



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, July 11, 2024
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

- 1. Stormwater Implementation Plan - Chuck Green, Public Works Director**

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

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

III. PUBLIC COMMENT

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

IV. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the June 27, 2024 Meeting**
- 3. Approval of Dan Robinson Memorial Grove**

V. BUSINESS

- 1. Approval of Resolution No. 650 - Financial Policy #04 Procurement of Goods & Services - Kirk Johnson, Finance Director**
- 2. Motion - Award of Contract for Delivery of the Ridgefield Outdoor Recreation Complex Fieldhouse - Chuck Green, Public Works Director**
- 3. Motion - Award of Contract for 2024 Asphalt Repairs Project - Chuck Green, Public Works Director**

4. **Motion – Authorize City Manager to Sign Possession and Use Agreement with Gary Lahti for Property Acquisition on the Pioneer Widening Project - Chuck Green, Public Works Director**

VI. PUBLIC HEARING/BUSINESS

1. **Public Hearing and First Reading of Ordinance No. 1426 - Spring 2024 Ridgefield Municipal Code Amendments - Claire Lust, Community Development Director**
2. **Public Hearing and First Reading of Ordinance No. 1427 - Raptors Park Petition to Annex - Claire Lust, Community Development Director**

VII. PUBLIC COMMENT

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

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

IX. EXECUTIVE SESSION

1. **RCW 42.30.110(1)(iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency (Public Works Project)**

X. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: July 11, 2024

AGENDA ITEM NAME: Stormwater Implementation Plan

GOVERNING LEGISLATION

PREVIOUS COUNCIL ACTION TAKEN:

SUMMARY/BACKGROUND:

Public Works stormwater staff will present the implementation plan for stormwater under the new Municipal Discharge Permit which takes effect August 1, 2024.

BUDGET/FINANCIAL IMPACTS:

RECOMMENDED ACTION OR MOTION:

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Council_Stormwater_Code_ Presentation-7-11-24 -Revised 7-9-24

Stormwater & Phase II Municipal Discharge Code Change Overview



Presentation to City Council

July 11, 2024



What are We Covering Tonight?

Definition of Stormwater & the Permit

What are we doing in 2024...

What is coming for 2025...

Code Updates and Development

What is Stormwater?

Stormwater is rainfall or snowmelt which flows over the ground and picks up pollutants such as dirt, oils, and metals. These pollutants are then deposited into lakes and rivers causing severe environmental impacts.

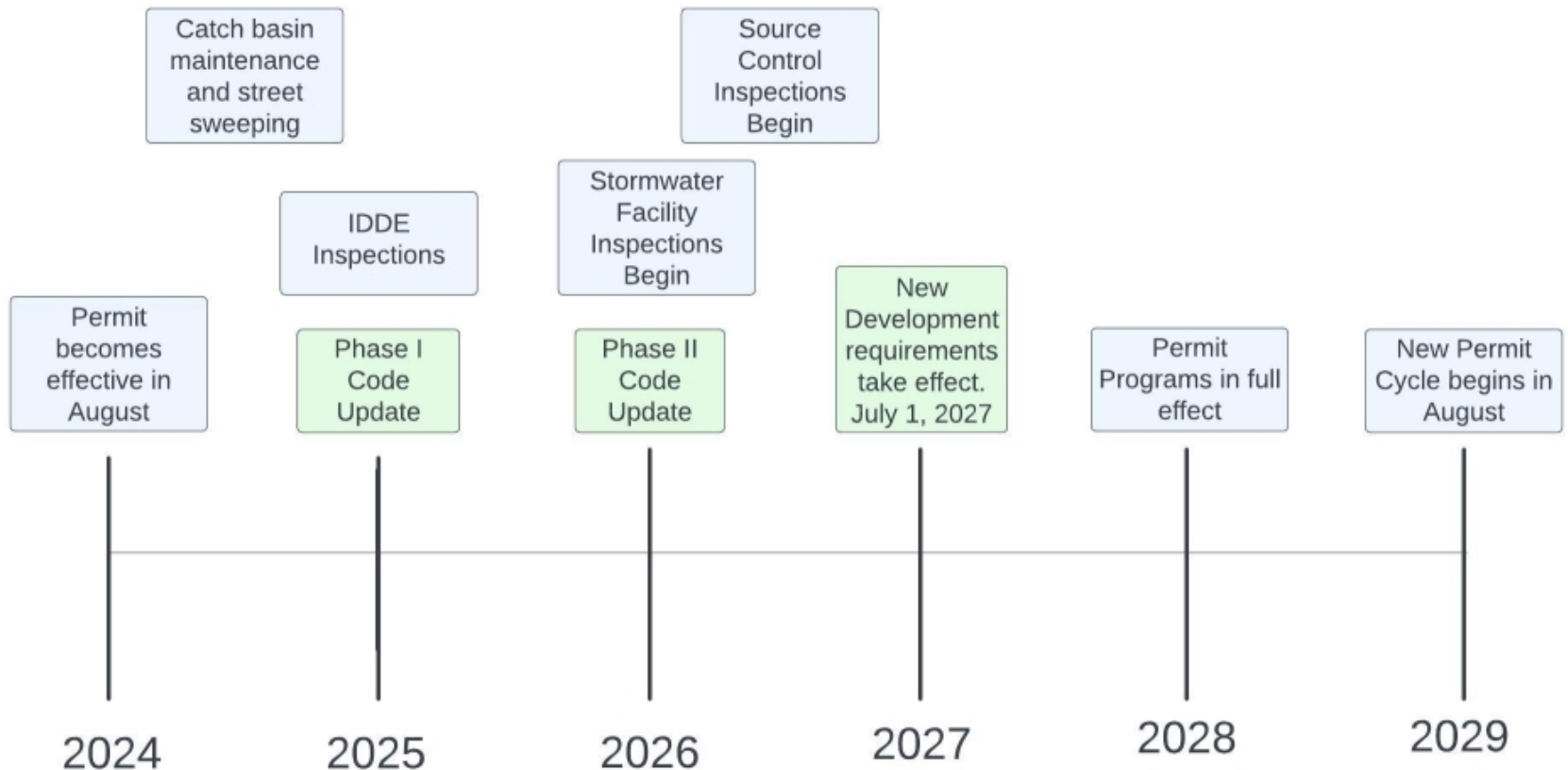
What is the Permit?

It is a **Framework:**

A set of programs, actions and tools that help manage existing stormwater systems, pollution sources, and new development projects.



Permit Timeline 2024-2029



Stormwater work for 2024:

Hired stormwater field worker.

Hired permit coordinator.

Awarded \$130,000 grant from Ecology.

Purchase pipeline camera for IDDE Program.

Purchase & launch specialized Permit software
for compliance and use in Stormwater
inspections.

Writing Stormwater Management Plan.

Create Education and Outreach program.

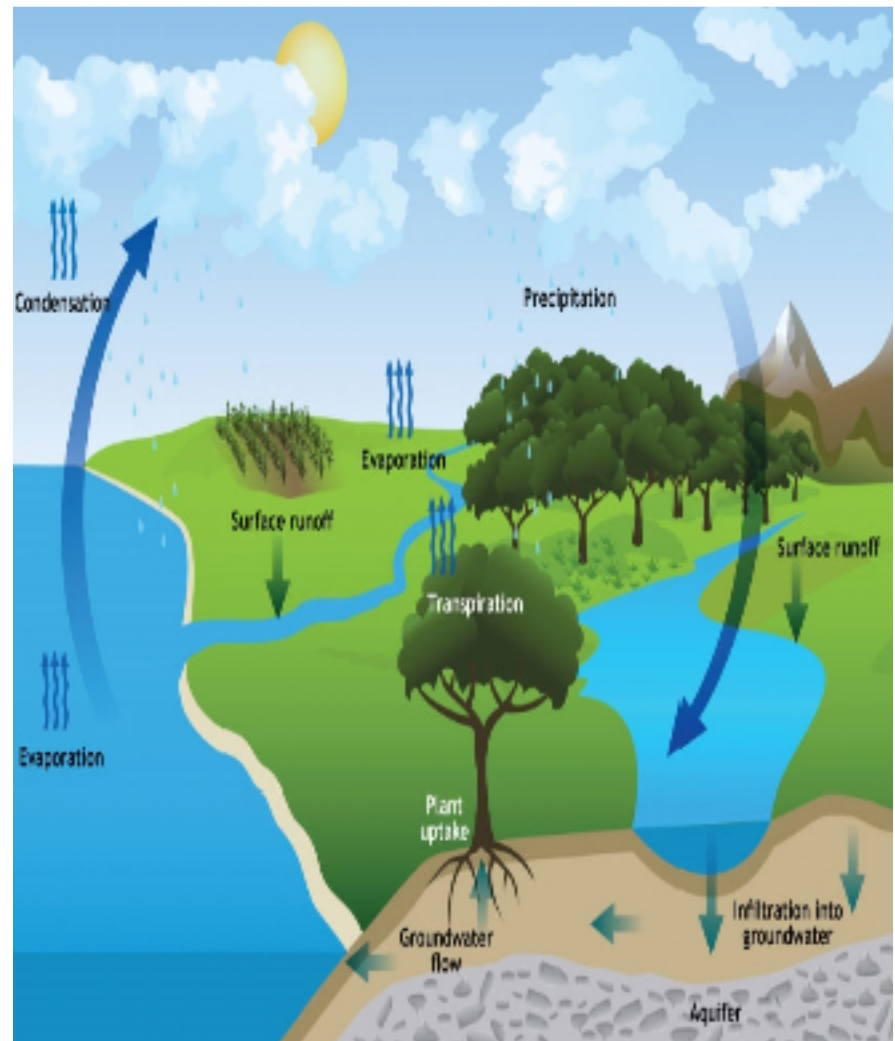
Update City's Stormwater page.

Stormwater operations: street sweeping, facility
maintenance, and catch basin cleaning.



Stormwater work for 2025:

- 🔊 Educating facility owners on Best Management Practices and maintenance standards.
- 🔊 Begin storm facility inspections and existing stormwater infrastructure maintenance.
- 🔊 Mapping Stormwater system outfalls.
- 🔊 Convene an inter-disciplinary team within the city.
- 🔊 Develop training program for all municipal staff for IDDE.
- 🔊 Inform the public on Illicit Discharges hazards.
- 🔊 Using portable camera system crews begin inspecting Stormwater pipe 4.8 miles (12% of system).
- 🔊 Track SWMP implementation costs.
- 🔊 Prepare and submit SWMP and Annual Report for the current year.

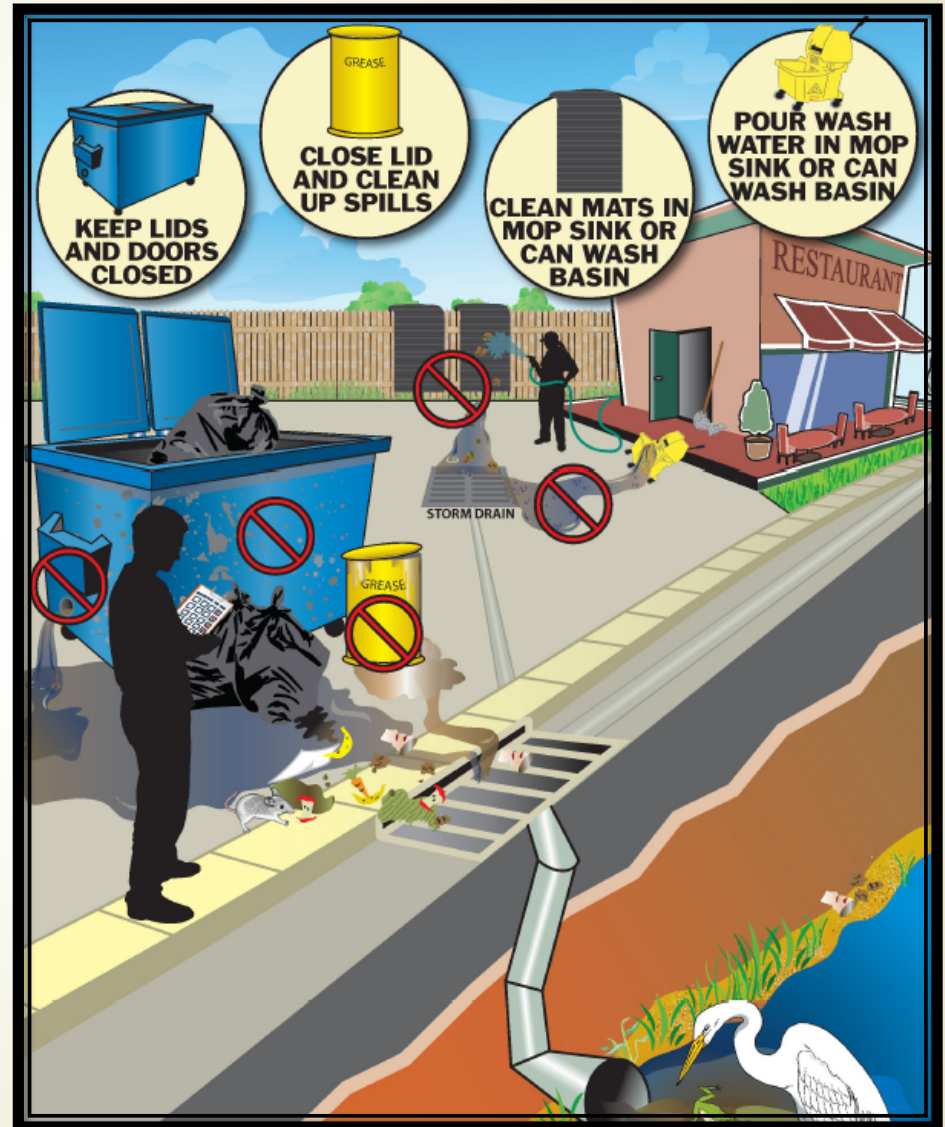


Code update timeline

Phase I - 2025

- ⌚ Adopting code for maintenance and existing infrastructure operations.
- ⌚ Code establishing Ridgefield's authority to inspect Stormwater facilities.
- ⌚ Beginning mandatory source control inspections for businesses.

Businesses and HOAs will be affected by this update.



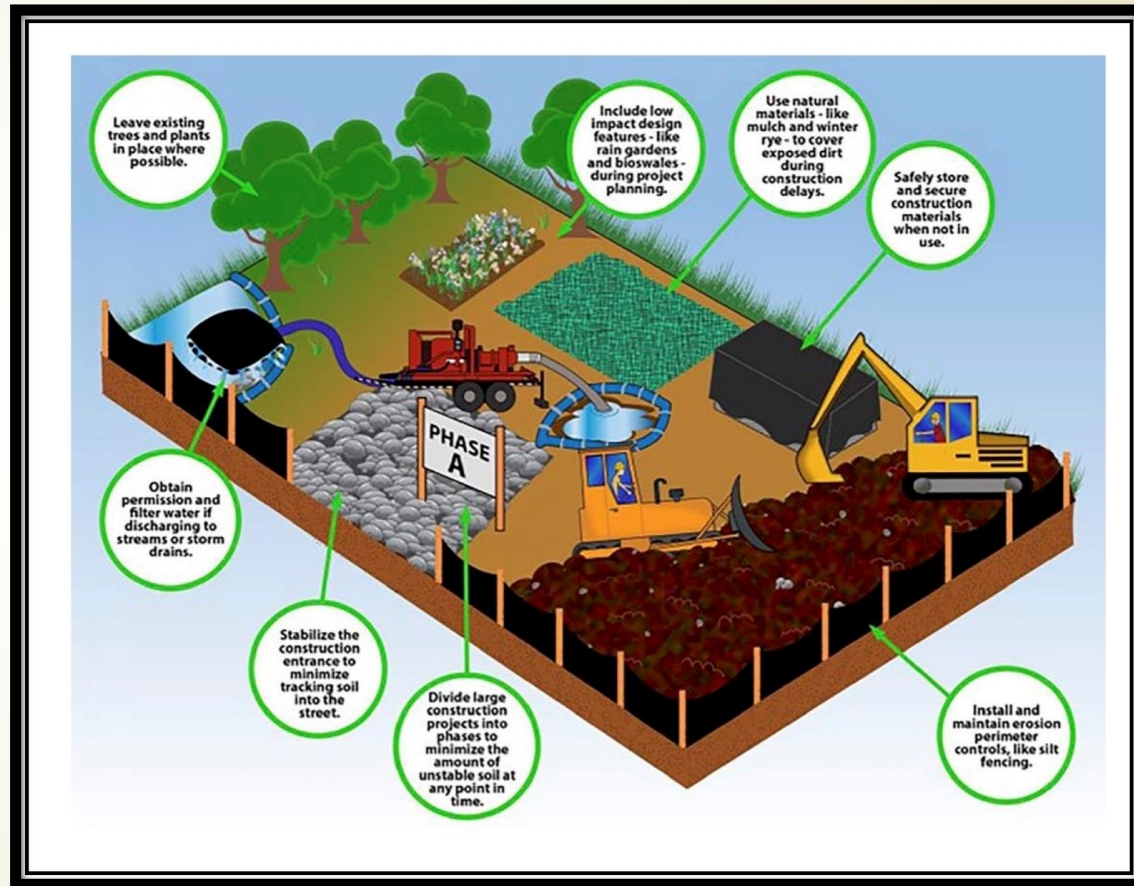
Code update timeline

Phase II - 2026

Code update: Adopt current Stormwater Manual.

- Code update: Stormwater Pollution Prevention Plans and Stormwater site plans to be submitted for review.
- Code update: Minimum requirement thresholds (5000 sq ft) now requires new plus replaced hard surfaces.
- LID's will be required.
- Modeling has changed and will require larger facilities.
- Additional enhanced treatment requirements (metals removal).
- Additional Erosion Control inspections required.

Development will
be affected by this update.





◇ Any Questions?

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: July 11, 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. July 11, 2024 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

July 11th, 2024

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
AKS ENGINEERING & FORESTRY LLC	3908	10210A-02	Public Works	05.2024 Boundary Line Adjustment Survey and Land Use	572.50
		10210-10	Community Development	05.2024 Development Engineering Review Services	1,431.25
AKS ENGINEERING & FORESTRY LLC Total					2,003.75
AMERICAN UNDERWRITERS INSURANCE AGENCIES	4041	4041-20240701	Genl Govt/Facilities	4th of July Events Insurance	2,130.09
				4th of July Events Insurance - Payment Fee	5.00
AMERICAN UNDERWRITERS INSURANCE AGENCIES INC. Total					2,135.09
BACKWOOD BARK	3944	15117	Public Works	06.2024 Yard Debris Removal	1,000.04
BACKWOOD BARK Total					1,000.04
BARKDUSTERS INC.	4032	0-45286	Public Works	Parks Playground Chips Installation	11,338.50
BARKDUSTERS INC. Total					11,338.50
BATTERIES PLUS BULBS	3436	P73986828	Public Safety	PD Vehicle Battery	259.86
BATTERIES PLUS BULBS Total					259.86
Benko Nicholas	UB*01015	(blank)	Genl Govt/Facilities	Refund Check 012854-000 117 N 44th Pl	60.89
Benko Nicholas Total					60.89
BnK Construction	UB*01007	(blank)	Genl Govt/Facilities	Refund Check 016460-000 Hydrant Meter 5284 Pioneer St	205.34
BnK Construction Total					205.34
BSK ASSOCIATES	2119	VH01964	Public Works	06.2024 Coliform Testing	310.00
BSK ASSOCIATES Total					310.00
CABLE HUSTON LLP	4028	141264	Public Works	Pioneer Widening Condemnation	4,912.50
CABLE HUSTON LLP Total					4,912.50
CASCADE CENTERS INC.	3969	16283	Genl Govt/Facilities	07.2024 Employee Assistance Program	169.49
			Public Safety	07.2024 Employee Assistance Program	140.42
			Public Works	07.2024 Employee Assistance Program	135.09
			Community Development	07.2024 Employee Assistance Program	105.00
CASCADE CENTERS INC. Total					550.00
CINNAMON BAY INC.	4042	141983-1	Public Works	Splash Pad Commercial Test Kit	281.54
CINNAMON BAY INC. Total					281.54
CLARK COUNTY	0102	CI064459	Public Works	05.2024 Traffic Signals & ITS Services	988.29
		CI065218	Public Safety	Q3.2024 CRESA Emergency Management	4,364.25
		CI065237	Public Safety	Q3.2024 CRESA Dispatch / Radio Operations and ER&R	40,002.25
CLARK COUNTY Total					45,354.79
CLARK COUNTY FIRE DISTRICT #5	0104	12071	Genl Govt/Facilities	PW Training - Trenching & Shoring	44.09
			Public Works	PW Training - Trenching & Shoring	705.91
CLARK COUNTY FIRE DISTRICT #5 Total					750.00
COLUMBIAN PUBLISHING	0116	47635	Community Development	2024 Municipal Code Amendments	73.80
		47675	Finance	Ord. 1415 - 2024 Budget	41.40
COLUMBIAN PUBLISHING Total					115.20
CONSOR NORTH AMERICA INC.	3949	W233613WA.00-3	Public Works	05.2024 Eastside Elevated Water Reservoir	37,743.68
CONSOR NORTH AMERICA INC. Total					37,743.68
COOK SECURITY GROUP	2268	01108469	Genl Govt/Facilities	Alarm Service Call - CH	556.54

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COOK SECURITY GROUP Total					556.54
CREDC	1771	062024-07	Genl Govt/Facilities	2024 CREDC Annual Investment	800.00
CREDC Total					800.00
DICK'S TIRE FACTORY	0158	D488	Public Safety	2016 Ford Explorer 59461D - Oil Change	94.26
		D1857	Public Safety	2022 Ford Explorer 74571D - Oil Change	62.26
DICK'S TIRE FACTORY Total					156.52
DIGITAL ASSURANCE CERTIFICATION LLC	3592	69194	Genl Govt/Facilities	2024 LTGO Bonds Issuance	2,500.00
DIGITAL ASSURANCE CERTIFICATION LLC Total					2,500.00
ELCOR INC	2081	17634	Public Works	Water Computer Upgrades	3,096.78
ELCOR INC Total					3,096.78
EMPIRE EWP LLC	3977	1913	Genl Govt/Facilities	06.2024 Kennedy Test Well	(7,225.57)
			Public Works	06.2024 Kennedy Test Well	157,084.10
EMPIRE EWP LLC Total					149,858.53
ENCORE ONE LLC	3890	571871	Genl Govt/Facilities	06.2024 Janitorial Services - PW Ops	35.28
				06.2024 Janitorial Services - CH	278.69
			Public Safety	06.2024 Janitorial Services - PD	687.71
			Public Works	06.2024 Janitorial Services - PW Ops	435.40
			Community Development	06.2024 Janitorial Services - PW Ops	72.97
			Public Works	06.2024 Janitorial Services - PW Ops	140.19
		575122	Public Safety	101 Mill St Ste 101 - Qaurterly Window Cleaning	460.00
ENCORE ONE LLC Total					2,110.24
EXPRESS SERVICES INC.	4012	30936534	Public Works	06.17.2024-06.23.2024 PWFAC Temp Services - Bartroff	1,125.60
		30936536	Public Works	06.17.2024-06.23.2024 PWFAC Temp Services - Ward	1,125.60
		30904364	Public Works	06.10.2024-06.16.2024 PWFAC Temp Services - Bartroff	844.20
		30936535	Public Works	06.17.2024-06.23.2024 PWSTW Temp Services - Smith	1,206.00
		30904365	Public Works	06.10.2024-06.16.2024 PWSTW Temp Services - Smith	1,206.00
		30904366	Public Works	06.10.2024-06.16.2024 PWFAC Temp Services - Ward	844.20
EXPRESS SERVICES INC. Total					6,351.60
FERGUSON ENTERPRISES INC # 8423	0181	2618844	Public Works	Overlook Park Bathroom Repair Parts	218.62
		1266166	Public Works	OMNI Water Meter	1,949.06
FERGUSON ENTERPRISES INC # 8423 Total					2,167.68
Forsberg Vern	UB*01014	(blank)	Genl Govt/Facilities	Refund Check 005095-000 216 S 3rd Ave	1.00
Forsberg Vern Total					1.00
GISI MARKETING GROUP	2811	283346	Genl Govt/Facilities	PW Ops Envelopes	7.11
			Public Works	PW Ops Envelopes	116.10
				PWUTIL Envelopes	413.78
			Community Development	PW Ops Envelopes	14.72
		283331	Genl Govt/Facilities	Business Cards - Public Works	14.34
			Public Works	Business Cards - Public Works	229.39
GISI MARKETING GROUP Total					795.44
GLOBAL SECURITY & SAFETY COMMUNICATIONS IN	3447	4621489	Genl Govt/Facilities	07.2024 PW Ops Alarm Monitoring Services	6.62
			Public Works	07.2024 PW Ops Alarm Monitoring Services	107.86
			Community Development	07.2024 PW Ops Alarm Monitoring Services	13.67
GLOBAL SECURITY & SAFETY COMMUNICATIONS INC. Total					128.15

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GRAY AND OSBORNE INC	0207	23231.11-6	Community Development	06.2024 Quail Ridge Subdivision	898.62
		23231.13-5	Community Development	06.2024 Sanderling Park Phase 4 ENG-23-0111	1,362.09
		23231.00-11	Community Development	06.2024 On-Call Development Review	324.06
		23231.08-6	Community Development	06.2024 Chevron Expansion 6 PLZ-23-0067	826.63
GRAY AND OSBORNE INC Total					3,411.40
GROUNDWATER SOLUTIONS INC.	2971	00721.001-63	Public Works	05.2024 Hydrological Study	22,169.63
GROUNDWATER SOLUTIONS INC. Total					22,169.63
HARPER HOUF PETERSON RIGHELLIS INC.	1678	58959	Community Development	05.2024 51st Roundabout & Pioneer Widening	164,218.20
HARPER HOUF PETERSON RIGHELLIS INC. Total					164,218.20
HARRY'S KEY SERVICE INC.	0982	573751	Public Works	Abrams Park Garage Lock Services	178.87
HARRY'S KEY SERVICE INC. Total					178.87
HD SUPPLY INC.	3886	INV00405623	Genl Govt/Facilities	PW Masks and Gloves	12.90
			Public Works	PW Masks and Gloves	206.62
		INV00393767	Public Works	PWSTW Bee/Wasp Spray	128.01
HD SUPPLY INC. Total					347.53
Holley Emily	UB*01011	(blank)	Genl Govt/Facilities	Refund Check 014190-000 940 S Sevier Cir	88.15
Holley Emily Total					88.15
HONEY BUCKETS	0223	0554252065	Genl Govt/Facilities	06.24.24-07.22.2024 PW Shop Port-a-Potty	61.69
			Public Works	06.24.24-07.22.2024 PW Shop Port-a-Potty	987.31
		0554232161	Public Works	06.14.24-07.11.24 Davis Park Port-a-Potty	373.00
HONEY BUCKETS Total					1,422.00
IMAGEMASTER LLC	4040	65349	Genl Govt/Facilities	2024 LTGO Bonds Issuance	1,750.00
IMAGEMASTER LLC Total					1,750.00
INSLEE BEST DOEZIE & RYDER P.S.	4037	419234	Legal	NW Construction Case Legal Services	828.00
INSLEE BEST DOEZIE & RYDER P.S. Total					828.00
INSTANT IMPRINTS CASCADE PARK	2371	54393	Genl Govt/Facilities	PW Crew Hats & Shirts with Logos	41.28
			Public Works	PW Crew Hats & Shirts with Logos	660.75
INSTANT IMPRINTS CASCADE PARK Total					702.03
J2 BLUE PRINT SUPPLY	0243	AR153796	Public Works	Park Laundry Parking Sign	272.84
		AR154129	Public Works	Park Laundry Project Banner	171.75
		AR154139	Genl Govt/Facilities	4th July Parade Shuttle Signage	263.05
J2 BLUE PRINT SUPPLY Total					707.64
Jeffries Construction LLC	UB*01009	(blank)	Genl Govt/Facilities	Refund Check 015424-000 Hydrant Meter S 1317 Timm Rd	68.26
Jeffries Construction LLC Total					68.26
JENNIFER LINDSAY	3116	3116-20240711	Council	AWC Annual Conference Parking & Meal - Lindsay	64.18
JENNIFER LINDSAY Total					64.18
JUDY CHIPMAN	3757	3757-20240711	Council	05.2024 Mileage and Parking Reimb. - Chipman	252.80
JUDY CHIPMAN Total					252.80
JULIE SWARTS	3875	3875-20240711	Public Works	Cross Connection Control Specialist Exam Fee - Swarts	157.00
JULIE SWARTS Total					157.00
KEATING BUCKLIN & MCCORMACK INC. P.S.	3793	21973	Legal	02.2024 Employee Relations Legal Representation	1,885.00
		21772	Legal	01.2024 Employee Relations Legal Representation	2,437.50
		22209	Legal	03.2024 Employee Relations Legal Representation	2,177.50
KEATING BUCKLIN & MCCORMACK INC. P.S. Total					6,500.00

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KEITH'S SPORTING GOODS INC.	3049	06182024RPD	Public Safety	Glock Firearm / Fixed Sights / Optics	1,849.67
KEITH'S SPORTING GOODS INC. Total					1,849.67
L.N. CURTIS AND SONS	3075	INV837664	Public Safety	New Hire Uniform - Lucero	315.23
		INV837105	Public Safety	PD Academy Uniform - Lucero	117.07
		INV837986	Public Safety	ArmorSkin Short Sleeve Shirt - Erazo	71.46
		INV837613	Public Safety	PD Notepad Refills	130.33
		INV837593	Public Safety	LED Flashlight - Steward	140.21
		INV836542	Public Safety	PD Uniform - Steward	1,254.47
		INV836550	Public Safety	First Tactical Pants - Doriot	76.08
		INV839614	Public Safety	Short Sleeve Shirts - King	137.77
		INV838869	Public Safety	PD Uniform - Lucero	603.33
L.N. CURTIS AND SONS Total					2,845.95
LES SCHWAB GROUP HOLDINGS LLC	4006	43700014240	Public Works	PWSTW Ventrac Mower Spare Tire	162.40
LES SCHWAB GROUP HOLDINGS LLC Total					162.40
Marr Jason	UB*01012	(blank)	Genl Govt/Facilities	Refund Check 012831-000 4578 N Noble Loop	69.77
Marr Jason Total					69.77
MARTA L. OCHOA-RUTHERFORD	3396	622	Judicial	06.13.2024 Interpreting Services	65.00
MARTA L. OCHOA-RUTHERFORD Total					65.00
MASONS SUPPLY COMPANY	2051	6046981-00	Public Works	PWSTW 7" Angle Grinder	510.52
			Community Development	PWSTW 7" Angle Grinder	50.49
MASONS SUPPLY COMPANY Total					561.01
MEGAN DEMOSS	3480	3480-20240711	Administration	Countywide PIO & CRESA CEPA Mileage - DeMoss	45.16
MEGAN DEMOSS Total					45.16
MINUTEMAN PRESS (NORTH)	3278	11520	Administration	Notary Stamps - Ferris & Allen	72.99
MINUTEMAN PRESS (NORTH) Total					72.99
MJB CONSULTING INC	3117	2284	Genl Govt/Facilities	06.2024 State Lobbyist	2,500.00
		2292	Genl Govt/Facilities	07.2024 State Lobbyist	3,000.00
MJB CONSULTING INC Total					5,500.00
NATIONAL CONSTRUCTION RENTALS	3320	7457965	Public Works	Park Laundry Temporary Fence Rental	2,842.03
NATIONAL CONSTRUCTION RENTALS Total					2,842.03
NATIONAL SAFETY INC	3571	0728216-IN	Public Works	Confined Space Air Monitor	646.77
NATIONAL SAFETY INC Total					646.77
NORTHSTAR CHEMICAL INC.	1019	283971	Public Works	Sodium Hypochlorite	1,371.80
NORTHSTAR CHEMICAL INC. Total					1,371.80
ONE CALL CONCEPTS	0326	4069103	Public Works	06.2024 Excavatio Notifications/Modern Ticket Delivery	242.82
ONE CALL CONCEPTS Total					242.82
ON-HOLD CONCEPTS INC	2217	640350	Information Technology	07.2024 On Hold Music Services	24.95
ON-HOLD CONCEPTS INC Total					24.95
PACIFIC OFFICE AUTOMATION - LEASE	1564	587815454	Genl Govt/Facilities	07.2024 Copier Lease - PW Ops	24.89
			Public Works	07.2024 Copier Lease - PW Ops	406.06
			Community Development	07.2024 Copier Lease - PW Ops	51.48
PACIFIC OFFICE AUTOMATION - LEASE Total					482.43
PACIFICA LAW GROUP	2911	2911-20240711	Genl Govt/Facilities	2024 LTGO Bonds Issuance Legal Servies	43,000.00
PACIFICA LAW GROUP Total					43,000.00

City of Ridgefield

Claims Payment Report For Approval on: July 11th, 2024

PATRICK HILDRETH BRAND AND DESIGN	2372	2875	Genl Govt/Facilities	06.2024 Web Design/Maintenance & Logo Design	564.70
			Public Safety	06.2024 Web Design/Maintenance & Logo Design	35.30
PATRICK HILDRETH BRAND AND DESIGN Total					600.00
PBS ENGINEERING AND ENVIRONMENTAL LLC	0342	0071272.001-14	Community Development	04.2024 Developer Plan Review	24,661.33
		0078341.002-3	Community Development	05.2024 Pioneer & 51st Roundabout Design Reveiw	8,392.50
		0078341.003-1	Public Works	ADA Ramp Field-Fit Design Services	4,813.00
		0071272.001-15	Community Development	05.2024 Developer Plan Review	25,179.20
		0071402.000-11	Public Works	05.2024 S 35th Avenue Alternatives Analysis	11,211.01
PBS ENGINEERING AND ENVIRONMENTAL LLC Total					74,257.04
Perleth Blayne	UB*01013	(blank)	Genl Govt/Facilities	Refund Check 005570-000 915 Pioneer St	102.07
Perleth Blayne Total					102.07
PETERSON CAT	1767	05456401	Genl Govt/Facilities	2024 Big Paddle Equipment Rental	1,055.67
PETERSON CAT Total					1,055.67
PFM FINANCIAL ADVISORS LLC	2910	131359	Genl Govt/Facilities	2024 LTGO Bond Financial Advisory Services	37,420.16
PFM FINANCIAL ADVISORS LLC Total					37,420.16
PLATT ELECTRIC SUPPLY	0766	Y899674	Public Works	Acorn Street Lights Shields	438.85
PLATT ELECTRIC SUPPLY Total					438.85
PORTLAND ENGINEERING INC	2082	12487	Public Works	06.2024 Q178V Ridgefield Cellular Telemetry	228.27
PORTLAND ENGINEERING INC Total					228.27
PUBLIC SAFETY TESTING	0354	PSAT124-211	Public Safety	Background Check & Investigation Report	7,391.36
PUBLIC SAFETY TESTING Total					7,391.36
RIDGEFIELD SCHOOL DISTRICT	0378	1002300121	Public Works	Q1.2024 RORC Operation Cost	13,864.01
		1002300120	Public Works	Q4.2023 RORC Operation Cost	24,501.77
		1002300119	Genl Govt/Facilities	05.2024 RACC Operating Expense - Security Monitoring	22.07
				05.2024 RACC Operating Expense - Electricity	440.94
				05.2024 RACC Operating Expense - Garbage	39.75
				05.2024 RACC Operating Expense - Janitorial	573.39
				05.2024 RACC Operating Expense - Water	17.63
			Community Development	05.2024 RACC Operating Expense - Security Monitoring	45.78
				05.2024 RACC Operating Expense - Electricity	914.55
				05.2024 RACC Operating Expense - Garbage	82.45
				05.2024 RACC Operating Expense - Janitorial	1,189.25
				05.2024 RACC Operating Expense - Water	36.58
RIDGEFIELD SCHOOL DISTRICT Total					41,728.17
Roberson Douglas	UB*01008	(blank)	Genl Govt/Facilities	Refund Check 015314-000 951 N Noble Loop	59.95
Roberson Douglas Total					59.95
ROYAL THRONE LLC	2909	2909-20240711	Genl Govt/Facilities	2024 F2T Restroom Rental	1,000.00
ROYAL THRONE LLC Total					1,000.00
Sanchez Mikaela	UB*01010	(blank)	Genl Govt/Facilities	Refund Check 014331-000 146 N 44th Pl	36.77
Sanchez Mikaela Total					36.77
SITONE LANDSCAPE SUPPLY LLC	2951	143340702-001	Public Works	Parks Irrigation System Batteries	213.27
		143369253-001	Public Works	Parks Irrigation System Latching Solenoid	174.25
		143390510-001	Public Works	Parks Irrigation System Parts	173.64
		143211047-001	Public Works	Parks Irrigation System Controller	167.52

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SITEONE LANDSCAPE SUPPLY LLC Total						728.68
SOLID WASTE SYSTEMS INC.	3826	0169541-IN	Genl Govt/Facilities	Street Sweeper Brooms		(174.76)
			Public Works	Street Sweeper Brooms		2,183.56
SOLID WASTE SYSTEMS INC. Total						2,008.80
SYSTEMS FOR PUBLIC SAFETY INC.	1788	47634	Public Safety	PD Vehicles - Unit Numbers		95.36
SYSTEMS FOR PUBLIC SAFETY INC. Total						95.36
TAPANI ELECTRIC LLC	4008	2337	Public Works	Splashpad Safety Switch Power System		7,391.60
		2338	Public Works	Splashpad Vault Panel Sensor Device Installation		5,435.00
TAPANI ELECTRIC LLC Total						12,826.60
THE MASTERS TOUCH LLC	1786	91332	Public Works	06.2024 Delinquent Notices		127.18
		P91332	Public Works	06.2024 Delinquent Notices - Postage		192.00
		90699CM	Public Works	04.2024 & 05.2024 Backflow Letters - Inserts Refund		(83.24)
THE MASTERS TOUCH LLC Total						235.94
THE PARR COMPANY	0964	26702251	Public Works	Boyse Park Sign Installation Supplies		54.86
		26702312	Genl Govt/Facilities	4th of July Float Supplies		14.76
THE PARR COMPANY Total						69.62
TRACY BLEHM	0809	0809-20240711	Human Resources	01.2024-06.2024 Mileage Reimb. - Blehm		183.78
TRACY BLEHM Total						183.78
TRAFFIC SAFETY SUPPLY	0432	INV071224	Genl Govt/Facilities	RORC Desable Parking Sign		(10.11)
			Public Works	RORC Desable Parking Sign		126.36
TRAFFIC SAFETY SUPPLY Total						116.25
TRI MOUNTAIN INVESTORS LLC	3866	2024-90	Public Safety	05.2024 Wastewater 101 Mill St Ste 101		60.89
				07.2024 Lease 101 Mill St Ste 101		33,358.32
		2024-91	Genl Govt/Facilities	07.2024 Lease 101 Mill St Ste 210		7,234.00
			Public Safety	07.2024 Lease 101 Mill St Basement Storage		1,221.60
TRI MOUNTAIN INVESTORS LLC Total						41,874.81
UNIFIRST CORPORATION	3904	2240117012	Public Safety	06.25.2024 Floor Mats - PD		39.52
		2240117013	Genl Govt/Facilities	06.25.2024 PWFAC Uniforms		12.10
				06.25.2024 PW Ops Floor Mats		1.69
			Public Works	06.25.2024 PWFAC Uniforms		86.55
				06.25.2024 PW Ops Floor Mats		27.50
				06.25.2024 PWSTW Uniforms		58.50
				06.25.2024 PWUTIL Uniforms		40.30
			Community Development	06.25.2024 PW Ops Floor Mats		3.48
		2240117011	Genl Govt/Facilities	06.25.2024 Floor Mats - CH		16.46
		2240114895	Genl Govt/Facilities	06.18.2024 PW Ops Floor Mats		1.69
				06.18.2024 PWFAC Uniforms		12.10
			Public Works	06.18.2024 PW Ops Floor Mats		27.50
				06.18.2024 PWSTW Uniforms		58.50
				06.18.2024 PWUTIL Uniforms		40.30
				06.18.2024 PWFAC Uniforms		86.55
			Community Development	06.18.2024 PW Ops Floor Mats		3.48
		2240114892	Genl Govt/Facilities	06.18.2024 Floor Mats - RACC		3.41
			Community Development	06.18.2024 Floor Mats - RACC		7.08

City of Ridgefield

Claims Payment Report

For Approval on:

July 11th, 2024

UNIFIRST CORPORATION	3904	2240114893	Genl Govt/Facilities	06.18.2024 Floor Mats - CH	16.46
		2240114894	Public Safety	06.18.2024 Floor Mats - PD	39.52
		2240117010	Genl Govt/Facilities	06.25.2024 Floor Mats - RACC	3.41
			Community Development	06.25.2024 Floor Mats - RACC	7.08
UNIFIRST CORPORATION Total					593.18
VALUE GARAGE DOOR SERVICE	4019	10910	Public Safety	101 Mill St Garage Door Receiver Installation	2,609.56
VALUE GARAGE DOOR SERVICE Total					2,609.56
WA STATE DEPARTMENT OF TRANSPORTATION	0688	RE44JD17340L005	Public Works	Overpass Safety Screen Plans Review	962.28
		RE44JD17360L004	Public Works	SR501 Pioneer St Corridor Plan Review	104.70
WA STATE DEPARTMENT OF TRANSPORTATION Total					1,066.98
WALKER MACY LLC	3965	P3993.01-6	Public Works	05.2024 Waterfront Park Master Plan	6,444.89
WALKER MACY LLC Total					6,444.89
WALTER E. NELSON COMPANY	3553	1877192	Public Works	Parks Soap & Paper Products	678.03
WALTER E. NELSON COMPANY Total					678.03
WELLWORKS FOR YOU	3414	31448	Human Resources	06.2024 Wellness Program	793.51
WELLWORKS FOR YOU Total					793.51
WESTERN UNITED CIVIL GROUP LLC	3743	23016-9	Public Works	05.29.2024-07.01.2024 Royle Rd 15th St to 5th Way	611,346.95
WESTERN UNITED CIVIL GROUP LLC Total					611,346.95
WOODLAND SAW AND CYCLE INC.	2223	3563	Public Works	PWSTW Trimmer/Weed eater Repair	170.52
				PWSTW Earmuffs	38.83
				PWSTW Trimmer/Weed eater Repair	12.03
				PWSTW Trimmer/Weed eater Repair	18.06
		3554	Public Works	Parks Blower / String Trimmer / Hard Edger Repair	269.02
WOODLAND SAW AND CYCLE INC. Total					508.46
WSP USA INC.	3338	40051586	Community Development	05.2024 Comprehensive Plan and System Plan Updates	47,266.05
WSP USA INC. Total					47,266.05
Grand Total					1,431,957.86

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: July 11, 2024

AGENDA ITEM NAME: Approval of Minutes from the June 27, 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. 06-27-2024



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
JUNE 27, 2024**

Regular Meeting - 5:30 PM

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

1. 2025-2045 Comprehensive Plan Update: Land Use Alternatives - Claire Lust, Community Development Director

As part of the 2025-2045 Comprehensive Plan Update, cities and counties are required to formulate multiple land use scenarios that would accommodate growth over the next twenty years. Now that Clark County has adopted final population, housing, and employment allocations for its cities, our project team has begun developing land use alternatives for Ridgefield and its Urban Growth Area.

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

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

Yes.

IX.5. Motion - Approve Entering a Work Order Agreement with Clark Public Utilities for Utility Relocations as Part of the Pioneer Widening Project.

IX.6. Motion – Approval Paradise Pointe Phase 1 Final Plat

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

IV. INTRODUCTION AND SWEARING-IN CEREMONY FOR OFFICER TRIBER - CHIEF DORIOT

V. INTRODUCTION AND SWEARING-IN CEREMONY FOR OFFICER ERAZO - CHIEF DORIOT

VI. INTRODUCTION AND SWEARING-IN CEREMONY FOR OFFICER STEWARD - CHIEF DORIOT

VII. PUBLIC COMMENT

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

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

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

VIII. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

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

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the June 13, 2024 Meeting**

IX. BUSINESS

1. **Second Reading of Ordinance No. 1425 - Adoption of 2021 Building Codes - Claire Lust, Community Development Director**

The Washington State Building Code Council (SBCC) advises the Legislature on building code issues and develops the building codes used in Washington State to ensure buildings and facilities constructed in the state are safe, healthy, accessible, and energy efficient. The State Building Code is updated on a three-year cycle. In 2021, the SBCC and its Technical Advisory Groups (TAGs) began work on the 2021 code update. This work continued through 2023. On September 19, 2023 the SBCC set a final adoption date for the 2021 code on March 15, 2024. On March 15, 2024 the 2021 State Building Code became effective statewide. This code includes:

- 2021 International Building Code with statewide amendments
- ICC/ANSI A117.1-2017, Accessible and Usable Buildings and Facilities, with statewide amendments (adopted as part of the IBC)
- 2021 International Existing Building Code with statewide amendments (adopted through the IBC)
- 2021 International Residential Code with statewide amendments
- 2021 International Mechanical Code with statewide amendments
- 2020 Liquefied Petroleum Gas Code (NFPA 58) for LP Gas
- 2021 National Fuel Gas Code (NFPA 54) for LP Gas installations
- 2021 International Fuel Gas Code with statewide amendments
- 2021 International Fire Code with statewide amendments
- 2021 Uniform Plumbing Code with statewide amendments
- 2021 Washington State Energy Code-Commercial
- 2021 Washington State Energy Code-Residential
- 2023 National Electrical Code (NFPA 70)

City Council conducted a discussion after the staff report.

MOTION: MAYOR PRO TEM LINDSAY MOVED TO ADOPT ORDINANCE NO. 1425 THE 2021 BUILDING CODES

WITH THE AMENDMENTS PROPOSED BY THE CITY STAFF.
SECOND: COUNCIL MEMBER WELLS.

MOTION TO AMENDMENT: COUNCIL MEMBER COLE MOVED TO AMEND THE MOTION TO INCLUDING ALL CCF&R PROPOSALS EXCEPT SECTION R313.2.
SECOND: COUNCIL MEMBER BURKLE.

RESULT:	(6-1)
MOVER:	Council Member Cole
SECONDER:	Council Member Burkle
AYES:	Mayor Onslow, Mayor Pro Tem Lindsay, Council Member Cole, Council Member Chipman, Council Member Burkle, Council Member Favela
NAYS:	Council Member Wells

2. Motion - Approval of Contract Amendment with WSP for the Comprehensive Plan and Capital Facility Plans Update - Claire Lust, Community Development Director

On August 10, 2023 Council awarded to WSP the contract for Ridgefield's 2025-2045 Comprehensive Plan and System Plan updates. The contract is in the amount of \$500,000.00 plus a \$22,611.00 contingency for a total amount of \$522,611.00. Subsequently, the Washington Department of Commerce made available grant funding for the required climate element in comprehensive plans. Staff applied for (and received, subject to completion of deliverables) \$173,002.62 in climate grant funding, split between \$40,002.62 for baseline climate planning work with Clark County and \$133,000.00 for WSP to complete the climate analysis and integrate climate planning into the 2025-2045 Comprehensive Plan. Council accepted this \$173,002.62 climate planning grant in early 2024. Prior to executing the climate planning grant agreement, Commerce requested clarifications to its scope and budget. At this time, City staff and WSP identified an opportunity to increase the scope and budget to cover additional climate planning work as part of the comprehensive plan update. The updated climate planning grant scope and budget includes \$126,900.00 of additional work by WSP including a multimodal transportation analysis and further integration of climate planning across the other required comp plan elements (land use, housing, etc.). Adding \$126,900.00 to the original climate planning grant amount of \$173,002.62 brings the total climate planning grant amount to \$299,902.62 (\$40,002.62 for baseline climate planning work with Clark County and \$259,900.00 for WSP). There are multiple components of the proposed amendment to the City's contract with WSP including recognition of the climate grant funding and several smaller requests totaling \$375,145.00.

MOTION: MOVED TO APPROVE THE CONTRACT AMENDMENT WITH WSP FOR THE COMPREHENSIVE PLAN AND SYSTEM PLAN UPDATES IN THE AMOUNT OF \$375,145.00.

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

3. Motion - Approval of Ridgefield Surface Transportation Block Grant Funding Applications through Regional Transportation Council - Chuck Green, Public Works Director

Per the grant policy, council authority is required to submit grant applications over \$100,000 that require additional city resources such as matching funds. the City has pursued rural federal funding through the

periodic Regional Transportation Council (RTC) Transportation Improvement Program call-for-projects process. Coincidental with the 2020 Census, Ridgefield has been designated a Small City Federal Urban Area (Ridgefield UAB) under the federal program which was adopted by the RTC Board in October 2023. As the boundary roughly conforms with the Ridgefield Urban Growth Area boundary, there is a portion of the Ridgefield UAB that includes unincorporated Clark County. Discussions with the county indicate they do not have any projects they intend to submit for these funds this cycle. The RTC process dictates that the City submit project grant applications consistent with RTC's current call for projects. The three projects which are proposed to be submitted to RTC are: Ridgefield/ I-5 South Connector Project Stage 2 (STBG), S 10th / 11th Street Overpass, Union Ridge Parkway to S Timm Road (STBG), Carty Road Multi-Purpose Trail Project: Phase 1, Hillhurst at Carty Road Enhanced Crosswalk (CRP).

The two STBG applications would request approximately \$660,000 of the \$840,000 STBG funds available to the City over a six-year period and the CRP application is for all \$240,000 of the federal CRP funds available to the City. A project pre-qualification review by RTC will be conducted on July 5, 2024, and final grant applications are due to RTC by July 12, 2024. Funds would be available starting in late 2024 or early 2025 after RTC Board adoption of the Transportation Improvement Program in October and incorporated into the Statewide Transportation Improvement Program after that adoption. The Grant Steering Committee unanimously recommended the grant applications to go to council for approval.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER OR DESIGNEE TO SUBMIT FUNDING APPLICATIONS THROUGH THE REGIONAL TRANSPORTATION COUNCIL PROCESS FOR THE RIDGEFIELD/I-5 SOUTH CONNECTOR PROJECT, THE S 10TH/11TH STREET OVERCROSSING PROJECT AND PHASE 1 OF THE CARTY ROAD MULTI-PURPOSE TRAIL PROJECT, AND ENHANCED CROSSWALK AT THE HILLHURST/CARTY ROAD INTERSECTION.

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

4. Motion - Selection of Project to Submit for Federal Fiscal Year 2025 Community Development Block Grant Funding - Chuck Green, Public Works Director

Several projects within the City, primarily in the downtown area, have been completed using funding from the CDBG. Most recently these have included stormwater improvements to S 3rd Avenue and S 8th Avenue, the 8th Avenue and Simons project, Gee Creek Loop and the Hall and Elm projects, which are in process, and Sargent Street between S Main and S 3rd Avenues which will be underway later in 2024. Several candidate projects have been identified by City staff for discussion:

- Lake River Stormwater Outfall project (which was considered in 2023 and 2024 and has received Public Works Board financing)
- Sidewalk infill and repair along N 3rd Avenue between Pioneer and Maple Streets
- Downtown stormwater and water main replacement projects (which could include sidewalks and pavement repair) including:
 - Maple Street between Railroad and Main Avenues,
 - Railroad Avenue from Division to Mill Streets, and
 - N 1st Avenue from Division to Mill Streets.

City Council conducted a discussion on the proposed projects.

MOTION: MOVED TO DIRECT STAFF TO PROCEED SEEKING A FEDERAL FISCAL YEAR 2025 COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE MAPLE STREET DOWNTOWN PROJECT.

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

5. Motion - Approve Entering a Work Order Agreement with Clark Public Utilities for Utility Relocations as Part of the Pioneer Widening Project - Chuck Green, Public Works Director

As construction work on the Pioneer Widening Project gets underway, there will be extensive utility relocations into a Joint Utility Trench (JUT). Clark Public Utilities (CPU) will have a coordinating role in relocating overhead power to underground in the JUT as well as with communications lines that are currently attached to CPU poles. Reconnection of service is also needed. Also included will be a “shoe-fly” overhead power line relocation to allow for Phase 1 (50th Place, Pioneer Canyon Drive) to be built and open to traffic by the end of August. Due to the aggressive schedule on that phase, CPU is needing to bid out and undertake the shoe-fly immediately. Council action on approving the work order agreement with CPU is requested at this meeting.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER OR DESIGNEE TO SIGN THE WORK WITH CLARK PUBLIC UTILITIES FOR UTILITY RELOCATIONS ON THE PIONEER WIDENING PROJECT FOR THE ESTIMATED AMOUNT OF \$240,000 PLUS A 10% CONTINGENCY.

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

6. Motion – Approval Paradise Pointe Phase 1 Final Plat - Claire Lust, Community Development Director

Staff approved a post-decision review 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. The project has since been renamed to Paradise Pointe. Phase 1 is in the western portion of the site, adjacent to the planned east-west collector through Paradise Pointe to the north, the future Paradise Pointe community park to the east, Pioneer Place subdivision to the south, and parcels in unincorporated Clark County to the west. The Paradise Pointe Phase 1 proposal is to create 51 single-family detached residential lots. The lots range from 7,080 square feet (24 total lots) to 11,316 square feet (Lot 10). The average lot area is 7,431 square feet. Each lot in Phase 1 takes access from public streets which tie into the east-west collector through Paradise Pointe and into the neighboring Pioneer Place subdivision. Phase 1 also has open space tracts including those comprising the future Paradise Pointe Community Park.

MOTION: MOVED TO APPROVE PARADISE POINTE PHASE 1 FINAL PLAT AS PRESENTED.

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

X. 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>.

XI. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Favela - Congrats to the New Officers, AWC Conference.

Council Member Burkle - Attended AWC Conference, Port of Ridgefield Meeting, City Manager Briefing.

Council Member Wells - Attended DCWA Meeting, 2 Pre-Application Conferences.

Council Member Cole - Attended AWC Conference.

Council Member Chipman - Attended Ridgefield Junction Board Meeting, AWC Conference.

Mayor Pro Tem Lindsay - Attended AWC Conference, AWC Priorities Committee Meeting, CCF&R Meeting.

2. Mayor

Attended AWC Conference, City Manager Briefing.

3. City Manager

City Manager Steve Stuart - Bond Sale and AWC Conference Update.

Public Works Director Chuck Green - Royle Road Update.

Police Chief Cathy Doriot - 4th of July Event Prep/Update.

XII. EXECUTIVE SESSION

1. RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

8:49PM - The City Council entered into executive session pursuant to RWC 42.30.110(1)(g). The session will last until 9:20PM and action to be taken after the session.

Attendees: Mayor, City Council, Deputy City Manager Lee Knottnerus.

9:20PM - Deputy City Manager announced that City Council will continue the executive session until 9:30PM.

9:30PM - The Deputy City Manager announced that the City Council would extend the executive session until 9:40 PM. City Manager Steve Stuart entered the session.

9:40PM - The Mayor reconvened the meeting.

Note: Pursuant to his employment agreement, Ridgefield City Manager Steve Stuart is entitled to a salary increase and merit-based bonus on an annual basis. City Council established goals and specific criteria for Steve Stuart to complete during the April 1, 2023 to April 14, 2024 evaluation period to determine the amount of the merit-based bonus. The goals are above and beyond regular job duties and have specific measurable outcomes.

MOTION: MOVED TO INCREASE CITY MANAGER STEVE STUART'S SALARY TO \$230,000, ALONG WITH A MERIT BONUS OF \$20,000

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

XIII. ADJOURN

9:48PM

Julie Ferriss, City Clerk

Ron Onslow, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: July 11, 2024

AGENDA ITEM NAME: Approval of Resolution No. 650 - Financial Policy #04 Procurement of Goods & Services

GOVERNING LEGISLATION

RCW 39 Public Contracts and Indebtedness, RCW 35.72 Contracts for Street, Road, and Highway projects, 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

PREVIOUS COUNCIL ACTION TAKEN:

The Council approved Financial Policy #04: Procurement of Goods & Services on June 1, 2015, and has approved multiple updates to the policy. The last update was adopted by Resolution No. 594 on June 24, 2021.

SUMMARY/BACKGROUND:

The City Council adopted Resolution No 565 establishing a formal policy on the procurement of goods and services. The City Council updated the policy by adopting Resolution No 594 on June 24, 2021.

The purpose of the policy is to establish the City's policies and procedures for purchasing supplies and materials and for contracting services. The Washington State Legislature has signed new legislation over the past few sessions adding and updating legislation regarding public works contracting requirements. The policy updates brought to council address those updates and changes to best practice around procurement of goods and services.

The following areas are addressed in the policy updates.

- Changes to the Small Works Roster
 - Added section for a required business utilization plan
 - Threshold changes
 - Direct contracting
 - Removing the ability for Limited Works contracting
- Added section on apprenticeship (refer to apprenticeship policy)
- Payment and Performance Bond requirements
- Changes to Retainage
- The addition of alternative contracting options
 - Add Job Order Contracting
 - Add Design-Build Contracting
 - Add General Contractor/Construction Manager (GC/CM)
- Federal funding - Add language to the procurement policy to address a request from SAO to update the policy to meet federal procurement policy requirements
- Update prevailing wage language

- Update prevailing wage - combined form threshold
- Add a section on definitions
- Updated references to conflict of interest and code of ethics employment policies (Requested by SAO)
- References to new surplus property policy
- Clarification on approval of change orders

BUDGET/FINANCIAL IMPACTS:

No budget impacts are expected.

RECOMMENDED ACTION OR MOTION:

If the Council chooses to adopt this Resolution, a motion would be:

"I move to adopt Resolution No. 650 Financial Policy #04: Procurement of Goods & Services."

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. Policy #04 Procurement Policy Clean_070324
2. Policy #04 Procurement Policy Redlined_070324

RESOLUTION NO. 650

ADOPTION OF FINANCIAL POLICY #04: PROCUREMENT OF GOODS & SERVICES

WHEREAS, the City of Ridgefield adopted Resolution No. 565 establishing a formal policy for the Procurement of Goods & Services in 2015; and

WHEREAS, the City of Ridgefield has previously amended the policy by adopting Resolution No. 594; and

WHEREAS, the City deems it necessary to update the Procurement of Goods & Services policies to include new legislation passed by the Washington State Legislature, and updated industry best practice; and

WHEREAS, these policies provide the guidelines for city staff and officials who are authorized to procure goods and services for official city business; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of Ridgefield adopts the Procurement of Goods & Services policy, a copy of which is attached and referenced as exhibit A.

Section 2. The City Manager, Finance Director and Deputy City Manager are hereby authorized to implement such policies as necessary to carry out the directions of this Resolution.

Section 3. The effective date of this Resolution shall be in full force and effect on the date adopted by the City Council.

ADOPTED AT A REGULAR SESSION BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON ON THE 11th DAY OF JULY, 2024.

CITY OF RIDGEFIELD

Ron Onslow, Mayor

ATTEST:

Julie Ferriss, City Clerk

Financial Policy #04: Procurement of Goods & Services

Effective Date: July 1, 2024; Resolution No. 650

Replaces and Cancels: Resolution No. 594

References: [RCW 35.23.352](#), [RCW 36.92.020](#), [Title 39 RCW](#), [Chapter 42.23 RCW](#), [Chapter 60.28 RCW](#), [Title 82 RCW](#), 2 CFR 200, City of Ridgefield Purchasing Matrix

PURPOSE

This document establishes the City of Ridgefield's (City) policies and procedures for purchasing supplies and materials and for contracting for services. The policies and procedures detailed in this document are mandatory and City staff risk disciplinary action, up to and including termination of employment for unauthorized departure from these guidelines.

OBJECTIVES

All employees must follow established policies and procedures for procurement of equipment, materials, and services. Adherence to policies and procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public.

Procedures are divided into four major areas: 1) Procurement of Goods and Services, 2) Bidding Requirements, 3) Reimbursement of Expenses, and 4) Other Issues.

Financial Policy #04: Procurement of Goods & Services

Effective Date: July 1, 2024; Resolution No. 650

Replaces and Cancels: Resolution No. 594

References: [RCW 35.23.352](#), [RCW 36.92.020](#), [Title 39 RCW](#), [Chapter 42.23 RCW](#), [Chapter 60.28 RCW](#), [Title 82 RCW](#), 2 CFR 200, City of Ridgefield Purchasing Matrix

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Financial Policy #04: Procurement of Goods & Services

Effective Date: July 1, 2024; Resolution No. 650

Replaces and Cancels: Resolution No. 594

References: [RCW 35.23.352](#), [RCW 36.92.020](#), [Title 39 RCW](#), [Chapter 42.23 RCW](#), [Chapter 60.28 RCW](#), [Title 82 RCW](#), 2 CFR 200, City of Ridgefield Purchasing Matrix

PROCUREMENT OF GOODS AND SERVICES

City purchases are subject to authorization & quote/bid requirements are as follows (Refer to Purchasing Matrix quick reference guide: Exhibit 1).

General Purchases (When Vendor Roster is not used) ([RCW 39.04.190](#))

\$1 - \$7,500 No competitive bids required; Director or designee approval

\$7,501 - \$15,000 3 verbal or written quotes; Director or designee approval

\$15,001 - \$40,000 Competitive bid required; Director or designee approval

\$40,001 - \$100,000 Competitive bid required; City Manager or designee approval

>\$100,000 Competitive bid required; City Manager approval / Council awards

Public Works Projects ([RCW 35.23.352](#)) ~~RCW 35.23.352~~

Public Works Category	Threshold	Competition Requirement	Retainage Requirement	Bond Requirement	Intent/Affidavit Requirement	Approval Level
Small Works	Under \$150,000	1) Contract through direct negotiation with equitable distribution OR 2) Solicit quotes from all on the appropriate roster	Under \$5,000 – No retainage required All remaining contracts – Public Owners allowed the option to assess risk and determine reduction or waiver of retainage	Under \$5,000 – No bond required Allow 10% retainage in lieu of bond	Under \$5,000 – Combo forms allowed Individual intent/affidavits required	\$1 - \$15,000 Director or designee approval \$15,001 - \$100,000 City Manager or designee approval \$100,001 - <\$150,000 City Manager or designee approval – Council awards

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	\$150,000 - \$350,000	Invite quotes from all contractors on the selected roster	All remaining contracts – Public Owners allowed the option to assess risk and determine reduction or waiver of retainage	Performance & payment bond required	Individual intent/affidavits required	City Manager or designee approval – Council awards
Formal Competitive	\$350,000 and Above	Agency statutes usually require public advertisement for a specified time and in a particular manner, sealed bids, and public bid openings.	Retainage required	Performance & payment bond required	Individual intent/affidavits required	City Manager or designee approval – Council awards

Contract or Day Labor – One Craft or Trade

\$75,501 - \$100,000 Competitive sealed bid; City Manager approval or designee approval
 >\$100,000 Competitive sealed bid; City Manager approval / Council awards

Contract or Day Labor – Two or More Crafts or Trades

\$75,501 - \$100,000 3 written quotes; City Manager or designee approval
 \$100,001 - \$150,000 3 written quotes; City Manager approval / Council awards
 >\$150,000 Competitive sealed bid; City Manager approval / Council awards

Professional and Personal Services Contracts

\$1 - \$15,000 No competitive bids required, Director or designee approval
 \$15,001 - \$100,000 Due diligence for price/quality; City Manager or designee approval
 >\$100,000 Formal competitive process; City Manager approval / Council awards

Architectural & Engineering Services: ([Chapter 39.80 RCW](#)) (When Small Works Roster is not used) Architectural & Engineering (A&E) services are selected based on qualifications after selection of the vendor the City negotiates to obtain the best quote that is most advantageous to the City. Refer to Architectural, Engineering and Design Services on page 4.

See below thresholds for approval:

\$1 - \$15,000 No competitive bids required, use Consultant Roster, Director or designee approval
 \$15,001 - \$100,000 Due diligence to obtain best quote, City Manager or designee approval

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References: [RCW 35.23.352](#), [RCW 36.92.020](#), [Title 39 RCW](#), [Chapter 42.23 RCW](#), [Chapter 60.28 RCW](#), [Title 82 RCW](#), 2 CFR 200, City of Ridgefield Purchasing Matrix

>\$100,000 Formal competitive process, City Manager approval / Council awards

NOTE: Purchases may not be broken into multiple projects or purchases to avoid compliance with state statutes and City policies.

The City of Ridgefield purchasing matrix is a companion document to the Procurement of Goods and Services Policy (See exhibit 1).

Unit Priced Contracts ([RCW 35.23.352](#))

A unit priced contract (on call) is a competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of the City under which the contractor agrees to a fixed period of indefinite quantity delivery of work, at a defined unit price for each category of work. The City will competitively bid, or enter into a cooperative purchase agreement, with an agency that has met the statutory contracting requirements for bidding this type of work.

Job Order Contracting (JOC)

Job order contracting (JOC) is the process in which the contractor of a public works project agrees to a fixed period, indefinite quantity delivery order contract, which provides the use of work orders ([RCW 39.04.010](#)). The City can enter into a single contract that can be used for multiple, small, time-sensitive projects which require little to no design ([RCW 39.10.420-460](#)). This can act as an alternative bidding method for public works construction projects, to help the City save time and expenses from the traditional public works contracting process, but must fulfill the requirements defined in [RCW 39.10.450](#) and requires that 90% or more of the work is subcontracted and that the initial job order contract term may not exceed two years but may be subject to renewal of one additional year. For job order contracts, contractors must pay prevailing wages for all work that would normally be subject to prevailing wages.

Design-Build Contracting

Design-build contracting brings a designer and contractor team together under one competitive process. The City can enter into a contract with a single firm to design and construct a public works project instead of issuing separate contracts for each type of service ([RCW 39.10.300-.330](#)). This can act as an alternative bidding method for public works construction projects but must fulfill the requirements defined in [RCW 39.10.300](#) and [RCW 39.10.330](#) and requires the total project cost to be more than \$2,000,000 in value. The design-build contract term may be for a three-year period, if approved under a blanket certification method.

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General Contractor/Construction Manager (GC/CM)

The General Contractor/Construction Manager process allows the City to select the contractor in the early stages of the design process to participate in project development with a complex nature ([RCW 39.10.340-.410](#)). The awarded GC/CM partners with the agency and designer on various preconstruction services and acts as both the general contractor and construction manager during the construction phase of the project. This can act as an alternative bidding method for public works construction projects but must fulfill the requirements defined in [RCW 39.10.360](#). The GC/CM contract term may be for a three-year period, if approved under a blanket certification method.

Federal Procurement Standards and Grant Funding

All required grant management procedures must be followed per 2 C.F.R. § 200.318 – 326.

Federal procurement procedures when Federal funding is utilized will meet Federal, State and local laws and regulations. Procurement will utilize the most restrictive procedures available at the time bids are requested. Refer to grant or loan agreements to verify applicable federal procurement requirements.

Federal Funding

The City will comply with all applicable federal procurement requirements related to federal funding unless there is a conflict. If funding source guidelines conflict with or are more stringent than this policy, then the more stringent requirements apply and must be used.

Federal Awarding Agency or Pass-Through Entity Review

The City will follow 2 C.F.R. § 200.324 in its entirety, which currently states,

- a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
- b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

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- 1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
 - 2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - 3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
 - 4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 - 5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
- c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.
- 1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
 - 2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

Prevailing Wage Laws

Prevailing wages are governed by [Chapter 39.12 RCW](#), Prevailing Wages on Public Works requirements, *regardless of contract amount*. It is the *responsibility of the contracting agency to notify the vendor of prevailing wage requirements and obtain compliance documentation prior to awarding any public works contract*. Public works contracts will only be awarded to contractors who document compliance with the Washington State Prevailing Wage Law. The department head or designee managing the project is responsible for collecting compliance documents. *Failure to follow prevailing wage laws will result in delayed or denied payment to the vendor. The City CANNOT pay for public works projects that are in violation of prevailing wage laws.*

Washington State Prevailing Wage Law

The Prevailing Wages on Public Works Act ([Chapter 39.12 RCW](#)) requires that employees of

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government contractors be paid prevailing wages for all public work. Agencies awarding public works contracts include state agencies, counties, municipalities and all political subdivisions of the state.

All public agencies, contractors performing public work, and construction workers on public works construction should be aware of their rights and legal responsibilities. Failing to comply with the provisions of [Chapter 39.12 RCW](#) may subject contractors and/or public agencies to liability for all unpaid prevailing wages and penalties.

The Department of Labor and Industries (L&I) administers the prevailing wage law. The Office of the Attorney General provides legal counsel to L&I and prosecutes violators. The State Auditor's Office ascertains if a public agency's policies, procedures and practices meet the requirements of the law.

Do not rely on this plan language description without reading the laws and regulations. The informal discussions below are meant to be helpful when read in conjunction with the laws and Washington Administrative Code ([WAC](#)) rules. They are not meant to be a substitute for reading and understanding the laws. After reading the laws and regulations, please do not hesitate to contact the Prevailing Wage Office with any questions you may have.

Federal Prevailing Wage Requirements

The federal government has its own public works prevailing wage requirements, or wage decisions, established by the Davis-Bacon ACT (DBA). For any public works project receiving federal funding, contractors must pay the higher of the state or federal wage rates.

Unit Based Contracts Prevailing Wage Requirements

For unit-based contracts, contractors must pay prevailing wages for all work that would normally be subject to prevailing wages. Prevailing wage rates must be updated annually. Intents and affidavits must be submitted annually for all work completed during the previous 12 months.

Combined Intent to Pay and Affidavit of Wages Paid Process

Small public works projects under \$5,000 may allow a Combined Intent to Pay and Affidavit of Wages Paid report to be processed online only at the option of the public contract awarding agency. Fees are waived by L&I policy on the under \$5,000 combined submission online. A signature by the public awarding agency is required in addition to the contractor's signature.

The public agency approves the report utilizing the My L&I Agency Portal. The public contract awarding agency has a liability for unpaid wages when the alternate report is used so only that awarding agency can authorize the use of the combined report.

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Retainage and Bonds

For small public works contracts under \$5,000, pursuant to [Chapter 60.28 RCW](#), there is no requirement for retainage or payment and performance bonds. For contracts exceeding \$5,000, that stay within the small works contract threshold, the City may elect to withhold retainage, and determine the reduction or waiver of the retainage amount, based on the level of risk associated with the project. For small works contracts that exceed \$5,000 but remain under \$150,000, retainage of money earned by the contractor on progress payments shall not exceed 10 percent of the total contract amount may take the place of payment and performance bonds. Retainage must be withheld for all formal contracts exceeding \$349,999. Contractor may submit a bond for all or a portion of the contract retainage, in a form acceptable to the public body and from a bonding company, meeting standards established by the public body. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to [Title 82 RCW](#), which may be due from such Contractor, and (2) the claims of any other person or entity arising under the Contractor or [Chapter 60.28 RCW](#). Release of retainage will be made within the statutory period following the last date for filing of claims pursuant to [Chapter 60.28 RCW](#). Projects that receive federal funding may not be allowed to withhold retainage. Refer to the grant and program agreements regarding retainage requirements.

Professional and Personal Services

Professional or personal services are those services involving specialized skill, education, and special knowledge. These services include, but are not limited to, archeological, engineering, design services, accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing. Procurement of professional and personal services will be in accordance with [Chapter 39.80 RCW](#) and [Chapter 39.29 RCW](#).

A competitive process is not required for professional or personal services, other than professional engineering or architectural services for the design of City improvements.

Non-Architectural and Engineering Services

Professional and technical services include disciplines such as attorneys, computer programmers, financial analysts, bond counsels, artists, planners, and real estate appraisers.

Purchase of professional services requires completion of a City professional services contract that describes services to be performed and the negotiated price.

Prior qualifications and experience with the City, time-frame for completing projects, and cost may

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be considered when choosing consultant/firm to perform professional services, as defined in this section.

Architectural, Engineering, Land Surveying and Design Services

State statutes require advance notice of the requirement for architectural, engineering, land surveying and design services. The City will evaluate a firms' qualifications and performance, and negotiate with the firm with the highest qualifications. In the event a negotiated price cannot be reached, the City will then move to the next most qualified firm. Architectural, engineering, and design services contracts will be reviewed to ensure compliance with [Chapter 39.80 RCW](#).

Purchased Services

Purchased Services are activities or projects for which the City of Ridgefield contracts and which are not considered a public work. These activities consist of services such as janitorial and selection of the official City newspaper. The City of Ridgefield as a code City under 20,000 is required to call annually for bids for the City's official newspaper. The City of Ridgefield is required to perform due diligence for price and quality on bids for services.

Conflicts of Interest

The City is subject to the state's Conflicts of Interest statute [Chapter 42.23 RCW](#). City employees are prohibited from having a financial interest in contracts awarded by the City. The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement. No employee will participate in procurement when they are aware of a conflict of interest. Refer to Employment Policy #202: Conflicts of Interest for more detail.

Code of Ethics

Employees who are authorized to procure goods and services may neither solicit, accept, nor agree to accept any gratuity for themselves, their families or others that results in their personal gain which may affect their impartiality in making decisions on the job. Discounts or concessions realistically available to the general population, items received that do not result in personal gain, and samples to the City used for general City use are examples of items that are not gratuities. Personal judgement should be used and questions regarding particular problems or events should be referred to the employee's department head or the Finance Director. Refer to Employment Policy #201: Core Ethics Policy.

In-State or Local Geographical Preferences

Procurements will be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic

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location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Bid Procedures

1. Authorization Request

Request from City Manager or designee to call for bids. In special circumstances, the City Manager may waive portions of the bid procedures. The “special circumstances” are limited to items where publication of bids may impinge on the safety of staff or City assets.

2. Publication of Notice

After City Manager or designee authorization, the requesting department director (or designee) will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids and ensure notice is posted on the City web page, at least 13 days prior to bid submittal deadline. The City will make every effort to include notifications on the Washington State Office of Minority and Women’s Business Enterprises website.

3. Notice Contents

Solicitations should contain specifications and procedures for suppliers to use to estimate their submittals. At a minimum, a solicitation shall include:

- I. Project title;
- II. Nature and scope of work;
- III. Where contract documents (plans and specifications) can be reviewed or obtained;
- IV. Cost to obtain a set of contract documents;
- V. Place, date, and time that bids are due;
- VI. Statement that a bid bond must accompany the bid if required;
- VII. Statement that the City retains the right to reject any and all bids and to waive minor irregularities in the bidding process;
- VIII. Statement that the contract involves “public work,” and those workers shall receive the prevailing rate of wage pursuant to the Prevailing Wage on Public Works Act ([Chapter 39.12 RCW](#));
- IX. List of the applicable prevailing wage rates; and
- X. Statement that the City is an equal opportunity employer and invites responsive bids from all qualified bidders.

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- XI. In addition, provide evaluation criteria; minimum qualification; date, time, and location of pre-bid conference (if applicable); name, address, and telephone number of the project contact; and number of required copies will help bidders prepare responsive submittals.

4. Bid Opening

Submittals shall be submitted electronically, whenever possible, through the City's webpage. The submittals shall be date and time stamped by the receiving software. Submitted Bids will be available for public view immediately after the date and time submittals are due. Bidders may request to submit their bids in paper form during the question time frame of the solicitation if the Bidder is unable to submit electronically.

5. Report on Bids

The Finance Director or designee will prepare a report (bid tabs) and recommendation on all bids received. The report will be submitted to the Department Director or designee responsible for the project for review.

6. Bid Award

The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered. When a bidder requests copies of bids received within two days of a competitive bid opening, the City will not award the bid until at least two full business days after the documents have been provided.

7. Rejection of Submittals

The City reserves the right to reject any submittal not in substantial compliance with the solicitation documents, or all prescribed public bidding procedures and requirements and may reject for good cause any or all bids upon a finding of the City that it is in the public interest to do so.

The following shall apply to bid solicitations:

- I. Selection of a winning offer is based primarily on lowest responsive bid. Quality and expertise, however, must also be a consideration. In the event the City has issued a written finding to a contractor/vendor that a project was completed late, over budget, or did not meet specifications, the City may award to the next lowest responsible bidder that falls within 5% of the lowest bid. The lowest responsive bidder has the right to provide a written response to the City on how they will improve in the future to meet specifications.
- II. To ensure consistency and fair process, the City will use standard forms, documents, contracts, and terms and conditions, when practical. The Finance Department will

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maintain templates for bid-related documents for use by departments. The City will use an evaluation selection committee to promote an open, proper selection. The requesting department director will appoint committee members to act in an advisory capacity.

- III. Minimum qualifications are stated to ensure respondents are reasonably qualified. Minimum qualifications cannot be used to eliminate qualified vendors. Minimum qualifications should be tested against the marketplace to ensure they aren't overly restrictive.
- IV. When needed, the City will conduct a pre-bid conference to allow a thorough discussion of the City's intent, scope, specifications, and terms. Interested companies should be encouraged to attend.

Exemptions to Competitive Bidding Requirements

[RCW 39.04.280](#) provides uniform exemptions to competitive bidding requirements utilized by municipalities when awarding contracts for public works and contracts for purchases.

Competitive bidding requirements may be waived for:

1. Purchases that are clearly and legitimately limited to a single source of supply (Sole Source Vendor):

If, after conducting a good faith review of available resources, the requesting department director determines that there is only one source of the required materials, supplies, or equipment, a purchase contract may be awarded without complying with established bid requirements. The requesting department director will submit a written request for sole source procurement to the Finance Director for approval, and conduct price, terms, and delivery negotiations, as appropriate. The vendor must certify in writing that the City is getting the lowest offered price. Refer to Sole Source Vendor Statement exhibit 3.

2. Purchases involving special facilities or market conditions:

The City Manager may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction, or supplies or used goods that will be sold before the City can conduct the bid process.

3. Surplus Property:

The City may acquire surplus property from another government without the use of bids ([RCW 39.33.010](#)). Refer to Financial Policy #16 Surplus Property for additional details.

4. Auctions:

The City of Ridgefield may purchase at auctions ([RCW 39.30.045](#)).

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5. Purchases in the event of an emergency:

“Emergency” is defined as “...unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.” If an emergency situation has been declared, the City Manager may waive competitive bidding requirements and the City may award all necessary contracts to purchase goods, materials, or services to address the emergency situation. Purchase order(s) must be properly documented as pertaining to an emergency as soon as possible following the event. If a contract is awarded without competitive bidding due to a declared emergency, the City Council must adopt a resolution certifying the emergency situation existed no later than two weeks or one council meeting following the award of the contract.

6. Interlocal Cooperative Purchasing Agreements:

Pursuant to [Chapter 39.34 RCW](#), bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through other local governments which have complied with their statutory contracting requirements.

The City is authorized to use any master contract approved and administered through the State of Washington, Department of Enterprise Services, using the Master Contracts Usage Agreement.

The City is authorized to use federal contracts administered by the General Services Administration. GSA agreements approved for local governments include the following:

- Information technology products
- Security/law enforcement equipment
- Items to aid recovery from federally declared disasters or acts of terrorism
- Items to aid response to federally declared public health emergencies
- Equipment to support counterdrug, homeland security, and emergency response activities

The City of Ridgefield must conduct a screening process whereby it can justify the purchase through an Interlocal Agreement, for contracts outside of DES and GSA administered agreements. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met.

Approval and authority for entering into an Interlocal Cooperative Purchasing Agreement will be determined by the anticipated cost of the procurement. Blanket Interlocal Cooperative Purchasing Agreements where the costs of the potential purchases are not known will be treated as purchases over \$15,000.

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In addition, the City may make a bid call with another government entity as a joint purchase complying with the statutory contracting requirements of the participating jurisdictions. Purchases made pursuant to any such agreement shall be separately invoiced to the respective purchasers in accordance with the purchases made by each; and each such purchaser shall be responsible for payment for its own purchases only. Purchases made for the City under a purchasing contract executed by a state, or agency or subdivision thereof, or by another governmental unit or public benefit nonprofit corporation shall be exempt from competitive bidding and related requirements.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from the City of Ridgefield's bids or quotations, provided that the other agencies allow similar rights and reciprocal privileges to the City of Ridgefield.

7. Purchasing Cooperatives That Meet Washington State Revised Code of Washington and City Bidding Requirements

Pursuant to [Chapter 39.34 RCW](#), bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through purchasing cooperatives which have complied with their statutory contracting requirements. The City of Ridgefield must conduct a screening process whereby it can justify the purchase through a purchasing cooperative. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met. The agreement will need to adhere to the [RCW 39.34.030](#) provisions.

8. Competitive Negotiations Telecommunications Systems/Services

Competitive negotiation can be used as an alternative to the competitive bidding procedures for the acquisition of electronic data processing and telecommunications systems; energy saving or energy related equipment or services; or when it is determined in writing that the use of competitive bidding is neither practical nor advantageous to the City.

"Electronic data processing" includes, but is not limited to, systems that comprise a combination of equipment or units to provide input of source data, and storage and processing of data and output in predetermined form, including a central processing unit (CPU) or main frame ([RCW 36.92.020](#)). In other words, hardware, software, firmware, "smart cards" or any combination thereof.

Eligible purchases ([RCW 39.35A.030](#)) are those for "equipment, materials, or supplies that are expected, upon installation, to reduce the energy use or energy cost of an existing building or facility, and the services associated with the equipment, materials, or supplies, including but not limited to design, engineering, financing, installation, project management, guarantees, operations, and maintenance." ([RCW 39.35A.020\(1\)](#)). The procurement may be structured on a

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performance basis, rather than a design specification, so that the City may specify a result, rather than the type or model of equipment. ([RCW 39.35A.020\(3\)](#))

The approval requirements found in Authorization & Quote/bid requirements as listed on page 1 also apply to procurement by competitive negotiation. The approving officer shall determine in writing that competitive bidding is either not practical or not advantageous to the City.

Requisitions for electronic data processing systems shall be routed through and approved by the Finance Director or designee for compatibility certification prior to purchase. This will allow for the appraisal of present supply of devices, and the possible elimination of an unnecessary expenditure of City funds.

A request for proposals should be prepared and submitted to enough qualified sources, to permit reasonable competition consistent with the requirements of the purchase. The request for proposal should identify significant evaluation factors, including price, and their relative importance. The City reserves the right to determine the number of sources considered to be adequate.

The City will provide procedures for technical evaluation of the proposals received, identification of qualified sources, and selection criteria for awarding the contract.

The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered. If the City is unable to negotiate a contract successfully, the City may terminate negotiations and proceed to negotiate with the second most advantageous proposer, and so on.

Verbal Quotes

Purchases requiring verbal quotes must be documented by a properly completed procurement quote log. (See exhibit 2).

Sole Source Purchases

A “sole source” is characterized as meeting one or more of the following standards: (a) the City department has conducted a screening process whereby it can justify purchase of a specific product; (b) the City requires legitimate specifications to which only one vendor can successfully respond; or (c) the product is available only through one manufacturer (or distributor) and the manufacturer so certifies. In any such case where the purchase exceeds \$7,500, the vendor shall certify that the City is getting the lowest price it offers anyone. Purchases in excess of \$7,500 from a sole source vendor require prior approval of the Finance Director or designee and must be signed by the requesting Department Director or designee (see exhibit 3).

Small Works Roster

Financial Policy #04: Procurement of Goods & Services

Effective Date: July 1, 2024; Resolution No. 650

Replaces and Cancels: Resolution No. 594

References: [RCW 35.23.352](#), [RCW 36.92.020](#), [Title 39 RCW](#), [Chapter 42.23 RCW](#), [Chapter 60.28 RCW](#), [Title 82 RCW](#), 2 CFR 200, City of Ridgefield Purchasing Matrix

[RCW 39.04.152](#) provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects valued below \$350,000, excluding state sales tax, and will comply with the requirements listed in [RCW 39.04.152](#).

The Small Works Roster maintained under a statewide roster by the Municipal Research and Services Center ([MRSC Rosters](#)) allows the City to evaluate the professional qualifications on file when a proposed project is scheduled and shall consist of all responsible contractors who have requested to be on the list, and where required by law, are properly licensed or registered to perform such work in this state ([RCW 39.04.151](#)). Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive process and the statewide MRSC roster provides a centralized location for reporting requirements. *All other bidding requirements are the same.*

Small Works Direct Contracting

Contracting agencies may enter into direct contracts with a contractor by soliciting a quote from a single selected contractor on the statewide roster and negotiate a final price ([WAC 200-330-050](#)). For small public works projects with an estimated cost less than \$150,000, not including sales tax, to increase the utilization of small businesses, state agencies and local governments are encouraged to and may direct contract with small businesses as defined in chapter 395, Laws of 2023, before direct contracting with other contractors on the appropriate small works roster without a competitive process ([RCW 39.04.152\(4\)\(b\)](#)). City employees will use the Small Works direct contracting process for purchases ranging from \$1,000 - \$49,999, using the statewide roster through the MRSC Roster website, and will comply with the requirements listed in [WAC 200-330-050\(2\)](#).

- I. If there are six or more contractors meeting the definition of small business on the applicable roster, the state agency or authorized local government must direct contract with one of the certified small businesses on the appropriate roster list that have indicated interest in performing work in the applicable geographical area. A state agency or authorized local government utilizing direct contracting pursuant to this subsection must rotate through the contractors on the appropriate small works roster and must, when qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals, utilize different contractors on different projects ([RCW 39.04.152](#)).
- II. If there are five or less contractors meeting the definition of small business on the applicable roster, the state agency or authorized local government may direct contract with any certified contractor on the applicable roster ([RCW 39.04.152](#)).

Financial Policy #04: Procurement of Goods & Services

Effective Date: July 1, 2024; Resolution No. 650

Replaces and Cancels: Resolution No. 594

References: [RCW 35.23.352](#), [RCW 36.92.020](#), [Title 39 RCW](#), [Chapter 42.23 RCW](#), [Chapter 60.28 RCW](#), [Title 82 RCW](#), 2 CFR 200, City of Ridgefield Purchasing Matrix

- III. Contractor and bid results using the direct contracting method will be recorded by the City in the MRSC Roster website under the applicable roster list to ensure all contractors are presented a fair and equal opportunity.

Business Utilization Plan

The City will need to establish a small, minority, women, and veteran-owned business utilization plan ([RCW 39.04.152\(4\)\(b\)\(iv\)](#)) that can easily be maintained and monitored by the City. Refer to Exhibit 9: Small Business Utilization Plan as a sample template. This plan shall be developed prior to soliciting and negotiating a contract under the direct contracting method and shall be tailored specific to the City's needs and available resources and capabilities. The business utilization plan shall include a forecast of future City needs with the reporting methods to be utilized and demonstrate how the City will utilize and award small and diverse businesses through direct contracting.

Public Works – Agency Responsibilities

1. Contracts for Public Work: Employers are not responsible for making the legal determination of whether a contract does or does not meet the definition of a “public works” contract. Public agencies, in awarding a contract, must make the determination of whether that contract involves “public work” and communicate it to the employers in the bid specifications and contracts. The law does not allow public agencies to place this burden upon the employer. For example, it is insufficient to state, “Contractors shall comply with the prevailing wage law, if applicable”. Agencies should seek the advice of legal counsel regarding when a contract is for public work. Before acting on advice that a contract is not for public work, agencies should contact the Prevailing Wage Office for a determination of the applicability of the statute. The City of Ridgefield will specify in bid documents, contracts, and purchase orders when prevailing wage is applicable to a public work project. ([RCW 39.04.010](#), [RCW 39.12.030](#), [RCW 39.12.040](#), and [RCW 39.12.042](#))

2. Prevailing Wage Provisions: Awarding agencies must stipulate in bid specifications and contracts for public work that workers shall receive the prevailing rate of wage. Those documents must also contain a list of the applicable prevailing wage rates. Compliance with the law is not met by referring contractors to the department or other sources to obtain wage rate information. ([RCW 39.12.030](#))

3. Public Building Service Maintenance Contracts: Public building service maintenance (janitorial) contracts of more than one year duration must include wage language recognizing the potential for future variance in applicable prevailing wages each year after the first year of the contract. ([RCW 39.12.030](#), [RCW 39.12.040](#), and [RCW 39.12.042](#)).

Financial Policy #04: Procurement of Goods & Services

Effective Date: July 1, 2024; Resolution No. 650

Replaces and Cancels: Resolution No. 594

References: [RCW 35.23.352](#), [RCW 36.92.020](#), [Title 39 RCW](#), [Chapter 42.23 RCW](#), [Chapter 60.28 RCW](#), [Title 82 RCW](#), 2 CFR 200, City of Ridgefield Purchasing Matrix

4. Disbursal of Public Funds: Agencies may not make any payments where employers have not submitted an Intent form that has been approved by the L&I Industrial Statistician. Agencies may not release retainage until all employers have submitted an Affidavit form that has been certified by the Industrial Statistician. The requirement to submit these forms should also be stated in the contract. ([RCW 39.12.030](#), [RCW 39.12.040](#), and [RCW 39.12.042](#))

5. Turnkey Projects (lessee/lessor relationships between public and private parties): Prevailing wages must be paid for any work, construction, alteration, repair or improvement, other than ordinary maintenance, that the state or a municipality causes to be performed by a private party through a contract to rent, lease, or purchase at least fifty percent of the project by one or more state agencies or municipalities. ([RCW 39.04.260](#)) It is the responsibility of the awarding agency to make an accurate determination as to whether the entire project falls within [RCW 39.04.260](#) prior to entering into a lease relationship for a space in a privately owned building. The determination is based on whether the awarding agency is causing the work to be performed and when at least fifty percent of the leased space is going to be occupied by one or more public agencies. If [RCW 39.04.260](#) applies, all work performed in conjunction with the project is covered, not just the tenant improvements, and the project is subject to all provisions of [Chapter 39.12 RCW](#). Should the awarding agency fail to comply with all the provisions of [RCW 39.04.260](#) –and [RCW 39.12.040](#), the awarding agency can be held responsible for any unpaid prevailing wages.

6. Contract Administration: Though not legally required, the following activities are recommended to ensure compliance with the Public Works Act.

- I. Job site inspections should be performed on a routine or periodic basis to verify compliance. These inspections should include checking to see that a copy of the Intent is posted at the job site. Workers should be randomly interviewed to verify that prevailing wages are received. Apprentice workers should be asked to show their registration cards.
- II. References should be checked when the agency is empowered to select the lowest responsible bidder. The department can advise an agency regarding an employer's history of wage claims. Check the Contractor Debarment List to find out if a contractor is debarred from bidding on public works projects.
- III. Verify Contractor Registration Status and Verify Workers' Compensation Premium Status. Find out whether a contractor or other employer has an industrial insurance (workers' compensation) account with L&I and that their premiums are up to date.

Apprenticeship Program

All public works construction projects will require the contractor to utilize the following minimum

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Effective Date: July 1, 2024; Resolution No. 650

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apprenticeship utilization percentage of total labor hours of all workers, apprentice, or journeyperson, receiving an hourly wage on a public project. This can create opportunities for training and experience that will help assure to train and develop a skilled workforce through on-the-job training. The programs are designed to develop the next generation of highly trained and knowledgeable professionals in skilled labor and trades. The minimum utilization requirements are defined in [RCW 39.04.320\(4\)\(b\)](#) and are detailed further in Financial Policy #17

Apprenticeship Program.

Consultant Roster

The City may utilize the MRSC Consultant Roster for procurement of architecture, engineering, and surveying services as referenced in [Chapter 39.80 RCW](#), as well as other professional services such as design, planning, management, real estate, financial, legal, communications, environmental, IT, and personnel, consulting.

Vendor Roster

The City may utilize the MRSC Vendor Roster for product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in [RCW 39.04.190](#).

Vendors/contractors selected from the Small Works Roster are not relieved from observing applicable legal requirements such as Performance Bond, Prevailing Wage, Labor and Material Bonding, etc.

Purchase Orders

Purchase orders are a preferred method to allow for a vendor to invoice the city directly for the purchase of goods or services. Purchase orders detail the terms of the purchase, including the items sold, the price, and the terms of payment. The supplier typically agrees to deliver purchased items prior to payment, with the purchase order serving as a guarantee of future payment. Purchase orders should be requested for non-routine purchases whenever a merchant or bank card is not utilized for the purchase. Purchase Orders shall be requested via the Purchase Order Request form on the Procurement SharePoint Page.

Vendor Accounts

The City will authorize vendor accounts with select merchants who provide goods and materials that are necessary for ongoing operations. Vendor accounts will invoice the City directly for all purchases and accept a net 30 payment policy. City Manager or designee approval is required to place a credit application for new vendor accounts. The Finance Director will establish the authorized account when approval is granted.

Merchant Cards

It is sometimes necessary to use merchant cards. City Manager or designee approval is required

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to open a merchant card. The Finance Director will establish the authorized account when approval is granted. Refer to Financial Policy #03 Credit Card Usage for additional details.

Bank Cards

Bank cards may be issued with the approval of the City Manager or designee. They are to be used solely for official City business. Employees who are issued a bank card must sign the credit card usage form prior to issuance of cards. Refer to Financial Policy #03 Credit Card Usage for additional details.

Petty Cash

Petty cash funds cover minor disbursements. Employees may be reimbursed from petty cash funds for authorized purchases that do not exceed the established petty-cash limit. Refer to Financial Policy # 05 Petty Cash Policy for details.

Change Orders

For Change Orders Within City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order (See Exhibit 4) is necessary and reasonable, the City Manager or designee is authorized to approve any and all Change Orders, that do not exceed the legally authorized appropriations budget established by the City Council for the applicable fund. The City Manager designates the Public Works Director or Finance Director to approve change orders that don't exceed the authorized budget.

For Change Orders in Excess of City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order is necessary the City Manager or designee shall follow procedures outlined in "Financial Policy #07: Budget". If the amount of the Change Order affects the legally authorized appropriations of the fund, a budget amendment will be submitted to City Council for approval. A Budget Amendment Request form (See exhibit 5), will be submitted to include the amount of requested funds and justification describing why the additional funds are necessary and the benefits to be derived.

If the City Council approves the Budget Amendment, the City Manager shall take the necessary actions to enact the Change Order and complete the work in an expeditious manner in accordance with the City Council's direction.

If the City Council denies the Budget Amendment, the City Manager or designee shall report back to the City Council with options as to how to accomplish the project/contract within the funds allocated.

The City Manager or designee may authorize a reallocation of funds within a department or capital fund, to account for a Change Order as long as the legally authorized appropriation is not

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exceeded, without presenting the request to Council.

In the event of an emergency or the need to take immediate or expeditious action necessary to protect or maintain the public health, safety, or welfare; or to prevent damage to public or private property, the City Manager is authorized to enact Change Orders in excess of the legally authorized expenditure level. The City Manager shall timely report such actions to the City Council.

Travel Expenses

All expense payments or reimbursements for travel and/or subsistence expenses must meet the requirements set forth in the City of Ridgefield Travel and Meal Reimbursement Policy #806, which establishes policy and procedures related to obtaining travel authorization, advance travel funds, and expenditure or reimbursement for travel and subsistence expenses incurred in conduct of business of the City. Refer to the City of Ridgefield Employment Policy #806 Travel and Meal Reimbursement for details. Expense reimbursements will be documented via the Expense Reimbursement Form, located on the Intranet at [Employee Forms Portal \(sharepoint.com\)](#).

Payment Processing

Approvals

Vendor invoices shall be approved by the department head or designee. Reimbursements payable to City employees or officials shall be signed for approval as follows:

- Mayor – Approved by the City Manager or designee
- Council – Approved by the City Manager or designee
- City Manager – Approved by the Finance Director or Deputy City Manager
- Department Director – Approved by the City Manager or designee
- Other employees – Approved by the Department Director, Supervisor or designee
- Employees may not approve their own reimbursement.

Accounts Payable

Invoices that are received by accounts payable via the US Postal Service or e-mail will be date stamped and have the account coding entered. The invoice will be routed to the department heads or designees for review and approval. The City uses an electronic workflow process for review and approval. For all invoices, department heads or designees will verify that the invoiced items have been received and that the invoiced amount is correct. In addition, the approver will verify the expense is for official city business and the proper account coding has been listed on the invoice. The approver will add their electronic approval through the accounts payable workflow process. Once review and approval are complete the approved invoices will be routed to accounts payable for payment. There are two accounts payable check cycles scheduled each month, coinciding with the City Council meetings.

Financial Policy #04: Procurement of Goods & Services

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Budget Amendments

Department Director's or designee must ensure that purchases are initiated only when departmental appropriations are sufficient to cover the anticipated cost. Expenditure's that exceed departmental appropriations require the City Manager's approval via the Budget Amendment Request Form (Exhibit 5).

Definitions

Account Payable – the amount that the City owes to its vendors for goods or services received.

Architectural & Engineering (A&E) Service – services by an individual or group of individuals duly licensed or otherwise legally authorized to render the same professional services within Washington State (Chapter 39.80 RCW).

Award – the formal decision by the City after which the contract is signed. A contract is not formed until the City signs the contract.

Budget Amendment – revisions to the working budget of the City to reflect changes that occur throughout the fiscal year.

Change Order – written amendment to an existing contract that alters the work, sum or time of a project.

Craft/Trade – specialized occupational skills to perform work within a specialized industry.

Consultant – an independent person or company that possesses necessary qualifications that allow them to perform specialized advisory services, usually for a fee.

Contractor – an independent person or company that agrees to provide materials or perform labor under terms of a contract.

Designee – duly authorized representative of a person holding a superior position; executed management representative. Designee for the City Manager is the management team. Designee for the Department Director is the department manager, supervisor or building official.

Direct Contracting – process to solicit a quote from a single selected contractor on the statewide roster and negotiate a final price meeting the cost limit specified (RCW 39.04.152(4)(b)).

Emergency Purchase – purchase of a good or service in the event of unforeseen circumstances beyond the control of the agency that either present a real, immediate, and extreme threat to the proper performance of essential functions or may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken (RCW 39.26.130).

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Effective Date: July 1, 2024; Resolution No. 650

Replaces and Cancels: Resolution No. 594

References: [RCW 35.23.352](#), [RCW 36.92.020](#), [Title 39 RCW](#), [Chapter 42.23 RCW](#), [Chapter 60.28 RCW](#), [Title 82 RCW](#), 2 CFR 200, City of Ridgefield Purchasing Matrix

Federal Procurement – purchase property or services for the direct benefit or use of the US Government and to abide by all federal regulations.

Interlocal Agreement – an agreement between public agencies involving an exercise of governmental powers in a joint or cooperative undertaking (Chapter 39.34 RCW).

Merchant/Bank Card – third party bank account that allows businesses to process electronic payments, such as debit and credit cards.

Petty Cash – small amount of money kept on hand for payment of minor expenditures.

Prevailing Wage – hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers, and mechanics. Prevailing wages are established, by the Department of Labor and Industries, for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions (Chapter 39.12 RCW).

Procurement – process of sourcing and purchasing goods or services for the City.

Professional or Personal Service – services involving specialized skill, education, and special knowledge. These services include, but are not limited to, archeological, engineering, design services, accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing (Chapter 39.80 RCW and Chapter 39.29 RCW)

Public Work – all work, construction, alteration, repair or improvement, other than ordinary maintenance, that is executed at the cost of the state or any other local public agency, including but not limited to, demolition, remodeling, renovation, road construction, building construction, ferry construction, utilities construction and maintenance when performed by contract (RCW 39.04.010).

Purchase Order – a purchaser's written document to a vendor formalizing all the terms and conditions of a proposed transaction, which includes, but is not limited to, a description of the requested items; cost of items being purchased; delivery schedule; terms of payment and transportation.

Purchased Service – services provided by a vendor to accomplish routine, continuing, and necessary functions which includes, but is not limited to, services for equipment maintenance and repair; operation of a physical plant; security; computer hardware and software maintenance; data entry; key punch services; and computer time-sharing, contract programming, and analysis.

Quote – an informal purchasing process in which pricing information is solicited from several sources.

Financial Policy #04: Procurement of Goods & Services

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Replaces and Cancels: Resolution No. 594

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Request for Proposal – the document used to solicit proposals from potential providers for goods and services. Price is usually not a primary evaluation factor. It provides for the negotiation of all terms, including price, prior to contract award, and may include a provision for the negotiation of best and final offers.

Responsible – a business entity or individual who has the integrity and reliability as well as the financial and technical capacity to perform the requirements of the solicitation and subsequent contract. With regard to a public works contract, a bidder is determined to be responsible as provided in RCW 39.04.350.

Responsive – a bid or proposal that fully conforms in all material respects to the solicitation mechanism (ITB, RFQ, RFP) and all its requirements, including all form and substance.

Retainage – a percentage of a contract price retained from a contractor as assurance that subcontractors will be paid and that the job will be completed.

Small Works Roster – roster of qualified contractors maintained for use in a modified formal bid process (RCW 39.04.155).

Sole Source – purchases that are clearly and legitimately limited to a single source of supply. There is only one supplier available for purchasing the materials, supplies or equipment needed.

Surplus – any City real or personal property and/or asset that is no longer needed now or in the foreseeable future or that is no longer of value or use to the City. This includes items purchased by the City and found items.

Turnkey Project – delivery method in which a contractor works with a project owner under a single contract to complete all project stages from detail engineering through construction to be ready for immediate use.

Vendor – an independent person or company that sells a product or service.

Appendix

Exhibit 1: Purchasing Matrix Quick Reference Guide

Exhibit 2: Procurement Quote Log

Exhibit 3: Sole Source Vendor Statement

Exhibit 4: Contract Change Order Form

Exhibit 5: Budget Amendment Request Form

Exhibit 6: Employee Reimbursement Voucher

Financial Policy #04: Procurement of Goods & Services

Effective Date: July 1, 2024; Resolution No. 650

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Exhibit 7: Apprenticeship Program

Exhibit 8: Surplus Property

Exhibit 9: Small Business Utilization Plan

Financial Policy #04: Procurement of Goods & Services

Effective Date: ~~June 24, 2021~~ July 1, 2024; Resolution No.

~~594-650~~

Replaces and Cancels: Resolution No. ~~565~~ 594

References: [RCW 35.23.352](#), [RCW 36.92.020](#), [Title 39 RCW](#), [Chapter 42.23 RCW](#) ~~RCW 39~~, [RCW 35.72](#), [Chapter 60.28 RCW](#), [Title 82 RCW](#), 2 CFR 200, City of Ridgefield Purchasing Matrix

PURPOSE

This document establishes the City of Ridgefield's (City) policies and procedures for purchasing supplies and materials and for contracting for services. The policies and procedures detailed in this document are mandatory and City staff risk disciplinary action, up to and including termination of employment for unauthorized departure from these guidelines.

OBJECTIVES

All employees must follow established policies and procedures for procurement of equipment, materials, and services. Adherence to policies and procedures will ensure that public purchases and contracts are open, fair, and at the best value to the public.

Procedures are divided into four major areas: 1) Procurement of Goods and Services, 2) Bidding Requirements, 3) Reimbursement of Expenses, and 4) Other Issues.

Financial Policy #04: Procurement of Goods & Services

Effective Date: June 24, 2021; Resolution No. 594

Replaces and Cancels: Resolution No. 565

References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

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References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

PROCUREMENT OF GOODS AND SERVICES

City purchases are subject to authorization & quote/bid requirements are as follows (Refer to Purchasing Matrix quick reference guide: Exhibit 1).

General Purchases (When Vendor Roster is not used) ([RCW 39.04.190](#))(~~RCW 39.04.190~~)

\$1 - \$7,500 No competitive bids required; Director or designee approval

\$7,501 - \$15,000 3 verbal or written quotes; Director or designee approval

\$15,001 - \$40,000 Competitive bid required; Director or designee approval

\$40,001 - \$100,000 Competitive bid required; City Manager or designee approval

>\$100,000 Competitive bid required; City Manager approval / Council awards

Public Works Projects (~~When Small Works Roster is not used~~) ([RCW 35.23.352](#)) ~~RCW 35.23.352~~

Public Works Category	Threshold	Competition Requirement	Retainage Requirement	Bond Requirement	Intent/Affidavit Requirement	Approval Level
Small Works	Under \$150,000	1) Contract through direct negotiation with equitable distribution OR 2) Solicit quotes from all on the appropriate roster	Under \$5,000 – No retainage required All remaining contracts – Public Owners allowed the option to assess risk and determine reduction or waiver of retainage	Under \$5,000 – No bond required Allow 10% retainage in lieu of bond	Under \$5,000 – Combo forms allowed Individual intent/affidavits required	\$1 - \$15,000 Director or designee approval \$15,001 - \$100,000 City Manager or designee approval \$100,001 - <\$150,000 City Manager or designee approval – Council awards

Financial Policy #04: Procurement of Goods & Services

	<u>\$150,000 - \$350,000</u>	<u>Invite quotes from all contractors on the selected roster</u>	<u>All remaining contracts – Public Owners allowed the option to assess risk and determine reduction or waiver of retainage</u>	<u>Performance & payment bond required</u>	<u>Individual intent/affidavits required</u>	<u>City Manager or designee approval – Council awards</u>
<u>Formal Competitive</u>	<u>\$350,000 and Above</u>	<u>Agency statutes usually require public advertisement for a specified time and in a particular manner, sealed bids, and public bid openings.</u>	<u>Retainage required</u>	<u>Performance & payment bond required</u>	<u>Individual intent/affidavits required</u>	<u>City Manager or designee approval – Council awards</u>

\$1 – \$7,500 No competitive bids required; Director or designee approval

\$7,501 – \$15,000 3 verbal or written quotes; Director or designee approval

\$15,001 – \$75,500 3 written quotes; City Manager or designee approval
\$15,000 Optional Director or designee approval

\$15,001 – \$100,000 Optional Direct Contracting/"6 or More Rule" required (RCW 39.04.152) City Manager or designee approval

\$100,001 – <\$150,000 Optional Direct Contracting/"6 or More Rule" required (RCW 39.04.152) City Manager or designee approval / Council awards
1< City Manager or designee approval / Council awards

-City Manager or designee approval / Council awards

Contract or Day Labor – One Craft or Trade, or Street Signalizing or Street Lighting

\$75,501 - \$100,000 Competitive sealed bid; City Manager approval or designee approval

>\$100,000 Competitive sealed bid; City Manager approval / Council awards

Contract or Day Labor – Two or more Crafts or Trades

\$75,501 - \$100,000 3 written quotes; City Manager or designee approval

\$100,001 - \$150,000 3 written quotes; City Manager approval / Council awards

>\$150,000 Competitive sealed bid; City Manager approval / Council awards

Financial Policy #04: Procurement of Goods & Services

Professional and Personal Services Contracts

\$1 - \$15,000 No competitive bids required, Director or designee approval
\$15,001 - \$100,000 Due diligence for price/quality; City Manager or designee approval
>\$100,000 [Formal competitive process](#) ~~Due diligence for price/quality~~; City Manager approval / Council awards

Architectural & Engineering Services: ([Chapter 39.80 RCW](#) ~~RCW 39.80~~) (When Small Works Roster is not used) Architectural & Engineering (A&E) services [are selected based on qualifications](#) ~~bid levels are based on negotiated price~~ after selection of [the](#) vendor [the City negotiates to obtain the best quote that is most advantageous to the City](#). Refer to Architectural, Engineering and Design Services on page 4.

See below thresholds for approval:

\$1 - \$15,000 No competitive bids required, use Consultant Roster, Director or designee approval
\$15,001 - \$100,000 Due diligence to obtain best quote, City Manager or designee approval
>\$100,000 [Formal competitive process](#) ~~Due diligence to obtain best quote~~, City Manager approval / Council awards

NOTE: Purchases may not be broken into multiple projects or purchases to avoid compliance with state statutes and City policies.

The City of Ridgefield purchasing matrix is a companion document to the Procurement of Goods and Services Policy (See exhibit 1).

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Effective Date: ~~July 1, 2024~~ June 24, 2021; Resolution No.

594 ###

Replaces and Cancels: Resolution No. 565-~~594~~

References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

Unit Priced Contracts (~~RCW 35.23.352~~RCW 35.23.352)

A unit priced contract (on call) is a competitively bid contract in which public works are anticipated on a recurring basis to meet the business or operational needs of the City under which the contractor agrees to a fixed period of indefinite quantity delivery of work, at a defined unit price for each category of work. The City will competitively bid, or enter into a cooperative purchase agreement, with an agency that has met the statutory contracting requirements for bidding this type of work.

Job Order Contracting (JOC)

Job order contracting (JOC) is the process in which the contractor of a public works project agrees to a fixed period, indefinite quantity delivery order contract, which provides the use of work orders (RCW 39.04.010). The City can enter into a single contract that can be used for multiple, small, time-sensitive projects which require little to no design (RCW 39.10.420-.460). This can act as an alternative bidding method for public works construction projects, to help the City save time and expenses from the traditional public works contracting process, but must fulfill the requirements defined in RCW 39.10.450 and requires that 90% or more of the work is subcontracted and that the initial job order contract term may not exceed two years but may be subject to renewal of one additional year. For job order contracts, contractors must pay prevailing wages for all work that would normally be subject to prevailing wages.

Design-Build Contracting

Design-build contracting brings a designer and contractor team together under one competitive process. The City can enter into a contract with a single firm to design and construct a public works project instead of issuing separate contracts for each type of service (RCW 39.10.300-.330). This can act as an alternative bidding method for public works construction projects but must fulfill the requirements defined in RCW 39.10.300 and RCW 39.10.330 and requires the total project cost to be more than \$2,000,000 in value. The design-build contract term may be for a three-year period, if approved under a blanket certification method.

General Contractor/Construction Manager (GC/CM)

The General Contractor/Construction Manager process allows the City to select the contractor in the early stages of the design process to participate in project development with a complex nature (RCW 39.10.340-.410). The awarded GC/CM partners with the agency and designer on various preconstruction services and acts as both the general contractor and construction manager during the construction phase of the project. This can act as an alternative bidding method for public works construction projects but must fulfill the requirements defined in RCW 39.10.360. The GC/CM contract term may be for a three-year period, if approved under a blanket certification method.

Federal Procurement Standards and Grant Funding

All required grant management procedures must be followed per 2 C.F.R. § 200.318 – 326.

Federal procurement procedures when Federal funding is utilized will meet Federal, State and local laws and regulations. Procurement will utilize the most restrictive procedures available at

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the time bids are requested. Refer to grant or loan agreements to verify applicable federal procurement requirements.

Federal Funding

The City will comply with all applicable federal procurement requirements related to federal funding unless there is a conflict. If funding source guidelines conflict with or are more stringent than this policy, then the more stringent requirements apply and must be used.

Federal Awarding Agency or Pass-Through Entity Review

The City will follow 2 C.F.R. § 200.324 in its entirety, which currently states,

a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- 1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
- 2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- 3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;
- 4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- 5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

- 1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;
- 2) The non-Federal entity may self-certify its procurement system. Such self-certification

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must not limit the Federal awarding agency's right to survey the system. Under a selfcertificationself certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

Public Works Projects and Prevailing Wage Laws

~~Public work is all work, construction, alteration, repair or improvement that is executed at the cost of the state or any other local public agency. This includes, but is not limited to, demolition, remodeling, renovation, road construction, building construction, ferry construction and utilities construction (RCW 39.04.010). Public work includes maintenance when performed by contract.~~ Prevailing wages are governed by ~~chapter~~ Chapter 39.12 RCW~~RCW 39.12~~, Prevailing Wages on Public Works requirements, *regardless of contract amount*. It is the *responsibility of the contracting agency to notify the vendor of prevailing wage requirements and obtain compliance documentation prior to awarding any public works contract*. Public works contracts will only be awarded to contractors who document compliance with the Washington State Prevailing Wage Law. The department head or designee managing the project is responsible for collecting compliance documents. *Failure to follow prevailing wage laws will result in delayed or denied payment to the vendor. The City CANNOT pay for public works projects that are in violation of prevailing wage laws.*

Washington State Prevailing Wage Law

The Prevailing Wages on Public Works Act (~~Chapter 39.12 RCW~~Chapter 39.12 RCW) requires that employees of government contractors be paid prevailing wages for all public work. Agencies awarding public works contracts include state agencies, counties, municipalities and all political subdivisions of the state.

All public agencies, contractors performing public work, and construction workers on public works construction should be aware of their rights and legal responsibilities. Failing to comply with the provisions of Chapter 39.12 RCW ~~Chapter 39.12 RCW~~ may subject contractors and/or public agencies to liability for all unpaid prevailing wages and penalties.

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Effective Date: June 24, 2021; Resolution No. 594

Replaces and Cancels: Resolution No. 565

References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

The Department of Labor and Industries (L&I) administers the prevailing wage law. The Office of the Attorney General provides legal counsel to L&I and prosecutes violators. The State Auditor's Office ascertains if a public agency's policies, procedures and practices meet the requirements of the law.

Do not rely on this plan language description without reading the laws and regulations. The informal discussions below are meant to be helpful when read in conjunction with the laws and Washington Administrative Code ([WACWAG](#)) rules. They are not meant to be a substitute for reading and understanding the laws. After reading the laws and regulations, please do not hesitate to contact the Prevailing Wage Office with any questions you may have.

Federal Prevailing Wage Requirements

The federal government has its own public works prevailing wage requirements, or wage decisions, established by the Davis-Bacon ACT (DBA). For any public works project receiving federal funding, contractors must pay the higher of the state or federal wage rates.

What is Prevailing Wage

~~Prevailing Wage is defined as the hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers, and mechanics. Prevailing wages are established, by the Department of Labor and Industries, for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.~~

Unit Based Contracts Prevailing Wage Requirements

For unit-based contracts, contractors must pay prevailing wages for all work that would normally be subject to prevailing wages. Prevailing wage rates must be updated annually. Intents and affidavits must be submitted annually for all work completed during the previous 12 months.

Combined Intent to Pay and Affidavit of Wages Paid Process Form

~~A combined Intent to Pay and Affidavit of Wages Paid form for s~~Small public works projects under \$2,500-\$5,000 may ~~be allow a Combined Intent to Pay and Affidavit of Wages Paid report to be processed online~~used only at the option of the public contract awarding agency. ~~Form f~~Fees are waived by L&I policy on the under \$2,500-\$5,000 combined ~~form submission online~~. A signature by the public awarding agency is required in addition to the contractor's signature.

The public agency approves the ~~form-report~~ utilizing the My L&I Agency Portal. The public contract awarding agency has a liability for unpaid wages when the alternate ~~form-report~~ is used so only that awarding agency can authorize the use of the ~~combined-form~~[combined report](#).

Retainage and Bonds

~~If contract amount exceeds \$35,000, For small public works contracts under \$5,000, pursuant to Chapter 60.28 RCW, there is no requirement for retainage or payment and performance bonds. RCW 60.28 For contracts exceeding \$5,000, that stay within the small works contract threshold,~~

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the City may elect to withhold retainage, and determine the reduction or waiver of the retainage amount, based on the level of risk associated with the project. For small works contracts that exceed \$5,000 but remain under \$150,000, retainage of money earned by the contractor on progress payments shall not exceed 10 percent of the total contract amount may take the place of payment and performance bonds there will be retained from monies earned by the Contractor on progress estimates a sum not to exceed 5 percent of the monies earned by the Contractor. Retainage must be withheld for all formal contracts exceeding \$349,999. Contractor may submit a bond for all or a portion of the contract

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retainage, in a form acceptable to the public body and from a bonding company, meeting standards established by the public body. Such retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to [Title 82 RCW](#)~~RCW Title 82~~, which may be due from such Contractor, and (2) the claims of any other person or entity arising under the Contractor or [Chapter 60.28 RCW](#)~~RCW 60.28~~. Release of retainage will be made within the statutory period following the last date for filing of claims pursuant to [Chapter 60.28 RCW](#)~~RCW Chapter 60.28~~. Projects that receive federal funding may not be allowed to withhold retainage. Refer to the grant and program agreements regarding retainage requirements.

Professional and Personal Services

Professional or personal services are those services involving specialized skill, education, and special knowledge. These services include, but are not limited to, archeological, engineering, design services, accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing. Procurement of professional and personal services will be in accordance with [Chapter 39.80 RCW](#)~~RCW 39.80~~ and [Chapter 39.29 RCW](#)~~RCW 39.29~~.

A competitive process is not required for professional or personal services, other than professional engineering or architectural services for the design of City improvements.

Non-Architectural and Engineering Services

Professional and technical services include disciplines such as attorneys, computer programmers, financial analysts, bond counsels, artists, planners, and real estate appraisers.

Purchase of professional services requires completion of a City professional services contract that describes services to be performed and the negotiated price.

Prior qualifications and experience with the City, time-frame for completing projects, and cost may be considered when choosing consultant/firm to perform professional services, as defined in this section.

Architectural, Engineering, Land Surveying and Design Services

State statutes require advance notice of the requirement for architectural, engineering, land surveying and design services. The City will evaluate a firms' qualifications and performance, and negotiate with the firm with the highest qualifications. In the event a negotiated price cannot be reached, the City will then move to the next most qualified firm. Architectural, engineering, and design services contracts will be reviewed to ensure compliance with [Chapter 39.80 RCW](#)~~RCW 39.80~~.

Purchased Services

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Purchased Services are activities or projects for which the City of Ridgefield contracts and which are not considered a public work. These activities consist of services such as janitorial and selection of the official City newspaper. The City of Ridgefield as a code City under 20,000 is required to call annually for bids for the City's official newspaper. The City of Ridgefield is required

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to perform due diligence for price and quality on bids for services. ~~Prevailing wages are required on public building services such as janitorial (39.12.020).~~

Conflicts of Interest

The City is subject to the state's Conflicts of Interest statute ~~Chapter 42.23 RCW~~ [RCW 42.23](#). City employees are prohibited from having a financial interest in contracts awarded by the City. The City will not accept donations of materials or services in return for a commitment to continue or initiate a purchasing agreement. No employee will participate in procurement when they are aware of a conflict of interest. [Refer to Employment Policy #202: Conflicts of Interest for more detail.](#)

Code of Ethics

Employees who are authorized to procure goods and services may neither solicit, accept, nor agree to accept any gratuity for themselves, their families or others that results in their personal gain which may affect their impartiality in making decisions on the job. Discounts or concessions realistically available to the general population, items received that do not result in personal gain, and samples to the City used for general City use are examples of items that are not gratuities. Personal judgement should be used and questions regarding particular problems or events should be referred to the employee's department head or the Finance Director. [Refer to Employment Policy #201: Core Ethics Policy.](#)

In-State or Local Geographical Preferences

Procurements will be conducted in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Bid Procedures ~~(When small works roster process is not used)~~

1. Authorization Request

Request from City Manager or designee to call for bids. In special circumstances, the City Manager may waive portions of the bid procedures. The "special circumstances" are limited to items where publication of bids may impinge on the safety of staff or City assets.

2. Publication of Notice

After City Manager or designee authorization, the requesting department director (or designee) will publish the Call for Bids in the official newspaper or a newspaper of general circulation most likely to bring responsive bids and ensure notice is posted on the City web page, at least 13 days prior to bid submittal deadline. The City will make every effort to include notifications on the Washington State Office of Minority and Women's Business Enterprises website.

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Replaces and Cancels: Resolution No. 565

References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

3. Notice Contents

Solicitations should contain specifications and procedures for suppliers to use to estimate their submittals. At a minimum, a solicitation shall include:

- I. Project title;
- II. Nature and scope of work;
- III. Where contract documents (plans and specifications) can be reviewed or obtained;
- IV. Cost to obtain a set of contract documents;
- V. Place, date, and time that bids are due;
- VI. Statement that a bid bond must accompany the bid if required;
- VII. Statement that the City retains the right to reject any and all bids and to waive minor irregularities in the bidding process;
- VIII. Statement that the contract involves “public work,” and those workers shall receive the prevailing rate of wage pursuant to the Prevailing Wage on Public Works Act ([Chapter 39.12 RCW](#)~~Chapter 39.12 RCW~~);
- IX. List of the applicable prevailing wage rates; and
- X. Statement that the City is an equal opportunity employer and invites responsive bids from all qualified bidders.
- XI. In addition, provide evaluation criteria; minimum qualification; date, time, and location of pre-bid conference (if applicable); name, address, and telephone number of the project contact; and number of required copies will help bidders prepare responsive submittals.

4. Bid Opening

Submittals shall be submitted electronically, whenever possible, through the City's webpage. The submittals shall be date and time stamped by the receiving software. Submitted Bids will be available for public view immediately after the date and time submittals are due. Bidders may request to submit their bids in paper form during the question time frame of the solicitation if the Bidder is unable to submit electronically.

5. Report on Bids

The Finance Director or designee will prepare a report (bid tabs) and recommendation on all bids received. The report will be submitted to the Department Director or designee responsible for the project for review.

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6. Bid Award

The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered. When a bidder requests copies of bids received within two days of a competitive bid opening, the City will not award the bid until at least two full business days after the documents have been provided.

7. Rejection of Submittals

The City reserves the right to reject any submittal not in substantial compliance with the solicitation documents, or all prescribed public bidding procedures and requirements and may reject for good cause any or all bids upon a finding of the City that it is in the public interest to do so.

The following shall apply to bid solicitations:

- I. Selection of a winning offer is based primarily on lowest responsive bid. Quality and expertise, however, must also be a consideration. In the event the City has issued a written finding to a contractor/vendor that a project was completed late, over budget, or did not meet specifications, the City may award to the next lowest responsible bidder that falls within 5% of the lowest bid. The lowest responsive bidder has the right to provide a written response to the City on how they will improve in the future to meet specifications.
- II. To ensure consistency and fair process, the City will use standard forms, documents, contracts, and terms and conditions, when practical. The Finance Department will maintain templates for bid-related documents for use by departments. The City will use an evaluation selection committee to promote an open, proper selection. The requesting department director will appoint committee members to act in an advisory capacity.
- III. Minimum qualifications are stated to ensure respondents are reasonably qualified. Minimum qualifications cannot be used to eliminate qualified vendors. Minimum qualifications should be tested against the marketplace to ensure they aren't overly restrictive.
- IV. When needed, the City will conduct a pre-bid conference to allow a thorough discussion of the City's intent, scope, specifications, and terms. Interested companies should be encouraged to attend.

Exemptions to Competitive Bidding Requirements

[RCW 39.04.280](#) ~~RCW 39.04.280~~ provides uniform exemptions to competitive bidding requirements utilized by municipalities when awarding contracts for public works and contracts for purchases.

Competitive bidding requirements may be waived for:

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References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

1. Purchases that are clearly and legitimately limited to a single source of supply (Sole Source Vendor):

If, after conducting a good faith review of available resources, the requesting department director determines that there is only one source of the required materials, supplies, or equipment, a purchase contract may be awarded without complying with established bid requirements. The requesting department director will submit a written request for sole source procurement to the Finance Director for approval, and conduct price, terms, and delivery negotiations, as appropriate. The vendor must certify in writing that the City is getting the lowest offered price. Refer to Sole Source Vendor Statement exhibit 3.

2. Purchases involving special facilities or market conditions:

The City Manager may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction, or supplies or used goods that will be sold before the City can conduct the bid process.

3. Surplus Property:

The City may acquire surplus property from another government without the use of bids ([RCW 39.33.010](#)~~RCW 39.33.010~~). [Refer to Financial Policy #16 Surplus Property for additional details.](#)

4. Auctions:

The City of Ridgefield may purchase at auctions ([RCW 39.30.045](#)~~RCW 39.30.045~~).

5. Purchases in the event of an emergency:

“Emergency” is defined as “...unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.” If an emergency situation has been declared, the City Manager may waive competitive bidding requirements and the City may award all necessary contracts to purchase goods, materials, or services to address the emergency situation. Purchase order(s) must be properly documented as pertaining to an emergency as soon as possible following the event. If a contract is awarded without competitive bidding due to a declared emergency, the City Council must adopt a resolution certifying the emergency situation existed no later than two weeks or one council meeting following the award of the contract.

6. Interlocal Cooperative Purchasing Agreements:

Pursuant to [Chapter 39.34 RCW](#)~~RCW 39.34~~, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through other local governments which have complied with their statutory contracting requirements.

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The City is authorized to use any master contract approved and administered through the State of Washington, Department of Enterprise Services, using the Master Contracts Usage Agreement.

The City is authorized to use federal contracts administered by the General Services Administration. GSA agreements approved for local governments include the following:

- Information technology products
- Security/law enforcement equipment
- Items to aid recovery from federally declared disasters or acts of terrorism
- Items to aid response to federally declared public health emergencies
- Equipment to support counterdrug, homeland security, and emergency response activities

The City of Ridgefield must conduct a screening process whereby it can justify the purchase through an Interlocal Agreement, for contracts outside of DES and GSA administered agreements. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met.

Approval and authority for entering into an Interlocal Cooperative Purchasing Agreement will be determined by the anticipated cost of the procurement. Blanket Interlocal Cooperative Purchasing Agreements where the costs of the potential purchases are not known will be treated as purchases over \$15,000.

In addition, the City may make a bid call with another government entity as a joint purchase complying with the statutory contracting requirements of the participating jurisdictions. Purchases made pursuant to any such agreement shall be separately invoiced to the respective purchasers in accordance with the purchases made by each; and each such purchaser shall be responsible for payment for its own purchases only. Purchases made for the City under a purchasing contract executed by a state, or agency or subdivision thereof, or by another governmental unit or public benefit nonprofit corporation shall be exempt from competitive bidding and related requirements.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from the City of Ridgefield's bids or quotations, provided that the other agencies allow similar rights and reciprocal privileges to the City of Ridgefield.

7. Purchasing Cooperatives That Meet Washington State Revised Code of Washington and City Bidding Requirements

Pursuant to [Chapter 39.34 RCW](#)~~chapter 39.34 RCW~~, bidding is not required when purchases of materials, supplies, or equipment are made under State standard contracts or similar contracts executed by and through purchasing cooperatives which have complied with their statutory contracting requirements. The City of Ridgefield must conduct a screening process whereby it can justify the

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purchase through a purchasing cooperative. The screening process and results must be clearly documented in writing. All other procurement approval requirements must be met. [The agreement will need to adhere to the RCW 39.34.030 provisions.](#)

8. Competitive Negotiations Telecommunications Systems/Services

Competitive negotiation can be used as an alternative to the competitive bidding procedures for the acquisition of electronic data processing and telecommunications systems; energy saving or energy related equipment or services; or when it is determined in writing that the use of competitive bidding is neither practical nor advantageous to the City.

“Electronic data processing” includes, but is not limited to, systems that comprise a combination of equipment or units to provide input of source data, and storage and processing of data and output in predetermined form, including a central processing unit (CPU) or main frame ([RCW 36.92.020](#)~~RCW 36.92.020~~). In other words, hardware, software, firmware, “smart cards” or any combination thereof.

Eligible purchases ([RCW 39.35A.030](#)~~RCW 39.35A.030~~) are those for “equipment, materials, or supplies that are expected, upon installation, to reduce the energy use or energy cost of an existing building or facility, and the services associated with the equipment, materials, or supplies, including but not limited to design, engineering, financing, installation, project management, guarantees, operations, and maintenance.” ([RCW 39.35A.020\(1\)](#)~~RCW 39.35A.020(1)~~) The procurement may be structured on a performance basis, rather than a design specification, so that the City may specify a result, rather than the type or model of equipment. ([RCW 39.35A.020\(3\)](#)~~RCW 39.35A.020(3)~~)

The approval requirements found in Authorization & Quote/bid requirements as listed on page 1 also apply to procurement by competitive negotiation. The approving officer shall determine in writing that competitive bidding is either not practical or not advantageous to the City.

Requisitions for electronic data processing systems shall be routed through and approved by the Finance Director or designee for compatibility certification prior to purchase. This will allow for the appraisal of present supply of devices, and the possible elimination of an unnecessary expenditure of City funds.

A request for proposals should be prepared and submitted to enough qualified sources, to permit reasonable competition consistent with the requirements of the purchase. The request for proposal should identify significant evaluation factors, including price, and their relative importance. The City reserves the right to determine the number of sources considered to be adequate.

The City will provide procedures for technical evaluation of the proposals received, identification of qualified sources, and selection criteria for awarding the contract.

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The City may select the qualified vendor whose proposal is most advantageous to the City, with price and other factors considered. If the City is unable to negotiate a contract successfully, the City may terminate negotiations and proceed to negotiate with the second most advantageous proposer, and so on.

Verbal Quotes

Purchases requiring verbal quotes must be documented by a properly completed procurement quote log. (See exhibit 2).

Sole Source Purchases

A “sole source” is characterized as meeting one or more of the following standards: (a) the City department has conducted a screening process whereby it can justify purchase of a specific product; (b) the City requires legitimate specifications to which only one vendor can successfully respond; or (c) the product is available only through one manufacturer (or distributor) and the manufacturer so certifies. In any such case where the purchase exceeds \$7,500, the vendor shall certify that the City is getting the lowest price it offers anyone. Purchases in excess of \$7,500 from a sole source vendor require prior approval of the Finance Director or designee and must be signed by the requesting Department Director or designee (see exhibit 3).

Small Works Roster

[RCW 39.04.152](#) ~~RCW 39.04.155~~ provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects valued below \$350,000, excluding state sales tax, and will comply with the requirements listed in RCW 39.04.152.

The Small Works Roster maintained under a statewide roster by the Municipal Research and Services Center (www.mrscrosters.org MRSC Rosters) allows the City to evaluate the professional qualifications on file when a proposed project is scheduled and shall consist of all responsible contractors who have requested to be on the list, and where required by law, are properly licensed or registered to perform such work in this state (RCW 39.04.151). Use of the Small Works Roster allows the City to preclude the advertisement requirements of the formal competitive process and the statewide MRSC roster provides a centralized location for reporting requirements. *All other bidding requirements are the same.*

- I. ~~For each project, the City will secure telephone or written quotations from (wherever possible) at least three appropriate contractors on the Roster. Whenever possible, at least one of the contractors invited to submit a proposal will be a minority or woman owned firm. The City may invite proposals from more than three or all appropriate contractors on the Roster.~~

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I. —

II. — ~~The contract must be awarded to the contractor submitting the lowest responsible bid. In the event the City has issued a written finding to a contractor/vendor that a project was completed late, over budget, or did not meet specifications, the City may award to the next lowest responsible bidder that falls within 5% of the lowest bid. The lowest responsive~~

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Replaces and Cancels: Resolution No. 565

References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

~~bidder has the right to provide a written response to the City on how they will improve in the future to meet specifications.~~

- ~~III. In the event the City does not invite all contractors on the Roster to submit a proposal, the contractors that have been chosen to submit a proposal will not be offered another opportunity until all other appropriate contractors on the Roster have been given the opportunity to submit a proposal on a project.~~

Small Works Direct Contracting

~~Contracting agencies may enter into direct contracts with a contractor by soliciting a quote from a single selected contractor on the statewide roster and negotiate a final price (WAC 200-330-050). For small public works projects with an estimated cost less than \$150,000, not including sales tax, to increase the utilization of small businesses, state agencies and local governments are encouraged to and may direct contract with small businesses as defined in chapter 395, Laws of 2023, before direct contracting with other contractors on the appropriate small works roster without a competitive process (RCW 39.04.152(4)(b)). City employees will use the Small Works direct contracting process for purchases ranging from \$1,000 - \$49,999, using the statewide roster through the MRSC Roster website, and will comply with the requirements listed in WAC 200-330-050(2).~~

- ~~I. If there are six or more contractors meeting the definition of small business on the applicable roster, the state agency or authorized local government must direct contract with one of the certified small businesses on the appropriate roster list that have indicated interest in performing work in the applicable geographical area. A state agency or authorized local government utilizing direct contracting pursuant to this subsection must rotate through the contractors on the appropriate small works roster and must, when qualified contractors are available from the roster who may perform the work or deliver the services within the budget described in the notice or request for proposals, utilize different contractors on different projects (RCW 39.04.152).~~
- ~~II. If there are five or less contractors meeting the definition of small business on the applicable roster, the state agency or authorized local government may direct contract with any certified contractor on the applicable roster (RCW 39.04.152).~~
- ~~III. Contractor and bid results using the direct contracting method will be recorded by the City in the MRSC Roster website under the applicable roster list to ensure all contractors are presented a fair and equal opportunity.~~

Limited Public Works Process Under \$50,000

~~The City may utilize the limited public works process under \$50,000 referenced in RCW 39.04.155(3). The City must solicit bids from at least three contractors on the small works roster but does not have to notify the remaining contractors on the roster used. The City will rotate solicitations to contractors on the roster when using this process.~~

~~Bid guarantees are optional. The contract must be awarded to the lowest responsible bidder. Retainage and performance and payment bonds may be waived, but limited public works projects~~

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~~are still subject to normal prevailing wage requirements. The City would assume liability for performance and payment if the limited public works process is used.~~

Business Utilization Plan

The City will need to establish a small, minority, women, and veteran-owned business utilization plan (RCW 39.04.152(4)(b)(iv)) that can easily be maintained and monitored by the City. Refer to Exhibit 9: Small Business Utilization Plan as a sample template. This plan shall be developed prior to soliciting and negotiating a contract under the direct contracting method and shall be tailored specific to the City's needs and available resources and capabilities. The business utilization plan shall include a forecast of future City needs with the reporting methods to be utilized and demonstrate how the City will utilize and award small and diverse businesses through direct contracting.

Public Works – Agency Responsibilities

1. Contracts for Public Work: Employers are not responsible for making the legal determination of whether a contract does or does not meet the definition of a “public works” contract. Public agencies, in awarding a contract, must make the determination of whether that contract involves “public work” and communicate it to the employers in the bid specifications and contracts. The law does not allow public agencies to place this burden upon the employer. For example, it is insufficient to state, “Contractors shall comply with the prevailing wage law, if applicable”. Agencies should seek the advice of legal counsel regarding when a contract is for public work. Before acting on advice that a contract is not for public work, agencies should contact the Prevailing Wage Office for a determination of the applicability of the statute. The City of Ridgefield will specify in bid documents, contracts, and purchase orders when prevailing wage is applicable to a public work project. (~~RCW 39.04.010~~~~RCW 39.04.010~~, ~~RCW 39.12.030~~~~RCW 39.12.030~~, ~~RCW 39.12.040~~~~RCW 39.12.040~~, and ~~RCW 39.12.042~~~~RCW 39.12.042~~)
2. Prevailing Wage Provisions: Awarding agencies must stipulate in bid specifications and contracts for public work that workers shall receive the prevailing rate of wage. Those documents must also contain a list of the applicable prevailing wage rates. Compliance with the law is not met by referring contractors to the department or other sources to obtain wage rate information. (~~RCW 39.12.030~~~~RCW 39.12.030~~)
3. Public Building Service Maintenance Contracts: Public building service maintenance (janitorial) contracts of more than one year duration must include wage language recognizing the

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potential for future variance in applicable prevailing wages each year after the first year of the contract. (~~RCW 39.12.030~~~~RCW 39.12.030~~, ~~RCW 39.12.040~~~~RCW 39.12.040~~, and ~~RCW 39.12.042~~~~RCW 39.12.042~~)

4. Disbursal of Public Funds: Agencies may not make any payments where employers have not submitted an Intent form that has been approved by the L&I Industrial Statistician. Agencies may not release retainage until all employers have submitted an Affidavit form that has been certified by the Industrial Statistician. The requirement to submit these forms should also be stated in the contract. (~~RCW 39.12.030~~~~RCW 39.12.030~~, ~~RCW 39.12.040~~~~RCW 39.12.040~~, and ~~RCW 39.12.042~~~~RCW 39.12.042~~)

5. Turnkey Projects (lessee/lessor relationships between public and private parties): Prevailing wages must be paid for any work, construction, alteration, repair or improvement, other than ordinary maintenance, that the state or a municipality causes to be performed by a private party through a contract to rent, lease, or purchase at least fifty percent of the project by one or more state agencies or municipalities. (~~RCW 39.04.260~~~~RCW 39.04.260~~) It is the responsibility of the awarding agency to make an accurate determination as to whether the entire project falls within ~~RCW 39.04.260~~ ~~RCW 39.04.260~~ prior to entering into a lease relationship for a space in a privately owned building. The determination is based on whether the awarding agency is causing the work to be performed and when at least fifty percent of the leased space is going to be occupied by one or more public agencies. If ~~RCW 39.04.260~~ ~~RCW 39.04.260~~ applies, all work performed in conjunction with the project is covered, not just the tenant improvements, and the project is subject to all provisions of ~~Chapter 39.12~~ ~~RCW 39.12~~. Should the awarding agency fail to comply with all the provisions of ~~RCW 39.04.260~~ ~~RCW 39.04.260~~ and ~~RCW 39.12.040~~~~RCW 39.12.040~~, the awarding agency can be held responsible for any unpaid prevailing wages.

6. Contract Administration: Though not legally required, the following activities are recommended to ensure compliance with the Public Works Act.

- I. Job site inspections should be performed on a routine or periodic basis to verify compliance. These inspections should include checking to see that a copy of the Intent is posted at the job site. Workers should be randomly interviewed to verify that prevailing wages are received. Apprentice workers should be asked to show their registration cards.
- II. References should be checked when the agency is empowered to select the lowest responsible bidder. The department can advise an agency regarding an employer's history of wage claims. Check the Contractor Debarment List to find out if a contractor is debarred from bidding on public works projects.

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- III. Verify Contractor Registration Status and Verify Workers' Compensation Premium Status. Find out whether a contractor or other employer has an industrial insurance (workers' compensation) account with L&I and that their premiums are up to date.

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Apprenticeship Program

All public works construction projects will require the contractor to utilize the following minimum apprenticeship utilization percentage of total labor hours of all workers, apprentice, or journeyperson, receiving an hourly wage on a public project. This can create opportunities for training and experience that will help assure to train and develop a skilled workforce through on-the-job training. The programs are designed to develop the next generation of highly trained and knowledgeable professionals in skilled labor and trades. The minimum utilization requirements are defined in RCW 39.04.320(4)(b) and are detailed further in Financial Policy #17 Apprenticeship Program.

Consultant Roster

The City may utilize the MRSC Consultant Roster for procurement of architecture, engineering, and surveying services as referenced in [Chapter 39.80 RCW](#) ~~RCW 39.80~~, as well as other professional services such as design, planning, management, real estate, financial, legal, communications, environmental, IT, and personnel, consulting.

Vendor Roster

The City may utilize the MRSC Vendor Roster for product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in [RCW 39.04.190](#) ~~RCW 39.04.190~~.

Vendors/contractors selected from the Small Works Roster are not relieved from observing applicable legal requirements such as Performance Bond, Prevailing Wage, Labor and Material Bonding, etc.

Purchase Orders

Purchase orders are a preferred method to allow for a vendor to invoice the city directly for the purchase of goods or services. Purchase orders detail the terms of the purchase, including the items sold, the price, and the terms of payment. The supplier typically agrees to deliver purchased items prior to payment, with the purchase order serving as a guarantee of future payment. Purchase orders should be requested for non-routine purchases whenever a merchant or bank card is not utilized for the purchase. Purchase Orders shall be requested via the Purchase Order Request form on the Procurement SharePoint Page.

Vendor Accounts

The City will authorize vendor accounts with select merchants who provide goods and materials that are necessary for ongoing operations. Vendor accounts will invoice the City directly for all purchases and accept a net 30 payment policy. City Manager or designee approval is required to place a credit application for new vendor accounts. The Finance Director will establish the authorized account when approval is granted.

Merchant Cards

It is sometimes necessary to use merchant cards. City Manager or designee approval is required

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to open a merchant card. The Finance Director will establish the authorized account when approval is granted. Refer to Financial Policy #03 Credit Card Usage for additional details.

Bank Cards

Bank cards may be issued with the approval of the City Manager or designee. They are to be used solely for official City business. Employees who are issued a bank card must sign the credit card usage form prior to issuance of cards. Refer to Financial Policy #03 Credit Card Usage for additional details.

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Petty Cash

Petty cash funds cover minor disbursements. Employees may be reimbursed from petty cash funds for authorized purchases that do not exceed the established petty-cash limit. Refer to Financial Policy # 05 Petty Cash Policy for details.

Change Orders

For Change Orders Within City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order (See Exhibit 4) is necessary and reasonable, the City Manager or designee is authorized to approve any and all Change Orders, that do not exceed the legally authorized appropriations budget established by the City Council for the applicable fund. The City Manager designates the Public Works Director or Finance Director ~~may act in place of the City Manager to approve change orders that don't exceed the authorized budget.~~

For Change Orders in Excess of City Council Authorized Budget Appropriations

Upon recommendation of the project/contract manager, and demonstration that a Change Order is necessary the City Manager or designee shall follow procedures outlined in "Financial Policy #07: Budget". If the amount of the Change Order affects the legally authorized appropriations of the fund, a budget amendment will be submitted to City Council for approval. A Budget Amendment Request form (See exhibit 5), will be submitted to include the amount of requested funds and justification describing why the additional funds are necessary and the benefits to be derived.

If the City Council approves the Budget Amendment, the City Manager shall take the necessary actions to enact the Change Order and complete the work in an expeditious manner in accordance with the City Council's direction.

If the City Council denies the Budget Amendment, the City Manager or designee shall report back to the City Council with options as to how to accomplish the project/contract within the funds allocated.

The City Manager or designee may authorize a reallocation of funds within a department or capital fund, to account for a Change Order as long as the legally authorized appropriation is not exceeded, without presenting the request to Council.

In the event of an emergency or the need to take immediate or expeditious action necessary to protect or maintain the public health, safety, or welfare; or to prevent damage to public or private property, the City Manager is authorized to enact Change Orders in excess of the legally authorized expenditure level. The City Manager shall timely report such actions to the City Council.

Travel Expenses

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All expense payments or reimbursements for travel and/or subsistence expenses must meet the requirements set forth in the City of Ridgefield Travel and Meal Reimbursement Policy #806,

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References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

which establishes policy and procedures related to obtaining travel authorization, advance travel funds, and expenditure or reimbursement for travel and subsistence expenses incurred in conduct of business of the City. Refer to the City of Ridgefield Employment Policy #806 Travel and Meal Reimbursement for details. Expense reimbursements will be documented via the Expense Reimbursement Form, located on the Intranet at [Employee Forms Portal \(sharepoint.com\)](#).

Payment Processing

Approvals

Vendor invoices shall be approved by the department head or designee. Reimbursements payable to City employees or officials shall be signed for approval as follows:

- Mayor – Approved by the City Manager or designee
- Council – Approved by the City Manager or designee
- City Manager – Approved by the Finance Director or Deputy City Manager
- Department Director – Approved by the City Manager or designee
- Other employees – Approved by the Department Director, Supervisor

or designee

- Employees may not approve their own reimbursement.

Accounts Payable

Invoices that are received by accounts payable via the US Postal Service or e-mail will be date stamped and have the account coding entered. The invoice will be routed to the department heads or designees for review and approval. The City uses an electronic workflow process for review and approval. For all invoices, department heads or designees will verify that the invoiced items have been received and that the invoiced amount is correct. In addition, the department head/approver will verify the expense is for official city business and the proper account coding has been listed on the invoice. and The approver will add their electronic approval through the accounts payable workflow process. Once review and approval is/are complete the approved invoices will be routed to accounts payable for payment. There are two accounts payable check cycles scheduled each month, coinciding with the City Council meetings.

Budget Amendments

Department Director's or designee must ensure that purchases are initiated only when departmental appropriations are sufficient to cover the anticipated cost. Expenditure's that exceed departmental appropriations require the City Manager's approval via the Budget Amendment Request Form (Exhibit 5).

Definitions

Account Payable – the amount that the City owes to its vendors for goods or services received.

Architectural & Engineering (A&E) Service – services by an individual or group of individuals duly

Financial Policy #04: Procurement of Goods & Services

licensed or otherwise legally authorized to render the same professional services within Washington State (Chapter 39.80 RCW).

Award – the formal decision by the City after which the contract is signed. A contract is not formed until the City signs the contract.

Budget Amendment – revisions to the working budget of the City to reflect changes that occur throughout the fiscal year.

Change Order – written amendment to an existing contract that alters the work, sum or time of a project.

Craft/Trade – specialized occupational skills to perform work within a specialized industry.

Consultant – an independent person or company that possesses necessary qualifications that allow them to perform specialized advisory services, usually for a fee.

Contractor – an independent person or company that agrees to provide materials or perform labor under terms of a contract.

Designee – duly authorized representative of a person holding a superior position; executed management representative. Designee for the City Manager is the management team. Designee for the Department Director is the department manager, supervisor or building official.

Direct Contracting – process to solicit a quote from a single selected contractor on the statewide roster and negotiate a final price meeting the cost limit specified (RCW 39.04.152(4)(b)).

Emergency Purchase – purchase of a good or service in the event of unforeseen circumstances beyond the control of the agency that either present a real, immediate, and extreme threat to the proper performance of essential functions or may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken (RCW 39.26.130).

Federal Procurement – purchase property or services for the direct benefit or use of the US Government and to abide by all federal regulations.

Interlocal Agreement – an agreement between public agencies involving an exercise of governmental powers in a joint or cooperative undertaking (Chapter 39.34 RCW).

Merchant/Bank Card – third party bank account that allows businesses to process electronic payments, such as debit and credit cards.

Petty Cash – small amount of money kept on hand for payment of minor expenditures.

Prevailing Wage – hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers, and mechanics. Prevailing wages are established, by the Department of Labor and Industries, for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions (Chapter 39.12 RCW).

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Procurement – process of sourcing and purchasing goods or services for the City.

Professional or Personal Service – services involving specialized skill, education, and special knowledge. These services include, but are not limited to, archeological, engineering, design services, accounting, art, bond brokerage, insurance brokerage, legal, real estate appraisal, relocation assistance, title abstracts, surveying, soils analysis, and core testing (Chapter 39.80 RCW and Chapter 39.29 RCW)

Public Work – all work, construction, alteration, repair or improvement, other than ordinary maintenance, that is executed at the cost of the state or any other local public agency, including but not limited to, demolition, remodeling, renovation, road construction, building construction, ferry construction, utilities construction and maintenance when performed by contract (RCW 39.04.010).

Purchase Order – a purchaser’s written document to a vendor formalizing all the terms and conditions of a proposed transaction, which includes, but is not limited to, a description of the requested items; cost of items being purchased; delivery schedule; terms of payment and transportation.

Purchased Service – services provided by a vendor to accomplish routine, continuing, and necessary functions which includes, but is not limited to, services for equipment maintenance and repair; operation of a physical plant; security; computer hardware and software maintenance; data entry; key punch services; and computer time-sharing, contract programming, and analysis.

Quote – an informal purchasing process in which pricing information is solicited from several sources.

Request for Proposal – the document used to solicit proposals from potential providers for goods and services. Price is usually not a primary evaluation factor. It provides for the negotiation of all terms, including price, prior to contract award, and may include a provision for the negotiation of best and final offers.

Responsible – a business entity or individual who has the integrity and reliability as well as the financial and technical capacity to perform the requirements of the solicitation and subsequent contract. With regard to a public works contract, a bidder is determined to be responsible as provided in RCW 39.04.350.

Responsive – a bid or proposal that fully conforms in all material respects to the solicitation mechanism (ITB, RFQ, RFP) and all its requirements, including all form and substance.

Retainage – a percentage of a contract price retained from a contractor as assurance that subcontractors will be paid and that the job will be completed.

Small Works Roster – roster of qualified contractors maintained for use in a modified formal bid process (RCW 39.04.155).

Sole Source – purchases that are clearly and legitimately limited to a single source of supply. There is only one supplier available for purchasing the materials, supplies or equipment needed.

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Surplus – any City real or personal property and/or asset that is no longer needed now or in the foreseeable future or that is no longer of value or use to the City. This includes items purchased by the City and found items.

Turnkey Project – delivery method in which a contractor works with a project owner under a single contract to complete all project stages from detail engineering through construction to be ready for immediate use.

Vendor – an independent person or company that sells a product or service.

Appendix

Exhibit 1: Purchasing Matrix Quick Reference Guide

Exhibit 2: Procurement Quote Log

Exhibit 3: Sole Source Vendor Statement

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Effective Date: June 24, 2021; Resolution No. 594

Replaces and Cancels: Resolution No. 565

References: RCW 39, RCW 35.72, 2 CFR 200, City of Ridgefield Purchasing Matrix

Exhibit 4: Contract Change Order Form

Exhibit 5: Budget Amendment Request Form

Exhibit 6: Employee Reimbursement Voucher

[Exhibit 7: Apprenticeship Program](#)

[Exhibit 8: Surplus Property](#)

[Exhibit 9: Small Business Utilization Plan](#)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: July 11, 2024

AGENDA ITEM NAME: Motion - Award of Contract for Delivery of the Ridgefield Outdoor Recreation Complex Fieldhouse

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns
Title 35A Optional Municipal Code
Title 39 - Public Contracts and Indebtedness, and
City Financial Policy #04: Procurement of Goods & Services.

PREVIOUS COUNCIL ACTION TAKEN:

Acceptance of the MLB Capital Grant and approval of the Fieldhouse design concept.

SUMMARY/BACKGROUND:

The City received a Minor League Baseball (MLB) Grant in 2023 and has worked with the Ridgefield Raptors to identify items for which to use the grant funds. The Raptors and School District reviewed a package of a concept plan developed by the City's Public Works Facilities staff, which was approved by City Council. The City sought bids from highly qualified firms to provide all labor, supplies, equipment and materials for the installation of a new custom shed/Fieldhouse at the Ridgefield Outdoor Recreation Complex (RORC). The Fieldhouse will cover existing batting cages adjacent to Fields 4 and 5.

The components to be built are as follows:

- Custom Shed for Fieldhouse and Umpire Changing Room/Office
- Electrical installation
- Ventilation/cooling system (potentially based in the umpire room/office with splits to the various changing rooms)
- Concrete slab/footings for the sheds/structures.

The work will be led by a general contractor who will be responsible for coordinating the various work components with those subcontractors. Work is anticipated to take up to eight (8) weeks from Notice to Proceed to finish. At the request of the Cowlitz Indian Tribe, there will be an Inadvertent Discovery Plan in place during excavations in case artifacts are discovered (based on prior studies for the RORC, there is a very low probability of this occurring). The firm of AINW will be providing the monitoring under a separate contract.

Bids were opened the afternoon of Tuesday, July 9. Bid results are attached. Bids received were a wide range which likely was the combination of a wide range of custom shed products being proposed by the various bidders as well as the bid (and upcoming work) occurring during high peak season for construction.

The lowest responsive and responsible bid was from Conframe Construction out of Brush Prairie, WA in the amount of \$256,613.53. This amount is approximately \$31,000 over the Engineer's Estimate of \$225,000. The over-bid amount is reasonable considering the time of year of the bid and construction work. The bid plus \$10,000 for contingencies will be funded entirely out of the MLB Grant received from the state.

BUDGET/FINANCIAL IMPACTS:

The contract amount to complete the work is covered by the MLB Grant.

RECOMMENDED ACTION OR MOTION:

Council action is requested on this item.

A suggested motion is: "**I move to award the RORC Fieldhouse construction contract to Conframe Construction from Brush Prairie, WA. for a total of \$256,613.53, plus \$10,000 for contingencies.**"

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Fieldhouse Bid Results

Legal Bid Recording

Bid openings shall be conducted in a public setting. All bids should be collected and remain unopened until after the due date and time. Announce the following:

"Hello, my name is, today we're opening bid number and name..... Bids will be opened in a random order, the contractor name, city, state and total amount will be read aloud. After opening bids will be reviewed for responsive and responsibility. A bid tab will be formulated and published on the City's website once all bids have been reviewed, typically the bid tab will be published the following day."

Open bids, check for the bid bond, addenda acknowledgement and announce the grand total of the bid. If there's no bid bond or addenda acknowledged, do not announce the bid amount.

Record the contractor name, city & state and amount below...

Bid Number & Name: P24005: RORC Fieldhouse Installation

Date: July 9, 2024 at 2:00PM

Announced By: City of Ridgefield - Melissa Irwin & Kirk Johnson *Chuck Green*

	Contractor Name	City & State	Bid Bond (Y/N)	Bid Signature Page/ Addenda (Y/N)	Compliance with Wage Payments (Y/N)	Amount
1.	ConFrame Con.	Battle Ground	Y	Y	Y	\$256,613.53
2.	4K Contractors	Battle Ground	Y	Y	Y	\$410,848.11
3.	Copper Mechanical	Ridgefield	Y	Y	Y	\$576,388.00
4.	Five Rivers Co.	Longview	Y	Y	Y	\$490,385.92
5.						\$
6.						\$
7.						\$
8.						\$
9.						\$
10.						\$

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: July 11, 2024

AGENDA ITEM NAME: Motion - Award of Contract for 2024 Asphalt Repairs Project

GOVERNING LEGISLATION

Revised Code of Washington Title 35 – Cities and Towns
Title 35A Optional Municipal Code
Title 39 - Public Contracts and Indebtedness, and
City Financial Policy #04: Procurement of Goods & Services.

PREVIOUS COUNCIL ACTION TAKEN:

On July 22, 2021 the City Council passed Resolution No. 596, providing for a ballot proposition in the November 2021 General Election to authorize a sales and use tax of 0.2% on taxable retail sales for the purpose of financing pavement preservation and maintenance. This increased the retail sales tax from 8.4% to 8.6%. The proposition passed in December 2021.

Funding for Pavement Management is included in the 2024 Capital Budget.

Council previously awarded the 2024 Slurry Seal project to Backline, Inc. using the Cooperative Purchasing Agreement with City of Vancouver.

SUMMARY/BACKGROUND:

Pavement preservation encompasses multiple pavement treatments that extend the life of our streets approximately by 50%. The sales tax approved in 2021 provides approximately \$600,000 to the City annually for the purpose of pavement preservation and maintenance. Since the City has several streets in need of repair, the annual budget has been divided between asphalt repairs, such as this project, and pavement preservation projects.

This year the budget will be used to complete asphalt repair projects at the intersections of S 6th Way/S Timm Road, S 11th Way/S Timm Road, S 65th Ave/S 5th Street and S 42nd Place/S 38th Way. The remaining funding will be used for a slurry seal project to preserve neighborhood streets in the Bella Noche, Canterbury Trails, Discovery Ridge, Green Gables, Laurel Heights, Pioneer Canyon and Taverner Ridge neighborhoods.

The 2024 Asphalt Repairs project will address degraded roadways primarily in intersections. These repairs consist of excavating and reconstructing localized areas of failing roadway within our jurisdiction. Additionally, Americans with Disabilities Act (ADA) requirements are triggered by the Asphalt Repairs in two locations (6thh/Timm & 11th/Timm). These locations will have abutting sidewalks and ramps reconstructed to comply with ADA requirements. Items of work included in the contract are excavation, base rock, asphalt, sidewalks/ramps and striping.

There were two bids received by the June 25, 2024 bid opening. The lowest responsive bid was received from Western United Civil Group from Yacolt, WA for an amount of \$238,294, which is \$45,183 under the Engineer's Estimate.

BUDGET/FINANCIAL IMPACTS:

The contract amount to complete the work is \$238,294, which is within the 2024 Capital Budget for the Pavement Management Program funded by the Transportation Benefit District. The amount is \$45,183 under the Engineer's Estimate.

RECOMMENDED ACTION OR MOTION:

Council action is requested on this item.

A suggested motion is: **"I move to award the asphalt repair contract with Western United Civil Group (WUCG). for a total of \$238,294."**

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. 2024 Asphalt Repairs Bid Tabulations
2. 2024 Asphalt Repairs Plan Set - Final

2024 PAVEMENT PRESERVATION PROGRAM - BID TABULATIONS							Granite Construction Company		Western United Civil Group	
ASPHALT REPAIRS							16821 SE McGilivray Blvd, Suite 210B, Vancouver, WA 98683		22414 NE Saint Helens View Rd, Yacolt, WA 98675	
BID ITEM #	STD ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL				
0001	0001	MOBILIZATION	LS	1	\$ 48,020.41	\$ 48,020.41	\$ 26,700.00	\$ 26,700.00	\$ 24,000.00	\$ 24,000.00
0002	6971	PROJECT TEMPORARY TRAFFIC CONTROL	LS	1	\$ 32,013.61	\$ 32,013.61	\$ 30,000.00	\$ 30,000.00	\$ 17,000.00	\$ 17,000.00
0003	6488	EROSION CONTROL AND WATER POLLUTION PREVENTION	LS	1	\$ 20,008.50	\$ 20,008.50	\$ 1,500.00	\$ 1,500.00	\$ 6,000.00	\$ 6,000.00
0004	7728	MINOR CHANGE	LS	1	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
<i>Kennedy Farms 38th/42nd (EX and Re-Base)</i>										
0005	0310	ROADWAY EXCAVATION INCL. HAUL	CY	66.0	\$ 75.00	\$ 4,950.00	\$ 130.00	\$ 8,580.00	\$ 95.00	\$ 6,270.00
0006	5095	CRUSHED SURFACING BASE COURSE	CY	44.0	\$ 85.00	\$ 3,740.00	\$ 70.00	\$ 3,080.00	\$ 150.00	\$ 6,600.00
0007	5767	HMA CL. 1/2 IN. PG 58H-22	TN	35.0	\$ 220.00	\$ 7,700.00	\$ 350.00	\$ 12,250.00	\$ 30.00	\$ 1,050.00
0008	7530	CONSTRUCTION GEOTEXTILE FOR SEPERATION (NON-WOVEN)	SY	90.0	\$ 5.00	\$ 450.00	\$ 4.00	\$ 360.00	\$ 6.50	\$ 585.00
0009	0340	UNSUITABLE FOUNDATION EXCAVATION INCL. HAUL	CY	3.0	\$ 75.00	\$ 225.00	\$ 200.00	\$ 600.00	\$ 200.00	\$ 600.00
Location Total			\$			17,065.00		\$ 24,870.00		\$ 15,105.00
<i>Intersection 11th /Timm (Remove Asphalt and Re-Pave)</i>										
0010	0332	PAVEMENT REPAIR EXCAVATION INCL. HAUL	SY	160.0	\$ 35.00	\$ 5,600.00	\$ 30.00	\$ 4,800.00	\$ 20.00	\$ 3,200.00
0011	5767	HMA CL. 1/2 IN. PG 58H-22	TN	45.0	\$ 220.00	\$ 9,900.00	\$ 350.00	\$ 15,750.00	\$ 200.00	\$ 9,000.00
0012		ROADWAY BASE PREPARATION PRIOR TO PAVING	SY	160.0	\$ 5.00	\$ 800.00	\$ 10.00	\$ 1,600.00	\$ 16.00	\$ 2,560.00
0013	SP 8-14	CONSTRUCT/FIELD FIT ADA RAMP	LS	2.0	\$ 10,000.00	\$ 20,000.00	\$ 4,500.00	\$ 9,000.00	\$ 13,000.00	\$ 26,000.00
0014	6806	PAINT LINE (4" SINGLE WHITE SOLID)	LF	5.0	\$ 3.00	\$ 15.00	\$ 20.00	\$ 100.00	\$ 27.00	\$ 135.00
0015	6806	PAINT LINE (8" SINGLE WHITE SOLID)	LF	7.0	\$ 5.00	\$ 35.00	\$ 25.00	\$ 175.00	\$ 27.00	\$ 189.00
0016	6806	PAINT LINE (4" DOUBLE YELLOW SOLID CENTERLINE)	LF	100.0	\$ 6.00	\$ 600.00	\$ 30.00	\$ 3,000.00	\$ 13.00	\$ 1,300.00
0017	6857	PLASTIC CROSSWALK LINE	SF	156.0	\$ 24.00	\$ 3,744.00	\$ 15.00	\$ 2,340.00	\$ 20.00	\$ 3,120.00
0018	6859	PLASTIC STOP LINE	SF	24.0	\$ 24.00	\$ 576.00	\$ 15.00	\$ 360.00	\$ 40.00	\$ 960.00
Location Total			\$			41,270.00		\$ 37,125.00		\$ 46,464.00
<i>Intersection 6th /Timm (Digout)</i>										
0019	0310	ROADWAY EXCAVATION INCL. HAUL	CY	323.0	\$ 75.00	\$ 24,225.00	\$ 130.00	\$ 41,990.00	\$ 55.00	\$ 17,765.00
0020	5767	HMA CL. 1/2 IN. PG 58H-22	TN	157.0	\$ 220.00	\$ 34,540.00	\$ 350.00	\$ 54,950.00	\$ 200.00	\$ 31,400.00
0021	5095	CRUSHED SURFACING BASE COURSE	CY	242.0	\$ 85.00	\$ 20,570.00	\$ 70.00	\$ 16,940.00	\$ 90.00	\$ 21,780.00
0022	SP 8-14	CONSTRUCT/FIELD FIT ADA RAMP	LS	2.0	\$ 10,000.00	\$ 20,000.00	\$ 8,600.00	\$ 17,200.00	\$ 13,000.00	\$ 26,000.00
0023	7530	CONSTRUCTION GEOTEXTILE FOR SEPERATION	SY	225.0	\$ 5.00	\$ 1,125.00	\$ 4.00	\$ 900.00	\$ 6.00	\$ 1,350.00
0024	6806	PAINT LINE (4" DOUBLE YELLOW SOLID CENTERLINE)	LF	20.0	\$ 6.00	\$ 120.00	\$ 30.00	\$ 600.00	\$ 20.00	\$ 400.00
0025	6857	PLASTIC CROSSWALK LINE	SF	96.0	\$ 24.00	\$ 2,304.00	\$ 15.00	\$ 1,440.00	\$ 20.00	\$ 1,920.00
0026	6859	PLASTIC STOP LINE	SF	15.0	\$ 24.00	\$ 360.00	\$ 15.00	\$ 225.00	\$ 40.00	\$ 600.00
0027		ADJUST GRATE INLET	EA	1.0	\$ 750.00	\$ 750.00	\$ 1,200.00	\$ 1,200.00	\$ 1,600.00	\$ 1,600.00
Location Total			\$			103,994.00		\$ 135,445.00		\$ 102,815.00
<i>Intersection 65th / 5th (Digout)</i>										
0028	0310	ROADWAY EXCAVATION INCL. HAUL	CY	28.0	\$ 75.00	\$ 2,100.00	\$ 130.00	\$ 3,640.00	\$ 150.00	\$ 4,200.00
0029	5095	CRUSHED SURFACING BASE COURSE	CY	28.0	\$ 85.00	\$ 2,380.00	\$ 70.00	\$ 1,960.00	\$ 180.00	\$ 5,040.00
0030	5767	HMA CL. 1/2 IN. PG 58H-22	TN	15.0	\$ 220.00	\$ 3,300.00	\$ 350.00	\$ 5,250.00	\$ 200.00	\$ 3,000.00
0031	7530	CONSTRUCTION GEOTEXTILE FOR SEPERATION (NON-WOVEN)	SY	60.0	\$ 5.00	\$ 300.00	\$ 4.00	\$ 240.00	\$ 7.00	\$ 420.00
0032	0340	UNSUITABLE FOUNDATION EXCAVATION INCL. HAUL	CY	7.0	\$ 75.00	\$ 525.00	\$ 200.00	\$ 1,400.00	\$ 250.00	\$ 1,750.00
Location Total			\$			8,605.00		\$ 12,490.00		\$ 14,410.00
PROJECT TOTAL						ENGINEER'S ESTIMATE	\$ 283,476.52	\$ 280,630.00	LOWEST RESPONSIVE BID	

2024 ASPHALT REPAIRS CITY OF RIDGEFIELD, WA



CITY OF RIDGEFIELD
PUBLIC WORKS DEPT.
487 S. 56TH PLACE
RIDGEFIELD, WA 98642
(360) 887-8251
WWW.RIDGEFIELD.US

ASPHALT REPAIR
LOCATIONS

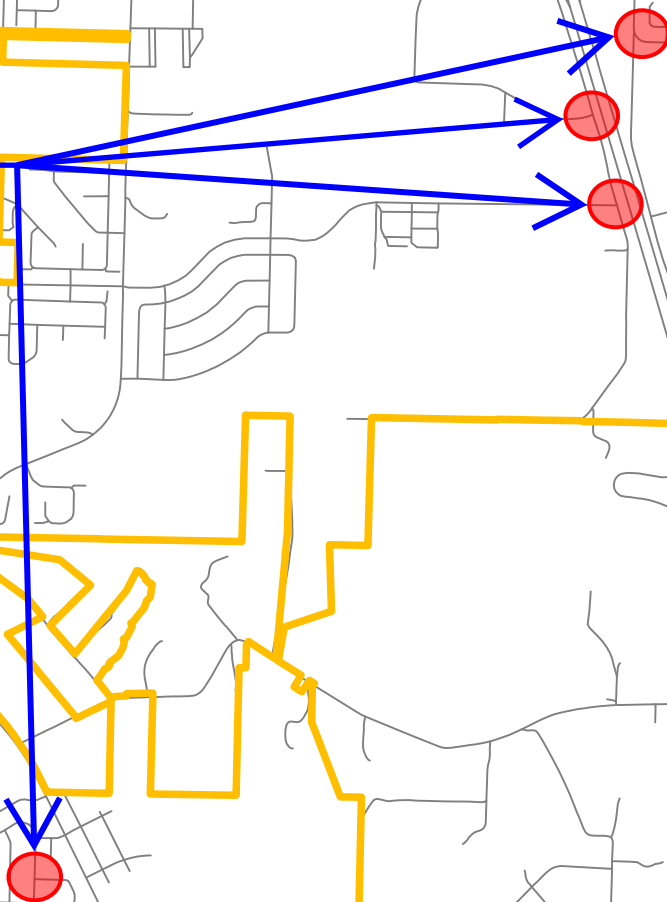


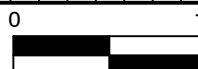
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STRIPING 11TH/TIMM.....	SHEET 7
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11TH/TIMM ADA RAMPS.....	SHEET C02
WSDOT STANDARD DETAILS.....	SHEET D01

2024 ASPHALT REPAIRS
CITY OF RIDGEFIELD, WA

COVER

NOTES



IF SCALE NOT TO
DIMENSION SHOWN,
ADJUST ACCORDINGLY.

SCALE: 1" = 10'

DATE: 14 MAY 2024

INTERSECTION S 6TH WAY / S TIMM ROAD



Existing Conditions	Typical at Subgrade Repair
Existing HMA (~ 5"- 6" Depth)	New HMA (5" Depth)
Existing Subgrade (Clay/Rock Mix)	New Base Aggregate (15" Depth) Geotextile

ROADWAY EXCAVATION
AND REPAVE

SEE SHEET C01

ADJUST GRATE INLET

SEE SHEET C01

Legend

= Approximately 323* CY
Roadway Excavation Incl.
Haul / 157* TN HMA CL. 1/2
IN. PG 58H-22

*Exact location of asphalt
repair will be painted in the
field by the City of
Ridgefield prior to project
advertisement.

Match existing crown and
grade breaks to ensure
storm water run off is
collected as originally
designed.

1: 282



Notes:

INTERSECTION S 11TH ST / S TIMM RD

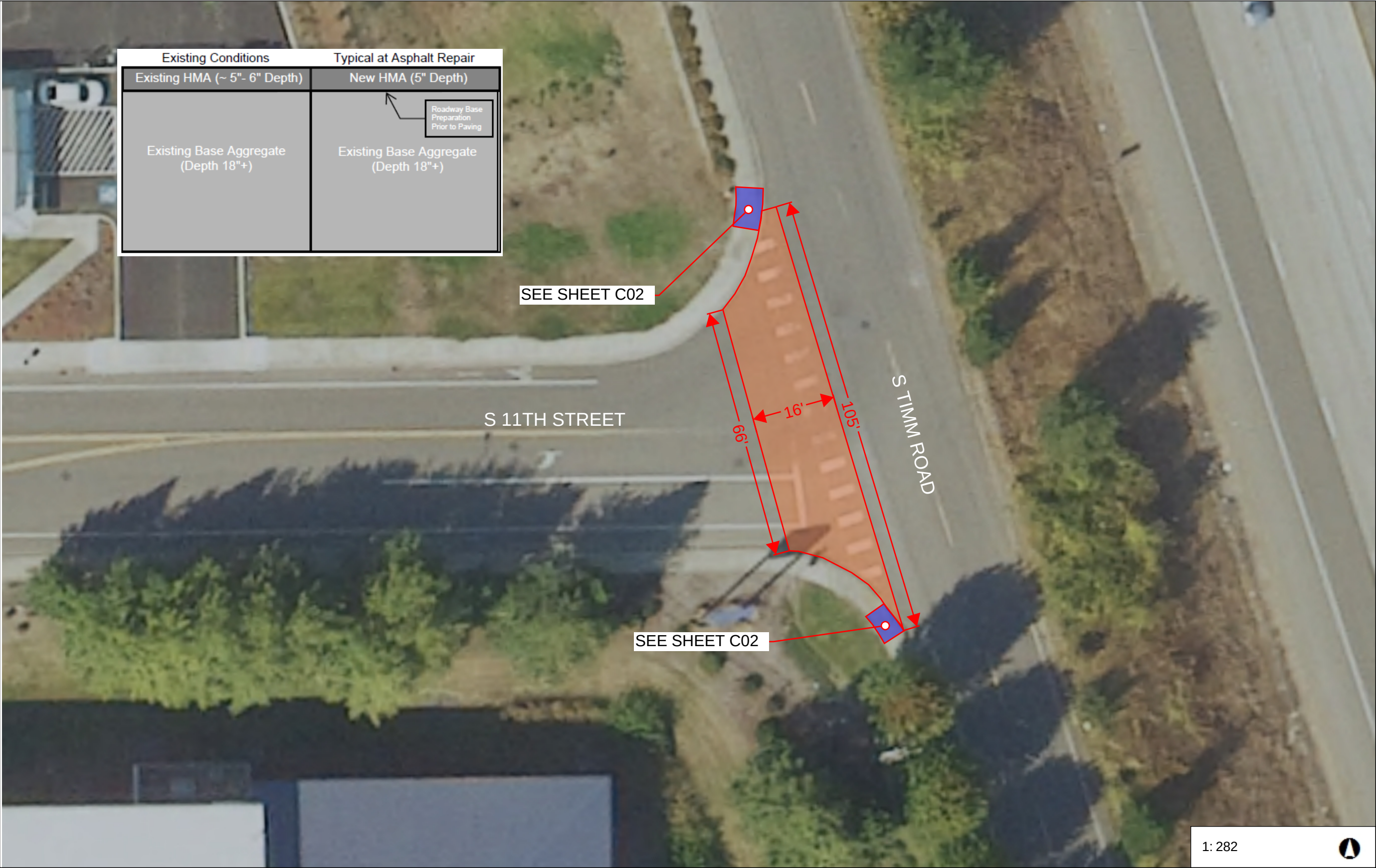


Legend

 = Approximately 160*
SY Pavement Repair
Excavation Incl. Haul / 45*
TN HMA Cl. 1/2 IN. PG
58H-22

*Exact location of asphalt
repair will be painted in the
field by the City of
Ridgefield prior to project
advertisement.

Notes:



Existing Conditions	Typical at Asphalt Repair
Existing HMA (~ 5" - 6" Depth)	New HMA (5" Depth)
Existing Base Aggregate (Depth 18" +)	Existing Base Aggregate (Depth 18" +) 
	Roadway Base Preparation Prior to Paving

INTERSECTION S 42ND PLACE / S 38TH WAY



Existing Conditions	Typical at Subgrade Repair
Existing HMA (Depth Unknown)	New HMA (4" Depth)
Existing Base Aggregate (Depth Unknown)	New Base Aggregate (12" Depth)
Existing Subgrade (Depth Unknown)	Geotextile

Legend

 = Approximately 66* CY Roadway Excavation Incl. Haul / 35* TN HMA CL 1/2 IN. PG 58H-22

*Exact location of subgrade repair will be painted in the field by the City of Ridgefield prior to advertisement.

Excavation deeper than 16" below existing surface will be directed by the City of Ridgefield, if necessary.

Match existing crown and grade breaks to ensure storm water run off is collected as originally designed.



1: 282



Notes:

INTERSECTION S 65TH AVE / S 5TH STREET



Legend
[Red Box] = Approximately 28* CY Roadway Excavation Incl. Haul / 15* TN HMA CL 1/2 IN. PG 58H-22

*Exact location of subgrade repair will be painted in the field by the City of Ridgefield prior to advertisement.

Excavation deeper than 20" below existing surface will be directed by the City of Ridgefield, if necessary.

Notes:

Existing Conditions	Typical at Subgrade Repair
Existing HMA (Depth Unknown)	New HMA (5" Depth)
Existing Base Aggregate (Depth Unknown)	New Base Aggregate (15" Depth)
Existing Subgrade (Depth Unknown)	Geotextile

ROADWAY EXCAVATION AND REPAVE

S 65TH AVE

S 5TH STREET

1: 564



INTERSECTION S 6TH WAY / S TIMM ROAD

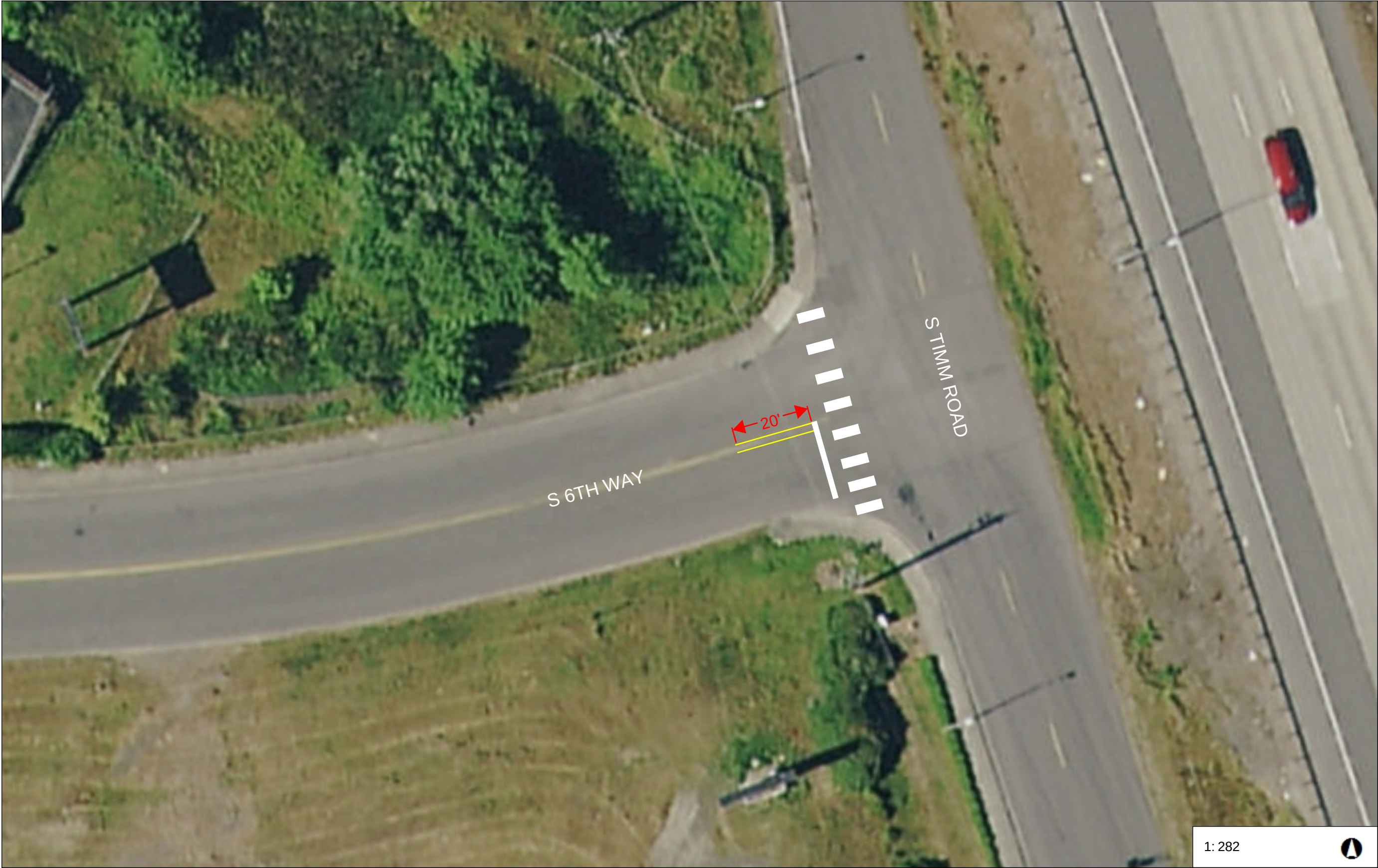


Legend

20' Paint Line (4" Double Yellow Solid Centerline)

15' SF Plastic Stop Line (15'x1')

96' SF Plastic Crosswalk Line (8 Total, 6'x2') (Continental Style)



1: 282



Notes:

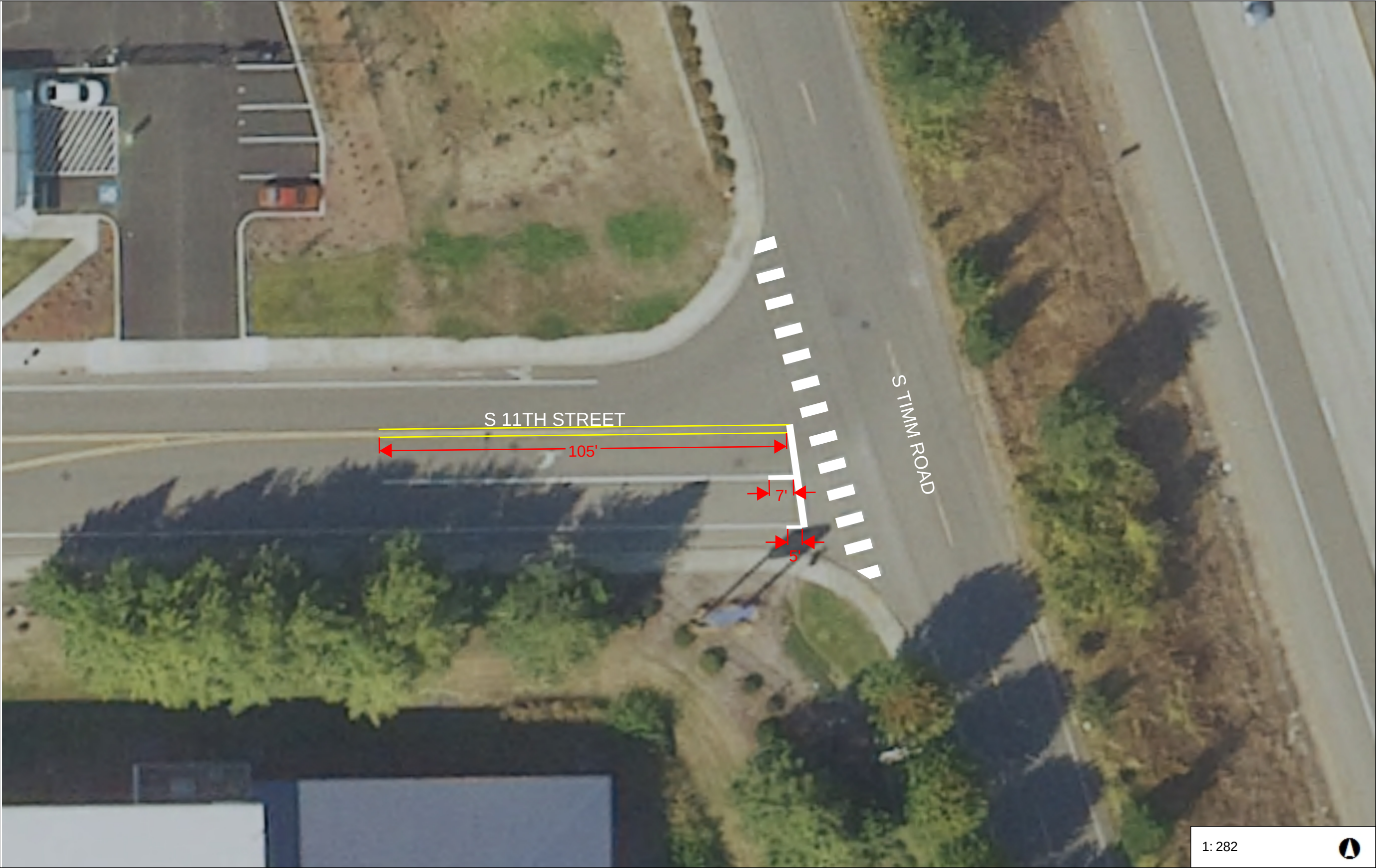
SHEET: **6**

INTERSECTION S 11TH ST / S TIMM RD



Legend

- 5' Paint Line (4" Single White Solid)
- 7' Paint Line (8" Single White Solid)
- 100' Paint Line (4" Double Yellow Solid Centerline)
- 156 SF Plastic Crosswalk Line (13 total, 6'x2') (Continental Style)
- 24 SF Plastic Stop Line (24'x1')

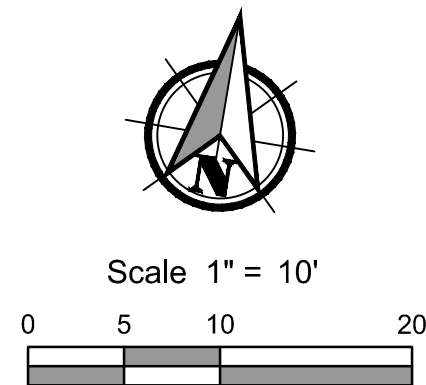
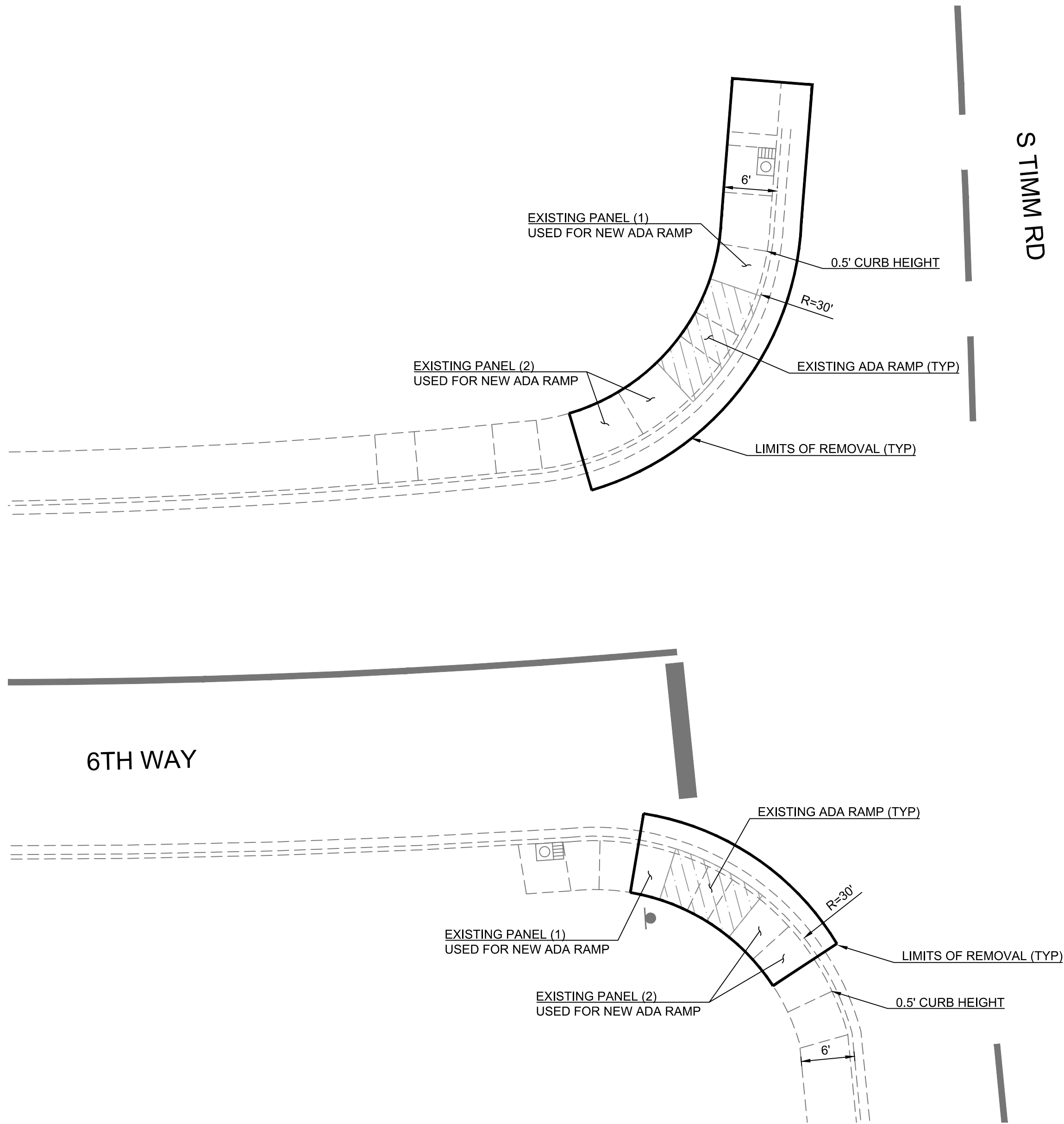


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Notes:

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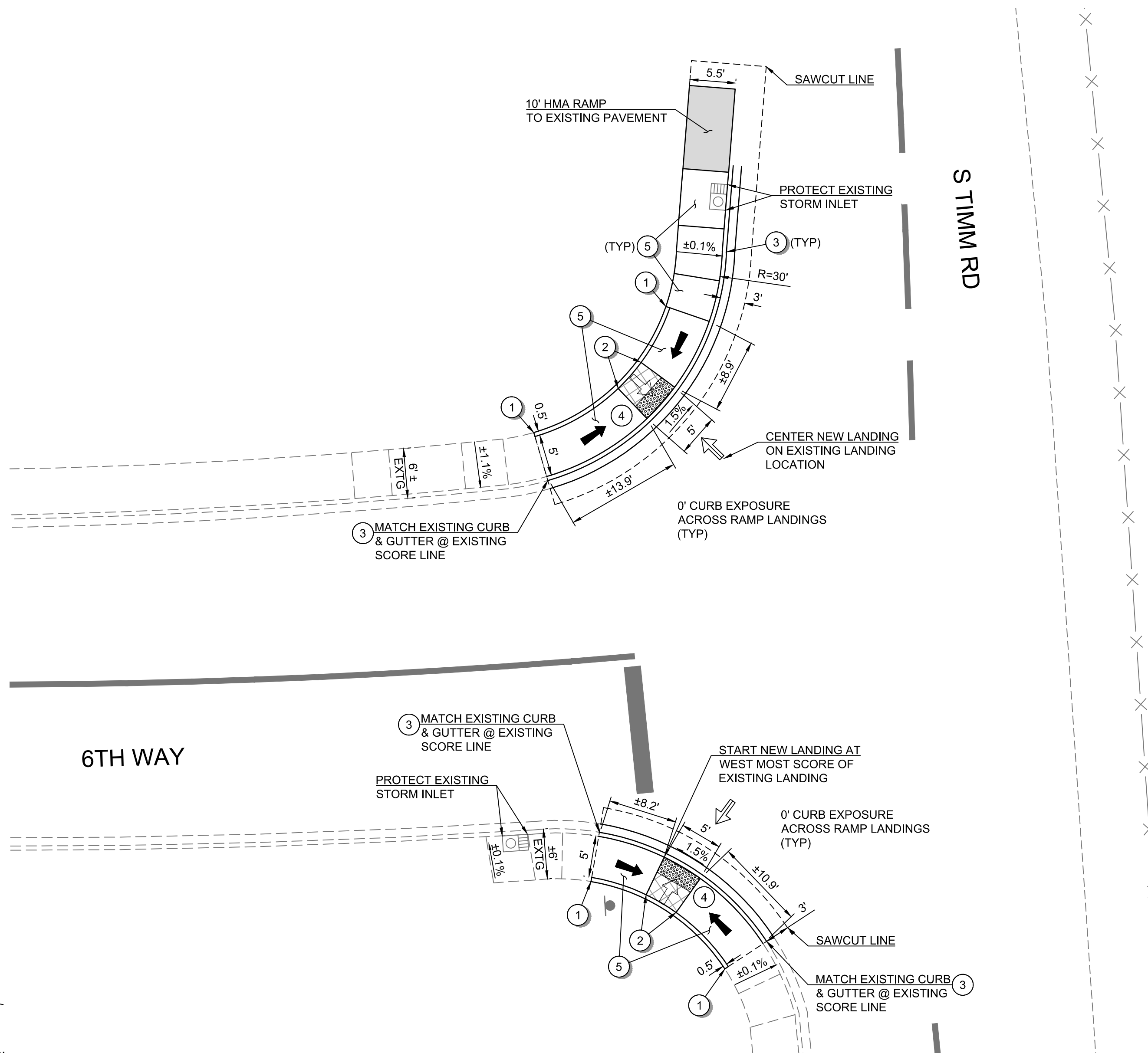
CONSTRUCTION NOTES:

1. SLOPES HOLD OVER ELEVATIONS.
2. SEE STANDARD DRAWINGS FOR DETAILS NOT SHOWN.
3. GUTTER F.L. SLOPES TO MATCH EXISTING

- TURNING SPACE
MINIMUM LEVEL AREA 4'X4'
4'X5' WHEN CONSTRAINED (WITH LONGER DIMENSION IN DIRECTION OF RAMP TRAVEL).
FOR THE PURPOSE OF THIS APPLICATION, A MAX 2.0% FINISHED SURFACE SLOPE
(FOR DRAINAGE) IS CONSIDERED LEVEL.
- TRUNCATED DOME DETECTABLE WARNING SURFACE
- HMA RAMP
- CONCRETE SIDEWALK
- EXISTING LANDING AND RAMPS
- APPROXIMATE SAW CUT LINE
- LIMITS OF REMOVAL
- SLOPE 1.5% MAX.
(MAX. 2.0% FINISHED SURFACE SLOPE)
(NORMAL SIDEWALK CROSS SLOPE)
- SLOPE 7.5% MAX.
(MAX. 8.3% FINISHED SURFACE SLOPE)
(RAMP LENGTH 15' MAX., MEASURED ALONG FINISHED SURFACE SLOPE)
- COUNTER SLOPE 5% MAX

CONSTRUCTION NOTES:

- ① 0' EXPOSURE CEMENT CONCRETE PEDESTRIAN CURB PER WSDOT STANDARD PLAN F-10.12-04 ON D01.
- ② 0.5' EXPOSURE CEMENT CONCRETE PEDESTRIAN CURB PER WSDOT STANDARD PLAN F-10.12-04 ON D01.
- ③ CEMENT CONCRETE TRAFFIC CURB AND GUTTER PER WSDOT STANDARD PLAN F-10.12-04 ON D01.
- ④ PARALLEL CURB RAMP PER WSDOT STANDARD PLAN F-40.12-03 ON D01.
- ⑤ CEMENT CONCRETE SIDEWALK PER WSDOT STANDARD PLAN F-30.10-04 ON D01.



A	PRELIMINARY - ISSUED FOR REVIEW			
No.	Revision	Date	By	App'd

BID SET

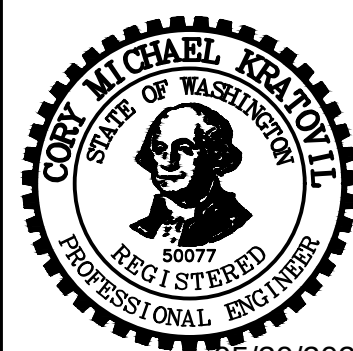
PBS Engineering and
Environmental Inc.
1325 SE Tech Center Drive
Suite 140 WA 98683
360.895.3483
pbsusa.com



6TH WAY & S. TIMM ROAD ADA DETAILS FOR:
COR ADA IMPROVEMENTS
A SITE LOCATED IN THE CITY OF RIDGEFIELD , WASHINGTON



Know what's below.
Call before you dig.



05/30/2024

DESIGNED:
TJO

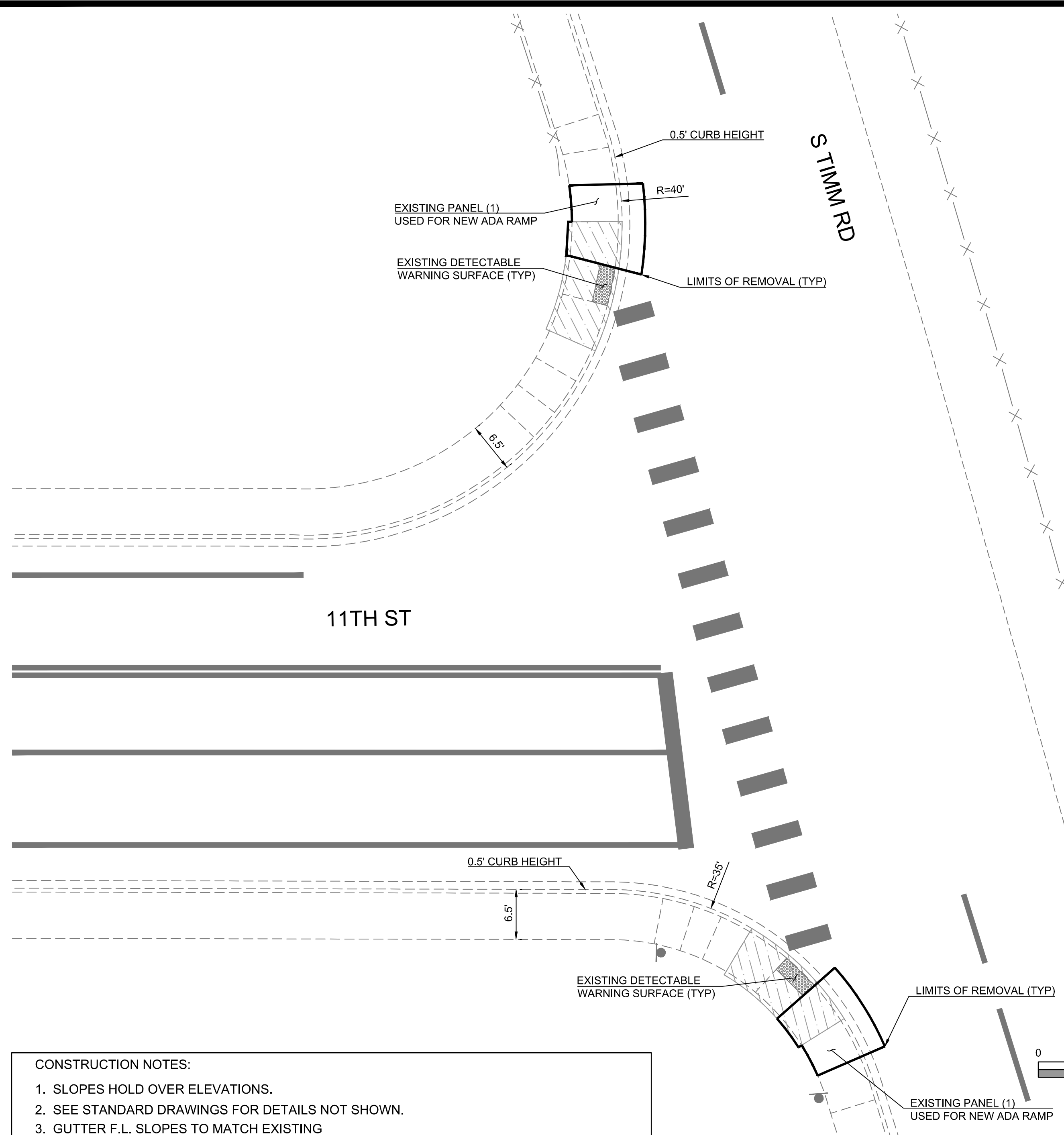
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MAY 2024
78341.003

SHEET ID

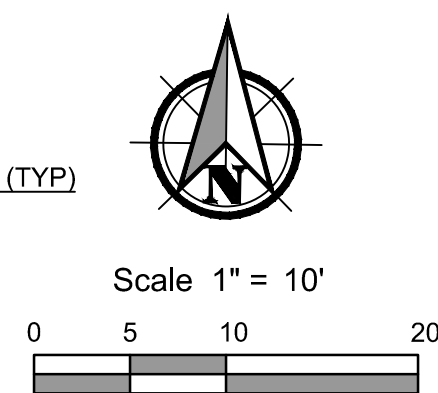
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SHEET 1 OF 3

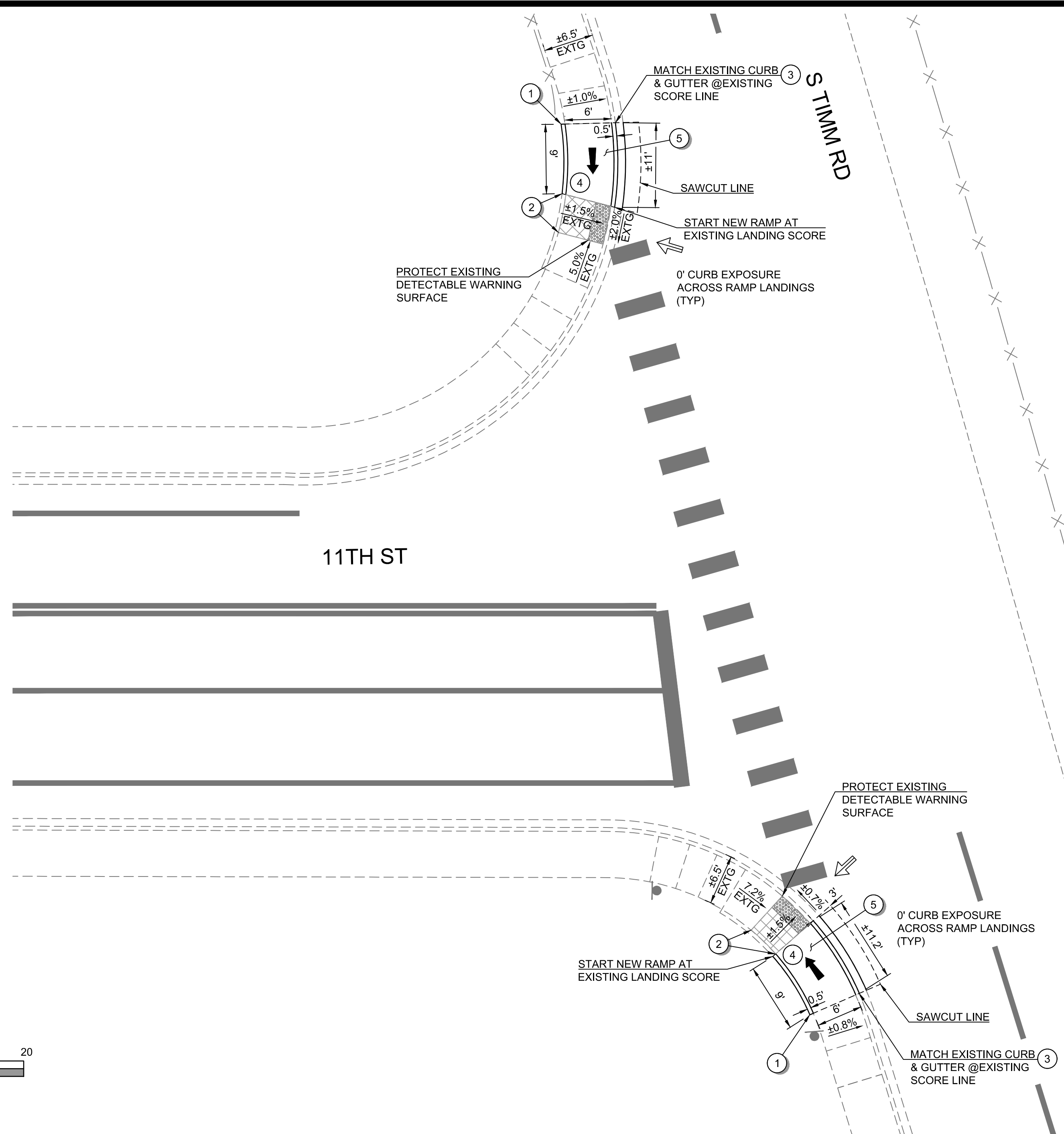


1. SLOPES HOLD OVER ELEVATIONS.
2. SEE STANDARD DRAWINGS FOR DETAILS NOT SHOWN.
3. GUTTER F.L. SLOPES TO MATCH EXISTING

-  TURNING SPACE
MINIMUM LEVEL AREA 4'X4'
4'X5' WHEN CONSTRAINED (WITH LONGER DIMENSION IN DIRECTION OF RAMP TRAVEL).
FOR THE PURPOSE OF THIS APPLICATION, A MAX 2.0% FINISHED SURFACE SLOPE
(FOR DRAINAGE) IS CONSIDERED LEVEL.
-  TRUNCATED DOME DETECTABLE WARNING SURFACE
-  HMA RAMP
-  CONCRETE SIDEWALK
-  EXISTING LANDING AND RAMPS
- — — APPROXIMATE SAW CUT LINE
-  LIMITS OF REMOVAL
-  SLOPE 1.5% MAX.
(MAX. 2.0% FINISHED SURFACE SLOPE)
(NORMAL SIDEWALK CROSS SLOPE)
-  SLOPE 7.5% MAX.
(MAX. 8.3% FINISHED SURFACE SLOPE)
(RAMP LENGTH 15' MAX., MEASURED ALONG FINISHED SURFACE SLOPE)
-  COUNTER SLOPE 5% MAX



- ① 0' EXPOSURE CEMENT CONCRETE PEDESTRIAN CURB PER WSDOT STANDARD PLAN F-10.12-04 ON D01.
- ② 0.5' EXPOSURE CEMENT CONCRETE PEDESTRIAN CURB PER WSDOT STANDARD PLAN F-10.12-04 ON D01.
- ③ CEMENT CONCRETE TRAFFIC CURB AND GUTTER PER WSDOT STANDARD PLAN F-10.12-04 ON D01.
- ④ PARALLEL CURB RAMP PER WSDOT STANDARD PLAN F-40.12-03 ON D01.
- ⑤ CEMENT CONCRETE SIDEWALK PER WSDOT STANDARD PLAN F-30.10-04 ON D01.



A	PRELIMINARY - ISSUED FOR REVIEW			
No.	Revision	Date	By	App'd

BID SET



**11TH STREET & S. TIMM ROAD ADA DETAILS FOR:
COR ADA IMPROVEMENTS
A SITE LOCATED IN THE CITY OF RIDGEFIELD , WASHINGTON**



05/30/2024

DESIGNED BY
TJO

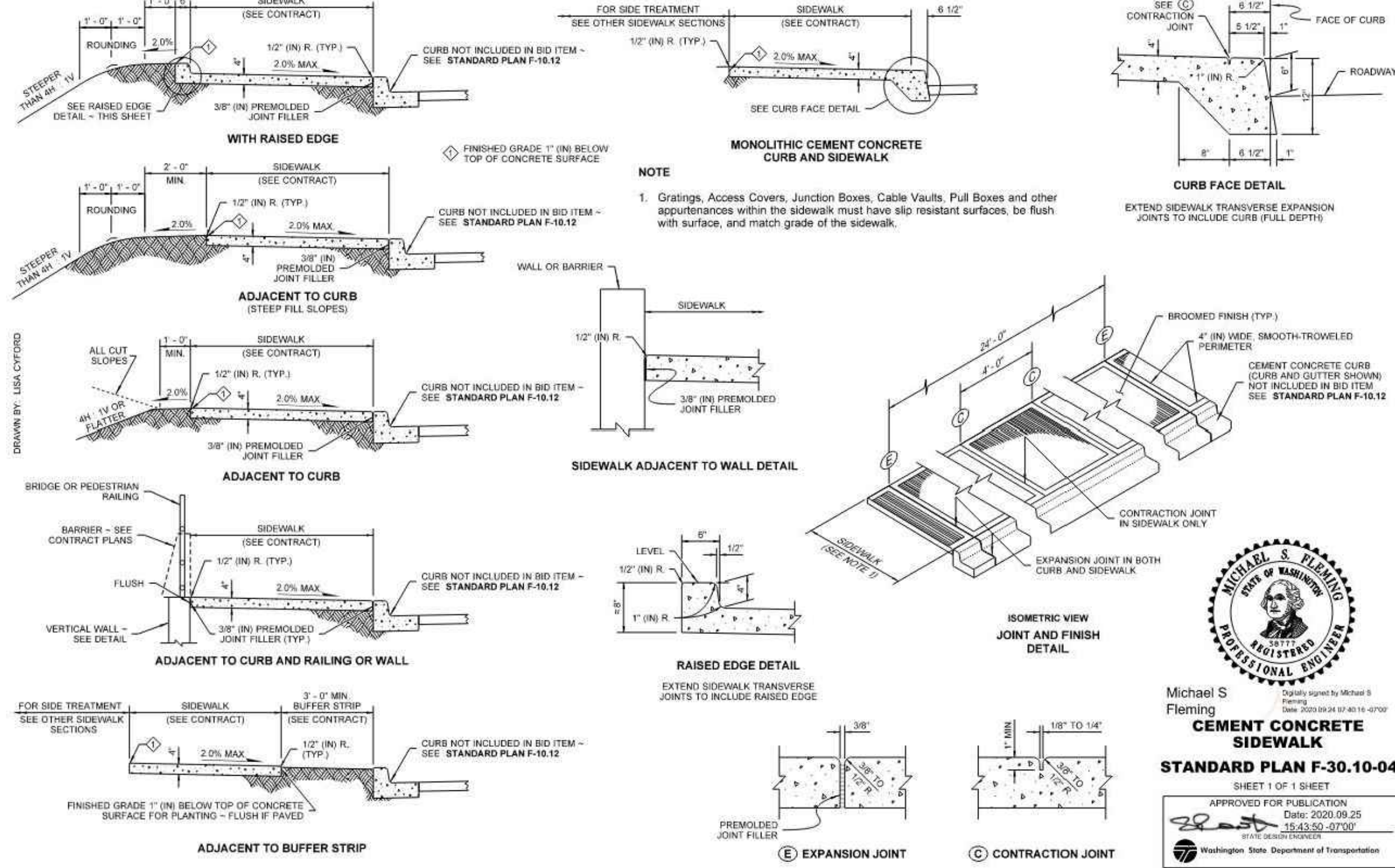
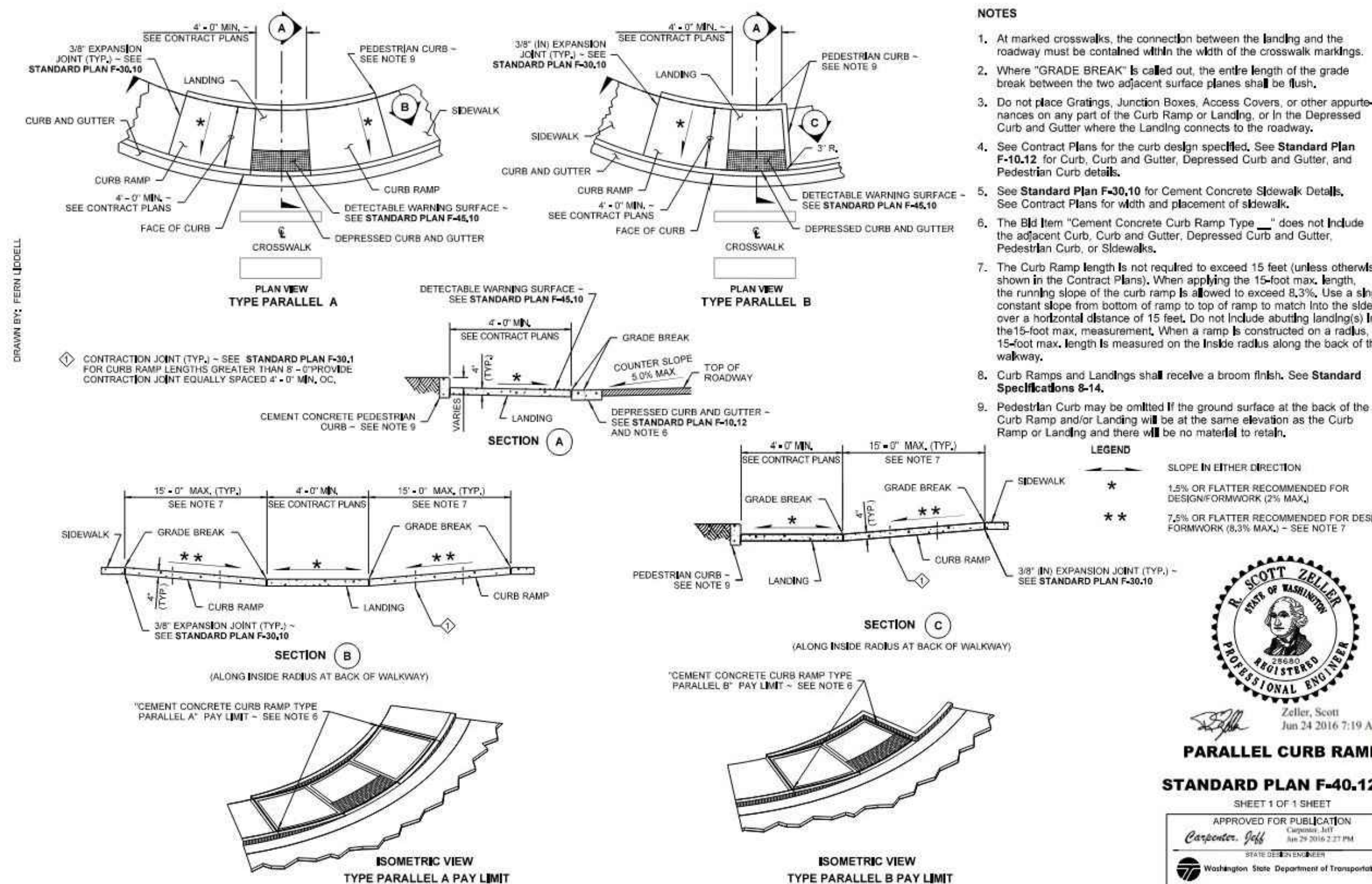
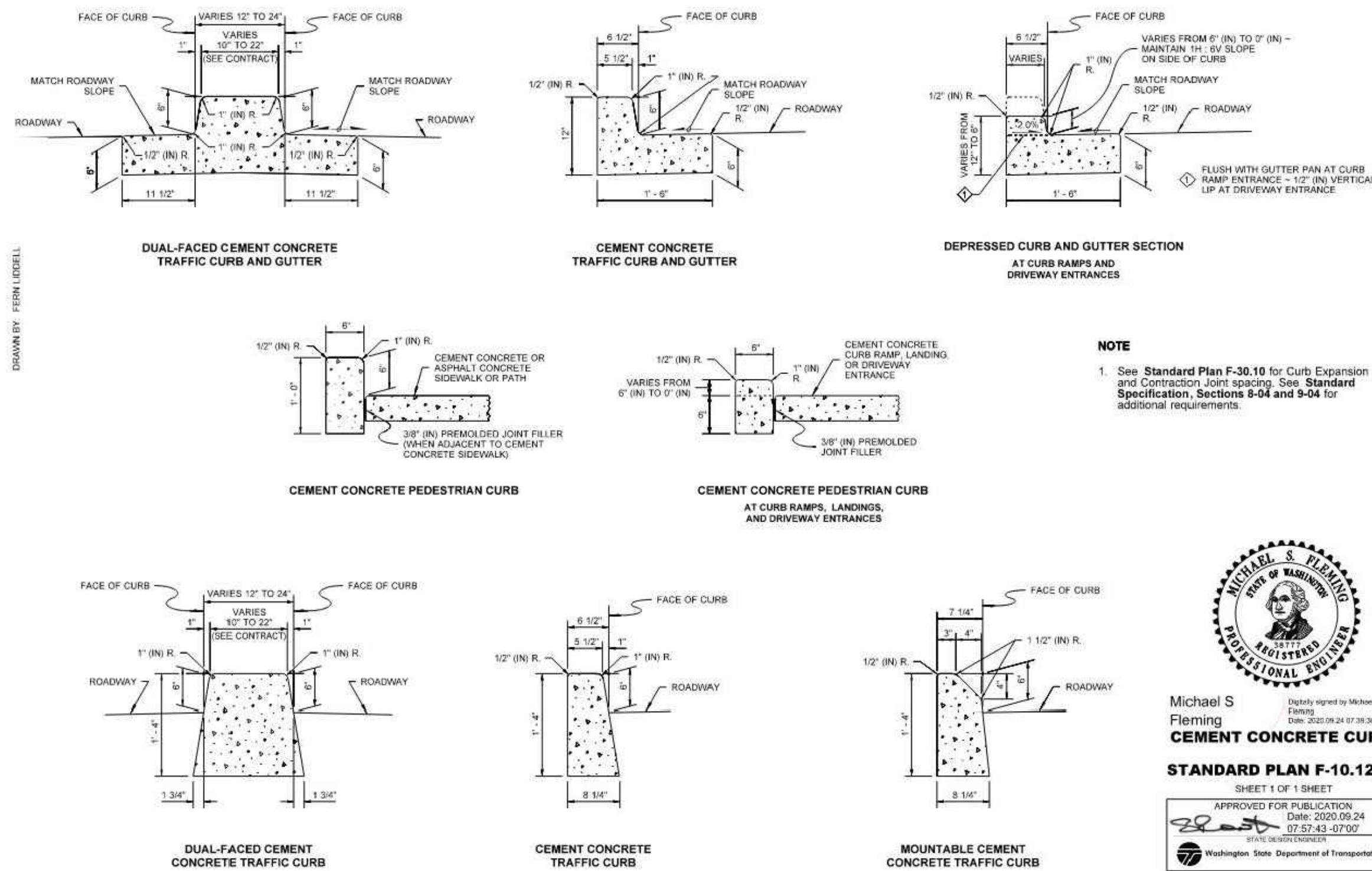
CHECKED:
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MAY 2024
78341.003

SHEET ID

C02

SHEET 2 OF 3



BID SET

STANDARD DETAILS FOR:

COR ADA IMPROVEMENTS
A SITE LOCATED IN THE CITY OF RIDGEFIELD, WASHINGTON



Know what's below.
Call before you dig.



05/30/2024

DESIGNED:
TJO

CHECKED:
CMK

MAY 2024
78341.003

SHEET ID

D01

SHEET **3** OF **3**

PBS Engineering and
Environmental Inc.
1325 SE Tech Center Drive
Suite 140 WA 98683
360.895.3483
pbsusa.com



**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: July 11, 2024

AGENDA ITEM NAME: Motion – Authorize City Manager to Sign Possession and Use Agreement with Gary Lahti for Property Acquisition on the Pioneer Widening Project

GOVERNING LEGISLATION

RCW 35.86.030 - Acquisition and disposition of real property.

PREVIOUS COUNCIL ACTION TAKEN:

Approval of 2024 Capital Budget and Supplemental Budget Amendment

Approval of LTGO bond issuance to finance the Pioneer Widening and 50th Place Roundabout project

SUMMARY/BACKGROUND:

Right-of-way acquisition has been underway to secure right-of-way and temporary construction easements for the Pioneer Widening and 50th Place roundabout project. A critical piece to acquire is from Gary Lahti on the south side of Pioneer Street. An agreement has been reached through negotiations with Mr. Lahti, and time is needed to finalize a purchase and sale agreement to formalize the transaction.

In order to allow the contractor to proceed with early site work for the project, a Possession and Use Agreement has been negotiated which, when executed, allows the City and its contractor to immediately begin work on the project in property that Mr. Lahti currently owns. Staff plans to return to council at the July 25, 2024 meeting with a formal purchase and sale agreement.

The terms of the negotiations are for a total of \$1,166,400 for both the right-of-way and temporary construction easements. Council will be requested to authorize staff to complete the financial transaction as part of the Purchase and Sale agreement action.

BUDGET/FINANCIAL IMPACTS:

The project budget includes funding for right-of-way and temporary construction easement acquisitions.

RECOMMENDED ACTION OR MOTION:

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

"I move to authorize the City Manager or designee to execute the Possession and Use Agreement with Gary Lahti."

STAFF CONTACT: Chuck Green, Public Works Director

ATTACHMENTS:

1. Lahti Possession and Use Agreement - 7-10-24rev

After recording return document to:

City of Ridgefield
Attn.: Steve Stuart
230 Pioneer Street
Ridgefield WA 98642

Document Title: Possession and Use Agreement

Reference Number of Related Document: N/A

Grantors: Gary Lahti (Owner)

Grantee: City of Ridgefield (City)

Legal Description: Assessor's Tax Parcel Numbers: 2037580 and 4772615 (PIN 213989000)

**POSSESSION AND USE AGREEMENT
FOR 50th AVENUE ROUNDABOUT AND PIONEER STREET WIDENING PROJECT**

This Possession and Use Agreement ("Agreement") is made and entered into by and between the **City of Ridgefield**, a Municipal Corporation of the State of Washington, hereinafter referred to as the "City", and **Gary Lahti**, hereinafter referred to as the "Owner".

WITNESSETH

WHEREAS, the City affirms that the real estate described herein is required by the City for immediate construction of a City transportation project; and,

WHEREAS, the City affirms that any delay in its construction program is contrary to the public interest; and,

WHEREAS, the City has made a firm and continuing offer to pay the amount of One Million, **One Hundred Sixty-Six Thousand, Four Hundred and No/100 Dollars (US \$1,166,400.00)** (the "Offer") for the purchase of a portion of 5145 Pioneer Street, having a tax parcel numbers of *Tax Parcel Numbers: 2037580 and 4772615 (PIN 213989000)* consisting of approximately 28,818 square feet and legally described in Exhibit "A" (the property known as "10A") and Exhibit "B" (the property known as "10B") attached hereto and made a part hereof; and

WHEREAS, the City and Owner have negotiated for the purchase of the property in the amount of the City's offer and require additional time to formalize the Purchase and Sale Agreement; therefore, the parties do not anticipate eminent domain proceedings;

NOW THEREFORE, the City and Owner hereby stipulate and agree as follows:

1. The real estate is necessary for a public use of the City. This Agreement shall be

POSSESSION AND USE AGREEMENT

treated as having the same legal effect as a Stipulated Order of Public Use and Necessity.

2. The Owner grants to the City a right to immediately possess and use the above-described real property.
3. The City agrees to issue a warrant in payment to the Owner of the amount of the offer stated pursuant to authorization by Ridgefield City Council at their July 25, 2024 meeting.
4. The City agrees to incorporate a right-in/right-out commercial driveway along Pioneer Street as agreed to by the parties as part of the Pioneer Street widening project.
5. Execution of this Agreement by the undersigned parties shall not prejudice any such party's right to subsequent adjudication of just compensation pursuant to state law, and neither shall this Agreement, nor the basis therefore, be construed as an admission of fair market value or just compensation by any of the parties named herein.
6. The date of valuation for the determination of just compensation shall be the effective date of this Agreement as set forth below.
7. The parties have tentatively agreed to the purchase of the property in the amount of the City's offer and do not anticipate litigation, however the parties agree that if condemnation is necessary, they will pay into the registry of the court any difference between the Offer paid and the final judgement of just compensation.
8. The Owner acknowledges and declares that tenants have been vacated from the property by Owner as part of Owner's efforts to commence development of the property for commercial use. Owner hereby waives the requirement of a written notice to move, as provided by RCW 8.26.180, and will surrender possession of the above-described real estate to the City immediately as set forth in Agreement section 2, above, or as otherwise agreed by the City and Owner.

POSSESSION AND USE AGREEMENT

Dated and made effective this _____ day of _____, 2024

Gary Lahti (Owner) Agreed and Approved: By: _____ Name: Gary Lahti	CITY OF RIDGEFIELD, a municipal corp. Agreed and Approved: By: _____ Name: Steve Stuart, City Manager Attest: By: _____ Name: Julie Ferriss, City Clerk Approved as to form: By: _____ Name: Janean Parker, City Attorney
--	---

STATE OF WASHINGTON)

: ss.

County of Clark)

On this day personally appeared before me **Steve Stuart**, City Manager for the City of Ridgefield, the municipal corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation, for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute the said instrument.

GIVEN under my hand and official seal the day and year last above written.

Notary (print name) _____
Notary Public in and for the State of Washington,
residing at _____
My Appointment expires _____

POSSESSION AND USE AGREEMENT

STATE OF WASHINGTON)

: ss.

County of Clark)

On this ____ day of _____, 20____, before me personally appeared **Gary Lahti**, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledge that she signed the same as her free and voluntary act and in the capacity and for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

Notary (print name) _____
Notary Public in and for the State of Washington,
residing at _____
My Appointment expires _____

POSSESSION AND USE AGREEMENT

EXHIBIT 'A' LEGAL DESCRIPTION, PROPERTY "10A"

Property No. 10A

Parcel 1 - RIGHT OF WAY DEDICATION

A Parcel of land, being a portion of Lot 2, according to the LAHTI DEVELOPMENT BINDING SITE PLAN, recorded March 21, 2024 in Survey Book 73, Page 133, Clark County Records located in the Southwest One-Quarter of Section 21, Township 4 North, Range 1 East, of the Willamette Meridian, City of Ridgefield, Clark County, Washington, said Parcel being that portion of said Lot 2 included in a strip of land variable in width, lying on the south side of and coincident with the existing Centerline of Pioneer Street (State Road 501), which Centerline is described as follows:

BEGINNING at a point on the existing centerline of Pioneer Street (State Road 501), at Engineers Centerline Station 10+00.00, from which a 3-1/2" brass disk in concrete inscribed "WSDOT SURVEY MONUMENT PLS 17685", being the Southwest corner of the Northwest one-quarter of Section 21, Township 4 North, Range 1 East, Willamette Meridian, Clark County, Washington, per that Land Corner Record, recorded in Book 14, Page 46, Clark County Survey Records, bears S01°06'23"W, 1.50 feet;

Thence S88°53'37"E, along the existing centerline of said Pioneer Street, 2183.84 feet to Engineers Centerline Station 31+83.84, also being Engineers Centerline Station 13+75.00, as per that Record of Survey recorded in Book 63, Page 8, Clark County Survey Records;

Thence continue S88°53'37"E, along the existing centerline of said Pioneer Street, 267.49 feet to Engineers Centerline Station 34+51.33 PC, also being Engineers Centerline Station 16+42.49 PC per said Record of Survey recorded in Book 63, Page 8, and the beginning of a 10,000.00 foot radius curve to the left having a central angle of 01°48'18", from which a 3" brass disk in concrete inscribed "WSDOT" bears N01°06'23"E, 35.00 feet;

Thence along said existing centerline of said Pioneer Street and the arc of said curve to the left (the long chord of which bears S89°47'46"E, 315.02') 315.03 feet to a 3" brass disk in concrete inscribed "WSDOT" at Engineers Centerline Station 37+66.36 PT, also being Engineers Centerline Station 19+57.52 PT per said Record of Survey recorded in Book 63, Page 8;

Thence N89°18'05"E, along said existing centerline of Pioneer Street, 336.64 feet to a 3" brass disk in concrete inscribed "WSDOT" at Engineers Centerline Station 41+03.00, also being Engineers Centerline Station 22+94.16 per said Record of Survey recorded in Book 63, Page 8 and to the **Terminus Point** of said Pioneer Street (State Road 501) Centerline description.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on South Side of Centerline
22+63.80		25+40.95	308.58 feet in a straight line to 312.99 feet
25+40.95		25+43.50	312.99 feet in a straight line to 152.75 feet
25+43.50		25+77.59	152.75 feet in a straight line to 90.62 feet
25+77.59		26+41.50	90.62 feet in a straight line to 60.00 feet
26+41.50		34+18.84	60.00 feet

EXCEPTING THEREFROM any portion of the above-described strip of land lying within the existing Pioneer Street (State Road 501) rights of way.

POSSESSION AND USE AGREEMENT

This parcel of land contains 82,338 square feet, more or less.

The sidelines of the above-described strip are to terminate at the existing Boundary lines of the property described above.

Bearings are based on Washington State Plane Coordinates System, South Zone, NAD83 (2011)(Epoch 2010.00), distances are in ground, units are US Survey Feet.

See the attached Exhibit 'B'.

Parcel 2 - TEMPORARY CONSTRUCTION EASEMENT

A Parcel of land, being a portion of Lot 2, according to the LAHTI DEVELOPMENT BINDING SITE PLAN, recorded March 21, 2024 in Survey Book 73, Page 133, Clark County Records located in the Southwest One-Quarter of Section 21, Township 4 North, Range 1 East, of the Willamette Meridian, City of Ridgefield, Clark County, Washington, said Parcel being that portion of said Lot 2 included in a strip of land variable in width, lying on the south side of and coincident with the existing Centerline of Pioneer Street (State Road 501) as described in Parcel 1 herein.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on South Side of Centerline
25+42.65		25+95.64	206.27 feet in a straight line to 109.69 feet
25+95.64		26+47.18	109.69 feet in a straight line to 85.00 feet
26+47.18		34+18.84	85.00 feet

EXCEPTING THEREFROM any portion of the above-described strip of land lying within the existing Pioneer Street (State Road 501) rights of way.

ALSO EXCEPTING THEREFROM Parcel 1 as described herein.

This parcel of land contains 14,337 square feet, more or less.

The sidelines of the above-described strip are to terminate at the existing Boundary lines of the property described above.

Bearings are based on Washington State Plane Coordinates System, South Zone, NAD83 (2011)(Epoch 2010.00), distances are in ground, units are US Survey Feet.

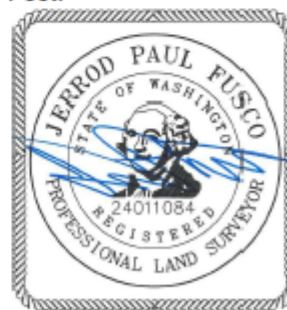
See the attached Exhibit 'B'.

Surveyor: Jerrod Paul Fusco, PLS

Firm: Harper Houf Peterson Righellis

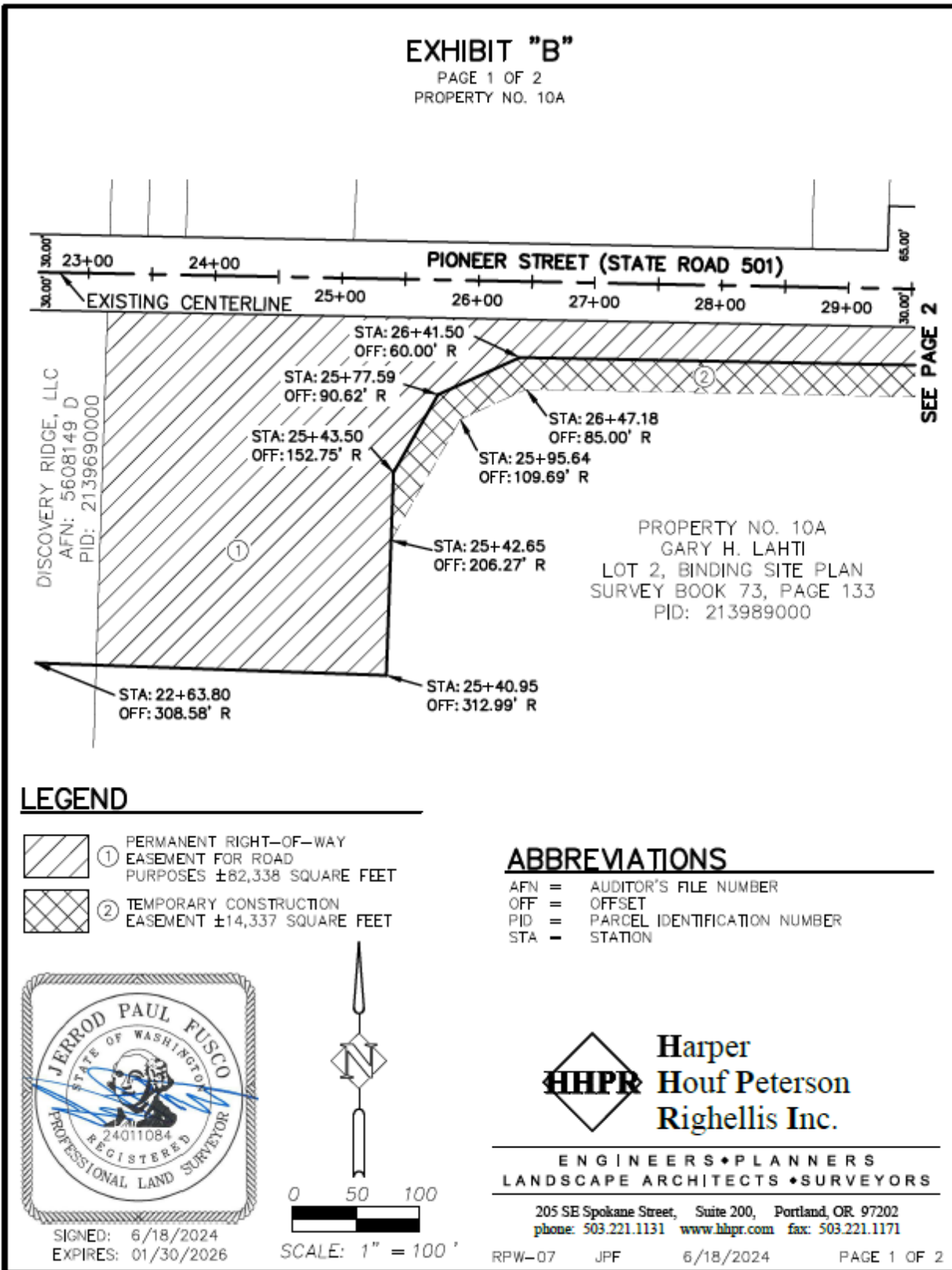
Date prepared: 6/18/2024

Project: RPW-07

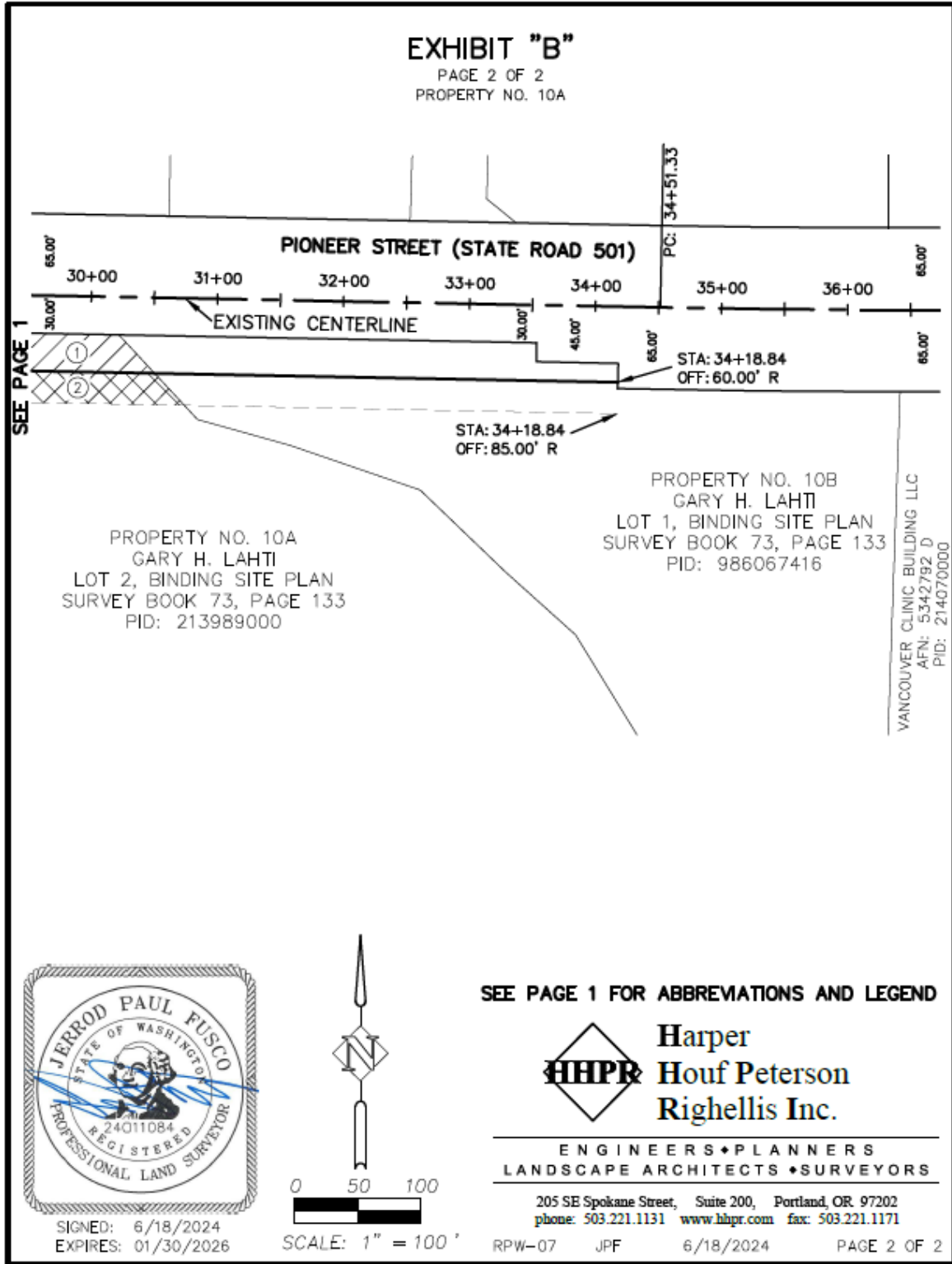


Signed: 6/18/2024
Expires: 1/30/2026

POSSESSION AND USE AGREEMENT



POSSESSION AND USE AGREEMENT



Grantor's Initials

POSSESSION AND USE AGREEMENT

EXHIBIT 'B' LEGAL DESCRIPTION, PROPERTY "10B"

Property No. 10B

Parcel 1 - RIGHT OF WAY DEDICATION

A Parcel of land, being a portion of Lot 1, according to the LAHTI DEVELOPMENT BINDING SITE PLAN, recorded March 21, 2024 in Survey Book 73, Page 133, Clark County Records located in the Southwest One-Quarter of Section 21, Township 4 North, Range 1 East, of the Willamette Meridian, City of Ridgefield, Clark County, Washington, said Parcel being that portion of said Lot 1 included in a strip of land 60.00 feet in width, lying on the south side of and coincident with the existing Centerline of Pioneer Street (State Road 501), which Centerline is described as follows:

BEGINNING at a point on the existing centerline of Pioneer Street (State Road 501), at Engineers Centerline Station 10+00.00, from which a 3-1/2" brass disk in concrete inscribed "WSDOT SURVEY MONUMENT PLS 17685", being the Southwest corner of the Northwest one-quarter of Section 21, Township 4 North, Range 1 East, Willamette Meridian, Clark County, Washington, per that Land Corner Record, recorded in Book 14, Page 46, Clark County Survey Records, bears S01°06'23"W, 1.50 feet;

Thence S88°53'37"E, along the existing centerline of said Pioneer Street, 2183.84 feet to Engineers Centerline Station 31+83.84, also being Engineers Centerline Station 13+75.00, as per that Record of Survey recorded in Book 63, Page 8, Clark County Survey Records;

Thence continue S88°53'37"E, along the existing centerline of said Pioneer Street, 267.49 feet to Engineers Centerline Station 34+51.33 PC, also being Engineers Centerline Station 16+42.49 PC per said Record of Survey recorded in Book 63, Page 8, and the beginning of a 10,000.00 foot radius curve to the left having a central angle of 01°48'18", from which a 3" brass disk in concrete inscribed "WSDOT" bears N01°06'23"E, 35.00 feet;

Thence along said existing centerline of said Pioneer Street and the arc of said curve to the left (the long chord of which bears S89°47'46"E, 315.02') 315.03 feet to a 3" brass disk in concrete inscribed "WSDOT" at Engineers Centerline Station 37+66.36 PT, also being Engineers Centerline Station 19+57.52 PT per said Record of Survey recorded in Book 63, Page 8;

Thence N89°18'05"E, along said existing centerline of Pioneer Street, 336.64 feet to a 3" brass disk in concrete inscribed "WSDOT" at Engineers Centerline Station 41+03.00, also being Engineers Centerline Station 22+94.16 per said Record of Survey recorded in Book 63, Page 8 and to the Terminus Point of said Pioneer Street (State Road 501) Centerline description.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on South Side of Centerline
26+41.50		34+18.84	60.00 feet

EXCEPTING THEREFROM any portion of the above-described strip of land lying within the existing Pioneer Street (State Road 501) rights of way.

This parcel of land contains 10,484 square feet, more or less.

The sidelines of the above-described strip are to terminate at the existing Boundary lines of the property described above and existing Rights of Way lines.

POSSESSION AND USE AGREEMENT

Bearings are based on Washington State Plane Coordinates System, South Zone, NAD83 (2011)(Epoch 2010.00), distances are in ground, units are US Survey Feet.

See the attached Exhibit 'B'.

Parcel 2 - TEMPORARY CONSTRUCTION EASEMENT

A Parcel of land, being a portion of Lot 1, according to the LAHTI DEVELOPMENT BINDING SITE PLAN, recorded March 21, 2024 in Survey Book 73, Page 133, Clark County Records located in the Southeast One-Quarter and the Southwest One-Quarter of Section 21, Township 4 North, Range 1 East, of the Willamette Meridian, City of Ridgefield, Clark County, Washington, said Parcel being that portion of said Lot 1 included in a strip of land variable in width, lying on the south side of and coincident with the existing Centerline of Pioneer Street (State Road 501) as described in Parcel 1 herein.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on South Side of Centerline
26+47.18		34+18.84	85.00 feet
34+18.84		34+51.33	90.00 feet
34+51.33		36+50.00	90.00 feet, along the arc of a 10090.00 foot radius curve to the left, having a central angle of 01°08'18", an arc distance of 200.46 feet (the long chord bears S89°27'46"E, 200.46 feet), to 90.00 feet

EXCEPTING THEREFROM any portion of the above-described strip of land lying within the existing Pioneer Street (State Road 501) rights of way.

ALSO EXCEPTING THEREFROM Parcel 1 as described herein.

This parcel of land contains 14,481 square feet, more or less.

The sidelines of the above-described strip are to terminate at the existing Boundary lines of the property described above.

Bearings are based on Washington State Plane Coordinates System, South Zone, NAD83 (2011)(Epoch 2010.00), distances are in ground, units are US Survey Feet.

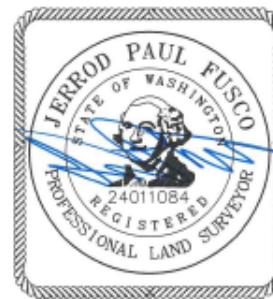
See the attached Exhibit 'B'.

Surveyor: Jerrod Paul Fusco, PLS

Firm: Harper Houf Peterson Righellis

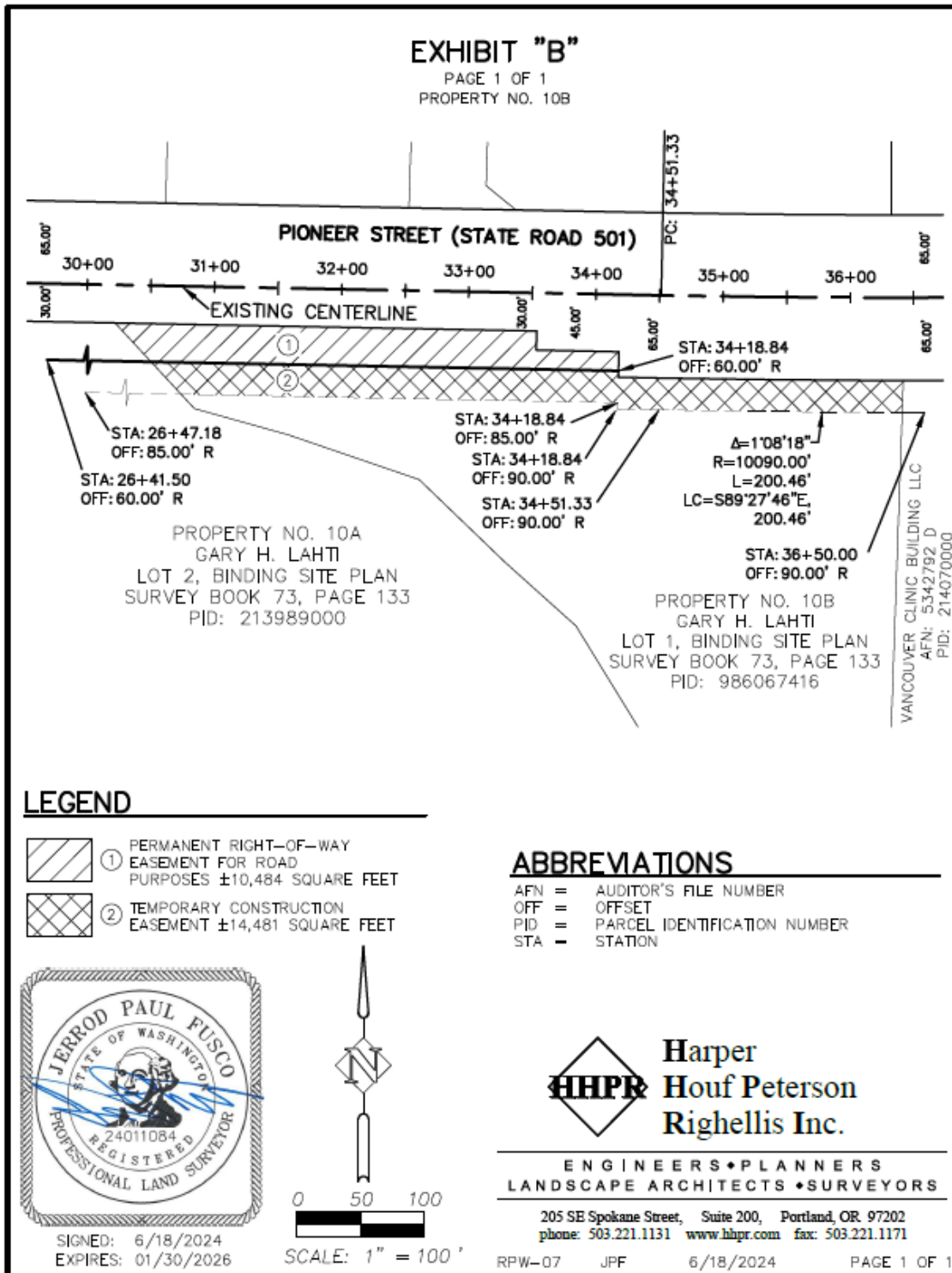
Date prepared: 6/18/2024

Project: RPW-07



Signed: 6/18/2024
Expires: 1/30/2026

POSSESSION AND USE AGREEMENT



Grantor's Initials

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: July 11, 2024

AGENDA ITEM NAME: Public Hearing and First Reading of Ordinance No. 1426 - Spring 2024
Ridgefield Municipal Code Amendments

GOVERNING LEGISLATION

RCW 36.70A - Growth Management

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

None. Public hearing and first ordinance reading only.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report
2. A. 3.70___FEES_FOR_SERVICES
3. B. 7.04.040___Licensing_and_registration_requirements.
4. C. 7.04.110___Dangerous_dogs_Additional_requirements.
5. D. 7.04.130___Violations_Penalty.
6. E. 15.24.010___Definitions.
7. F. 18.100.032___L___definitions.
8. G. 18.205.020___Master_use_table.
9. H. 18.205.030___Limitations.
10. I. 18.206.020___Single_family_design_standards.
11. J. 18.206.040___Cottage_housing.
12. K. 18.210.060___Design_provisions_along_major_corridors.
13. L. 18.210.080___Vehicles_in_residential_zones.
14. M. 18.220.070___Design_provisions_along_major_corridors.
15. N. 18.220.095___Vehicles_in_residential_zones.
16. O. 18.230.080___Off_street_parking_and_loading.
17. P. 18.280.050___Submittal_requirements.
18. Q. 18.310.100___Appeal_procedure.

- 19. R. 18.401.040___Information_requirements.
- 20. S. 18.401.050___Approval_procedures.
- 21. T. 18.401.070___Zero_lot_line_standards.
- 22. U. 18.401.090___Site_plan_requirements.
- 23. V. 18.401.100___Limits_on_modifying_standards.
- 24. W. 18.401.150___Building_permits.
- 25. X. 18.500.040___Submittal_requirements.
- 26. Y. 18.550.020___Preliminary_binding_site_plan_application.
- 27. Z. 18.610.020___Preliminary_short_plat_application_contents.
- 28. AA. 18.620.030___Application_for_a_subdivision_Requirements. (1)
- 29. BB. 18.620.145___Homeowners__association.
- 30. CC. 18.710.270___Temporary_signs.
- 31. DD. 18.720.040___Off_street_parking_lot_design.
- 32. EE. 18.810.208___Notice_statute_of_limitations.
- 33. FF. 18.840___TREES
- 34. GG. 18.100.014_____C___definitions.

ORDINANCE NO. 1426

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON Amending Chapters within TitleS 3, 7, 15, and 18 of the Ridgefield Municipal Code

WHEREAS, the Community Development department has reviewed the provisions within the Ridgefield Municipal Code for updates to assure that the provisions reflect current law and best practices for development and implement the Ridgefield Urban Area Comprehensive Plan; and
WHEREAS, the City of Ridgefield, located in Clark County, Washington, is required to plan under the Growth Management Act (GMA), Revised Code of Washington (RCW) Chapter 36.70A; and
WHEREAS, Ridgefield adopted the Ridgefield Urban Area Comprehensive Plan (RUACP), as amended, consistent with the GMA; and
WHEREAS, RCW 36.70A.040 and WAC 367-195-800 require jurisdictions planning under the GMA to adopt development regulations that are consistent with the adopted Comprehensive Plan and which implement the Comprehensive Plan polices goals and policies; and
WHEREAS, Title 18 of the Ridgefield Municipal Code (RMC) was established in 1995 by Ordinance 676 and amended thereafter, and is intended to implement the Ridgefield Comprehensive Plan; and
WHEREAS, the Ridgefield City Council passed additional resolutions after this time period that revised the development regulations; and
WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on May 10, 2024 consistent with RCW 36.70A; and
WHEREAS, the Ridgefield Planning Commission, after conducting a public hearing on the proposed amendments on June 5, 2024, forwarded a recommendation to amend the Ridgefield Municipal Code to the City Council; and
WHEREAS, consistent with WAC 197-11-340(2), on June 14, 2024 the City of Ridgefield issued a SEPA Determination of Non-significance (DNS) regarding the proposed amendments; and,
WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the proposed amendments during their meeting held on June 27, 2024; and
WHEREAS, the SEPA DNS public comment period expired on June 28, 2024 and the City addressed all comments received; and,
WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments during their meeting held on July 11, 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 3, 7, 15, and 18 of the Ridgefield Municipal Code.

Section 2. Amendments to the Ridgefield Municipal Code. The Ridgefield City Council hereby amends certain Chapters of Titles 3, 7, 15, and 18 as set forth below in Exhibits A through GG, attached hereto and incorporated by this reference.

Section 3. Compliance with RCW 36.70A.130. The City of Ridgefield has met its obligations under RCW 36.70A.130 and finds no additional compliance actions are necessary.

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 11th DAY OF JULY, 2024.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: June 27, 2024

Second Reading/Passage: July 11, 2024

Date of Publication:

Effective Date:



THE CITY OF RIDGEFIELD

510 Pioneer Street Ste B | P.O. Box 608 | Ridgefield, WA 98642

Spring 2024 Amendments to the Ridgefield Municipal Code City Council Staff Report July 11, 2024

BACKGROUND

The Community Development Department is proposing a series of amendments to the Ridgefield Municipal Code (RMC). The purpose of the proposed amendments is to keep the code up-to-date and to address current development issues in order to better serve the Ridgefield community. The majority of the proposed amendments are to [Title 18 – Development Code](#). Amendments related to the work of the Community Development Department are also proposed to [Title 3 – Revenue and Finance](#), [Title 7 – Animals](#), and [Title 15 – Abatement of Public Nuisances](#).

DISCUSSION

Types of Amendments

The proposed amendments intend to update the municipal code to address issues identified when applying the existing code and issues anticipated for future projects in Ridgefield. For this round of updates, staff identified three types of proposed code amendments: housekeeping updates, compliance items, and other policy changes.

1. [Housekeeping items](#) address clerical errors without substantive changes to the content of the code.
2. [Compliance items](#) ensure alignment with requirements imposed by the State of Washington, Ridgefield Engineering Standards, and best practices adopted by local jurisdictions.
3. [Other policy changes](#) add or modify content to strengthen the code with the goal to better implement the Ridgefield Comprehensive Plan (RUACP) and existing City policies and practices.

Summary of Changes

The following tables are a guide to the proposed changes; full proposed text amendments are included as attachments.

Housekeeping items:

<u>Code section(s)</u>	<u>Reason(s) for proposed amendment</u>
7.04.040 – Animal regulations – Licensing and registration requirements.	Reference adopted master fee schedule .
18.206.020 – Single-family design standards.	Correct section numbering/lettering errors.
18.206.040.B.14 – Cottage housing – Standards – Impervious surface.	Remove and replace outdated code reference.

18.220.070 – Residential Medium Density Districts – Design provisions along major corridors.	Update the name of 45 th Avenue to Royle Road.
18.280.050 – Critical Areas Protections – Submittal requirements.	Correct section numbering/lettering errors.
18.310.100.B.4 – Appeal procedure – Information requirements.	Replace invalid code references with a reference to the adopted master fee schedule .
18.401.050.B – Planned Unit Developments – Approval procedures – Community Information Meeting.	Clarify that the community information meeting required prior to submittal of a PUD application shall be accessible to the public.
18.401.070.D.2 – Planned Unit Developments – Zero lot line standards.	Correct reference to Figure 18.401.070-D.
18.401.100.A.8 – Planned Unit Developments – Limits on modifying standards.	Correct reference to RDC 18.401.075.
18.401.150.B – Planned Unit Developments – Building permits.	Update reference to residential design standards.
18.620.145 – Procedure for Subdivision – Homeowners’ association.	Remove erroneous reference to Section B.
18.810.208 – Environmental Standards (SEPA) – Notice/statute of limitations.	Change section title to accurately reflect the statute title referenced therein.

Compliance with state statutes, consistency with Engineering Standards, and consistency with surrounding jurisdictions:

<u>Code section(s)</u>	<u>Reason(s) for proposed amendment</u>
7.04.110 – Animal Regulations – Dangerous dogs – Additional requirements.	Update surety bond sum and liability insurance coverage to match requirements in the Revised Code of Washington (RCW) 16.08.080 and Clark County code 8.18.060 .
	Add microchip requirement to the match Clark County code 8.18.060 .
7.04.130 (Table) – Animal Regulations – Dangerous dogs – Violations – Penalty.	Change misdemeanor to gross misdemeanor to comply with requirements of RCW 16.36.110 for quarantine violation penalty.
18.230.080.D – Commercial Districts – Off-street parking and loading – EV charging.	Currently electric vehicle charging requirements only apply to development in Commercial districts. Remove and replace with electric vehicle charging requirements in the chapter governing citywide parking standards, and require compliance with the more restrictive standards in the Washington Administrative Code (WAC) 51-50-0429 .
18.720.040.C – Off-street Parking and Loading – Off-street parking lot design.	
18.401.040 – Planned Unit Developments – Information requirements	Require developments to provide cross circulation to adjacent developable properties in compliance with the Ridgefield

18.500.040 – Site Plan Review – Submittal requirements.	Engineering Standards, which are also going through an update to strengthen this requirement.
18.550.020 – Binding Site Plan – Preliminary binding site plan application.	
18.610.020 – Short Plats – Preliminary short plat application contents.	
18.620.030 – Procedure for Subdivision – Application for a subdivision – requirements.	

Policy changes:

<u>Code section(s)</u>	<u>Reason(s) for proposed amendment</u>
3.70 – Fees for Services.	Authorize annual indexing of development and inspection fees.
15.24.010 – Public Nuisances – Definitions.	Expand definition of “Junk.”
18.100.014 – “C” definitions	Allow public agencies other than the City to operate commercial parking lots, as proposed by the Port of Ridgefield for the waterfront development. Further discussion needed regarding limitations on the location of such standalone parking lots.
18.100.032 – “L” definitions.	Revise definition of landscaping to include a broader range of vegetated areas on a site. Would allow developments to include vegetated critical areas in the overall landscaping calculation.
18.205.020 – Uses – Master use table.	Permit upper-story residential uses in the Commercial Neighborhood Business (CNB) zone to support creative housing production in neighborhood centers.
18.205.030.W – Uses – Limitations – Multifamily Residential.	
18.205.030.U – Uses – Limitations – Utility Facility.	Relax limitations on major utility facilities (a use including water towers) in the Employment zone adjacent to nonresidential zoning. Change from a conditionally permitted use subject to a quasi-judicial land use review process to an outright permitted use subject to an administrative review process. Exempt essential public facilities adjacent to nonresidential zones from height limitations.
18.206.040 – Cottage housing – standards.	Bring in elements of 18.206.020 – Single-family design standards to establish basic architectural design standards for cottage clusters.
	Eliminate standards regulating how far individual cottage

	developments must be from one another.
18.210.060 – Residential Low Density Districts – Design provisions along major corridors.	The intent of the code appears to be to disallow modifications to special design provisions along major corridors (25-foot setbacks, 6-foot walls, 5-foot landscape strip between wall and sidewalk). However, as written applicants could still submit for modifications to these standards through the adjustment/variance processes. Disallow modifications to wall height using an adjustment/variance. Also change the name of 45 th Avenue to Royle Road.
18.210.080 – Residential Low Density Districts – Vehicles in residential zones.	Allow recreational vehicles to be parked in driveways between the home and the front lot line during summer months. Currently there is a blanket prohibition against such RV parking in the RLD-4, RLD-6, and RMD-16 zones.
18.220.095 – Residential Medium Density District – Vehicles in residential zones.	
18.401.090 – Planned Unit Developments – Site plan requirements.	Require PUDs to work with the natural site topography to include limiting the use of retaining walls.
18.710.270 – Signs – Temporary signs.	Currently, the City follows WSDOT standards to prohibit signs in the Pioneer Street/SR 501 right-of-way. When a jurisdictional transfer is completed in Summer 2024, the City will have full ownership of Pioneer Street and will no longer be able to rely on WSDOT standards. The City does not have the authority to prohibit signs along Pioneer Street. Instead, the proposal is to update the existing temporary sign code to require ROW signs to be permitted and tagged.
18.840 – Trees.	Simply language. Better align with Council’s initial goals for tree preservation and protection by requiring developments to preserve and/or replace trees up to the site’s pre-development tree density OR 20 tree units per acre, whichever is less.

PLANNING COMMISSION

Planning Commission held a public hearing on the proposed code amendments on June 5, 2024. No public testimony was received.

Commissioners discussed the proposed amendments. The following summarizes the Commissioners’ comments and questions. A recording of the Planning Commission meeting is available at <https://ridgefieldwa.portal.civicclerk.com/>.

Upper-story residential in the CNB zone: What would the requirement be for open space? Should it be subject to residential open space requirements? Traffic is a concern, particularly for the CNB property at the intersection of Hillhurst and Sevier. Parking is also a concern. How would they differentiate between resident, employee, and customer parking? On the other hand, if upper stories were commercial/office the parking demand might be higher than if they were residential. Allowing residential units could help affordable housing. How will safety concerns be addressed where a business and a residence share a ceiling/floor?

RV parking: Would our code overrule CC&Rs that don't allow RVs to be parked in driveways?

Tree code: It is understandable to make the code requirements more feasible to meet, but we should get developments to have a reasonable number of trees even if the site is bare when development occurs. The minimum tree coverage should never be zero.

Planning Commission voted unanimously to recommend approval of the proposed amendments to Council with consideration of the questions and comments described above.

PROCESS

<u>Date</u>	<u>Milestone</u>
May 10, 2024	Notice of intent to adopt code amendments issued to Department of Commerce.
May 22, 2024	Notice of Planning Commission public hearing published.
June 5, 2024	Planning Commission public hearing and recommendation to City Council.
June 13, 2024	Notice of City Council public hearing.
July 11, 2024	City Council public hearing and 1 st ordinance reading.
July 25, 2024	City Council public meeting and 2 nd ordinance reading/vote on adoption.
August 28, 2024	Approximate effective date of codes adopted on July 25.

MOTION

None. Public hearing and first reading only.

ATTACHMENTS

- A. RMC 3.70
- B. RMC 7.04.040
- C. RMC 7.04.110
- D. RMC 7.04.130
- E. RMC 15.24.010
- F. RMC 18.100.032
- G. RMC 18.205.020
- H. RMC 18.205.030
- I. RMC 18.206.020
- J. RMC 18.206.040
- K. RMC 18.210.060
- L. RMC 18.210.080
- M. RMC 18.220.070
- N. RMC 18.220.095
- O. RMC 18.230.080
- P. RMC 18.280.050
- Q. RMC 18.310.100

R. RMC 18.401.040
S. RMC 18.401.050
T. RMC 18.401.070
U. RMC 18.401.090
V. RMC 18.401.100
W. RMC 18.401.150
X. RMC 18.500.040
Y. RMC 18.550.020
Z. RMC 18.610.020
AA. RMC 18.620.030
BB. RMC 18.620.145
CC. RMC 18.710.270
DD. RMC 18.720.040
EE. RMC 18.810.208
FF. RMC 18.840
GG. RMC 18.100.014

Chapter 3.70 FEES FOR SERVICES¹

Sections:

3.70.005 Purpose.

The purpose of this chapter is to establish the authority of the Ridgefield city council to establish fees for services including, but not limited to, planning, engineering, building, park and recreation, administrative and other fees as determined via resolution action, and to establish the conditions under which those fees for services may be reduced, deferred, or waived.

(Ord. No. 1388, § 3(Exh. A), 1-26-2023)

3.70.010 Establishment of fees—Resolution action.

The Ridgefield city council shall establish as necessary fees for services including, but not limited to, planning, engineering, building, park and recreation, administrative and other fees as determined via resolution action. The resolution shall contain a mechanism for the annual adjustment of fees for services to address market-based impacts on the provision of these city services.

(Ord. No. 1388, § 3(Exh. A), 1-26-2023)

3.70.030 Fees subject to deferral and waiver.

Notwithstanding other provisions of this code, development fees charged by the city for projects receiving final approval and occupancy after the effective date of the ordinance adopting these changes are subject to deferral and waiver as set forth in this chapter. Development fees are defined as monetary payment paid by the applicant or the applicant's agent to the city for building permits, critical area review permits, impact fees, and land use actions and permits such as conditional use permits and variances. This chapter shall not apply to defer or waive the following: any system development charges, any Washington State Building Code Council Surcharges, or fees collect on behalf of outside agencies.

(Ord. No. 1388, § 3(Exh. A), 1-26-2023)

3.70.040 Impact fees.

Development impact fees are further regulated by Chapter 82.02 RCW and RMC 18.070. Any impact fee waiver shall comply with these regulations and the city must the pay the amount of the impact fee waived into the impact fee fund out of general funds or other sources of lawful funding as required by state law.

(Ord. No. 1388, § 3(Exh. A), 1-26-2023)

¹Editor's note(s)—Ord. No. 1388, § 3(Exh. A), adopted Jan. 26, 2023, amended Ch. 3.70 in its entirety to read as herein set out. Former Ch. 3.70, §§ 3.70.005, 3.70.010, pertained to similar subject matter and derived from Ord. 886, § 4(Exh. C), adopted in 2005.

3.70.050 Eligibility.

The following conditions must be met for an applicant to be eligible for a waiver of fees:

- A. The development project must be located within the following areas:
 - 1. The Ridgefield central mixed use zoning district (CMU) as set forth in the city's zoning code; or
 - 2. The Ridgefield waterfront mixed use zoning district (WMU) as set forth in the city's zoning code.
- B. The applicant must demonstrate that the development project is for the redevelopment of the property and the development project meets or exceeds the development and design standards for the underlying zone.
- C. No federal, state, or local rule or regulation prohibits the waiver.
- D. The waiver shall not apply to any fees or portions of any fees that the City would be required to remit to the state or another government entity.

(Ord. No. 1388, § 3(Exh. A), 1-26-2023)

3.70.060 Application and approval process.

- A. An application for a fee waiver must be made to the city in a form and manner prescribed by the city and contain information showing the location of the development project, compliance with the eligibility criteria, the schedule for completion, and such other information required by the city.
- B. The application for a fee waiver must be submitted prior to final city approval of the development project associated with the development permit fee being waived; provided however, that no fees paid to the city will be reimbursed but instead such payments may be deferred in advance by the city until a decision on the waiver application has been made by the city council.
- C. The issuance of a waiver of any or all or any portion of a fee authorized under this chapter is wholly within the sole discretion of the city council.
- D. The city may consider the applicant's eligibility and may also consider the following factors:
 - 1. The nature of the development project and the impact the redevelopment will have on downtown and waterfront areas;
 - 2. Comparable waivers or deferrals issued by the city;
 - 3. Any other identified public benefit resulting from the development project; and
 - 4. Any other factor the city deems appropriate.
- E. The city manager or designee is authorized to defer development fees payment from the time of the application until the city council issues a decision on the fee waiver application.
- F. Any decision by city council is a final decision of the city.
- G. In the event the waiver application is denied:
 - 1. The applicant must pay all deferred fees within ten days;
 - 2. The amount of the fee shall be determined by the fee schedule in effect at the time of the application for deferral;
 - 3. The city may refuse to issue further permits or approvals until any deferred fees have been paid; and

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4. Any deferred fees which are not paid within thirty days shall become a lien on the property in favor of the city for the amount of the unpaid fees.

(Ord. No. 1388, § 3(Exh. A), 1-26-2023)

3.70.070 Development review and inspection fees.

A. Development review and inspection fees are enumerated in Sections B (Land Use Planning Permits), C (Public Works Permits) and D (Building Permits) of the adopted master fee schedule.

B. Development review and inspection fees shall be updated annually using the following procedures:

1. The Finance Director shall calculate annual inflation adjustments in development and inspection fee rates. The development and inspection fees shall not be adjusted for inflation should the index remain unchanged.
2. The annual inflation adjustment shall be equal to the West Region Consumer Price Index (CPI-U) annual changes calculated after the first half of the year.
3. The indexed development review and inspection fee rates shall be calculated January 1, or as soon thereafter as the latest West Region CPI-U index information is available and shall become effective immediately thereafter. A copy of the indexed fee rates shall be provided to the City Council, but the indexed rates shall become effective without further council review, except for subsection (4).
4. The development review and inspection fee rates may only be increased three consecutive years without further council review. In the event that the indexed fee rates would rise for a fourth consecutive year if the index were applied, City Council shall review the proposed increase during a public hearing at a regularly scheduled meeting to establish a new fee rate.

Chapter 7.04 – ANIMAL REGULATIONS

7.04.040 Licensing and registration requirements.

- A. Failure to License a Pet Animal. Except as otherwise provided in this chapter, it is unlawful for any person to own, keep or have control of any dog or other pet animal over the age of six months and for whom a license is required in the city of Ridgefield unless the person has procured a license.
1. The application for a license must be made within thirty days of acquisition of a new dog, unless the dog is under the age of six months.
 2. The application for a license must be made within thirty days after a newly acquired dog has developed a permanent set of canine teeth or is six months or older.
 3. The application for a license must be made within thirty days after a new resident to the city with an unlicensed dog has established residency.
- B. Issuance of License Tag. Animal services or agents thereof shall provide an appropriate identification tag for each dog, or other pet animal for which a license is required, licensed to persons applying, upon payment of the appropriate license fee. It shall be the responsibility of the owner of a dog or other pet animal to keep a collar or harness on the animal, except as detained within kennels, with the license tag firmly attached if the animal is off the owner's property.
- C. There are three types of licenses:
1. Licenses for individual dogs;
 2. Licenses for hobby kennels; and
 3. Licenses for commercial kennels.
- D. The fee for each new dog license shall be in accordance with the most recently adopted master fee schedule of the City of Ridgefield.:
- ~~1. For individual dogs, in accordance with the most recently adopted master fee schedule of the city of Ridgefield;~~
 - ~~2. Twenty five dollars for hobby kennels;~~
 - ~~3. Fifty dollars for commercial kennels.~~
- E. The person registering the dog shall submit the following information to the police department:
1. The name, address and phone number of the legal owner of the dog being registered;
 2. The name, address and phone number of the person having custody of the dog, if that person is one other than the legal owner;
 3. The address of the property at which the dog is ordinarily kept or maintained if different from the legal owner of custodian;
 4. The name, age, breed, color and sex of the dog being registered, and whether or not the dog has been neutered or spayed;
 5. A certificate of a veterinarian including the last date on which the dog received an initial or booster vaccination against rabies, along with the expiration date of the vaccination. Should the dog be unable to be immunized against rabies for medical reason, the signed statement of a veterinarian shall be accepted as proof in lieu of the rabies vaccination certificate;

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6. A current photograph of the dog.
- F. Persons who obtain licenses for less than four dogs shall obtain individual licenses. Persons who obtain licenses for five to ten dogs shall obtain a hobby kennel license. Persons who obtain licenses for more than ten dogs shall obtain a commercial kennel license; provided, however, that a commercial kennel license may not be issued unless satisfactory proof of proper zoning is furnished.
- G. Supplemental Identification. Tattooing or microchip implantation are acceptable auxiliary means of identification but do not replace the license.
- H. Lack of Authorized and Current Tag. A dog or other pet animal without an authorized and current license tag may be impounded, except as otherwise set forth in this chapter.
- I. Annual License Fees. License fees shall be established by resolution of the city council.
- J. Date Due. All licenses granted under this chapter shall be valid for one year, the licensing year commencing on January 1 and running through December 31. As a condition to issuance or reissuance of a license, the license applicant shall provide proof that the pet animal for which the license is intended has a current rabies vaccination certification.
- K. Licenses Nontransferable. Licenses shall not be transferable from one pet animal to another.
- L. Tag Removal Unlawful. It is unlawful for any person to remove a tag from any pet animal, or to obliterate any tattoo or microchip registered under this chapter without the permission of the owner or issuing authority other than in a medical emergency.
- M. Kennel or Cattery Permit. A permit for a kennel or cattery, as defined in the zoning ordinance, may be granted for those zones where such use is not prohibited.

(Ord. 1016 § 1 (part), 2008).

(Ord. No. 1189, § 2(Exh. A), 7-23-2015)

Chapter 7.04 – ANIMAL REGULATIONS

7.04.110 Dangerous dogs—Additional requirements.

- A. The animal control department shall issue a license to the owner of a dangerous dog only if the owner presents to the animal control department sufficient evidence of:
1. A proper enclosure to confine a dangerous dog and the posting of the premises with a clearly visible warning sign that there is a dangerous dog on the property. In addition, the owner shall conspicuously display a sign with a warning symbol that informs children of the presence of a dangerous dog; and
 2. A surety bond issued by a surety insurer qualified under Chapter 48.28 RCW in a form acceptable to the animal control department in the sum of at least two hundred fifty thousand dollars payable to any person injured by the dangerous dog; and-or
 3. A policy of liability insurance, such as homeowner's insurance, issued by an insurer qualified under RCW Title 48 in the amount of at least two hundred fifty thousand dollars, insuring the owner for any personal injuries inflicted by the dangerous dog.
 4. Evidence that the labeled dog has been implanted with a microchip and placed on the local and national registry, at the owner's expense, must be submitted to the office of animal control. This must be accomplished within five (5) days after receipt of the dangerous dog declaration issued by the City of Ridgefield animal control representative.
- B. The owner of a dangerous dog shall not permit the dog to be outside the proper enclosure unless the dog is muzzled and restrained by a substantial chain or leash and under physical restraint of a responsible person. The muzzle shall be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but shall prevent it from biting any person or animal.

(Ord. 1016 § 1 (part), 2008).

(Ord. No. 1189, § 2(Exh. A), 7-23-2015)

Chapter 7.04 – ANIMAL REGULATIONS

7.04.130 Violations—Penalty.

Violation of the this chapter shall constitute a class 2 civil infraction, except as otherwise set forth in this chapter and the table herein, and violators shall be assessed the maximum penalty set forth in RCW Chapter 7.80, as adopted or hereafter amended:

Code Section	Violation	Fine/Penalty
	All violations not otherwise specified herein	Class 2 civil infraction; penalties as set forth in RCW 7.80.120
7.04.040(L)	Tag removal unlawful	Misdemeanor
7.04.050(D)	Injury to person or animal	Misdemeanor
7.04.050(F)	Failure to provide humane care	Misdemeanor
7.04.050(G)	Failure to meet terms of quarantine	<u>Gross</u> Misdemeanor
7.04.056	Cruelty to animals	Misdemeanor
7.04.058	Confinement or restraint of a pet animal	Misdemeanor
7.04.060	Unlawful possession of exotic animal	Misdemeanor
7.04.062	Unlawful release of pet animal	Misdemeanor
7.04.120(A)	Violation of dangerous dog regulations	Gross Misdemeanor
7.04.120 (B) and (C)	Dangerous dog attack	Class C Felony

(Ord. No. 1189, § 2(Exh. A), 7-23-2015)

Editor's note(s)—Ord. No. 1189, § 2(Exh. A), adopted July 23, 2015, amended § 7.04.130 in its entirety to read as herein set out. Former § 7.04.130, pertained to infractions, and derived from Ord. 1016, § 1(part), adopted in 2008.

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, machinery 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 old or scrap metal, grass or other yard debris, cardboard, paper, trash, glass, waste or used lumber, old wood, old tires, batteries, dismantled vehicles or parts thereof, plastic or discarded household goods or hardware, or other waste.~~

"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).

Chapter 18.100 – Definitions.

18.100.032 "L" definitions.

Lamp. See "Lighting: Lamp."

Land use action. Any decision by the planning director, planning commission, hearing examiner, or city council related to land use, including but not limited to development approvals, and plan or code amendments.

Land use application. An application for approval to develop property consistent with Title 18 on forms prepared by the city of Ridgefield.

Land use decision. A final determination on a land use action or application made by the applicable review authority.

Landfill. A disposal site or part of a site at which refuse is deposited.

Landscape architect. A person licensed by the State of Washington to engage in the practice of landscape architecture as defined by RCW 18.96.030.

Landscaping. An approved arrangement of vegetation including trees, grass, bushes, shrubs, flowers and garden areas. For purposes of calculating landscape area, vegetated critical areas, critical area buffers, parks, trails and recreational areas ~~fountains, patios, street furniture, and ornamental concrete or stonework areas other than sidewalks~~ may be included. Landscaping does not include fountains, patios, street furniture, ornamental concrete or stonework areas, or utility facilities including stormwater facilities ~~protected critical areas or buffers, utility facilities including stormwater facilities, or developed parks, trails or recreational areas.~~

Landslide. Episodic down slope movement of a mass of soil or rock that includes, but is not limited to, rock falls, slumps, mudflows, and earth flows.

Landslide hazard areas. See RDC 18.280.170, Critical Areas Protection Definitions.

Light. See "Lighting: Light."

Light manufacturing. A use in which articles are produced by hand or by machinery, from raw or prepared materials, by giving to those materials new forms, qualities, properties, or combinations, in a process characterized by the repetitive production of items made to the same or similar specifications. Light manufacturing uses typically have little or no potential of creating noise, smoke, dust, vibration or other environmental impacts or pollution. Items produced are generally sold directly to other businesses, or are sold at wholesale. The retail sale of items to the general public is incidental to the production of goods.

Light pollution. See "Lighting: Light pollution."

Light trespass. See "Lighting: Light trespass."

Lighting definitions.

Accent lighting. Any luminaire that emphasizes a particular object or draws attention to a particular area for aesthetic purposes.

Cut-off angle (of a luminaire). The angle, measured from the lowest point between a vertical line from the center of the lamp extended to the ground and the first line of sight at which the bare source is not visible.

Exterior lighting. Temporary or permanent lighting that is installed, located or used in such a manner to cause light rays to shine outside. Fixtures that are installed indoors that are intended to light something outside are considered exterior lighting for the intent of this ordinance.

Exterior lighting fixture. A luminaire outside of an enclosed building or structure or any luminaire directed such that it primarily illuminates outdoor areas.

Fixture (also called a "luminaire"). A complete lighting unit including the lamps, together with the parts required to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply.

Floodlight. Light that produces up to one thousand eight hundred lumens (see Addendum 1 for light output of various lamps) and is designed to "flood" a well-defined area with light. Generally, floodlights produce from one thousand to one thousand eight hundred lumens.

Foot-candle. A measure of illuminance or a measure of how bright a light appears to the eye. One foot-candle is equal to one lumen/ft². As an example, a typical sixty-watt incandescent lamp (eight hundred forty lumens) produces an illuminance of 0.1 foot-candles at a distance of about twenty-five feet.

Fossil fuel light. Any exterior lighting fixture producing light directly by the combustion of natural gas or other fossil fuel.

Glare. Intense light that results in discomfort and/or a reduction of visual performance and visibility.

Lamp. The light-producing source installed in the socket portion of a luminaire.

Light. The form of radiant energy acting on the retina of the eye to make sight possible; brightness; illumination; a lamp, as defined above.

Light pollution. General sky glow caused by the scattering of artificial light in the atmosphere and resulting in decreased ability to see the natural night sky.

Light trespass. Any light emitted by an exterior luminaire that shines directly beyond the property on which the luminaire is installed, or indirectly shines beyond the property on which the luminaire is installed at a brightness (illuminance) that exceeds 0.1 foot-candles when measured at a point five feet within the adjacent property line at a height of five feet and facing the light fixture(s).

Lighting. Any or all parts of a luminaire that function to produce light.

Luminaire. See definition for "Lighting: Fixture."

Shielding. Materials or orientation such that no light rays are emitted by a fixture above the horizontal plane running through the lowest point of the fixture.

Spotlight. Any lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.

Limited use. See "Use: Limited use."

Live/work unit. A structure or portion of a structure: (1) that combines a commercial or manufacturing activity that is allowed in the zone with a residential living space for the owner of the commercial or manufacturing business, or the owner's employee, and that person's household; (2) where the resident owner or employee of the business is responsible for the commercial or manufacturing activity performed; and (3) where the commercial or manufacturing activity conducted takes place subject to a valid business license associated with the premises.

Loading space. A space for the temporary parking and maneuvering of a vehicle while loading or unloading cargo or passengers.

Loop. Road of limited length forming a loop, having no other intersecting road, and functioning mainly as direct access to abutting properties. A loop may be designated for one-way or two-way traffic.

Lot definitions.

Corner lot. A lot abutting two or more streets at their intersection, or a lot abutting a street with an interior angle of one hundred thirty degrees or less.

Flag lot. A lot containing two distinct portions that does not meet minimum frontage requirements and where access to the public road is by a narrow, private right-of-way or driveway. A flag lot consists of the flag portion, the main portion of the lot suitable for building, and the pole portion, which is the narrow portion connecting the flag to the street which provides the only street frontage for the lot.

Interior lot. A lot or parcel of land other than a corner lot.

Lot. A parcel of land used or which is capable of being used under the regulations of this title, lawfully created as such in accordance with the subdivision laws or ordinances in effect at the time of its creation.

Lot area. The computed area contained within the lot lines, exclusive of street or alley rights-of-way.

Lot coverage. That portion of the lot that is covered by buildings, structures or impervious surface.

Lot depth. The horizontal distance between the midpoint of the front and opposite, usually, the rear lot line. In the case of a corner lot, the depth shall be the length of its longest front lot line.

Lot frontage. The length of the front lot line measured at the street right-of-way line.

Lot line. A line of record bounding a lot that divides one lot from another lot or from a public or private street or any other public space.

Lot line—Front. The property line abutting or facing a street, or approved private road or easements; where there is a question, the street address shall determine the front lot line.

Lot line—Rear. A lot line opposite and most distant from the front lot line; there may be more than one rear lot line if the lot is irregularly shaped.

Lot line—Side. Lot lines which are not a front lot line or a rear lot line.

Lot line—Street side. A corner lot side lot line abutting a street.

Lot of record. A lot as shown on the records of the county assessor or county auditor which meets the following:

1. The lot existed at the time of the passage of the ordinance codified in this chapter;
2. The lot was created in accordance with laws and regulations in effect at that time.

Lot width. The horizontal distance measured at the building setback line between the two opposite side lot lines. Average lot width shall be the average of the front and rear lot lines.

Minimum lot area. The smallest lot area established by the code on which a use or structure may be located in a particular district.

Through lot. An interior lot having a frontage on two streets and/or highways. Through lots are strongly discouraged by this title.

Low impact development (LID). A set of techniques that mimic natural watershed hydrology by slowing, evaporating/transpiring, and filtering water, which allows water to soak into the ground closer to its source.

Lowest floor. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of this title.

Luminaire. See "Lighting: Fixture."

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017)

Chapter 18.205 - USES

18.205.020 Master use table.

A. Table 18.205.020-1 details uses for the following zones:

1. RLD-4, 6, 8: Residential Low Density 4, 6, 8.
2. RMD 16: Residential Medium Density 16.
3. CNB: Commercial Neighborhood Business.
4. CCB: Commercial Community Business.
5. CRB: Commercial Regional Business.
6. CMU: Central Mixed Use.
7. WMU: Waterfront Mixed Use.
8. WLS: Waterfront Low Scale.
9. E: Employment.
10. Reserved.
11. P/OS: Parks/Open Space.
12. PF: Public Facilities.

Table 18.205.020-1

RESIDENTIAL GENERAL											
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU ¹	WLS	E	P/OS	PF
Single-Family Detached Residential (RDC 18.206.020)	P	P-L									
Cottage Housing (RDC 18.206.040)	P	P									

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Duplex (RDC 18.206.050)	P	P									
Triplex (RDC 18.206.050)	P	P									
Townhouse (RDC 18.206.060)	P-L	P-L				P-L	P-L				
Accessory Dwelling Unit (RDC 18.206.030)	L	L									
Home Occupation (RDC 18.205.030)	L	L	L	L		L	L	L			
Multifamily Residential (RDC 18.206.070)		P	<u>P-L</u>			P-L	P-L	P-L			
Manufactured Home Park (RDC 18.730.020)	P	P									

GROUP RESIDENCES											
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
Boarding House	P-L	C	C	P	P	P			C		
Community Residential Facility	C-L	P	P-L	P-L	P	P-L					

TEMPORARY LODGING											
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
Bed and Breakfast	C-L	C-L	P-L	P-L	P-L	P-L	P-L	P-L			
Hotel and Motel				P	P	C	P	P			
Recreational Vehicle (Single)	P-L	P-L	P-L	P-L	P-L	P-L	P-L	P-L			

Recreational Vehicle Park				C	C		P-L				
Tent City	L	L	L	L	L	L	L	L	L	L	L

RETAIL/SERVICE												
SPECIFIC LAND USE	RLD4 RLD6 RLD8	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			
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			

EMPLOYMENT

SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
Office			P	P	P	P	P-L	P	P		P
Light Manufacturing					C	C	¹	C	P		
Research and Development				C	C	C	P		P		
Freight/Cargo Movement and Storage				C	C				C*		
Heavy Equipment and Truck Related Use											
Fleet Service				C	C	C			C*		
Warehousing									C*		
Wholesale Retail									P		
Marijuana Processing											
Marijuana Production											
Medical Cannabis Collective Gardens											
Self-storage									C		
Computer and Electronics Manufacturing					C				P		
*These uses shall only be permitted in facilities developed prior to January 19, 2020; any alteration is limited to 20% of the existing facilities, and shall be subject to Section 18.350.030, "Adjustment."											

ENTERTAINMENT AND RECREATION											
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
Adult Use Facility				L	L	L					
Indoor Entertainment Facility				P-L	P-L	P-L	P-L				

Community Recreation and Social Facility	C-L	C-L	C	P-L	P-L	P-L	P-L	P-L	P-L	P-L	P-L
Gambling Use											
Outdoor Performance Center					C		P		C		
Park or Trail ²	P	P	P	P	P	P	P	P	P	P	P

EDUCATION AND CULTURE											
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
College and University				P	P	P	P	P	P		C
School: Elementary/Middle/High	C	C				P	P		P		P-L
Specialized Instruction and Vocational School	C-L	C-L	C	P	P	P	P	P	P		C
Conference Center	C-L	C-L	P-L	P	P	P	P	P	P		C
Religious Institution	C	C	P	P	P	P	P	P	P		C
Cultural Institution	C	C	P	P	P	P	P	P	P		C

HEALTH											
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
Hospital			C-L	P-L	P-L	C-L			P-L		
Medical Clinic/Laboratory			P	P	P	P	P	P	P		
Nursing and Personal Care Facility		C	C	P	P	P	P	C	C		

INFRASTRUCTURE, CIVIC AND REGIONAL										
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	PF
Emergency Services	P-L	P-L	P-L	P-L	P-L	P-L	P-L	P-L		P-L
Public Agency or Utility Yard					P-L		P-L	P-L		P
Utility Facility	P- L/C-L	P- L/C- L	P- L/C- L	P	P	P- L/C- L	P- L/C-L	P- L/C- L	P- L/C- L	P
Wireless Communication Facility	P-L/ C-L	P-L/ C-L	P-L/ C-L	P-L/ C-L	P-L/ C-L	P-L/ C-L	P-L/ C-L	P-L/ C-L	P-L/ C-L	P-L/ C-L
Broadcasting and Telecommunications Facility					P	P	P			C
Interim Recycling Facility	P-L	P-L	P-L	P- L/L	P- L/L	P-L				C-L
Waste-Related Facility				C	C					C
Airport or Heliport										C
Bus Base				C	C					C
Park and Ride Lot	L	L	L	P	P	L				P
Detention and Post-detention Facility					C-L					

MARINE											
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
Floating Home Moorage							P	P			
Marina or Boating Facility							P	P			

Table Notes:

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- (1) Additional uses for the WMU Zoning District are described in RDC Table 18.235.030-1. If there is a conflict between the two use tables, the more permissive shall apply.
 - (2) Public and private parks and trails are allowed in all zoning districts and shall meet the standards of the P/OS zone established in RDC 18.265 regardless of the zoning district in which the facility is located.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1163, § 2(Att.), 10-23-2014; Ord. No. 1164, § 2(Att.), 10-23-2014; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1226, § 2(Exh. A), 12-15-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1245, § 2(Exh. B), 11-2-2017; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1266, § 2(Exh. A), 9-13-2018; Ord. No. 1272, § 2(Exh. A), 10-25-2018; Ord. No. 1296, § 2(Exh. A), 10-10-2019; Ord. No. 1304, § 3(Exh. A), 12-5-2019; Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1370, § 2(Exh. A), 9-8-2022; Ord. No. 1406, § 2(Exh. A), 7-13-2023)

Chapter 18.205 - USES

18.205.030 Limitations.

The limitations in this section serve to clarify any additional standards or conditions that apply to a given use as listed in Table 18.205.020-1 and defined in Chapter 18.100.

- A. Accessory Dwelling Unit. In the RMD-16 zone, only ADUs established prior to the adoption of this ordinance are permitted. When an ADU exists, it shall be counted as one unit for the purposes of density calculations.
- B. Adult Use Facility.
 - 1. Adult use facilities are subject to a Type I limited use review.
 - 2. Adult use facilities are prohibited within four hundred feet of any residential zone, other adult use facility, school, licensed daycare, public park, community center, public library or church which conducts religious or educational classes for minors.
- C. Artisan and Specialty Goods Production.
 - 1. All uses require a Type I limited use review and shall provide a public viewing or a customer service space as defined below.
 - a. Public viewing shall be accomplished with windows or glass doors covering at least twenty-five percent of the front of the building face abutting the street or indoor wall, allowing direct views of manufacturing; openings between the display or lobby area and manufacturing/work space may be reduced below twenty-five percent where fire rated separation requirements restrict opening size as determined by the planning official, or;
 - b. A customer service space includes, a showroom, tasting room, restaurant, or retail space.
 - c. Drive-through facilities are prohibited.
- D. Animal Kennel and Shelter.
 - 1. In the CCB, CRB and E zones, animal kennels and shelters are allowed subject to Conditional Use Permit approval provided the following standards are met:
 - a. Run areas shall be completely surrounded by an eight-foot solid wall or fence;
 - b. Kennels and shelters shall be on sites of thirty-five thousand square feet or more.
 - c. Kennels and shelters shall be located at least one thousand feet from any residence
 - d. Animals are allowed outside the primary structure only during daylight hours.
 - e. Solid waste shall be collected daily and placed in an appropriate receptacle. The receptacle shall be emptied at least weekly by the franchise waste collection provider.
 - f. Kennels and shelters shall not cause or permit noise which exceeds the maximum permissible noise levels set forth in WAC 173.60.040
 - g. Kennels and shelters intended to house animals shall only be permitted in CCB or CRB zones in conjunction with an approved veterinary clinic.
 - 2. All cleaning materials and/or chemicals used to clean areas where animals can be present on the subject property shall be appropriately disposed of, and in no instance shall any chemical product enter the storm sewer system.

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3. Animals, for the purposes of this section, refer to "pet animals" as defined by Title 7 and Title 18 of the Ridgefield Municipal Code.
- E. Bed and Breakfast.
1. In the RLD and RMD zones, bed and breakfasts are allowed conditionally provided that the proposed use meets the following requirements:
 - a. The use is an accessory to the permanent residence of the operator.
 - b. Serves only breakfast and only to paying lodgers.
 - c. On-site sign size is limited to one non-illuminated identification sign, not exceeding four square feet.
 2. In the CNB, CCB, CRB, CMU, WMU and WLS zones, bed and breakfasts are permitted only as an accessory to residences lawfully established prior to the effective date of this code. Overnight lodging that does not include a permanent residence for the operator may be allowed as a hotel or motel.
- F. Boarding Houses. In an RLD-4, RLD-6, or RLD-8 zone, a maximum of two rooms may be rented to a maximum of two persons other than those occupying a single-family dwelling.
- G. Boat and Recreational Vehicle Storage Facilities.
1. The total boat and recreational vehicle storage spaces within the Ridgefield corporate boundary shall not exceed five percent of the 2018 Washington State Office of Financial Management population estimate for the city of Ridgefield. This calculation is to be construed as the total allowable boat and recreational vehicle storage spaces within Ridgefield, not on a single site basis.
 2. The planning horizon population numbers shall be updated during the Comprehensive Land Use Plan periodic update.
 3. One residential dwelling unit is permitted for a caretakers residence. The dwelling unit must be incorporated as part of an enclosed structure compliant with Section 18.205.030(G)(4)(a) below. A separate entrance shall be required for any residential use.
 4. In addition to conditional use permit criteria found in RDC 18.340 a conditional use review for new boat and recreational vehicle storage facilities shall include the following:
 - a. All storage spaces adjacent to a public right-of-way shall be located within fully enclosed structures, subject to the design standards of the Employment (E) zone, or commercial design standards if adjacent to Interstate 5.
 - b. Boat and recreational vehicle storage facilities shall not be located on a principal or minor arterial street or a corner where a principal or minor arterial street intersects with another road of a different classification.
 - c. Areas designated for boat and recreational vehicle storage that are adjacent to a site boundary not abutting the public right-of-way shall be covered, but not fully enclosed. The rooflines and visible architectural treatments shall substantially match those of the structures adjacent to public right-of-way.
 - i. Boat and RV storage areas not adjacent to a public right-of-way must provide a ten-foot wide L3 landscape buffer along the perimeter of the site and a minimum six-foot high solid fence or wall. At the discretion of the community development director landscaping shall not be required if a sight obscuring intervening element separates the proposed storage facility from any adjacent

parcels. Examples of a sight obscuring intervening element include vegetated critical areas or an existing structure which provides the necessary visual shielding. A solid fence or wall shall be required in all instances.

- ii. A maximum of twenty percent of on-site storage spaces may be uncovered. Any uncovered storage areas shall be located at the interior of the site and shall not be visible at grade from the exterior boundaries of the site.
- 5. Manufacturing, fabrication, or processing of goods, service or repair of vehicles, engines, appliances, or other electrical equipment, or any other industrial activity is prohibited.
- 6. Conducting garage or estate sales is prohibited. This does not preclude auctions or sales for the disposition of abandoned or unclaimed property.
- H. Community Recreation and Social Facility.
 - 1. In the residential zones, any lighted facilities shall be set back a minimum of fifty feet from abutting residentially zoned property.
 - 2. Shooting ranges, as defined under community recreation and social facility, are subject to a Type II "special use" review through community development which requires approval from Ridgefield Police and Building Departments and Clark Cowlitz Fire Rescue. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.
 - 3. Axe throwing lounges, as defined in RDC 18.100.010, are subject to a Type II "special use" review through community development which requires approval from Ridgefield Police and Building Departments and Clark Cowlitz Fire Rescue. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 314-03-060.
 - 4. Archery facilities are subject to a Type II "special use" review through community development which requires approval from Ridgefield Police and Building Departments and Clark Cowlitz Fire Rescue. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.
- I. Community Residential Facility (CRF).
 - 1. In the RLD-4, RLD-6, and RLD-8 zones, CRF-I are a conditionally permitted use. CRF-I are required to be a single-family structure compatible with the surrounding area. CRF-II are a prohibited use.
 - 2. In the CNB, CCB, and CMU zones, CRF-I and CRF-II are permitted uses. Ground floor residential uses are not permitted for buildings with frontage on Pioneer Street or Main Avenue.
 - 3. Household arrangements that consist of six or fewer people, including small group homes, are included in the definition of 'family' in RDC 18.100. In a group home the number of people includes residents and each twenty-four staff hours.
- J. Conference Center.
 - 1. A conference center is permitted conditionally in the residential zones and permitted outright in the CNB zone within a building listed on the National Register of Historic Places, the Washington Heritage Register, or the Clark County Heritage Register.
- K. Daycare facility.
 - 1. Daycare I facilities are permitted in residential zones only as an accessory to residential use, subject to the following:

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- i. No outdoor play areas may be located within the front setback. All play areas shall be completely enclosed, with no openings except for gates, by a fence with a minimum height of forty-two inches.
 - ii. Hours of operation shall be restricted to ensure compatibility with surrounding development.
 - iii. Exterior alterations shall be in keeping with the residential character of the neighborhood.
 - iv. The site must provide a passenger loading area that is determined adequate by the Department of Early Learning (DEL) or other applicable state licenser.
 - v. Applicant shall obtain a city business license and concurrently obtain any required state license with the Washington State Department of Licensing with approval from the Washington State Department of Early Learning
 - vi. The permitted facility may display one sign, with a sign area of no greater than two square feet. The owner must obtain a sign permit per RDC 18.710.
 2. Daycare II facilities are permitted conditionally in residential zones, provided the applicant:
 - i. Completely encloses all outdoor play areas, with no openings except for gates, and a minimum height of six feet; and
 - ii. Sets back outdoor play equipment a minimum of twenty feet from property lines adjoining residential zones.
 - iii. Restrict the hours of operation to ensure compatibility with surrounding development.
 3. In the WLS zone, daycare I facilities are permitted only as an accessory to multifamily residential use, provided provisions of subsection (1) are met.
- L. Detention and Post-Detention Facility.
1. No work release facility shall be located closer than one mile from any public or private school servicing kindergarten through grade twelve students.
 2. SCTFs are permitted as an SCTF Special Use-Type III action granted by the city council, in the CRB and E zones provided:
 - a. The maximum number of residents in an SCTF shall be three persons, excluding resident staff.
 - b. SCTFs should be located in relationship to transportation facilities in a manner appropriate to their transportation needs.
 - c. In addition to meeting the noticing requirements specified in RDC 18.310.120, noticing for SCTF special use permit applications also includes mailing the notice of application to both residents and owners of real property located within one-half mile of the site.
 - d. In no case shall an SCTF be sited adjacent to, immediately across a street or parking lot from, or within six hundred feet of unobstructed sight distance or two hundred feet of risk potential activities or facilities as defined in this title in existence at the time a site is listed for consideration; provided, the two hundred-foot criteria shall not apply if the state department of social and health services determines it is not needed to protect public safety.

The distances specified in this subsection shall be measured by following a straight line from the nearest point of the building in which the SCTF is to be located, to the nearest point of the property line of the lot occupied by the risk potential activity or facility.

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- e. Each SCTF shall provide on-site dining, on-site laundry or laundry service, and on-site recreation to serve the residents.
 - f. Applicants shall submit the following items in addition to the standard permit application:
 - i. The siting process used for the SCTF, including alternative locations considered.
 - ii. An analysis showing that utmost consideration was given to potential sites such that siting of the facility will have no undue impact on any one racial, cultural, or socioeconomic group, and that there will not be an over concentration of similar facilities in the city or a particular neighborhood.
 - iii. Proposed mitigation measures including the uses of extensive buffering from adjoining uses.
 - iv. Demonstration of an approved interlocal agreement between DSHS and the city of Ridgefield regarding security and operational procedures.
 - v. A schedule and analysis of all public input solicited during the siting process.
 - g. Decision Criteria. A secure community transitional facility special use permit shall be granted by the city, only if the applicant demonstrates that:
 - i. The secure community transitional facility will not materially endanger the health, safety and welfare of the community;
 - ii. The siting of an SCTF shall not create an over-concentration within the city of Ridgefield, a particular neighborhood, or community of such uses as defined by Chapter 71.09 RCW, work release facilities, pre-release facilities or similar facilities including Level 1, 2, and 3 registered sex offender housing;
 - iii. The location, size and height of buildings, structures, walls and fences, and screening vegetation for the essential public facility shall not hinder or discourage the appropriate development or use of neighboring properties; and
 - iv. The essential public facility will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding areas or conditions can be established to mitigate adverse impacts.
 - M. Reserved.
 - N. Eating and Drinking Establishment.
 - 1. In the RMD-16 district the use must abut a public collector or arterial street. Access is not permitted through a residential local street.
 - 2. In the E zone up to fifteen percent of the gross area of a property may be dedicated to eating and drinking establishments. The eating and drinking establishment shall be an accessory use to a primary use allowed outright or conditionally in the zone.
 - 3. In the WMU zone, drive-through restaurants are prohibited.
 - O. Electric Vehicle Infrastructure. In the residential, CMU, WMU, WLS and P/OS zones, Level 1 and Level 2 charging is permitted as an accessory use to a lawfully established primary use. Rapid charging stations and battery exchange stations are prohibited.
 - P. Emergency Services. In the residential and CNB zones:
 - 1. In the residential and CNB zones, any buildings from which firefighting equipment emerges onto a street shall maintain a distance of thirty-five feet from the street;

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2. In the residential and CNB zones, outdoor storage is not permitted; and
 3. In the residential and CNB zones, if a fire facility abuts both an arterial and a non-arterial street, all access and egress shall be via the arterial.
 4. Law enforcement training facilities are subject to a Type II "special use" review through community development which requires approval from Ridgefield Police and Building Departments and Clark Cowlitz Fire Rescue. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.
- Q. Funeral Home/Crematorium/
Columbarium/Cemetery.
1. In the residential zones:
 - a. Funeral homes, crematoria, columbaria, and cemeteries are allowed conditionally as an accessory to a church or other religious use, provided that the area dedicated to the use may not be counted toward the required landscaping.
 - b. Permanent structures must be set back a minimum of one hundred feet from adjoining residential zones and uses.
 2. In the P/OS and PF zones, funeral homes, crematoria, columbaria and cemeteries are permitted outright, provided permanent structures are setback a minimum of one hundred feet from adjoining residential zones and uses.
- R. General Retail Trade/Services.
1. In the E zone no more than fifteen percent of the gross area of a property may be dedicated to general retail uses. The retail use is permitted outright as an accessory use to a primary use allowed outright or conditionally in the zone. All other retail uses are permitted conditionally.
 2. In the WMU zone, high-impact commercial uses such as outdoor nurseries, lumber and building materials, farm equipment and similar uses that have large outdoor storage areas, significant truck traffic, and often rely on heavy equipment are prohibited. Other retail uses are allowed outright.
- S. Home occupation. Residents of a dwelling unit may conduct one or more home occupations as an accessory use(s), provided:
1. Exempted home occupations. Home occupations that occupy less than 25 percent of a residence (up to one thousand square feet of combined space) and generate no more than an average of one additional vehicle trip per day associated with the home occupation use, including trips by customers, delivery vehicles, employee vehicles for employees not residing at the residence, and vehicles used in association with the home occupation use excluding the residents' personal vehicles, are exempt from the home occupation permitting requirements of this section. The home occupation development standards of this section and the Ridgefield business license requirement still apply.
 2. Type I review. The planning director shall review the following home occupation requests through a Type I process, unless otherwise exempt, provided there are no on-site sales associated with the use and the home occupation is located outside of the WMU zone.
 - a. Offices, including but not limited to architects, engineers, lawyers, real estate agents, religious persons, salesmen, or authors.
 - b. Studios, including but not limited to artists, tailors, composers, crafts such as wood work or weaving.

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- c. Specialized instruction schools academic tutoring, foreign languages, art, dance, music, cooking, yoga, martial arts and related disciplines that do not exceed four students at any one time.
 - d. Uses the planning director finds to be materially similar to the above-listed uses.
3. Type II Review.
- a. The planning director shall review all home occupation requests not described in subsections (1) or (2) as a Type II process for compliance with subsection (4) and other requirements of this section.
 - b. The planning director may elevate a home occupation request described in subsection (2) to a Type II review process if the proposed use involves an issue of broad public interest warranting public notice.
 - c. In addition to the notice requirements of RDC 18.310.070, the planning director shall provide notice of the pending application to:
 - i. Any developer or active homeowners association for the subdivision in which the dwelling is located; and
 - ii. Any neighborhood association registered with the city clerk's office, whose geographic boundaries include the subject dwelling.
 - d. The planning director shall review all home occupation requests located in a dwelling within the WMU zone as a Type II process. For consideration of a home occupation in the WMU zone, a resolution in support of the proposed use adopted by the port commission stating the use is consistent with the master plan shall be required.
4. Site and Use Limitations. In addition to the applicable base zone standards, all home occupations are subject to the following limitations:
- a. The principal operator of the home occupation must be a full-time resident of the dwelling.
 - b. A home occupation use may not employ more than one full-time equivalent employee who is not a resident of the dwelling unit.
 - c. Except for articles produced on the premises, no stock in trade shall be displayed or sold on the premises.
 - d. All home occupation business activity, including storage, shall be conducted indoors within the dwelling or accessory structures, except for plants and materials directly needed for the cultivation of plants essential to the home occupation use. No outdoor display of goods or outside storage of equipment or materials used in the home occupation shall be permitted.
 - e. The total area devoted to all home occupation activity shall not exceed twenty-five percent of the combined floor area of the dwelling, garage and accessory structures, or one thousand square feet, whichever is less.
 - f. No alteration to the exterior of the principal residential building shall be made which changes the residential character of a dwelling.
 - g. The home occupation use may not increase vehicular traffic flow or on-street parking by more than two nonresident vehicles per hour, or an average of six total vehicles per day. Nonresident vehicles include customers, delivery vehicles, employee vehicles for employees not residing at the residence, and vehicles used in association with the home occupation use excluding the residents' personal vehicles.

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- v. Plans for storage and disposal of hazardous materials meeting the applicable requirements of RCW 70.105.
 - vi. Trip reservation.
 - vii. Vesting.
 - viii. System development charge and impact fee credits.
 - ix. The development agreement shall also include a site plan satisfying all requirements of RDC 18.500.040 if the proposed project requires site plan approval.
 - 2. When located in the CMU and CNB zones, hospitals are allowed only as a re-use of a nonresidential facility; and burning of refuse or hazardous waste is prohibited.
- U. Indoor Entertainment Facility.
- 1. Shooting ranges, as defined under indoor entertainment facility, are subject to a Type II "special use" review through community development which requires approval from Ridgefield Police and Building Departments and Clark Cowlitz Fire Rescue. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.
 - 2. Axe throwing lounges, as defined in definitions, are subject to a Type II "special use" review through community development which requires approval from Ridgefield Police and Building Departments and Clark Cowlitz Fire Rescue. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 314-03-060.
 - 3. Archery facilities are subject to a Type II "special use" review through community development which requires approval from Ridgefield Police and Building Departments and Clark Cowlitz Fire Rescue. The proposal shall be compliant with the standards in Title 18, Title 9.07 and WAC 332-52-145.
- V. Motor Vehicle Related Uses. In the WMU and WLS zones, only sales, rental, leasing, repair and service of watercraft are permitted outright. Sales, rental, leasing, repair and service of automobiles, light trucks, mobile homes, and recreational vehicles are prohibited.
- W. Multifamily Residential.
- 1. ~~Reserved-In the CNB zone, residential uses are limited to upper stories.~~
 - 2. In the WLS zones, residential uses are limited to upper stories and shall achieve a minimum density of eight dwelling units per acre and a maximum density of sixteen dwelling units per acre.
 - 3. In the WMU zone, no ground floor residences or residential uses are permitted. Multifamily residential uses are permitted only as upper story living units, not less than four units per net acre nor more than eighteen units per net acre.
 - 4. In the CMU zone ground floor residential is only permitted as part of a horizontal mixed use development. Ground floor residential uses are not permitted for buildings with frontage on Pioneer Street or Main Avenue.
- X. Office.
- 1. In the WMU zone, drive-through banks are prohibited.
- Y. Park and Ride Lots.
- 1. In the RLD-4, RLD-6, RLD-8, RMD-16, CNB and CMU zones, park and ride lots are subject to a Type I limited use review and must meet the following standards:

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- a. Park and ride lots may be sited on an existing parking lot or in conjunction with a publicly owned or nonprofit facility (i.e., church, social service agency, etc.) as a permitted use.
 - b. New park and ride lots (not including new park and ride facilities located on existing parking lots) are subject to site plan review pursuant to RDC 18.500 and shall:
 - i. Be limited to fifty stalls in the RLD or RMD zones;
 - ii. Provide screening and/or landscaping on interior setbacks that abut residentially zoned properties; and
 - iii. Provide additional landscaping along street frontages; and
 - iv. Direct lighting to the interior of the site and away from adjacent residentially zoned properties, as required by RDC 18.715.
- Z. Public Agency or Utility Yard.
- 1. In the CRB, WLS and E zones, utility yards are permitted only when co-located with utility offices.
 - 2. In the WMU zone, public agency and utility yards may include storage of port-related machinery and equipment, and production and assembly of materials and equipment for port business. Port-related use may include fabrication of parts and storage of materials for use in fabrication of parts as a permitted use.
- AA. Recreational Vehicle (Single). Persons may occupy a recreational vehicle (RV), parked on a lot, for up to two weeks per year with the permission of the property owner. The following standards apply:
- 1. Only one RV may be occupied on a lot at any time.
 - 2. Occupancy is subject to the city's animal, public health, and nuisance standards.
 - 3. An occupied RV shall be parked on-street or in allowed off-street parking areas outside of required setbacks.
 - 4. Commercial activity is not permitted in the RV.
 - 5. RVs shall not use generators while parked in a residential zone.
 - 6. Unoccupied RVs may be parked off-street in any zone in any parking areas meeting the requirements of RDC 18.720. In the RLD zones, RV parking is subject to the provisions of RDC 18.210.080.
- BB. Recreational Vehicle Parks. In the WMU zone, recreational vehicle parks are limited to no more than twenty-five percent of the total area zoned WMU, whether in a single location or multiple locations within the zone.
- CC. School: Elementary/Middle/High. In the PF zone, schools are a permitted use. Modular classroom units shall be reviewed through a Type I limited use review and site plan review, consistent with RDC 18.500.
- DD. Self-Storage.
- 1. Self-storage facilities within the Ridgefield corporate boundary shall not exceed eight and thirty-two-hundredths square feet per capita based on the Washington State Office of Financial population estimate for the current year. This calculation is to be construed as the total allowable self-storage space within Ridgefield, not on a single site basis.
 - 2. The planning horizon population numbers shall be updated during the Comprehensive Land Use Plan periodic update.

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3. In addition to Conditional Use Permit criteria found in RDC 18.340 a Conditional Use review for self-storage shall include the following:
 - a. Self-storage units shall gain access from the interior of the building(s) or site. No unit doors may face public right-of-way.
 - b. Self-storage facilities shall not be located on a principal or minor arterial street or a corner where a principal or minor arterial street intersects with another road of a different classification. Self-storage facilities shall not be located adjacent to, or visible from, Interstate 5.
 - c. Self-storage facilities shall comply with all design requirements in the Employment (E) zone.
 4. Manufacturing, fabrication, or processing of goods, service or repair of vehicles, engines, appliances, or other electrical equipment, or any other industrial activity is prohibited.
 5. Conducting garage or estate sales is prohibited. This does not preclude auctions or sales for the disposition of abandoned or unclaimed property.
 6. Storage of flammable, perishable, or hazardous materials or the keeping of animals is prohibited.
 7. Outdoor storage is prohibited. All goods and property stored at a self-storage facility shall be stored in an enclosed building. No outdoor storage of boats, RVs, vehicles, or similar, or storage pods or shipping containers is permitted.
- EE. Townhouses.
1. In the WMU zone, only live/work units where the associated business is allowed as a permitted or limited use are allowed, provided the residence is not located on the ground floor. No ground floor residences or residential uses are permitted.
 2. In the CMU zone ground floor residential is only permitted as part of a horizontal mixed use development. Ground floor residential uses are not permitted for buildings with frontage on Pioneer Street or Main Avenue.
 3. Number of units allowed per townhouse building.
 - a. RLD zones: No more than four townhouses shall be allowed in a single building.
 - b. RMD-16 zone: No more than six townhouses shall be allowed in a single building.
 - c. All other zones: No more than four townhouses shall be allowed in a single building.
- FF. Single-Family Detached Residential.
1. For PUD subdivisions, see standards in RDC 18.401.060.
 2. Only single story single-family detached structures are permitted in the RMD-16 zone. This limitation does not apply to cottage housing.
- GG. Specialized Instruction and Vocational School.
1. In the RLD-4, RLD-6, RLD-8 and RMD-16 zones, specialized instruction schools are permitted conditionally provided:
 - a. The number of students is limited to twelve at one time; (Schools serving four or fewer students are permitted as a home occupation.)
 - b. Fifty percent or more of the instruction area shall be within an enclosed structure; and
 - c. Structures and areas used for instruction must be set back a minimum of twenty-five feet from property lines.

HH. Tent Cities.

1. The use shall be authorized by a temporary and revocable use permit reviewed through a Type II decision, not to exceed ninety days during one calendar year.
2. A minimum of two weeks prior to application submittal, the applicant shall hold a neighborhood information meeting on, or as close to as possible, the site on which the tent city will be located. The city manager shall approve the time and location of the meeting and the applicant shall notify all property owners within one thousand feet of the proposed site by U.S. Mail at least fourteen days prior to the information meeting. This meeting shall supersede the notification required for a Type II review by RDC 18.310.070.
3. The applicant shall provide sanitary portable toilets, potable water, trash receptacles, hand-washing facilities, and food and security facilities sufficient to satisfy applicable local and county health regulations.
4. Tent cities are not permitted in critical areas or buffers.
5. Permanent structures are prohibited.
6. The maximum size of a tent city is one hundred occupants. The city may limit the size of the tent city based upon site conditions and public health and safety regulations.
7. Parking for vehicles shall be adequate to serve the numbers of vehicles generated by the use and shall be fully contained on-site.
8. The tent city shall be adequately buffered and screened from adjacent right-of-way and residential properties. Screening shall be a minimum height of six feet and may include, but is not limited to, a combination of fencing, landscaping, or existing buildings.

II. Utility Facility.

1. In the RLD-4, RLD-6, RLD-8, RMD-16, CNB, CMU, WMU, WLS, ~~E OFF~~ and P/OS zones:
 - a. Minor utilities are permitted outright subject to the site plan review requirements of RDC 18.500.
 - b. Major utility facilities are permitted outright on sites adjacent to only nonresidential zones subject to the site plan review requirements of RDC 18.500.
 - ~~b.c.~~ Major utility facilities are permitted conditionally on sites adjacent to residential zones subject to the site plan review requirements of RDC 18.500 and the conditional use requirements of RDC 18.340.
 - d. Essential public facilities on sites adjacent to only nonresidential zones are exempt from the height limitations of the base zone.

~~2.~~ 2. In the WMU zone, municipal wastewater treatment facilities are prohibited.

JJ. Veterinary Clinic and Hospital. Veterinary clinics and hospitals are permitted under the following provisions:

1. No burning of refuse or dead animals is allowed.
2. The portion of the building or structure in which animals are kept or treated shall be constructed so as to prevent incursion of noise from animals into any residential zone.
3. All run areas shall be surrounded by an eight-foot solid wall and surfaced with concrete or other impervious material.
4. The provisions of RMC Chapter 7 relative to animal keeping are met.

-
5. Clinics and hospitals whose activities are conducted wholly indoors shall be reviewed through a Type I limited use process, while those with any outdoor uses, excluding parking or landscaping, shall be reviewed through a Type II limited use process.
- KK. Wireless Communication Facilities. See RDC 18.760 Wireless Communication Facilities for applicable regulations.
- LL. Gasoline Fueling Stations. Gasoline fueling stations are permitted in Employment zones "E" within one thousand feet of an intersection of two road alignments classified arterial or greater.
- (Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1163, § 2(Att.), 10-23-2014; Ord. No. 1164, § 2(Att.), 10-23-2014; Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1226, § 2(Exh. A), 12-15-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1245, § 2(Exh. A), 11-2-2017; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1260, § 2(Exh. A), 4-26-2018; Ord. No. 1266, § 2(Exh. A), 9-13-2018; Ord. No. 1272, § 2(Exh. A), 10-25-2018; Ord. No. 1290, § 2(Exh. A), 4-25-2019; Ord. No. 1325, § 2(Exh. A), 9-24-2020; Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1370, § 2(Exh. A), 9-8-2022; Ord. No. 1406, § 2(Exh. A), 7-13-2023)

18.206.020 Single-family design standards.

- This bonus is available for a limited percentage of each development's total dwelling units as follows. Once the percentage cap is reached, such dwelling units are counted as one full dwelling unit.

- For example, a subdivision on a net ten-acre parcel has a default maximum capacity of forty units. If four of the units are small single family dwellings, the calculated density is thirty-eight units, but the functional total is forty-two units (a bonus of two units).

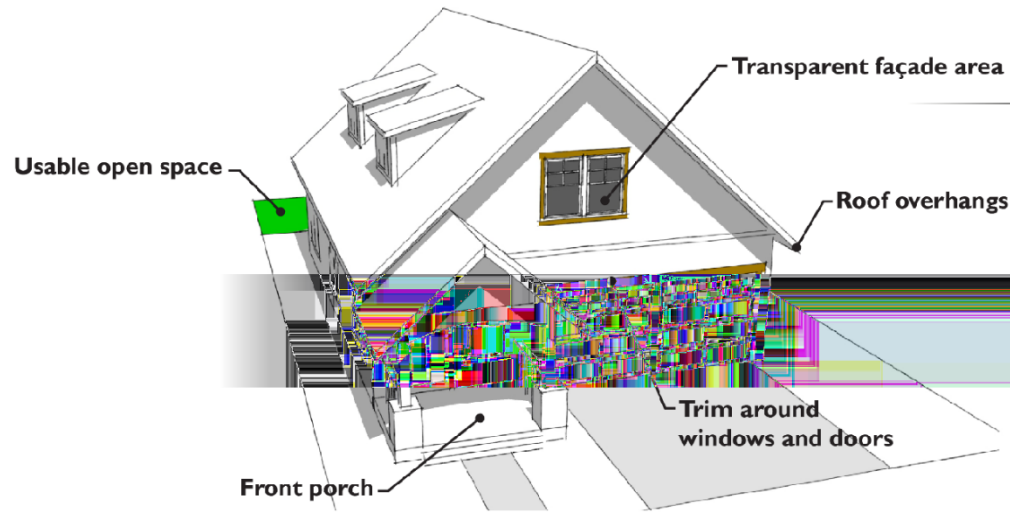
- iii.c. RLD-8: Up to twenty percent of such units qualify.

- D. Every home shall contain the following features:

- iii.c. Other design treatments that add depth, richness, and visual interest to the façade.

6. Minimum front façade window transparency: At least ten percent. This applies to all vertical surfaces of the façade elevation (excluding rooflines). Windows and their frames shall be used in the calculations, while trim may not be included. Garage door windows may be used to meet up to fifty percent of the minimum transparency requirement.

Figure 18.206.020-D
Example of required design features.



- E. Architectural design. To ensure variety in architecture and to reduce the dominance of garages on the streetscape, applicants for new residential developments shall demonstrate compliance with the following provisions at the time of building permit application:
1. Front façade variety. Dwellings with the same front façade located on the same side of a street shall be separated by no less than four lots, and dwellings with the same front façade located on opposite sides of a street shall be separated by no less than four lots, with the lot directly across the street not included in the four-lot calculation. In this context, the lot "directly across the street" means the lot with which the greatest portion of frontage aligns with the frontage of the subject lot.
 - a. Structural elements.
 - i. Covered porch area with a minimum of fifteen square feet.
 - ii. Dormers.
 - iii. Gables.
 - iv. Hipped, gable, gambrel, mansard or similar pitched roof.
 - v. Bay windows.
 - vi. Twelve-inch offset from one exterior wall to another.
 - vii. Balconies.
 - viii. Roofline offset of at least two feet from the top surface of one roof to the other.
 - ix. Vertical breaks/horizontal walls.
 - x. Recessed building entry at least two feet deep by four feet wide.
 - xi. Other structural element that adds comparable visual interest to the features above, as approved by the community development director.
 - b. Decorative elements.

-
- i. Decorative garage doors.
 - ii. Pillars/posts.
 - iii. Decorative eave or barge boards with two material variations.
 - iv. Decorative shingles or varied siding in gables.
 - v. Decorative siding (shingles, shake, batten board, wainscoting, or similar).
 - vi. Brick, stone or cedar accents covering at least ten percent of the front facade wall surface area.
 - vii. Variable siding; the use of two or more types of siding.
 - viii. Fiber-cement horizontal lap siding between three and seven inches wide.
 - ix. Shed roof above window(s).
 - x. Belly Band cladding.
 - xi. Functional shutters or louvers.
 - xii. Corner boards/posts.
 - xiii. Knee or eave braces.
 - xiv. Enlarged trim on garage door headers at least six inches wide.
 - xv. Other architectural elements, other than color, glass or lighting, approved by the community development director.

Figure 18.206.020-E.1
Example of front façade features.



- A. Covered porch, dormer, pitched roof, pillars/posts, stone accents, variable siding, belly band cladding, knee/eave braces.
- B. Covered porch, pitched roof, exterior wall offsets, roofline offsets, pillars/posts, variable siding, and "other" decorative elements being window trim keystones and extruding joists.
- C. Covered porch, pitched roof, pillars/posts, variable siding, decorative windows/trim, and knee/eave braces.
- D. Pitched roof, covered porch, exterior wall offsets, variable siding, and decorative window treatments.

-
2. Garage design and integration. Garages or carports detached from or attached to the main structure and facing the street shall comply with at least one of the following features listed below. For lots less than fifty feet wide and featuring driveways wider than twelve feet wide and/or two-car garages facing the street, see the garage design and integration standards in subsection (E)(3) of this section.
 - a. Set back the garage or carport from the front building facade or front face of a covered porch, by a minimum of four feet. To qualify as a porch under this subsection, the porch must extend along a minimum of fifty percent of the street-facing building facade that is not devoted to the garage, and must be at least six feet wide.
 - b. Provide enhanced architectural details. Under this option, the front façade shall contain a minimum of six elements from elements lists under subsection (E)(1) of this section, including at least two elements from the structural elements list and at least two elements from the decorative elements list.

Figure 18.206.020-E.2
Garage design integration examples.



Left: Garage set back from the front covered porch at least four feet. Right: Garage set back less than four feet, and the front façade includes enhanced architectural details including a covered porch, variable siding, pillars/posts, balcony, and other details.

3. Garage design and integration for lots less than fifty feet wide and featuring driveways wider than twelve feet wide and/or two-car garages facing the street. Standards:
 - a. The home must feature at least one of the following massing elements:
 - i. Upper floor living space and/or covered deck that projects at least eighteen inches in front of ground level street façade surrounding the garage. The projecting living space and/or covered deck area must occupy a space at least seventy-five percent of the width of the garage door.
 - ii. An upper floor living space that is recessed from the ground level street façade surrounding the garage by at least eighteen inches. A roofline must separate the first floor from the façade of the second floor. The second floor roofline must be modulated (one continuous roofline is not allowed).

- iii. Other massing designs that effectively deemphasize the garage doors and add visual interest to the streetscape.
- See Figure 18.206.020-E.3 for acceptable and unacceptable examples of both subsections (i) and (ii).
- b. The home must also comply with at least one of the following design/detail options:
 - i. Minimum front façade window transparency: At least twelve percent. This applies to all vertical surfaces of the street façade elevation (excluding rooflines). Windows and their frames shall be used in the calculations, while trim may not be included. Garage door windows may be used to meet up to fifty percent of the minimum transparency requirement.
 - ii. Provide enhanced architectural details on the street facade, using minimum of eight elements from elements lists under subsection (E)(1) of this section, including at least three elements from the structural elements list and at least three elements from the decorative elements list.
- c. Any balconies over the driveway should have structural design, materials, and color that is well-integrated into the composition of the façade.
- d. The front door must be located on the street façade elevation. Front doors that are tucked behind the garage door do not meet this requirement. For clarification, the homes in images C and D in Figure 18.206.020-E.3 meet this requirement, while the homes in images E and F do not meet this requirement.
- e. Garage doors are encouraged to be colored consistent with the body of the house. Transparent and semi-transparent garage doors are an exception.

Figure 18.206.020-E.3
Garage design integration examples on narrow lots.



- A. Acceptable: Covered deck projects over garage/driveway. The prominent entry, mix of materials, detailing, and roofline modulation also help emphasize the living areas over the garage.
- B. Acceptable: Living areas project over the garage/driveway. The mix of materials, detailing, and roofline modulation also help.



C and D. Acceptable: Upper floor living area is recessed behind garage-wall and separated by rooflines in both examples. While the front doors are set back from the street, they are facing the street and visible from the street. The mix of materials, detailing, and roofline modulation also help. Images courtesy of urbannw.com.



- E. NOT acceptable: The front door is tucked behind the garage and largely not visible from the street. While the recessed second floor, rooflines, material changes and detailing help, the garage takes up the entire ground level of the street façade. Also, the façade transparency does not meet the minimum twelve percent threshold.
 - F. NOT acceptable: These homes feature flat street facades with the garage door dominating the ground level elevation. While the balcony helps, it's not covered and appears tacked-on to the façade. Also, the front doors are not visible from the street.
4. Where houses are served by alleys, all garages and on-site parking shall be accessible from the alley and the facade of the house facing the street shall be designed as the front of the house including, but not limited to, a primary building entrance consisting of inward swinging door(s), porch(es), window(s) and pathway(s) to the street.
- F. Minimum Useable Open Space.
1. Every home shall provide a minimum one hundred-square-foot covered outdoor area at the side or rear of the dwelling.
 2. Every lot shall provide a useable open space equivalent to at least ten percent of the lot area, with a minimum dimension of fifteen feet on all sides of the useable open space. For example, a four thousand-square-foot lot would require a contiguous open space of at least four hundred square feet. Porches, patios, and the covered outdoor area required above may be used to fulfill this requirement provided they are part of an open space that meets the minimum dimension requirement.
 3. If the rear edge of the usable open space is within five feet of an alley, any fence between the rear edge and the alley shall be limited to four feet in height except where the portion of the fence between four and six feet in height is at least fifty percent transparent. Vegetative matter which functions as a fence has no height limit.
 4. Driveways shall not count in the calculations for usable open space.

5. Additions must not create or increase any nonconformity with this standard.

Figure 18.206.020-F.1

Examples of how to integrate minimum useable open space on small lots.

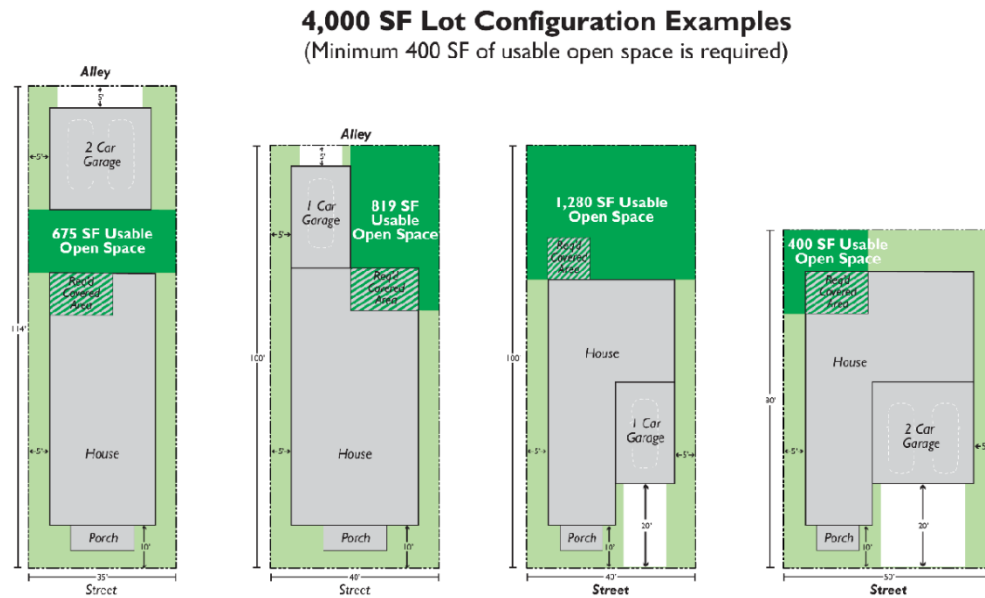


Figure 18.206.020-E.2

Good and bad examples of useable open spaces.



Left: Alley loaded lot that uses a zero-lot line configuration that allows for a wider/consolidated side yard (at least fifteen feet wide) where the adjacent home excludes windows on the facing wall. Right: Open space that is both too narrow and awkwardly located to be useable.

- G. Driveway standards. The following standards apply to driveways on lots less than fifty feet wide with vehicular access from the street.

1. Driveways are limited to twelve feet in width, except as provided in subsection (2) below.

-
2. Driveways may be up to twenty feet in width when on-street parking is prohibited on the near side of the street and the subject homes comply with the design provisions of subsection (E)(3) of this section.
- H. Tree Standards. Trees shall be integrated on new lots at the time of occupancy as provided below.
1. Lots less than seven thousand square feet in area: Minimum three trees.
 2. Lots seven thousand square feet in area or greater: Minimum four trees.
 3. Where one or more existing native trees (as set forth in RDC 18.830.050) are preserved and integrated into the design of the development, the community development director will allow for credits of up to four required trees for each preserved tree depending on the size, health, and maturity of the tree.
 4. See RDC Chapter 18.725 for related landscaping plans, installation, and maintenance standards.

Figure 18.206.020-G
Examples of integrating existing trees into a new subdivision.



Right: Google Streetview showing one of those large trees, where the lot pattern was shifted to accommodate the tree.
(Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1406, § 2(Exh. A), 7-13-2023)

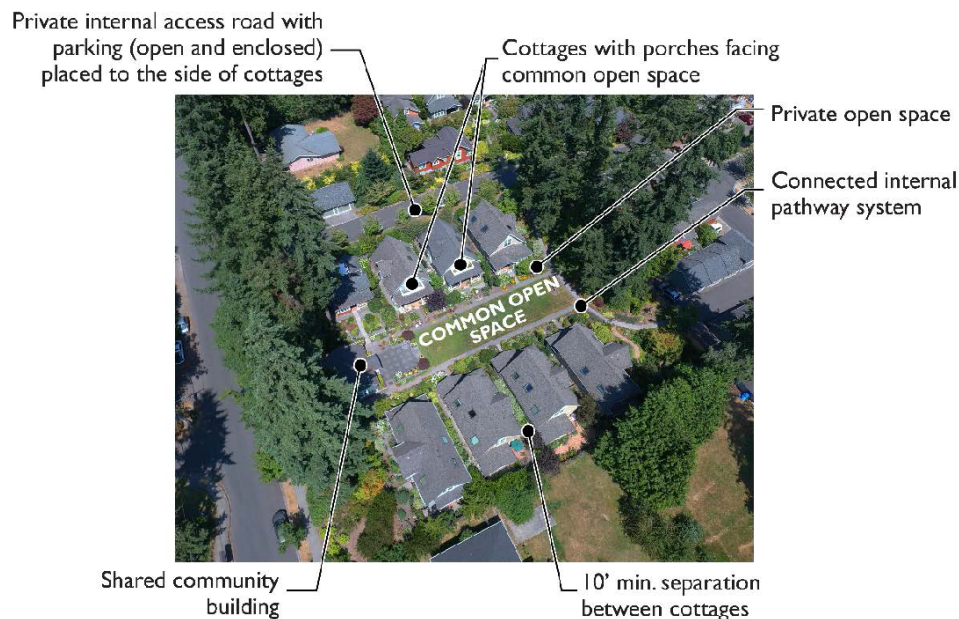
Chapter 18.206 – RESIDENTIAL USE STANDARDS

18.206.040 Cottage housing.

A. Purpose.

1. Provide opportunities for creative, diverse and high-quality infill development that is compatible with existing neighborhoods.
2. Promote housing affordability and greater choice by encouraging smaller and more diverse home sizes in accordance with the Ridgefield Urban Area Comprehensive Plan.
3. Support compatibility with existing neighborhoods by promoting high-quality design.
4. Support more efficient use of urban residential land.
5. Enhance the character of the residential neighborhood.
6. Provide usable open space for residents.
7. Create a sense of community among residents.

Figure 18.206.040-A
Cottage housing site plan example.



B. Standards.

1. Lot Standards.
 - a. Cottages are exempt from minimum lot area and lot width standards, provided they comply with density and design standards herein.
 - b. Impervious surface is calculated for the entire development and must meet the standard for the zone.

-
2. Cottage size.
 - a. Cottages must contain no more than one thousand two hundred square feet gross floor area in total, not including attached garages. A covenant restricting any increases in unit size after initial construction shall be recorded against the property. Vaulted space may not be converted to habitable space.
 - b. Garages attached to cottages shall not exceed three hundred square feet.
 3. Density.
 - a. Due to the smaller relative size of cottage units, each cottage may be counted as one-half a dwelling unit for the purpose of calculating density. For example, a cluster of six cottages would be equivalent to three dwelling units.
 - b. Where cottage dwellings are integrated with other housing types qualifying for density bonuses, RDC 18.210.025.F.2 sets forth the cumulative limitations to the percentage of qualifying bonus dwelling units in a development.
 - ~~4. Location. Cottage developments may not be located closer than the distance noted below to another development approved under the provisions of this chapter:~~
 - ~~a. One to nine units: two hundred fifty feet.~~
 - ~~b. Ten to nineteen units: five hundred feet.~~
 - ~~c. Twenty to twenty-four units: seven hundred fifty feet.~~
 - ~~54.~~ Minimum and maximum number of cottages.
 - a. Cottage housing developments must contain a minimum of three cottages.
 - b. Three to twelve cottage structures may make up a cluster. There is no limit on the number of clusters, provided all other standards are met.
 - c. In the RLD-6, RLD-8, and RMD-16 zones, attached duplex cottages are allowed. In the RMD-8 and RMD-16 zones, attached triplex cottages are allowed.
 - d. Existing single-family detached dwelling units may remain on the subject property and each will be counted as one dwelling unit for the purpose of density calculations.
 - ~~65.~~ Setbacks and separation.
 - a. The minimum setbacks of the zone apply to the development frontage and external side and rear property lines of the entire cottage development.
 - b. Individual cottages must be separated from other cottages by at least ten feet. Permitted projections into required side yard setbacks in RDC 18.210.040 and 18.220.040 apply.
 - c. Cottages must be set back at least five feet from any internal pedestrian path. Permitted projections into required front yard setbacks in RDC 18.210.040 and 18.220.040 apply.
 - d. Cottages must be set back at least ten feet from any internal access lanes that provide access to four or more cottages. For access lanes serving less than four cottages, at least five feet of separation is required between access lanes and cottages. Permitted projections into required front yard setbacks in RDC 18.210.040 and 18.220.040 apply for setbacks to internal access lanes.
 - ~~76.~~ Building height.
 - a. Cottages have a maximum building height of twenty-five feet. All parts of the roof above eighteen feet must be pitched with a minimum roof slope of 6:12.

-
- b. Accessory structures in cottage housing developments are subject to the standards of the underlying zone.

7. ~~8~~ Design features. Each cottage shall contain the following features:

- a. Contrasting trim measuring a minimum of three inches wide on all wall openings.
- b. Roof overhang measuring a minimum of six inches.
- c. Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the buildingcottage entry is required for new dwellings.
- d. All new dwellings must provide a coveredCovered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).
- e. Transparent windows and/or doors are required on at least ten percent of facades featuring the primary entrance and facing streets and common open spaces. For corner lots, this standard is only applied to the elevation containing the primary entrance.

~~Entries.~~

- a. ~~Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new dwellings.~~
- b. ~~All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).~~

~~9. Facade transparency. Transparent windows and/or doors are required on at least ten percent of facades featuring the primary entrance and facing streets and common open spaces. For corner lots, this standard is only applied to the elevation containing the primary entrance.~~

8. Design variety. Cottages within a cluster shall have a cohesive design signature, however, adjacent cottages may not be identical to one another.

109. Common open space.

- a. Minimum Size. Common open space must be at least four hundred square feet per cottage.
- b. Minimum Dimensions. Common open space must have no dimension less than fifteen feet. Areas used to meet private open space requirements may not be double-counted as common open space.
- c. Elements. Common open space may include a lawn, courtyard, plaza, garden, or other shared central open space and may not include parking areas. Common open space must be usable and may not include critical areas, critical area buffers, or slopes greater than fifteen percent. LID stormwater BMPs, like rain gardens, may be integrated in up to twenty-five percent of the minimum required usable open space area.
- d. Orientation. Common open space must have cottages abutting on at least two sides. At least fifty percent of the cottages in each cottage housing cluster must abut common open space. Cottages abutting the common open space must be oriented around and have the primary entrance face the common open space.
- e. Access. Cottages must be within one hundred feet walking distance of the common open space and feature a direct pedestrian connection to the common open space.
- f. Fences. Fences are not allowed within required open space areas unless required as a condition of approval.

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- g. Landscaping. Landscaping located in common open space areas shall be designed to allow for easy access and use of the space by all residents, and to facilitate maintenance needs (see related standards in RDC 18.725.090). Integration of existing trees into common open space is encouraged (see related standards in RDC Chapter 18.840).

1110. Shared community buildings.

- a. A shared community building may be integrated into the required common open space but it must not be included in the minimum common open space area calculations.
- b. Nonresidential use. A shared community building may include uses such as, but not limited to, a multi-purpose entertainment space, recreation center, kitchen, library, storage space, workshop, or similar amenities that promote shared use and a sense of community. Commercial uses other than daycare are prohibited (see RDC 18.205.030.K).
- c. Height. Shared community buildings have a maximum building height of twenty-five feet. All parts of the roof above eighteen feet must be pitched with a minimum roof slope of 6:12.
- d. Size. Shared community buildings have a maximum ground floor footprint of one thousand two hundred square feet.
- e. Other standards. Except for the height and size exceptions identified in subsections (10)(c)—(d) of this section, shared community buildings are subject to the accessory structure standards of the underlying zone.

1211. Private open space.

- a. Minimum size. The minimum private open space adjacent to each cottage must be at least two hundred square feet.
- b. Minimum dimensions. The private open space must have no dimension less than ten feet.
- c. Access. The private open space must have direct access from the cottage via a door or porch.
- d. The required porch [see subsection (12)(e) of this section] does not count as private open space for the size or dimension requirements of this section. The private open space is encouraged to be located between the cottage and the common open space.
- e. Porches. Cottage facades facing the common open space or common pathway must feature a roofed porch at least seventy square feet in size with a minimum dimension of seven feet on any side. Cottages sited between a street and the common open space are also subject to the entry requirements in subsection (B)(7) of this section.
- f. Private open space must be usable and may not include critical areas or critical area buffers, including slopes greater than fifteen percent.

1312. Access and parking.

- a. See the Ridgefield Engineering Standards for driveway and access requirements.
- b. Off-street parking standards, including guest parking provisions, are set forth in RDC Chapter 18.720.
- c. Parking areas must be located to the side or rear of cottage clusters. Parking must not be located between the street and cottages nor between cottages and common open space.
- d. Parking and access lanes must be screened from adjacent residential uses by landscaping or architectural screens. For parking areas and access abutting residential uses, at least five feet of Type L1, L2, or L3 landscaping (see RDC 18.725.030) must be provided between the parking area and the abutting residential use.

-
- e. Parking is encouraged to be consolidated under cover. Shared detached garage structures may not exceed four single-wide garage doors per building, a total of one thousand two hundred square feet. The massing, materials, and roof pitch of shared detached garages must be similar and compatible to the dwelling units within the development.
 - f. Uncovered parking must be located in clusters of not more than six adjoining spaces (except where adjacent to an alley). Driveway space in front of private garages is exempt from this provision.
 - g. Attached garages must not be located adjacent to the common open spaces. This requirement may be waived provided the combination of the common open space design, garage location and design, and landscaping/architectural design features helps to create a common open space that meets the purposes of the standards and the design mitigates the impact of the garages on the common open space.

1413. Impervious surface standards. The maximum impervious surface standards ~~per Table 18.210.025-1 of the base zone~~ apply to the whole cottage development rather than for individual cottage dwellings.

1514. Tree standards. Trees shall be integrated into cottage developments at the time of occupancy as provided below.

- a. A minimum of two deciduous and one and one-half evergreen trees are required per cottage.
- b. Required trees shall be distributed around the site in front, side, and rear yards, adjacent to parking areas, within private open space adjacent to cottages, and/or within common areas.
- c. Where one or more existing native trees (as set forth in RDC 18.830.050) are preserved and integrated into the design of the development, the community development director will allow for credits of up to four required trees for each preserved tree depending on the size, health, and maturity of the tree.
- d. See RDC Chapter 18.725 for related landscaping plans, installation, and maintenance standards.

1615. Accessory dwelling units are not permitted in cottage housing developments.

(Ord. No. 1339, § 2(Exh. A), 5-27-2021)

Chapter 18.210 – RESIDENTIAL LOW DENSITY DISTRICTS

18.210.060 Design provisions along major corridors.

- A. The following standards apply to all lots abutting or adjacent to the public rights-of-way of major corridors, which are defined as Hillhurst Road, Pioneer Street (east of the Gee Creek crossing), ~~45th Avenue~~, and ~~South Royle Road~~. Adjacent, when used in this section, means, separated by a street, tract, open space, or similar intervening element. These standards may not be modified through the Planned Unit Development (PUD) process. The 6-foot height requirement for the fence or wall may not be modified through the administrative adjustment or variance processes.
- B. Setbacks. All yard setbacks for applicable lots are twenty-five feet from the major corridor right-of-way.
- C. Fencing and Walls. All residential lots shall comply with the following fencing and wall standards in addition to RDC 18.210.110 and Chapter 18.740.
 - 1. Install a fence or wall continuously along major corridors as listed in subsection (A) of this section, and located directly behind the planting strip required in subsection (D) of this section. The fence or wall must comply with the site clearance provisions of Section 2.15 of the city engineering standards.
 - 2. The fence or wall must be a minimum of six feet high and be constructed to give the appearance of earth tone stone with columns or physical indentations in the fence or wall at least every fifty lineal feet to reduce the massing effect of the fence material. The fence or wall design shall be compatible with nearby fences and walls along the major corridors and shall match the design of any previous fences or walls in the same subdivision. The design shall be approved by the community development director.
 - 3. The property owner, developer or homeowners association is responsible for the maintenance of the fence or wall.
 - 4. The fence or wall shall not be built until the city issues a fence permit consistent with RDC 18.740.050, the city issues a building permit for a wall, or grants approval through the development review process.
- D. Landscaping. The following standards are in addition to the requirements in RDC 18.725. Figure 18.210.065-D is an example of design adhering to these standards.
 - 1. A minimum five-foot wide planting strip shall be required between the property lines of abutting lots, tracts or parcels and the required fence listed in subsection (C) of this section. Vegetation within this planting strip shall satisfy the following standards:
 - a. Proposed vegetation shall be detailed in a landscape plan, consistent with the requirements of RDC 18.725.070, that addresses plant location, plant type, quantity, initial and mature planting sizes and method of irrigation.
 - b. The planting strip shall be planted with a diverse mixture of evergreen trees, native shrubs and groundcover. Water features (creeks, fountains, etc.) may augment or replace the landscaping feature.
 - c. All plantings shall remain fifty percent opaque year round.
 - d. An in-ground irrigation system shall be installed to ensure the growth and long-term viability of planted materials.
 - e. The perpetual maintenance and operation of the planting strip shall be the responsibility of a homeowner's association and/or the developer.

Figure 18.210.060-D
Major corridor plan-view example.

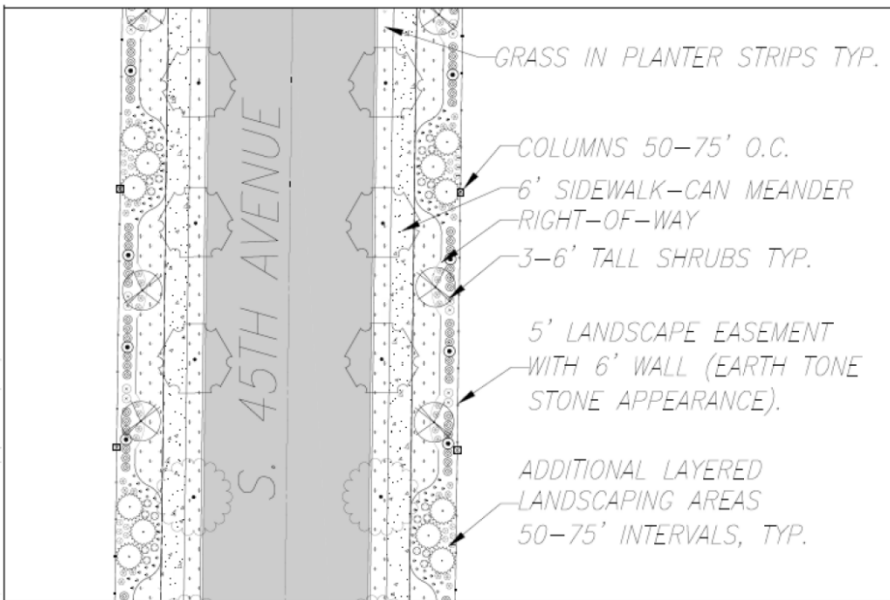
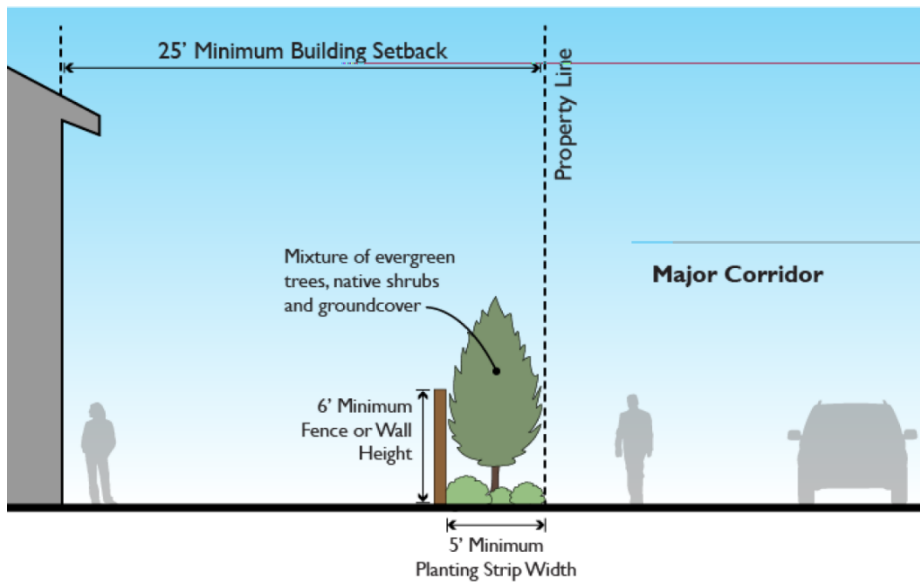


Figure 18.210.060-D.2
Major corridor cross section example.



(Ord. No. 1339, § 2(Exh. A), 5-27-2021)

Editor's note(s)—Ord. No. 1339, § 2(Exh. A), adopted May 27, 2021, amended § 18.210.060 in its entirety to read as herein set out. Former § 18.210.060 pertained to neighborhood design standards and derived from Ord.

No. 1132, § 2(Exh. A), adopted July 11, 2013; Ord. No. 1232, § 2(Exh. A), adopted April 27, 2017; Ord. No. 1253, § 2(Exh. A), adopted Dec. 7, 2017; and Ord. No. 1325, § 2(Exh. A), adopted Sep. 24, 2020.

Chapter 18.210 – RESIDENTIAL LOW DENSITY DISTRICTS

18.210.080 Vehicles in residential zones.

- A. Purpose. Parking lots and outdoor storage of vehicles or recreational vehicles shall not be a primary use of any low density residential lot. Violation of this section is a public nuisance.
- B. Applicability. These regulations apply to all residential uses in RLD-4, RLD-6, and RLD-8 zones.
- C. Restrictions.
 - 1. Off-street parking is only permitted on approved driveways, parking lots or in garages.
 - 2. Passenger vehicles, light trucks and trucks under two ton gross weight may park in any approved parking area, including the street, or garage, so long as they do not pose an impediment to pedestrian or other vehicular traffic.
 - 3. Motor homes, recreational vehicles and utility trailers shall not be parked on street for a period of two weeks or more during any calendar year.
 - 4. Motor homes, recreational vehicles and utility trailers may be parked in off-street parking areas ~~as follows~~; including driveways, so long as they are not parked between the front lot line and the primary façade of the dwelling outside of the period between Memorial Day and Labor Day.
 - a. ~~RLD-8 zone, in allowed off-street parking area;~~
 - b. ~~RLD-6 and RLD-4 zones, in allowed off-street areas, including driveways; so long as they are not parked between the front lot line and the primary facade of the dwelling.~~
 - 5. Recreational vehicles are further subject to the provisions of RDC 18.205.020 and 18.205.030.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

Chapter 18.220 – RESIDENTIAL MEDIUM DENSITY DISTRICT

18.220.070 Design provisions along major corridors.

- A. The provisions of RDC 18.210.060 apply to all lots abutting or adjacent to the public rights-of-way of major corridors, which are defined as Hillhurst Road, Pioneer Street (east of the Gee Creek crossing), ~~45th Avenue,~~ and ~~South~~ Royle Road. Adjacent, when used in this section, means, separated by a street, tract, open space, or similar intervening element.

(Ord. No. 1339, § 2(Exh. A), 5-27-2021)

Editor's note(s)—Ord. No. 1339, § 2(Exh. A), adopted May 27, 2021, amended § 18.220.070 in its entirety to read as herein set out. Former § 18.220.070 pertained to additional design provisions along major corridors and derived from Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013; and Ord. No 1207, § 2(Exh. A), adopted May 26, 2016.

Chapter 18.220 – RESIDENTIAL MEDIUM DENSITY DISTRICT

18.220.095 Vehicles in residential zones.

- A. Motor homes, recreational vehicles and utility trailers shall not be parked on street for a period of two weeks or more during any calendar year.
- B. Motor homes, recreational vehicles and utility trailers may be parked in off-street parking areas, including driveways, so long as they are not parked between the front lot line and the primary facade of the dwelling outside of the period between Memorial Day and Labor Day.

(Ord. No. Ord. No. 1234, § 2(Exh. A), 6-22-2017)

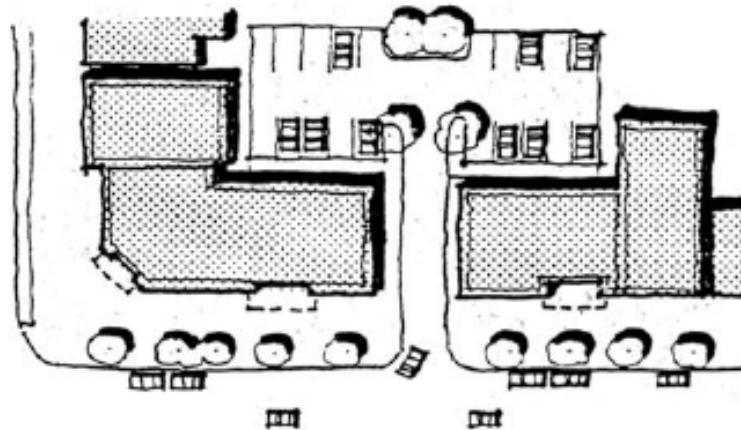
Chapter 18.230 – COMMERCIAL DISTRICTS

18.230.080 Off-street parking and loading.

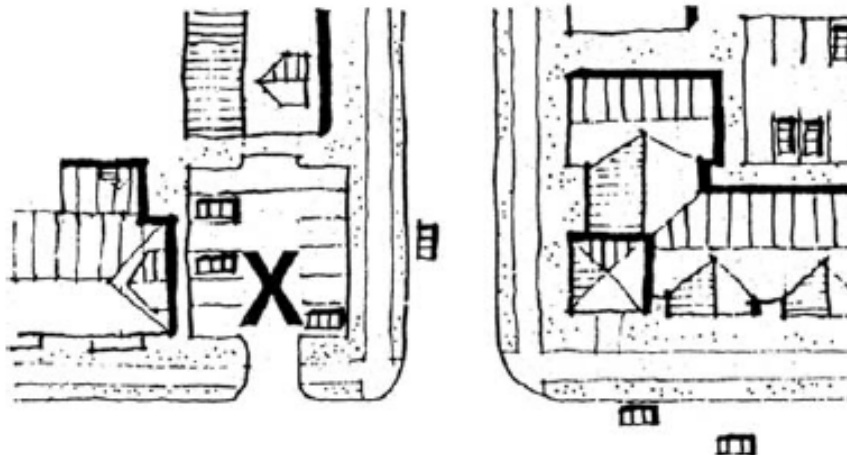
- A. Off-street parking and loading shall be provided as required in Chapter 18.720.
- B. Parking areas shall be located to minimize their visual and functional impact, generally by locating parking areas along the rear and sides of the buildings, and shall comply with the following standards in lieu of compliance with RDC 18.720.040.C.1.

ACCEPTABLE

Parking behind shops



UNACCEPTABLE



Street corners are not appropriate locations for parking lots.

1. For sites along pedestrian streets, parking areas shall not be placed forward of the maximum setback or the front building façade, whichever is closer to the property line, for more than twenty percent of

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- the site's street frontage not encumbered by critical areas or significant vegetation, with the exception of driveways and drive aisles perpendicular to the street frontage.
2. For sites along major corridors, parking areas shall not be placed forward of the maximum setback or the front building façade, whichever is closer to the property line, for more than fifty percent of the site's street frontage not encumbered by critical areas or significant vegetation, with the exception of driveways and drive aisles perpendicular to the street frontage. Slip lane parking lots per RDC 18.230.080.C. are also exempt from this standard.
 3. For sites located on a corner lot or other lot with multiple frontages, both frontages must meet the applicable limitations for parking area locations. No parking area shall be closer than one hundred feet to any corner formed by two public streets, unless the length of the frontage along both streets is less than one hundred feet in which case the parking area shall be located as far as practicable from the corner.
 4. The area between the property line and the parking area, with the exception of driveways and drive aisles providing access to the parking area, shall be fully landscaped to an L2 standard.
- C. Slip lane parking lots are permitted along the street frontage of major corridors, and are exempt from the 50 percent street frontage limitation for parking lots in RDC 18.720.040.C.1.
1. Slip lane parking lots may consist of one, one-way drive aisle and one row of parking stalls arranged parallel or angled, meeting the dimensional standards of RDC Table 18.720.040-1. The combined width of the drive aisle and parking stalls shall not exceed forty-four feet.
 2. Slip lane parking lots shall include a sidewalk with a minimum width of five feet between the parking lot and the interior of the site, running the full length of the slip lane parking lot.
 3. Along a minimum of seventy-five percent of the length of the slip lane parking lot, buildings shall be set back no more than five feet from the back edge of the required sidewalk.
 4. Buildings fronting the slip lane parking lot shall provide a primary pedestrian entrance directly facing the parking lot.
 5. Where practicable, slip lane parking lots shall extend to the edge of the property line to allow seamless continuation along the adjoining properties.
 6. Slip lane parking lots shall only be allowed if the public works director approves access onto the arterial, which may include limitations on driveway spacing and restricted turn movements.

~~D. Off-street parking lots containing fifty parking spaces or more in all commercial zones shall provide pedestal or wall-mounted Level 2, two-hundred forty-volt electric vehicle chargers, or similar alternative fueling stations as approved by the planning director. Stations shall be provided at a minimum of one station per fifty parking spaces up to a maximum of five such stations.~~

(Ord. No. 1108, § 2, 7-26-2012; Ord. No. 1220, § 2(Exh. A), 10-27-2016; Ord. No. 1234, § 2(Exh. A), 6-22-2017; Ord. No. 1253, § 2(Exh. A), 12-7-2017)

Chapter 18.280 – CRITICAL AREAS PROTECTION

18.280.050 Submittal requirements.

- A. Preparation by Qualified Professional. Any required critical areas report shall be prepared by a qualified professional as defined herein.
- B. General Critical Areas Report Contents. At a minimum, the critical areas report shall have been prepared within five years prior to submittal and contain the following:
 - 1. The name and contact information of the applicant, a description of the proposal, and identification of the permit requested.
 - 2. A copy of the site plan for the development proposal including:
 - a. A map to scale depicting critical areas, buffers, the development proposal, and any areas to be cleared; and
 - b. Proposed stormwater management and sediment control plan for the development including a description of any impacts to drainage alterations.
 - 3. The dates, names, and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site.
 - 4. Identification and scientific characterization of all critical areas and buffers.
 - 5. An assessment of the probable impacts to critical areas and buffers and risk of injury or property damage including permanent, temporary, temporal, and indirect impacts resulting from development of the site and the operations of the proposed development.
 - 6. A written response outlining how a project will avoid and minimize probable impacts to critical areas and buffers and a rationale when impacts cannot be avoided and minimized.
 - 7. A written response to each of the approval criteria in RDC 18.280.060.
 - 8. Plans for adequate mitigation, as needed, to offset any impacts, in accordance with RDC 18.280.050.E (Mitigation Plan Requirements).
 - 9. A copy of the SEPA checklist, if required by RDC 18.810.
- C. Other Reports or Studies. Unless otherwise provided, a critical areas report may be supplemented by or composed, in whole or in part, of any reports or studies required by other laws and regulations or previously prepared for and applicable to the development proposal site, as approved by the community development director or designee. Provided, the site conditions shall not have changed since the earlier report or study was completed.
- D. Critical Areas Report—Modifications to Requirements. The applicant may consult with the community development director or designee prior to or during preparation of the critical areas report to obtain city approval of modifications to the required contents of the report where, in the judgment of a qualified professional, more or less information is required to adequately address the potential impacts to any critical areas or buffers and the required mitigation. The community development director or designee may also initiate a modification to the required report contents by requiring either additional or less information, when determined to be necessary to the review of the proposed activity in accordance with this chapter.
- E. Mitigation Plan Requirements. When mitigation is required, the applicant shall submit a mitigation plan as part of the critical areas report. The mitigation plan shall include:

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1. Detailed Construction Plans. The mitigation plan shall include descriptions of the mitigation proposed, such as:
 - a. The proposed construction sequence, timing, and duration.
 - b. Grading and excavation details.
 - c. Erosion and sediment control features.
 - d. A planting plan specifying plant species, quantities, locations, size, spacing, and density.
 - e. Measures to protect and maintain plants until established.
 - f. These written descriptions shall be accompanied by detailed site diagrams, scaled cross-sectional drawings, topographic maps showing slope percentage and final grade elevations, and any other drawings appropriate to show construction techniques or anticipated final outcome.
 2. Monitoring Program. The mitigation plan shall include a program for monitoring construction of the mitigation project and for assessing a completed project. A protocol shall be included outlining the schedule for site monitoring, and how the monitoring data will be evaluated to determine if the performance standards are being met. A monitoring report shall be submitted as needed to document milestones, successes, problems, and contingency actions of the mitigation project. The mitigation project shall be monitored for a period necessary to establish that performance standards have been met, but not for a period less than five years. For example, ten years or more of monitoring are typically needed for forested wetlands or scrub-shrub communities. The city shall notify the responsible party in writing once the conditions of the monitoring plan are met.
 3. Adaptive Management. The mitigation plan shall include identification of potential courses of action, and any corrective measures to be taken if monitoring or evaluation indicates project performance standards are not being met.
- F. One original copy of all application materials is required. Electronic copies of all materials that include graphic and text files are required.
- FG.** Tree Preservation and Protection Plan. The applicant shall submit a tree preservation and protection plan consistent with the requirements in RDC 18.840.
- (Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1372, § 2(Exh. C), 10-13-2022; Ord. No. 1406, § 2(Exh. A), 7-13-2023)

Chapter 18.310 - PROCEDURES

18.310.100 Appeal procedure.

- A. A decision regarding an application subject to a Type I or II procedure may be appealed by an interested party only if, within fourteen days after written notice of the decision is sent, a written appeal is filed with the city clerk. The city shall extend the appeal period for an additional seven days, if state or local rules adopted pursuant to Chapter 43.21C RCW allow public comment on a determination of nonsignificance issued as part of the appealable project permit decision.
- B. The appeal shall contain the following information:
 - 1. The case number designated by the city and the name of the applicant;
 - 2. The name and signature of each petitioner and a statement showing that each petitioner is entitled to file the appeal under subsection A of this section. If multiple parties file a single petition for review, the petition shall designate one party as the contact representative for all contact with the planning director. All contact with the planning director, concerning procedures appeal issues, regarding the petition, including notice, shall be with this contact representative;
 - 3. The specific element(s) of the decision being appealed, the reasons why each element is in error as a matter of fact, law or policy, and the evidence relied on to prove the error. If the appeal concerns a Type III decision, and the petitioner wants to introduce new evidence in support of the appeal, the written appeal also must explain why such evidence should be considered; and
 - 4. An appeal fee pursuant to ~~Sections 18.060.030(A)(7) and 18.060.070~~the adopted master fee schedule; provided that eighty percent of the fee shall be refunded if the appellant files with the planning director at least twenty-eight days before the appeal hearing a written statement withdrawing the appeal.
- C. Within forty-five days of receipt of the appeal, the hearing examiner shall hear appeals of Type I and II decisions in an open record hearing. Notice of an appeal hearing shall be posted on the city website and sent to parties entitled to notice of the decision. A staff report shall be prepared, an open record hearing shall be conducted, and a decision shall be made and noticed within ninety days.
- D. Appeals of a Type III decision shall be filed with the Clark County Superior Court pursuant to state law.
- E. Appeals of SEPA and shoreline permit decisions are governed by Chapters 18.810 and 18.820, and relevant WACs.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1406, § 2(Exh. A), 7-13-2023)

Chapter 18.401 – Planned Unit Developments

18.401.040 Information requirements.

The planning director shall not consider an application for a PUD unless it satisfies all of the requirements of this section. The review authority shall not accept an application which proposes development, other than required public facilities, on unbuildable land as defined in Chapter 18.280. Accuracy of all data and information submitted on or with a preliminary development plan shall be the responsibility of the applicant. The review authority shall determine whether an application is technically complete, pursuant to Chapter 18.310, and shall thereafter process an application.

- A. Preliminary PUD application requirements. An application for a preliminary PUD shall include one original copy of all application materials and electronic copies of all materials. The applicant shall provide a proposed site plan which shall include (but is not limited to) the following:
 - 1. The proposed boundaries and legal description of the property to be developed, together with the names, addresses and telephone numbers of the recorded owners of the land and the applicant, and if applicable, the name and telephone number of any architect, planner, designer or engineer responsible for the preparation of the plan, and of any authorized representative of the applicant;
 - 2. A calculation of site area including:
 - a. Gross site area.
 - b. Protected critical areas and buffers.
 - c. Right-of-way to be dedicated.
 - d. Additional public and private infrastructure, including private streets and stormwater facilities.
 - e. Net developable area, as defined in RDC 18.100.036.
 - f. Open space area, consistent with the requirements of RDC 18.401.080.B, including total area, main facility area, area for each dispersed facility, total developable and undevelopable portions across the site, and developable and undevelopable portions for each facility.
 - 3. A calculation of net density based on net developable acres, including any density modifications proposed under RDC 18.280.070 or 18.401.100. Indicate whether the applicant elects to include or exclude open space in the calculation of net developable acres as allowed under RDC 18.401.080.B.10. Calculations shall be provided for the entire site as well as broken down for each project area or phase.
 - 4. Concept plan(s) showing all proposed improvements and natural features, including (but not limited to):
 - a. Proposed uses, lot dimensions and building envelopes for all lots and tracts,
 - b. Open space and recreational facilities, including parks and trails, showing conceptual development plans and noting proposed ownership,
 - c. Existing site features to be retained and removed (natural slopes, stands of trees, etc.), and proposed features including walls, fences, refuse areas, streets, sidewalks, paths, landscaping ,

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- d. Proposed building areas and densities, setbacks and height,
 - e. Topographical maps of existing and proposed terrain showing a maximum five-foot contour interval where slopes equal or exceed twenty-five percent and a maximum two-foot contour interval where slopes are less than twenty-five percent, including one hundred-year floodplains (identified under the National Flood Insurance program),
 - f. Proposed site grading including cut and fill areas and site elevations after development,
 - g. All existing and proposed transportation systems for vehicles and people, including streets, sidewalks, trails, other pedestrian facilities, and any transit facilities, showing circulation within the site and connections off-site in compliance with the Ridgefield Engineering Standards.
 - h. All existing and proposed utility systems, including sanitary sewers, water, public facilities and storm drainage collection, conveyance and treatment systems,
 - i. Proposed off-street parking facilities,
 - j. Proposed landscaping, including existing trees of six inches dbh and vegetation communities proposed to be retained, and
 - k. The proposed lot dimensions, yard setbacks and treatment of the perimeter of the PUD, including materials and techniques such as screens, fences and walls;
- 5. Geotechnical and environmental reports required by the city engineer or planning director;
 - 6. Vicinity map showing the development in relation to the surrounding area and its uses, both existing and proposed, including land uses, zoning classifications, densities, circulation systems, public facilities and critical areas or other prominent natural features
 - 7. A proposed phasing and/or timing schedule indicating the approximate date when construction of the PUD or stages of the PUD can be expected to begin and be completed;
 - 8. Compliance with Chapter 18.810, Environmental Standards, by filing of a SEPA checklist.
 - 9. Map of dedication showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use, and all easement rights dedicated for private purposes, including, but not limited to, trails, open space, parks, and storm ponds.
- B. Final PUD Application. An application for a final PUD shall include a site development plan which shall contain (but is not limited to) all of the following:
- 1. Final and complete set of plans, specifically showing all requirements contained in Section 18.401.040(A);
 - 2. Road, drainage and utility plans with recommendations by the city engineer;
 - 3. Assurance of building code compliance with recommendations by the city building department;
 - 4. Assurance of fire code compliance with recommendations by the fire marshal;
 - 5. Documentation of compliance with any conditions of approval required by the review authority;
 - 6. Maps showing existing and finished contours at two-foot intervals, provided, however, that five-foot contours shall be sufficient for unbuildable areas where no development is proposed;
 - 7. Submission of declaration of covenants, conditions and restrictions for the planned unit development;

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8. Documentation of bonding or other security in compliance with Section 18.401.120;
 9. Binding site plan and other documentation required by Sections 18.401.130 and 18.401.160; and
 10. Documentation of compliance with Chapter 18.810, Environmental Standards;
 11. Documentation of compliance with the subdivision final plat process.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1234, § 2(Exh. A), 6-22-2017; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1296, § 2(Exh. A), 10-10-2019)

Chapter 18.401 – PLANNED UNIT DEVELOPMENTS

18.401.050 Approval procedures.

- A. Pre-Application Conference. Prior to making application, the applicant shall participate in a pre application conference held pursuant to RDC 18.310.030. The conference is mandatory and may not be waived.
- B. Community Information Meeting. Prior to submitting an application for preliminary PUD, the developer shall host a community information meeting, in a workshop format. The community information meeting shall be required for any proposed PUD located in a residential zone or within two hundred feet of a residential zone. The meeting shall be held at a ~~publically~~ publicly accessible location within city limits, on a weekday between the hours of five and nine p.m. At this meeting the applicant shall present the development proposed to interested residents. Information shall reflect updated studies and concepts based on input of the pre-application conference. Notice shall be posted on the city website and given in the local newspaper of record at least fourteen days prior to the meeting date. Written notice, including a fact sheet describing the proposed plan of development, shall be mailed first-class to all property owners within a radius of not less than three hundred feet of the exterior boundary of the property subject to the application and a copy shall be posted in city hall in the customary place. A copy of all the information intended for use at the meeting shall be available at the city hall for public review at least fourteen days prior to the meeting date. Any alleged failure of any property owner to actually receive the notice of meeting shall not invalidate the proceedings.
- C. Preliminary Development Plan Review.
 - 1. An applicant shall submit a PUD application and SEPA checklist pursuant to Section 18.401.040. The application shall address the entire property and shall include the information and guidance from the pre-application conference and community workshop.
 - 2. The planning director shall make a determination of technical completeness, pursuant to Chapter 18.310.050 and shall consider the recommendations from the community information meeting.
 - 3. If, after the planning director determines the application to be technically complete, the applicant makes major modifications to the proposed PUD, the planning director may toll the one hundred twenty-day decision clock to allow the public an opportunity to review and comment on the proposed modifications. A modification will be considered major or minor consistent with the provisions of RDC 18.401.060(B). If the application is determined to be a major modification the planning director shall conduct a new review for technical completeness.
 - 4. The city clerk shall provide public notification of the determination of major modification in the local newspaper of record and shall mail the notice to property owners within three hundred feet of the proposed site boundaries.
- D. Hearings Requirements.
 - 1. Each preliminary development plan shall require a public hearing pursuant to Chapter 18.310.080. At the public hearing the applicant will present the preliminary PUD development plan and the other technical documents pertaining to the application.
 - 2. A decision of the hearing examiner shall be final and is subject to appeal pursuant to Section 18.310.100.
- E. Final Development Plan. Where the PUD request involves a subdivision of land, the applicant shall submit a final development plan in accordance with the requirements of Section 18.401.040(B), together with the final subdivision plat, map of dedication, and any required and SEPA documentation, to the planning director. The final PUD shall be submitted within the subdivision vesting timeframe established by RCW

58.17.140, generally within five years following the approval of the preliminary plan unless qualifying for an exemption under RCW 58.17.140. Where the PUD request does not involve a subdivision of land, within three years following issuance of a final decision on the preliminary plan, the applicant shall submit a final development plan in accordance with the requirements of Section 18.401.040(B), together with any required map of dedication and SEPA documentation, to the planning director.

1. An extension of time for development permit application may be made in writing by the applicant. The planning director may grant no more than one extension of time for a period not to exceed one year if:
 - a. Unforeseen circumstances or conditions necessitate the extension of the preliminary development plan;
 - b. Termination of the preliminary development plan would result in unreasonable hardship to the applicant, and the applicant is not responsible for the delay; and
 - c. An extension of the preliminary development plan will not cause substantial detriment to existing uses in the immediate vicinity of the subject property or to the community as a whole.
2. If the city does not issue a development permit within the applicable period, including an extension of time, the PUD approval shall become null and void and shall not take effect.
3. Final approval/disapproval of the final PUD shall be made by the city council combined with final approval/disapproval of the final subdivision plat, if the PUD involves a subdivision of land. A public hearing is not required if the final development plan does not vary substantially from the previously approved preliminary development plan. If substantial modifications are proposed, the provisions of Section 18.401.060(B)(2) shall apply. If the final plan complies with the approved preliminary plan, required SEPA mitigation measures and all other standards of this code, the final plan shall be approved.

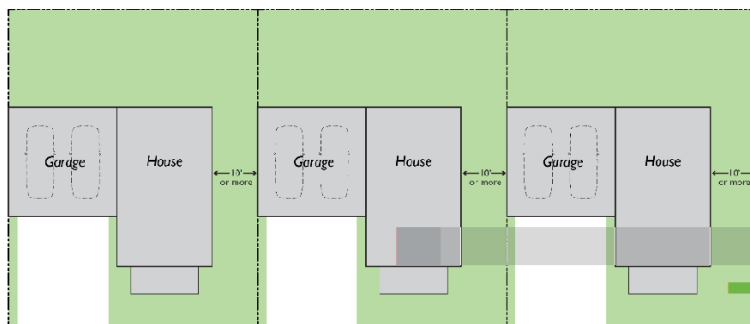
(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1296, § 2(Exh. A), 10-10-2019)

Chapter 18.401 – PLANNED UNIT DEVELOPMENTS

18.401.070 Zero lot line standards.

- A. Purpose. To allow a house and/or garage to be built up to one of the side property lines, providing the opportunity for more usable side setback space.
- B. Applicability. Zero lot line configuration is an option for single-family lots in PUD subdivisions.
- C. Relation to other standards. Also see RDC 18.206.020 for single-family standards, including minimum usable open space requirements. Dimensional standards for townhouse developments are in RDC 18.206.060.
- D. Standards.
 - 1. Dwelling units and accessory structures may be placed on one interior side property line that is part of the development. The opposite side setback shall be at least ten feet. The horizontal distance between homes shall not be less than ten feet, including when a zero lot line lot is adjacent to a standard lot.
 - 2. Privacy wall. In order to maintain privacy, no windows, doors, air conditioning units, or any other types of openings in the walls along a zero lot line structure are allowed except for windows that do not allow for visibility into the interior side setback of the adjacent lot. Examples include clerestory or obscured windows. See Figure 18.410.070-~~C~~-D below for an example of a privacy wall for a zero lot line house.
 - 3. Eaves along a zero lot line may project a maximum of eighteen inches over the interior side property line.
 - 4. Lots intended for zero lot line homes shall be noted on the plat, together with minimum side setback areas and maximum building envelopes.
 - 5. Lot lines which are contiguous with the development's exterior property line shall meet the standard setback requirements of the underlying zone.

Figure 18.401.070-D
Zero lot line design.



Zero lot line layout example (left). The right image shows the side setback and privacy wall for a zero lot line house.

(Ord. No. 1339, § 2(Exh. A), 5-27-2021)

Chapter 18.401 – PLANNED UNIT DEVELOPMENTS

18.401.090 Site plan requirements.

The development standards in this chapter are intended to accomplish the following design criteria objectives in all PUDs. The applicant shall bear the burden of supporting any change in requirements. If a modification of any criteria is proposed, the applicant must provide justification, including clear demonstration that the proposed modification complies with the purposes of this chapter as stated in Section 18.401.010. The city may increase any requirement necessary to make the project conform to the purposes of this chapter.

- A. ~~A. Natural Landscape and Topography. Residential lots, o~~Open spaces, pedestrian and vehicular circulation facilities, parking facilities and other ~~pertinent~~ amenities shall be ~~an integral part of the~~integrated into the ~~existing~~ landscape, ~~and particular attention shall be given to the retention of natural landscape features of the site. Site design shall preserve and maximize the use of natural landscape features and reduce adverse impacts on existing natural features. Natural topography shall be maintained to the extent practicable by designing the PUD to fit natural slopes and limiting retaining wall height to six feet or less.~~
- B. Facilities and Utilities. The layout of structures and other facilities shall effect conservation in street and utility improvements.
- C. Recreation. Recreational areas (active and passive) shall be located to maximize access from all dwelling units, in consultation with the community development director.
- D. Improvements and Amenities. Every PUD shall make adequate provision for utilities, drainage, lighting, pedestrian and vehicular circulation and access, public safety, landscaping and accommodation of environmentally sensitive features and other similar items. With respect to drainage:
 - 1. All lots shall be provided with adequate storm drainage connected to the storm drainage system of the city or other system approved by the city engineer; and
 - 2. When there is a need to use a stream for stormwater control purposes, public improvement and maintenance easements at least twenty feet wide shall be provided for storm drainage, and when possible, such easements shall be located along the centerlines of such facilities.
- E. Street Design. All streets shall be constructed consistent with City of Ridgefield Engineering Standards, except through a modification of standards approved through the PUD review process or engineering review process.
- F. Multifamily and Commercial Off-Street Parking. Except as modified below, off-street parking shall be as required in RDC Chapter 18.720. Parking shall be located in the rear or side of multifamily residential and all nonresidential structures.
- G. Attachment of Conditions. In conjunction with the approval of a preliminary PUD, final PUD or modified final PUD; conditions shall be attached which will assure that the property will be developed and maintained in accordance with this title, other applicable state or federal statutes or regulations, and the approved development plan and subdivision plat. (See Section 18.401.120.)
- H. Perpetual Maintenance. All improvements and amenities that are held in common and are part of the PUD shall be perpetually maintained in a good, safe and serviceable condition at no expense to the city. The city shall have the right to compel the maintenance of such improvements, amenities or common areas if the review authority finds that the public health, safety or welfare may be compromised unless such maintenance is completed. The documents necessary to provide assurance of perpetual maintenance shall be approved by the city attorney. (See Section 18.401.120.)
- I. Minimum Frontage.

1. Each lot used for single-family detached residential development shall have a thirty-five-foot minimum frontage on a public or private street, except for a lot fronting the bulb of a cul-de-sac, which shall have a twenty-five-foot minimum frontage.
2. Each lot used for duplex, triplex, townhouse, and multifamily residential development shall have a twenty-five-foot minimum frontage on a public street, except for a lot fronting the bulb of a cul-de-sac, which shall have a twenty-foot minimum frontage.
3. Lots developed consistent with the cottage housing provisions of RDC 18.206.040 are exempt from these frontage requirements.

J. Through Lots.

1. Through lots are strongly discouraged. The following standards apply to through lots in PUD subdivisions abutting collector and arterial roads which are not major corridors (the collector and arterial roads listed in RDC 18.210.060):
 - a. Provide a separate tract at least ten-feet wide between the collector or arterial right-of-way and the rear property lines of the through lots.
 - b. Establish landscaping in the tract which softens the appearance of fences and walls and/or which provides a measure of privacy for residents in their rear yards.
 - c. The tract shall be maintained by the homeowner association.
2. Except on major corridors, alternative lot designs are strongly encouraged. An alternative design includes alley-loaded lots with deep front yards and alley access running parallel to the collector or arterial street.

Figure 18.401.090.J
Through lot alternative.

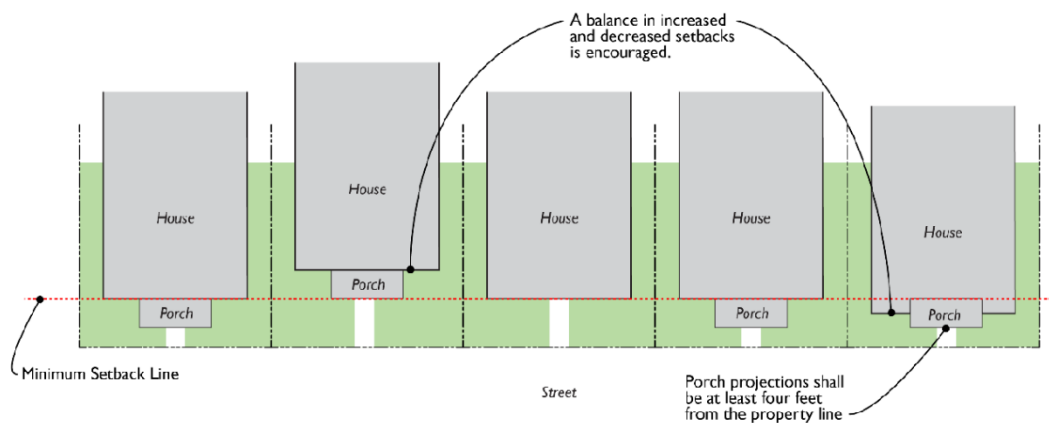


Alley-loaded lots with generous front yards are a desirable alternative for new lots adjacent to collector streets.

K. Minimum Yards and Setbacks.

1. The minimum setbacks of the underlying zone shall apply to lots abutting or adjacent to exterior project boundaries, consistent with RDC 18.401.080.C.
2. Setbacks for lots within the interior of the PUD may be adjusted, provided that side and rear setbacks may not be less than five feet.
3. For lots within the interior of the PUD, front yard setbacks shall be modulated to avoid repetitive design, consistent with all of the following standards. Corner lots and lots on curving streets are exempt.
 - a. No more than three consecutive homes on the same side of the street may feature identical setbacks.
 - b. Minimum front yard setbacks may be reduced by up to thirty percent. Porch projections shall be at least four feet from the property line (see also RDC 18.210.040.C.f and 18.220.040.B.f).
 - c. A balance in increased and decreased yard setbacks is encouraged.
 - d. Setbacks meeting this standard shall be noted on the face of the plat.

Figure 18.401.090.K
Examples of front yard setback variety.



- L. **Maximum Building Height.** A building or structure within a PUD shall not exceed thirty-five feet in height as measured from the established grade of the building.
- M. **Signage Standards.** Signage standards for uses in the PUD shall be as provided in RDC Chapter 18.710.

-
- N. Storage Standards. All storage in the PUD shall be within a closed building, except for the storage of retail products which are for sale or rent which may be stored outdoors during business hours only, and not within any required front or side yard nor in any public or private street, road right-of-way or pedestrian circulation route. The review authority may approve screened outdoor storage of recreation vehicles, boats or similar items of property.
- O. Refuse Storage. All outdoor trash, garbage and refuse storage areas shall be screened on all sides from public view and, at a minimum, be enclosed on three sides with a five and one-half feet high sight-obscuring fence or wall with a sight-obscuring gate for access. Design of exterior storage areas shall comply with engineering standards and the Comprehensive Stormwater Management Plan (CSMP), including roof cover, paving, and runoff containment, to prevent nonstormwater discharges from entering the stormwater drainage system.
- P. Mechanical Equipment. All rooftop mechanical equipment shall be placed behind a permanent screen, completely screened from public view.
- Q. Utilities. All utilities shall be underground.
- R. Pedestrian Circulation Facilities. Within the PUD, sidewalks shall be constructed in accordance with city of Ridgefield engineering standards. Additional pedestrian facilities shall be required to be dedicated and constructed at the developer's expense, including connections with planned city and county trail systems (see RDC 18.401.065 for trail standards), public accessways to connect to cul-de-sac streets and to pass through oddly shaped or unusually long blocks. These facilities shall create a network of public paths which shall be:
1. Functionally and safely convenient to each dwelling unit served;
 2. Functionally and safely convenient to schools and to industrial, commercial, recreational and utility areas within or adjacent to the project, and functionally convenient to a larger pedestrian circulation system outside the PUD;
 3. Hard surfaced to accommodate a variety of users; and
 4. Compliant with city engineering standards.
- S. Public Transit. All PUDs requiring twenty or more parking spaces shall provide transit loading and shelter facilities if so required by the review authority in consultation with Clark Transit (C-Tran).
- T. Traffic Impacts. The developer shall be responsible for determining traffic impacts and construct improvements necessary to mitigate identified impacts, consistent with service levels established in the Comprehensive Plan, and:
1. Private access to collector and arterial streets shall be minimized; and
 2. No development shall exceed adopted level of service (LOS) standards.
- U. Attractive Streetscapes. The PUD design shall ensure an attractive streetscape, especially along collector and arterial streets, by planting street trees and other vegetative buffers, minimizing the visibility of parking lots and garages, and providing attractive street-facing facades.
- V. Subdivisions. Except where specifically exempted under this section, the subdivision standards and procedural requirements of RDC Chapters 18.600, 18.620, and 18.630 shall also apply to PUDs.
- W. Lighting. All lighting shall be shielded and aimed downward to prevent light trespass and glare as provided in RDC 18.715.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1234, § 2(Exh. A), 6-22-2017; Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1345, § 2(Exh. A), 7-8-2021; Ord. No. 1406, § 2(Exh. A), 7-13-2023)

Chapter 18.401 – PLANNED UNIT DEVELOPMENTS

18.401.100 Limits on modifying standards.

- A. The city, using the PUD process, may allow the following development standards to be modified if the proposed modifications are consistent with the requirements of this chapter and provided the applicant demonstrates that the modifications are consistent with the PUD objectives in RDC 18.401.010:
1. Building setbacks, including front yard setbacks as necessary to meet the front yard modulation standard (RDC 18.401.080.J) and side yard setbacks as necessary to meet the optional zero lot line standard (RDC 18.401.070).
 2. Height of non-residential buildings or structures;
 3. Landscaping requirements;
 4. Lot size, provided that no lot is less than sixty-five-percent of the minimum lot area in the underlying zone, or four thousand square feet, whichever is greater, except in the RMD-16 zone;
 5. Lot width;
 6. Maximum density—Density may only be increased a maximum of twenty-percent of the underlying base zone or to a maximum of eight dwelling units per acre, whichever is less;
 7. Width of street right-of-way and pavement; or
 8. On-street or off-street parking (see RDC 18.410401.075).
- B. The following zoning code requirements may not be varied with the PUD process:
1. Any provision of this chapter, except that the open space provisions in RDC 18.401.080.B may be modified by a maximum of twenty percent for PUDs in the RLD-4 zone.
 2. Standards pertaining to SEPA and development in environmentally sensitive areas;
 3. Any provision that specifically applies to development on a regulated slope;
 4. Regulations pertaining to uses permitted in the underlying zone;
 5. Any provision pertaining to the installation and maintenance of stormwater retention/detention facilities;
 6. Any provision pertaining to the installation of public improvements;
 7. Any provision regulating signs; and
 8. Any provision regulating arterial or collector streets.
 9. Modifications cannot be used to modify explicit policy provisions of the RUACP.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1260, § 2(Exh. A), 4-26-2018; Ord. No. 1290, § 2(Exh. A), 4-25-2019; Ord. No. 1339, § 2(Exh. A), 5-27-2021)

Chapter 18.401 – PLANNED UNIT DEVELOPMENTS

18.401.150 Building permits.

The city shall issue building permits and other permits required for the construction or development of the property under the provision of this section only when the following conditions are met:

- A. In the opinion of the planning director, the work to be performed meets the requirements and conditions of approval of the final plan and program elements of the PUD.
- B. In the opinion of the planning director, the proposed building meets the applicable standards for facade differentiation in RDC ~~18.210.060.D.1 or RDC 18.220.140.B.3 and 418.206.~~
- C. The building permit application must identify the location and dimensions of the proposed building in relation to all lot lines for the site and must provide proposed building elevations.
- D. No vertical construction may take place until the necessary fire flow and emergency vehicle access have been provided to the building(s).
- E. All required improvements have been completed or contracts have been entered into or security guarantees have been approved in Section 18.401.120 such that improvements approved in the final PUD will be completed.
- F. Partial or complete construction of structures shall not relieve the developer from, nor impair city enforcement of, conditions of PUD approval.
- G. Once issued, any building permit shall be valid only so long as there is compliance with the final development plan as accepted by the city. Any deviation from that plan shall operate to automatically invalidate the building permit and shall be a violation of this chapter.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

Chapter 18.500 – Site Plan Review

18.500.040 Submittal requirements.

- A. Basic site plan review applications shall be accompanied by one original copy of all required submittal materials, and one electronic copy of all materials. All site plan applications shall contain complete site plans drawn to scale and produced in such a way as to clearly indicate compliance with all applicable zoning and site design standards, and shall include the following:
1. Dimensions and orientation of the parcel;
 2. Locations of existing and proposed buildings and structures;
 3. Location and layout of off-street parking and loading facilities;
 4. Curb cuts and internal traffic circulation;
 5. External cross circulation and/or joint access in compliance with applicable provisions of the Ridgefield Engineering Standards.
 56. Location of walls and fences, indication of their height and construction materials;
 67. Existing and proposed exterior lighting, meeting the submittal requirements of RDC 18.715.070;
 78. Location and size of exterior signs and outdoor advertising;
 89. General location and configuration of proposed landscaping, meeting the submittal requirements of RDC 18.725.070;
 910. General location and configuration of proposed open space and recreation areas, if required;
 1011. Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 1112. Height and conceptual appearance of building facades for all buildings and structures;
 1213. Indication of proposed use of all buildings;
 1314. The location of any historically or archaeologically significant feature; or natural feature, including stream corridors, wetlands, wildlife habitat areas, well head protection areas, geologically unstable areas, constrained and unbuildable land, areas with native vegetation, areas with tree cover, rock outcroppings or similar natural or historic features;
 1415. Other architectural or engineering data which may be necessary to determine compliance with applicable regulations;
 1516. Traffic analysis may be required if the proposed use could generate more than ten p.m. peak hour trips;
 1617. Map of dedication, if applicable, showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use, and all easement rights dedicated for private purposes, including, but not limited to, trails, open space, parks, and storm ponds; and
 1718. Tree preservation and protection plan, meeting the submittal requirements of RDC 18.840.
- B. Applications for minor site plan review shall be accompanied by one original copy of the submittal requirements of RDC 18.500.040.A and one electronic copy of all materials.

C. The planning director may waive select submittal requirements on a case-by-case basis if the submittal is not applicable or relevant to the proposed site development or use.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1296, § 2(Exh. A), 10-10-2019; Ord. No. 1372, § 2(Exh. D), 10-13-2022)

Chapter 18.550 – Binding Site Plan

18.550.020 Preliminary binding site plan application.

- A. An application for a binding site plan may be made by an owner or owners of land, or by an authorized agent of an owner or owners.
- B. The applicant shall submit one original copy of all application materials and electronic copies of all materials. The application shall contain the following:
 - 1. The entire lot or parcel constituting the applicants land;
 - 2. Proposed name of the binding site plan (if any);
 - 3. Accurate and complete legal description of the proposed binding site plan;
 - 4. Scale, north arrow and date;
 - 5. Boundary lines based upon a recent land survey of the land proposed to be divided and boundary lines of all proposed lots and streets;
 - 6. Location and size of water and sewer lines utility easements: and drainage system proposed to serve the lots within the proposed binding site plan and their point of connections with existing services;
 - 7. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
 - 8. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed binding site plan with a clear designation of their size, purpose and nature;
 - 9. External cross circulation and/or joint access in compliance with applicable provisions of the Ridgefield Engineering Standards.
 - 910. Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;
 - 1011. Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 - 1112. Accurate mapping of critical areas, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;
 - 1213. Name, mailing address and telephone number owner and/or developer and/or preparer of information;
 - 1314. Environmental checklist, if required by RDC 18.810;
 - 1415. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary of the binding site plan;
 - 1516. Modifications or variations requested, if any;
 - 1617. Tree preservation and protection plan, meeting the submittal requirements of RDC 18.840; and
 - 1718. Copy of the binding site plan reduced to fit on eight and one-half by eleven-inch paper.

(Ord. No. 1291, § 2(Exh. A), 5-23-2019; Ord. No. 1372, § 2(Exh. E), 10-13-2022)

Chapter 18.610 – Short Plats

18.610.020 Preliminary short plat application contents.

- A. An application for a short subdivision may be made by an owner or owners of land, or by an authorized agent of an owner or owners, or by a representative of any governmental agency if the short subdivision is sought for a governmental purpose and such application shall be filed with the city.
- B. The prospective subdivider shall submit one original copy of all application materials and electronic copies of all materials. The application shall contain the following:
 - 1. The entire lot or parcel constituting the applicants land;
 - 2. Proposed name of the short subdivision this name shall not duplicate any name used on a recorded plat or subdivision in Clark County, including the municipalities of Clark County;
 - 3. Accurate and complete legal description of the proposed short subdivision;
 - 4. Scale, north arrow and date;
 - 5. Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets;
 - 6. Location and size of water and sewer lines utility easements: and drainage system proposed to serve the lots within the proposed short subdivision and their point of connections with existing services;
 - 7. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
 - 8. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed short subdivision with a clear designation of their size, purpose and nature;
 - 9. External cross circulation and/or joint access in compliance with applicable provisions of the Ridgefield Engineering Standards.
 - 910. Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;
 - 1011. Contour lines at two-foot elevation intervals for slopes less than 25 percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 - 1112. Accurate mapping of critical areas, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;
 - 1213. Name, mailing address and telephone number owner and/or developer and/or preparer of information;
 - 1314. Environmental checklist, if required by RDC 18.810;
 - 1415. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary the proposed short subdivision;
 - 1516. Modifications or variations requested, if any;
 - 176. Tree preservation and protection plan, meeting the submittal requirements of RDC 18.840; and
 - 1718. Copy of the plat map reduced to fit on eight and one-half by eleven-inch paper.

(Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1372, § 2(Exh. F), 10-13-2022)

Chapter 18.620 – Procedure for Subdivision

18.620.030 Application for a subdivision—Requirements.

- A. An application for a subdivision may be made by an owner or owners of land, or by an authorized agent of an owner or owners, or by a representative of any governmental agency if the subdivision is sought for a governmental purpose and such application shall be filed with the city.
1. The prospective subdivider shall submit one original copy of application materials, as well as one electronic copy of all materials. The application shall contain the following:
 - a. The entire lot or parcel constituting the applicants land;
 - b. Proposed name of the subdivision this name shall not duplicate any name used on a recorded plat or subdivision in Clark County, including the municipalities of Clark County;
 - c. Accurate and complete legal description of the proposed subdivision;
 - d. Scale, north arrow and date;
 - e. Boundary lines based upon a recent land survey of the land proposed to be subdivided and boundary lines of all proposed lots and streets;
 - f. Location and size of water and sewer lines utility easements: and drainage system proposed to serve the lots within the proposed subdivision and their point of connections with existing services;
 - g. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
 - h. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed subdivision with a clear designation of their size, purpose and nature;
 - i. External cross circulation and/or joint access in compliance with applicable provisions of the Ridgefield Engineering Standards.
 - ij. Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 - jk. Accurate mapping of sensitive lands, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;
 - kl. If a subdivision is proposed concomitantly with a planned unit development, the application requirements of Chapter 18.401 must also be met;
 - lm. Name, mailing address and telephone number owner and/or developer and/or preparer of information;
 - mn. Environmental checklist;
 - no. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary the proposed subdivision;
 - po. Modifications or variations requested, if any;
 - pq. Copy of the plat map reduced to fit on eight and one-half by eleven-inch paper;

¶. Map of dedication showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use, and all easement rights dedicated for private purposes, including, but not limited to, trails, open space, parks, and storm ponds. If a covenant is required by the city, the verbiage including the timing for payment or construction of the proportional share of said amenities and facilities must be shown on said map. If the city requires a covenant that runs with the land to ensure the construction and maintenance of private improvements identified on the map of dedication, the map of dedication shall include a note describing the timing of payment or construction of the required public or private facilities or improvements and shall also include a note indicating the grantors proportionate share of the required public or private facilities or improvements; and

¶. Tree preservation and protection plan, meeting the submittal requirements of RDC 18.840.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1296, § 2(Exh. A), 10-10-2019; Ord. No. 1372, § 2(Exh. H), 10-13-2022)

Chapter 18.620 – PROCEDURE FOR SUBDIVISION

18.620.145 Homeowners' association.

- A. Every subdivision shall have a homeowners' association and agreements to fund such an organization in order to secure appropriate provision of and ensure ongoing management of open space, recreation areas, infrastructure, and other common facilities as required by RDC 18.620.050.A.4, ~~unless exempted under Section B.~~
1. Before approval of the final plat may be granted, the developer shall submit to the city covenants, deeds and/or homeowners' association bylaws and other documents. These documents shall be reviewed and approved by the city attorney and planning director to insure that they comply with the requirements of this chapter prior to approval of the final plat by the city. Such documents and conveyances shall be accomplished and be recorded, as applicable, with the county auditor as a condition of any final plat approval. These documents shall address:
 - a. Maintenance of Lots, Buildings and Facilities. The covenants, declarations and restrictions shall provide that buildings, utilities and facilities on individual lots shall be maintained by the property owner in accordance with city codes and the requirements of such covenants, declarations and restrictions.
 - b. Maintenance of Private Common Areas and Infrastructure. All common open space, community facilities, stormwater facilities, private roads and drives, and all other commonly owned and operated property located within the development shall be maintained in perpetuity by the homeowners' association. The covenants, declarations and restrictions shall provide for the maintenance of all common areas and infrastructure by the homeowners' association in accordance with all applicable provisions of the city code. Said covenants, declarations and restrictions shall provide authority for the city, after providing reasonable written notice to the homeowners' association and opportunity to perform required maintenance, to recover any costs incurred by the city to maintain private infrastructure or common areas due to a failure of the homeowners' association to adequately maintain privately owned improvements, including a lien on the property or other appropriate assurance device, as determined by the city.
 2. A homeowners' association bylaws, once reviewed and approved by the city, shall contain the following provisions:
 - a. The following clause: "Changes in these documents must be approved by the city of Ridgefield through the city council or if the council designates an agency or department, by that agency or department." Any changes suggested shall be reviewed by the city attorney, who will make a written report to the city council concerning the effect of the proposed changes. The cost of review by the city attorney will be paid by the homeowners' association;
 - b. A clause whereby unpaid taxes on all property owned in common shall constitute a proportioned lien on all property of each owner in common;
 - c. Subject to due process, the city may enforce the terms of the covenants, conditions and restrictions and place a lien on property if the city is compelled to correct a problem which threatens public health, safety or welfare, or is compelled to undertake construction, repairs or modifications necessary to protect or preserve public property or facilities.

(Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1296, § 2(Exh. A), 10-10-2019; Ord. No. 1406, § 2(Exh. A), 7-13-2023)

Chapter 18.710 - SIGNS

18.710.270 Temporary signs.

- A. ~~No~~ Permit required. A permit is required for temporary signs in the city right-of-way and shall be displayed on the sign. No ~~sign~~ permit is required for other temporary signs.
- B. Removal. Temporary signs shall be removed if the sign is in need of repair, is worn, dilapidated or creates a public nuisance, or within sixty days, whichever occurs first.
- C. Materials. See Section 18.710.100 (sign materials) and the definition of "temporary sign" in Section 18.710.290.
- D. City property (excluding city right-of-way). Temporary signs on city-owned property (excluding city right-of-way) are allowed only in conjunction with an approved special event permit.
- E. City Right-of-Way outside of the ~~Roadway~~roadway. Temporary signs are prohibited in the ~~Roadway~~roadway, defined in this chapter as the curb-to-curb width of the street. Temporary signs on city right-of-way placed outside of the roadway, must comply with the following requirements:
 - 1. Location. ~~Signs Allowed~~are allowed only between the property line and the back of the nearest curb, or where no curb exists, between the property line and the nearest edge of the roadway pavement. Signs may not be placed on sidewalks, driveways or other paved areas designed for pedestrian or vehicular use, ~~or as conditioned in a right-of-way use permit. Approval of the abutting owner is recommended.~~
 - 2. Permission. The person, organization, or business placing the sign shall provide proof of the abutting landowner's permission. If the person, organization, or business does not provide such proof in a form acceptable to the City, the sign may be removed from the right of way by the adjacent property owner or by the City.
 - 23. Type. Signs on stakes that can be manually pushed or hammered into the ground are allowed. All other signs are prohibited, unless specifically allowed by a right-of-way use~~an encroachment~~ permit.
 - 34. Size and height. Signs are Limited~~limited~~ to four square feet in area, and three feet in height.
 - 45. Dilapidated or Nuisance signs. Any temporary sign in the right-of-way that is dilapidated or a nuisance, shall be removed by the person responsible for placement of the sign.
 - 56. Other signs. The city may allow other signs in city right-of-way with a right-of-way use~~an encroachment~~ permit.
- F. Banner signs within the City Right-of-Way. Banners are permitted to cross city roadways to advertise special events.
 - 1. Location. Allowed in the downtown area on Pioneer Street west of S. 9th Avenue and to the intersection of Pioneer and N. Main Ave. and on N. Main Ave. from the intersection of N. Main Ave. and Pioneer St. north to the intersection of N. Main Ave. and Division St. and south along the 9th St./Hillhurst alignment to its intersection with S. 8th Way.
 - 2. Type. Banner signs are typically affixed to power poles and reach the entire length of the road way and are constructed of flexible, lightweight materials.
 - 3. Size and height. Limited to five feet in height and a length of seventy-five feet. The banners must be hung a minimum fifteen feet above grade.
- G. Residential zones. Temporary signs may be placed on property residentially zoned in accordance with the requirements of this Section and the following:

-
1. Window signs. Limited to no more than one temporary window sign per residential unit, not to exceed four square feet.
 2. Freestanding signs (includes post-mounted, stake and portable signs).
 - a. Single-family zones: Temporary free-standing signs shall not exceed five square feet in size and six feet in height, if the sign is mounted on the ground, and not to exceed three feet in height if the sign is stake-mounted or portable.
 - b. Multi-family zones: Temporary free-standing signs shall not exceed six square feet in size and six feet in height if the sign is post mounted on the ground, and not to exceed three feet in height if the sign is stake-mounted or portable.
 3. Surface-mounted signs. Limited to sites two acres or larger:
 - a. Size. No larger than thirty-two square feet.
 - b. Location. Must be flatly affixed to walls below the fascia or parapet line, or flatly affixed to on-site fences either facing or abutting the street, or facing inward to the subject site. Signs shall not be attached or tethered to other site improvements.
- H. Non-residential zones. Temporary signs are allowed on non-residentially zoned property in accordance with the requirements of this Section and the following:
1. Window signs. Limited to twenty-five percent of the window area, subject to the window sign requirements of Section 18.710.240.
 2. Freestanding signs (including post-mounted, stake and portable signs): Size/height. Limited to four square feet and five feet in height if the temporary sign is mounted in the ground, and not to exceed three feet in height if the temporary sign is portable.
 - a. Temporary signs advertising a property for sale may be up to thirty-two square feet in size on non-residentially zoned parcels greater than two gross acres. These signs may be affixed to the ground with wooden posts set in concrete or other methods to ensure stability of the sign during adverse weather conditions.
 3. Surface-mounted signs:
 - a. Size. Limited to thirty-two square feet.
 - b. Location. Must be flatly affixed to walls below the fascia or parapet line, or flatly affixed to on-site fences either facing the abutting street, or facing inward to the subject site. Signs shall not be attached or tethered to other site improvements.
- I. Temporary signs on large properties, residential or non-residentially zoned properties. The following temporary signs may be placed on any site at least two acres in size, in accordance with the requirements of this section and the following:
1. Type. Any type.
 2. Size/height. Not to exceed sixty-four square feet and up to eight feet above ground level.
 3. Exclusivity. The sign allowed under this subsection is in lieu of and shall not be displayed with or be in addition to other temporary signs allowed by this section.

J. Violations. Temporary signs in violation of the standards herein are subject to code enforcement under Title 20 of the Ridgefield Municipal Code regardless of whether a permit was required.

(Ord. No. 1227, § 2(Exh. A), 6-22-2017)

Chapter 18.720 – OFF-STREET PARKING AND LOADING

18.720.040 Off-street parking lot design.

- A. Stall Dimensions. All off-street parking lots shall be designed in accordance with city standards for stalls and aisles, as set forth in Table 18.720.040-1 and Figure 18.720.040-1.
 - 1. For one row of stalls, use "C" + "D" as minimum bay width.
 - 2. Public alley width may be included as part of dimension "D," but all parking stalls must be on private property, off the public right-of-way.
 - 3. For estimating available parking area, use three hundred to three hundred twenty-five square feet per vehicle for stall, aisle, and access areas.
- B. Compact Parking Spaces. For compact parking spaces, the dimensions of "B" and "C" may be reduced to seven feet, five inches and fifteen feet, respectively. Up to thirty percent of required parking spaces may be compact car spaces.
- C. Lot design. The location and number of points of access to the site, the interior circulation patterns, and the separations between pedestrians and moving and parked vehicles, shall be designed to maximize pedestrian, bicycle and transit options, and to minimize adverse impacts on the peaceful and functional use of neighboring properties.
 - 1. Parking lots and driveways generally shall be located to the rear or side of buildings. No more than fifty percent of the street frontage of any development shall be occupied by off-street parking area, with the exception of commercial parking lots.
 - a. If a lot has multiple frontages, no more than fifty percent of the combined street frontage may be occupied by off-street parking area. If the lot has frontage on two streets with different road classifications, off-street parking areas shall occupy no more than fifty percent of the street frontage on the street with the higher classification.
 - b. If a development is located on multiple lots under common ownership, no more than fifty percent of the combined street frontage for all lots may be occupied by off-street parking area.
 - 2. Developments with ten or more parking spaces shall provide interior parking lot landscaping equal to ten percent of the net parking lot area, excluding landscaping buffers required by RDC 18.725 and driveways, in order to provide shade, buffer and screen adjacent properties, and promote a safe environment with a pleasant appearance.
 - a. The landscaping, including trees, must be dispersed throughout the parking area. Clusters of more than twenty contiguous parking spaces shall be separated by landscaping.
 - b. If interior landscaping provided under this section is adjacent to the perimeter landscaping buffers required by 18.725, the interior landscaping shall extend at least four feet into the parking area from the edge of the perimeter landscaping buffer.
 - c. The minimum dimension for any landscaping area shall be six feet.
 - d. Required landscaping materials are as follows:
 - i. At least one tree must be provided for every ten parking spaces. Existing trees may be used to meet this standard.
 - ii. At least one shrub must be provided for every thirty square feet of landscaped area required under this subsection.

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- iii. All of the landscaped area that is not planted with trees and shrubs must be planted with ground cover plants, which may include grasses. Paths made of paving stones, flagstones, bricks, pavement, or similar materials may provide pedestrian access across landscaped areas consistent with RDC 18.720.040.C.5, but the surface area of impermeable materials does not count toward the required landscaped area.
- 3. Generally, direct access to collector or arterial streets shall be minimized, in favor of limited access via secondary streets. The planning director may require the applicant to provide a current traffic impact study completed within one year of the date of application to determine impacts and required street improvements.
 - 4. Curb cuts for vehicles shall be minimized to prevent disruption to pedestrian or bicycle access.
 - 5. Pedestrian access corridors must link all parking areas to a primary entrance of the development via the most practicable route and separate pedestrians safely from motor vehicle traffic. Such pedestrian access corridors through parking areas shall meet all of the following requirements:
 - a. Use materials differentiated from parking lot surface by texture, pattern, elevation three to six inches above grade and/or color to differentiate and maximize the visibility of the pedestrian path. Superficial treatments such as painted pedestrian paths are not sufficient to meet this requirement. Paint may be used only in combination with other techniques.
 - b. Pathways must be a minimum of four feet wide and lighted.
 - c. Pedestrian crossings of drive aisles shall be well-articulated with pavement markings, pedestrian warning signs, and lighting.
 - d. Bicycle parking shall be located in well-lighted and highly visible areas to minimize theft and vandalism.
 - 6. For developments with forty-eight or more car parking spaces, bicycle parking is to be provided at one bicycle parking space for every twelve required car parking stalls. Bicycle parking provided under this requirement shall not be credited towards reduction of minimum spaces provided by RDC 18.720.020.H.
 - a. Bicycle racks, lockers or other parking devices shall be made of durable materials and shall be securely anchored to the ground or building structure. The devices shall allow for the frame and at least one wheel of the bicycle to be locked to the rack.
 - b. All bicycle parking spaces outside of a building shall be located within a one hundred-foot diameter of the primary building entrance; or, at least as conveniently located as the most convenient automobile spaces, other than those spaces for persons with disabilities.
 - c. Bicycle parking shall be located in well-lighted and highly visible areas to minimize theft and vandalism.
 - 7. All off-street parking areas shall include paved handicapped accessible and van-accessible parking spaces that comply with all state and federal ADA regulations.
 - 8. Electric Vehicle Charging. Developments shall at a minimum meet the electric vehicle charging infrastructure requirements in WAC 51-50-0429.

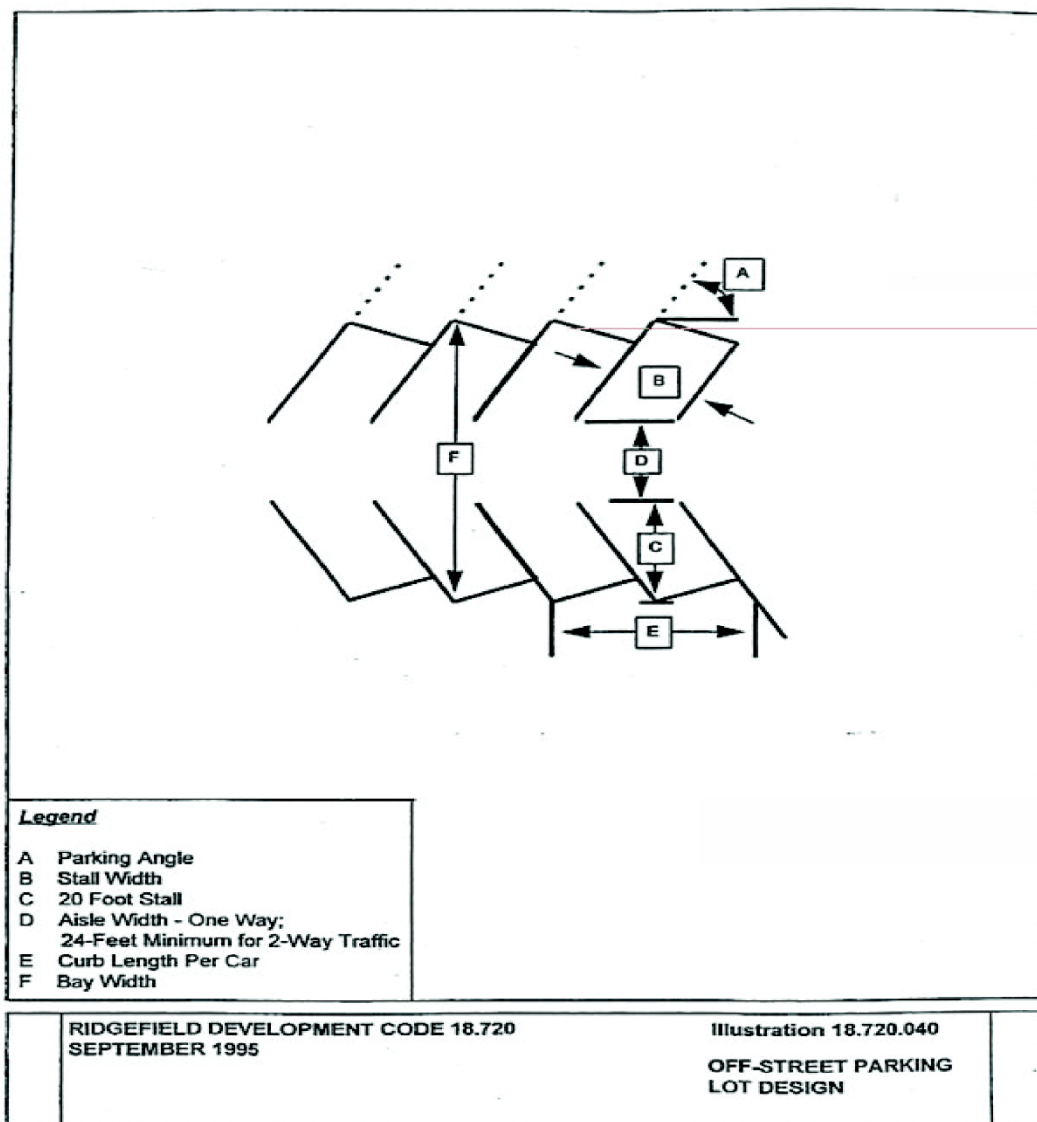


Figure 18.720.040-1

Table 18.720.040-1

Angle	Stall Width (feet)	Stall Depth (feet)	Aisle Width (feet)	Curb Length (feet)	Bay Width (feet)
A	B	C	D ¹	E	F
0° (parallel)	8.0	8.0	12.0	22.0	28.0
	8.5	8.5	12.0	22.0	29.0
	9.0	9.0	12.0	22.0	38.0
	9.5	9.5	12.0	22.0	31.0
	10.0	10.0	12.0	22.0	32.0
45° (angled)	8.0	19.1	14.0	11.3	52.2
	8.5	19.4	13.5	12.0	52.3

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(Supp. No. 101)

	9.0	19.8	13.0	12.7	52.5
	9.5	20.1	13.0	13.4	53.3
	10.0	20.5	13.0	14.1	54.0
60° (angled)	8.0	20.4	19.0	9.2	59.8
	8.5	20.7	18.5	9.8	59.9
	9.0	21.8	18.0	10.4	60.0
	9.5	21.2	18.0	11.0	60.4
	10.0	21.5	18.0	11.9	61.0
70° (angled)	8.0	20.6	20.0	8.5	61.2
	8.5	20.8	19.5	9.0	61.1
	9.0	21.0	19.0	9.6	61.0
	9.5	21.2	18.5	10.1	60.9
	10.0	21.2	18.0	10.6	60.4
90° (perpendicular)	8.0	20.0	24.0	8.0	64.0
	8.5	20.0	24.0	8.5	64.0
	9.0	20.0	24.0	9.0	64.0
	9.5	20.0	24.0	9.5	64.0
	10.0	20.0	24.0	10.0	64.0

¹ One-way traffic only. Twenty-four feet minimum for two-way traffic.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1178, § 2(Exh. A), 2-12-2015)

Chapter 18.810 – ENVIRONMENTAL STANDARDS (SEPA)

18.810.208 Notice/~~statute of limitations~~.

- A. The city, applicant for, or proponent of an action may publish a notice of action pursuant to RCW 43.21C. 080 for any action.
 - B. The form of the notice shall be substantially in the form provided in WAC 197-11-990. The notice shall be published by the city clerk, applicant or proponent pursuant to RCW 43.21C.080 . [Statutory Authority: RCW 43.21C.130. 84-13-036 (Order DE 84-25), § 173-806-173, filed 6/15/84. Formerly WAC 173-805-135.]
- (Ord. 727 § 16, 1998: Ord. 676 § 1 (part), 1995).

Chapter 18.840 TREES¹

18.840.010 Purpose and intent.

The purpose of this chapter is to establish regulations and procedures for preservation and protection of trees, to retain and protect trees with development, and to ensure that the city and any areas that may become part of the city will continue to realize the benefits provided by its tree canopy.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.020 Tree ~~preservation and protection~~ plan—Applicability.

Unless otherwise exempted, any site subject to a development within the City of Ridgefield shall be required to develop a tree ~~preservation and protection~~ plan and shall be required to meet the minimum tree density herein created.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.030 Tree ~~preservation and protection~~ plan—Exemptions.

The following activities are exempt from a tree ~~preservation and protection~~ plan.

- A. Emergencies. Removal of trees necessary to protect public safety or private or public property from imminent danger, as determined by an arborist or accredited landscape architect.
- B. Residential parcels. Removal of trees on lots which 1) have an existing single-family residence, and 2) which cannot be further divided in accordance with the parcel's underlying zoning. Such exemption shall not apply to lots subject to a previously approved tree ~~preservation and protection~~ plan.
- C. Undeveloped property. Removal of up to a total of six trees from an undeveloped parcel within any consecutive thirty-six-month period, if the parcel is intended to remain undeveloped for a period of six years. Such intent shall be recorded in a covenant with a copy provided to the community development director.
- D. Minor development. A tree ~~preservation and protection~~ plan is not required for any site disturbance less than one thousand square feet and where no tree will be removed or adjacent tree(s) impacted.
- E. No trees. A tree plan is not required for development on sites with no existing trees, provided the terms of (C) have not been violated.

(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.

18.840.040 Tree ~~preservation and protection~~ plan—Submittal requirements.

- A. In order to obtain approval of a tree ~~preservation and protection~~ plan, an applicant shall submit a plan to the city, prepared by an arborist or accredited landscape architect, that is drawn to scale and includes the following:
1. Approximate location of all existing trees on site and within fifteen feet of the site. Trees located within a protected critical area or buffer that are not proposed to be cut may be omitted from the plan;
 2. Exact location, species, diameter at breast height (dbh), and dripline of each Oregon white oak six inches dbh or larger, each other native tree twelve inches dbh or larger, and each tree twenty-four inches dbh or larger;
 3. Account of the health or hazard condition and recommendations for treatment for each tree in (1) and (2);
 4. Identification of trees proposed to be cut and retained;
 5. Tree density calculations for existing trees to be preserved and trees proposed for planting;
 6. Replacement tree planting plan;
 7. Location and type of tree protection measures to be installed per RDC 18.840.080;
 8. Identification of the contact person responsible for preparing tree preservation and protection plan;
 9. Location of existing and proposed roads, water, sanitary and storm sewer, and other utility lines/facilities and easements;
 10. Location of existing and proposed structures;
 11. Grade change or cut and fill during and/or after construction;
 12. Existing and proposed impervious surfaces; and
 13. Any other information reasonably required by the city.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.050 Tree ~~preservation and protection~~ plan—Review procedure.

- A. Tree ~~preservation and protection~~ plans submitted with a land use application shall be reviewed concurrently with the application.
- B. Any other tree ~~preservation and protection~~ plan shall be reviewed using a Itype I procedure.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.060 Tree ~~preservation and protection~~ plan—Review standards.

- A. Alternative compliance. All tree removal activities regulated by this chapter shall be performed in compliance with the applicable standards in the chapter unless the applicant demonstrates that alternate measure or procedures will be equal or superior to the provisions of this chapter in accomplishing the purposes of this chapter. Such alternative measures and procedures are subject to approval by the community development director.
- B. Design standards. For all non-exempt development, the following standards shall apply.

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1. In designing a development project and in meeting the required minimum tree density, the applicant should prioritize preservation of existing trees over removal and replacement.
 2. The applicant shall prepare the required tree ~~preservation and protection~~ plan with the following order of tree preservation priority.
 - a. Heritage trees.
 - b. Oregon white oaks six inches dbh or larger.
 - c. Groves of three or more trees with a minimum individual tree size of twelve inches dbh and with overlapping or touching crowns.
 - d. Other native trees twelve inches dbh or larger or any trees twenty-four inches dbh or larger.
 3. Trees to be preserved must be healthy, wind-firm, and appropriate to the site at their mature size, as identified by an arborist or accredited landscape architect. A tree may be excluded from preservation if it has one of the following conditions, and that condition cannot be corrected with reasonable arboricultural practices or site redesign:
 - a. The tree has a combination of structural defects and/or disease which makes it subject to a high probability of failure.
 - b. The tree is causing obvious physical damage to public or private property.
 4. When replacement trees are required to meet the minimum tree density, they shall be planted in the following order of priority.
 - a. Trees planted within or adjacent to designated critical areas and buffers.
 - b. Trees planted adjacent to stormwater facilities.
 - c. Trees planted in common open space.
 - d. Trees planted in entrance landscaping areas or other prominent landscaping areas.
 - e. Trees planted on individual residential building lots.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.070 Tree density requirement.

- A. Minimum tree density. The required minimum tree density is twenty tree units per acre or the existing tree density, whichever is less, for new development and new site disturbance in existing developments.
 1. The tree density may consist of existing trees, replacement trees, or a combination thereof pursuant to the priorities established in RDC 18.840.060.
 2. Each required street tree may be counted as 0.5 tree units.
 3. Minimum tree density does not apply in zones where one hundred percent impervious surface coverage is permitted.
- B. Tree density calculation.
 1. City right-of-way, areas to be dedicated as city right-of-way, and required pervious surface where trees are not appropriate as determined by the city (e.g., athletic fields) shall be excluded from the area used for calculation of tree density.

Table 18.840.070-1. Tree Density for Existing Trees

DBH	Tree Units	DBH	Tree Units	DBH	Tree Units
1"-6"	1	23"-24"	8	37"-38"	15
7"-12"	2	25"-26"	9	39"-40"	16
13"-14"	3	27"-28"	10	41"-42"	17
15"-16"	4	29"-30"	11	43"-44"	18
17"-18"	5	31"-32"	12	45"-46"	19
19"-20"	6	33"-34"	13	47"-48"	20
21"-22"	7	35"-36"	14	49"-50"	21

Table 18.840.070-2. Tree Density and Size Requirements for Replacement Trees

Tree Type	Size at Planting	Tree Units
Deciduous	1.5" caliper (minimum)	1
	1.51" to 3" caliper	1.5
	Greater than 3" caliper	2
Evergreen	6' tall (minimum)	1
	6.01' to 9' tall	1.5
	Greater than 9' tall	2

- C. Replacement tree planting standards. Trees shall be planted pursuant to the planting standards delineated herein.
1. Trees required to meet minimum tree density shall be planted according to the following priority:
 - a. On-site.
 - b. Offsite. When room is unavailable for the required trees on-site, they may be planted at another location as approved by the responsible official.
 2. Replacement trees shall optimize tree diversity and inclusion of native species.
 3. Unless otherwise provided in this chapter, replacement trees shall be subject to the installation and maintenance standards in RDC 18.725.080 and RDC 18.725.090.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.080 Tree ~~preservation and protection plan~~—Protection measures required.

- A. Except as otherwise determined by the community development director, all required tree protection measures set forth in this section shall be instituted prior to any development activities, including, but not limited to, clearing, grading, excavation or demolition work, and shall be removed only after completion of all construction activity, including landscaping and irrigation installation.
- B. The "tree protection zone" shall be defined as the area reserved around a tree or group of trees in which no grading, access, stockpiling, or other construction activity shall occur.
- C. Orange silt fence shall be installed at the edge of the tree protection zone or dripline, whichever is greater, and at the boundary of any open space tracts or conservation easements that abut the parcel being developed prior to any grading or excavation on the site.

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- D. Approved signs shall be attached to the silt fencing stating that inside the fencing is a tree protection zone, not to be disturbed unless prior approval has been obtained from the community development director and arborist for the project.
 - E. No construction activity shall occur within the tree protection zone, including, but not limited to, dumping or storage of materials such as building supplies, soil, waste items, or parked vehicles or equipment.
 - F. The tree protection zone shall remain free of chemically injurious materials and liquids such as paints, thinners, cleaning solutions, petroleum products, and concrete or dry wall excess, construction debris, stockpiled soil, or runoff.
 - G. No excavation, trenching, grading, root pruning or other activity shall occur within the tree protection zone unless directed by an arborist present on-site and approved by the director.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.100 Heritage tree inventory.

- A. The city shall develop an inventory of heritage trees that shall satisfy the criteria of this section. The initial inventory shall be the responsibility of the community development director (director) and shall be updated annually. The city council, planning commission, parks board, homeowner association, a property owner, or any person may recommend to the city that a tree be designated a heritage tree.
- B. The heritage tree designation may be applied to a tree or grove of trees.
- C. The city council shall hold at least one public hearing on the proposed designations. The city shall notify each property owner by certified or registered mail when a tree on the owner's property has been proposed for designation to the heritage tree inventory. The notice and a response form shall be mailed at least thirty calendar days prior to the public hearing. The owner of the property may object to such designation in writing to the city council prior to the public hearing or at the public hearing.
- D. After the city council completes its hearing, it shall establish a list of heritage trees based on the criteria found in this section. Decisions of the city council may be appealed to the hearings examiner by any aggrieved party.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.110 Heritage tree criteria.

- A. For any individual tree or grove of trees to be listed as a heritage tree(s), it must be in an apparently healthy growing condition and one or more of the following exist:
 - 1. The tree has a diameter (at breast height) of thirty-six inches or greater;
 - 2. The tree has a distinctive size, shape, or location, or is of a distinctive species or age which warrants a heritage tree status;
 - 3. The tree possesses exceptional beauty which warrants a heritage tree status;
 - 4. The tree is distinctive due to a functional or aesthetic relationship to a natural resource, such as trees located along stream banks or trees located along ridge lines; or
 - 5. The tree has a documented association with a historical figure, property, or significant historical event.
- B. A grove may be considered for heritage grove status if it is apparently in a healthy growing condition and one or more of the following criteria:

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1. The grove is relatively mature and is of a rare or unusual nature containing trees that are distinctive either due to size, shape, species or age;
 2. The grove is distinctive due to a functional or aesthetic relationship to a natural resource, such as trees located along stream banks, or trees located along ridge lines; or
 3. The grove has documented association with a historical figure, property, or significant historical event. (Ord. No. 1241, § 2(Exh. A), 10-12-2017)

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.120 Heritage trees development review.

- A. When development is proposed for property which may contain a heritage tree, and the director determines that the proposed development may affect a heritage tree, the property owner must have a tree preservation plan prepared by a qualified professional demonstrating how the heritage tree will be protected and preserved. A heritage tree shall be preserved unless the city council determines that the tree may be removed based on the removal criteria for heritage tree in the following section.
- B. A tree preservation plan shall be composed of the following:
 1. A site plan indicating the location of heritage trees.
 2. The methods to be used to preserve the heritage trees.
 3. If a heritage tree is proposed for removal, a narrative statement outlining the reasons why the heritage tree should be removed.
 4. A mitigation plan indicating the replacement trees or additional new trees to be placed on the site. The mitigation plan should demonstrate, to the extent possible, that the character of the site will not substantially change as the result of development.
- C. Site design adjustments may be allowed in some cases, as follows:
 1. The Director may grant a variance to front, side, and/or rear yard setback standards by up to twenty percent to retain a heritage tree(s). The adjustment shall be the minimum necessary to accomplish preservation of trees on site and shall not conflict with the Uniform Building Code or other adopted ordinances or conditions placed on the property.
 2. The director may grant a ten-percent variance to the lot size and/or a ten-percent variance to the lot width and/or lot depth standards in approving a short plat or other land division if necessary to retain heritage trees. The director may accept a preliminary plat application and recommend approval to the hearing body of a plat which provides for similar variance to lot size, width and depth standards if necessary to retain heritage trees.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

18.840.130 Removal of a heritage tree.

- A. Except for the provisions in this section, no person may cut or remove a heritage tree without obtaining approval from the city council. The tree removal permit shall be approved if one of the criteria is satisfied:
 1. Retention of the tree would make reasonable use of the property allowed under the current zoning impractical or impossible in that the development would not be allowed to meet the maximum density allowed by the applicable zoning or would require special design features that would significantly increase the cost of development by ten percent or more.

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2. The removal is necessary to accommodate a new improvement, structure or remodeled structure, and no alternative exists for relocation of the improvement on the site, or that variances to setback provisions of the Development Code will not allow the tree to be saved or will cause other undesirable circumstances on the site or adjacent properties.
 3. The tree is hazardous, diseased or storm damaged and poses a threat to the health, safety or welfare of the public.
 4. The tree has lost its importance as a heritage tree due to damage from natural or accidental causes, or is no longer of historic or natural significance.
 5. The tree needs to be removed to accomplish a public purpose and no practical alternative exists.
- B. The limb structure, or crown, of a heritage tree may be pruned in any one year period without obtaining approval from the director, provided that at least eighty percent of the existing tree crown remains undisturbed. Any person who wishes to prune a heritage tree in excess of twenty percent of the existing crown shall obtain approval from the director subject to the following conditions:
1. The protected tree shall be pruned following acceptable arboricultural standards.
 2. The tree shall be pruned in a manner which ensures safety to public and private property and shall be done by a qualified professional.
 3. Any other conditions necessary to ensure compliance with the requirements of the community development plan.

(Ord. No. 1372, § 2(Exh. A), 10-13-2022)

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 or RDC 18.395. 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:

- 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)

Chapter 18.100 - DEFINITIONS

18.100.014 "C" definitions.

Cannabis plant. An organism having at least three distinguishable and distinct leaves, each leaf being at least three centimeters in diameter, and a readily observable root formation consisting of at least two separate and distinct roots, each being at least two centimeters in length. Multiple stalks emanating from the same root ball or root system shall be considered part of the same single plant.

Cannabis, usable. Dried flowers of the cannabis plant having a THC concentration greater than three-tenths of one percent. Useable cannabis excludes stems, stalks, leaves, seeds, and roots. Dried means containing less than fifteen percent moisture content by weight. The term useable cannabis does not include cannabis products.

Caliper. American Nursery and Landscape Association standard for measurement of the diameter of a tree trunk. Caliper of the trunk shall be measured six inches above the ground.

Capital facilities plan. See "Ridgefield Capital Facilities Plan."

Care. Room and board and the provision of a planned treatment program; "planned treatment" means a previously determined program of counseling, therapy or other rehabilitative social service provided for a group of persons of similar or compatible circumstances or conditions.

Carport. A garage which is open on one or more sides.

Cemetery. An open space site for burial, entombment, inurnment, interment, cremation or funeral purposes.

City. The city of Ridgefield, Washington and all land within its corporate boundaries. The city council is the legislative body of the city. Actions taken on behalf of the city are authorized by the city council or its designee.

City attorney. The city of Ridgefield's contract attorney.

City clerk/treasurer. Referred to in this code as the "city clerk," this person is responsible for accepting counter-complete applications and providing public notice in accordance with the provisions of this title.

City engineer. The Ridgefield city engineer who is responsible for ensuring compliance with city public works and engineering standards or authorized representative.

Clearing. The limbing, pruning, trimming, topping, cutting or removal of vegetation or other organic plant matter by physical, mechanical, chemical or other means.

Clinic. See "Medical clinic/laboratory."

Closed record appeal. An appeal of a land use decision in which new evidence is not allowed.

Code violation. An act or omission contrary to:

- A. An ordinance of the city, or
- B. The conditions of any permit, notice, or stop work order issued pursuant to city ordinance or regulation.

College and university. Public and non-profit institutions of higher education. Accessory uses may include classrooms, laboratories, theaters, auditoriums, libraries, dormitories, eating facilities, bookstores, other small-scale retail, general offices, and parking. Excludes private, profit-making trade, specialized instructional, and vocational schools.

Colocation. See "Wireless: Colocation."

Columbarium. A structure of vaults lined with recesses for urns containing cremated human remains, or any other structure or space, including a space of ground, used or intended to be used for the placement of urns containing cremated human remains.

Commercial parking lot. A vehicle parking facility that does not provide required parking for a primary use on the parcel. The lot may be operated by ~~the city~~ public agency or a business, and may or may not charge a fee for parking.

Community recreation and social facility. Public, private, and non-profit recreational, social and multi-purpose facilities that are open to the public for free or fee (including membership fees). Examples include: community centers; senior centers; social and fraternal organizations; health/fitness clubs; indoor or outdoor tennis/racquetball and soccer clubs and other sports fields; indoor/outdoor swimming pools; golf courses; and shooting ranges, to include firearms, archery, and axe throwing. Outdoor firearm ranges are prohibited. Accessory uses include clubhouses, pro shops, offices, locker rooms, restaurants/delis/concession stands, child care facilities, rest rooms, maintenance facilities, and parking. Excludes uses meeting the definition of "indoor entertainment facility."

Community residential facility. Living quarters meeting applicable federal and state standards that function as a single housekeeping unit and provide supportive services, including but not limited to counseling, rehabilitation and medical supervision, excluding drug and alcohol detoxification which is classified as health services. Includes group homes for children, for those with disabilities, or for the elderly; homes for recovering, non-using alcoholics and addicts; or shelters for domestic violence victims. CRFs are further classified as follows:

- A. CRF-I: Seven to ten residents and staff;
- B. CRF-II: Eleven or more residents and staff.

If staffed by nonresident staff, each twenty-four staff hours per day equals one full-time residing staff member for purposes of classifying CRFs.

Comprehensive plan map. The map or maps that implement the Ridgefield Comprehensive Plan and delineate the boundaries of comprehensive plan districts.

Computer and electronics manufacturing. Uses primarily engaged in manufacturing and/or assembling electronic computers, such as mainframes, personal computers, workstations, laptops, and computer servers, and other similar uses according to the North American Industry Classification.

Concurrency. See RCW 36.70A.070(6)(e) for transportation and 36.70A.020(12) for other public facilities and services.

Conditional use. See "Use: Conditional use."

Conditional use permit (CUP). A permit by the approving agency stating that the conditional use meets all conditions set forth in local ordinances.

Condominium. A building, or group of buildings, in which dwelling units, offices, or floor area are owned individually, and the structure, common areas, and facilities are owned by all the owners on a proportional, undivided basis.

Conference center. An establishment developed primarily as a meeting facility; including accessory facilities for recreation, overnight lodging, and related activities provided for conference participants.

Consultant. A person who is licensed to practice in the professional field of the requested consultation or who has equivalent educational training and at least four years of professional experience.

Contiguous. Next to, abutting, or touching and having a boundary, or portion thereof, in common.

Corner lot. See "Lot: Corner lot."

Corridor—Transportation. See "Transportation corridor."

Corridor—Stream. See "Stream corridor."

Cottage. A cottage is a small, detached dwelling unit that is developed at a density greater than the underlying zone. More than one cottage may occupy a single lot. See cottage development standards in RDC 18.206.040.

Cottage housing development. A cottage housing development is a single-family housing cluster of dwelling units around a central open space. See cottage development standards in RDC 18.206.040.

Crematorium. A place where bodies are consumed by incineration and the ashes of the deceased are collected for permanent burial or storage in urns.

Critical aquifer recharge areas. See RDC 18.280.170, Critical Areas Protection Definitions.

Critical areas. Any of the following areas or ecosystems: wetlands, critical aquifer recharge areas, streams, fish and wildlife habitat conservation areas, frequently flooded areas, and geologically hazardous areas as defined by the Growth Management Act (RCW 36.70A.170). See additional definitions in RDC 18.280.170, Critical Areas Protection.

Cul-de-sac. The bulb shaped turnaround at the end of a dead-end street.

Curb. Cement, concrete, or other improved boundary designed to delineate the edge of the street and to separate the vehicular portion from that provided for pedestrians.

Cultural institution. Public or non-profit cultural facilities including libraries, museums, historic sites, and galleries.

Cut-off angle (of a luminaire). See "Lighting: Cut-off angle (of a luminaire)."

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1164, § 2(Att.), 10-23-2014; Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1296, § 2(Exh. A), 10-10-2019; Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1406, § 2(Exh. A), 7-13-2023)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: July 11, 2024

AGENDA ITEM NAME: Public Hearing and First Reading of Ordinance No. 1427 - Raptors Park Petition to Annex

GOVERNING LEGISLATION

RCW 35A.14 - Annexation by Code Cities

PREVIOUS COUNCIL ACTION TAKEN:

December 7, 2023: Council adopted Resolution No. 633 approving the Franck Intent to Annex with a geopratic modification to include two Clark PUD parcels at the intersection of Hillhurst and Carty Roads.

March 28, 2024: Council adopted Resolution No. 645 approving the Wubben Intent to Annex.

SUMMARY/BACKGROUND:

See attached staff report.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

None. Public hearing and first ordinance reading only.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Staff Report
2. Applicant's Narrative

ORDINANCE NO. 1427

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF RIDGEFIELD APPROXIMATELY 12.16 ACRES IDENTIFIED AS THE RAPTORS PARK ANNEXATION AREA AND ASSIGNING THE ZONING OF THE ANNEXED AREA AS RESIDENTIAL LOW DENSITY 4 WITH THE URBAN HOLDING 10 overlay.

WHEREAS, annexations to the City of Ridgefield are regulated by Revised Code of Washington (RCW) Chapter 35A.14, Annexation by Code Cities; and

WHEREAS, the proposed annexation area (Raptors Park Annexation Area comprised of Assessor's parcels 215876000, 215857000, 216472000, and 216457000 and adjacent NW Carty Road right-of-way) is within the Ridgefield Urban Growth Area as shown on the Ridgefield Urban Growth Area Comprehensive Plan Map of the Clark County 20-Year Comprehensive Growth Management Plan which the Board of Clark County Councilors adopted on June 28, 2016, Ordinance No. 2016-06-12; and

WHEREAS, the proposed annexation area is designated Urban Low as shown on the Comprehensive Plan Map of the Ridgefield Urban Area Comprehensive Plan which the City Council adopted on February 25, 2016, Ordinance No. 1203; and

WHEREAS, RCW 35A.14.010 provides that an unincorporated area lying contiguous to a code city may become part of the charter code city or noncharter code city by annexation; and

WHEREAS, the area proposed to be annexed is contiguous to the city limits; and

WHEREAS, RCW 35A.14.120 provides a direct petition annexation method which requires that prior to circulating a petition for annexation, the initiating party or parties, who shall be the owners of not less than ten percent in value, according to the assessed valuation for general taxation of the property for which annexation is sought, shall notify the legislative body of a charter code city or noncharter code city; and

WHEREAS, on December 7, 2023 the City Council of the City of Ridgefield adopted Resolution No. 633 accepting a notice of intent to annex for the Franck Annexation Area comprised of parcel 215876000 with a geographic modification to include parcels 216472000 and 216457000 and authorized commencement of petition to annex proceedings; and

WHEREAS, on March 28, 2024 the City Council of the City of Ridgefield adopted Resolution No. 645 accepting a notice of intent to annex for the Wubben Annexation Area comprised of parcel 215857000 and authorized commencement of petition to annex proceedings; and

WHEREAS, the City of Ridgefield received a petition to annex for the Raptors Park Annexation Area combining the Franck and Wubben annexations areas as geographically modified and assigned File Nos. MASTER-24-0033 and PLZ-24-0036; and

WHEREAS, the City is designating subject properties Residential Low Density 4 pursuant to RDC 18.210.015.A, the 2016 Ridgefield Urban Area Comprehensive Plan, and the Carty Road Subarea Plan; and

WHEREAS, the City is placing all newly annexed properties in UH-10 pursuant to RDC 18.210.015.B until certification by the city engineer that identifies capital facilities deficiencies have been satisfactorily resolved, as required in RMC 18.270.060, and until Council adopts development standards implementing the Carty Road Subarea Plan; and

WHEREAS, RCW 35A.14.120 requires that the petition to annex must be signed by the owners of not less than sixty percent in value, according to the assessed valuation for general taxation of the property for which annexation is petitioned; and

WHEREAS, the Raptors Park petition to annex is signed by the owners of 100 percent in assessed value

of the property for which annexation is petitioned; and

WHEREAS, on June 26, 2024, the City of Ridgefield requested that the Clark County Department of Assessment and GIS certify the petition to annex by direct petition method according to RCW 35A.01.040(4) which requires that a petition signed by property owners be transmitted to the county assessor for determination of sufficiency; and

WHEREAS, on DATE, the Clark County Assessor provided to the City of Ridgefield a Certification of Sufficiency for the annexation petition by the direct petition method; and

WHEREAS, RCW 43.21C.222 exempts annexation of territory by a city or town from compliance with the chapter entitled State Environmental Policy; and

WHEREAS, RCW 35A.14.130 provides that the legislative body of a code city may entertain a petition for annexation and fix a date for a public hearing thereon and cause notice of the hearing to be published in one or more issues of a newspaper of general circulation in the city, and post in three public places within the territory proposed for annexation, and shall specify the time and place of hearing and invite interested persons to appear and voice approval or disapproval of the annexation; and

WHEREAS, the City of Ridgefield met the requirements defined within RCW 35A.14.130 by publishing a notice of public hearing in the Columbian newspaper, posting notice of public hearing at three public places within the territory proposed for annexation, mailing the notice to surrounding property owners, and posting the notice online; and

WHEREAS, on July 11, 2024, the City Council of the City of Ridgefield held and closed a public hearing on the proposed annexation; and

WHEREAS, RCW 35A.14.140 provides that after the public hearing, if the legislative body determines to effect the annexation, then they shall do so by ordinance and file a copy of the ordinance with the board of county commissioners.

NOW THEREFORE, the City Council for the City of Ridgefield hereby ordains as follows:

SECTION 1. Annexation. The City of Ridgefield hereby annexes into the corporate limits of the City of Ridgefield the Raptors Park Annexation Area shown in Exhibit A.

SECTION 2. Zoning. The zoning of the annexed area shall be Residential Low Density 4 with the Urban Holding 10 and Heritage overlays. The Urban Holding 10 overlay shall not be removed until the requirements of RDC 18.210.015.B and 18.270.060 are met and Council has adopted development standards for the Carty Road Subarea.

SECTION 3. City Filing of Certificate with Washington State Office of Financial Management. A Certificate of Annexation shall be filed with the Washington State Office of Financial Management within thirty (30) calendar days of the effective date of this ordinance.

SECTION 4. City Filing with Clark County. A certified copy of the adopted ordinance shall be separately filed with the Board of Clark County Commissioners and the Clark County Department of Assessment and GIS.

SECTION 5. Severability. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

SECTION 6. Effective Date. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

SECTION 7. 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, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 25TH DAY OF JULY, 2024.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss, City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading/Passage: July 11, 2024

Second reading/Passage: July 25, 2024

Date of Publication:

Effective Date:

EXHIBIT A:

Legal Description and Map of 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

Raptors Park Petition to Annex

Staff Report

File No. MASTER-24-0033, PLZ-24-0036

July 11, 2024

I. Basic Facts

Petition to annex submitted: June 6, 2024

Technically complete: June 25, 2024

Council date: July 11, 2024

Applicant: Wollam & Associates. 7701 NE Greenwood Dr Ste 100 / Vancouver, WA 98662. Contact: Terry Wollam, 360-798-5820, terry@wollamassociates.com

Applicant's Representative: AKS Engineering & Forestry, LLC. 9600 NE 126th Ave, Ste 2520 / Vancouver, WA 98682. Contact: Michael Andreotti, 360-882-0419, andreottim@aks-eng.com

Property Information:

1. 23713 NW Hillhurst Rd / Ridgefield, WA 98642. #81 S29 T4N R1E WM, Assessor's #215876000
2. 24009 NW Meuller Rd / Ridgefield, WA 98642. #80 S29 T4N R1E WM, Assessor's #215875000
3. 3414 NW Carty Rd / Ridgefield, WA 98642. #30 S32 T4N R1E WM, Assessor's #216472000
4. No address. #13 S32 T4N R1E WM, Assessor's #216457000

Current Zoning: Clark County Single-Family Residential (R1-7.5), Urban Holding 10 (UH-10)

Current Comprehensive Plan Designation: Urban Low (UL), Urban Holding (UH)

Carty Road Subarea Plan Zoning Designation: Residential Low Density 4 (RLD-4)

Staff Contact: Claire Lust, Community Development Director. 360.857.5024, Claire.lust@ridgefieldwa.us

II. Property Information

The Raptors Park petition to annex includes four parcels and adjacent Carty Road right-of-way. See Figures 1 and 2. The subject parcels are within the Ridgefield Urban Growth Area (UGA) and are contiguous with the Ridgefield city limits including the Hillhurst Road right-of-way. 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
WOLLAM TERRY L JR & WOLLAM NICCOLE	#81 S29 9T4N R1E WM, Assessor's #215876000	245,678	5.64	\$1,027,631.00	23713 NW Hillhurst Rd
WUBBEN MICHAEL & WUBBEN PATRICIA	#80 S29 T4N R1E WM, Assessor's #215857000	218,671	5.02	\$850,000.00	24009 NW Meuller Rd
CLARK PUBLIC UTILITIES	#30 S32 T4N R1E WM, Assessor's #216472000	61,855	1.42	\$0.00	3414 NW Carty Rd
	#13 S32 T4N R1E WM, Assessor's #216457000	3,485	0.08	\$0.00	No address
Total		529,689	12.16	\$1,877,631	

Figure 1. Vicinity map

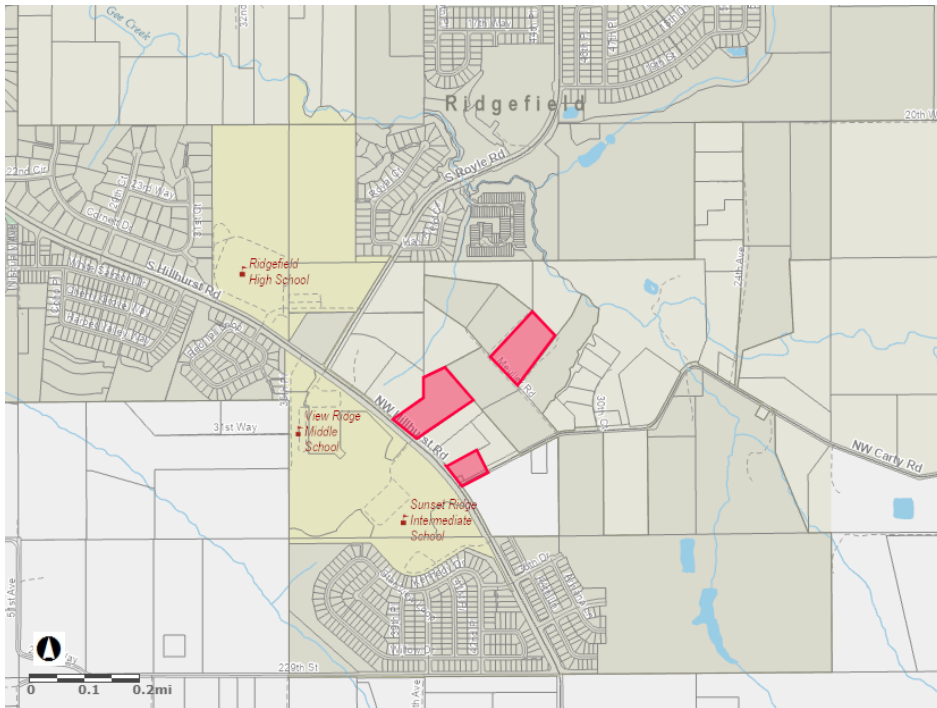
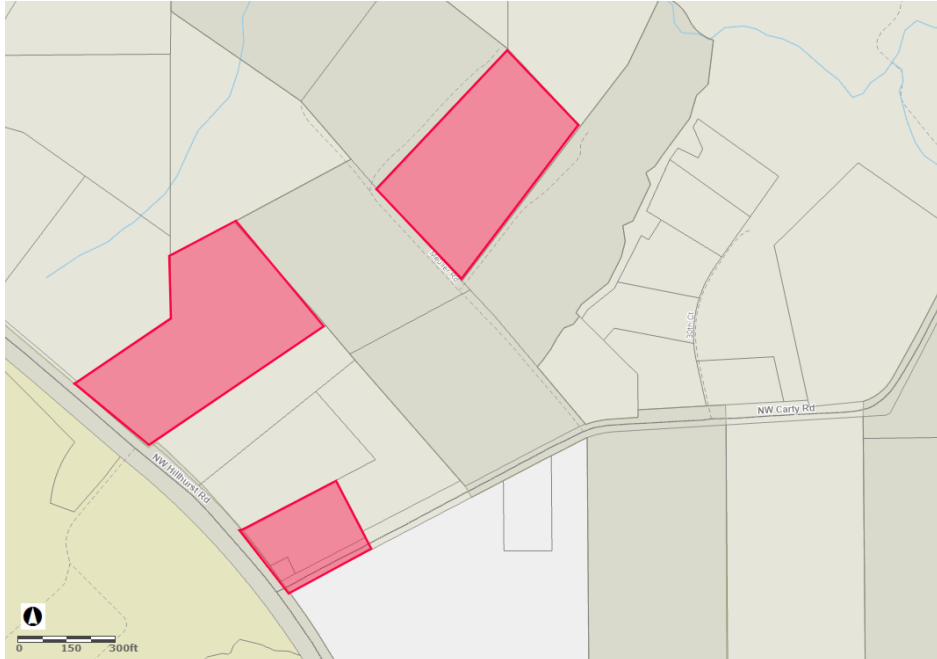


Figure 2. Site map



III. Zoning and Development

Annexation requires concurrent rezoning from the existing Clark County zoning designation to a City zoning designation. Staff finds:

- The County zoning of the proposed annexation area is Single Family Residential R1-7.5 with the Urban Holding – 10 (UH-10) overlay.
- The 2016 Ridgefield Urban Area Comprehensive Plan designation is Urban Low Density Residential (UL).
- Per RDC 18.210.015.A, the RLD-4, RLD-6, and RLD-8 zoning districts shall implement the UL comprehensive plan designation.
- The adopted Carty Road Subarea Plan assigns RLD-4 zoning to the annexation area.
- Therefore, the proposed City zoning is RLD-4.
- The Urban Holding – 10 (UH-10) overlay shall be assigned until capital facilities deficiencies are adequately resolved and development standards implementing the Carty Road Subarea Plan have been adopted by Council.

The applicant's narrative is attached. No development plans have been proposed at this time. Upon annexation, any proposed development will be subject to the City's land use, engineering, and building review processes beginning with a pre-application conference.

IV. Procedure

Intent to Annex

This petition to annex combines two intents to annex as allowed under RCW 35A.14.

Council adopted Resolution No. 633 approving an intent to annex for the Wollam property (formerly known as the Franck property, parcel #215876000) on December 7, 2023. This resolution included a geographic modification to include the two Clark PUD properties at the corner of Hillhurst and Carty Roads. Council chose to include the Clark PUD properties in relation to a planned pedestrian crossing of Hillhurst Road at Carty Road serving the adjacent intermediate and middle schools. Having the properties on each end of this planned crossing in the city limits will allow the City to secure funding and complete the project.

Council adopted resolution No. 645 approving an intent to annex for the Wubben property (parcel #215875000) on March 28, 2024.

Wollam and Associates, the applicant for this petition to annex, was also the applicant for the Wubben intent to annex and has since acquired the Franck property.

Direct petition (60% petition) method for owner-initiated annexation.

The direct petition method of annexation (RCW 35A.14.120-150) requires that owners of 60% or more of the land value of the proposed annexation area must sign the Petition to Annex. Road values are not included in this calculation. The owners of parcel #215876000 (Terry Wollam Jr. and Niccole Wollam) and the owners of parcel #215875000 (Michael and Patricia Wubben) signed the Petition to Annex. The Wollams and Wubbens own 100 percent of the land value of the property proposed for annexation; the Clark PUD parcels have no assessed taxable value. This exceeds the 60% threshold of the Petition to Annex.

Certification of sufficiency.

The Clark County Assessor's office reviewed the declaration of petition to annex, survey, and legal description and indicated these documents should be sufficient per an email to staff dated June 28, 2024. Issuance of a signed certification of sufficiency will be required before Council may approve the annexation.

Council hearing.

Council will hold a public hearing and first ordinance reading for the Raptors Park Petition to Annex on July 11, 2024.

Remaining steps.

- Second ordinance reading: City Council shall hold a second reading and vote to determine whether the city will adopt the Petition to Annex. The second reading is scheduled for July 25, 2024.
- 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.
- Census: The City Clerk shall report population increases to census reporting agencies.

Motion.

None. Public hearing and first ordinance reading only.



BEND, OR
2777 NW Lolo Drive
Suite 150
Bend, OR 97703
(541) 317-8429
www.aks-eng.com

KEIZER, OR
3700 River Road N
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Keizer, OR 97303
(503) 400-6028

THE DALLES, OR
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501 N Quay Street,
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9600 NE 126th Avenue
Ste 2520
Vancouver, WA 98682
(360) 882-0419

WHITE SALMON, WA
107 W Jewett, Ste 100
White Salmon, WA
98672
(509) 281-3227

Date: 6/5/2024
To: City of Ridgefield Community Development
From: Michael Andreotti, RLA
Project Name: Raptors Park (Franck Subdivision)
AKS Job No.: 10781
Project Site: 23713 NW Hillhurst Road / 24009 NW Meuller Road / 3414 NW Carty Road, Ridgefield, WA 98642
Subject: **Introductory Statement**

This memo is written to discuss the proposed notice of petition to annex four properties into the City of Ridgefield (City).

The Applicant is proposing to annex four properties into the City of Ridgefield. The parcels are identified as Clark County Parcel Numbers 215876-000, 215875-000, 216472-000 and 216457-000 and addressed at 23713 NW Hillhurst Road / 24009 NW Meuller Road / 3414 NW Carty Road, Ridgefield, WA 98642. The total area proposed for annexation is ± 12.16 acres and is located within the Ridgefield Urban Growth Area (UGA) boundary. Parcel 215876-000 is bound by the City to the northeast and southwest at NW Hillhurst Drive. Parcel 215875-000 is bound by the City to the northwest, southeast and southwest. Parcels 216472-000 and 216457-000 are bound by the City to the southwest at NW Hillhurst Drive.

The intent to annex Parcel 215876-000 was approved by the Ridgefield City Council, with the requirement that parcels 216472-000 and 216457-000 to be added to the annexation on November 16, 2023 (MASTER-23-0051/PLZ-23-0085). Parcels 216472-000 and 216457-000 are both owned by Clark Public Utilities and have no assessed taxable value. The intent to annex Parcel 215875-000 was approved by the Ridgefield City Council on March 28, 2024 (MASTER-24-0005/PLZ-24-0006). As all parcels with the approved intents to annex are connected through exiting City boundaries, they have been combined into a single petition to annex.

Public water is available in NW Hillhurst Road on the southwest boundary of the annexation area for Parcel 215876-000. Water can be extended to Parcel 215875-000 either through NW Carty Road and Meuller Road or through potential development of neighboring parcels. Sewer is not currently available directly to the annexation parcels; however, a regional pump station (MASTER-23-0067/PLZ-23-0106) is currently being reviewed by the City and Clark Regional Wastewater District. Sewer will be able be brought to the site either from the pump station, through NW Carty Road and Meuller Road. Extension of these public services into the annexation area is not part of a City capital project and would occur with future development of the site. Emergency services, garbage service, and transportation infrastructure are also available to the site.

The proposed annexation requires that 60 percent of the landowners, based on taxable value, approve of the annexation. The owners of parcels 215876-000 and 215875-000 have approved of the annexation. Therefore, as Parcels 216472-000 and 216457-000 have not taxable value, 100 percent of the landowners, based on taxable value, have approved of the annexation.

The properties pertinent information is included below:

Property Owner	Legal	Square Feet	Acres	2023 Assessed Taxable Property Value	Site Address
Terry Jr & Niccole Wollam	#81 SEC 29 T4N R1EWM 5.64A Assessor's #215876-000	245,678 SF	5.64 AC	\$1,027,631.00	23713 NW Hillhurst Road
Michael & Patricia Wubben	#80 SEC 29 T4N R1EWM 5.02A Assessor's #215875-000	218,671 SF	5.02 AC	\$850,000.00	24009 NW Meuller Road
Clark Public Utilities	#30 OF SEC 32 T4NR1EWM 1.42A Assessor's #216472-000	61,855 SF	1.42 AC	\$0.00	3414 NW Carty Road
Clark Public Utilities	#13 OF SEC 32 T4NR1EWM .08A Assessor's #216457-000	3,485 SF	0.08 AC	\$0.00	No Situs Address