunity to appeal the violation and penalties, under the procedures contained in RMC [20.300.020](#).

20.200.060 Service of Notice of Civil Penalty and Order to Revoke Permit.

A. *Service.* The city official shall cause the notice of civil penalty or order to revoke permit to be served upon the person to whom it is directed, either personally, by mailing a copy of it to the person's last known address, or by conspicuously affixing or posting it on the building, structure, premises, personal property, or land upon or within which the violation has occurred or is occurring. If cumulative penalties are sought, service by posting may only be done if the person to whom the notice of civil penalty or order to revoke permit is directed cannot be personally served within Clark County and if an address for mailed service cannot be ascertained by reference to public records.

1. If the person(s) responsible for the violation(s) is the owner of real property, but does not live at the site of the violation, and if the personal address of the owner is unknown, the city official may serve the notice of civil penalty by mailing it to the billing address for the subject property that is on file in the Clark County Assessor's Office.

B. *Additional Persons to be served.* If known or disclosed from the county assessor's office, one copy of the notice of civil penalty or order to revoke permit may be served on the holder of any

mortgage or deed of trust or other lien or encumbrance of record or any lease of record or the holder of any other estate or legal interest of record in any building, structure, land, personal property or premises on which a violation has occurred or is occurring.

C. *Failure to effect service.* The failure of the city official to effect service on any person required or permitted to be served according to RMC [20.200.060\(B\)](#) shall not invalidate any proceeding under this title as to any other person duly served or relieve any such person from any duty or obligation imposed by this title.

D. *Service requirements for nuisance vehicles.* A notice of civil penalty concerning a nuisance vehicle must be served upon:

1. The nuisance vehicle's last registered and legal owner of record, unless the nuisance vehicle is in such a condition that identification numbers are not available to determine ownership; and
2. The property owner of record upon which the nuisance vehicle is located.
3. The notice shall include notice of the city's intent to dispose of the nuisance vehicle if the vehicle remains unclaimed for more than 15 days from notice, or conclusion of an appeal, if any, and that costs of removal may be assessed against the vehicle owner or property owner. If the notice is not appealed, the City may direct the Ridgefield Police Department to dispose of the nuisance vehicle, giving notice to the Washington State Patrol and the Washington Department of Licensing as required by law.

E. *Service by posting.* If the person to whom the notice of civil penalty or order to revoke permit is directed is served by posting it shall be treated in the same manner as service by mailing.

F. *Proof of service.* Proof of service shall be made by a written declaration under penalty of perjury executed by the person effecting service, declaring the time and date of service, and the manner by which service was made. Additionally, if served by posting and cumulative penalties are sought, the declaration shall include, the facts showing the efforts used in attempting to serve the person personally or by mail.

20.200.070 Monetary penalties and cost recovery.

- A. The person responsible for a violation shall incur an initial monetary penalty, pursuant to whether the violation is a first, second or subsequent violation and according to the adopted Master Fee Schedule.
- B. In addition to the monetary penalty in RMC [20.200.070\(D\)](#), the person responsible for a violation may automatically incur a daily cumulative monetary penalty, pursuant to whether the violation is a first, second or subsequent violation and according to the adopted Master Fee Schedule, if the person responsible for a violation fails to comply with the corrective action or actions in a notice of civil penalty or order to revoke permit by the corrective date specified in the order. The daily cumulative monetary penalty shall begin to accrue after the corrective date specified in the notice of civil penalty or order to revoke permit.
- C. The city may not seek to collect cumulative monetary penalties unless the city official has complied with the requirements contained in RMC [20.200.050](#).
- D. The monetary penalties for first, second and subsequent violations of the code enforced through this title, within any two (2) year period, shall be as enumerated in the adopted Master Fee schedule.
- E. In the event of an appeal, monetary penalties under RMC [20.200.070\(B\)](#) shall accrue during the appeal period unless the appellant prevails on appeal.
- F. Payment of any monetary penalties associated with the violation does not relieve the person to whom the notice of civil penalty or order to revoke permit is directed of the duty to correct the violation.
- G. Cost Recovery. In addition to other remedies authorized under this Title, upon issuance of a notice of civil penalty, summary abatement order or stop work order, the City shall charge the necessary and reasonable costs of enforcement and abatement incurred to correct the violation to the person responsible for the violation. These costs include reasonable attorneys' fees and legal costs, collection costs, administrative personnel costs, inspection and abatement costs, and actual costs of preparing notices, agreements, printing, mailing, and court filing fees. These costs, if unpaid, may be charged as lien against the property.
- H. Collection of monetary penalties and necessary and reasonable costs.
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1. *Payment.* Monetary penalties and necessary and reasonable costs are due and payable to the applicable city department or service area ten (10) calendar days after the city personally serves the cited person with a written demand for payment, itemizing the costs the city incurred. If not served personally, monetary penalties and necessary and reasonable costs are due fifteen (15) calendar days after the city deposits in the U.S. mail such a demand and itemized costs. If a violation is appealed as provided herein, monetary penalties and necessary and reasonable costs are due fifteen (15) calendar days after the date the city deposits in the U.S. mail a copy of the hearings examiner's final order.
2. *Approved collection methods.* The Finance Director or the Finance Director's designee is authorized to take any appropriate legal action to collect monetary penalties and necessary and reasonable costs, including liens, personal obligations, assignment of claims to collection agencies, and other collection methods authorized by law.
3. *Authority to negotiate settlement.* The city official may negotiate a settlement, compromise or otherwise dispose of an action when to do so would be in the best interest of the city.

20.200.080 Summary abatement – Stop work order.

A. *Summary abatement.* Whenever any violation of the RMC poses an imminent threat to the health, safety, or welfare of persons or property, or to the environment, the city may summarily and without prior notice order the condition(s) abated and if not so abated, the City may abate any conditions that continue to be a violation and may assess the costs incurred in enforcement.

B. *Stop work order.* A stop work order is a form of summary abatement. Whenever the city official determines that a violation of the RMC has occurred or is occurring, the city official may issue a stop work order and impose monetary penalties consistent with RMC [20.200.070](#). A stop worker order may be issued if:

1. Work is not authorized by a valid permit; or
2. The permittee is not complying with the terms of the permit or approved plans; or

3. The work is, in the city official's judgment, adversely effecting or about to adversely affect adjacent property or rights-of-way, a drainageway, watercourse, critical area or stormwater facility, city water system; or
 4. The work creates a hazard to the public health, safety, or welfare.
- C. Notice and appeal procedures.
1. *Notice.* Notice of summary abatement or a stop work order shall include:
 - a. The information required in RMC [20.200.040](#), except the notice shall refer to the method of summary abatement instead of a notice of civil penalty or order to revoke a permit; and
 - b. Notice of the right to appeal the city's action in the manner described for an appeal of a notice of civil penalty or order to revoke a permit in RMC [20.300.020](#), and the right to request compensation for damages proximately caused to the appellant by the city's summary abatement if the appellant prevails in the appeal.
 2. *Service of notice.* Notice of summary abatement or a stop work order shall be served according to the requirements of RMC [20.200.060](#) as soon as reasonably possible.
- D. *Recovery of necessary and reasonable costs.* The necessary and reasonable costs of summary abatement, including incidental expenses, shall be collected according to RMC [20.200.070\(G\)](#).

Chapter 20.300

APPEAL

Sections:

- 20.300.010 Appeals heard by hearing examiner.**
- 20.300.020 Filing an appeal.**
- 20.300.030 Pre-hearing procedures.**
- 20.300.040 Appeal hearing.**
- 20.300.050 Decision of the hearing examiner.**
- 20.300.060 Official record of proceedings.**
- 20.300.070 Appeal to superior court.**

20.300.010 Appeals heard by hearing examiner.

All appeals under this title shall be heard by a hearing examiner, as created and authorized under RMC Chapter [2.24](#). This title shall supersede any rules promulgated under RMC [2.24.070](#).

20.300.020 Filing an appeal.

A. *Standing to appeal.* The person cited in the notice of civil penalty or any order issued pursuant to this Title, or any person having any record title or legal interest in the building, structure, premise, personal property, or land where the violation is alleged to exist, may appeal a notice of civil penalty or order as provided in RMC [20.300.020](#).

B. *Filing an appeal.* An appeal of a notice of civil penalty or order shall be in writing, signed by the person appealing, and shall be filed with the City Clerk no more than ten (10) calendar days from the date the city personally serves the notice of civil penalty or order on all cited parties or, if not served personally, no more than thirteen (13) calendar days after the city deposits the notice of civil penalty or order in the U.S. mail as provided in RMC [20.200.040\(B\)](#).

C. *Administrative denial of untimely appeals.* The city official may administratively deny an appeal as untimely if the appellant fails to conform to the time requirements contained in RMC [20.300.020\(B\)](#). The administrative denial shall be in writing and served in compliance with RMC [20.200.060](#). An appellant may appeal the city's official administrative denial by filing an appropriate action in a court of competent jurisdiction within thirty (30) days of the denial.

D. *Content of an appeal.* The written appeal shall state the name and address of the appellant and shall explain how the appellant is authorized by RMC [20.300.020\(A\)](#) to file the appeal and shall list grounds for the appeal, including any alleged error of fact or law in the notice of civil penalty or order. Failure to comply with this section constitutes a "frivolous appeal" as defined under RMC [20.100.050](#), and subject the appellant to the award of hearing costs and legal fees.

E. *Failure to appeal.* Failure to appeal a notice of civil penalty or order as provided in this subsection constitutes a waiver of all right to an administrative hearing and determination of the matter.

20.300.030 Pre-hearing procedures.

A. *Hearing date.* As soon as practical after receiving the written appeal, and after coordinating with the hearing examiner, the city shall fix a date, time and place for the hearing of the appeal.

1. Such date shall be not less than thirty (30) calendar days nor more than one hundred twenty (120) calendar days from the date the appeal was filed with the City Clerk, providing the appeal hearing may be less than thirty (30) calendar days or more than one hundred twenty (120) calendar days from the date the appeal was filed if agreed to by the parties or if the hearing examiner, upon motion by one of the parties and with adopted written finding, concludes the change would be in the interests of justice. Any agreement or order setting the hearing less than thirty (30) calendar days from the date the appeal was filed shall also provide a schedule for submittal of exhibits, memoranda of authorities, responses, and the official appeal file.

2. *Notice of hearing.* The city shall provide the appellant with written notice of the time and place of the hearing by causing such notice to be delivered to the appellant personally or by mailing a copy thereof, postage prepaid, to the address on the appeal at least twenty (20) calendar days prior to the date of the hearing.

3. If the appeal hearing concerns a nuisance vehicle, the city also shall send written notice of time and place of the hearing, by certified mail, with a five (5) day return receipt requested, to the following person:

- a. The owner of the land where the nuisance vehicle is located, as shown on the last equalized assessment roll; and
- b. The nuisance vehicle's last registered and legal owner of record, unless the nuisance vehicle is in such condition that identification numbers are not available to determine ownership.

B. *Form of notice of hearing.* The notice to appellant shall be substantially in the following form, but may include other information:

"PLEASE TAKE NOTICE that an appeal hearing will be held before the hearing examiner on the _____ day of _____, 20__, at the hour of _____ at _____ to hear in full the above-entitled appeal. You may be, but need not be, represented by counsel. You may present any relevant evidence and will be given an opportunity to cross-examine all

witnesses testifying against you. You may request the issuance of subpoenas to compel the attendance of witnesses.”

C. *Subpoenas.* The hearing examiner, at the request of the city or appellant, may subpoena witnesses necessary for the presentation of their respective cases. The subpoena may be served by the city or appellant either personally or by mailing a copy of the subpoena to the witness’s last known address. Proof of service shall be made by written declaration and executed by the person effecting service, declaring the time and date of service and the manner by which service was made. It is a misdemeanor to knowingly ignore the directives of a subpoena under this subsection.

D. *The official appeal file.* The city official and appellant shall deliver to the hearing examiner and to each other all relevant materials to the appeal, including, but not limited to, staff reports, legal memoranda, exhibits, names or potential witnesses, along with a brief summary of any witness's expected testimony, and any affidavits or declaration, at least seven (7) calendar days before the scheduled hearing or at such a time set forth in a pre-hearing order or as otherwise agreed to by the parties.

E. *Pre-Hearing conference.* The hearing examiner may, on his or her own motion or at the request of a party, hold a conference prior to the appeal hearing to consider:

1. Simplification of issues; or
2. The existence of any undisputed facts that the parties will stipulate to;
3. A schedule for briefing, pre-hearing submittals, or any other pre-hearing matters; or
4. Such other matters that will aid in the efficient disposition of the action.

Based upon such a conference, the examiner may enter a pre-hearing order. Pre-hearing conferences shall be recorded and the recordings shall be part of the official case record.

20.300.040 Appeal hearing.

A. *Nature and scope of appeal hearings.* Except on good cause shown, all hearings before the hearing examiner shall be open to the public. The appellant, the appellant’s representative, the city official and any person whose interests are affected shall be given an opportunity to be heard. The scope of review in an appeal hearing is de novo, except that the hearings examiner

shall defer to the city official's legal interpretation of the code, unless the city official's interpretation is arbitrary and capricious or clearly erroneous. The hearing examiner shall have the authority to prescribe rules for the scheduling and conduct of appeal hearings consistent with this Title.

B. Special provisions for hearings concerning nuisance vehicles.

1. The owner of the land on which a nuisance vehicle is located may appear in person at the hearing or present a written statement in time for consideration at the hearing and deny responsibility for the presence of the nuisance vehicle on the owner's land.
2. The city may offer evidence to rebut the owner's denial.
3. If the hearing examiner determines after hearing that the vehicle was placed on the owner's land without the landowner's consent and that the landowner did not subsequently acquiesce in its presence, then the city shall not be authorized to assess costs of administration or removal of the nuisance vehicle against the property upon which the nuisance vehicle is located or otherwise attempt to collect the cost from the landowner.

C. Burden of proof. The city has the burden of proof in appeal hearings. The city must prove by a preponderance of evidence that a violation occurred and that the required corrective action, if applicable, conforms to the code.

D. Evidence and Testimony. The formal rules of evidence do not apply to hearings under this title. To avoid unnecessary delay and to promote efficiency of the hearing process, the hearing examiner shall limit testimony to that which is relevant to the matter being heard and shall admit all evidence, unless the hearing examiner finds the evidence is irrelevant, untimely, cumulative, or unduly repetitious. The hearing examiner may take official notice of judicially recognized facts and law including, but not limited to, city ordinances, resolutions, court cases, and in addition, may take notice of general technical or scientific facts accepted as such within the relevant scientific community.

E. Inspection of premises. The hearing examiner may inspect any vehicle, building, structure, land, personal property or premises involved in the appeal during the course of the hearing, provided that:

1. Notice of such inspection shall be given to the appellant before the inspection is made; and

2. The appellant is given an opportunity to be present during the inspection; and
3. The hearing examiner shall state for the record upon completion of the inspection the material facts observed and the conclusions drawn there from; and
4. The appellant then shall have a right to rebut or explain the matters so stated by the hearing examiner.
5. Unless good cause is shown, the appellant's refusal to allow an inspection shall result in the dismissal of the appellant's appeal.

F. *Hearing Procedure.* The hearing examiner generally shall conduct the appeal hearing in the following order:

1. Preliminary motions;
2. *City's case in chief.* After each witness the appellant has the right to cross-examine;
3. *Appellant's case in chief.* After each witness the city has the right to cross-examine;
4. Presentation of rebuttal evidence by either party;
5. City's closing argument;
6. Appellant's closing argument; and
7. City's rebuttal argument.

G. *Record.* A record of the entire appeal hearing shall be made by the city by a video or tape recording.

H. *Continuances and open records.* The hearings examiner may continue a hearing or hold open the public record after the conclusion of the hearing. If the hearings examiner continues a hearing to a date, time and place certain, in the presence of the parties, no additional written notice of the continued hearing is required.

20.300.050 Decision of the hearing examiner.

A. *Final order.* The hearing examiner shall determine whether the city has established by a preponderance of evidence that a violation occurred and that the required corrective action

conforms to the requirements of the code. The hearing examiner shall affirm, vacate, or modify the city's decision regarding the alleged violation; the required corrective action with or without written conditions; deadlines for compliance; and shall impose monetary penalties in accordance with RMC [20.200.070](#).

B. *Modified corrective action.* The hearing examiner may approve alternative materials or methods for any corrective action, provided that the hearing examiner finds, in writing, that the design, use or operation thereof satisfactorily complies with the requirements of the code and that the method of work performed or operation is, for the purpose intended, at least equivalent to that prescribed by the code in quality, strength, effectiveness, fire resistance, durability and safety.

C. *Cost of appeal.* Upon motion of the city, the hearing examiner may assess the costs of an appeal hearing under this title, including, but not limited to, the hearing examiner's fees and reasonable costs of staff time, if the hearing examiner finds the appeal was frivolous. Any appellant who fails to appear at his or her appeal hearing, unless for good cause shown, shall be responsible for the appeal hearing costs.

D. *Decisions concerning nuisance vehicles.* If the hearing examiner determines that a vehicle is a nuisance vehicle, the hearing examiner shall direct the Ridgefield Police Department to dispose of the nuisance vehicle, or part thereof, under applicable law, and to give notice to the Washington State Patrol and the Washington Department of Licensing that the nuisance vehicle has been wrecked.

E. *Contents of final order.* Except as provided in RMC [20.300.050\(F\)](#), the hearing examiner shall issue a written final order that contains the following information:

1. The hearing examiner's decision; and
2. Findings of fact and conclusions of law supporting the decision; and
3. The required corrective action, if any; and
4. The date and time by which the corrective action, if any, must be completed; and
5. If corrective action is required, the date on which monetary penalties shall continue to accrue; and

6. To the extent the appellant does not prevail in the appeal, the past and future monetary penalties according to RMC [20.200.070](#); and
7. A statement itemizing the cost of the appeal hearing or hearing examiner or both, if applicable under RMC [20.300.050\(C\)](#); and
8. The date and time when the city may abate the unlawful condition if the required corrective action is not taken within the time provided in the final order and that the appellant will be responsible for the city's necessary and reasonable costs.

F. In respect to violations for non-cumulative penalties issued pursuant to RMC [20.200.040\(A\)](#), the hearing examiner shall affirm or dismiss the notice of civil penalty after the city and appellant present their respective cases by signing a standard form prescribed by the City Clerk. If the city prevails, the hearing examiner may impose the costs of the appeal, if the conditions of RMC [20.300.050\(C\)](#) apply, in addition of the monetary penalty imposed by the notice of civil penalty.

G. *Appeal of final order.* The decision of the hearing examiner shall be final unless appealed by the appellant or the city to a court of competent jurisdiction within twenty-one (21) days of the date of the city's service of the final order on the appellant as specified in RMC [20.300.050\(H\)](#).

H. *Notice of decision.* The hearing examiner shall mail the final order to the city within fourteen (14) calendar days after the close of the public record. The city shall serve the appellant with a copy of the final order as it would serve notice of the appeal hearing according to RMC [20.300.030\(A\)](#).

I. *Failure to appear.* If the appellant or the appellant's representative fails to appear at the scheduled hearing, the hearing examiner shall issue and send or transmit to the city a final order containing the following:

1. A determination that a violation occurred; and
2. An assessment of the appropriate monetary penalties according to the criteria in RMC [20.200.070](#); and
3. A statement itemizing the cost of the appeal hearing, as outlined in RMC [20.300.050\(C\)](#); and

4. A determination of the appropriate corrective action and that the appellant may be responsible for the city's necessary and reasonable costs.

20.300.060 Official record of proceedings.

Once the applicable city department or service area receives the hearing examiner's final notice and order, the city official shall compile an official record of proceedings that will include the following:

- a. The final order; and
- b. The video or tape recording of the appeal hearing and pre-hearing conference; and
- c. The official appeal file; and
- d. Any other documents or materials admitted into evidence at the appeal hearing.

20.300.070 Appeal to superior court.

After a party has exhausted administrative remedies under this title, the city or appellant may appeal the hearing examiner's final order to superior court under the procedures of the Land Use Petition Act, RCW [36.70C](#). In the event RCW [36.70C](#) does not apply, the city or appellant may appeal the hearing examiner's final order to superior court under the procedures of RCW [7.16](#).

Master Fee Schedule

Code Enforcement

RMC TITLE	FIRST VIOLATION	SECOND VIOLATION	SUBSEQUENT VIOLATIONS
RMC Chapter 8.04 – Debris Removal	\$250	\$500	\$1,000
RMC Chapter 8.12 – Garbage Collection	\$250	\$500	\$1,000
RMC Chapter 8.13 – Collection of Recyclable Materials	\$250	\$500	\$1,000
RMC Chapter 12.04 – Sidewalk Construction Maintenance Repair and Reconstruction	\$250	\$500	\$1,000
RMC Chapter 12.12 – Trees	\$250	\$500	\$1,000
RMC Chapter 12.15 – Street Excavations	\$250	\$500	\$1,000
RMC Chapter 13.15 – Sewer Service	\$250	\$500	\$1,000
RMC Chapter 13.20 – Water Service	\$250	\$500	\$1,000
RMC Chapter 13.50 – Meters	\$250	\$500	\$1,000
RMC Chapter 13.55 – Backflow Cross-Connection Regulations	\$250	\$500	\$1,000
RMC Chapter 13.80 – Illicit Discharge	\$500	\$1,000	\$2,000
RMC Title 14 – Buildings and Construction	\$250	\$500	\$1,000
RMC Title 15 – Abatement of Public Nuisances	\$250	\$500	\$1,000
RMC Title 18 – Development Code	\$250	\$500	\$1,000
RMC Chapter 18.755.080, Erosion Control	\$500	\$1,000	\$2,000
RMC Chapter 18.810.235 , Critical Areas	\$500	\$1,000	\$2,000
Violation of a stop work order	\$5,000	\$10,000	\$15,000
Any activity requiring land use or engineering approval without having obtained permits	\$5,000	\$10,000	\$15,000

Chapter 8.04 DEBRIS REMOVAL

8.04.010 Generally.

The Legislature of the state has enacted RCW 35.21.310. The city desires to avail itself of the provisions of this chapter. For several years the council has been aware of the problems caused by the accumulation of debris, weeds, shrubs, plants and other materials upon private property in the city. The council is aware that fires have started among these types of materials, that these types of materials not only destroy the beauty of the city, but have a direct relationship to the health, safety and welfare of the citizens of the city.

(Ord. 233 § 1, 1969).

8.04.020 Property maintenance responsibility.

The owner of any property in the city shall be responsible for the maintenance of his property, and shall prevent any trees, plants, shrubs or vegetation or parts thereof from overhanging or intruding upon or over any sidewalk or street, and shall prevent the same from growing thereon in such a manner as to obstruct or impair the free and full use of the sidewalk or street by the public.

(Ord. 233 § 2, 1969).

8.04.030 Debris removal required.

The owner of any property in the city shall remove or destroy all debris, grass, weeds, shrubs, bushes, trees or vegetation growing, or which has grown and died, which constitutes a fire hazard or a menace to public health, safety or welfare.

(Ord. 233 § 3, 1969).

8.04.040 Enforcement.

It shall be unlawful to violate the provisions of this chapter. Enforcement of this chapter shall be governed by RMC Title 20.

Compliance failure—Notification.

~~In the event the owner of real property located in the city fails to discharge the duties set forth in Sections 8.04.020 and 8.04.030, the city council may by resolution provide for enforcement as herein set forth. Prior to adoption of the resolution by the council, the owner of the land shall be given a notice. This notice shall be delivered by registered or certified mail or personal delivery not less than five days prior to adoption of the resolution by the council. The notice shall describe the property involved and the hazardous condition, and shall require the owner to remove or destroy the hazardous or menacing condition which the council believes to exist. Notice may be given by the city clerk, the city marshal or deputy marshals, or by any other officer or employee of the city.~~

~~{Ord. 233 § 4, 1969}.~~

8.04.050 Notice—Hearing.

~~After receipt of notice the owner of the premises may appear at a meeting of the council, upon written request, and present to the council evidence relating to whether or not the premises are hazardous or menacing and any other matter relating to the question of whether or not the council should enforce the removal of the vegetation and debris in enforcement of this chapter.~~

~~At completion of the hearing, if any, the council may adopt a resolution providing for removal or destruction of the trees, plants, shrubs, or vegetation or parts thereof overhanging or intruding upon or over any sidewalk or street. Prior to the expiration of five days after adoption of the resolution the owner of the subject real estate shall remove and destroy the items concerning which notice was given. If no request is made for a hearing within five days after notice, the council may adopt a resolution compelling the owner of the subject real estate to remove or destroy the items concerning which notice was given.~~

~~{Ord. 233 § 5, 1969}.~~

8.04.060 Removal by city—Lien.

~~If such removal or destruction is not made by the owner after passage of the resolution as herein provided, the city may cause the removal or destruction thereof. In this event the cost to the city shall become a charge against the owner of the property and a lien against the property. Notice of the lien herein authorized shall as nearly as practicable be in substantially the same form, filed with the same office, within the same time and manner, and enforced and foreclosed as is provided by law for liens for labor and materials.~~

~~(Ord. 233 § 6, 1969).~~

Chapter 8.12 GARBAGE COLLECTION

8.12.010 Definitions.

The following words whenever used in this chapter shall have the meanings provided for in this section:

"Ashes" includes the solid waste products of coal, wood and other fuels used for heating and cooking, from all public and private establishments and from all residences;

"Bags" means plastic sacks designed to store solid waste with sufficient wall strength to maintain physical integrity when lifted by the top. Total weight of a bag and its contents shall not exceed fifty pounds per thirty gallons of capacity;

"Bulky waste" means cartons, boxes, crates, cans, appliances or other solid waste materials set out for collection and disposal as overflow to a customer's regular can, cart or other solid waste detachable collection service container;

"Can" means a receptacle with a maximum capacity of thirty-two gallons, constructed of plastic or metal, and having a tight fitting lid capable of preventing entrance into the container by vectors. The weight of a can and its contents shall not exceed seventy-five pounds;

"Cart" means a plastic receptacle on wheels with handles and tight fitting cover capable of being mechanically unloaded into collection vehicles operated by contractor in accordance with this chapter for disposition of yard waste. Cart shall not exceed sixty-five pounds per thirty-two gallons of nominal capacity;

"City" means the city of Ridgefield;

"City manager" means the Ridgefield official responsible for various duties including the administration of this chapter for the city;

"Contractor" means any person, firm or corporation licensed by the city to pick up, gather and collect solid waste and refuse;

"Commercial" means all classes of service other than those provided to residences;

"Compacted solid waste" means solid waste that has been subject to prior consolidation and compaction such that its density exceeds one hundred fifty pounds per cubic yard prior to tender for pickup by contractor.

"Container" means a receptacle with a capacity of between one cubic yard and eight cubic yards, constructed of material suitable to the city, having lids of either metal or plastic capable of preventing entrance into the container by vectors;

"County" means Clark County, Washington;

"Curbside" refers to the ten-foot portion of right-of-way adjacent to provide or traveled city roadways (including alleys). Curbside collection shall be made at the street side or alley side at the contractor's sole discretion;

"Customers" includes all residential and commercial customers within the municipal boundaries of the city for which the service herein stated is rendered;

"Disposal site" means the Finley Buttes Landfill (through the Columbia Resource Company transfer system) or, in the alternative, the location where any final treatment, utilization, processing or deposit of recyclable materials and/or solid waste occurs. A solid waste disposal site (includes but is not limited to a sanitary landfill,

transfer station, and waste processing/separation facilities) duly licensed, permitted or approved by all appropriate governmental bodies;

"Drop box" means a receptacle with a capacity of between nineteen cubic yards and fifty cubic yards, which may or may not have lids. Drop boxes must be physically removed from a customer's premises for disposal and returned to the customer's premises for further use;

"Extra material" means material set out in addition to the customer's subscribed service level;

"Franchise fee" means a fee levied on the contractor by the city;

"Hazardous waste" means hazardous waste under the Resource Conservation and Recovery Act, 42 U.S.C. Sec. 69.01-69.87, as amended, or rules and regulations thereunder, or identified or defined as "extremely hazardous wastes" or as "dangerous wastes" under chapters 70.105 or 70.105A RCW, or special wastes as defined in WAC 173-303, or rules and regulations thereunder or as identified or defined as hazardous, toxic or endangerous by Oregon state statutes or regulations;

"Health officer" means the city or county health officer, as defined in RCW Sections 70.04.030, 70.06.020 and 70.04.020 or their authorized representatives;

"Helico service" means a carry-out collection service provided at curbside rate to handicapped, elderly or low-income residents who are physically unable to move a can, cart or container to the curb and such residents are eligible to receive USDA Food Stamps in accordance with state or federal laws;

"Jurisdictional Health Department" means the Southwest Washington Health District or its successor;

"Landfill" means a disposal facility or part of a facility at which solid waste is placed in or on land;

"Loose waste" means solid waste that has not been subject to prior consolidation and compaction such that its volume density is one hundred fifty pounds per cubic yard prior to tender for pickup by contractor. Loose material dumped into the contractor's packer truck vehicle will be subject to the rates for non-compacted material even though the material may be subject to subsequent compaction in contractor's vehicle.

"Multiple family residence" means any structure, housing two or more dwelling units that has consolidated collection services and billing.

"Person" means every person, firm, partnership, association, institutions and corporation. The term also means the occupant and/or the owner of the premises for which service herein mentioned is rendered;

"Recyclable materials" means those solid wastes that are separated for recycling or reuse such as papers, metals and glass and are identified as recyclable material in the Clark County Comprehensive Solid Waste Plan;

"Recycling" means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration;

"Recycling facility" means a facility which separates, transforms or manufactures recyclable material, received from the public or other third-party solid waste generators into usable or marketable materials for refuse or resale rather than disposal by landfilling or incineration;

"Refuse" includes solid waste, rubbish, ashes, swill and all other putrescible and non-putrescible wastes except sewage, from all public and private establishments and residences;

"Residence" means any house, dwelling, multi-unit residence, apartment house, trailer court or any building housing an individual or individuals and their immediately related families;

"Residential unit" means a single-family dwelling unit, including duplex, triplex and quadriplex housing units with individual collection and billing;

"Rubbish" includes all nonputrescible wastes, except ashes from all public and private establishments and residences;

"Solid waste" shall be defined by RCW 70.95.030 and WAC 173-304-100(73) or ORS 459.005, and shall not include sludge from wastewater treatment plants, septage from septic tanks, extremely hazardous waste, dangerous waste, special waste and problem wastes as defined in WAC 173-303, 304 and RCW 70.105 and 70.105A;

"Source separation" means the separation of different kinds of solid waste at the place where the waste originates;

"Swill" means and includes every refuse accumulation of animal, fruit or vegetable matter, liquid or otherwise, that attends the preparation, use, cooking, dealing in or storing of meat, fish, fowl, fruit and vegetable, except coffee grounds;

"Unacceptable wastes" are those items and/or components of the solid wastestream not meeting the definition of "solid waste" above, or those classified as hazardous or otherwise non-conforming wastes under the state and/or federal law and/or this chapter;

"Yard debris" means compostable organic material including leaves, grass, branches, brush, flowers, weeds, tree wood waste and other biodegradable waste that may be designated by the city manager, which is intended for recycling or refuse. Yard debris includes limbs and branches not to exceed four inches in diameter or four feet in length. Yard debris does not include animal waste, rocks, dirt, plastic or plastic bags or construction debris, fruits and vegetables and significant amounts of sod, demolition debris such as concrete, wall board, lumber or roofing material, except incidental amounts.

(Ord. 785 § 1, 2001: Ord. 782 § 1 2001: Ord. 335 § 1, 1975; Ord. 260 § 1, 1971).

8.12.020 Universal compulsory solid waste collection.

The city of Ridgefield establishes a system of universal compulsory solid waste collection. Accordingly, every owner or tenant of a commercial building and every person in possession, charge or control of any house, dwelling, multi-unit residence, apartment house, trailer court, houseboat or any building put to residential use shall be charged for solid waste collection service at a minimum rate specified by resolution of city council, whether such person uses such service or not; and in case such person chooses not to actually use such service, he shall be charged for the service of checking to see whether he or she has solid waste to be collected, except as it is provided in Section 8.12.090(E) for "Ridgefield Special Service."

- A. It is the duty of every person in possession, charge or in control of any house dwelling, rooming house, multi-unit residence, apartment house, trailer court or houseboat to keep, or cause to be kept, an individual garbage can for each dwelling or unit therein. Such garbage can shall be of galvanized sheet metal or plastic or of some other material found by the superintendent to be equally good, tapered in shape and easily cleanable, fitted with a tight fitting metal or plastic cover, and with at least one handle. The maximum capacity of each can shall be thirty-two gallons, and the total weight of any one can as filled shall not be permitted to exceed seventy-five pounds; provided, in lieu of or in addition to garbage cans, apartment houses, trailer courts and houseboats may use large containers, as hereinafter specified. Any can exceeding the above size and/or weight restrictions or designed to be permanently below ground (sunken can) shall be subject to an additional charge to be included in the schedule of charges (cans).
- B. The person in control of such dwelling or rooming house, apartment house, trailer court or houseboat shall deposit or cause to be deposited in the cans or containers all refuse or solid waste accumulating on the premises. When refuse is placed in any of the cans, the lid shall be properly replaced. Each can shall be kept clean inside and out to reduce odors. Unless the customer has applied with contractor for carry-out service or drive-in service (as such terms are defined in this chapter), he or she, on each regular collection day, shall place the can or cans within ten feet of the curb or edge of the street

abutting the property. Whenever alleys exist, cans shall be placed so that service can be from ten feet of the edge of such alley. When the customer has arranged to be on carryout service, or drive-in service he or she, on each collection day, shall place the cans in the locations set forth in Sections 8.12.090(B) and 8.12.090(C), respectively. Persons on Ridgefield special service customers shall contact the contractor the day prior to service to schedule a pickup and shall place the bags/cans at the curb whenever pickup has been requested.

- C. It is the duty of every person in possession, charge or control of any shop, place of business or manufacturing establishment wherein solid waste or refuse is created or accumulated to keep or cause to be kept in a place accessible to the contractor either a sufficient number of garbage cans such as are required for residential users, and subject to the same conditions, or may use larger containers or containers suitable for mechanical handling for such refuse, subject to the following requirements: all such containers shall be metal or of other materials found by the city manager to be equally good for such purpose, easily cleanable and insect and rodent proof. If the containers are to be used for wet waste of any kind, they shall be watertight and have metal or plastic lids. The contractor shall furnish such a large container to any customer who orders one for service upon the rates specified in this chapter. All such containers shall be kept clean inside and out to reduce odors. If a customer requests a clean container to be supplied by contractor, or if contractor must clean and sanitize customer's container prior to further use, the customer shall pay for such service at the rate specified in the schedule of charge (container) adopted by resolution of the city council, as amended from time to time.

(Ord. 782 § 2, 2001: Ord. 550 § 1, 1990).

8.12.030 Frequency of collection.

The contractor shall collect solid waste from every residential and commercial user once per week or every two weeks or monthly as agreed between the customer and the contractor. Additional pickups per week shall be on a special pickup basis due to health, safety or emergency concerns, and the customer shall be charged at the rates specified under special pickup on the schedule of charges. The contractor shall collect solid waste from all users as required to keep premises free of any nuisance or violation of any ordinance. Collections in residential zones shall be made between seven a.m. and five p.m. Collection in commercial and business zones may be made at other reasonable times as requested by customers. Hours may be extended with approval of the city manager or designee.

(Ord. 782 § 3, 2001: Ord. 550 § 2, 1990).

8.12.040 Rates.

Rates and charges for service rendered by a collection contractor under this chapter shall be adopted and amended from time to time by resolution of the city council of the city of Ridgefield.

(Ord. 550 § 3, 1990).

8.12.050 Collection contract.

The city of Ridgefield shall let a contract or contracts to provide for the collection of all solid waste or refuse within the city. The details of such a contract or contracts shall be agreed upon after negotiations and council's action thereon shall be final. Such negotiations may be preceded by a call for bids or proposals as city council may direct. Such contract shall obligate the contractor to pick up solid waste in the city in accordance with this chapter, and shall provide for the contractor to be paid a sum in accordance with this chapter, which will adequately

compensate the contractor for its services out of fees for collection to be set by resolution of the city council. The contractor, within ninety days after having entered into the contract, and/or as may be agreed to in contract between the parties, shall furnish a corporate surety bond to the city, in such sum as may be determined proper in negotiations, conditioned upon the faithful performance of its contract and compliance with all rules, regulations and laws relating to such collection and to proper disposal of solid wastes collected or in lieu thereof a cash bond or other financial assurance satisfactory to the city council. The contract also shall require the contractor to use an appropriate and properly approved landfill, or other site or facility, for disposal of solid wastes collected, or to use some other satisfactory and lawful means of disposal, and the contract shall not be awarded to any party unless it either owns such a site or other means for disposal or has made satisfactory arrangements to use such satisfactory landfill or other facility for the term of the contract.

(Ord. 782 § 4, 2001: Ord. 550 § 4, 1990).

8.12.055 Franchise fee.

The contractor shall pay the city an annual franchise fee of ten percent of the rates collected from customers within the city of Ridgefield, payable on a monthly basis. The rates collected shall be calculated by establishing the gross revenues and exclude the "roll off disposal charges" by contractor.

(Ord. 782 § 5, 2001).

8.12.060 Depository of solid waste.

The contractor shall dispose of materials collected under this chapter only by delivery of all solid waste to an approved disposal system unless prior written approval for delivery to another location is granted by the city manager or designee. Unaccepted materials such as hazardous or infectious waste may be rejected by any disposal system transfer station operator and shall be returned to the generator by the contractor, if possible, or lawfully disposed of at another properly permitted location if not accepted for disposal by the disposal system contractor. The contractor shall make special arrangements with the customer and the transfer station for loads with special handling requirements such as excessively dusty or oversized materials. Nothing in this chapter shall prevent the contractor from selling or recycling any solid waste collected so long as he does not violate any health department rule or any city ordinances or county or state law.

(Ord. 782 § 6, 2001: Ord. 550 § 5, 1990).

8.12.070 Assignment of contract.

Every such contract for solid waste collection also shall contain a provision that such contract may not be assigned by the contractor, or his responsibilities thereunder transferred, except with the prior consent of the city council. Such contracts shall be for such term as the city council shall find is in the best public interest and may contain provisions, upon proper standards, for adjustments in service rates. Such contracts shall contain suitable provisions permitting the forfeiture of the contract for nonperformance or violation of such contract by the collector.

(Ord. 782 § 7, 2001: Ord. 550 § 6, 1990).

8.12.080 Enforcement.

The schedule of charges for solid waste services shall be as set forth in a resolution and as such resolution may be amended from time to time by the city council. Such service charges shall use the negotiated price to be

paid the contractor by the city as a base, and the schedule of charges shall be sufficient to pay the contractor and to pay the costs of administering and enforcing this chapter and improving service thereunder.

All charges for the services to be rendered shall be payable to the contractor and if not paid on or before fifteen days from date of bill, such charge shall be delinquent. A delinquency charge to cover extra costs of collection shall be added to all accounts which have been delinquent for sixty days or over in an amount set forth in the schedule of charges (other). Service may be suspended for nonpayment of such accounts. Such suspension shall not relieve the person owing such amount from the duty of complying with the provisions of this chapter. Suspension shall render the premises where such services are suspended subject to condemnation for sanitary reasons. Upon failure to pay such charges, and upon delinquency, the amount thereof shall become a lien against the property for which the solid waste collection services are rendered, and such lien shall be made effective by filing notice thereof specifying the charges, the period covered by the charges, and giving a description of the premises for which the service was rendered. Such lien shall be filed with the same official and within the time and shall be foreclosed within the time and manner prescribed by law for filing and foreclosing liens for labor and materials. Such liens shall include attorney fees and court costs as allowable by state law. Furthermore, such lien shall be prior to any and all other liens and encumbrances filed subsequent to the filing of such other lien but shall be subject to all general taxes and local improvement assessments, whether levied prior or subsequent thereto.

(Ord. 782 § 8, 2001: Ord. 550 § 7, 1990).

8.12.090 Residential collection service.

- A. "Curb service" entitles the customer to have one or more cans picked up once each week within zero to ten feet of the curb or street edge of his or her property, or within zero to ten feet of an alley, if one is available. The contractor reserves the right to determine if a customer should be serviced from an alley or street edge. Any customer on curb service may leave at the curb, street edge or alley, an extra can or cans, bags or bundled materials (in addition to his/her regular service). Such extra can(s), bags or bundled materials, not exceeding seventy-five pounds for each item, shall then be picked up, along with the first can, for an additional charge listed in the schedule of charges (cans).
- B. A residential customer who desires to have his or her solid waste carried out by the contractor from a place on his or her property other than the curb or street may arrange to have "carry-out service." Any customer on carry-out service may leave one or more garbage cans at any reasonably accessible place on his or her property and shall be charged accordingly based on the distance increment charges set forth in the schedule of charges, so long as it does not require the contractor's employees to enter a building or go behind a gate. Any customer on "carry-out service" may contact the contractor to have extra cans or boxes, bagged or bundled materials not exceeding seventy-five pounds each, carried out along with the regular can service. The customer shall pay an additional charge as listed in the schedule of charges (cans).
- C. A residential customer desiring contractor to drive in on a private road or driveway in excess of one hundred twenty-five feet to pick up customer's solid waste may apply with contractor for "drive-in service" and shall be charged an additional monthly charge listed in schedule of charges (residential). Any customer on "drive-in service" may contact the contractor to have extra cans or boxes, bagged or bundled materials, not exceeding seventy-five pounds each, carried out along with the first can for an additional charge listed in the schedule of charges (cans).
- D. Any residential customer whose cans are located below ground level (sunken) shall be subject to the additional monthly fee listed in the schedule of charges. Any customer on any of the above services whose cans exceed weight limits prescribed in the above description of services shall be subject to an additional fee listed in the schedule of charges.
- E. Any residential customer who is sixty years of age or older or who are eligible to receive USDA food stamps by virtue of low income or are handicapped and unable to physically move a can, cart or container to the

curb will be provided "carry-out collection service" under the Helico Service system. Proof of qualifying for said Helico Service shall be provided to the contractor by the applicable resident.

- F. Any residential customer on any of the above types of service may call the contractor for a "special pick-up," and the contractor shall respond as soon as possible and, in any event, not to exceed forty-eight hours from the time the contractor is notified by the customer of the request for a special pick-up at the rate specified in the schedule of charges (can).
- G. In case of any dispute as to where customers on curb service are to place such cans, the decision of the city manager or designee after consultation with the Contractor shall be final.

(Ord. 782 § 9, 2001: Ord. 550 § 8, 1990).

8.12.100 Commercial collection service.

- A. "Curb service" entitles the customer to have cans picked up once each week within zero to ten feet of the curb or street edge of his property, or within zero to ten feet of an alley, if one is available.
- B. "Carryout service" for commercial customers will entitle the customer to have one or more garbage cans picked up and carried out by the contractor from any accessible place on his or her property so long as it does not require the contractor's employees to enter a building or go behind a gate. Charges for carryout service are set forth in the schedule of charges (cans).
- C. A customer desiring the collector to drive in on a private road or driveway in excess of one hundred twenty-five feet to pick up customer's solid waste may apply with contractor for "drive-in service" and shall be charged an additional monthly charge listed in schedule of charges (cans).
- D. Any commercial customer whose cans are located below ground level (sunken) shall be subject to an additional monthly fee listed in the schedule of charges (cans).

Any customers whose cans exceed weight limits prescribed in the above description of services shall be subject to an additional fee listed in the schedule commercial customer on any of the above types of charges (cans).

- E. Any commercial customer on carryout service, drive-in service or curb service, may place extra cans (in addition to their regular service), bags or bundled materials to be picked up for an additional charge listed on the schedule of charges (cans).
- F. Any of service may call the contractor for a special pick-up and the contractor shall respond as soon as possible and, in any event, not to exceed forty-eight hours from the time the contractor is notified by the customer of the request for a special pick-up and customer shall be charged at a rate specified in the schedule of charges (cans).

(Ord. 782 § 10, 2001: Ord. 550 § 9, 1990).

8.12.110 Commercial container service.

- A. Under "commercial container service," a customer can buy, lease or contact the contractor to install a container meeting the requirements of this chapter, placed at a central location on his or her premises. If a can service is already in effect, such can service shall automatically be discontinued upon placement of a commercial container. Containers range in size from one cubic yard to eight cubic yards in capacity. The contractor shall pick up the container once per week. Customers who request that a container be placed on their premises shall be charged a one time placement of the container, as set forth in the schedule of charges (container).

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- B. If a container must be moved more than fifteen feet in order to reach the contractor's collection vehicle, the customer shall be assessed a roll-out charge as set forth in the schedule of charges (container).
 - C. Containers should not be overfilled. They shall not be loaded so heavily that the contractor cannot easily move them. Containers shall be placed on hard, flat and level surfaces. Lids should close properly when the container is full. Should the container be overfilled by the customer, there shall be an additional charge as set forth in the schedule of charges (container).
 - D. Additional solid waste placed next to the container shall be subject to an additional charge as specified in the schedule of charges (container).
 - E. Customers who have secured containers so as to prevent public access shall remove all such security devices on pick-up day. Should the customer want the contractor to unlock the container, the customer must provide a key or combination to the contractor. The contractor shall not be held responsible to empty any locked container when no key or combination has been provided, and the contractor shall not be held responsible for any lost lock or key.
 - F. Any container customer may call the contractor for a special pick-up, and the contractor shall respond as soon as possible and, in any event, not to exceed forty-eight hours from the time contractor is notified by customer of the request for a special pick-up at a rate specified in the schedule of charges (container).
 - G. When any customer requests that contractor clean and sanitize the customer's container, or if contractor must clean and sanitize customer's container prior to further use, the customer shall be assessed a clean and sanitize charge when exchanging or removing the container at the rate set forth on the schedule of charges (container).

(Ord. 782 § 11, 2001: Ord. 550 § 10, 1990).

8.12.120 Drop box service.

- A. Under "drop box service," a customer can buy or lease or use a drop box which the contractor supplies, meeting the requirements of this chapter, at a location on the customer's premises where it is easily and safely serviced. Drop boxes consist of sizes ranging from ten cubic yards to fifty cubic yards and may or may not have lids and may or may not be of a compaction type. In order to render service, a drop box must be physically removed from a customer's premises, its contents disposed of, and it then must be physically returned to the customer's premises. The customer has the option of scheduling regular service or arranging for service on an on-call type basis. Disposal charges for drop boxes are based upon cubic yardage and/or weight. There is also a daily or monthly rental fee for those customers using a drop box supplied by the contractor. A drop box supplied by the contractor must be emptied a minimum of one time per month. Drop boxes must be loaded evenly and the contractor may limit the amount of debris to be placed in any drop box. The customer must latch the door on the drop box and the material disposed of in the drop box should be no higher or wider than the top of the drop box.
- B. As drop box disposal charges are based upon yardage or weight, the cost of disposal is not fixed, as are the various other charges (rendering services, rental fee, lid charges). The actual disposal charge of the materials disposed of by the customer shall be "passed through" directly to the customer, and there shall be added thereto a sum equal to the state taxes imposed at RCW 82.18.020, currently 3.6 percent. The contractor shall charge according to a schedule to be on file with the city and such schedule and records thereof shall be available for city and public inspection.
- C. Customers who request drop box service and have not had drop box service in the past may (by mutual agreement between the city and the contractor) be required to pay, at contractor's place of business, a deposit for service until creditworthiness is established. The deposit shall consist of the total of (1) a placement fee, (2) one month rental fee, (3) a trucking fee, all determined consistent with the schedule of

charges (drop box), and (4) an estimated disposal charge according to a schedule to be established and filed with the city.

- D. Drop box service has several conditions which the customer must follow in order for the contractor to render service safely and transport the drop box legally on city and county roads. A list of these conditions shall be provided to each customer on the initial placement of the drop box. The contractor shall not be required to transport any drop box that violates any of the conditions. Should the contractor receive an overweight fine for transporting an overweight drop box, the contractor shall pass through that amount to the customer for whom the drop box is transported. Customers who request drop box service but have violated conditions of drop box usage shall, upon the contractor's arrival, be subject to a trip charge listed in the schedule of charges (drop box) to cover the contractor's costs in the attempt to provide service.
- E. Any customer that requests to use a drop box supplied by the contractor shall be assessed a one time placement fee listed in the schedule of charges (drop box) to cover the contractor's costs in the initial drop box placement at the customer's premises. A placement fee will be assessed against those customers consistently using drop box service only if the drop box is removed and no replacement is left by the contractor.
- F. When a customer requests service on a drop box on his premises, the customer shall be responsible to guarantee access to that drop box by the contractor. Should the contractor arrive and access to the box be denied it for any reason, it will be the responsibility of the customer to obtain access for the contractor. If access is denied, the contractor shall be paid the trip charge listed in the schedule of charges. If access is not denied but is delayed, the contractor shall be paid for time spent waiting for access, at a rate listed in the schedule of charges (drop box).
- G. The contractor shall make available drop boxes with lids to customers that request them. The contractor shall have the option to determine if a drop box with a lid is feasible for the customer or not. Those customers who request a drop box with a lid shall be assessed an additional lid charge for the use of this type of drop box, as set forth in the schedule of charges (drop box).
- H. Certain drop box customers may need their drop boxes serviced at times when the contractor employees are not readily available. Should a customer require this type of service, the contractor shall make available to the customer the option of "after hours call-in service." The customer will be able to contact a person qualified to make operational decisions after hours in order to secure service. The contractor shall supply the service requested by the customer within a reasonable length of time at a fee reflected in the schedule of charges (drop box). This fee is in addition to the regular drop box fees and disposal charges.
- I. Customers can request that a drop box be moved from one location to another without its contents being emptied. When this service is performed, the contractor shall be compensated at a rate within the schedule of charges (drop box).
- J. If a customer disposes of materials that do not easily empty from the box, or disposes of materials that leave a residue in the box that must be removed before that box can be used by another customer, or requests or requires that a particular drop box be cleansed and/or sanitized by the contractor, he then shall be charged therefor according to the fee set forth in the schedule of charges (drop box).

(Ord. 782 § 12, 2001; Ord. 550 § 11, 1990).

8.12.130 Extraordinary items of solid waste.

Discarded appliances, furniture and tires shall be picked up on regular collection schedules, if possible, and shall be placed by the customer so that the collection vehicle can be driven within ten feet of the objects. Such collection shall be at an additional fee as listed in the schedule of charges (other). If such items are to be collected

on a special pick up, the customer shall have the items available within ten feet of any curb, street, edge or alley. Customers shall notify contractor in advance of this special service.

(Ord. 550 § 12, 1990).

8.12.140 Extra garbage.

The volume of extra garbage which is placed for collection not in a can, container or drop box will be determined by the contractor's driver on a per equivalent can basis if less than one yard total or on a per yard basis if one yard or more.

(Ord. 782 § 13, 2001: Ord. 550 § 13, 1990).

8.12.150 Compliance required.

Every person shall dispose of all garbage, refuse, rubbish and swill promptly according to the terms of this chapter.

~~Failure to comply with the terms of this chapter shall be a misdemeanor.~~ It shall be unlawful to violate the provisions of this chapter. Enforcement of this chapter shall be governed by RMC Title 20.

(Ord. 335 § 2, 1975: Ord. 260 § 15, 1971).

8.12.160 Rules and regulations.

The city manager or his designate may adopt all rules and regulations consistent with this chapter after consultation with the contractor, which are reasonably necessary for administration and enforcement thereof. Such rules shall be in writing and kept available for public inspection.

(Ord. 782 § 14, 2001: Ord. 550 § 14, 1990).

Chapter 8.13 COLLECTION OF RECYCLABLE MATERIALS

8.13.010 Definitions.

As used in this chapter, unless the context indicates otherwise, the words in quotations shall have the following meanings:

"City" means the city of Ridgefield.

"Disposal site" means the location where any final treatment utilization processing or deposit of solid waste occurs.

"Hazardous waste" means any waste, material or substance that is not excluded from regulation as hazardous waste or dangerous waste by application of hazardous waste or dangerous waste regulations adopted by the United State Environmental Protection Agency, the Washington State Department of Ecology or the Oregon State Department of Environmental Quality and that now or hereafter:

1. Is required to be dealt with as hazardous waste under regulations promulgated by United States Environmental Protection Agency at 40 CFR part 261;
2. Contains a radioactive material, the storage or disposal of which is regulated by state or federal law or regulation; or
3. Is designated a dangerous waste or extremely hazardous waste by regulations adopted pursuant to RCW Chapter 70.104 or Oregon law.

Certain waste that is not as of the effective date of the ordinance codified in this chapter within one of the subsections (1) through (3) above, may after that date come within the scope of one or more of those subsections as determined by a governmental entity with jurisdiction; certain other waste that is within one of those subsections may cease to be recognized as a hazardous waste as defined herein. Accordingly, any waste, material or substance shall be deemed hazardous waste only so long as and to the extent that it is included in at least one of the subsections (1) through (3) above.

"Jurisdictional health department" means the Southwest Washington Health District.

"Landfill" means a disposable facility or part of a facility at which solid waste is placed in or on land which is not a land treatment facility.

"Multiple-family residence" means any structure, housing or two or more dwelling units.

"Recyclable materials" means those solid wastes that are separated for recycling or reuse such as papers, metals and glass and are identified as recyclable material in the Clark County comprehensive solid waste plan.

"Recycling" means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration.

"Recycling facility" means a facility which separates, transforms or manufactures solid waste received from the public or other third party solid waste generators into usable or marketable materials for reuse or resale rather than disposal by landfilling or incineration.

"Residence" means the regular dwelling place of an individual or individuals and their immediately related families.

"Solid waste" shall be defined by RCW 70.95.030 and WAC 173-304-100(73) or ORS 459.005, and shall not include sludge from wastewater treatment plants, septage from septic tanks, extremely hazardous waste, dangerous waste, special waste and problem wastes as defined in WAC 173-303, 304 and RCW 70.105 and 70.105A;

"Source separation" means the separation of different kinds of solid waste at the place where the waste originates.

"Yard debris" means compostable organic material including leaves, grass, branches, brush, flowers, weeds, tree wood waste and other biodegradable waste that may be designated by the city manager, which is intended for recycling or reuse. Yard debris includes limbs and branches not to exceed four inches in diameter or four feet in length. Yard debris does not include animal waste, rocks, dirt, plastic or plastic bags or construction debris, fruits, and vegetables and significant amounts of sod, demolition debris such as concrete, wall board, lumber or roofing material, except incidental amounts.

(Ord. 783 § 1, 2001: Ord. 677 § 1, 1995).

8.13.020 Optional collection of recyclable materials.

The city establishes a system of collection of residential recyclable materials and yard debris which are optional to every owner or tenant residing within the city. Accordingly, every owner or tenant of a residential building who generates recyclable materials and yard debris and who subscribes to a pick-up service shall be charged for the collection service of recyclable materials and yard debris at the rate specified within this chapter.

The person in control of a dwelling, rooming house, apartment house, trailer court, houseboat or commercial property shall deposit or cause to be deposited in the containers provided by contractor all recyclable materials accumulated on the premises and to place said containers at curbside for pick up by contractor. The customer shall separate recyclable materials and yard debris from other solid wastes at the source of creation of the waste.

(Ord. 783 § 2, 2001: Ord. 677 § 2, 1995).

8.13.030 Collection contract.

The city shall let a contract or contracts to provide for the exclusive collection of all recyclable materials and yard debris within the city. The details of such a contract or contracts shall be agreed upon after negotiation and council's action thereon shall be final. Such negotiations may be preceded by a call for bid or proposals as the city council may direct. Such contract shall obligate the contractor to pick up recyclable materials and yard debris within the city in accordance with this chapter and provide for the contractor to be paid a sum in accordance with this chapter which will adequately compensate the contractor for its services out of fees for collection to be set by this chapter.

The contractor, within ninety days after having entered into the contract and/or as may be agreed to in contract between the parties, shall furnish a corporate surety bond to the city in such sum as may be determined proper in negotiations, conditioned upon the faithful performance of its contract in compliance with all rules, regulations and laws relating to such collection and to proper disposal of recyclable materials and yard debris in accordance with the laws of the state of Washington, or in lieu thereof a cash bond or other financial assurance satisfactory to the city council. The contract shall also require the contractor to use the appropriate recycling facility as designated by the city for disposal of recyclable materials and yard debris.

(Ord. 783 § 3, 2001: Ord. 677 § 3, 1995).

8.13.040 Depository of recyclable materials.

The contractor of recyclable material and yard debris shall dispose of said materials collected under this chapter only by deposit with an appropriate recycling facility as designated by the city. Recyclable materials and yard debris collected under this chapter shall not be deposited in a sanitary landfill nor shall they be deposited at any other location except as provided herein.

(Ord. 783 § 4, 2001: Ord. 677 § 4, 1995).

8.13.050 Rates.

Rates and charges for services rendered by contractor under this chapter shall be as set forth in a resolution adopted by city council for each customer which elects to take advantage of the subscription for collection of recyclable materials and yard debris. This rate may be changed from time to time by resolution of the city council.

(Ord. 783 § 5, 2001: Ord. 677 § 5, 1995).

8.13.060 Assignment of contract.

Every such contract for recyclable and yard debris collection shall also contain a provision that such contract may not be assigned by the contractor or his responsibilities hereunder transferred except with the prior consent of city council which consent shall not be unreasonably withheld. Such contract shall be for such term as the city council shall find is in the best interests of the citizens of the city. Such contract shall contain suitable provisions permitting the forfeiture of the contract for nonperformance or violation of such contract by the contractor.

(Ord. 783 § 6, 2001: Ord. 677 § 6, 1995).

8.13.070 Enforcement ~~and lien.~~

~~All charges for services to be rendered by contractor under this chapter and any related contract shall be payable to the contractor and if not paid on or before fifteen days from the date of the receipt of the bill, such charge shall be deemed delinquent. A delinquency charge to cover extra costs of collection shall be added to all accounts which have been delinquent for sixty days or over in an amount established by the contractor. Service may be suspended for nonpayment of such accounts. Such suspension shall not relieve the person owing such amount from the duty of complying with the provisions of this chapter. Suspension shall render the premises where such services are suspended subject to legal penalties, including condemnation for sanitary reasons.~~

~~Upon failure to pay such charges and upon delinquency and in accordance with RCW 35.21.130, the amount of the delinquency shall become a lien against the property for which the collection of recyclable materials service is rendered and such lien shall be made effective by filing a notice thereof specifying the charges, the period covered by the charges and giving a description of the premises for which the service was rendered. Such lien shall be filed with the Clark County auditor and shall be filed and foreclosed within the time and manner prescribed by law for filing and foreclosing liens for labor and materials. Such lien shall include attorney's fees and court costs as allowable by state law. Furthermore, such liens shall be prior to any and all other liens and encumbrances filed subsequent to the filing of such other lien but shall be subject to all general taxes and local improvement assessments whether levied prior or subsequent thereto.~~

It shall be unlawful to violate the provisions of this chapter. Enforcement of this chapter shall be governed by RMC Title 20.

(Ord. 783 § 7, 2001; Ord. 677 § 7, 1995).

8.13.080 Frequency of collection.

The contractor shall collect said recyclable materials and yard debris from every subscriber once per week. The contractor shall collect said yard debris from every subscriber on a frequency mutually agreeable between subscriber and contractor. The contractor shall collect recyclable materials and yard debris from all users as required to keep premises free of any nuisance or violation of any ordinance. Collections in residential zones shall be made between seven a.m. and five p.m. Collection in commercial and business zones may be made at other reasonable times as requested by customers.

(Ord. 783 § 8, 2001; Ord. 677 § 8, 1995).

8.13.090 Collection service.

Collection service shall entitle the customer to have not less than three separate bins or such other system of disposition as the contractor may direct picked up once each week at a location within zero to ten feet of the curb or street edge of his or her property or within zero to ten feet of an alley if one is available. Recyclables such as motor oil which are not included within bins shall be placed in a separate container supplied by the customer. The collection service or contractor shall provide such containers as may be necessary to collect all recyclable materials or yard debris from the customer. The contractor shall maintain ownership of all bins or other containers made available to customers and, upon termination of services by the customer, shall be allowed to retrieve their respective containers. Contractor will be allowed to assess a reasonable replacement cost for containers that are not returned.

(Ord. 783 § 9, 2001: Ord. 677 § 9, 1995).

8.13.100 Adoption of rules and regulations.

The city manager or his designate may adopt all rules and regulations consistent with this chapter after consultation with the contractor which are reasonably necessary for the administration and enforcement thereof. Such rules shall be in writing and kept available for public inspection.

(Ord. 783 § 10, 2001: Ord. 677 § 10, 1995).

Chapter 8.20 JUNK VEHICLES AND AUTOMOBILE HULKS¹

8.20.010 Purpose and intent.

The purpose and intent of this chapter is to provide for and implement the greatest powers possible for facilitating the removal of junk vehicles, parts thereof, and automobile hulks from public and private property as authorized in accordance with any amendments that may hereafter be made.

(Ord. 866 § 1 (part), 2005).

8.20.020 Definitions.

The following words and terms used in this chapter shall have the following meanings except where otherwise defined in this chapter, and unless where used the context thereof clearly indicates to the contrary:

"Automobile hulk" means an automobile hulk, whether abandoned or not and further as defined in RCW 46.79.010(2) as now enacted or hereafter amended.

"Junk vehicle" means a junk vehicle as defined in RCW 46.55.010(5) as now enacted or hereafter amended.

"Landowner" means a landowner as now defined in RCW 46.55.230(7) as now enacted or hereafter amended.

(Ord. 866 § 1 (part), 2005).

(Ord. No. 1406, § 2(Exh. A), 7-13-2023)

8.20.030 Nuisance.

The storing or keeping of junk vehicles, parts thereof, or automobile hulks on public or private property is declared to be a public nuisance, except as provided for in Section 8.20.060 of this chapter. Such public nuisance may be abated as provided for in Sections 8.20.040 and 8.20.050 of this chapter.

(Ord. 866 § 1 (part), 2005).

8.20.040 Summary removal procedures.

A. —The community development director or designee of the Ridgefield community development department or the chief of police or designee of the Ridgefield police department as appropriate are identified as the administrative authority for the implementation and enforcement of the regulations contained in this chapter and are empowered to inspect and investigate complaints about the storing or keeping of junk vehicles, parts thereof, and automobile hulks on public and private property. Upon discovery of an alleged junk vehicle, parts thereof, or automobile hulk, the administrative authority may contact the landowner of the property where the junk vehicle, parts thereof, or automobile hulk is located, and determine if the

¹—Prior ordinance history: Ord. 510.

landowner claims any ownership interest in or bailment responsibility for the junk vehicle, parts thereof, or automobile hulk. If the landowner claims no ownership interest or bailment responsibility, the administrative authority shall request the landowner to execute a statement to that effect under penalty of perjury.

- B. — If the landowner claims an ownership interest or bailment responsibility for the junk vehicle, parts thereof, or automobile hulk located on his or her property, and the landowner does not, within fifteen calendar days after notification by the administrative authority, voluntarily abate the nuisance either by removing it from the property or enclosing it as provided for in Section 8.20.060(A), the administrative authority may proceed to deal with the junk vehicle, parts thereof, or automobile hulk as provided for in Section 8.20.050 of this chapter.
- C. — Upon execution by the landowner of the statement of no ownership interest in or bailment responsibility for the junk vehicle, parts thereof, or automobile hulk, the administrative authority shall cause a junk vehicle notification form to be mailed to the vehicle's registered legal owner of record by certified mail, return receipt requested. Additionally, this notification shall inform the owner of the city's intent to dispose of the junk vehicle, parts thereof, or automobile hulk. If the junk vehicle, parts thereof, or automobile hulk remains unclaimed for more than fifteen calendar days after the junk vehicle notification form has been received, the administrative authority may have the junk vehicle, parts thereof, or automobile hulk removed with notice to the Washington State Patrol and the Department of Licensing that the junk vehicle has been wrecked.
- D. — If no information identifying the owner of the junk vehicle, parts thereof, or automobile hulk is available after the landowner has executed the statement of no ownership interest or bailment responsibility, the administrative authority may place a legal notice of custody and sale in the official newspaper of the city. This notice shall comply with the provision of RCW 46.55.230(5), as now enacted or hereafter amended, and shall additionally inform the owner of the city's intent to dispose of the junk vehicle, parts thereof, or automobile hulk. If the junk vehicle, parts thereof, or automobile hulk remains unclaimed more than twenty days after publication of the notice, the administrative authority may have the junk vehicle, parts thereof, or automobile hulk removed with notice to the Washington State Patrol and Department of Licensing that the junk vehicle has been wrecked.

(Ord. 866 § 1 (part), 2005).

8.20.050 Nuisance abatement procedures.

- A. — The administrative authority shall give notice to any landowner storing or keeping a junk vehicle, parts thereof, or automobile hulk within any zone in the city that such junk vehicle, parts thereof, or automobile hulk is a public nuisance which must be abated by the landowner within fifteen calendar days or the city will proceed to abate the nuisance by removal of the junk vehicle, parts thereof, or automobile hulk from the landowner's property; and, that the costs of such removal, including administrative costs, shall be assessed against the registered owner of the junk vehicle, parts thereof, or automobile hulk if the identity of the owner can be determined, unless the owner in the transfer of ownership of the vehicle or automobile hulk has complied with RCW 46.12.101, or the costs may be assessed against the owner of the property on which the junk vehicle, parts thereof, or automobile hulk is stored. This notice shall also inform the registered owner and the landowner of the right to request a hearing to contest the city's proposed removal of the junk vehicle, parts thereof, or automobile hulk. This notice shall be delivered to the last registered owner of the junk vehicle, parts thereof, or automobile hulk and to the landowner and the property owner of record if different from the landowner by certified mail, return receipt requested.
- B. — Notice. The notice required by subsection A of this section shall be substantially in the following form:
- JUNK VEHICLE, PARTS THEREOF, OR AUTOMOBILE HULK REMOVAL NOTICE

A junk vehicle(s), parts thereof, or automobile hulk(s) described as: has been discovered by the City of Ridgefield located at _____ (Street Address), described as _____ (legal) within the City of Ridgefield which is shown by public record to be the real property of _____ the last registered owner of such junk vehicle(s), parts thereof, or automobile hulk is listed of record as: _____. All of you are informed that such junk vehicle, parts thereof, or automobile hulk(s) (is) (are) a public nuisance and unless such nuisance is abated within fifteen (15) calendar days of your receipt of this notice by removal from the property hereinbefore described or enclosed on said property as set forth in Ridgefield Municipal Code 8.20.060(A), the City of Ridgefield will proceed to abate such public nuisance by removal of the listed junk vehicle(s), parts thereof, or automobile hulk(s) fifteen (15) calendar days after your or your representative receives this notice as shown on the return receipt for this certified mail. The costs of removal, including administrative costs, will be assessed against the registered owner, unless the owner can demonstrate compliance with RCW 46.12.101 at the time of transfer of ownership, and/or against the landowner.

You may request a hearing before the Ridgefield Municipal Court to contest the City's determination that the above-described junk vehicle(s), parts thereof, or automobile hulk(s) (is) (are) a public nuisance, the abatement thereof, or that you are legally responsible for these junk vehicle(s), parts thereof, or automobile hulk(s). To request this hearing, one of you must notify the undersigned in writing at the address below within ten days of the date you or your representative received this notice as shown on the return receipt for this certified mail. If you do not request a hearing, the junk vehicle(s), parts thereof, or automobile hulk(s) will be removed by the City of Ridgefield and the costs thereof, including towing, storage, and other administrative costs shall be assessed against all or any one of you.

Dated this _____ day of _____, 20____.

Signed: _____

TITLE

City of Ridgefield

PO Box 608

Ridgefield, Washington 98642

(360) 887-3557 (phone)

(360) 887-0861 (fax)

- C. — After the expiration of the fifteen calendar days provided for in the notice to the registered owner and landowner if no hearing has been requested; or, after a hearing if requested and such action is authorized by the court, the administrative authority may proceed to have the junk vehicle, parts thereof, or automobile hulk removed and the costs of such removal, including administrative costs, shall be taxed against the registered owner and/or landowner jointly and severally; and notice shall be given to the Washington State Patrol and the Department of Licensing that the junk vehicle, parts thereof, or automobile hulk has been wrecked.
- D. — If either the last known registered owner of the junk vehicle, parts thereof, or automobile hulk, or the landowner requests a hearing before the Ridgefield Municipal Court to contest either (a) the city's determination that the junk vehicle, parts thereof, or automobile hulk constitutes a public nuisance, or (b) the abatement thereof, or (c) the legal responsibility of either or both the registered owner and/or landowner for the junk vehicle, parts thereof, or automobile hulk, the hearing shall be conducted after a written notice of the date, time, and place of such hearing is mailed, by certified mail, with a five calendar day return receipt requested, to the owner of the land as shown on the last equalized assessment roll and to the last registered and legal owner of record, unless the vehicle is in such condition that identification numbers are not available to determine ownership. The hearing shall be held within thirty calendar days of receipt of a written request for a hearing. No action shall be taken to remove the junk vehicle, parts thereof, or automobile hulk during the pendency of a hearing, except pursuant to court order.

E. —The landowner may appear in person at the hearing or present a written statement in time for consideration at the hearing, and deny responsibility for the presence of the junk vehicle, parts thereof, or automobile hulk on the real property, with his or her reasons for the denial. If it is determined at the hearing that the junk vehicle, parts thereof, or automobile hulk was or were placed on the land without the consent of the landowner and administration or removal of the junk vehicle, parts thereof, or automobile hulk against the property upon which the junk vehicle, parts thereof, or automobile hulk is located or otherwise attempt to collect the costs from the owner.

(Ord. 866 § 1 (part), 2005).

8.20.060 Exceptions.

The provisions of this chapter shall not apply under the following conditions:

- A. —If a junk vehicle, parts thereof, or automobile hulk is completely enclosed within a building in a lawful manner and is not visible from the street or other public or private property; or
- B. —If a junk vehicle, parts thereof, or automobile hulk is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantler or licensed vehicle dealer and is fenced according to RCW 46.80.130 as now enacted or hereafter amended.

(Ord. 866 § 1 (part), 2005).

8.20.070 General duty.

None of the provisions of this chapter are intended to create a cause of action or provide the basis for a claim against the city, its officials, or employees for the performance or failure to perform a duty or obligation running to a specific individual or specific individuals. Any duty or obligation created in this chapter is intended to be a general duty or obligation running in favor of the general public.

(Ord. 866 § 1 (part), 2005).

Chapter 12.12 TREES

Sections:

12.12.010 Definitions.

As used in this chapter:

"Abutting property" means real property having lines in common with adjacent property or separated only by public right-of-way.

"Cutting" means the falling, cutting or removal of any tree or any procedure, the nature result of which is to cause the death or substantial destruction of a tree. Cutting does not include normal trimming of trees.

"Director" means the public works department director or his or her designee.

"Major pruning" consists of the trimming or cutting out of branches two inches in diameter or greater; root pruning; or trimming or cutting out of branches and limbs constituting greater than ten percent of the tree's foliage bearing area. The work shall retain the natural form of the tree.

"Minor pruning" consists of trimming or cutting out of water sprouts, suckers, twigs, or branches less than two inches in diameter, or which constitutes less than ten percent of the tree's foliage bearing area. The work shall retain the natural form of the tree. Removal of dead wood is included within the definition of minor pruning.

"Street tree" means a tree which is grown on city property or between the curb line and right-of-way line of city streets.

"Topping" is defined as the removal of the leader stem of the tree.

(Ord. 670 § 1, 1995: Ord. 665 § 1, 1995).

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

12.12.020 Street tree care.

- A. It shall be the duty of any person owning real property abutting public right-of-way in the city to maintain such trees and/or shrubs located in the public right-of-way in such a manner that they will not constitute a hazard to other trees in the community by harboring detrimental insects or disease organisms nor constitute a public nuisance in violation of this chapter, except as noted below.
 - 1. Proper maintenance shall include, but not be limited to, minor pruning and treatment for disease and insects as needed. The property owner shall also be responsible for major pruning and replacement of dead or significantly damaged trees as needed, to be completed in accordance with the permitting requirements of RMC 12.12.030.
 - 2. The following areas are designated as city tree care areas, in which maintenance of street trees will be the responsibility of the city: Pioneer Street from 5th Avenue west to Main Avenue; Main Avenue from Pioneer Street north to Mill Street.
- B. The city shall retain all authority to perform work in the right-of-way, to include street tree care, and may prune, maintain and remove street trees, as may be necessary to ensure public safety, or to preserve or enhance the appearance of public lands. In the event the city must prune, maintain, or remove a tree or part

of a tree which is in an unsafe condition or is injurious to public water lines, private sewers, or electric or other utility lines or other public improvements, then the cost of such work shall be the responsibility of the abutting property owner.

- C. It is unlawful for any person, firm or corporation to cause to be removed or cut any street or park tree without the written approval of the director. Any person, firm or corporation wishing to remove a street tree or majorly prune shall first submit an application per the terms of RMC 12.12.030. Minor cutting which will not cause death or damage to the tree is excepted from the permitting process.

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

Editor's note(s)—Ord. No. 1188, § 2(Exh. A), adopted July 23, 2015, amended § 12.12.020 in its entirety to read as herein set out. Former § 12.12.020, pertained to public tree care, and derived from Ord. 665, § 2, adopted in 1995; and Ord. 670, § 2, adopted in 1995.

12.12.030 Street tree permits.

- A. Trimming and Removal of Trees. No person shall perform or cause or authorize any person to perform major pruning or remove trees in planting strips, improved rights-of-way, or other public places, without first filing an application and procuring a street tree permit from the city.
1. Application Data. The application shall state the number of sites, species, size, condition and location of the trees to be cut; the time and method of cutting or removal, including persons to perform the work; a statement of the reason for cutting or removal; information concerning any proposed landscaping or planting or any new trees; and such other information as the director shall find reasonably necessary to a fair determination of whether a permit should be issued.
 2. Standards for Issuance. The director shall issue the permit provided for herein when he or she finds that the desired action or treatment is necessary and that the proposed method and workmanship are satisfactory.
 3. Falling of a street tree shall be done only by a licensed and bonded arborist or other person approved by the city. The city may require that major pruning be performed by a licensed and bonded arborist. This determination will be made as a part of the street tree permit process.
 4. Tree topping, as defined in RMC 12.12.10, is prohibited as a normal practice. Trees severely damaged by storms or other causes, or where other pruning practices are impractical may be exempted from this section at the determination of the director.
 5. Removal of Trees. The stumps and roots of trees shall be removed to a point at least one foot below the top of the adjacent curb or proposed curb grade.
 6. Tree Replacement. As a condition to the granting of a street tree permit, the director may require the applicant to relocate or replace trees within a reasonable time frame following tree removal.
- B. Permit Exemption. Any utility which has been granted a franchise by the city of Ridgefield and needs to take appropriate action as the trees relate to interference in the use of the utility needs only give notice to the director but does not need to obtain a permit.

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

Editor's note(s)—Ord. No. 1188, § 2(Exh. A), adopted July 23, 2015, amended § 12.12.030 in its entirety to read as herein set out. Former § 12.12.030, pertained to application for permits, and derived from Ord. 665, § 3, adopted in 1995; and Ord. 670, § 3, adopted in 1995.

12.12.040 Emergencies.

- A. In the event of emergency conditions requiring the immediate cutting or removal of trees in order to avoid danger or hazard to persons or property, an emergency permit will be issued without formal application, by the director.
- B. If the director is unavailable in the event of such emergency, it shall be lawful to proceed with the cutting of a tree or trees without a permit to the extent necessary to avoid the immediate danger or hazard. Provided that, the person so doing shall, within forty-eight hours thereafter, report the action taken to the city and shall forthwith provide such information and evidence as may be reasonably required by the city to explain and justify the action taken.
- C. In an emergency situation, protection of the trees in question should be secondary to the emergency involved.
- D. Any utility which has been granted a franchise by the city of Ridgefield may take such action as they deem necessary to correct any emergency situation affecting their utility, provided they report the action taken to the city within forty-eight hours.

(Ord. 670 § 4, 1995: Ord. 665 § 4, 1995).

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

12.12.050 Criteria for issuing permits.

- A. A permit may be issued as requested in the application, or may be issued in part and denied in part, or may be issued subject to compliance by the applicant with reasonable conditions to be imposed in order to promote the provisions of this chapter.
- B. A permit shall state the period of time for which it is valid. A permit issued for the reason that an improvement is to be constructed upon the premises shall contain a provision that the permit is not valid until a building permit has been issued for the construction of the improvement.
- C. The burden is on the applicant to show that granting of a permit would be consistent with the stated purposes of this chapter, and the following criteria shall be considered:
 - 1. The condition of the trees with respect to disease, danger of falling, proximity to existing or proposed structures, and interference with utility services or traffic safety;
 - 2. The necessity to remove trees in order to construct proposed improvements, or to otherwise utilize the applicant's property in a reasonable manner;
 - 3. The topography of the land and the effect of tree removal on erosion, soil retention, stability of earth, flow of surface waters, protection of nearby trees, windbreaks and a desirable balance between shade and open space;
 - 4. The number of trees existing in the neighborhood, the character and property uses in the neighborhood, and the effect of tree removal upon the neighborhood characteristics, beauty and property value;
 - 5. The adequacy of the applicant's proposals, if any, to plant new trees or vegetation as a substitute for the trees to be cut.

(Ord. 670 § 5, 1995: Ord. 665 § 5, 1995).

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

12.12.060 Protection of street trees.

- A. All trees located in a public right-of-way shall be protected during all nearby construction or excavation work by a good substantial fence, frame or box not less than four feet high extending to the drip line of the tree to be protected.
- B. No person shall excavate any ditch, tunnel or trench within the drip line of any street tree without first making applications for and obtaining a permit from the city.

(Ord. 670 § 6, 1995: Ord. 665 § 6, 1995).

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

12.12.070 Permitted street trees.

- A. All new or replaced street trees shall be selected from a list of tree species which are suitable as street trees because of the pattern of growth or other characteristics. The species list shall be adopted as a part of the city engineering standards for public works construction.
- B. Planting of all new or replaced street trees shall conform with all provisions of the city engineering standards, including requirements for engineering review prior to installation.

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

Editor's note(s)—Ord. No. 1188, § 2(Exh. A), adopted July 23, 2015, amended § 12.12.070 in its entirety to read as herein set out. Former § 12.12.070, pertained to prohibited street trees, and derived from Ord. 665, § 7, adopted in 1995; and Ord. 670, § 7, adopted in 1995.

12.12.080 Appeal.

- A. Any decision by the director to which any person feels aggrieved may be appealed to the hearing examiner by the filing of a written notice of appeal within fifteen days after the decision by the director.
- B. The appeal notice shall be in writing and submitted to the hearing examiner. The notice shall include, at a minimum, the following information: name, address, telephone number of applicant, location of trees involved in the appeal, decision being appealed, reference to any applicable code or ordinance, and a concise statement of the reasons for appeal.

(Ord. 670 § 8, 1995: Ord. 665 § 8, 1995).

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

12.12.090 Penalties and enforcement.

- A. ~~Civil~~ Enforcement.

- 1. Any person who violates any provision of this chapter or terms of a permit issued hereunder or who undertakes an activity regulated by this chapter without obtaining a permit or fails to comply with a stop work order issued under this chapter shall be ~~subject to a civil penalty not to exceed five hundred dollars per violation. Each day that a permit violation continues shall constitute a separate violation in~~

violation of this Chapter. Each unlawfully destroyed or damaged tree shall constitute a separate violation. In addition, the violator shall be liable for all damages to public or private property arising from such violations, including the cost of restoring the affected area to its condition prior to such violation.

2. Restoration. If any tree designated for retention is damaged or destroyed, a replacement tree shall be planted as follows: For each tree which was improperly removed, a replacement planting of a tree will be planted in the immediate vicinity of each tree which was removed. Replacement trees shall be of sufficient caliper, root structure and canopy as directed by the director and otherwise meet the requirements for new tree plantings in RMC 12.12.070.
3. Stop Work Order/Permit Revocation.
 - a. The director shall suspend work or revoke a permit as appropriate if he finds that: (1) the work is not authorized by a valid permit; (2) inaccurate information was used to obtain the permit; (3) the permittee is not complying with the terms of the permit or approved plans; (4) the work is in the director's judgment adversely affecting or about to adversely affect adjacent property or rights-of-way, a drainage way, a watercourse in an environmentally sensitive area or stormwater facility, or is a hazard to the public health, safety or welfare; (5) adverse weather is causing significant problems on or off site; or (6) the required project surety has been expended to the point it no longer provides assurance of the completion of the project in compliance with the terms of the permit.
 - b. The director shall issue the permittee/violator a written notice specifying the nature of the violation or problem which must be remedied prior to resuming other work on the project. If the permittee does not comply with the order within the time specified, the director, as an alternative to other remedies, may enter the project site and perform the required work. The city may place a lien against the property in the amount of the funds expended to perform the required work.

4. The applicable department director or designee has authority to enforce the requirements of this chapter. Enforcement of this chapter shall proceed under the provisions of RMC Title 20. The Public Works Director or designee may negotiate a settlement, compromise or otherwise dispose of an action when to do so would be in the best interest of the city.

(Ord. 670 § 9, 1995; Ord. 665 § 9, 1995).

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

12.12.100 Variance for hardship.

- A. Authority Established. The director may grant variances from these detailed regulations when undue hardship may result from strict compliance.
- B. Findings. No variance shall be granted unless the director finds that all of the following circumstances exist and reduces such findings to writing:
 1. That there are special circumstances or conditions affecting the property such that the strict application of the provisions of this chapter would jeopardize project feasibility or deprive the applicant of the reasonable use of his or her land;
 2. That the variance will further the objectives and policies of this chapter. Innovative tree protection management practices designed to enhance the quality and character of the trees and maintain the desired tree density on the site are encouraged. Innovative practice proposals shall be judged on

technical merit, the degree to which they meet the intent of this chapter, the advantages over standard practices and any anticipated maintenance requirements. Innovative practice proposals may be reviewed and approved by the director.

(Ord. 670 § 10, 1995: Ord. 665 § 10, 1995).

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

Chapter 12.15 STREET EXCAVATIONS

Sections:

12.15.010 Definitions.

As used in this chapter:

"Director" means the director of public works or his or her duly authorized representative.

"Person" means and includes an individual, firm, association, corporation, public or private utility, or organization of any kind.

"Permittee" means any person who has been granted, and has in full force and effect, permit issued under this chapter.

(Ord. 814 § 1, 2003).

12.15.020 Excavation without permit prohibited—Exceptions.

It is unlawful for any person to cut, open, excavate or in any manner disturb the surface of any street, alley, sidewalk, curb or other structure thereon or any other portion of the city right-of-way without first obtaining a permit to do so. No permit will be required on a public works projects with the city of Ridgefield. Any permit issued hereinunder shall be valid for one hundred eighty days.

(Ord. 814 § 2, 2003).

12.15.030 Contents of permit application.

Any person having general authority to do work which involves disturbing the surface of any street, alley, sidewalk, curb drainage way or other structure thereon or any other portion of city right-of-way, who desires a permit therefor, shall file with the director a written application describing the work to be done together with a drawing showing the location and extent of the work and the proposed disturbance of the surface of the street, alley, sidewalk, curb or other structure. The director shall approve or disapprove the application or shall approve it subject to such conditions as he or she may deem necessary for the protection of the city and the users of the street, alley, sidewalk or curb. A cost estimate shall be submitted with the application.

(Ord. 814 § 3, 2003).

12.15.040 Surety bond.

Before an excavation permit as herein provided is issued, the applicant shall deposit with the city clerk a surety bond in the amount equal to the estimated costs of restoration, payable to the city promising performance of restoration. The required surety bond must be:

- A. With a good and sufficient surety;
- B. By a surety company authorized to transact business in the state of Washington;

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- C. Satisfactory to the city attorney in form and substance;
 - D. Conditioned upon the permittee's compliance with this chapter and to secure and hold the city and its officers harmless against any and all claims, judgments or other costs arising from the excavation and other work covered by the excavation permit or for which the city, the city council or any city officer may be made liable by reason of any accident or injury to persons or property through the fault of the permittee either in not properly guarding the excavation or for any other injury resulting from the negligence of the permittee, and further conditioned to fill up, restore and place in good and safe condition as near as may be to its original condition, and to the satisfaction of the director, all openings and excavations made in streets, and to maintain any street where excavation is made in as good condition for the period of twenty-four months after the work has been done, usual wear and tear excepted, as it was in before the work had been done. Any settlement of the surface within the two-year period shall be deemed conclusive evidence of defective backfilling by the permittee. Nothing herein contained shall be construed to require the permittee to maintain any repairs to pavement made by the city if such repairs should prove defective. Any owner of real estate repairing his or her own sidewalk and not engaging another to repair such sidewalk shall not be required to give such bond. Recovery on such bond for any injury or accident shall not exhaust the bond but it shall in its entirety cover any or all future accidents or injuries during the excavation work for which it is given. In the event of any suit or claim against the city by reason of the negligence or default of the permittee, upon the city's giving written notice to the permittee of such suit or claim, any final judgment against the city requiring it to pay for such damage shall be conclusive upon the permittee and his or her surety. An annual bond may be given under this provision which shall remain in force for one year conditioned as above, in the amount specified above and in other respects as specified above but applicable as to all excavation work in streets by the principal in such bond during the term of one year from such date. A continuous bond may be given to comply with this section which shall remain in effect for the term stated in the bond, in the amount specified above and in other respects as specified above but applicable to all excavation work done in the streets by the bond's principal so long as the bond remains in effect.

(Ord. 814 § 4, 2003).

12.15.050 Liability insurance.

A permittee, prior to the commencement of excavation work under this chapter, shall furnish the director satisfactory evidence in writing that the permittee has in force and will maintain in force during the performance of the excavation work and the period of the excavation permit public liability insurance of not less than one hundred thousand dollars for any one person, and one hundred thousand dollars for any one accident, and property damage insurance of not less than fifty thousand dollars duly issued by an insurance company authorized to do business in the state of Washington.

(Ord. 814 § 5, 2003).

12.15.060 Inspection and approval.

All work done under a permit issued pursuant to this chapter shall be subject to the inspection by the director which may include staged or "in progress" inspections, the work shall not be deemed completed until it has been accepted by him or her as satisfactory.

(Ord. 814 § 6, 2003).

12.15.070 Guarding excavation—Procedure for backfilling.

During the time any street, alley, sidewalk, curb or other structure is open or disturbed, the permittee shall maintain adequate and proper safeguards thereon. In repairing the opening or disturbance, the permittee shall fill and properly compact the subsurface and shall rebuild the foundation and surface of the street, alley, sidewalk, curb or other structure to its original condition all in accordance with the standards of the city of Ridgefield for public works construction which shall include:

- A. Hard surfacing or plating of trenches required on the same day as excavation;
- B. All pavement patch edges shall be smoothly cut prior to paving;
- C. All pavement patches shall be sand-sealed on the day they are paved;
- D. Permitted work shall comply with current WSDOT Standard Specifications and Ridgefield's engineering standards for public works construction;
- E. The city of Ridgefield may at any time, require testing of any element of the permitted work at the expense of the permittee;
- F. Spoils from roadway excavation shall be loaded directly from the excavation to a transport vehicle unless otherwise authorized by the director.

In the event settlement occurs it will be evidence that improper backfilling has taken place, the permittee shall remove such material as deemed necessary by the director and shall replace and compact with material approved by the director.

Prior to commencing the excavation and prior to backfilling the trench, the permittee shall notify the director two business days in advance of commencing such work.

The work of any project authorized by permit under this chapter shall be continuously operated and expedited until its final completion. Approval from the director must be obtained if there is need to stop work prior to completing of the project.

(Ord. 814 § 7, 2003).

12.15.080 Utility permit exception.

For an installation to provide service by a public utility under rules and regulations on file with the public service commission of Washington, a permit shall be issued by the director of public works provided no other feasible means are available to provide the service without cutting the street. Such public utility shall provide written notice to the director not less than forty-eight hours before the scheduled excavation.

(Ord. 814 § 8, 2003).

12.15.090 Methods for maintaining access.

In the event it is necessary for the permittee to make a cut through the entire width of a street, no more than half of the street shall be opened at one time. Such portion of the work shall be backfilled and completed before the remaining portion of the street may be opened. If it is impossible to perform the work without opening the entire width of the street at one time, the permittee shall furnish facilities, such as bridges or other suitable means, to allow the flow of traffic without unnecessary congestion. The director may, with the concurrence of the chief of police and fire chief, permit a street to be blocked for a short period of time where suitable detours can be arranged and the public will not be unnecessarily inconvenienced.

(Ord. 814 § 9, 2003).

12.15.100 Notification of intent to pave—Excavation restrictions.

Whenever the city council enacts any ordinance or resolution providing for the paving or repaving of any street, the director of public works shall promptly mail a written notice thereof to each person owning any sewer, main, conduit or other utility in or under such street or any real property, whether improved or unimproved, abutting such street. Such notice shall notify such persons that no excavation permit shall be issued for openings, cuts or excavation in such street for a period of five years after the date of enactment of such ordinance or resolution. Such notice shall also notify such persons that applications for excavation permits, for work to be done prior to such paving or repaving, shall be submitted promptly in order that work covered by the excavation permit may be completed not later than forty-five days from the date of enactment of such ordinance or resolution. The director shall also promptly mail copies of such notice to the occupants of all houses, buildings and other structures abutting such street for their information and to state agencies and city departments or other persons that may desire to perform excavation work in the city street.

Within forty-five days, every public utility company receiving notice as prescribed herein shall perform such excavation work, subject to the provisions of this chapter, as may be necessary to install or repair sewers, mains, conduits or other utility installations. In the event any owner of real property abutting the street shall fail within forty-five days to perform such excavation work as may be required to install or repair utility service lines or service connections to the property lines, any and all rights of such owner or his or her successors in interest to make openings, cuts or excavations in the street shall be forfeited for a period of five years from the date of enactment of such ordinance or resolution. During the five-year period, no excavation permit shall be issued to open, cut or excavate in such street unless in the judgment of the director an emergency as described in this chapter exists which makes it absolutely essential that the excavation permit be used.

Every city department or official charged with responsibility for any work that may necessitate any opening, cut or excavation in the street is directed to take appropriate measures to perform such excavation work within the forty-five day period so as to avoid the necessity for making any openings, cuts or excavations in the new pavement in the city street during the five-year period.

(Ord. 814 § 10, 2003).

12.15.110 ~~Penalties for violations.~~ ENFORCEMENT.

~~Any person who shall violate or fail to comply with any of the provisions of this chapter, or who shall counsel, aid or abet any such violation or failure to comply, shall be deemed guilty of a civil infraction and upon conviction thereof, shall be punished by a fine of not more than two hundred fifty dollars. Each day any such person shall continue to violate or fail to comply with any of the provisions of this chapter shall be deemed to be a separate offense. The applicable department director or designee has authority to enforce the requirements of this chapter. Enforcement of this chapter shall proceed under the provisions of RMC Title 20. The Public Works Director or designee may negotiate a settlement, compromise or otherwise dispose of an action when to do so would be in the best interest of the city.~~

Any violation may result in revocation or suspension of the permit by the director.

(Ord. 814 § 11, 2003).

Chapter 13.15 SEWER SERVICE

13.15.010 Sewer service provider—Collection system.

Effective on January 1, 2014, and pursuant to an interlocal agreement between the city and Clark Regional Wastewater District ("interlocal agreement"), the sewer collection system of the city service area, as presently constituted or hereinafter modified or expanded, shall be owned, administered, maintained, improved and repaired (hereafter referred to as "ownership and operation" or "owned and operated") by the district. A copy of the interlocal agreement is on file with the city clerk. The district's ownership and operation of the city's sewer system shall be pursuant to Title 57 RCW, applicable federal, state and county laws and regulations, the interlocal agreement, and applicable district resolutions, policies, procedures and remedies (hereafter "district rules").

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.15.020 Adoption of code by reference.

The city hereby adopts by reference the Clark Regional Wastewater District code and district resolutions, policies and procedures relating to sewer service and sewer systems, as presently constituted or hereinafter amended (hereafter "district regulations"), as regulations within the city.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.15.030 Sewage deposited on property prohibited.

It is unlawful for any person to place, deposit or permit to be deposited upon public or private property within the city any human excrement, garbage, domestic wastewater or other objectionable waste, except as permitted by other ordinances of the city.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.15.040 Sewer connection required.

The owner of all houses, buildings or properties used for human occupancy, employment, recreation, business or where people congregate, situated within the city and abutting any street, alley or right-of-way in which there is now located a public sanitary sewer of the district within the city limits, is required at his expense to install suitable toilet facilities therein, and to connect such facilities directly to the public sanitary sewer in accordance with the provisions of this chapter, within sixty days after date of official notice to do so, provided that the public sewer is within two hundred feet of the property line.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.15.050 Premises unfit for human habitation.

Whenever upon inspection any building or premises, or part thereof is found unfit for human habitation by reason of defective plumbing, lack of sanitary plumbing of toilet facilities, drainage system building sewer or private sewage disposal system, the building inspector shall require the vacation of such building, premises or part

thereof, within ten days after date of official notice to do so, and the building inspector shall take action as outlined in Title 14 of this code.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.15.060 Construction permit required.

No person shall install, uncover, make connections with or openings into, use, alter or disturb any public sewer, building sewer or appurtenances thereof without first obtaining a written permit and paying all applicable fees to the Clark Regional Wastewater District.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.15.070 Enforcement.

The applicable department director or designee has authority to enforce the requirements of this chapter. Enforcement of this chapter shall proceed under the provisions of RMC Title 20. The Public Works Director or designee may negotiate a settlement, compromise or otherwise dispose of an action when to do so would be in the best interest of the city.

Chapter 13.20 WATER SERVICE

13.20.010 Creation of water utility.

- A. There is created and established a water utility which shall be known as the "City of Ridgefield, Washington, Water Utility" (the "water utility"), for the purposes set forth in subsection B of this section.
- B. The city shall exercise, through the water utility where possible, all the lawful powers necessary and appropriate to the construction, condemnation and purchase, acquisition, addition to, maintenance, conduct and operation, management, regulation and control of the public water system within the boundaries of the city, as necessary to protect the health, safety, and welfare of the citizens of the city; including, without limitation, all the lawful powers to fix, alter, regulate and control the rates, charges and conditions for the use thereof, to purchase and condemn property on behalf of the water utility, to regulate actions taken with respect to public and private property which affect the public water system, and to adopt, alter, and amend a plan adopted as necessary to implement the policies of the city pertaining the public water system.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.020 Administrator of water utility.

The director or such other person as may be designated by the city manager shall be administrator of the water utility.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.030 Water utility fund.

- A. There is created or amended a fund which shall be known as the "water utility fund." All revenues, assessments, and other charges collected by the water utility, or attributable to the operation and maintenance of the utility, and all loans to or grants or funds received for its construction, improvement and operation, shall be deposited in the water utility fund. All disbursements for costs of data collection, planning, designing, constructing, acquiring, maintaining, operating, and improving the water utility facilities and administering the water utility shall be made from the water utility fund.
- B. The city may create, at such time or times as it deems appropriate, any other funds necessary to the administration of the water utility and may designate the revenues to be placed therein and the purpose or purposes of such funds which may be the same as one, some or all of the purposes designated in this section as the purposes of the water utility fund created in this chapter, and such purposes shall then be transferred to such newly created fund.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.040 Duty to serve.

The department is responsible for providing water service to all customers within the city's water service area subject to the requirements of this Ridgefield Public Utilities Code, other provisions of the Ridgefield

Municipal Code and applicable state law. This responsibility is separate from the contractual obligations to provide water service facilities outside of the service area.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.050 Water Service Interruptions.

Notwithstanding RMC 13.20.040, the department does not guarantee that water will be continuously available within the service area. Water may be temporarily unavailable due to a system failure, emergency, construction or maintenance or other unforeseen circumstance. The department is not responsible for costs or damages incurred by property owner, tenant or customer due to an interruption in service, whether planned or unplanned. Whenever possible, and when time permits, customers will be notified prior to shutdowns.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.060 Special contracts.

When the applicant's requirements for water are unusual or large, or necessitate considerable special or reserve equipment or capacity, the department reserves the right to make special contracts, the provisions of which are different from and have exceptions to the regularly published water rates, rules and regulation; provided however, that any other applicant for like service under substantially similar conditions will be entitled to the same treatment. These special contracts shall be in writing, approved by the City Council, and signed by the applicant and the city manager.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.070 Resale of water—Conditions.

Resale of water shall only be permitted under special contract.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.080 Sharing or selling of water prohibited.

No person shall sell or permit any person or persons to carry water from, or to connect to any water pipe or hose heading from the customer's piping, whether on the same premises or adjoining property unless such person first obtain written permission or approval from the director. Where such use has been made the customer shall discontinue the practice on demand and pay for all charges and use as estimated to be reasonable by the department. Any person so doing shall be guilty of a violation of this chapter.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.090 Tampering, destruction of equipment prohibited.

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the domestic water system. Any person so doing shall be guilty of a violation of this chapter.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.100 Unauthorized attachment to mains, connections prohibited.

It shall be a violation of this title for any person or persons to attach to or detach from any water main or service pipe, or water connection through which water is supplied by the city, or to interfere in any manner with such pipes or connections without first obtaining the written consent of the director.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.110 Unauthorized turn-on, turn-off prohibited.

It shall be a violation of these rules and regulations for any person to use or tamper with, any valve, curb, spout, meter, etc., which is the property of the city, for the purpose of turning water on or off, and the city shall hold any person responsible for the cost of repairing any damage to any city property caused by such usage or tampering.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.120 Service preference.

In case of shortage of supply, the department reserves the right to give preference in the matter of furnishing service to customers. Service to users outside the city limits shall, at all times, be subject to the prior and superior rights of the customers within the city.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.20.130 Enforcement

The applicable department director or designee has authority to enforce the requirements of this chapter. Enforcement of this chapter shall proceed under the provisions of RMC Title 20. The Public Works Director or designee may negotiate a settlement, compromise or otherwise dispose of an action when to do so would be in the best interest of the city.

Chapter 13.50 METERS

13.50.010 Unlawful connections.

It is a violation of this title for any person to make any unauthorized connection between the supply main and the meter.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.020 Unlawful interference or tampering.

It is a violation of this title for any person to interfere and/or tamper with, break, deface, or damage any water meter, gate, pipe or other water works appliance or fixture or in any other manner interfere with the property operation of any part of the water system of the city.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.030 Connection—Permission required.

No plumber or other person will be allowed to make connections with the city mains or to make alterations in any conduit pipe or other fixture connecting therewith or to connect pipes where they have been disconnected, or to turn off or turn on water at the meter, on any premises without the consent of the department.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.040 Meter testing on customer request.

A customer may, giving not less than seven days' notice, request the department to test the meter serving his premises. The department will provide meter testing once in any twelve month period at no charge to the customer. For any additional requests during the same twelve month period, the department will charge the customer's utility account a meter accuracy testing fee. This fee shall be as established in the Ridgefield Fee Schedule. The charge will be credited to the customer's utility account if the test reveals the meter to over-register more than three percent under conditions of normal operation. If the meter is operating satisfactorily, or if the meter under-registers more than three percent under the standard test conditions, the charge shall be forfeited to the department. Customers may, at their option, witness any meter tests they request.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.050 Meter testing on department request.

If, upon comparison of past water usage, it appears that a meter is not registering properly, the department may, at its option, test the meter and adjust the charges accordingly if the meter either over-registers or under-registers. No charge for meter testing will be made to the customer for the meter test under these conditions.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.060 Adjustment of bills for meter error.

- A. Fast meters. When, upon test, meter is found to be over-registering more than three percent under normal operating conditions, the department will refund to the customer the full amount of the overcharge, based upon the customer's prior use during the same billing cycle of the previous year, not exceeding three regular billing periods the meter was in use.
- B. Slow meters. When, upon test, a meter is found to be under-registering more than five percent, the department may bill the customer for the amount of the under charge based upon the customer's prior use during the same billing cycle of the previous year, not exceeding three regular billing periods that the meter was in use.
- C. Non-registering meters. The department will bill the customer for water consumed while the meter was not registering. The bill will be computed upon an estimate of consumption based upon the customer's prior use during the same billing cycle of the previous year, or upon a reasonable comparison with the use of other customers receiving the same class of service during the same season and under similar circumstances and conditions, or both.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.070 Customers' plumbing code.

The customer's plumbing, which shall include the customer service line and all plumbing, piping, fixtures and other appurtenances carrying or intended to carry water, sewage, or drainage, shall comply with Plumbing Code of the State of Washington and/or the City of Ridgefield.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.080 Control valves.

Customers shall install a suitable gate and check valve in the customer service line as close to the meter as possible, the operation of which will control the entire water supply to the premises served and to prevent the backflow of water into the city mains. The customer shall install such additional pressure reducing valves, pressure relief valves, check valves, pop-off valves, or other control valves as the customer may desire or the department may deem necessary to protect the customer's piping from abnormal high or low pressures or from interruptions of service. Repair and replacement of said control valves shall be the responsibility of the customers.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.090 Water service cut-off cost borne by customer.

If a property owner or customer requests the department to discontinue water service to their property for the purpose of repairs or changes in their plumbing or vacancy the city will charge the customer a service call fee to shutoff the service and an additional service call fee to turn-on the service in an amount set forth in the Ridgefield Master Fee Schedule. In the event the customer installs a shutoff valve in the property served after the city turns off the service, the city will not charge the shut off and turn on fee. The installation of the shutoff valve shall be inspected and approved by the director. The shutoff and turn on fee shall only be waived one time for installation of a shutoff valve.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.100 Meter stop violation.

It shall be a violation of this title for the customer to operate or cause unauthorized operation of the meter stop or any other appurtenances on the service connection.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.110 Pumps.

Where pumping is required to serve a customer at too high an elevation to be served by gravity, the department may, at its option, require the customer to provide a suitable pump as a condition of service. The installation shall be subject to approval by the director.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.50.120 Enforcement

The applicable department director or designee has authority to enforce the requirements of this chapter. Enforcement of this chapter shall proceed under the provisions of RMC Title 20. The Public Works Director or designee may negotiate a settlement, compromise or otherwise dispose of an action when to do so would be in the best interest of the city.

Chapter 13.55 BACKFLOW CROSS-CONNECTION REGULATIONS

13.55.010 Purpose—Installation of backflow prevention devices.

The purpose of this chapter is to provide specified and detailed rules in order to protect the public potable water supply of the City of Ridgefield from the possibility of contamination or pollution by isolating within the customers' system such contaminants or pollutants which could backflow into the public water system.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.55.020 Installation of backflow devices.

Backflow prevention devices shall be installed at the service connection or within any premises where required under Washington Administrative Code ("WAC") Chapter 246-290, as adopted or hereafter amended, or where, in the judgment of the director, the nature and extent of activities on the premises, or the materials used in connection with the activities, or materials stored on the premises could contaminate or pollute the potable water supply, even though such cross-connection does not exist at the time the backflow prevention device is required to be installed. This shall include but not be limited to the following situations:

- A. Premises having any one or more cross-connections or potential cross connections as that term is used in the Washington Administrative Code Chapter 246-290 and all applicable plumbing codes;
- B. Premises having an auxiliary water supply, unless the quality of the auxiliary supply is in compliance with WAC 246-290 and is acceptable to the director;
- C. Premises having internal cross-connections that are not correctable, or intricate plumbing arrangements which make it impracticable to ascertain whether or not cross-connections exist;
- D. Premises where entry is restricted so that inspections for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to assure that cross-connections do not exist;
- E. Premises having a repeated history of cross-connections being established or reestablished;
- F. Premises on which any substance is handled under pressure so as to permit entry into the public water system, or where cross-connection could reasonably be expected to occur. This shall include the handling of process waters and cooling waters;
- G. Premises where materials of a toxic or hazardous nature are handled such that if back siphonage should occur, a serious health hazard may result;
- H. Installation of an approved backflow prevention assembly is deemed to be necessary in the judgment of the CCS to accomplish the purpose of these regulations;
- I. In the event an in-premises assembly has not been tested or repaired as required by WAC 246-290-490, or as amended, and this section;
- J. If it is determined that additions or rearrangements have been made to the plumbing system without obtaining proper permits as required by the city code enforcement division;
- K. When a cross-connection survey report form is required by the city to be filled out and the city has not received it;

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- L. All high health hazard premises, which are defined in Table 9 of WAC 246-290-490, as amended, are required to have premises isolation by installing a reduced pressure principle assembly in accordance with this section;
 - M. When a garden hose attachment is connected to the premises' plumbing, including but not limited to fertilizer applicators, pesticide applicators and radiator flush kits; and
 - N. Where reclaimed or reused water systems are installed.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.55.030 Backflow prevention policy.

No water service connection to any customer's premises shall be installed or maintained by the department unless the public water supply is protected as required by this title. Service of water to any customer's premises shall be discontinued by the director if a backflow prevention assembly required by this title is not installed, tested and maintained, or if it is found that a backflow prevention assembly has been removed, by-passed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions are corrected.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.55.040 Inspection of backflow devices.

Backflow prevention devices installed under this chapter shall be inspected and tested annually, or more often where successive inspections indicate repeated failure. The devices shall be repaired, overhauled, or replaced whenever they are found to be defective. Inspections, tests and repairs shall be made under the department's supervision, and meet standards acceptable to the state of Washington as approved by the director.

If the department has not received the results of the test within thirty days of the anniversary date for annual testing or within ten days ~~of following~~ the date of installation or relocation ~~testing~~, or upon the director discovery that the assembly was installed without testing, the director may order the test and add the cost of the test, plus a backflow assembly test fee as established by the Ridgefield Master Fee Schedule, onto the customer's water bill. Corresponding City of Ridgefield permit number must be included on all City approved backflow testing paperwork submitted for all irrigation only and commercial installations.

If the results of the test ordered by the director or the customer indicate that repairs are necessary, the repairs must be made and a new test taken and results of the test forwarded to the director within ten days of the first test.

Failure to comply with any requirements of this section may result in termination of water service in accordance with RMC 13.55.050. In the event that service is terminated for failure to comply with this section, and the customer requests the water to be turned on in order to perform the test, the city shall charge a service call fee to temporarily turn on the service in order to test the backflow assembly.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.55.050 Enforcement and Penalties.

The applicable department director or designee has authority to enforce the requirements of this chapter. Enforcement of this chapter shall proceed under the provisions of RMC Title 20. The Public Works Director or designee may negotiate a settlement, compromise or otherwise dispose of an action when to do so would be in the best interest of the city.

In addition to any other penalties set forth in this title or that may be provided by law, any customer who fails to install or provide for the testing of a backflow prevention assembly or who violates any provisions contained herein, or who fails to comply with an order thereunder, shall suffer immediate termination of public water service and be subject to a service call fee for both turning the water off and turning back on.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

Chapter 13.80 ILLICIT DISCHARGE

13.80.010 Purpose.

The purpose of this chapter is to provide for the health, safety, and general welfare of the community through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This chapter establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4). The objectives of this chapter are:

- A. To regulate the contribution of pollutants to the MS4 by any user;
- B. To prohibit illicit connections to the MS4; and
- C. To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this chapter.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.020 Applicability.

This chapter shall apply to all water and wastewater entering the MS4 unless explicitly exempted by this chapter or the department.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.030 Definitions.

- A. For the purposes of this chapter, the following definitions shall apply:
 - 1. "Best management practices (BMPs)" means schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.
 - 2. "Department" means the city of Ridgefield public works department.
 - 3. "Director" means the director of the city of Ridgefield public works department.
 - 4. "Enforcement agent" means employees or designees of the director charged with the enforcement of this chapter.
 - 5. "Hazardous materials" means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

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6. "Illicit discharge" means any direct or indirect non-stormwater discharge to the storm drain system, except as exempted in RMC 13.80.070(B).
 7. "Illicit connection" is defined as either of the following: any drain or conveyance, whether on the surface or subsurface, which allows an illicit discharge to enter the storm drain system including but not limited to any conveyances which allow any non- stormwater discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved; or any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by the department.
 8. "Municipal separate storm sewer system (MS4)" means publicly owned facilities by which stormwater is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human made or altered drainage channels, reservoirs, and other drainage structures.
 9. "Non-stormwater discharge" means any discharge to the storm drain system that is not composed entirely of stormwater.
 10. "Person" means any individual, association, organization, partnership, firm, corporation or other entity recognized by law who is (1) the owner of the premises or the owner's agent, or (2) in control of the premises, or (3) the owner of any facility causing the illicit discharge, or the owner's agent, or (4) in control of any facility causing the illicit discharge.
 11. "Pollutant" means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, and accumulations; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.
 12. "Premises" means any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.
 13. "Stormwater" means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.
 14. "Stormwater pollution prevention plan (SWPPP)" means a document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.
 15. "Wastewater" means any water or other liquid, other than uncontaminated stormwater, discharged from a facility.
 16. "Watercourse" means a river, stream, intermittent stream, ditch, brook, channel, lakes, pond, manmade pond, estuarine water, swamp, bog, vernal pool, playa, and all other bodies of water, natural or artificial, intermittent or permanent, public or private which allows for the flow, drainage, or passage of surface water through multiple lots, properties, or parcels at least a portion of each year.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.040 Responsibility for administration.

The director shall administer, implement, and enforce the provisions of this chapter. Any powers granted or duties imposed upon the director may be delegated in writing by the director to persons or entities acting in the beneficial interest of or in the employ of the city.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.050 Minimum standards.

The standards set forth herein and promulgated pursuant to this chapter are minimum standards; therefore, this chapter does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.060 Prohibition of illicit discharges.

- A. No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards.
- B. Examples of prohibited pollutants include but are not limited to the following:
 - 1. Trash or debris;
 - 2. Construction material;
 - 3. Petroleum products including but not limited to oil, gasoline, grease, fuel oil, and heating oil;
 - 4. Antifreeze and other automotive products;
 - 5. Metals in either particulate or dissolved form;
 - 6. Flammable or explosive materials;
 - 7. Radioactive material;
 - 8. Batteries;
 - 9. Acids, alkalis, or bases;
 - 10. Paints, stains, resins, lacquers, or varnishes;
 - 11. Degreasers and/or solvents;
 - 12. Drain cleaners;
 - 13. Pesticides, herbicides, or fertilizers;
 - 14. Steam cleaning wastes;
 - 15. Soaps, detergents, or ammonia;
 - 16. Swimming pool cleaning wastewater or filter backwash;
 - 17. Chlorine, bromine, or other disinfectants;
 - 18. Heated water;

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19. Domestic animal wastes;
 20. Sewage;
 21. Recreational vehicle waste;
 22. Animal carcasses;
 23. Food wastes;
 24. Bark and other fibrous materials;
 25. Lawn clippings, leaves, or branches;
 26. Silt, sediment, concrete, cement, or gravel;
 27. Dyes. Unless approved by the city;
 28. Wash water;
 29. Chemicals not normally found in uncontaminated water;
 30. Any other process-associated discharge except as otherwise allowed in this section.
- C. The commencement, conduct or continuance of any discharge other than stormwater to the storm drain system is prohibited except as described as follows:
1. The following discharges are exempt from discharge prohibitions established by this chapter: diverted stream flows, rising ground waters, uncontaminated ground water infiltration (as defined at 40 CFR CFR(20)), uncontaminated pumped ground water, foundation drains, air conditioning condensation, irrigation water from agricultural sources commingled with urban stormwater, springs, water from crawl space pumps, footing drains, flows from riparian habitats and wetlands, discharges from emergency fire-fighting activities and any other water source not containing pollutants as approved by the director.
 2. The following discharges are prohibited unless the stated conditions are met:
 - a. Discharges from potable water sources, including water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4.
 - b. Discharges from swimming pools shall be dechlorinated to a concentration of 0.1 ppm or less, pH-adjusted and reoxygenated if necessary, and volumetrically and velocity controlled to prevent resuspension of sediments in the MS4. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
 - c. Street and sidewalk wash water, water used to control dust, and routine external building wash down that does not use detergents. The amount of wash and dust control water shall be minimized to the maximum extent practical. At active construction sites, street washing is prohibited per RMC 18.755.060(B).
 - d. Individual residential car wash water. Car washing activities shall be performed over grass or other pervious surface if possible. If performed over impervious surface, wash water shall be directed away from storm inlets. The city will provide public education and technical assistance to encourage BMPs for residential car washing to prevent these discharges from entering the municipal storm sewer system.

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- e. Other non-stormwater discharges. The discharges shall be in compliance with the requirements of a SWPPP reviewed by the director, which addresses control of such discharges.
 - 3. Dye testing is an allowable discharge, but requires notification to be given to the department prior to the time of the test.
 - 4. The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency; provided, that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations; and provided, that written approval has been granted for any discharge to the storm drain system.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.070 Prohibition of illicit connections.

- A. The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- B. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- C. A person is considered to be in violation of this chapter if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.080 Suspension due to illicit discharges in emergency situations.

- A. The department may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the United States. Such a suspension order shall be in full force and effect until the enforcement agent determines that sufficient compliance has been achieved to warrant removal of the order. If the violator fails to comply with a suspension order issued in an emergency, the department may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.
- B. Suspension orders may be appealed to the hearing examiner pursuant to RMC 18.310.100, but shall remain in effect until lifted or successfully appealed.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.090 Suspension due to the detection of illicit discharge.

- A. Any person discharging to the MS4 in violation of this chapter may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The department will notify a violator of the proposed termination of its MS4 access.
- B. Suspension orders may be appealed to the hearing examiner pursuant to RMC 18.310.100, but shall remain in effect until lifted or successfully appealed.

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- C. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this chapter, without the prior approval of the department.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.100 Industrial or construction activity discharges.

Any person subject to an industrial or construction activity, NPDES stormwater discharge permit, or a city-approved erosion control plan shall comply with all provisions of said document. Proof of compliance with said document may be required in a form acceptable to the department prior to the allowing of discharges to the MS4.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.110 Access to facilities.

- A. Upon discovery of a probable illicit discharge or connection from a premise or facility that is a user of the city's municipal separate storm sewer system, a representative of the city shall be permitted to enter and inspect said premises subject to regulation under this chapter as often as may be necessary to determine compliance with this chapter. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access.
1. In emergency sections as defined in RMC 13.80.080 the enforcement agent shall be given immediate access to the premises in question.
 2. In nonemergency situations the enforcement agent shall give 24 hours' notice to the owner or operator of the premises before entering and inspecting the premises. The owner or operator of the premises shall have the option to waive this 24-hour notice.
- B. During the premises inspection, the enforcement agent shall be given ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that determine compliance with this chapter, and the performance of any additional duties as defined by state and federal law.
- C. The department shall have the right to set up on any premises such devices as are necessary in the opinion of the department to conduct monitoring and/or sampling of the discharge to the MS4 from the premises.
- D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the owner at the written or oral request of the enforcement agent and shall not be replaced. The costs of clearing such access shall be borne by the owner.
- E. Refusal or unreasonable delays in allowing the enforcement agent access to any area to perform functions authorized under this chapter shall be grounds for termination of service, and enforcement as authorized by this chapter.
- F. If the enforcement agent has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this chapter, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this chapter or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the department may seek issuance of a search warrant from any court of competent jurisdiction.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.113 Requirements to prevent, control, and reduce stormwater pollutants by the use of best management practices.

The Stormwater Management Manual for Western Washington sets forth approved best management practices (BMPs). The owner or operator of an institutional, commercial, or industrial establishment shall provide, at its own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses with these structural and nonstructural BMPs. Further, any person responsible for a property or premises, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and nonstructural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.117 Watercourse protection.

Every person owning or leasing property through which a watercourse passes shall keep and maintain that part of the watercourse within the property free of trash, debris, and other obstacles that would pollute, contaminate, or significantly slow the flow of water through the watercourse. In addition, the owner or lessee shall maintain any privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.120 Notification of spills.

- A. Notwithstanding other requirements of law, as soon as any person responsible for a premises or operation, or responsible for emergency response for a premises or operation has information of any known or suspected release of materials which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the storm drain system, or waters of the U.S., said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release.
- B. In the event of such a release of hazardous materials said person shall immediately notify the department and emergency response agencies of the occurrence via emergency dispatch services (911).
- C. In the event of a release of nonhazardous materials, said person shall notify the department in person or by phone or facsimile no later than the next business day.
- D. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the department within three business days of the phone notice.
- E. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on- site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.130 Enforcement—Written warning.

- A. ~~In addition or as an alternative to any other judicial or administrative remedy provided herein, in RMC Chapter 18.395, or by law, the enforcement agent may, after investigation of the violation, issue a written warning to any person who creates or maintains a nuisance, violates any portion of this chapter, or rules and regulations adopted thereunder, or by each act of commission or omission procures, aids, or abets such a violation. All persons issuing written warnings shall be authorized by the planning director, city engineer, or building official and a list of those authorized maintained by the planning director, city engineer, or building official.~~
- B. ~~Requirements of Written Warning.~~
1. ~~A written warning conforming to the requirements of this section may be used for all ordinance violations of this chapter which occur in the city of Ridgefield.~~
 2. ~~The written warning shall contain the following information or blanks in which such information is entered:~~
 - a. ~~Incident number;~~
 - b. ~~Name of the person receiving warning;~~
 - c. ~~Name of the property owner;~~
 - d. ~~Section of the ordinance or code violated;~~
 - e. ~~A brief description of the violation in such manner as can be readily understood by a person making a reasonable effort to do so;~~
 - f. ~~The date and place at which the violation occurred and the date on which the warning was issued;~~
 - g. ~~The time period the person cited has to comply with the written warning;~~
 - h. ~~The estimated cost of remediation that will be charged if written warning is not complied with;~~
 - i. ~~The written warning shall contain a signature line, where the person receiving the citation can sign stating they have received the warning, but not admitting guilt.~~

The applicable department director or designee has authority to enforce the requirements of this chapter. Enforcement of this chapter shall proceed under the provisions of RMC Title 20. The Public Works Director or designee may negotiate a settlement, compromise or otherwise dispose of an action when to do so would be in the best interest of the city.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

13.80.140 Enforcement—~~Notice and order of compliance and c~~Cost of remediation.

- A. ~~In addition or as an alternative to any other judicial or administrative remedy provided herein, in RMC Chapter 18.395, or by law, the enforcement agent appointed by the city public works director may, upon finding a person has violated a prohibition or failed to meet a requirement of this chapter, issue a notice and order of compliance to correct the violation and take such action as may be necessary to assure compliance with this chapter upon any person who violates any portion of this chapter, or rules and regulations adopted thereunder, or by each act of commission or omission procures, aids, or abets such a violation to correct the violation and take such action as may be necessary to assure compliance with this chapter.~~
- B. ~~Cost of Remediation.~~
1. The cost of remediation assessed by the citation shall be the actual costs incurred by the city of Ridgefield to correct the violation and repair or correct any damages to public or private property or the environment. The cost of remediation will also include the costs of the administration of said remediation and any fines or penalties incurred by the city as a direct result of the violation.
- C. Requirements of Notice and Order of Compliance.
1. The notice and order of compliance shall contain the following information ~~or blanks in which such information is entered~~:
 - a. Case number;
 - b. Name of the person;
 - c. Name of the property owner;
 - d. Section of the ordinance or code violated;
 - e. A brief description of the violation of which the person is charged in such manner as can be readily understood by a person making a reasonable effort to do so;
 - f. The date and place at which the violation occurred and the date on which the notice and order was issued;
 - g. A statement that should the person fail to remediate or restore within the established deadline, the work may be done by the city and the expense thereof shall be charged to the person and become a lien on the property.
 - h. A statement advising the person issued the order that they may appeal the order ~~within fourteen days to the city's hearings examiner and that such appeal, upon payment of the appropriate appeal fee, shall be served upon the public works department to the hearing examiner pursuant to RMC Title 20;~~
 - i. The notice may also require, without limitation:
 - (1) A demand that the violation be corrected or abated and any affected property restored in accordance with local, state, and federal laws and a deadline within in which such remediation or restoration must be complete;

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- (2) A requirement to perform monitoring, analysis, and reporting of stormwater facilities or non-stormwater discharges;
 - (3) Payment of a fine to cover the cost of administrative and remediation costs;
 - (4) Payment ~~of all assessed penalties in an amount not to exceed five hundred dollars per day per violation.~~

- D. Appeals. Citations may be appealed to the hearing examiner pursuant to RMC ~~18.310.100~~ Title 20.
- E. The director is authorized to enter into negotiations with the parties, or their legal representatives, named in an enforcement action involving any provision of this chapter for the collection of the cost of remediation, to negotiate a voluntary correction agreement, settlement, payment plan, compromise, or suspension, when to do so will be in the best interests of the city; provided, that a report shall be submitted to the city council in any instance where a compromise settlement is negotiated.

(Ord. No. 1324, § 2(Exh. A), 9-24-2020)

Title 14 BUILDINGS AND CONSTRUCTION

NEW Chapter 14.98 ENFORCEMENT

14.98.010 Enforcement.

It shall be unlawful to violate the provisions of this chapter. Enforcement of this chapter shall be governed by RMC Title 20.

Title 15 ABATEMENT OF PUBLIC NUISANCES

Chapter 15.24 PUBLIC NUISANCES

15.24.010 Definitions.

The words and phrases used in this chapter, unless the context otherwise indicates, shall have the following meanings:

"Abandoned structure" means any property, real or personal, which is unattended and either open or unsecured so that admittance may be gained without damaging any portion of the property, or which evidence indicates that no person is presently in possession. Evidence of abandonment may include, but is not limited to, disconnected utilities, accumulated debris, uncleanness, and disrepair. In the case chattels, location, length of time or any particular state of mind of the owner or person entitled to possession are not conclusive in determining whether the property is abandoned.

"Abate" means to repair, replace, remove, destroy or otherwise remedy the condition in question by such means and in such a manner and to such an extent as the enforcement officer, in his or her judgment, determines it necessary in the interest of the general health, safety and welfare of the community. It shall include stopping, discontinuing, or doing away with a condition on any premises which is in violation of this chapter or any part of the Ridgefield Municipal Code which defines a public nuisance.

"Attractive nuisance" means any property, real or personal, constituting or containing a dangerous condition which might reasonably be expected to attract children of tender years, including, but not limited to, abandoned or unoccupied dwellings or structures, abandoned wells, ice boxes or refrigerators with doors and latches, shafts, basements or other excavations, abandoned or inoperative vehicles or other equipment, structurally unsound fences or other fixtures, lumber, fencing, vegetation or other debris, abandoned property either real or personal as interpreted in the definition of abandoned.

"Building materials" mean and include lumber, plumbing materials, wallboard, sheet metal, plaster, brick, cement, asphalt, concrete block, roofing materials, cans of paint and similar materials.

"Dangerous building" means any structure fitting the definition as contained in Chapter 3, Section 302 of the Uniform Code for the Abatement of Dangerous Buildings.

"Director" means the community development director or designee.

"Enforcement officer" means the nuisance abatement officer under the supervision of the director of community development.

"Graffiti" means the writing, painting, or drawing of any inscription, figure, or mark of any type on any public or private building or other structure or any real or personal property owned by any other person unless that person has given permission to the perpetrator for such conduct.

"Grass" or "uncut grass" means any grass which is more than twelve inches tall.

"Junk" means and includes all old appliances or furniture or parts thereof, all old iron, or other metal, or machinery of any kind or of any major parts thereof, glass, grass, cardboard, old lumber, old wood, or tires.

"Premises" means any building, lot, parcel, real estate or land or portion of land whether improved or unimproved, including adjacent sidewalks, parking strips and street.

"Refuse" means and includes all trash, dirt, garbage, discarded food, animal and vegetable matter, cans, bottles, and ashes.

"Responsible person" means the owner, any agent, lessee or tenant of any premises.

"Storage area" means any open area of a parcel of land in a residential, commercial and industrial use district.

(Ord. 867 § 1 (part), 2005).

15.24.020 Types of nuisances designated.

Each of the following conditions, unless otherwise permitted by law, is declared to constitute a public nuisance, and whenever the enforcement officer determines that any of these conditions exist upon any premises or in any lake, river, stream, drainageway or wetlands, the officer may require or provide for the abatement thereof pursuant to this chapter:

- A. The existence of any junk as defined in this chapter; provided, junk vehicles may be dealt with under Chapter 8.20 of this code if they qualify under the definitions in that chapter. In addition, the retention, parking or storage of any unauthorized vehicle on the public rights-of-way of the city or on private property unless so retained, parked or stored as expressly permitted in Title 18 (Development Code) of this code. For the purposes of this section, an "unauthorized vehicle" is as defined in RCW Section 8.20.010(D) and the procedure set forth therein may be followed without regard to the nuisance abatement procedure provided in this chapter;
- B. The accumulation of materials or objects in a storage area when the same endangers property and/or safety or creates unsanitary conditions;
- C. The retention of wastes that are not in a covered receptacle which include, but are not limited to, bones, meat, hides, skins, whole or parts of any dead animal, fish, fowl or reptile;
- D. The existence of any places which are likely to attract flies, mosquitoes, and vermin or which are foul or malodorous, including, but not limited to, privies, vaults, cesspools, sumps and pits;
- E. The existence of any junk or refuse on any premises as defined in this chapter;
- F. The existence of any noxious weeds, growing or otherwise, without the proper retention in a covered receptacle, including, but not limited to, poison oak, poison ivy, Russian thistle, or other such weeds;
- G. The growing of blackberry vines that create a visibility obstruction at intersections, alleys, driveway entrances or that grow onto another person's property, as well as tall grass and/or weeds which become over one foot in height;
- H. The existence of items that may become a fire hazard;
- I. The storage or keeping on any premises for more than thirty days of any used or unused building materials as defined in this chapter, whose retail cost new would exceed one thousand dollars, without a special permit from the director; provided, the business is permitted under the zoning ordinance and other applicable ordinances of the city. Nothing in this section shall:
 - 1. Prohibit such storage without a permit when done in conjunction with a construction project for which a building permit has been issued and which is being pursued diligently to completion,
 - 2. Prohibit such storage without a permit upon the premises of a bona fide lumberyard, dealer in building materials or other commercial enterprise,
 - 3. Make lawful any such storage or keeping when it is prohibited by other ordinances or laws;

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- J. The existence of any fence or other structure or thing on private property which is sagging, leaning, fallen, decayed, dilapidated, or in an unsafe condition;
 - K. Violation of the zoning ordinance (RMC Title 18), health and welfare regulations (RMC Title 8), and building and construction codes (RMC Title 14);
 - L. The existence on any premises, in a place accessible to children, of any attractive nuisance;
 - M. The existence of any drainage onto or over any sidewalk or public pedestrian way;
 - N. The existence of any bees, Africanized honey bees, yellow jackets, hornets or wasps that harbor in colonies, hives, apiaries or nests which are not authorized by ordinance or statute and are not in full compliance with the Revised Code of Washington or the Washington Administrative Code;
 - O. The existence of any graffiti as defined in this chapter;
 - P. The existence of any heat pump and/or air conditioner unit that is ground mounted, unless screened by shrubs or fence from the adjacent property;
 - Q. The existence of any floor or display lighting unless used and constructed so as to not unduly illuminate the surrounding properties and not create a traffic hazard. Lighting maintained by the city on public rights-of-way and lighting of athletic fields are exempt from this provision.

(Ord. 867 § 1 (part), 2005).

15.24.030 Unlawful acts designated.

- A. It is unlawful for any person to permit, maintain, suffer, carry on or allow upon any premises or in any lake, river, stream, drainage way or wetlands, any of the acts or things declared by this chapter or any other ordinance of the city to be a public nuisance.
- B. Every owner of premises located in close proximity to an occupied dwelling unit shall keep such premises so as to prevent rodent, insect, or other pest infestation, and to prevent fire hazards.

(Ord. 867 § 1 (part), 2005).

15.24.040 Enforcement.

- A. The community development director for the city of Ridgefield shall be primarily responsible for the enforcement of this chapter under the supervision of the city manager. The community development director shall have the authority to delegate the implementation and enforcement of the city's adopted property maintenance regulations to another staff member within the community development department or to another staff member within a designated other city department.

The community development director or designee of the Ridgefield community development department or the chief of police or designee of the Ridgefield police ~~development~~ department as appropriate are identified as the administrative authority for the implementation and enforcement of the regulations.

~~B. It shall be unlawful to violate the provisions of this chapter. Enforcement of this chapter shall be governed by RMC Title 20.~~

~~B. The community development director or appointed designee having knowledge of any public nuisance, which includes substandard housing and dangerous buildings, shall cause any owner and/or tenant or other responsible person to be notified in writing of the existence of a public nuisance on any premises.~~

1. — A copy of the notification shall be forwarded to:

- a. — City manager;
- b. — Community development director;
- c. — City attorney; and
- d. — Chief of police.

2. — The community development director or appointed designee shall direct the owner and/or tenant, or other responsible person to abate the condition that constitutes a public nuisance within ten days or less after the date of the notice as determined by the abatement officer.

3. — The notice shall be substantially in the following form:

NOTICE TO ABATE UNSAFE OR UNLAWFUL CONDITION

(Name and address of person(s) notified)

As owner, agent, lessee or other person occupying or having charge or control of the building, lot or premises at _____, you are hereby notified that the undersigned, pursuant to Chapter 15.24 of the Ridgefield Municipal Code, has determined that there exists upon or adjoining said premises the following condition contrary to the provisions of subsection _____ of Section 15.24.020:

You are hereby notified to abate said condition to the satisfaction of the undersigned within ten days of the date of this notice unless the Nuisance Abatement Officer shortens the time for good cause. If you do not abate such condition within said period, the City may abate the condition at your expenses or may file criminal charges, or both.

Abatement is to be accomplished in the following manner:

DESCRIPTION OF ABATEMENT MEASURES

Dated this ____ day of _____, 20____.

Signed: _____

TITLE

City of Ridgefield
PO Box 608
Ridgefield, Washington 98642
(360) 887-3557 (phone)
(360) 887-0861 (fax)

4. — Any order described in this section of this chapter shall be served on a responsible person. Service shall be deemed complete under any of the following conditions:

- a. — By delivering such notice to such person personally by any authorized person eighteen years of age or older;
- b. — By certified mail directed to a responsible person as defined in this chapter with return receipt requested; or
- c. — By posting upon any portion of the premises visible from a public place.

5. — If the whereabouts of the responsible person are unknown and the name cannot be ascertained by the community development director or appointed designee and the community development director or appointed designee shall make an affidavit to that effect, then the order shall be served by publishing the same twice, once each week for two consecutive weeks, in a local newspaper of general circulation in the city as defined by Section 1.16.020 of this code, as amended.

~~6. Whenever any declared nuisance shall be found to exist on any private or public property, the enforcement officer shall have the power and authority to issue a criminal citation if the nuisance has not been abated within the prescribed time limit set in this chapter.~~

(Ord. 867 § 1 (part), 2005).

15.24.050 Abatement by the city—Liability for costs.

In all cases where the community development director or appointed designee successfully proceeds with abatement, the responsible person or persons shall be liable for the city's direct costs for the abatement effort including, but not limited to, labor, materials, supplies, printing and publication. The community development director or appointed designee shall submit an invoice of costs to the responsible person or persons. Failure to pay the specified costs of this invoice will be considered a violation of this chapter.

(Ord. 867 § 1 (part), 2005).

15.24.060 Violations.

~~In addition to any other remedies provided for in this chapter, violations of any of the provisions of this chapter or the maintenance or existence of a public or private nuisance shall constitute an infraction and shall be governed by the Infraction Rules for Courts of Limited Jurisdiction (IRLJ). In the event the court determines that the defendant has committed an infraction, a civil penalty in the minimum amount of five hundred dollars, no more than two hundred fifty dollars of which may be suspended, shall be imposed upon the responsible person. Any additional penalty will be in the discretion of the court. Each day such incident is in existence shall constitute a separate and distinct infraction for the purpose of imposing a civil penalty. This section shall apply to nuisances declared as such by this or any other ordinance of the city.~~

(Ord. 867 § 1 (part), 2005).

NEW Chapter 15.25 JUNK VEHICLES AND AUTOMOBILE HULKS

15.25.010 Purpose and intent.

The purpose and intent of this chapter is to provide for and implement the greatest powers possible for facilitating the removal of junk vehicles, parts thereof, and automobile hulks from public and private property as authorized in accordance with any amendments that may hereafter be made.

15.25.020 Definitions.

The following words and terms used in this chapter shall have the following meanings except where otherwise defined in this chapter, and unless where used the context thereof clearly indicates to the contrary:

"Automobile hulk" means any material which is or may have been a motor vehicle, with or without all component parts, which is not self-propelled nor capable of carrying persons or property upon a public highway, street or road and which material is in such condition that its highest or primary value is its sale or transfer as parts or scrap metal.

"Director" means the community development director or designee, or such other person designated by the City Manager with the responsibility of enforcement under this Chapter.

"Junk vehicle" means a vehicle meeting at least three of the following requirements:

- (a) Is three years old or older;
- (b) Is extensively damaged, such damage including but not limited to any of the following: A broken window or windshield, or missing wheels or tires, or missing motor, or missing transmission;
- (c) Is apparently inoperable;
- (d) Has an approximate fair market value equal only to the approximate value of the scrap in it; or
- (e) a vehicle used for the storage of personal possessions, garbage or debris in such a manner that some or all of the vehicle's windows are obscured

"Landowner" means a legal owner of private property, a person with possession or control of private property, or a public official having jurisdiction over public property.

15.25.030 Nuisance.

The storing or keeping of junk vehicles, parts thereof, or automobile hulks on public or private property is declared to be a public nuisance, except as provided for in Section 15.25.050 of this chapter.

15.25.040 Enforcement.

- A. The director shall be primarily responsible for the enforcement of this chapter. The director shall have the authority to delegate the implementation and enforcement of the city's adopted property maintenance

regulations to another staff member within the community development department or to another staff member within a designated other city department.

- B. The director is identified as the administrative authority for the implementation and enforcement of the regulations contained in this chapter and are empowered to inspect and investigate complaints about the storing or keeping of junk vehicles, parts thereof, and automobile hulks on public and private property.
- C. It shall be unlawful to violate the provisions of this chapter. Enforcement of this chapter shall be governed by RMC Title 20.
- D. After notice to the vehicle owner and landowner as set forth in RMC Title 20 of the City's intent to dispose of the vehicle and after the conclusion of the hearing on appeal, if any, the Director shall direct the Ridgefield Police Department to dispose of the junk vehicle or automobile hulk, giving notice to the Washington State Patrol and the Washington Department of Licensing as required by law.

15.25.050 Exceptions.

The provisions of this chapter shall not apply under the following conditions:

- A. If a junk vehicle, parts thereof, or automobile hulk is completely enclosed within a building in a lawful manner and is not visible from the street or other public or private property; or
- B. If a junk vehicle, parts thereof, or automobile hulk is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantler or licensed vehicle dealer and is fenced according to RCW 46.80.130 as now enacted or hereafter amended.

15.25.060 General duty.

None of the provisions of this chapter are intended to create a cause of action or provide the basis for a claim against the city, its officials, or employees for the performance or failure to perform a duty or obligation running to a specific individual or specific individuals. Any duty or obligation created in this chapter is intended to be a general duty or obligation running in favor of the general public.

Chapter 18.395 ENFORCEMENT PROCEDURES AND PENALTIES

18.395.010 Purpose and authority.

It is the purpose of this chapter to provide specific guidance and procedures for code enforcement actions in the city of Ridgefield. It is the policy of the city to thoroughly and consistently enforce the rules and regulations of the municipal code, with primary emphasis on protection of the general health, safety and welfare. In addition, it is the policy of the city to strive for and achieve the highest level of voluntary compliance in all code enforcement actions with minimal use of punitive authority. Further, the city strives to resolve all code enforcement actions in a swift, fair and equitable manner.

(Ord. 767 § 1, 2000).

18.395.020 Applicability.

~~The provisions of this chapter shall apply to all code enforcement actions involving Titles 12, 13 and 18 of the Ridgefield Municipal Code (hereinafter "development code"). This chapter shall be enforced for the benefit of the health, safety and welfare of the general welfare, and not for the benefit of any particular person or class of persons.~~

It shall be unlawful to violate the provisions of Title 18. Enforcement of Title 18 shall be governed by this chapter and by RMC Title 20.

(Ord. 767 § 2, 2000).

18.395.030 Determination of violation.

There shall be appointed by the city council, or designee, of one or more code enforcement officers. The code enforcement officers shall determine if a violation of the development code has occurred. Such determination shall be based upon factual information that a clear violation of rule, regulation, procedure, standard, terms of any permit or approval granted per the Ridgefield Development Code, or any condition imposed on such a permit or approval has been violated in the course of permitting, construction or occupancy of a land use or development. It shall be the duty of the code enforcement officer to enforce this chapter. The code enforcement officer may call upon the police, fire, building, planning, public works or other appropriate city department and employees of the city to assist in enforcement of the development code.

(Ord. 767 § 3, 2000).

(Ord. No. 1325, § 2(Exh. A), 9-24-2020)

~~18.395.040 Violation types.~~

~~A. —Violations under this chapter may be either civil or criminal offenses as set forth in this section.~~

- ~~1. —Civil Offense. These code violations are those that do not present an immediate or impending threat to the health, safety or general welfare of those living or working in the immediate vicinity of the violation~~

or the general public. In addition, these offenses are typically easily remedied through a permitting procedure or alteration of a structure. These violations are typically not willful.

2. ~~Criminal Offense. Any person violating or failing to comply with the provisions of Title 18 and who has had a judgment entered against him or her pursuant to Section 18.395.060 or its predecessors within the past five years shall be subject to criminal prosecution and, upon conviction of a subsequent violation, shall be fined or imprisoned as a gross misdemeanor under the laws of the state of Washington. Each day of noncompliance with the provisions of Title 18 shall constitute a separate offense.~~

B. ~~The above criminal penalty may also be imposed for any other violation of Titles 12, 13 or 18 for which corrective action is not possible and for any willful, intentional or bad faith failure or refusal to comply with the standards or requirements of Titles 12, 13 or 18.~~

~~(Ord. 767 § 4, 2000).~~

~~(Ord. No. 1325, § 2(Exh. A), 9-24-2020)~~

18.395.050 Procedures.

A. ~~Unless otherwise specifically provided for within each chapter, the enforcement of the development code of the city shall govern code enforcement actions. Code enforcement actions within the city shall follow the procedures set forth in this section. Code enforcement actions follow the steps in subsections (1) through (3).~~

1. ~~Initial Notice. Upon receipt of a valid written complaint or observation of a violation by the code enforcement officer, the director shall give an initial notice in writing to the property owner or violator. The initial notice shall comply with Section 18.395.080, Contents of notices. The initial notice is not appealable.~~

a. ~~Service. Such initial notice shall be sent via U.S. mail or delivered by personal service.~~

b. ~~Time Frames for Compliance.~~

i. ~~Any violator shall have seven days to initiate steps toward compliance (i.e., application for permit, physical correction of violation), and shall have fourteen days from the date of the initial notice to complete correction of the violation. Depending on the nature of the violation, the time frames indicated for an initial notice may be adjusted by the officer to provide a reasonable time for compliance not to exceed thirty days following from the date of the initial notice.~~

~~(a) If remedy of the violation is pursued within established time frames, then there are not punitive consequences associated with an initial notice.~~

~~(b) If the violation is not corrected, then a corrective order and notice of potential civil penalty will be issued.~~

2. ~~Stop Work Order. The city may issue an emergency stop work order, either concurrent with the initial notice or at any time during the code enforcement process, if the city finds that the violation poses an immediate threat to the general health, safety or general welfare of the public or, if continued, would result in damage to public or private property or the environment. The stop work order shall contain the information in RDC 18.395.080, and shall be in full force and effect until the code enforcement officer or its designee determines that sufficient compliance has been achieved to warrant removal of the stop work order. Any continued work in violation of the stop work order shall be subject to criminal~~

prosecution in accordance with this chapter. A stop work order may be appealed per Section 18.395.090 provided that such an appeal shall not stay the effect of the stop work order.

3. ~~Corrective Order and Notice of Potential Civil Penalty.~~

- a. ~~If the violation is not corrected within the time frame established in the initial notice, the code enforcement officer shall issue a corrective order and notice of potential civil penalty. Contents of the corrective order and notice of potential civil penalty shall contain the information in RDC 18.395.080.~~
- b. ~~Service. Such corrective order and notice of potential civil penalty shall be sent via certified U.S. mail or delivered via personal service.~~
- c. ~~Time Frames for Compliance. Any violator shall have fourteen days following the corrective order and notice of potential civil penalty to complete correction of the violation. Depending on the nature of the violation, the code enforcement officer may file an extension of a reasonable time for compliance not to exceed thirty days following the corrective order and notice of potential civil penalty.~~
 - i. ~~If remedy of the violation is pursued within established time frames, then there are not further punitive consequences associated with a corrective order and notice of potential civil penalty.~~
 - ii. ~~If the violation is not corrected within the time frames established in the corrective order and notice of potential civil penalty, the city may impose a civil penalty per RDC 18.395.060.~~
- d. ~~A corrective order and notice of potential civil penalty may be appealed as provided for in Section 18.395.090.~~

(Ord. 767 § 5, 2000).

(Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1325, § 2(Exh. A), 9-24-2020)

18.395.060 Civil penalty, injunctive relief, abatement, revocation and suspension of applicable permits, liens, and other remedies.

A. ~~Civil Penalty. Any person, firm or corporation which violates or continues to violate any provision of the development code or any chapter thereunder shall be liable to the city for a civil penalty up to one thousand dollars per violation per day. Each day upon which a violation occurs or continues shall constitute a separate violation. If the city concludes it should prosecute the violator under the criminal section as provided for in this title, such decision shall not compromise its ability to seek both criminal and civil penalties provided for in this chapter. The civil penalty shall generally be applied to any violations when deemed effective and appropriate. In addition to the civil penalty amounts assessable herein, the city may also recover reasonable attorney's fees, reasonable fees for planning costs, court costs and other expenses associated with enforcement activities, including sampling and monitoring expenses and the costs of any actual damages incurred by the city, including penalties for noncompliance with any state or federal regulatory permit to the extent attributable to the violator.~~

~~The civil penalty constitutes a personal obligation of the person or persons to whom the citation is directed. The city attorney on behalf of the city is authorized to collect the civil penalty by use of appropriate legal remedies, the seeking or granting of which shall neither stay nor terminate the accrual of additional per diem penalties so long as the violation continues.~~

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- B. ~~Injunctive Relief. When the code enforcement officer finds that any person, firm or corporation has violated and continues to violate or threaten to violate any provision of the development code or any chapter thereof or order issued under the development code by the code enforcement officer, then the city, through the city attorney, may petition to the appropriate court with jurisdiction for the issuance of a temporary or permanent injunction or restraining order as is deemed appropriate which restrains the continued violation of any provision of this code or compels the specific performance as required or such other requirement imposed by the development code on the activities of the violator. A petition for injunctive relief shall not be a bar against or a prerequisite for taking any other action against the violator.~~
- C. ~~Abatement. When judgment is rendered by the Ridgefield municipal court against any person, persons, firm or corporation, finding them guilty of violation of the development code, it shall be the duty of the court before whom the conviction is had, in addition to imposing the penalty or penalties provided for in this title, to order the defendant or defendants in such action to forthwith abate such violation and remove any nuisances; and if such violation is not abated or nuisance removed by such offender within twenty-four hours thereafter, or such time allowed by the court, it shall be abated and removed by order of the director on authority of the court, or by any other individual authorized by order of the court, which order of abatement shall be entered upon the docket of the court and made a part of the judgment in the action. The provisions of this section relative to the abatement of violation of the development code are not exclusive, and all other rights or remedies of the city, and any citizen thereof, relative to the abatement of development code violations, are declared to remain in full force and effect.~~
- D. ~~Revocation and Suspension of Applicable Permits. When the city finds that any person, firm or corporation continues to violate or threatens to continue to violate any provision of the development code, the city reserves the right to deny, suspend or revoke any applicable permit or land use request, and further reserves the right to withhold or refuse to process any applicable permit or land use request which is authorized under the city municipal code. The code enforcement officer is authorized to immediately suspend the application of any permit or the activity provided thereunder in the event of the immediate threat to the public health or safety. In the event the planning director or code enforcement officer deems it appropriate to revoke any applicable permit granted under the development code, he shall so notify the violating party and shall thereafter note the matter for public hearing by the planning commission. Notice of such public hearing shall be pursuant to Section 18.310.100.~~
- E. ~~Liens. Upon order and judgment by municipal court of any violation of the development code, the city may seek to have liens placed against the property subject to the code enforcement action in amounts equal to the costs incurred in enforcing the development code not otherwise paid by the violator.~~
- F. ~~Other Remedies. Provisions related herein regarding enforcement of the development code are not exclusive remedies. The city reserves the right to take any and all or a combination of these actions concurrently or sequentially against a noncompliant person, firm or corporation or may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the violator to conduct environmental remediation.~~

~~(Ord. 767 § 6, 2000).~~

~~(Ord. No. 1325, § 2(Exh. A), 9-24-2020)~~

Editor's note(s) — Ord. No. 1325, § 2(Exh. A), adopted Sep. 24, 2020, amended the title of § 18.395.060 to read as herein set out. Former § 18.395.060 was titled, "Civil penalty, injunctive relief, revocation and suspension of applicable permits and other remedies."

18.395.070 Criminal prosecution.

- A. — Any person, firm or corporation which repeatedly violates any section of the development

code or Titles 12 or 13 or violates the prohibitions found in Section 18.395.040(A)(2), shall be guilty of a gross misdemeanor unless otherwise stated. Said violators shall be prosecuted under the laws of the state of Washington and/or Ridgefield Municipal Code Chapter 9.01 and shall be fined or imprisoned as provided by the law of the state of Washington.

B. — In addition to the criminal penalty amounts assessable herein, the city may also recover reasonable attorney's fees, reasonable fees for planning costs, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses and the costs of any actual damages incurred by the city, including penalties for noncompliance with any state or federal regulatory permit to the extent attributable to the violator.

(Ord. 767 § 7, 2000).

(Ord. No. 1325, § 2(Exh. A), 9-24-2020)

18.395.080 Contents of notices.

A. — Whenever the code enforcement officer issues a notice or order pursuant to this chapter, it shall contain the following:

1. — The name and address of the person or persons to whom the notice of violation is directed;
2. — The street address when available or a legal description sufficient for the identification of the building, structure, premises or land upon which or within which the violation is occurring;
3. — A concise description of the history of the violation, including dates of prior notices and/or orders and the name of the officer involved in each of these prior steps;
4. — Copies of all prior formal written correspondence advising the property owner of the violation and corrective measures;
5. — A concise description of the nature of the violation;
6. — A statement of the action(s) required to be taken as determined by the officer and the date(s) for correction as set forth in the applicable sections of this chapter;
7. — For an initial notice: A statement that the city will issue a corrective order and notice of potential civil penalty pursuant to RDC 18.395.050.A.3 if the violation is not corrected in the established time frame.
8. — For a corrective order and notice of potential civil penalty: A statement that the city may impose a civil penalty pursuant to RDC 18.395.060 if the violation is not corrected in the established time frame.
9. — For a corrective order and notice of potential civil penalty: A statement that a maximum cumulative civil penalty in the amount of one thousand dollars per violation per day shall be assessed against the person to whom the notice of violation is directed for each and every day following the date set for correction on which the violation continues, and a statement of the section of the Ridgefield Municipal Code authorizing such penalty;
10. — For a stop work order or a corrective order and notice of potential civil penalty: A statement that the code enforcement officer's determination of violation may be appealed to the city's hearing examiner pursuant to Section 18.310.100 and that the penalty shall not accrue while an administrative appeal is pending, but that mitigation or abatement may be to relieve an immediate threat to the health, safety and general welfare of the community or environment.
11. — Staff contact information for additional information.

(Ord. 802 § 11 (part), 2002; Ord. 767 § 8, 2000).

~~{Ord. No. 1325, § 2(Exh. A), 9-24-2020}~~

18.395.090 Appeals.

~~A stop work order or a correction order and notice of potential civil penalty may be appealed to the Ridgefield hearing examiner pursuant to Section 18.310.100. Appeals of criminal citations under this title shall be processed in accordance with applicable state and municipal laws. Written notice of appeal must be filed with the city clerk and the code enforcement officer within fourteen days of the date on the order or notice to be appealed.~~

~~{Ord. 802 § 11 (part), 2002; Ord. 767 § 9, 2000}.~~

~~{Ord. No. 1325, § 2(Exh. A), 9-24-2020}~~

18.395.100 Subdivision violations.

- A. Any person, firm or corporation, association or any agency of any person, firm or corporation who violates any provision of Chapters 18.600 or 18.610 (Subdivisions and Short Plats) leading to the sale, offer of sale or lease or transfer of any lot, tract or parcel of land shall be guilty of a gross misdemeanor and each sale, offer of sale or lease or transfer of each separate parcel, tract or lot of land in violation of any provision of those titles shall be deemed a separate and distinct offense.
- B. Whenever land within a subdivision granted final approval is used in a manner or for a purpose which violates any provision of Chapters 18.600 and 18.610 (Subdivision and Short Plats) or any term or condition of plat approval prescribed for the plat by the city and the city attorney may commence an action to restrain and enjoin such use and compel compliance of provisions of Chapters 18.600 or 18.610 or with such terms and conditions. The cost of such action shall be taxed against the violator.
- C. No building permit, utility permit or other development permit shall be issued for any lot, tract or parcel of land divided in violation of Chapters 18.600 or 18.610. This prohibition contained in this section shall not apply to any innocent purchaser for value without actual notice of the act or acts constituting the violation. All purchasers or transferees' property shall comply with the provisions of this title in accordance with RCW 58.17.

(Ord. 767 § 10, 2000).

Chapter 18.500 SITE PLAN REVIEW¹

18.500.070 Conditions, revocation of approval, term and appeals.

- A. The review body may impose conditions of approval as necessary to protect the public interest, achieve compliance with the RUACP, or to mitigate any adverse impacts resulting from uses or impacts subject to this chapter.
- B. Failure to comply with required conditions within the time period specified by the review body shall render the approval null and void.
- C. Land use approval for all types of site plans, other than those approved through the subdivision or PUD process, shall expire within three years from the date the city issues the final decision unless within that time, the developer has obtained the permits from the building department and there has been substantial construction activity pursuant to the required permits. If no construction is involved, then the approval shall be void after one year unless the permitted activity is regularly conducted on the premises. The burden of proving substantial construction is on the applicant.
- D. The review authority, on its own motion, may initiate proceedings, consistent with the procedures provided in RDC 18.395.050, ~~Enforcement Procedures and Penalties~~ and RMC Title 20, to revoke site plan approval for noncompliance with the requirements of the title or conditions of approval listed in the final decision approving the site plan.
- E. Appeals of a site plan decision may be appealed consistent with the provisions of RDC 18.310.100, Appeal Procedure.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1178, § 2(Exh. A), 2-12-2015)

Note(s)—See editor's note at § 18.500.050.

¹Editor's note(s)—Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013, amended Ch. 18.500 in its entirety to read as herein set out. Former Ch. 18.500, §§ 18.500.010—18.500.090, pertained to similar subject matter, and derived from Ord. No. 1108, § 2, 7-26-2012; Ord. No. 861, § 2, 2004; Ord. No 676, § 1(part), 1995.

Chapter 18.710 SIGNS¹

18.710.070 Nonconforming signs, maintenance, removal and enforcement.

- A. Nonconforming signs. Any lawful nonconforming sign may be continued, as long as it is maintained only in the manner and to the extent that it existed at the time it became nonconforming. Illegal signs shall not be considered nonconforming signs. Nonconforming signs are subject to the provisions of Chapter 18.340 (Nonconforming Uses).
- B. Maintenance. It is unlawful for any owner of record, lessor, lessee, manager or other person having lawful possession or control over a building, structure or parcel of land to fail to maintain any signs on the building, structure or parcel in compliance with this chapter and the Development Code. Failure to maintain a sign constitutes a violation of this chapter, and shall be subject to enforcement under the provisions of Title 9 and/or Title 15.
 - 1. Sign maintenance. All signs, whether or not in existence prior to adoption of this chapter, shall be maintained. Maintenance of a sign shall include periodic cleaning, replacement of flickering, burned out or broken light bulbs or fixtures, repair or replacement of any faded, peeled, cracked or otherwise damaged or broken parts of a sign, and any other activity necessary to restore the sign so that it continues to comply with the requirements and contents of the sign permit issued for its installation and provisions of this chapter.
 - 2. Landscape maintenance. Required landscaped areas associated with an approved sign shall receive regular repair and maintenance. Plant materials that do not survive after installation in required landscape areas are required to be replaced within six months of the plant's demise or within the next planting season, whichever event first occurs.
- C. Removal. Any vacant and/or unused sign support structures, angle irons, sign poles or other remnants of old signs which are currently not in use, or are not proposed for immediate reuse by a sign permit application for a permitted sign, shall be removed. In addition to the remedies in the Municipal Code Chapter 15.24, the Director shall have the authority to require the repair, maintenance or removal of any sign or sign structure which has become dilapidated or represents a hazard to the safety, health or welfare of the public, at the cost of the sign and/or property owner.
- D. Enforcement. Violations of the provisions of this chapter shall be enforced according to ~~Chapter 15 and Chapter 18 of the Ridgefield Municipal Code~~Chapter 18.395 and RMC Title 20.

(Ord. No. 1227, § 2(Exh. A), 6-22-2017)

¹Editor's note(s)—Ord. No. 1227, § 2(Exh. A), adopted June 22, 2017, repealed the former Ch. 18.710, §§ 18.710.010—18.710.140, and enacted a new chapter as set out herein. The former Ch. 18.710 pertained to similar subject matter and derived from Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013; and Ord. No. 1178, § 2(Exh. A), adopted Feb. 12, 2015.

Chapter 18.715 EXTERIOR LIGHTING¹

18.715.080 Penalties for violation.

Any violation of the provisions of this chapter shall constitute a civil offense, enforceable pursuant to ~~RDC 18.395~~[Chapter 18.95 and RMC Title 20](#).

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

¹Editor's note(s)—Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013, amended Ch. 18.715 in its entirety to read as herein set out. Former Ch. 18.715, §§ 18.715.010—18.715.100, pertained to similar subject matter, and derived from Ord. No. 1108, § 2(Exh. A), 7-26-2012.

Chapter 18.740 FENCES AND WALLS¹

18.740.060 Enforcement.

The provisions of this chapter are enforceable pursuant to Chapter 18.395 [and RMC Title 20](#).
(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1370, § 2(Exh. A), 9-8-2022)

¹Editor's note(s)—Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013, amended Ch. 18.740 in its entirety to read as herein set out. Former Ch. 18.740, §§ 18.740.010—18.740.060, pertained to similar subject matter, and derived from Ord. No. 1108, § 2, 7-26-2012; Ord. 676 § 1 (part), 1995).

Chapter 18.750 FLOOD CONTROL*

18.750.030 General provisions.

- A. Lands to Which this Chapter Applies. This chapter shall apply to all areas of special flood hazards within the jurisdiction of the city of Ridgefield.
- B. Basis for Establishing the Areas of Special Flood Hazard. The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report titled "The Flood Insurance Study for Clark County, Washington, and Incorporated Areas" dated September 5, 2012, and any revisions thereto, with accompanying Flood Insurance Rate Map (FIRM) dated September 5, 2012, and any revisions thereto, are adopted by reference and declared to be a part of this chapter. The Flood Insurance Study and the FIRM are on file at Ridgefield City Hall, 230 Pioneer Avenue, Ridgefield, Washington. The best available information for flood hazard area identification as outlined in Section 18.750.040(D)(2) shall be the basis for regulation until a new FIRM is issued which incorporates the data utilized under section 18.750.040(D)(2).
- C. Penalties for Noncompliance. No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Violations of the provisions of this chapter by failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with conditions), shall be remedied through the provisions of Chapter 18.395, ~~Enforcement Procedures and Penalties~~ and RMC Title 20. Nothing herein contained shall prevent the city of Ridgefield from taking such other lawful action as is necessary to prevent or remedy any violation.
- D. Abrogation and Greater Restrictions. This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- E. Interpretation. In the interpretation and application of this chapter, all provisions shall be:
 - 1. Considered as minimum requirements;
 - 2. Liberally construed in favor of the governing body; and
 - 3. Deemed neither to limit nor repeal any other powers granted under state statutes.
- F. Warning and Disclaimer of Liability. The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This chapter does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the city of Ridgefield, any officer or employee thereof, or the Federal Insurance Administration, for any flood damages that result from reliance on this chapter or any administrative decision lawfully made hereunder.

(Ord. 971 § 2 (part), 2007).

(Ord. No. 1111, § 2(Exh. A), 8-9-2012)

Chapter 18.755 EROSION CONTROL*

18.755.080 Enforcement.

Each violation by any person, corporation, or other business or nonprofit entity in connection with the approved permit, of the construction shall result in ~~a five hundred dollars civil fine for each violation~~enforcement action pursuant to Chapter 18.395 and RMC Title 20.

(Ord. 840 § 8, 2004).

Chapter 18.840 TREES¹

18.840.140 Non-compliance, penalty, and enforcement.

Any violation of the terms of Chapter 18.840 shall be enforced in accordance with ~~the procedures of~~ RDC 18.395 and RMC Title 20. Each tree involved in the violation constitutes a separate offense. The following remedies shall apply for violations of this chapter in addition to the remedies available in ~~RDC 18.395~~ Title 20:

- A. Voluntary Compliance Process. A voluntary compliance agreement shall contain the following:
 - 1. A commitment by the violator to submit and carry out a tree replacement program that is approved by the city manager, or designee. The agreement shall require at minimum the planting of replacement trees at a 1:1 inch per inch (DBH) ratio to the trees removed in violation of this chapter. The size and quality of the mitigation nursery stock shall be approved by the city. If the applicant's property is deemed inadequate in size to accommodate the replacement trees, then a fee may be paid into a fund dedicated to parks maintenance at the minimum rate for installation of a one and three-quarter-inch caliper tree to city standards.
 - 2. Trees that have been planted as part of a mitigation planting will not be covered by the minimum thresholds for trees requiring a permit for removal.
- B. Penalties. Any person or organization causing the illegal removal of a tree who does not enter into a voluntary compliance agreement may be fined a sum not to exceed the equivalent of three times the appraised value of the tree based on the latest revision of the council of tree and landscape appraiser's evaluation method but in any case an amount not less than one thousand dollars per violation.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

¹Editor's note(s)—Ord. No. 1372, § 2(Exh. A), adopted Oct. 13, 2022, amended Ch. 18.840 in its entirety to read as herein set out. Former Ch. 18.840, §§ 18.840.010—18.840.060, pertained to heritage trees and derived from Ord. No. 1241, § 2(Exh. A), adopted Oct. 12, 2017.

1.08.020 Misdemeanors—Penalty generally.

Unless otherwise provided in this chapter, **Chapter 20**, or in an ordinance prescribing a crime, all misdemeanors shall be punishable by a fine of not more than five hundred dollars.

(Ord. 352 § 7, 1976).

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: February 22, 2024

AGENDA ITEM NAME: Approval of Resolution No. 642 - Fee Schedule Update for Code Enforcement

GOVERNING LEGISLATION

Financial Policy #01: Financial Management

PREVIOUS COUNCIL ACTION TAKEN:

Resolution No. 299 (August 2, 2005) established a Master Fee Schedule to provide cost recovery for the provision of various municipal services. The Master Fee Schedule was last updated on December 1, 2022 via Resolution No. 620.

SUMMARY/BACKGROUND:

This is a companion to the previous agenda item (Ordinance No. 1416 - Enforcement Code Amendments).

Code violation penalties are not currently listed in the Master Fee Schedule but rather in the code. RMC Chapter 18.395, which currently regulates violations of Titles 12, 13, and 18 only, includes a provision stating the City may charge up to \$1,000.00 per violation per day. This provision leaves too much room for interpretation to be applied equitably. It puts the onus on the Code Enforcement Officer to determine the difference between, say, a \$600 violation and a \$700 violation and to extrapolate that determination across different types of violations over time. Furthermore, best practice is for fees to be in the fee schedule, not the code.

This proposal is to standardize code enforcement fees and add them to the Master Fee Schedule. The basic proposed fees are \$250 for first violation, \$500 for second violation, and \$1,000 for subsequent violations. Higher fees are proposed for violations that pose an immediate threat to life, health, safety, and the natural environment. As proposed in New Chapter 20.200, the City could collect cumulative monetary penalties. Penalties could be assessed on a daily basis beginning after the corrective date provided in the notice to the responsible party. Monetary penalties would accrue during an appeal period unless the appellant prevails. Payment of fees would not relieve the responsibility party from correcting the violation. Costs incurred by the City to remedy a violation, including legal costs, abatement costs, and administrative costs, would be charged to the responsible party or as a lien against the property.

Fines are a last resort in the code enforcement process. The Code Enforcement Officer first educates property owners on the violation that has been committed, then works with them to achieve voluntary compliance in a reasonable time period. In most cases, this process ends with the violation remedied and no fines charged.

BUDGET/FINANCIAL IMPACTS:

Establish monetary penalties for code violations.

RECOMMENDED ACTION OR MOTION:

To adopt the proposed code enforcement fees into the Master Fee Schedule: "I move to adopt Resolution No. 642 as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Proposed Fees

RESOLUTION NO. 642

**A Resolution of the City of Ridgefield, Washington Amending and Superseding Resolution No. 620
(Master Fee Schedule)**

WHEREAS, it is the general policy of the City to establish fees that are reflective of the cost of services provided by the City; and

WHEREAS, the Ridgefield City Council approved Resolution No. 299 at a regular meeting held on August 2, 2005 establishing a Master Fee Schedule to provide cost recovery for the provision of providing various municipal services; and,

WHEREAS, the Ridgefield City Council approved additional resolutions after this time period that added services, delegated authority, and modified and/or updated fees, and;

WHEREAS, the Ridgefield City Council approved Resolution No. 620 as the most recent update to the Master Fee Schedule on December 1, 2022, and;

WHEREAS, the Ridgefield City Council also desires to add new fees for code violations to the Master Fee Schedule; and

NOW THEREFORE, be it resolved by the City Council of the City of Ridgefield, Washington, as follows:

Section 1. Public Interest. The City Council for the City of Ridgefield, Washington finds that it is in the public interest to amend and supersede the previously approved Master Fee Schedule to enumerate code violation fees.

Section 2. Supersede Previous Resolutions. This Resolution inclusive of Exhibit "A" attached hereto shall supersede in its entirety Resolution No. 620 previously passed by the Ridgefield City Council.

Section 3. Adjustments. The Ridgefield City Council amends the Master Fee Schedule to include the attached Exhibit "A".

Section 4. Effective Date. This Resolution shall be in full force and effect 30 days after the date of adoption.

ADOPTED AT A REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON

THIS 22nd DAY OF FEBRUARY, 2024.

CITY OF RIDGEFIELD

Ron Onslow, Mayor

Attest:

Julie Ferriss, City Clerk

Master Fee Schedule

Code Enforcement

RMC TITLE	FIRST VIOLATION	SECOND VIOLATION	SUBSEQUENT VIOLATIONS
RMC Chapter 8.04 – Debris Removal	\$250	\$500	\$1,000
RMC Chapter 8.12 – Garbage Collection	\$250	\$500	\$1,000
RMC Chapter 8.13 – Collection of Recyclable Materials	\$250	\$500	\$1,000
RMC Chapter 12.04 – Sidewalk Construction Maintenance Repair and Reconstruction	\$250	\$500	\$1,000
RMC Chapter 12.12 – Trees	\$250	\$500	\$1,000
RMC Chapter 12.15 – Street Excavations	\$250	\$500	\$1,000
RMC Chapter 13.15 – Sewer Service	\$250	\$500	\$1,000
RMC Chapter 13.20 – Water Service	\$250	\$500	\$1,000
RMC Chapter 13.50 – Meters	\$250	\$500	\$1,000
RMC Chapter 13.55 – Backflow Cross-Connection Regulations	\$250	\$500	\$1,000
RMC Chapter 13.80 – Illicit Discharge	\$500	\$1,000	\$2,000
RMC Title 14 – Buildings and Construction	\$250	\$500	\$1,000
RMC Title 15 – Abatement of Public Nuisances	\$250	\$500	\$1,000
RMC Title 18 – Development Code	\$250	\$500	\$1,000
RMC Chapter 18.755.080, Erosion Control	\$500	\$1,000	\$2,000
RMC Chapter 18.810.235 , Critical Areas	\$500	\$1,000	\$2,000
Violation of a stop work order	\$5,000	\$10,000	\$15,000
Any activity requiring land use or engineering approval without having obtained permits	\$5,000	\$10,000	\$15,000

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: February 22, 2024

AGENDA ITEM NAME: Approval of Resolution No. 643 - Cutting Edge Contracting, Fleetwood & Miller
Intent to Annex

GOVERNING LEGISLATION

RCW 35A.14 - Annexation by Code Cities

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

To adopt the intent to annex and authorize the applicant to proceed to the petition to annex phase: "I move to adopt Resolution No. 643 as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report

RESOLUTION NO. 643

A Resolution Accepting a Notice of Intent to Annex Approximately 3.73 Acres and NW Carty Road Right-Of-Way Located Adjacent to the Border of the City of Ridgefield

WHEREAS, a Notice of Intent to Annex was filed with the City of Ridgefield on February 5, 2024 containing signatures representing owners of 100 percent of the assessed valuation of Assessor's parcels #215387000, #215372000, #215392000, and #215373000 (3.73 acres, "annexation area"); and

WHEREAS, the Notice of Intent to Annex was filed in accordance with §35A.14.120 of the Revised Code of Washington; and

WHEREAS, the annexation area is designated Employment (EM) in the adopted 2016 Ridgefield Urban Area Comprehensive Plan; and

WHEREAS, RMC 18.240.015(A) states that the Employment (E) zoning district shall implement the EM comprehensive plan designation; and

WHEREAS, during their regular meeting on February 22, 2024 the City Council of the City of Ridgefield reviewed said annexation request, and has considered whether to authorize the circulation of a petition for annexation, and, if so, upon what terms; and

WHEREAS, authorizing the circulation of a petition does not bind the City to approve the annexation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, AS FOLLOWS:

Section 1. The City Council hereby authorizes the circulation of a petition for annexation for the Cutting Edge Contracting, Fleetwood & Miller annexation area.

ADOPTED AT THE REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 22nd DAY OF FEBRUARY, 2024.

CITY OF RIDGEFIELD

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss
City Clerk

Attachment A: Annexation Area



COMMUNITY DEVELOPMENT DEPARTMENT

510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3908 | Fax: (360) 887-2507 | www.ridgefieldwa.us

Resolution No. 643: Cutting Edge Contracting, Fleetwood & Miller Intent to Annex

Staff Report

Files No. MASTER-24-0004, PLZ-24-0005

February 22, 2024

I. Basic Facts

Council date: February 22, 2024

Action requested: Cutting Edge Contracting, Fleetwood & Miller Notice of Intent to Annex and Council determination whether to proceed with annexation.

Application date: On February 5, 2024 the City received the Intent to Annex application. On February 14, 2024 staff found the application technically complete.

Property Information:

1. 802 NW Carty Rd / Ridgefield, WA 98642. #57 S27 T4N R1E WM, PIN 215387000, 1.09 acres.
2. No address. #42 S27 T4N R1E WM, PIN 215372000, 1.06 acres.
3. 804 NW Carty Rd / Ridgefield, WA 98642. #62 S27 T4N R1E WM, PIN 215392000, 1 acre.
4. 714 NW Carty Rd / Ridgefield, WA 98642. #43 S27 T4N R1E WM, PIN 215373000, 0.56 acres.

Applicant: Sean Kelly, Cutting Edge General Contracting, Inc. 14407 NE 13th Ave, Suite 112 / Vancouver, WA 98683. Contact: 509-842-4500, sean@cegc.us

Applicant's Representative: Ezra Hammer, Jordan Ramis. 1211 SW Fifth Ave, Suite 2700 / Portland, OR 97204. Contact: 888-598-7070, ezra.hammer@jordanramis.com

Owners:

PIN 215387000 and 215372000: Cutting Edge Contracting.

PIN 215392000: John and Rose Fleetwood, 804 NW Carty Rd / Ridgefield, WA 98642. Contact: 360-887-8005.

PIN 215373000: Darrell Miller, 714 NW Carty Rd / Ridgefield. WA 98642. Contact: 360-887-8409.

County Zoning: Business Park (BP), Urban Holding 10 (UH-10)

Comprehensive Plan Designation: Employment (EM)

Staff Contact: Claire Lust, Community Development Director. 360.857.5024, claire.lust@ridgefieldwa.us

II. Documents Received

- A. Master land use application
- B. Notice of intent to annex application
- C. Declaration of intent to annex
- D. Narrative
- E. Vicinity map

III. Property Information

The Intent to Annex includes four parcels north of NW Carty Road and west of Interstate 5, and the NW Carty Road right-of-way connecting these parcels to the existing city limits to the west. The parcels are in the Ridgefield Urban Growth Area (UGA) Therefore, the parcels are eligible for annexation. The property information is as follows:

Property Owner	Legal	Square Feet	Acres	2023 Assessed Taxable Property Value for 2024 Taxes	Site Address
Cutting Edge Contracting	Lot #57, PIN 215387000	47,480	1.09	\$268,056.00	802 NW Carty Road
Cutting Edge Contracting	Lot #42, PIN 215372000	46,174	1.06	\$135,505.00	None
John and Rose Fleetwood	Lot #62, PIN 215392000	43,560	1	\$402,768.00	804 NW Carty Road
Darrell Miller	Lot #43, PIN 215373000	24,394	0.56	\$73,133.00	714 NW Carty Road
Total		161,608	3.71	\$879,462.00	

Figure 1. Vicinity Map

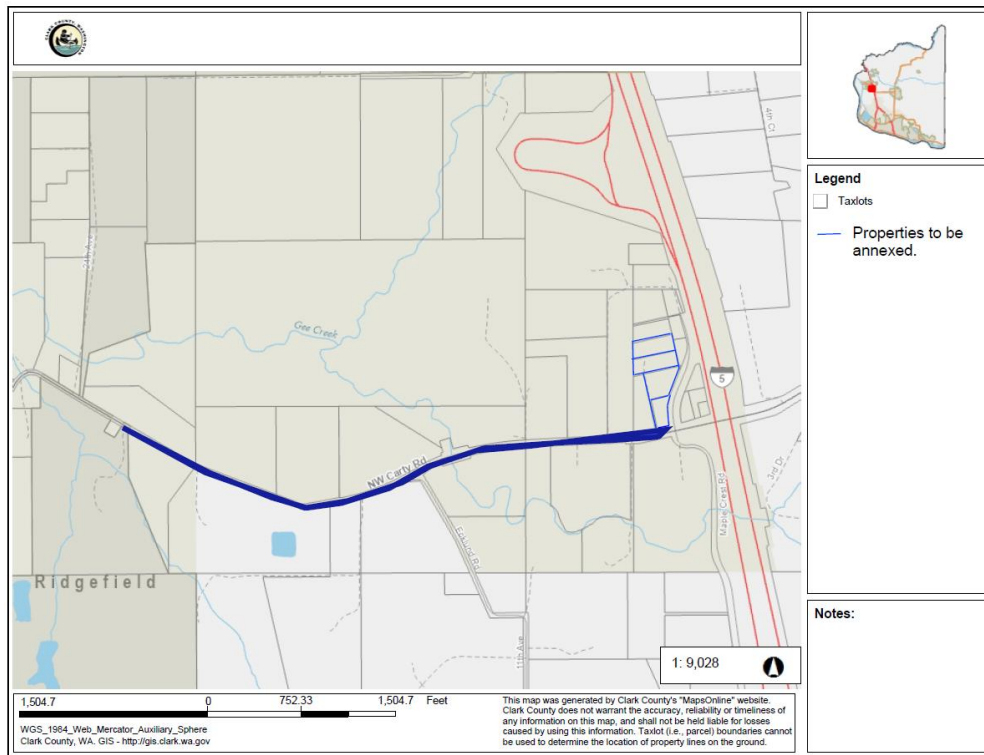


Figure 2. Lots



IV. Zoning and Development

The current Clark County zoning in the proposed annexation area is Business Park (BP), with the Urban Holding – 10 (UH-10) overlay. The comprehensive plan designation on the site is Employment (EM). RMC 18.240.015 states that the Employment (E) zoning designation shall apply to all newly annexed lands with the EM comprehensive plan designation. The purpose of the Employment zone is to provide for a wide range of employment generating uses such as light manufacturing and processing, research and corporate offices, business and professional services, and supporting enterprises (RMC 18.240.010).

Per the applicant's introductory statement: "The owners of four parcels located in the Ridgefield Urban Growth Boundary wish to annex their properties into the City limits. Several of the property owners are considering new development projects that would be built in full accordance with the applicable underlying City zoning. The property owners are enthusiastic about potential annexation into the City limits and believe that said annexation will best suit their needs while providing needed tax revenue to the City."

V. Direct Petition Method

The direct petition method of annexation (RCW 35A.14.120-150) requires that owners of 10% or more of the land value of the proposed annexation area must sign the Notice of Intent to Annex. Road values are not included in this calculation. The signatures on the Notice of Intent to Annex represent 100% ownership, exceeding the 10% threshold of the Notice of Intent to Annex.

VI. Procedure

At this meeting, City Council will determine:

- **Whether the city will accept or reject the Cutting Edge Contracting, Fleetwood & Miller Notice of Intent to Annex (Resolution No. 643);**
 - With an intent to annex, Council also has the option to geographically modify the annexation area. The annexation area Council defines through the intent to annex process may be reduced but not increased through the subsequent petition to annex process.
- Whether the city will require the simultaneous adoption of a proposed zoning regulation, if such a proposal has been prepared and filed (as provided for in RCW 35A.14.330 and RCW 35A.14.340);
- Whether the property, if annexed, will be consistent with the 2016 Ridgefield Urban Area Comprehensive Plan (RUACP);
- Whether the property, if annexed, will be required to assume all or any portion of the city's existing general indebtedness; and
- Whether the property, if annexed, will be supported by the city's Capital Facilities Plan.

Should the Council accept the Notice of Intent to Annex, the Council authorizes the Notice of Petition to Annex to be circulated. The Petition to Annex process is:

- 60% Notice of Petition to Annex: The applicant shall secure the signatures of the property owners holding a minimum of 60% of the total value of the area proposed for annexation;
- Petition to Annex Application: The applicant shall submit a complete Petition to Annex application to the city;
 - Public Services: In the application, the applicant shall demonstrate that there are adequate public services available to serve the annexation area;

- Survey: In the application, the applicant shall include a survey map and legal description of the entire annexation area including adjacent right-of-way not yet in the City limits.
- Certification of Sufficiency: The City shall send the 60% petition to Clark County for review of legal description and to obtain a Certification of Sufficiency;
- SEPA: The city shall prepare and circulate a SEPA DNS for rezoning the properties consistent with the RUACP;
- Council Hearing: City Council shall conduct a public hearing on the Notice of Petition to Annex;
- Council 2nd reading: City Council shall hold a 2nd reading to determine whether the city will accept or reject the Notice of Petition to Annex;
- Ordinances: The city shall adopt an ordinance annexing certain lands, adopt a zoning ordinance for the annexed area, and forward the ordinance(s) to the Clark County Assessor's Office, State Department of Revenue, State Department of Commerce, and State Office of Financial Management; and
- Census: The City Clerk shall report population increases to census reporting agencies.

VII. Motion:

To accept the Intent to Annex: "I move to adopt Resolution No. 643 as presented."

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: February 22, 2024

AGENDA ITEM NAME: Motion - Approval of Paradise Pointe Phase 2 Final Plat

GOVERNING LEGISLATION

RCW 36.70A - Growth Management
RMC 18.620 - Procedure for Subdivision

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

Tax revenue from 21 new single-family residences.

RECOMMENDED ACTION OR MOTION:

To approve the final plat: "I move to approve the Paradise Pointe Phase 2 final plat as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report
2. PLAT SHEET 1
3. PLAT SHEET 2
4. PLAT SHEET 3



COMMUNITY DEVELOPMENT DEPARTMENT

510-B Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3908 | Fax: (360) 887-2507 | www.ridgefieldwa.us

Paradise Pointe Phase 2 Final Plat

Staff Report

File No. MASTER-23-0058, PLZ-23-0097

February 22, 2024

I. Basic Facts

Application date: On November 7, 2023, the City received an application for final plat approval for Paradise Pointe Phase 2 (21 lots).

Applicant: WFG National Title. 101 E. 6th Street #125 / Vancouver, WA 98660. Contact: Sheri Hunzeker, 360.852.1576, shunzeker@wfgtitle.com

Property Owner: HSR. 500 E Broadway, Suite 120 / Vancouver, WA 98660. Contact: Andy Swanson, 503.935.8514, andy@hsr-capital.com; Kevin Miller, 360.798.6458, kevin@hshnw.com

Property Information: 1334 N 35th Ave / Ridgefield, WA 98642. #84 S17 T4N R1E WM, Assessor's #213076000

Zoning: Residential Low Density 4 (RLD-4), Urban Holding 10 Overlay (UH-10)

Comprehensive Plan: Urban Low (UL)

Compliance: The proposed plat complies with the applicable provisions in the Ridgefield Development Code and the Ridgefield Urban Area Comprehensive Plan.

Council date: February 22, 2024

II. Documents Received

- A. Master land use application
- B. Final plat checklist
- C. Narrative
- D. Plat sheets
- E. Lot closure report
- F. Subdivision guarantee
- G. Draft CC&Rs
- H. Revised materials as required by staff

III. Background and Proposal

The project is subject the Brown Development and Pre-Annexation Agreement (October 18, 2016), as amended on August 10, 2023.

The Hearing Examiner approved the preliminary plat for the Paradise Found Planned Unit Development (PUD) via final order on December 31, 2018 (PLZ-18-0095). The approved preliminary plat had 296 single-family residential lots. See Figure (1).

Figure 1. Paradise Found Preliminary PUD



On March 22, 2023 staff approved a post-decision review (PDR, PLZ-22-0058) reconfiguring the layout of the PUD but maintaining a total of 296 lots. A minimum lot area of 7,079 square feet and a maximum lot area of 13,000 square feet were approved through the PDR. See Figure (2).

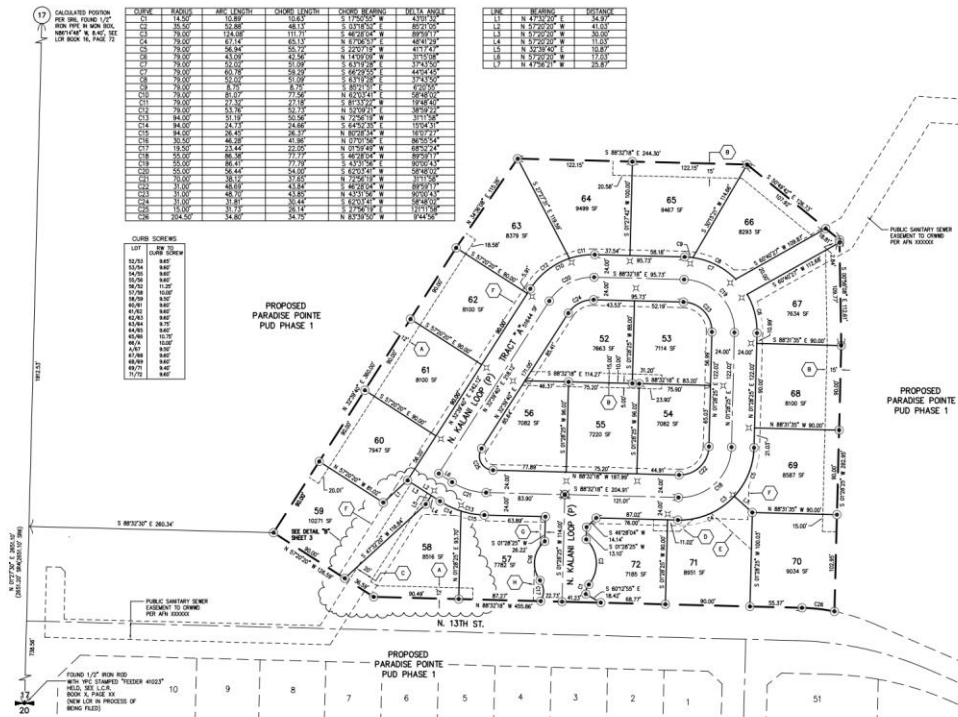
The project has since been renamed to Paradise Pointe. Phase 2 is in the western portion of the site, adjacent to the planned east-west collector through Paradise Pointe to the south, the future Paradise Pointe community park to the east, and critical areas to the north and west.

The Paradise Pointe Phase 2 proposal is to subdivide Assessor's Parcel #213076000 into 21 single-family detached residential lots. See Figure (3). The lots range from 7,082 square feet (Lots 54 and 56) to 10,271 square feet (Lot 59). The average lot area is 8,191 square feet.

Figure 2. Paradise Found PDR



Figure 3. Paradise Pointe Phase 2 Final Plat (full plan set included as an attachment)



Each lot in Phase 2 takes access from N Kalani Loop, a private road which in turn takes access from the east-west collector through Paradise Pointe. The private road is located in Tract A, which also has a public water and storm sewer easement to the City of Ridgefield and a public sanitary sewer easement to Clark Regional Wastewater District. Tract A also extends between Lots 66 and 67 to connect to the future public park and trail complex to the east of Phase 2. As a **condition of approval**, the applicant shall add a plat note stating that Tract A shall be owned and maintained by the HOA prior to obtaining city signatures on the final plat mylar.

The applicant also proposes to lift the Urban Holding 10 (UH-10) zoning overlay from Phase 2 per RDC 18.270.060.

IV. Staff Review

The purpose of this review is to consider whether the applicant has met the conditions of approval from the preliminary approval, the Development Agreement, the Ridgefield Development Code, the Ridgefield Urban Area Comprehensive Plan, and the City Engineering Standards for Public Works Construction. Staff evaluated the final plat materials and resubmittals provided and offer the following combined comments.

Survey Review

Substantive survey review comments have been addressed but minor formatting redlines remain. As a **condition of approval**, the applicant shall address the remaining survey redlines prior to obtaining city signatures on the final plat mylar.

Engineering Review

Paradise Pointe Phase 2 does not have any public improvements, so no performance bond is required. Engineering staff confirmed that all private improvements in Phase 2 are substantially complete, with full completion scheduled by Friday, February 23. As a **condition of approval**, the applicant shall complete all private improvements in Phase 2 prior to obtaining city signatures on the final plat mylar.

All other engineering comments and conditions of approval have been addressed.

Land Use Review

The applicant submitted draft CC&Rs for review by the City Attorney. As a **condition of approval**, the applicant shall revise the CC&Rs as required by the City Attorney prior to obtaining City signatures on the final plat mylar. As a subsequent **condition of approval**, the applicant shall record the CC&Rs and submit a recorded copy to the city.

All other land use comments and conditions of approval have been addressed.

Development Agreement

Sections 6 (A) and 6 (B) of the 2023 DA amendment require that development of the community park and trail network in Paradise Pointe shall be completed consistent with development of, and not later than, final plat approval of the Phase abutting each area of the community park property and trail network. Phase 2 abuts the community park property and trail network. As part of the Phase 1 final plat approval, the applicant was required to bond for the community park and trail system in its entirety in an amount equal to 120 percent of the estimated costs of construction, as per Section 6 (D) of the DA. The park and trail performance bond was submitted prior to recording the Phase 1 final plat.

Section 6 (C) of the 2023 DA amendment requires the eastern half of the east-west collector through Paradise Pointe to be completed no later than final plat approval for Phase 3. This requirement is complete. The same section requires the western half of the east-west collector to be completed no later than final plat approval for the first of Phase 4 or 5. Phases 4 and 5 are in the eastern portion of Paradise Pointe, whereas the western half of the east-west collector provides access to Phases 1 and 2. Access to Phase 2 is dependent on completion on the western half of the east-west collector. Therefore, as a **condition of approval**, the western half of the east-west collector shall be completed prior to obtaining final occupancy for any home in Phase 2.

Urban Holding

RDC 18.270.060.A allows the Urban Holding 10 overlay to be removed from a property concurrent with final plat approval. Urban Holding shall be removed from Paradise Pointe Phase 2 concurrent with this final plat approval.

V. Recommendation

Staff recommends City Council **APPROVE** the Paradise Pointe Phase 2 Final Plat including removal of the UH-10 zoning overlay subject to the following **conditions of approval**:

1. Add a plat note stating that Tract A shall be owned and maintained by the HOA prior to obtaining city signatures on the final plat mylar.
2. Address the remaining survey redlines prior to obtaining city signatures on the final plat mylar.
3. Complete all private improvements in Phase 2 prior to obtaining city signatures on the final plat mylar.
4. Revise the CC&Rs as required by the City Attorney prior to obtaining City signatures on the final plat mylar.
5. Submit a mylar for signature containing the signature and seal of the surveyor of record (Certification of Subdivision Platting, see RDC 18.620.120.L) and the signatures of all parties having an ownership interest in the land for purposes of dedication (Dedication of Subdivision, see RDC 18.620.120.M).
6. Record the final plat with the Clark County Auditor's Office within thirty (30) calendar days of City signatures on the face of the Mylar.
7. Submit the recorded plat and all associated written documents within thirty (30) calendar days of City signatures on the face of the Mylar.
8. Record the CC&Rs and submit a recorded copy to the city.
9. The western half of the east-west collector shall be completed prior to obtaining final occupancy for any home in Phase 2.

PREPARED BY:
KPF SURVEYING, INC.
2208 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 834-0174

NOTES:

1. IMPACT FEES AND SYSTEM DEVELOPMENT CHARGES SHALL BE ASSESSED BASED ON FEE SCHEDULES IN EFFECT AT THE TIME OF BUILDING PERMIT ISSUANCE.
2. CITY OF RIDGEFIELD FINAL PLAT NUMBER "PLZ-23-0097. "
3. PURSUANT TO RCW 27.53.060 IT IS UNLAWFUL TO REMOVE OR ALTER ANY ARCHAEOLOGICAL RESOURCE OR SITE WITHOUT HAVING OBTAINED A WRITTEN PERMIT FROM THE WASHINGTON STATE OFFICE OF ARCHEOLOGY AND HISTORIC RESERVATION. UPON ANY DISCOVERY OF POTENTIAL OR KNOWN ARCHAEOLOGICAL RESOURCES AT THE SUBJECT SITE PRIOR TO OR DURING ON-SITE CONSTRUCTION, THE DEVELOPER, CONTRACTOR, AND/OR ANY OTHER PARTIES INVOLVED IN CONSTRUCTION SHALL IMMEDIATELY CEASE ALL ON-SITE CONSTRUCTION, SHALL ACT TO PROTECT THE POTENTIAL OR KNOWN HISTORICAL AND CULTURAL RESOURCES AREA FROM OUTSIDE INTRUSION, AND SHALL NOTIFY, WITHIN A MAXIMUM PERIOD OF TWENTY FOUR HOURS FROM THE TIME OF DISCOVERY, THE CITY OF RIDGEFIELD COMMUNITY DEVELOPMENT DEPARTMENT OF SAID DISCOVERY.
4. A MINIMUM OF ONE AND MAXIMUM OF FOUR OFF-STREET PARKING SPACES SHALL BE PROVIDED FOR EACH DWELLING UNIT.
5. TRACT "A" IS A PRIVATE ROAD TRACT, ALSO A PUBLIC WATER AND STORM SEWER EASEMENT TO CITY OF RIDGEFIELD, ALSO A PUBLIC SANITARY SEWER EASEMENT TO CLARK REGIONAL WASTE WATER DISTRICT.
6. AT LEAST EIGHTEEN LINEAR FEET OF DRIVEWAY SHALL BE PROVIDED BETWEEN ANY GARAGE OR CARPORT ENTRANCE AND THE BACK SIDE OF THE SIDEWALK, MEASURED ALONG THE CENTERLINE OF THE DRIVEWAY.
7. TABLE OF DEVELOPMENT STANDARDS (18.210.030-1 (PUD))
MINIMUM LOT AREA: 7079 SQ. FT.
MINIMUM LOT WIDTH: 50 FT.
MINIMUM FRONT YARD SETBACK: 15 FT
MINIMUM REAR YARD SETBACK: 10 FT.
MINIMUM SIDE YARD SETBACK: 5 FT
MINIMUM STREET SIDE YARD SETBACK: 15 FT
MAX BUILDING HEIGHT: 30 FT (35 FT WITH PITCHED ROOF)
MAX BUILDING COVERAGE: 45%
MAX IMPERVIOUS SURFACE: 60%
8. ANY OPEN SPACE TRACTS NOT DEDICATED TO THE CITY ARE TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS' ASSOCIATION. ANY PARKS, OPEN SPACE, AND TRAILS OWNED BY THE DEVELOPER OR THE HOA SHALL BE MADE AVAILABLE FOR PUBLIC USE AND BE MAINTAINED BY THE HOMEOWNERS' ASSOCIATION. THE CITY SHALL BE GRANTED THE RIGHT OF THIRD-PARTY ENFORCEMENT TO ENSURE THAT THE PARKS, OPEN SPACE, AND TRAILS ARE MAINTAINED TO THE STANDARDS UNDER WHICH THEY WERE APPROVED AND CREATED.
8. PROJECT DENSITY FOR ALL PHASES OF PARADISE FOUND PUD, PER THE APPROVED POST DECISION REVIEW (PLZ-22-0058), IS 3.96 UNITS/ACRE
9. LOT 59 SHALL BE FIRE SPRINKLED.
10. ANY OPEN SPACE TRACTS NOT DEDICATED TO THE CITY ARE TO BE OWNED AND MAINTAINED BY THE HOMEOWNERS' ASSOCIATION. ANY PARKS, OPEN SPACE, AND TRAILS OWNED BY THE DEVELOPER OR THE HOA SHALL BE MADE AVAILABLE FOR PUBLIC USE AND BE MAINTAINED BY THE HOMEOWNERS' ASSOCIATION. THE CITY SHALL BE GRANTED THE RIGHT OF THIRD-PARTY ENFORCEMENT TO ENSURE THAT THE PARKS, OPEN SPACE, AND TRAILS ARE MAINTAINED TO THE STANDARDS UNDER WHICH THEY WERE APPROVED AND CREATED.

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT WE THE UNDERSIGNED OWNERS OF THE TRACT OF LAND DESCRIBED ABOVE HAVE CAUSED THE SAME TO BE PLATTED ACCORDING TO THE PLAT HERETO ANNEXED, SAME TO BE KNOWN AS THE "PARADISE POINTE PLANNED UNIT DEVELOPMENT, PHASE 2", AND HEREBY DEDICATE ALL STREETS AND OTHER AREAS TO THE PUBLIC, AND INDIVIDUAL OR INDIVIDUALS, RELIGIOUS SOCIETY OR SOCIETIES OR TO ANY CORPORATION, PUBLIC OR PRIVATE AS SHOWN ON THE PLAT OR SHORT PLAT AND A WAIVER OF ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID ROAD.

HSR PARADISE 2 EXCAVATION, LLC

SIGNATURE _____ DATE _____

DECLARANT DECLARATION:

THE UNDERSIGNED OWNER OR OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THIS MAP AND DEDICATE THE SAME FOR A COMMON INTEREST COMMUNITY NAMED "PARADISE POINTE, PLANNED UNIT DEVELOPMENT, PHASE 2", A PLAT COMMUNITY, AS THAT TERM IS DEFINED IN THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT, SOLELY TO MEET THE REQUIREMENTS OF THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT AND NOT FOR ANY PUBLIC PURPOSE. THIS MAP AND ANY PORTION THEREOF IS RESTRICTED BY LAW AND THE DECLARATION FOR "PARADISE FOUND, PLANNED UNIT DEVELOPMENT, PHASE 2", RECORDED UNDER CLARK COUNTY RECORDING NO. _____

BY: PRINTED _____ SIGNED _____ TITLE _____ DATE _____

ACKNOWLEDGEMENT

STATE OF _____
COUNTY OF _____

I CERTIFY THAT I KNOW THAT _____ IS THE PERSON WHO APPEARED BEFORE ME AND SAID PERSON ACKNOWLEDGED THAT HE/SHE SIGNED THIS INSTRUMENT AND ACKNOWLEDGED IT TO BE HIS/HER FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

WITNESS MY HAND AND SEAL HERETO AFFIXED ON THIS _____ DAY OF _____, 20____.

SIGNED: _____

NOTARY NAME: _____

NOTARY PUBLIC IN AND FOR THE STATE OF _____

RESIDING IN _____

COMMISSION EXPIRES: _____

KPF SURVEYING, INC. MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPEL, ETC.

A FIELD TRAVERSE WAS PERFORMED USING A ONE SECOND TOTAL STATION. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED IN APRIL 2021.

PERIMETER DESCRIPTION:

A TRACT OF LAND IN LOCATED IN A PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 17, TOWNSHIP 4 NORTH, RANGE 1 EAST, WILLAMETTE MERIDIAN, CLARK COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 17;

THENCE NORTH 01°27'30" EAST, ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER, FOR A DISTANCE OF 738.56 FEET;

THENCE SOUTH 88°32'30" EAST, FOR A DISTANCE OF 260.34 FEET, TO THE TRUE POINT OF BEGINNING;

THENCE NORTH 32°39'40" EAST, FOR A DISTANCE OF 360.00 FEET;

THENCE NORTH 34°36'08" EAST, FOR A DISTANCE OF 115.26 FEET;

THENCE SOUTH 88°32'18" EAST, FOR A DISTANCE OF 244.30 FEET;

THENCE SOUTH 50°49'42" EAST, FOR A DISTANCE OF 126.73 FEET;

THENCE SOUTH 00°58'08" EAST, FOR A DISTANCE OF 112.61 FEET;

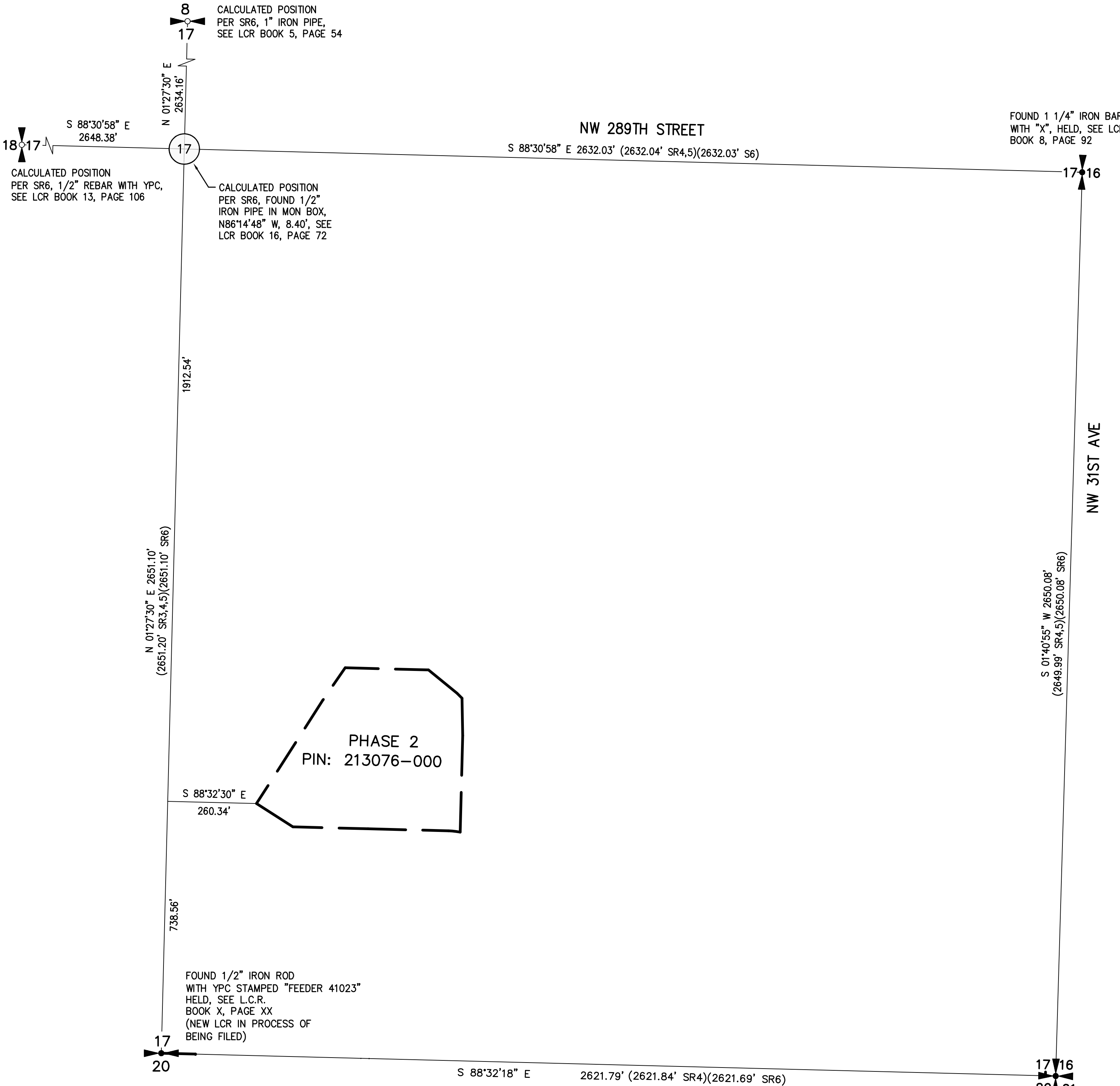
THENCE SOUTH 01°28'25" WEST, FOR A DISTANCE OF 282.95 FEET;

THENCE ALONG THE ARC OF A 204.50 FOOT RADIUS NON-TANGENT CURVE TO THE LEFT, FOR AN ARC DISTANCE OF 34.80 FEET, THE RADIUS OF WHICH BEARS SOUTH 11°12'38" WEST, THROUGH A CENTRAL ANGLE OF 09°44'56", THE LONG CHORD OF WHICH BEARS NORTH 83°39'50" WEST, FOR A CHORD DISTANCE OF 34.75 FEET;

THENCE NORTH 88°32'18" WEST, FOR A DISTANCE OF 455.86 FEET;

THENCE NORTH 57°20'20" WEST, FOR A DISTANCE OF 126.59 FEET, TO THE TRUE POINT OF BEGINNING.

CONTAINING 5.13 ACRES, MORE OR LESS.



FOUND 1/2" IRON ROD
WITH YPC STAMPED "FEEDER 41023"
HELD, SEE L.C.R.
BOOK X, PAGE XX
(NEW LCR IN PROCESS OF
BEING FILED)

FOUND NAIL IN CONCRETE
IN MONUMENT CASE,
SEE LCR BOOK 6, PAGE 67

NOTE:

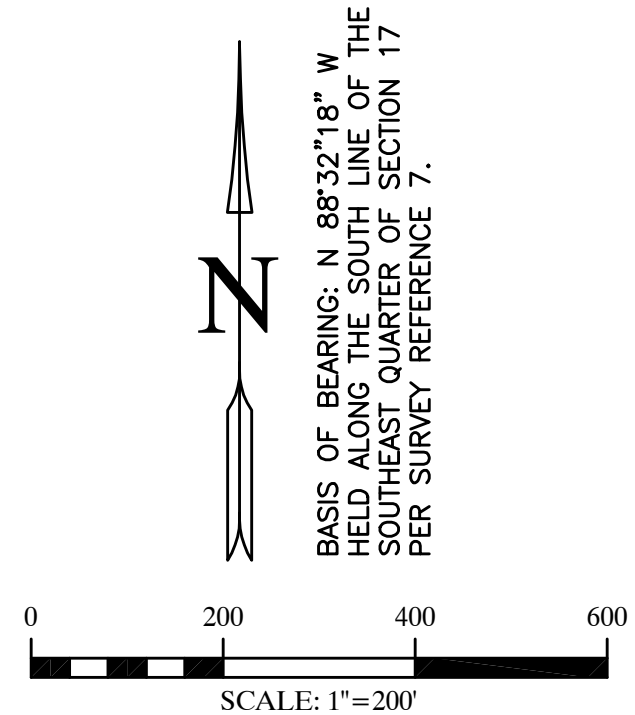
THE CITY OF RIDGEFIELD HAS NO RESPONSIBILITY TO IMPROVE OR MAINTAIN THE PRIVATE ROADS AND IT SHALL BE THE SOLE RESPONSIBILITY OF THE PROPERTY OWNERS TO IMPROVE OR MAINTAIN THE PRIVATE ROADS PROVIDING ACCESS TO THE PROPERTY CONTAINED WITHIN AND DESCRIBED IN THIS PLAT.

UTILITY AND SIDEWALK EASEMENT:

AN EASEMENT IS HEREBY RESERVED UNDER AND UPON ALL TRACTS AND THE EXTERIOR SIX (6) FEET ON ALL BOUNDARY LINES OF THE LOTS ADJACENT TO PUBLIC/PRIVATE ROADS AND TRACTS FOR THE INSTALLATION, CONSTRUCTION, RENEWING, OPERATING AND MAINTAINING ELECTRIC, TELEPHONE, TV, CABLE, WATER AND SANITARY SEWER SERVICES. ALL LOTS CONTAINING PADMOUNT TRANSFORMERS ARE SUBJECT TO THE MINIMUM CLEARANCES AS DEFINED BY CLARK PUBLIC UTILITIES CONSTRUCTION STANDARDS. ALSO, A SIDEWALK EASEMENT, AS NECESSARY TO COMPLY WITH ADA SLOPE REQUIREMENTS, SHALL BE RESERVED UPON THE EXTERIOR SIX (6) FEET ALONG THE FRONT BOUNDARY LINES OF ALL LOTS AND TRACTS ADJACENT TO PUBLIC STREETS.

SIDEWALK NOTE:

PRIOR TO ISSUANCE OF OCCUPANCY PERMITS, SIDEWALKS AND PLANTER STRIPS SHALL BE CONSTRUCTED ALONG ALL LOTS IN ACCORDANCE WITH THE APPROVED ENGINEERING PLANS.



PARADISE POINTE
PLANNED UNIT DEVELOPMENT
PHASE 2

(PRELIMINARILY APPROVED AS "PARADISE FOUND PUD")

IN A PORTION OF THE
SW 1/4 OF THE SE 1/4
OF SECTION 17,
T. 4 N., R. 1 E., W.M.,
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
SHEET 1 OF 3

CITY OF RIDGEFIELD FINAL PLAT NUMBER PLZ-23-0097

CITY COMMUNITY DEVELOPMENT DIRECTOR:

CITY COMMUNITY DEVELOPMENT DIRECTOR _____ DATE _____

CITY PUBLIC WORKS DIRECTOR:

CITY PUBLIC WORKS DIRECTOR _____ DATE _____

CITY ENGINEER:

CITY OF RIDGEFIELD ENGINEER _____ DATE _____

CITY MAYOR:

APPROVED AND ACCEPTED BY THE CITY OF RIDGEFIELD, COUNTY OF CLARK, STATE OF WASHINGTON, THIS ____ DAY OF _____, 2024.

MAYOR, CITY OF RIDGEFIELD

ATTESTED BY: _____
CITY CLERK

CLARK REGIONAL WASTEWATER DISTRICT

DEVELOPMENT PROGRAM MANAGER _____ DATE _____

ASSESSOR:

THIS PLAT MEETS THE REQUIREMENTS OF R.C.W. 58.17.170, LAWS OF WASHINGTON, TO BE KNOWN AS _____ PARADISE POINTE PUD PHASE 2
SUBDIVISION NO. _____
IN THE COUNTY OF CLARK, STATE OF WASHINGTON.

COUNTY ASSESSOR _____ DATE _____

AUDITORS CERTIFICATE:

FILED FOR RECORD, THIS _____ DAY OF _____, 2024, AT _____, ____M
IN BOOK _____ OF PLATS, AT PAGE _____

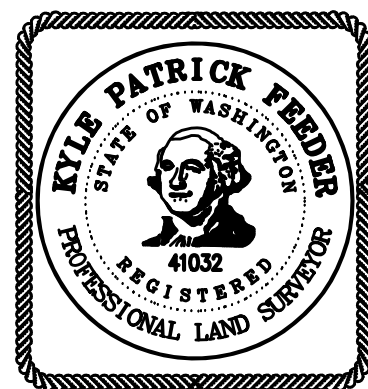
CLARK COUNTY AUDITOR

AUDITORS FILE NUMBER

SURVEYOR'S CERTIFICATE:

I, KYLE P. FEEDER, REGISTERED AS A LAND SURVEYOR BY THE STATE OF WASHINGTON, DO HEREBY CERTIFY THAT THE PLAT OF PARADISE POINTE PUD PHASE 2 IS BASED ON THE ACTUAL SURVEY AND SUBDIVISION OF OF THE LAND DESCRIBED HEREIN, THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN THEREON CORRECTLY; AND THAT MONUMENTS AND LOT CORNERS HAVE BEEN SET ON THE GROUND AS DEPICTED ON THE PLAT.

KYLE P. FEEDER, PROFESSIONAL LAND SURVEYOR, DATE _____
PLS NO. 41032



PRELIMINARY

DATE:	1-31-24
SCALE:	1"=200'
JOB NO.:	18-038
CALC BY:	KPF
DRAWN BY:	GLF
CHECKED BY:	KPF
SHEET	1 OF 3

KPF

SURVEYING, INC.
2208 E. EVERGREEN BLVD. VANCOUVER, WA 98661
360-834-0174 FAX: 360-838-0155

PARADISE POINTE PLANNED UNIT DEVELOPMENT

PHASE 2

(PRELIMINARILY APPROVED AS "PARADISE FOUND PUD")

IN A PORTION OF THE
SW 1/4 OF THE SE 1/4
OF SECTION 17,
T. 4 N., R. 1 E., W.M.,
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
SHEET 2 OF 3

CITY OF RIDGEFIELD FINAL PLAT NUMBER PLZ-23-0097

17
CALCULATED POSITION
PER SR6, FOUND 1/2"
IRON PIPE IN MON BOX,
N86°14'48" W, 8.40', SEE
LCR BOOK 16, PAGE 72

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	14.50'	10.89'	10.63'	S 17°50'55" W	43°01'32"
C2	35.50'	52.88'	48.13'	S 03°18'52" E	85°21'05"
C3	79.00'	124.08'	111.71'	S 46°28'04" W	89°59'17"
C4	79.00'	67.14'	65.13'	N 67°06'57" E	48°41'29"
C5	79.00'	56.94'	55.72'	S 22°07'19" W	41°17'47"
C6	79.00'	43.09'	42.56'	N 14°09'09" W	31°15'08"
C7	79.00'	52.02'	51.09'	S 63°19'28" E	37°43'50"
C7	79.00'	60.78'	59.29'	S 66°29'55" E	44°04'48"
C8	79.00'	52.02'	51.09'	S 63°19'28" E	37°43'50"
C9	79.00'	8.75'	8.75'	S 85°21'51" E	6°20'55"
C10	79.00'	81.07'	77.56'	N 62°03'41" E	58°48'02"
C11	79.00'	27.32'	27.18'	S 81°33'22" W	19°48'40"
C12	79.00'	53.76'	52.73'	N 52°09'21" E	38°59'22"
C13	94.00'	51.19'	50.56'	N 72°56'19" W	31°11'58"
C14	94.00'	24.73'	24.66'	S 64°52'35" E	15°04'31"
C15	94.00'	26.45'	26.37'	N 80°28'54" W	16°07'27"
C16	30.50'	46.28'	41.96'	N 07°01'56" E	86°55'54"
C17	19.50'	23.44'	22.05'	N 01°59'49" W	68°52'24"
C18	55.00'	86.38'	77.77'	S 46°28'04" W	89°59'17"
C19	55.00'	86.41'	77.79'	S 43°31'56" E	90°00'43"
C20	55.00'	56.44'	54.00'	S 62°03'41" W	58°48'02"
C21	70.00'	38.12'	37.65'	N 72°56'19" W	31°11'58"
C22	31.00'	48.69'	43.84'	S 46°28'04" W	89°59'17"
C23	31.00'	48.70'	43.85'	N 43°31'56" W	90°00'43"
C24	31.00'	31.81'	30.44'	S 62°03'41" W	58°48'02"
C25	15.00'	31.73'	26.14'	S 27°56'19" E	121°11'58"
C26	204.50'	34.80'	34.75'	N 83°39'50" W	9°44'56"

LINE	BEARING	DISTANCE
L1	N 47°52'20" E	34.97'
L2	N 57°20'20" W	41.03'
L3	N 57°20'20" W	30.00'
L4	N 57°20'20" W	11.03'
L5	N 32°39'40" E	10.87'
L6	N 57°20'20" W	17.03'
L7	N 47°56'21" W	25.87'

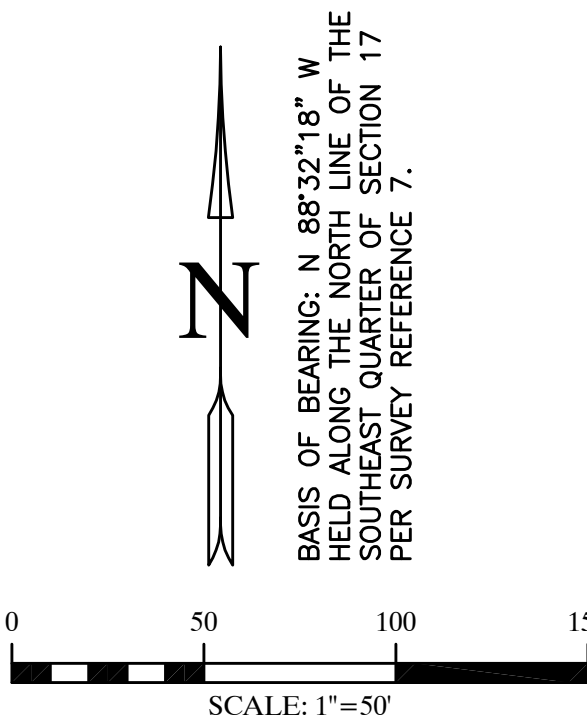
LOT	RW TO CURB SCREW
52/53	9.65'
53/54	9.60'
54/55	9.60'
55/56	9.60'
56/57	11.25'
57/58	10.00'
58/59	9.60'
60/61	9.60'
61/62	9.60'
62/63	9.60'
63/64	9.75'
64/65	9.60'
65/66	10.75'
66/67	10.00'
67/68	9.50'
68/69	9.60'
69/70	9.40'
70/71	9.60'
71/72	9.60'

PROPOSED
PARADISE POINTE
PUD PHASE 1

PROPOSED
PARADISE POINTE
PUD PHASE 1

LEGEND

- INDICATES FOUND MONUMENT AS NOTED
- ⊙ INDICATES 1/2" x 24" REBAR WITH (FEEDER 41032) CAP SET
- ⊗ INDICATES 1/2" x 24" REBAR WITH (FEEDER 41032) CAP SET IN MONUMENT BOX
- INDICATES CALCULATED POSITION
- ⊕ INDICATES ROCK NAIL WITH BRASS WASHER INSCRIBED "FEEDER 41032" SET AT THE EXTENSION OF ALL LOT LINES IN THE CURB, FOR THE PURPOSE OF LINE AND DISTANCE
- (SR#) INDICATES SURVEY REFERENCE
- (P) INDICATES PRIVATE
- LCR INDICATES LAND CORNER RECORD
- YPC INDICATES YELLOW PLASTIC CAP
- CRWWD INDICATES CLARK REGIONAL WASTEWATER DISTRICT
- INDICATES RIGHT-OF-WAY
- - - INDICATES CENTERLINE
- INDICATES SUBJECT PROPERTY
- INDICATES LOT LINE
- - - INDICATES STORM SEWER EASEMENT
- - - INDICATES SANITARY SEWER EASEMENT



DATE: 1-31-24
SCALE: 1"=50'
JOB NO.: 18-038
CALC BY: KPF
DRAWN BY: GLF
CHECKED BY: KPF
SHEET 2 OF 3

KPF

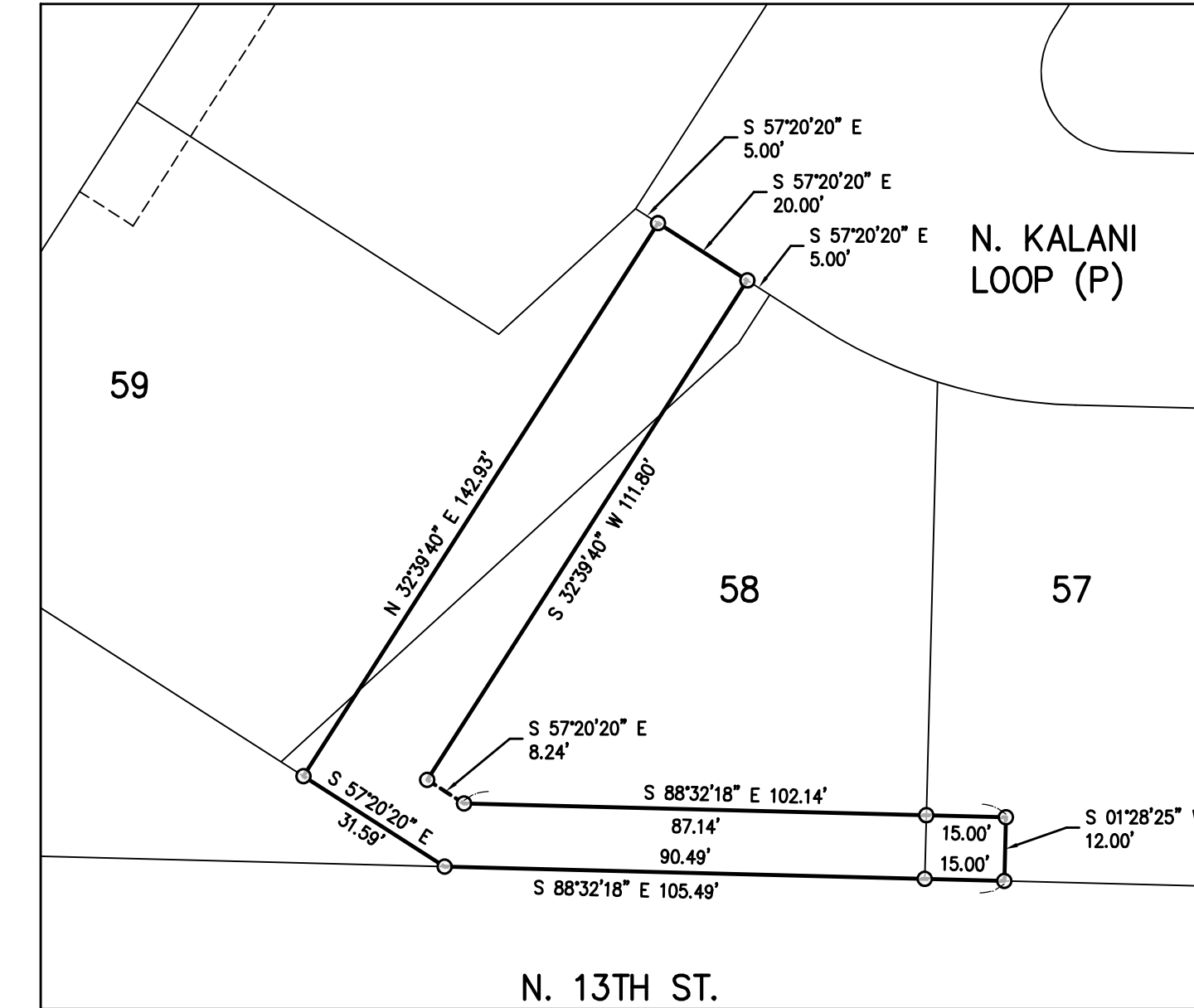
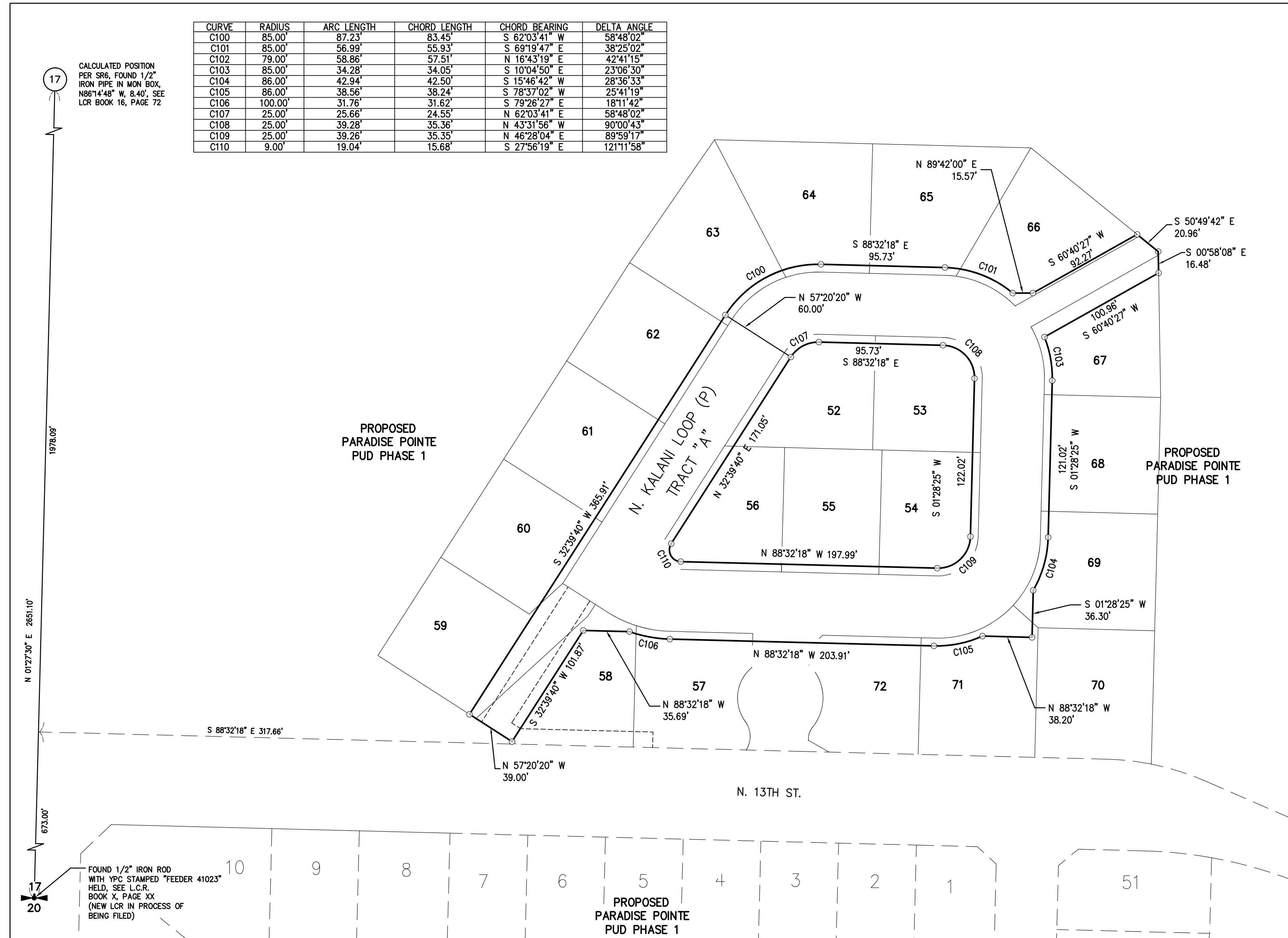
SURVEYING, INC.
2208 E. EVERGREEN BLVD. VANCOUVER, WA 98661
360-834-0174 FAX: 360-838-0155

PREPARED BY:
KPF SURVEYING, INC.
2208 E. EVERGREEN BLVD.
VANCOUVER, WA 98661
(360) 834-0174

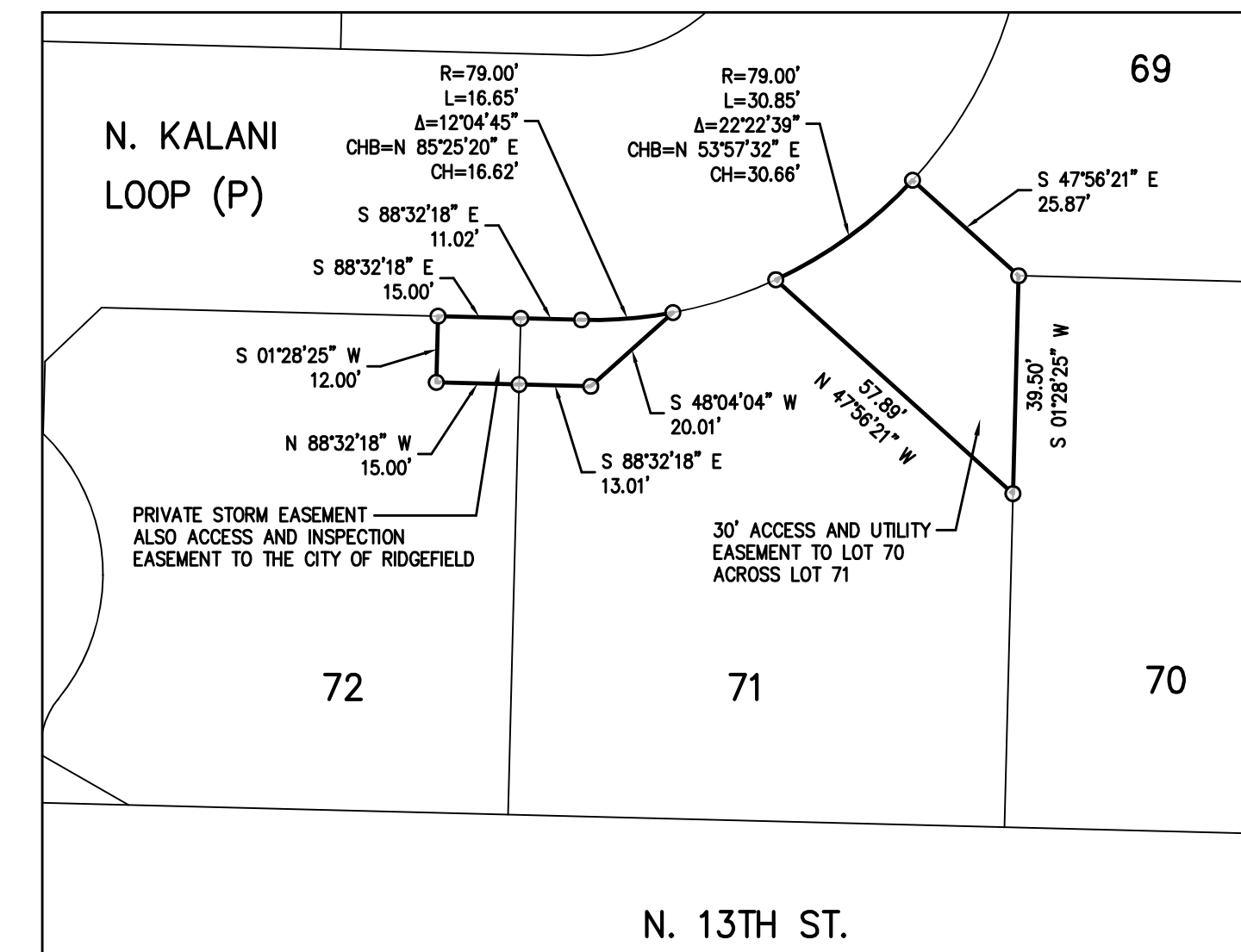
PARADISE POINTE
PLANNED UNIT DEVELOPMENT
PHASE 2

(PRELIMINARILY APPROVED AS "PARADISE FOUND PUD")

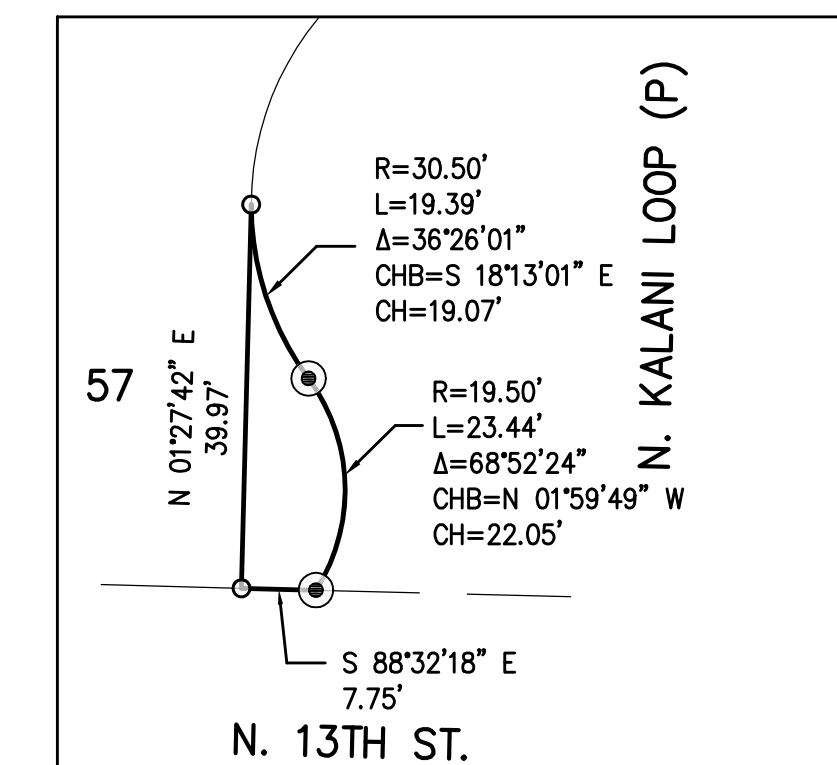
IN A PORTION OF THE
SW 1/4 OF THE SE 1/4
OF SECTION 17,
T. 4 N., R. 1 E., W.M.,
CITY OF RIDGEFIELD
CLARK COUNTY, WASHINGTON
SHEET 3 OF 3
CITY OF RIDGEFIELD FINAL PLAT NUMBER PLZ--0097



DETAIL "B"
PRIVATE STORM SEWER EASEMENT
SCALE: 1"=30'



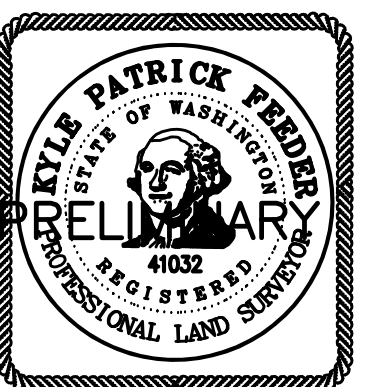
DETAIL "C"
SCALE: 1"=30'



DETAIL "D"
SCALE: 1"=20'

LEGEND

- | | |
|-------|---|
| ○ | INDICATES CALCULATED POSITION |
| CRWWD | INDICATES CLARK REGIONAL
WASTEWATER DISTRICT |
| (P) | INDICATES PRIVATE |
| ————— | INDICATES EASEMENT LINE |



KPF

SURVEYING, INC.
2208 E. EVERGREEN BLVD. VANCOUVER, WA 98661
360-834-0174 FAX: 360-838-0155

DATE:	1-31-24
SCALE:	AS NOTED
JOB NO.:	18-038
CALC BY:	KPF
DRAWN BY:	GLF
CHECKED BY:	KPF
SHEET 3 OF 3	