



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, March 6, 2024
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

- 1. Flag Salute**
- 2. Roll Call**
- 3. Late changes to the agenda**

II. PUBLIC COMMENT

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

III. CONSENT AGENDA

- 1. Approval of Minutes from the 02/07/2024 Meeting**

IV. PUBLIC HEARING

- 1. Public Hearing: Food Cart Pod Code - Claire Lust, Community Development Director**

V. PUBLIC COMMENT

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

VI. STAFF REPORTS

VII. FROM THE COMMISSION

VIII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: March 6, 2024

AGENDA ITEM NAME: Approval of Minutes from the 02/07/2024 Meeting

SUMMARY/BACKGROUND:

STAFF CONTACT:

ATTACHMENTS:

1. 03.06.2024 Minutes



**CITY OF RIDGEFIELD, WASHINGTON
PLANNING COMMISSION MEETING MINUTES
FEBRUARY 7, 2024**

Regular Meeting - 6:30 PM

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

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

Present:

Commission Member Amanda Swenson
Chair Katie Favela
Commission Member Richard Amerman
Commission Member John Rose
Commission Member Joel Thompson

Chair Favela moved to excuse Commissioner Tyler and Commissioner Flynn. Seconded by Commissioner Swenson. Ayes all. Motion passed unanimously.

3. Late changes to the agenda

No late changes to the agenda.

II. PUBLIC COMMENT

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

Chaire Favela advised that the Planning Commission received an email from a local student regarding traffic and that the email was forwarded to the Public Works Department.

III. CONSENT AGENDA

1. Approval of Minutes from the 01/03/2024 Meeting

RESULT:	(UNANIMOUS)
MOVER:	Commission Member John Rose
SECONDER:	Commission Member Richard Amerman

AYES: Commission Member Swenson, Chair Favela, Commission Member Amerman, Commission Member Rose, Commission Member Thompson
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Commissioner Rose moved to approve the minutes from the January meeting as presented. Seconded by Commissioner Amerman. Ayes all. Motion passed unanimously.

IV. PRESENTATIONS

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

Claire Lust, Community Development Director, presented the Community Engagement Plan. City Council had their first work session on community engagement where they focused on the community conversation tool kit.

Commissioner Rose suggested including the Clark County Builder's Association, Clark County Association of Realtors and the Chamber of Commerce in conversations.

Commissioner Thompson stated that he could reach out to his church group, Ridgefield High School and his HOA.

Commissioner Amerman suggested reaching out to the food cart vendors, local veteran's groups and Toastmasters.

Chair Favela suggested including public safety partners, youth sports organizations and mental health services.

Commissioner Swenson suggested including parents and students of the Ridgefield School District.

2. Comprehensive Plan Housing and Employment Projections - Claire Lust, Community Development Director

Claire Lust, Community Development Director, gave a presentation on housing and employment projections.

Discussion occurred regarding how the employment deficit compares to other jurisdictions.

Discussion occurred regarding zoning and meeting state requirements.

Discussion occurred regarding what the formula is for determining the projections.

Discussion occurred regarding future jobs and keeping young people living and working in Ridgefield.

Discussion occurred regarding the vacant buildable lands model.

Discussion occurred regarding a proposed expansion of the Urban Growth Area.

V. PUBLIC COMMENT

Anyone requesting to speak to the Commission regarding all items not subject to a specific Public

Hearing may come forward at this time. Please state your name and limit comments to three minutes. Written comments may be submitted to the Clerk prior to the meeting.

No public comments provided.

VI. STAFF REPORTS

Claire Lust, Community Development Director, thanked the Planning Commission for the questions and discussion regarding the Comprehensive Plan presentations. She also thanked Chair Favela for presenting the 2024 Planning Commission work plan at the last City Council Meeting. The Enforcement Code updates will be taken back to City Council on January 22nd.

VII. FROM THE COMMISSION

Commissioner Amerman questioned whether the commercial kitchen at the RACC could be used by the food carts for their food preparation. He also questioned the status of the YMCA.

Commissioner Thompson is impressed with all the efforts that have gone into the Comprehensive Plan process, etc.

Commissioner Rose attended Hill Day in Olympia.

Commissioner Swenson is looking forward to working on the Comprehensive Plan. She is looking forward to attending the State of the City.

Chair Favela appreciates the intentionality that Ridgefield puts into meetings, engagement with residents, etc. She is excited about the community engagement plan.

VIII. ADJOURN

Trina Siebert, Planning Commission Clerk

Patrick Flynn, Chair

**CITY OF RIDGEFIELD
REQUEST FOR COMMISSION ACTION**

MEETING DATE: March 6, 2024

AGENDA ITEM NAME: Public Hearing: Food Cart Pod Code

SUMMARY/BACKGROUND:

Under the currently adopted development code, food cart pods in Ridgefield may obtain a temporary use permit for up to three years (two years plus a one-year extension). Subsequently, they would need site plan approval. The existing site planning standards are written for traditional permanent developments. Permanent food cart pods are a development type that does not fit neatly into this framework. Therefore, in 2023 City Council directed staff to research and develop code standards for food cart pods.

The attached draft code proposes updates to the Ridgefield Development Code (RDC) defining and regulating food cart pods. Staff developed the proposed code provisions based on stakeholder feedback and best practice research. This included:

- Planning Commission study session on August 2, 2023.
- City Council study session on August 10, 2023.
- City Council further discussion on January 25, 2024.
- Meeting between planning staff and the owner of Carts by the Park, the food cart pod permitted under a temporary use permit in downtown Ridgefield (219 Pioneer Street).
- Meeting between planning staff and the owner of the Neighborhood Refuge, who plans to add a food cart pod to the developing Neighborhood Refuge site in downtown Ridgefield (113 S Main Avenue).
- Review of food cart pod codes in Washington and Oregon focused on jurisdictions where pods have recently been developed, including Battle Ground, WA and Happy Valley, OR.
- Battle Ground site visit with planning staff from both cities.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Proposed Food Cart Code

Chapter 18.100.020 – “F” definitions

Food ~~truck~~ cart. Mobile food services provided in a motorized vehicle, trailer or pushcart on public streets, or on public or private property with permission of the property owners. The services must be provided on wheels, otherwise, will be subject to code requirements for a structure. No food cart shall take up any required parking spaces and must comply with street parking requirements. Food carts are prohibited in all residential zones except for when permitted through the city's special events permitting process.

Food cart: Permanent. Any food cart that does not leave the site on which it is located outside of operating hours.

Food cart pod. A site with one or more permanent food carts.

Chapter 18.205.020 - Use Table

RETAIL/SERVICE											
SPECIFIC LAND USE	RLD	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
General Retail Trade/Services			P	P	P	P	P-L	P	P-L		
Marijuana Retail											
Eating and Drinking Establishment		C-L	P	P	P	P	P-L	P	P-L		
<u>Food Cart Pod</u>			<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P-L</u>		
Artisan and Specialty Goods Production			L	L	L	L	L	L			
Motor Vehicle Related Use				P	P		P-L	P-L	C		
Electric Vehicle Infrastructure	P-L	P-L	P	P	P	P-L	P-L	P-L	P	P-L	P
Gasoline Service Station				P	P	P	P		L		
Animal Kennel and Shelter				C-L	C-L				C-L		
Veterinary Clinic and Hospital			L	L	L	L	L	L	L		

Daycare Facility	P-L/C-L	P-L/C-L	P	P	P	P	P	P-L	P		
Funeral Home/Crematorium/Columbarium/Cemetery	C-L	C-L		P	P					P-L	P-L
Boat and RV Storage Facilities									C-L		

Chapter 18.205.030 - Limitations

Q. Food Cart Pod.

1. In the Employment zone, food cart pods are permitted only on sites with a primary use permitted outright or conditionally in the zone and are subject to Type I minor site plan review.

NEW Chapter 18.510 – Food cart pods

18.510.010 – Purpose

The purpose of this chapter is to allow for food carts to be placed long-term within specified zoning districts. Food cart pods, which are defined in Chapter 18.100.200, can provide opportunities to enliven underused lots, allow entrepreneurship at a small scale, and provide unique eating establishments and gathering places for the community.

18.510.015 – Applicability

- A. The provisions of this chapter apply to food cart pods, defined as sites with one or more permanent food carts.
- B. Food cart pod sites may also include new or existing buildings as defined in Chapter 18.100.012 and such integrated sites are also subject to the provisions of this chapter.

18.510.020 – Exemptions

The following are exempt from the provisions of this chapter:

- A. Food carts that leave the site on which they are located outside of operating hours.
- B. Food carts operated as part of a farmers' market, festival, or other special event.

This section does not exempt the food carts described herein from obtaining a City of Ridgefield mobile vendor license.

18.510.025 – Procedure

- A. Food cart pods previously approved under a Type II temporary use permit and operational when this chapter goes into effect are subject to Type I minor site plan review.
- B. New food cart pods are subject to Type II basic site plan review.
- C. Food cart pods with Type II basic site plan approval may increase the number of designated cart spaces within the approved development site using a Type I minor site plan review process.
- D. The review authority shall make findings of fact based on evidence provided by the applicant demonstrating that the applicable criteria of this chapter have been satisfied.

18.510.030 – Uses

Food cart pods shall comply with the provisions of Chapter 18.205 - Uses.

18.510.040 – Lot requirements

Food cart pods shall comply with the lot area and lot width requirements of the zone in which they are located.

18.510.045 – Dimensional standards

- A. New buildings are subject to the height and setback requirements of the zone in which they are located with the following modifications:
 - 2. Maximum front and street side setbacks do not apply.
- B. Individual food carts are not subject to setbacks but may not be placed in required landscape buffers.
- C. Individual food carts shall maintain a minimum five-foot separation from any other food cart or structure.
- D. Food cart pods are subject to the maximum impervious surface requirements of the zone in which they are located.

18.510.050 – Site planning

- A. Site and building design.
 - 1. The building design standards of the zone in which the food cart pod is located apply to:
 - a. New buildings.
 - b. The addition to or remodel of an existing building that increases the square footage of the building by at least twenty percent.
 - c. The addition to or remodel of an existing building where the construction valuation is at least fifty percent of the existing site and building valuation.

2. In the Central Mixed Use (CMU) district, food cart pods incorporating and preserving the character of an existing historic building are exempt from the requirements of 1(b) and 1(c) subject to approval by the Community Development Director.
3. Covered seating areas are encouraged. Where provided:
 - a. Covers shall be permanently installed and meet applicable building code requirements. Pop up shelters are not permitted.
 - b. Covers shall incorporate exposed wood beams.
4. Site furnishings such as tables, chairs, and benches shall be durable, designed for heavy public use, and well-maintained.
5. Individual waste receptacles for public use shall be located in areas of the site accessible to customers and shall be well-maintained.
6. Attachments to individual food carts such as awnings or canopies shall be supported entirely by the food cart.
7. Electrical cords or hoses connected to a food cart shall be routed in such a manner that they do not cross walkways and do not create a tripping hazard.

B. Surfacing.

1. All food carts shall be placed on a hard surface area, such as concrete, asphalt or compacted gravel.
2. The site shall be ADA compliant. Per ADA standards, hardened materials such as concrete, asphalt, compacted gravel, tile, and wood are sufficiently firm and stable for accessibility and may be used for walkways.
3. New impervious surface area is subject to applicable stormwater requirements.

C. Service areas.

1. Service areas, outdoor storage, mechanical units, and utility equipment shall be located and screened to minimize negative visual impacts from the public right-of-way, within the site, and from adjacent users.
2. Garbage and recycling collection areas, not including individual trash receptacles for public use, shall be enclosed, covered, and located to minimize negative visual impacts from the public right-of-way, within the site, and from adjacent users.
 - i. Enclosures shall be complementary in design to any buildings on the site and provide 80 percent year-round opacity.
 - ii. Enclosures shall comply with applicable stormwater management requirements to prevent nonstormwater discharge from entering the stormwater drainage system.

D. Sanitation facilities.

1. Sanitation facilities are subject to Clark County Public Health (CCPH) review including but not limited to the CCPH annual restroom agreement for alternative food establishments.
2. Where feasible, permanent restrooms and handwashing facilities shall serve food cart pods. Restrooms may be located in a new or existing building on the site or within 500 feet off-site subject to an agreement between property owners.
3. If the applicant demonstrates that permanent restrooms are not feasible, portable restrooms and hand-washing facilities are permitted but shall not drain to the surface. Such facilities shall be located to minimize negative impacts to the public right-of-way, within the site, and to adjacent users.

E. Signs.

Signs are permitted according to the provisions of Chapter 18.710.

F. Lighting.

Lighting shall comply with the requirements of the zone in which the food cart pod is located.

G. Off-street parking and loading.

Off-street parking and loading shall comply with the requirements of the zone in the which the food cart pod is located.

H. Landscaping.

1. CMU zone.

- a. A five-foot landscape buffer with screening at the L3 standard or equivalent is required adjacent to residential uses.
- b. In lieu of traditional in-ground landscaping, the applicant may provide alternative landscape screening methods such as planter boxes provided the applicant demonstrates how the alternative methods provide effective screening and enhance the design of the food cart pod.

2. Other zones.

- a. Landscaping shall comply with the requirements of the zone in which the food cart pod is located.
3. The developer shall install interior landscaping outside of required landscape buffers at a rate of one planter per food cart or equivalent.
4. Landscaping shall be maintained per Chapter 18.725.090.

I. Fences.

Fences shall comply with the requirements of the zone in which the food cart pod is located.