RIDGEFIELD ROUNDABOUT COMMITTEE
MEETING AGENDA

Monday, May 13, 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. CONSENT AGENDA

1. **Approval of Minutes from the April 8, 2024 Meeting**

III. PUBLIC COMMENT

Anyone requesting to speak to the Committee 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.

IV. BUSINESS

1. **Election of Vice-Chair - Chuck Green, Public Works Director**
2. **Review of Draft Ridgefield Roundabout Committee Bylaws - Chuck Green, Public Works Director**
3. **35th Avenue at Pioneer Street Roundabout Design Parameters and Considerations Discussion - Steve Stuart, City Manager**

V. STAFF REPORTS

VI. FROM THE COMMITTEE

VII. ADJOURN

CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION

MEETING DATE: May 13, 2024

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

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SUMMARY/BACKGROUND:

STAFF CONTACT: Kim Zurcher, Clerk

ATTACHMENTS:

1. Roundabout Committee Minutes 4.8.24

CITY OF RIDGEFIELD, WASHINGTON
ROUNDABOUT COMMITTEE MEETING MINUTES
APRIL 8, 2024

Regular Meeting - 6:30 PM

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

1. Flag Salute

2. Roll Call

Present:
Committee Member Kenton Erwin
Committee Member Kelley McMorris
Committee Member Tim Shell
Committee Member Heather Gordon

Absent:
Committee Member Tiffany Cohen

3. Late changes to the agenda

A decision was made to elect Heather Gordon as Acting Chair.

RESULT:	**ADOPTED (UNANIMOUS)**
MOVER:	Committee Member Kenton Erwin
SECONDER:	Committee Member Tim Shell
AYES:	Committee Member Erwin, Committee Member McMorris, Committee Member Shell, Committee Member Gordon

II. CONSENT AGENDA

1. Approval of Minutes from the March 11, 2024 Meeting

Motion was made to accept the minutes from March 11, 2024 meeting.

RESULT:	**ADOPTED (UNANIMOUS)**
MOVER:	Committee Member Heather Gordon
SECONDER:	Committee Member Kenton Erwin
AYES:	Committee Member Erwin, Committee Member McMorris, Committee Member Shell, Committee Member Gordon

III. PUBLIC COMMENT

Anyone requesting to speak to the Committee 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.

IV. BUSINESS

1. Meeting Procedures and Bylaws Draft Discussion - Chuck Green, Public Works Director

Chuck reported the other City boards are creating a consistent set of bylaws, and reviewed the rules of procedure with the committee. City Council will be voting to adopt the bylaws at the second meeting in May. An action item to possibly be added to the meeting in May to elect a Vice-Chair. Chuck asked the committee to review and send comments to Kim. The committee suggested a specific definition of "aesthetic designs" to give more description of the committee's purpose.

2. Review of Approved 56th Avenue/Pioneer Canyon Roundabout Design - Chuck Green, Public Works Director

Chuck shared the revised design for the 56th Avenue/Pioneer Canyon Roundabout. The committee voiced their approval of the changes that were made to the knee wall and native plants.

3. Discussion of 35th Avenue/Pioneer Roundabout Project - Chuck Green, Public Works Director

Chuck introduced the 35th Avenue/Pioneer Roundabout Project to the committee. Currently, it is a single lane roundabout, but will become a two-lane east and westbound with construction. There is water for irrigation available, but no power has been wired for the roundabout. The idea of low maintenance and native plants was well received by council with the 56th Avenue/Pioneer roundabout recommendation. Tim recommended establishing design standards (guidelines) for the roundabouts to include safety and aesthetics before making any decisions. Heather agreed with the need for standards to unify the themes of the roundabouts in the city. Kelley mentioned keeping the priorities of safety, native plants, and a forest floor landscaping initiative as a standard. Chuck stated he would get some direction internally to guide further discussion at the next meeting. Kenton suggested proposing two recommendations for council review of the roundabouts. One suggestion would be more typical in theme with the other roundabouts, and the other to be more creative with the use of art to showcase the roundabout. It was suggested to arrange a site visit to the roundabouts in the future. Chuck to look into the possibility of a remote meeting, funding and budget, and how to make a call for artists for work.

V. STAFF REPORTS

None.

VI. FROM THE COMMITTEE

None.

VII. ADJOURN

The meeting adjourned at 7:41 pm.

____________________________________ ____________________________________

Kim Zurcher, Clerk | Chair

CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION

MEETING DATE: May 13, 2024

AGENDA ITEM NAME: Election of Vice-Chair

SUMMARY/BACKGROUND:

At their initial meeting, the Roundabout Committee elected a chair. At that time, bylaws for the Committee had not been drafted. Since that time, bylaws had been drafted for each of the City's boards, commissions and committees and each includes a vice-chair. Action is requested by the Roundabout Committee to elect a vice-chair.

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

None

CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION

MEETING DATE: May 13, 2024

AGENDA ITEM NAME: Review of Draft Ridgefield Roundabout Committee Bylaws

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SUMMARY/BACKGROUND:

The Roundabout Committee (“Committee”) was established by Ridgefield City Council in November 2023. The Committee researches design options for the central island of Ridgefield’s roundabouts as assigned by Council and makes recommendations to City Council.

These bylaws constitute the official rules of procedure for the Committee. Where rules of procedure are not addressed in these bylaws, the Committee shall be governed by the Ridgefield Municipal Code and/or by Robert’s Rules of Order, Newly Revised.

The City has been working on a consistent set of bylaws for each of the advisory committees and boards. The Roundabout Committee reviewed and initial draft and provided comments on that draft at and subsequent to the April meeting. The attached draft shows markup changes from the April meeting. There were some other questions from the Committee; responses are below:

- The bylaws don't reflect offsetting terms of office (to launch the Committee) because that already happened. Now that the terms are set it shouldn’t be a bylaws issue again.
- Notice is required for a work-study session as it is still a public meeting.

Council action on approving the various board and committee bylaws is anticipated the second meeting in May. The final draft for the Roundabout Committee is attached for discussion. Comments from the Committee will be forwarded to the team preparing the bylaws packet for consideration before taking the bylaws packet to Council.

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Bylaws.RoundaboutCommittee.AprilDraft

ROUNDABOUT COMMITTEE

RULES OF PROCEDURE

Last Update: April 15~~3~~, 2024

1. AUTHORITY AND PURPOSE

The Roundabout Committee ("Committee") was established by Ridgefield City Council in November 2023. The Committee researches ~~aesthetic~~ concept designs for the central island of Ridgefield's roundabouts as assigned by Council and makes recommendations to City Council.

These bylaws constitute the official rules of procedure for the Committee. Where rules of procedure are not addressed in these bylaws, the Committee shall be governed by the Ridgefield Municipal Code and/or by Robert's Rules of Order, Newly Revised.

2. MEMBERSHIP AND ORGANIZATION

The Committee will be made up of five (5) members appointed by the Mayor and confirmed by City Council.

2.1 Qualifications**:** All members of the Committee must reside within the corporate limits of the city.

2.2 Term of Office**:** The term of office for each appointive member shall be two years.

2.3 Resignation: If a member is unable to complete their term of service, a letter of resignation shall be sent to the City Clerk indicating the effective date of the resignation.

2.4 Removal or Forfeiture of Office**:** Members may be removed, after public hearing, by the city manager, with the approval of the council, for inefficiency, neglect of duty, malfeasance in office, or three consecutive unexcused absences from meetings of the Committee.

2.5 Vacancies: Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term by the City Council in the same manner as for appointments.

2.6 Political Affiliation and Compensation**:** The members shall be selected without respect to political affiliations, and they shall serve without compensation.

3. OFFICERS AND ELECTIONS

The officers of the Committee shall consist of a Chair, and Vice-Chair elected from the members of the Committee and such other officers as the Committee may, by majority vote, approve and appoint.

The election of officers shall take place ~~biennially~~ annually at a meeting in January ~~of each even numbered calendar year~~. The term of each officer shall run until a subsequent election of officers.

3.1 Duties of the Officers

The Chair shall be the Presiding Officer for Committee meetings. In the event that the Chair is not in attendance, the Vice-Chair shall be the Presiding Officer.

The Presiding Officer's duties include:
1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control the discussion in an orderly manner.
   - Introduce the agenda topic, provide for staff presentation and questions from the Committee, and call for discussion among members.
   - Give every Committee member who wishes an opportunity to speak.
   - Permit audience participation at the appropriate times.
   - Require all speakers to speak to the question and to observe the rules of order.
   - Guide the Committee in providing direction to staff and making recommendations to City Council.
4. State each motion before it is discussed and before it is voted on.
5. Put motions to a vote and announce the outcome or summarize consensus direction achieved by the Committee.
6. Decide all questions of order.

4. DUTIES AND RESPONSIBILITIES

The authority of the Committee is limited to those specific functions delegated by City Council. The purpose of the Board is advisory to the City Council.

4.1 Advisory Board

As an advisory body, the Committee does not have the authority to take binding action on behalf of the City. Recommendations shall be made to Council as follows:

1. The Committee shall vote on business issues before them at scheduled meetings.

2. Copies of minutes of all meetings shall be provided to City Council.

3. The vote shall be reported to City Council or in written and verbal staff reports at a regular or special meeting for consideration in the final decision-making on the issue.

4.2 Committee Duties

The scope of committee as defined by City Council are as follows:
1. The City Council will select one specific roundabout for a concept plan.
2. City Council will assign the roundabout to the Roundabout Committee to research and recommend an aesthetic design.
3. City Council will provide ideas, concepts and guidelines for each roundabout.
4. The Committee will:
   - Solicit and review alternative design concepts ~~and potential sponsors~~.
   - Review information from City staff regarding costs and resources to build and maintain, constructability and sustainability.
   - Recommend alternative concepts to City Council.
   - Make any revisions to the concept(s) as ~~required~~ requested by City Council.
5. City Council will make final decisions regarding the concept plan and ideas for all roundabouts.

6. MEETINGS

Public notice of meetings before the Committee shall be provided as required by law.

5.1 Regular Meetings

The Committee shall schedule meetings as needed to perform its duties. hold at least one regular meeting in each month for not less than nine months in each year. Meetings shall be held at 6:30PM and shall be open to the public. No meetings shall be permitted to continue beyond 10PM without approval of a majority of the members present.

5.2 Order of Business: An agenda shall be prepared for each regular meeting consisting of the following order of business:

1. General Session Call to Order
   - Flag Salute
   - Roll Call – Request by Presiding Officer for verbal identification of member attendance.
   - Late Changes – Request by Presiding Officer for verbal identification of any late changes to the agenda.
2. Public Comment
3. Consent Agenda
   - Approval of Minutes – Request by Presiding Officer for motion to approve the minutes of a previous meeting(s);
4. Presentation
5. Business
6. Staff Reports
7. From the Committee
8. Adjourn

5.3 Work-Study Sessions

Work study sessions may be held on an as-needed basis at the call of City Staff and the Chair. No action of the Committee will be taken during work-study sessions.

5.4 Record of Meetings: All meetings shall be recorded and summary minutes produced including resolutions, transactions, findings and determinations.

Work-study sessions may be recorded but no written record of the sessions will be created.

All recordings, video and audio, and summary minutes are a public record.

5.5 Public Comment

Committee meetings will allow the public to express its views during Public Comment. The time allowed for public comment is 30 minutes, unless extended by the Presiding Officer.

1. During Public Comment, the Committee will provide members of the public the opportunity to speak issues whether or not they are on the current agenda.
2. Individuals may speak for three (3) consecutive minutes or less.
3. An individual may only speak once on an item or subject unless the Presiding Officer authorizes otherwise. Time cannot be donated by one speaker to another.
4. In all cases, speakers are asked to come to the podium for their comments. Each speaker must begin by clearly stating their first and last name, city of residence, and if applicable, the organization they are representing.

5.6 Decorum for Audience Members

Persons attending and/or participating in Committee meetings must not engage in speech or conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any meeting.

Disruptions may include but are not limited to:

1. Addressing the Committee members while the Committee is in session without the permission of the Presiding Officer.
2. Failure of a speaker to comply with the rules concerning public comment.
3. Whistling, hand clapping, stomping of feet, shouting or other outbursts.
4. Approaching Committee members or city employees who are staffing the meeting while the meeting is in progress, unless authorized to do so by the Presiding Officer.
5. Threat of violence that place a person in fear of harm; use of obscene language or gestures or assault or attempt assault.

Repeated disruptions may result in the person being excluded from participation in public comment or from attendance at one or more future Committee or other public City meetings.

6. RULES OF MEETINGS

6.1 Attendance

Attendance is expected of each member at all scheduled meetings. In the event that a member must miss a meeting, that member must notify the Clerk for the Committee as soon as reasonably possible prior to the meeting.

If a member fails to provide the required notice, the absence will be considered unexcused. The unexcused absence of a member from more than three (3) consecutive regular meetings may be cause for removal.

6.2 Remote participation

Members are expected to attend Committee meetings in person whenever possible. However, if remote participation is available in the meeting, remote attendance will be considered as an alternative and infrequently used method for participation by a member, subject to the member providing sufficient advance notice and demonstrating that satisfactory equipment will be available for their participation.

Committee meetings may be held remotely in the following circumstances:

1. Due to fire, flood, earthquake or other emergency and there is a pressing need for action by the Committee to address the emergency; or
2. There is a pressing need for action and a physically present quorum of members is prevented but can be obtained through remote means.

Approved remote participation will be considered attendance at the meeting and shall be counted toward determination of a quorum.

6.3 Open Public Meetings

Members shall fully comply with RCW 42.30, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.

All meetings of the Committee shall be open to the public; provided, the Committee may hold Executive Sessions as permitted by law.

6.4 Rules of Procedure

Except as modified by these rules of procedure, Robert's Rules of Order, newly revised, shall govern the conduct of the meetings.

6.5 Quorum

A majority of the members shall constitute a quorum and is required for transaction of all Committee business and the taking of official action.. The Chair or Vice-Chair need not be present to constitute a quorum.

6.6 Voting

Each member shall have one vote. Only members present at a meeting, either in-person or virtually, may vote. No vote may be cast by proxy. The Chair may vote on any issue. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

All votes shall be taken by voice. At the request of a member, a roll call vote may be taken.

If a member is silent on a vote, it shall be recorded as an affirmative vote. If a member abstains, it shall be recorded as an abstention and not included in the vote tally.

The Committee can transact all necessary business whenever a quorum is present. All formal actions of the Committee shall require a majority vote of the quorum to be approved.

7. CODE OF ETHICS AND DECORUM

A Committee member is a representative of the City of Ridgefield and, therefore, a member's actions should reflect that representation.

7.1 Code of Ethics

Members shall fully comply with RCW 42.23, Code of Ethics for Municipal Officers, and the most current version of the City of Ridgefield Code of Conduct, as adopted by the City Council.

7.2 Meeting Decorum

While a Committee meeting is in session, a member shall neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Committee, nor disrupt any member while speaking nor refuse to obey the orders of the Chair.

7.3 Conflict of Interest

To preserve the integrity of the Committee, if a member reasonably believes that he/she has a conflict of interest in regard to a matter before the Committee, the member should recuse themselves from discussion or vote on the matter and shall leave the meeting room while the matter is under consideration. A member may seek advice from the City Attorney in making this determination.

7.4 Ex Parte Communication

All ex parte communication by any member of the Committee shall be disclosed at the beginning of discussion of the topic during a meeting. The Presiding Officer in consultation with the members may direct that the member disclosing ex parte communication be excused from participation in the proceedings.

7.5 Representing the City.

The members shall not speak for or advocate on behalf of the City or Committee, or act in a manner that may be construed as representing the City, unless specifically authorized to do so by the City Council. Similarly, a member not authorized to speak for the Committee unless specifically authorized by the Committee.

If a member is meeting with, speaking to, or otherwise appearing before a member of the public, group or other governmental agency, the member shall clearly state that their statement reflects their personal opinion if it is not the official position of the Committee.

8. CONFLICTS AND AMENDMENTS

These rules are intended to supplement and not supplant the requirements set forth in state statutes and/or requirements found in the RMC. In the event of a conflict between these rules and requirements of state law and/or RMC, the state law or RMC will prevail.

Proposed amendments to these bylaws may be approved by a vote of the Committee, as defined in these Rules. The amendments must be approved by City Council prior to taking effect.

CITY OF RIDGEFIELD
REQUEST FOR BOARD ACTION

MEETING DATE: May 13, 2024

AGENDA ITEM NAME: 35th Avenue at Pioneer Street Roundabout Design Parameters and Considerations Discussion

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SUMMARY/BACKGROUND:

At last meeting, Committee members requested a focused discussion to receive guidance for design concepts, parameters and other considerations for the 35th Avenue at Pioneer Street roundabout. City Manager Steve Stuart will join a facilitated discussion to develop this guidance, including parameters and sideboards to assist the committee moving forward with this roundabout.

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS:

1. Roundabout Committee_35th at Pioneer_051324

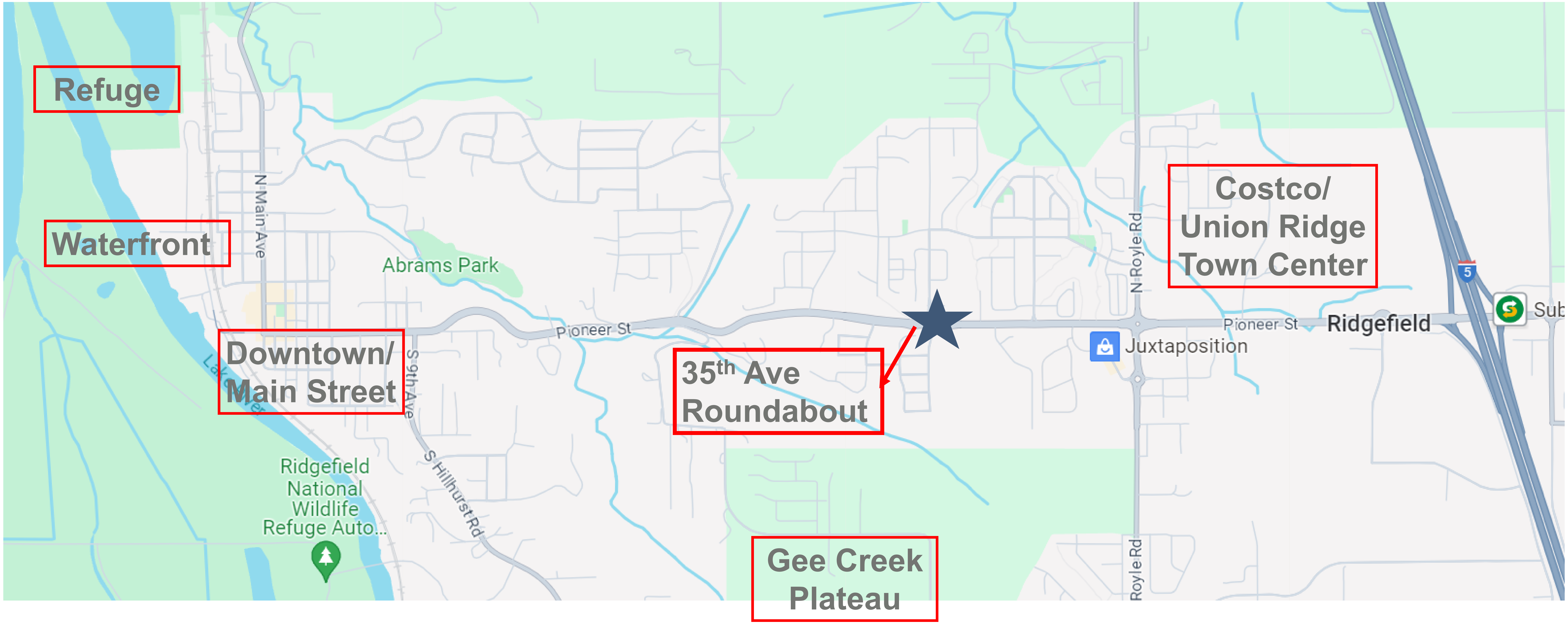
Ridgefield Roundabout Committee

Discussion on 35th Avenue at Pioneer Street Roundabout| May 13, 2024

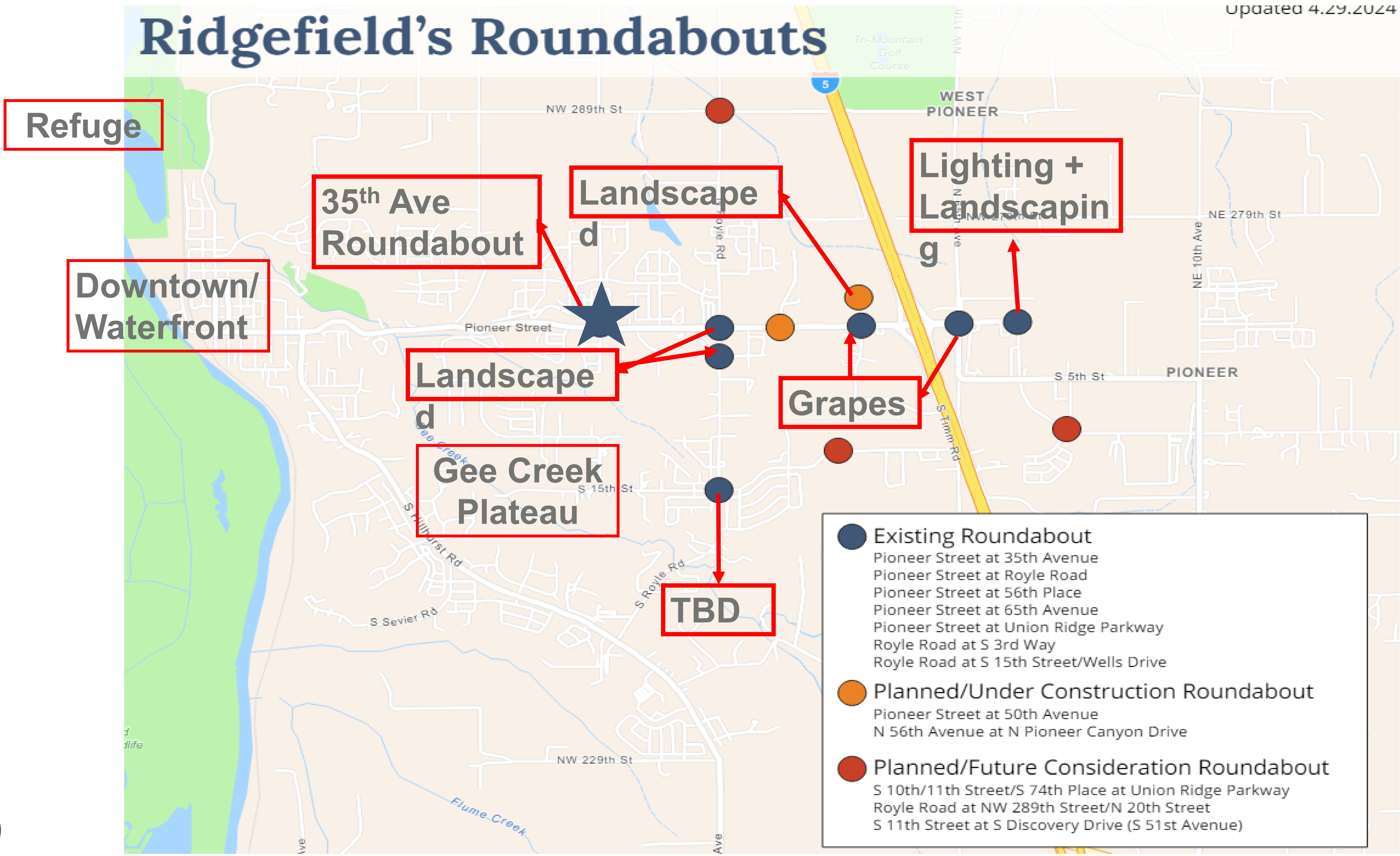
Pioneer Street at 35th Avenue

- Built with Pioneer Street at 35th Avenue roundabout project
- Includes water for irrigation but no power in the center

Pioneer Street at 35th Avenue: Area Context



Pioneer Street at 35th Avenue: Adjacent Roundabout Designs



LANDSCAPE DESIGN EXAMPLES

From Ridgefield Roundtable Survey and Recent Projects

ART DESIGN EXAMPLES

From Ridgefield Roundtable Survey

ROCK DESIGN EXAMPLES

From Ridgefield Roundtable Survey

LIGHTING DESIGN EXAMPLES

From Ridgefield Roundtable Survey and Completed Projects

GET IN TOUCH WITH US

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