



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, December 17, 2020
Teleconference
N/A, Ridgefield, WA 98642**

- I. GENERAL SESSION CALL TO ORDER - 6:30 PM**
 - 1. Roll Call
 - 2. Late changes to the agenda
- II. CONSENT AGENDA**
 - 1. Approval of Claims And/Or Payroll
 - 2. Approval of Minutes from the December 3, 2020 Meeting
 - 3. Declaring Certain Accounts as Uncollectible and Authorizing Write-Off
- III. MAYOR**
 - Appointment of Planning Commission Member, Position No. 5
 - Reappointment of Planning Commission Member, Position No. 7
 - Reappointment of Parks Board Member, Position No. 2, 3 & 7
 - Reappointment of Civil Service Commission Member, Position No. 1 & 2
- IV. PRESENTATION**
 - 1. Port of Ridgefield IT3 Project - Brent Grening, CEO
 - 2. Neighbors on Watch - John Brooks, Chief of Police
 - 3. Pink Patch Donation - Cathy Doriot, Lieutenant
- V. BUSINESS**
 - 1. Second Reading of Ordinance No. 1332 - Transportation Capital Facilities Plan Amendments - Claire Lust, Community Development Director
 - 2. Resolution No. 589 – Approval of Potter Intent to Annex - Claire Lust, Community Development Director
 - 3. Motion - Approval of Union Ridge Ranch Phase 2 Final Plat - Claire Lust, Community Development Director
- VI. PUBLIC HEARING/BUSINESS**
 - 1. Public Hearing - Hearing on Previous Action Taken Regarding Emergency Moratorium on Any New Drive-Through Facility - Claire Lust, Community Development Director
- VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS**
 - 1. Council

2. Mayor
3. City Manager

VIII. ADJOURN

**City Council Agenda Packet is available at the following link:
<http://ridgefieldwa.iqm2.com/Citizens/>**

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 17, 2020
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

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: December 17, 2020 - Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: December 17, 2020

Sum of Amount						
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total	
ACCELA INC. - EPAY	3386	201221926	Public Works	Customer Web Payments - Nov 2020	172.01	
ACCELA INC. - EPAY Total					172.01	
Allison Tatetum	UB*00427	(blank)	Genl Govt/Facilities	Refund Check 011932-000 3305 N Pioneer Canyon Dr	28.12	
Allison Tatetum Total					28.12	
AMAZON BUSINESS	3485	1L4L-R7RX-P4CN	Human Resources	Wellness Safety Swag	144.62	
		16C1-7P3P-WRVG	Genl Govt/Facilities	Tree Jubilee Supplies	203.68	
		1RGC-XPLG-WW96	Genl Govt/Facilities	HT Event Supplies	678.18	
		1MVK-V1WQ-17NL	Genl Govt/Facilities	HT Event Supplies	2,438.09	
		19MY-37MR-NPN7	Genl Govt/Facilities	Tree Jubilee Supplies	140.80	
		11NN-P11L-WVVV	Genl Govt/Facilities	Tree Jubilee	438.24	
		11NN-P11L-D7KG	Genl Govt/Facilities	Tree Jubilee Supplies	1,547.58	
		13NH-QCRK-7WXH	Genl Govt/Facilities	COVID Cleaning Supplies	97.08	
		1K9F-CDL3-YMPW	Community Development	Emp Relations/Cell Phone Supp	69.97	
			Human Resources	Emp Relations/Cell Phone Supp	78.65	
		1PH7-9L39-PMMX	Public Safety	Vehicle/Oper Supplies - PD	139.66	
		14X4-FLCR-6VTT	Genl Govt/Facilities	HT Activity Bags	113.75	
		1NFL-1JPW-Y1LG	Administration	10-Key Calculator - Blehm	77.22	
AMAZON BUSINESS Total					6,167.52	
ARAMARK UNIFORM SERVICES	32	864724063	Genl Govt/Facilities	PW Uniforms	1.14	
				PW Floor Mats	1.93	
				Public Works	PW Uniforms	27.57
				PW Floor Mats	25.80	
		864648540	Genl Govt/Facilities	CDD/PW/FIN Floor Mats	0.27	
				City Hall Floor Mats	7.09	
			Public Safety	PD Floor Mats	4.47	
			Public Works	CDD/PW/FIN Floor Mats	3.66	
			Community Development	CDD/PW/FIN Floor Mats	3.90	
		864610406	Genl Govt/Facilities	CDD/PW/FIN Floor Mats	0.27	
				City Hall Floor Mats	7.09	
			Public Safety	PD Floor Mats	4.47	
			Public Works	CDD/PW/FIN Floor Mats	3.66	
			Community Development	CDD/PW/FIN Floor Mats	3.90	
		864751921	Genl Govt/Facilities	PW Uniforms	1.06	
				PW Floor Mats	1.93	
			Public Works	PW Uniforms	25.29	
				PW Floor Mats	25.80	
		864733412	Genl Govt/Facilities	PW Uniforms	1.06	
				PW Floor Mats	1.93	
			Public Works	PW Uniforms	25.29	
				PW Floor Mats	25.80	
		864555004	Genl Govt/Facilities	CDD/PW/FIN Floor Mats	0.27	

Attachment: December 17, 2020 - Claims Report (Approval of Claims And/Or Payroll)

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ARAMARK UNIFORM SERVICES	32	864555004	Genl Govt/Facilities	City Hall Floor Mats	7.09
			Public Safety	PD Floor Mats	4.47
	Public Works	CDD/PW/FIN Floor Mats	3.66		
	Community Development	CDD/PW/FIN Floor Mats	3.90		
	864743219	Genl Govt/Facilities	PW Uniforms	1.06	
			PW Floor Mats	1.93	
		Public Works	PW Uniforms	25.29	
			PW Floor Mats	25.80	
	864674856	Genl Govt/Facilities	CH/PW/CDD/PD Floor Mats - Credit	(36.95)	
		Public Safety	CH/PW/CDD/PD Floor Mats - Credit	(22.12)	
		Public Works	CH/PW/CDD/PD Floor Mats - Credit	(17.89)	
		Community Development	CH/PW/CDD/PD Floor Mats - Credit	(19.24)	
	864667430	Genl Govt/Facilities	CDD/PW/FIN Floor Mats	0.27	
			City Hall Floor Mats	7.09	
		Public Safety	PD Floor Mats	4.47	
		Public Works	CDD/PW/FIN Floor Mats	3.66	
		Community Development	CDD/PW/FIN Floor Mats	3.90	
ARAMARK UNIFORM SERVICES Total				200.04	
Autry Kyle	UB*00428	(blank)	Genl Govt/Facilities	Refund Check 011510-000 929 N Noble Loop	148.23
Autry Kyle Total				148.23	
BANG THE TABLE USA LLC	3538	INV-0526	Information Technology	Website Platform	10,250.00
BANG THE TABLE USA LLC Total				10,250.00	
BLACK KNIGHT EMBLEM & INSIGNIA LLC	3108	347	Genl Govt/Facilities	Pink Patches	(33.09)
			Public Safety	Pink Patches	426.99
BLACK KNIGHT EMBLEM & INSIGNIA LLC Total				393.90	
BSK ASSOCIATES	2119	VD03628	Public Works	Coliform Testing	425.00
BSK ASSOCIATES Total				425.00	
BURGESS & NIPLE INC.	3512	958601	Public Works	4Q.2020 - Bridge Inspections	1,900.00
BURGESS & NIPLE INC. Total				1,900.00	
CERTIFIED TESTING SERVICES INC	3536	252261	Public Works	Backflow Testing	180.00
CERTIFIED TESTING SERVICES INC Total				180.00	
CFM STRATEGIC COMMUNICATIONS INC.	2551	25784	Genl Govt/Facilities	Lobbyist - Nov 2020	5,200.00
CFM STRATEGIC COMMUNICATIONS INC. Total				5,200.00	
CITY OF RIDGEFIELD-W/S	96	013419-000-2020	Public Works	DT Stormwater Enhancement Proj - Hydrant Meter Rental	4.74
CITY OF RIDGEFIELD-W/S Total				4.74	
CLARK COUNTY	102	CI021972	Public Safety	Q3.2020 - MDC's/Netmotion Support	6,117.28
CLARK COUNTY Total				6,117.28	
CLARK PUBLIC UTILITIES	110	7206-555-0-20201217	Public Works	109 W Division St - Electricity	170.15
		7206-643-4-20201217	Public Works	400 N Abrams Park Rd	1,269.06
		7206-456-1-20201217	Public Safety	116 N Main Avenue	174.32
		7206-552-7-20201217	Public Works	214 S Riverview Dr	90.41
		7206-605-3-20201217	Public Works	N 1st Cir & N 65th Ave - Park & Ride	72.45
		7206-644-2-20201217	Public Works	City Park/Water Well	3,126.93
		7206-645-9-20201217	Public Works	N Abrams Park/E Division	352.98

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CLARK PUBLIC UTILITIES	110	7206-578-2-20201217	Genl Govt/Facilities	230 Pioneer Ave	186.48
		7207-402-4-20201217	Public Works	1504 NW Intertie 3 - Water	725.75
		7206-648-3-20201217	Public Works	Municipal Lighting Lease	7,945.18
		7207-403-2-20201217	Public Works	911 N 65th Ave Intertie 2 - Water	109.18
		7206-694-7-20201217	Public Works	255 S 56th Pl - Electricity	1,246.04
		7207-401-6-20201217	Public Works	800 NE 264 St Intertie 1 - Water	632.66
		CLARK PUBLIC UTILITIES Total			
CLARK REGIONAL WASTEWATER DISTRICT	741	032695-000-20201217	Genl Govt/Facilities	109 W Division WWTP - CRWWD Portion - Sewer	92.05
			Public Works	109 W Division WWTP - Sewer	92.05
		032899-000-20201217	Public Works	Abrams Park Former Mgr House - Sewer	42.81
		032752-000-20201217	Genl Govt/Facilities	230 Pioneer St City Hall - Sewer	81.95
		035480-000-20201217	Public Works	255 S 56th Pl Well & Reservoir - Sewer	39.75
		032712-000-20201217	Public Safety	116 N Main Ave PD - Sewer	46.49
		032894-000-20201217	Public Works	Abrams Park Kitchen - Sewer	40.98
		032895-000-20201217	Public Works	Abrams Park Restrooms - Sewer	91.12
CLARK REGIONAL WASTEWATER DISTRICT Total					527.20
CLEARGOV INC.	3109	2020-10333	Information Technology	Clear Gov Subscription - 2021	3,907.83
CLEARGOV INC. Total					3,907.83
COLUMBIAN PUBLISHING	116	22910	Genl Govt/Facilities	6 Yr St Plan	41.40
		20934	Public Works	Equip Abrams Park Well 11	283.80
		21449	Community Development	CL PLZ-20-0026 Kemper Grove	93.60
COLUMBIAN PUBLISHING Total					418.80
COMCAST BUSINESS	1666	1666-202010-109	Genl Govt/Facilities	PW Shop Communications	28.59
			Public Works	PW Shop Communications	382.20
		1666-202010-510	Genl Govt/Facilities	RACC Communications	72.15
			Public Works	RACC Communications	62.12
			Community Development	RACC Communications	260.63
		1666-202010-116	Public Safety	PD Communications	349.26
COMCAST BUSINESS Total					1,154.95
COMDATA NETWORK INC.	1101	20339705	Public Safety	Fuel PD - XN795	797.10
COMDATA NETWORK INC. Total					797.10
Cook Stephen	UB*00434	(blank)	Genl Govt/Facilities	Refund Check 013290-000 188 N 41st Pl	15.58
Cook Stephen Total					15.58
Crabb Laura	UB*00445	(blank)	Genl Govt/Facilities	Refund Check 005247-000 708 Shobert St	662.82
Crabb Laura Total					662.82
Dalton Ryan & Kait	UB*00444	(blank)	Genl Govt/Facilities	Refund Check 012823-000 319 N 33rd Ct	52.58
Dalton Ryan & Kait Total					52.58
Dan Foister Investment	UB*00429	(blank)	Genl Govt/Facilities	Refund Check 010374-000 50 N 42nd Pl	23.06
Dan Foister Investment Total					23.06
DEPARTMENT OF LICENSING	3387	3387-20201217	Public Safety	Tax/Licensing - 2020 Interceptor	3,482.70
DEPARTMENT OF LICENSING Total					3,482.70
DEPARTMENT OF LICENSING - CPL	154	RG0000532-2020	Genl Govt/Facilities	CPL Fees - Kemink	18.00
		RG0000534-2020	Genl Govt/Facilities	CPL Fees - Trappe	18.00
		RG0000535-2020	Genl Govt/Facilities	CPL Fees - Trappe	18.00

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DEPARTMENT OF LICENSING - CPL Total					54.00
DSU - PETERBILT & GMC INC	3534	20047176	Genl Govt/Facilities	Dump Truck Repairs - Use/Sales Tax 8.4%	(598.42)
				Dump Truck Repairs	7,722.52
DSU - PETERBILT & GMC INC Total					7,124.10
E2 LAND USE PLANNING SERVICES LLC	485	0485-20201217	Community Development	Planning Consulting Services - Nov 2020	2,625.00
E2 LAND USE PLANNING SERVICES LLC Total					2,625.00
ELCOR INC	2081	MSP-13064	Public Safety	IT Services - Nov 2020	2,504.51
			Public Works	IT Services - Nov 2020	2,092.86
			Community Development	IT Services - Nov 2020	2,226.23
			Information Technology	IT Services - Nov 2020	4,864.12
		13120	Information Technology	GoDaddy.com Renewal - 2021	88.44
ELCOR INC Total					11,776.16
FDM Development	UB*00443	(blank)	Genl Govt/Facilities	Refund Check 012676-003 201 S 47th Ave	184.38
	UB*00437	(blank)	Genl Govt/Facilities	Refund Check 012676-001 55 S 47th Ave	116.10
FDM Development Total					300.48
FERGUSON ENTERPRISES INC # 8423	181	941621	Genl Govt/Facilities	Water Meters	(1,110.14)
		943885	Public Works	Water Meters	14,326.14
			Public Works	Water Supplies	865.36
FERGUSON ENTERPRISES INC # 8423 Total					14,081.36
Foxes 2 LLC	UB*00438	(blank)	Genl Govt/Facilities	Refund Check 011281-000 902 N 15th Ct	88.60
Foxes 2 LLC Total					88.60
Gasca Doris	UB*00433	(blank)	Genl Govt/Facilities	Refund Check 006502-000 308 N 4th Ave	133.73
Gasca Doris Total					133.73
GSI WATER SOLUTIONS INC.	2971	0727.001-26	Public Works	Hydrological Study	1,595.00
GSI WATER SOLUTIONS INC. Total					1,595.00
H.D. FOWLER COMPANY	2036	15650212	Public Works	Water Meters	1,258.92
H.D. FOWLER COMPANY Total					1,258.92
HALME EXCAVATING INC.	2746	2746-4	Genl Govt/Facilities	S 3rd Ave Improvements	(420.35)
			Public Works	S 3rd Ave Improvements	8,407.00
HALME EXCAVATING INC. Total					7,986.65
HOME DEPOT CREDIT CARD SERVICES	1805	3126421	Public Works	Streets - Pressure Washer	356.64
		3235262	Public Works	Streets - Power Tools	388.07
		1521105	Public Works	Parks Supplies	139.10
HOME DEPOT CREDIT CARD SERVICES Total					883.81
HONEY BUCKETS	223	551852732	Public Works	Davis Park Port-a-Potty	328.00
HONEY BUCKETS Total					328.00
INTERMEDIA.NET INC	2187	201289440	Information Technology	Voice Service Charges - Nov 2020	87.43
INTERMEDIA.NET INC Total					87.43
J2 BLUE PRINT SUPPLY	243	AR94534	Genl Govt/Facilities	HT RORC Signage	67.21
		AR94380	Community Development	Plotter Contract - Dec 2020	63.41
		AR94523	Genl Govt/Facilities	HT Signage	60.70
		AR94522	Genl Govt/Facilities	HT RORC Signage	106.23
		AR94525	Genl Govt/Facilities	HT Signage	15.18
		AR94524	Genl Govt/Facilities	HR Photo Frame	106.23

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J2 BLUE PRINT SUPPLY Total						418.96
JANEAN Z PARKER	2199	101	Public Works	Legal Services - Nov 2020		100.00
			Community Development	Legal Services - Nov 2020		350.00
			Legal	Legal Services - Nov 2020		3,500.00
JANEAN Z PARKER Total						3,950.00
Johnson Veronica Hernandez and Keith	UB*00432	(blank)	Genl Govt/Facilities	Refund Check 008573-000 3142 S 3rd Way		165.23
Johnson Veronica Hernandez and Keith Total						165.23
LANGUAGE LINE SERVICES INC.	3122	4865385	Judicial	Interpretation Services		(8.76)
		4920424	Judicial	Interpretation Services		34.20
LANGUAGE LINE SERVICES INC. Total						25.44
LARSEN SIGN CO	1784	27949	Public Safety	PD Vehicle Lettering		544.01
LARSEN SIGN CO Total						544.01
LINKO TECHNOLOGY INC.	3337	7809	Genl Govt/Facilities	Web Tests - Nov 2020		(3.61)
			Public Works	Web Tests - Nov 2020		46.61
LINKO TECHNOLOGY INC. Total						43.00
MALLORY SAFETY AND SUPPLY LLC	285	4968892	Genl Govt/Facilities	PW Safety Vests		15.80
			Public Works	PW Safety Vests		211.19
MALLORY SAFETY AND SUPPLY LLC Total						226.99
MARIUS L MALATTIA	1817	143	Community Development	Design Reviews - Nov 2020		1,820.00
MARIUS L MALATTIA Total						1,820.00
MJB CONSULTING INC	3117	1955	Genl Govt/Facilities	State Lobbyist - Nov 2020		2,500.00
MJB CONSULTING INC Total						2,500.00
MUNICIPAL CODE CORP.	1185	351938	Genl Govt/Facilities	Admin Support Fee 12/20-11/21		275.00
MUNICIPAL CODE CORP. Total						275.00
Murray Andrea	UB*00431	(blank)	Genl Govt/Facilities	Refund Check 008223-000 1711 S Nighthawk Rd		414.60
Murray Andrea Total						414.60
NAPA AUTO PARTS	498	217300	Genl Govt/Facilities	Dump Truck Repair		21.70
			Public Works	Dump Truck Repair		290.28
		217428	Public Safety	PD Vehicle Maint		39.60
NAPA AUTO PARTS Total						351.58
NORTHWEST NATURAL GAS	315	8578-7-20201217	Public Works	PW Shop - Natural Gas		317.45
		8817-9-20201217	Genl Govt/Facilities	City Hall - Natural Gas		293.49
		1000591-6-20201217	Public Safety	Police Department - Natural Gas		64.64
NORTHWEST NATURAL GAS Total						675.58
ONE CALL CONCEPTS	326	119093	Public Works	Excavation Notif/Modem Ticket Delivery - Nov 2020		274.56
ONE CALL CONCEPTS Total						274.56
ON-HOLD CONCEPTS INC	2217	527374	Information Technology	On Hold Music Service - Dec 2020		24.95
ON-HOLD CONCEPTS INC Total						24.95
PACIFIC OFFICE AUTOMATION	1564	70286068	Genl Govt/Facilities	RACC Copier Lease		21.16
				PW Shop Printer		6.06
				City Hall Copier Lease		609.88
			Public Works	RACC Copier Lease		283.78
				PW Shop Printer		81.07
			Community Development	RACC Copier Lease		304.94

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PACIFIC OFFICE AUTOMATION Total					1,306.89
PARKROSE HARDWARE	3104	f69806	Genl Govt/Facilities Public Works	Small tools/cold weather gear - PWFAC Small tools/cold weather gear - PWFAC	31.32 284.04
PARKROSE HARDWARE Total					315.36
PATRICK HILDRETH BRAND AND DESIGN	2372	1830	Genl Govt/Facilities	Professional Design & Web Maint	300.00
PATRICK HILDRETH BRAND AND DESIGN Total					300.00
PBS ENGINEERING AND ENVIRONMENTAL	342	00714703.000-6	Public Works	I-5 S Connection Proj	2,494.56
PBS ENGINEERING AND ENVIRONMENTAL Total					2,494.56
PINK LEMONADE PROJECT	3110	3110-20201217	Genl Govt/Facilities	Pink Patch Project Donation	1,743.02
PINK LEMONADE PROJECT Total					1,743.02
PITNEY BOWES	341	3312463766	Genl Govt/Facilities	Postage Machine Lease - 4th Qtr 2020	466.77
PITNEY BOWES Total					466.77
Powell Renae & David	UB*00439	(blank)	Genl Govt/Facilities	Refund Check 007203-000 1920 N Falcon Dr	69.15
Powell Renae & David Total					69.15
POWER DMS INC.	2473	Q-87528	Public Safety	PD Records Management - 2/21-2/22	3,323.65
POWER DMS INC. Total					3,323.65
Raz Construction	UB*00435	(blank)	Genl Govt/Facilities	Refund Check 013195-000 Hydrant Meter	87.22
Raz Construction Total					87.22
Redbud LLC	UB*00426	(blank)	Genl Govt/Facilities	Refund Check 012376-000 2225 S Royal Court	155.69
Redbud LLC Total					155.69
Ridgefield East Development LLC	UB*00442	(blank)	Genl Govt/Facilities	Refund Check 012992-007 310 N 88th Dr	14.29
Ridgefield East Development LLC Total					14.29
RIDGEFIELD LANDSCAPE PRODUCTS	3021	3021-2021217	Public Works	Parks/Streets Debris Dump	639.56
RIDGEFIELD LANDSCAPE PRODUCTS Total					639.56
RIDGEFIELD SCHOOL DISTRICT	378	1002000033	Genl Govt/Facilities	RACC Operating Expense - Wastewater	8.14
				RACC Operating Expense - Garbage	18.62
				RACC Operating Expense - Janitorial	241.55
				RACC Operating Expense - Electricity	147.71
			Public Works	RACC Operating Expense - Wastewater	7.01
				RACC Operating Expense - Garbage	16.02
				RACC Operating Expense - Janitorial	207.96
				RACC Operating Expense - Electricity	127.18
			Community Development	RACC Operating Expense - Wastewater	29.39
				RACC Operating Expense - Garbage	67.26
				RACC Operating Expense - Janitorial	872.59
				RACC Operating Expense - Electricity	533.60
RIDGEFIELD SCHOOL DISTRICT Total					2,277.03
Ruan Xiao	UB*00440	(blank)	Genl Govt/Facilities	Refund Check 011362-000 291 N 34th Court	78.54
Ruan Xiao Total					78.54
SHRED-IT US JV LLC	2274	8180959878	Genl Govt/Facilities	Secure Shredding - RACC	6.08
			Public Works	Secure Shredding - RACC	5.24
			Community Development	Secure Shredding - RACC	21.96
			Genl Govt/Facilities	Secure Shredding - CH	43.81
SHRED-IT US JV LLC Total					77.09

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Siegmund Carey	UB*00441	(blank)	Genl Govt/Facilities	Refund Check 005608-000 117 Northridge Dr	21.76
Siegmund Carey Total					21.76
SITEONE LANDSCAPE SUPPLY LLC	2951	105112674-001	Genl Govt/Facilities	HT Supplies - Drive Through Display	394.55
SITEONE LANDSCAPE SUPPLY LLC Total					394.55
SPRINGBROOK SOFTWARE LLC	3444	INV-004937	Public Works	Customer Web Payments - Nov 2020	1,008.00
SPRINGBROOK SOFTWARE LLC Total					1,008.00
STAPLES CONTRACT & COMMERCIAL INC	2884	8060511223	Genl Govt/Facilities	Office Supplies	20.36
				Operational Supplies	35.92
STAPLES CONTRACT & COMMERCIAL INC Total					56.28
TAC 1 SYSTEMS	1634	SI-009324	Genl Govt/Facilities	Surveillance Kits	(30.22)
			Public Safety	Surveillance Kits	389.93
TAC 1 SYSTEMS Total					359.71
Team Construction	UB*00436	(blank)	Genl Govt/Facilities	Refund Check 011053-003 Hydrant Meter 70 S 65th Ave	412.30
Team Construction Total					412.30
THE GUNTER GROUP LLC	3493	3538	Community Development	SmartGov Consulting Services	12,110.00
THE GUNTER GROUP LLC Total					12,110.00
THE PARR COMPANY	964	26535325	Public Works	Streets Supplies	191.27
		26538660	Genl Govt/Facilities	HT - Overlook Tree Supp	46.48
		26535328	Public Works	Returned Streets Supplies	(175.25)
		26539294	Genl Govt/Facilities	HT Tree Supplies	155.83
		26539062	Community Development	CDD Supples	43.33
THE PARR COMPANY Total					261.66
TRACY BLEHM	809	0809-20201217	Human Resources	Holiday Party Supplies Reimb	181.80
		0809-20201217B	Human Resources	Holiday Party Supplies Reimb	174.89
TRACY BLEHM Total					356.69
TRAFFIC SAFETY SUPPLY	432	INV033205	Public Works	Flashing Lights for a 4 Way Stop @ 85th/Union Ridge	553.28
TRAFFIC SAFETY SUPPLY Total					553.28
UNITED STATES ORIENTEERING FEDERATION	3537	3537-20201717	Genl Govt/Facilities	YMP Map Project - 2020-017	50.00
UNITED STATES ORIENTEERING FEDERATION Total					50.00
URBAN NORTHWEST HOMES LLC	2263	BLD-20-0441	Genl Govt/Facilities	Refund BLD-20-0441 - WSDCS	4,877.61
		BLD-20-0402	Genl Govt/Facilities	Refund BLD-20-0402 - WSDCS	4,812.61
		BLD-20-0417	Genl Govt/Facilities	Refund BLD-20-0417 - WSDCS	4,812.61
		BLD-20-0403	Genl Govt/Facilities	Refund BLD-20-0403 - WSDCS	4,812.61
		BLD-20-0404	Genl Govt/Facilities	Refund BLD-20-0404 - WSDCS	4,812.61
URBAN NORTHWEST HOMES LLC Total					24,128.05
USA BLUEBOOK	444	432210	Public Works	Chlorine Regent Set	151.50
		429186	Genl Govt/Facilities	PW Safety Supplies	6.79
			Public Works	PW Safety Supplies	90.79
		427807	Genl Govt/Facilities	Hand Warmers	0.79
			Public Works	Hand Warmers	10.58
USA BLUEBOOK Total					260.45
VERIZON WIRELESS	452	9865900428	Genl Govt/Facilities	PW Cell Phones & 2 iPads	18.47
				Julie iPad	26.44
				PW Director iPad	3.98

Attachment: December 17, 2020 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: December 17, 2020

VERIZON WIRELESS	452	9865900428	Genl Govt/Facilities	Patricia Cell Phone	41.90		
			Public Safety	PD Cell Phones	549.37		
				PD Chief iPad	26.45		
			Public Works	PW Cell Phones & 2 iPads	246.82		
				PW Director iPad	17.14		
			Community Development	CDD Cell Phones	258.12		
				CDD Director iPad	26.46		
				PW Director iPad	5.29		
			Administration	Deputy City Manager iPad	26.46		
			Finance	Finance Director iPad	26.45		
			Council	Council iPads	301.14		
			Executive	City Manager iPad	26.46		
		9868007355	Genl Govt/Facilities	PW Cell Phones & 2 iPads	53.91		
			Public Safety	PD Cell Phones	561.78		
			Public Works	PW Cell Phones & 2 iPads	720.75		
			Community Development	CDD Cell Phones	377.48		
				CDD Cell Phone - Credit	(50.00)		
				PW Cell Phones & 2 iPads	50.44		
				PD Cell Phones	494.54		
			Public Works	PW Cell Phones & 2 iPads	674.22		
			Community Development	CDD Cell Phones	301.77		
				9865900430	Genl Govt/Facilities	PW Cell Phones & 2 iPads	17.21
						Julie iPad	24.29
						PW Director iPad	3.66
		Patricia Cell Phone			41.90		
	Public Safety	PD Cell Phones			963.08		
		PD Chief iPad			24.30		
	Public Works	PW Cell Phones & 2 iPads			230.03		
		PW Director iPad			15.74		
	Community Development	CDD Cell Phones			240.06		
		CDD Director iPad			24.31		
		PW Director iPad			4.87		
		Administration			Deputy City Manager iPad	24.30	
		Finance	Finance Director iPad	24.31			
		Council	Council iPads	280.07			
		Executive	City Manager iPad	24.30			
		9868007353	Public Works	Hillhurst Ped Crossing - Nov 2020	110.04		
	VERIZON WIRELESS Total					6,838.31	
	Vick Landscaping	UB*00430	(blank)	Genl Govt/Facilities	Refund Check 010908-002 Hydrant Meter S 48th Ave E of Rosauers	330.92	
Vick Landscaping Total					330.92		
WASHINGTON STATE PATROL	463	I21002853	Genl Govt/Facilities	Background Checks - CPL	193.25		
WASHINGTON STATE PATROL Total					193.25		
WELLS FARGO	1681	202011-6947	Genl Govt/Facilities	Kipp Ovr O.Co/Overstock.Com HT decorations	235.23		
				Kipp Sticker Mule HT Supplies	114.90		

Attachment: December 17, 2020 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: December 17, 2020

WELLS FARGO	1681	202011-6947	Genl Govt/Facilities	Kipp The Home Depot 4718 Heaters for PW - Covid Expense	578.05
				Kipp Christmasli HT decorations	769.54
			Human Resources	Kipp Old Liberty Theater Llc Caught being safe - safety committe	132.00
		202011-7051		Kipp Instacart Wellness snacks	482.01
				Kipp Www Costco Com Wellness Snacks	187.39
				Kipp Www Costco Com Wellness	29.99
		202011-7028	Genl Govt/Facilities	Blehm Sp Adore Your Door Employee appreciation - Sales Tax	(50.77)
			Human Resources	Blehm Sp Adore Your Door Employee appreciation	655.17
			Finance	Blehm Apa Learning System Payroll training - Brittani	715.44
		202011-7002	Genl Govt/Facilities	Brunson Rosauers Food & Dru Coffee for PW's	0.46
			Public Works	Brunson Rosauers Food & Dru Coffee for PW's	6.12
				Brunson Carls Jr Restaurants 8514 First aid/CPR class lunch - Br	11.90
			Genl Govt/Facilities	Thamert Grainger Paper Towel Dispenser- S. 56th Water Treatment	10.33
				Thamert Grainger Forehead Thermometer- Daily Health Screenings-	79.37
				Thamert The Home Depot 4718 propane heaters- Covid	323.03
				Thamert Grainger Paper Towel Dispenser- S. 56th Water Treatment	138.11
				Thamert The Home Depot 4718 Garbage Can	27.88
				Thamert The Home Depot 4718 sledge hammer/4 lb hammer.	55.77
				Thamert Grainger Wind gauge- Pesticide Application	69.57
				Thamert Staples Direct Storm Office Supplies	41.31
				Ferriss Grt Vancouver Chamber 2021 Legislative Outlook Breakfast	105.00
				Stuart Wf4wasbassoc Service Fee Transaction Fee for annual WSBA	11.70
		202011-7036	Executive	Stuart Rosauers Food & Dru Mtng w/City Councilors re: City issue	25.63
				Stuart Three Sixty Burgers An Growth Management Act Update Workg	27.23
				Stuart Wsba Annual WA State Bar Association dues	468.00
				Stuart The Sportsmans Mtng w/City Councilors re: City issues/age	42.23
				Johnson Sp Sublimation House Face masks for Covid-19 - Sales T	(253.20)
		202011-6970	Genl Govt/Facilities	Johnson Municipal Research And Se 2021 renewal for MRSC	275.00
				Johnson Sp Sublimation House Face masks for Covid-19	3,267.43
				Johnson Government Finance Offic 2021 GFOA Membership	170.00
				Demoss Sp Sublimation House Face Masks - Covid-19 - Sales Tax	(254.20)
				Demoss Sticker Mule Buttons for HT Supplies	65.04
		202011-6996	Genl Govt/Facilities	Demoss Sp Sublimation House Face Masks - Covid-19	3,280.43
				Demoss Mailchimp Misc Mailing list serve for communications	22.61
				Lust Wabo Renew WABO membership 2021	95.00
				Rubio Romero Adobe 800-833-6687 Software - Giles	16.25
				Rubio Romero Eclinchier Social Media	49.00
		202011-6939	Community Development	Rubio Romero Adobe Acropo Subs Software - Stuart	16.14
				Rubio Romero Amazon Web Services Website backup	0.76
				Rubio Romero Apple.Com/Bill CH IPad	14.08
				Rubio Romero Adobe Creative Cloud Software - DeMoss	57.44
				Rubio Romero Apple.Com/Bill Comm Events IPad	10.83
		202011-5756	Information Technology	Rubio Romero Txtsignal.Com Outreach texting Software	39.00
				Rubio Romero Zoom.Us 888-799-9666 Meeting Platform	59.60

Attachment: December 17, 2020 - Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: December 17, 2020

WELLS FARGO	1681	202011-6988	Information Technology	Knottnerus Canvas Host Lic Website and email domain.	14.99	
		202011-6962	Genl Govt/Facilities	Denton Traffic Safety Supply Co Thermal plastic coating - crossw	(201.53)	
			Public Works	Denton Traffic Safety Supply Co Thermal plastic coating - crossw	2,600.73	
			Finance	Denton Www.Wanigp.Org Procurement Membership - 2021	40.00	
		202011-6913	Public Works	Kast On The Spot Engraving S 3rd Ave Plaque	133.33	
		202011-6954	Public Safety	Brooks Miracle Cleaners Safety vests for NOW w/ Patches	84.99	
		202011-7010	Genl Govt/Facilities	Hoots Trittech Forensics DUI Blood Kits - Sales Tax	(10.25)	
			Public Safety	Hoots Paypal Nationalass SGT JASON FERRISS FTO - FIELD TRAINING	40.00	
				Hoots Tlo Transunion BACKGROUND INVESTIGATIONS	58.42	
				Hoots Trittech Forensics DUI Blood Kits	132.25	
				Hoots Adobe Acropro Subs Adobe Subs - Hoots	16.25	
				Hoots Carben Tec TRACKING DEVICE FOR FIELD THEFT INVESTIGATIONS	160.32	
		202011-6921	Public Safety	Doriot Excel Designs Department baseball hat for Patrick Morgan	32.51	
WELLS FARGO Total					15,325.81	
ZW USA INC.	3063	377785	Genl Govt/Facilities	Dog Waste Bags	(24.33)	
			Public Works	Dog Waste Bags	313.98	
ZW USA INC. Total					289.65	
Grand Total					194,663.68	

Attachment: December 17, 2020 - Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 17, 2020

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from the December 3, 2020 Meeting

AGENDA ITEM TITLE:

Approval of minutes from the following meeting(s) of the council:

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

ACTION OR MOTION:

Approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 12-03-2020 (PDF)



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

December 3, 2020

Regular Meeting - 6:30 PM

STUDY SESSION - 5:30PM

Federal Legislative Update - Joel Rubin, CFM Advocates

GENERAL SESSION CALL TO ORDER - 6:30 PM

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Present	
Lee Wells	Councilor	Present	
Don Stose	Mayor	Present	
Sandra Day	Councilor	Present	
Jen Lindsay	Councilor	Present	
Rob Aichele	Councilor	Present	
Dana Ziemer	Councilor	Present	

LATE CHANGES TO THE AGENDA

Add: Resolution No. 588 - Ridgefield Non-Profit Food Bank Grant Program.

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	Dana Ziemer, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the November 19, 2020 Meeting**
- 3. Grounds Equipment and Maintenance Services Agreement**

PUBLIC HEARING/BUSINESS

- 1. Public Hearing and Second Reading of Ordinance No. 1331 – 2021 Proposed Budget - Kirk Johnson, Finance Director**

The 2021 budget proposes total revenues of \$29 million and \$27.4 million in expense. The 2021 budget proposes an operating budget of \$14,135,090, capital budget of \$6,201,400, special revenue budget of \$0, capital service budget of \$5,667,468 and a debt service budget of \$1,433,629 (General Government),

for a total budget of \$27,437,587. The net impact on overall fund balance is an increase of \$1,605,966. Transfers between funds included in the budget total \$7,095,245, with \$1,011,566 associated with the operating funds, transfers to the equipment replacement fund in the amount of \$218,892, transfers for debt service in the amount of \$1,629,787 (\$1,433,629 General Govt. and \$196,158 for Water Utility), and \$4,235,000 for capital projects. Total revenues and the use of fund balance and/or designated reserves are projected to sufficiently support the proposed budget. The 2021 proposed budget includes funding for seven new full-time equivalent positions and an increase from one part-time position to a full-time position. The new positions are for two police officers, a police clerk, a permit tech, a storm water maintenance worker, a facilities maintenance worker and a one-year project related position for a support specialist. The total FTE count for the City of Ridgefield with these additions is 59.25, which includes 58 full-time positions and 2 part-time positions.

Mayor Opened Public Hearing: 6:38PM

No testimony received.

Mayor Closed Public Hearing: 6:38PM

MOTION: MOVED TO ADOPT ORDINANCE NO. 1331 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rob Aichele, Councilor
SECONDER:	Ron Onslow, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

BUSINESS

1. Second Reading of Ordinance No. 1333 - Fandell Comprehensive Plan Amendment and Zone Change - Claire Lust, Community Development Director

On July 1, 2020, the City received a comprehensive plan amendment and zone change application for the Fandell property on N 50th Place. The proposal is to change the comprehensive plan designation from Urban Medium to Urban Low and concurrently to change the zoning designation from Residential Medium Density 16 to Residential Low Density 8. Comprehensive plan amendments submitted between January 1 and July 1 are brought before Planning Commission and City Council at the end of the same year, and if approved go into effect January 1 of the following year.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1333 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lee Wells, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

2. Second Reading of Ordinance No. 1334 – Temme & Bird Comprehensive Plan Amendment and Zone Change Request - Claire Lust, Community Development Director

On June 30, 2020, the City received a comprehensive plan amendment and zone change application for the Bird and Temme properties at 1296 and 1446 S Dolan Road. The proposal is to change the comprehensive plan designation from Employment to Urban Low and concurrently to change the zoning designation from Employment to Residential Low Density 6. Comprehensive plan amendments submitted between January 1 and July 1 are brought before Planning Commission and City Council at

the end of the same year, and if approved go into effect January 1 of the following year.

City Council conducted discussion.

NO MOTION RECEIVED TO ADOPT ORDINANCE NO. 1334.

3. Motion - Approval of Kemper Loop Final Plat

The Ridgefield Hearing Examiner approved the Kemper Loop preliminary planned unit development on December 14, 2018, as PLZ-18-0107. The approved preliminary plat has 53 single-family attached lots. The applicant proposes to subdivide the 18.64-acre site with Assessor's #213755000 into 53 single-family detached residential lots. The lots range from 5,000 square feet to 11,409 square feet, consistent with the lot sizes approved through the Ridgefield Crossing mixed use master plan and preliminary subdivision plat. The average lot size is 6,505 square feet. N Kemper Loop, N Avery Drive, N McCanta Way, and N 30th Drive are public streets that access each of the residential lots. These public streets also provide external connections to N 32nd Court to the east and Kemper Grove Phase 1 to the south. N Avery Drive stubs to the north for future access to the adjacent developable RLD-4 property.

City Council conducted discussion.

MOTION: MOVED TO APPROVE KEMPER LOOP FINAL PLAT AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ron Onslow, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

4. Resolution No. 588 – Approval of Ridgefield Non-Profit Grant Program - Kirk Johnson, Finance Director

The purpose of this temporary emergency program is to assist Ridgefield-based not-for-profit entities to provide food, clothing, and personal care items to those in need during the COVID 19 Pandemic. The Ridgefield City Council has committed a portion of CARES Act funding to the COVID-19 Ridgefield Non-Profit Food Bank Grant Fund, an emergency fund that provides grants to qualifying organizations that assist community members in need with food, clothing and other supplies.

MOTION: MOVED TO ADOPT RESOLUTION NO. 588 AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jen Lindsay, Councilor
SECONDER:	Dana Ziemer, Councilor
AYES:	Onslow, Wells, Stose, Day, Lindsay, Aichele, Ziemer

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council

Council Member Lindsay - Helped at the Lions tree lot.

Council Member Aichele - Helped at the Lions tree lot.

Council Member Ziemer - Helped at the Lions tree lot.

Council Member Wells - Attended City Manager briefing.

Council Member Onslow - Attended City Manager briefing, RTC meeting.

Council Member Day - Attended City Manager briefing, tree planting at the school.

Mayor

Board of Health declares racism a public health crises in Clark County.

City Manager

City Manager Steve Stuart - Provided an update on COVID-19.

Public Works Director Bryan Kast - Kudos to Public Works crew, crew installed pedestrian flashing lights at the roundabout and helped out with Hometown decorations.

Community Development Director Claire Lust - New employee update.

Deputy City Manager Lee Knottnerus - Hometown celebration this weekend.

Police Chief John Brooks - New officers have passed their FTO training and out on their own. Shop with a Cop scheduled for December 12th.

ADJOURN - [7:55 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

Attachment: 12-03-2020 (Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 17, 2020

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Declaring Certain Accounts as Uncollectible and Authorizing Write-Off

GOVERNING LEGISLATION:

None

PREVIOUS COUNCIL ACTION TAKEN:

Council action has previously been taken to write-off utility and billing accounts deemed uncollectible. The most recent action was on December 19, 2019.

SUMMARY/BACKGROUND:

The City currently provides multiple services to residents and non-residents, such as utility services and permitting activities. The Finance Department implemented collection procedures in 2014 to collect on past due utility vendor invoices, permitting past due accounts and miscellaneous billings. At the time the City determines accounts can no longer be collected internally by city staff, the past due account is assigned to Discovery Financial Services, a collection agency. The majority of these accounts have been assigned to the collection agency. Two accounts have been determined that the vendor did not participate in an event and the city should write off and waive the fee. Each of the accounts have been outstanding for 12 months or more from the original due date.

The Finance Department is recommending these accounts be deemed uncollectible due to the time since the billing was due. The collection agency will continue attempts to collect the past due balances assigned to them. The total amount is \$4,113.28 and consists of \$3,147.41 in water revenue, \$765.87 in storm water revenue and \$200.00 in general fund revenues.

BUDGET/FINANCIAL IMPACTS:

Water, General Fund and Stormwater revenue will be reduced in the amount of \$4,113.28, as a result of writing off these accounts. In anticipation of this action the City has previously reserved amounts to account for the uncollectible accounts.

ACTION OR MOTION:

Approve these write-offs by making the following motion:

“I move to authorize the write-off of the accounts as presented.”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2020 Uncollectible Accounts (PDF)

December 2020 Uncollectible Accounts

Account

No.	Last Name	Balance	Gen Fund	Water	Storm	Comments
0000158		51.66	30.00	21.66	-	Damaged water meter. Past due since 4/2019. Sent to collections 8/24/2020
0000174		1,276.94	30.00	1,246.94	-	Damaged public infrastructure in accident. No insurance. Past due since 9/2019. Sent to collections 8/24/2020.
0000179		100.00	100.00	-	-	Event booth fee. Vendor did not show up for event.
0000185		40.00	40.00	-	-	Event booth fee. Vendor did not show up for event.
0000192		765.87	-	-	765.87	Damaged public works vehicle. No insurance. Past due 12/2019. Sent to collections 8/24/2020.
0000193		1,878.81	-	1,878.81	-	Damaged public infrastructure in accident. No insurance. Past due since 12/2019. Sent to collections 8/24/2020.
		4,113.28	200.00	3,147.41	765.87	

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 17, 2020

ITEM:

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington Amending Ordinance No. 1203 Amending the Ridgefield Transportation Capital Facilities Plan

PREVIOUS COUNCIL ACTION TAKEN:

Public hearing and 1st reading of Ordinance No. 1332: November 19, 2020

SUMMARY/BACKGROUND:

The Ridgefield Transportation Capital Facilities Plan (CFP) is an element of the Ridgefield Urban Areas Comprehensive Plan (RUACP) that may be amended on an annual basis. The Ridgefield Transportation CFP was last updated in 2018. The proposed 2020 revisions will be minor update to the 2018 CFP, and include extensions of two proposed roads and reclassification of two other roads to support development patterns that have emerged since the last plan was created.

BUDGET/FINANCIAL IMPACTS:

None.

MOTION:

Council may adopt Ordinance No. 1332 by making the following motion:

“I move to adopt Ordinance No. 1332, as presented.”

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: 2020 Transportation CFP Amendments_CC2 Staff Report_12172020 (PDF)
Attachement A_2020 Transportation CFP Amendments (PDF)

ORDINANCE NO. 1332**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING ORDINANCE NO. 1203 AMENDING THE RIDGEFIELD TRANSPORTATION CAPITAL FACILITIES PLAN**

WHEREAS, the City of Ridgefield is located within Clark County, Washington, which is required to complete land use planning under the Revised Code of Washington Chapter 36.70A, Growth Management Act; and,

WHEREAS, the Ridgefield City Council approved a current periodic revision to the Ridgefield Urban Area Comprehensive Plan via adoption of Ordinance No. 1203 during a regularly scheduled meeting held on February 25, 2016; and

WHEREAS, the Ridgefield City Council has since approved annual minor revisions to the Ridgefield Urban Area Comprehensive Plan, most recently via adoption of Ordinance No. 1305 during a regularly scheduled meeting held on December 19, 2019; and

WHEREAS, the City of Ridgefield reviewed its future vision, planning policies and map designations to accommodate projected population and jobs and developed Volume 1 of the Ridgefield Urban Area Comprehensive Plan, including the Transportation Capital Facilities Plan; and

WHEREAS, the Transportation Capital Facilities Plan identifies the future street network in the City boundary for collector and arterial roadways; and

WHEREAS, development and development proposals have created a need for minor updates to the street network to meet the transportation needs of the community; and

WHEREAS, staff has identified as appropriate the extension of one proposed collector designation (S Settler Drive), the extension of one proposal industrial/commercial collector designation (N 56th Avenue), the removal of one existing collector designation (S Dolan Road), and the addition of the collector designation to one existing street segment (S 5th Street) in the Transportation Capital Facilities Plan (See Attachment A); and

WHEREAS, the Ridgefield Planning Commission conducted a public hearing on the proposed amendments to the Transportation Capital Facilities Plan on November 4, 2020 during which specific time was given for the public to provide oral and written testimony on the amendments, and at the conclusion of the public hearing the Planning Commission voted unanimously to forward a

recommendation approving the proposed amendments to the Transportation Capital Facilities Plan; and,

WHEREAS, the City of Ridgefield reviewed its needs for capital facilities including water, sanitary sewer, general facilities, parks, transportation and schools during the 2016-2035 planning period as required by RCW 36.70A.070(3) and developed the Ridgefield Capital Facilities Plan with elements for each type of facility; and

WHEREAS, the City of Ridgefield submitted notice to the Washington State Department of Commerce on October 14, 2020 meeting the sixty (60) day State agency/public review process as prescribed by RCW 36.70A; and,

WHEREAS, consistent with WAC 197-11-340(2), on November 10, 2020 the City of Ridgefield issued a Determination of Non-significance regarding the proposed amendments to the Ridgefield Urban Area Comprehensive Plan, including the Ridgefield Transportation Capital Facilities Plan; and,

WHEREAS, the public comment period expired on November 24, 2020 and the City addressed all comments received; and,

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the proposed amendments during a regularly scheduled City Council meeting held on November 19, 2020; and

WHEREAS, the Ridgefield City Council conducted the second ordinance reading on the proposed amendments during a regularly scheduled meeting held on December 17, 2020; 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 the Ridgefield Urban Area Comprehensive Plan for the City of Ridgefield to comply with RCW 36.70A (Growth Management – Planning by Selected Counties and Cities) to ensure that the City has planned realistically for future growth and has identified adequate lands for future residential and non-residential urban growth and development.

Section 2. Adoption of the Updated Ridgefield Capital Facilities Plan. The City Council finds that the updated Ridgefield Capital Facilities Plan is sufficient to provide necessary facilities to serve growth forecast in the Ridgefield Urban Area Comprehensive Plan and hereby adopts the updated Ridgefield

Capital Facilities Plan, attached hereto as Exhibit B superseding all previously adopted Capital Facilities Plans.

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, 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 Ridgefield City Council.

Section 7. Effective Date. This ordinance shall be in full force and effect as of January 1, 2021.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 17th DAY OF DECEMBER, 2020.

Don Stose, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: November 19, 2020

Second Reading/Passage: December 17, 2020

Date of Publication:

Effective Date:

Attachment A: 2020 Transportation CFP Amendments



THE CITY OF RIDGEFIELD

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

2020 Transportation CFP Amendment City Council 2nd Reading Staff Report

BACKGROUND

The Ridgefield Transportation Capital Facilities Plan (CFP) is an element of the Ridgefield Urban Areas Comprehensive Plan (RUACP) that may be amended on an annual basis. The Ridgefield Transportation CFP was last updated in 2018. The proposed 2020 revisions will be minor update to the 2018 CFP, and include extensions of two proposed roads and reclassification of two other roads to support development patterns that have emerged since the last plan was created.

DISCUSSION

Proposal and Existing Conditions

The 2018 Transportation Capital Facilities Plan laid out the future roadway network within the City for Collector and Arterial roadways. As development proposals have come forward minor updates to the roadway network have become necessary to mesh with the transportation needs of the community.

The 2020 update will extend a collector roadway that in the 2018 plan begins south of Pioneer Street off S Royle Road and extends west through the Pioneer Village Development to the Acero Apartment Complex. This extension will allow traffic to better circulate between these two projects as well as east to Discovery Ridge and future development south of Pioneer.

The future collector roadway N 56th Avenue will also be extended north through to N 10th Street. In the 2018 plan this future roadway does not extend north past N 5th Street.

East of I-5, Dolan Road will have its collector designation removed, as preliminary design of the S 10th Street overpass shows that Dolan Road will not be able to connect to S 10th Street due to grade. S 5th Street will have a collector classification added between S 65th Avenue and Union Ridge Parkway to allow traffic to access S 10th Street and the future overpass.

Compliance with RDC 18.320.050.B-C

Per RDC 18.320.050.B-C, amendments to the RUACP must be consistent with the concurrency requirements of the CFP and shall not result in level-of-service deficiency for any capital facility or service identified in the CFP. If the petition necessitates a RUACP text or a CFP project amendment, the applicant shall demonstrate that changed circumstances affecting the public health, safety, and general welfare justifies the amendment.

The proposed updates are intended to meet level-of-service needs for the transportation network. The petition is a CFP project amendment, and is justified by the need for better traffic connections due to increased commercial development in the City.

PROPOSED TIMELINE

Adoption of the proposed Transportation CFP amendment is proposed to occur as follows:

November 4, 2020	Planning Commission public hearing
November 19, 2020	City Council 1 st reading and public hearing
December 17, 2020	City Council 2nd reading and adoption
January 1, 2021	Effective date

PLANNING COMMISSION

On November 4, 2020, Planning Commission voted unanimously in favor of recommending approval of the 2020 Transportation CFP Amendment to Council.

CITY COUNCIL PUBLIC HEARING AND FIRST READING

On November 19, 2020, City Council held a public hearing and first reading for the proposed 2020 Transportation CFP Amendment. One member of the public testified:

- Jim Browning, owner and resident of 710 NW 253rd Street, asked questions about the future plans for S Dolan Road, including continued access to the Gee Creek neighborhood.

ATTACHMENTS

Proposed 2020 Functional Classification map.

Proposed Amendments

1

S Settler Drive

Extend proposed collector west

2

N 56th Avenue

Extend proposed industrial/commercial collector north

3

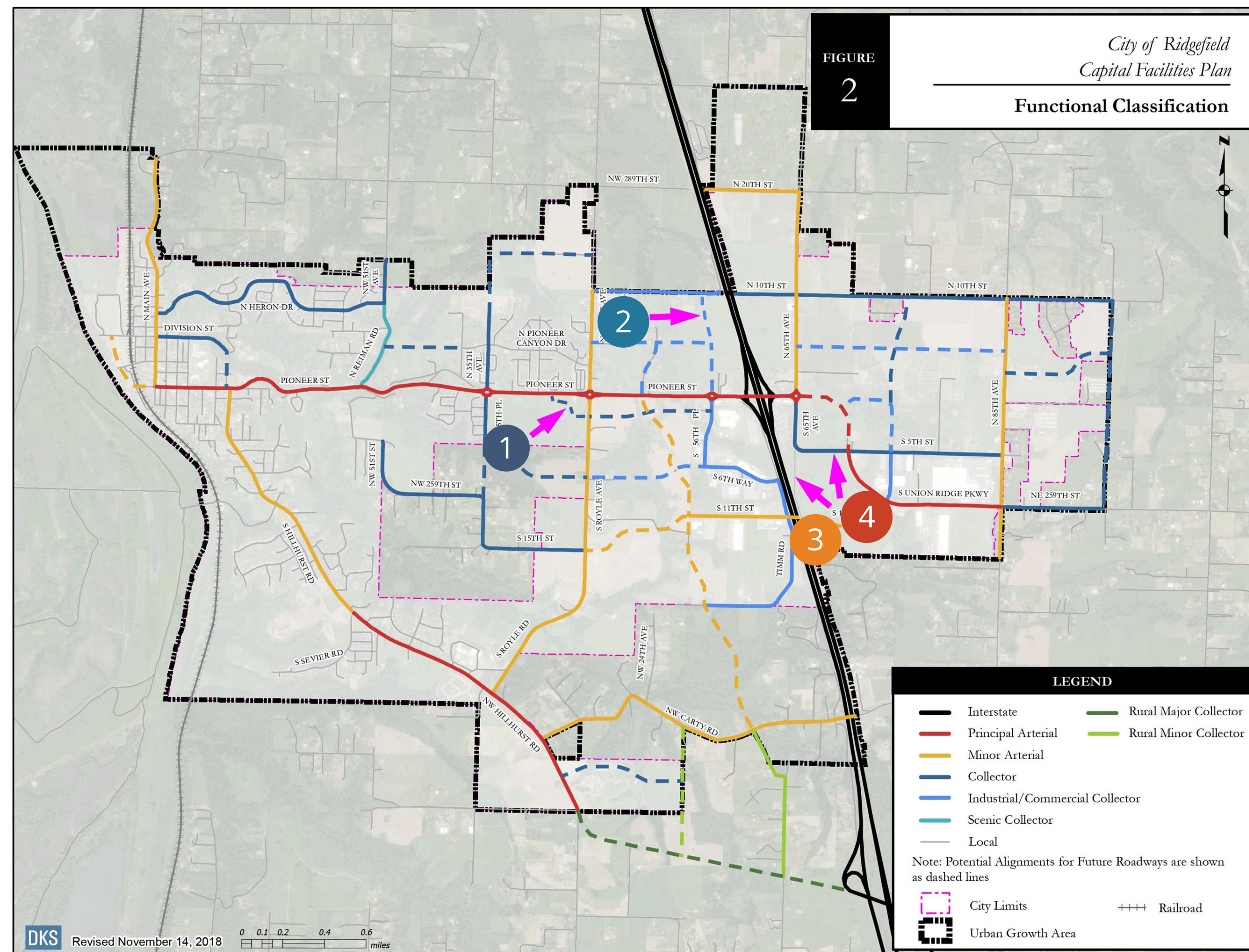
S Dolan Road

Remove collector classification

4

S 5th Street

Add collector classification



CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 17, 2020

ITEM:

AGENDA ITEM TITLE: A Resolution Accepting/Geographically Modifying a Notice of Intent to Annex Approximately 20.1 Acres Identified as the Potter Annexation Area Located in the Gee Creek Plateau Subarea Adjacent to the Border of the City of Ridgefield

GOVERNING LEGISLATION:

RCW 35A.14, Annexation by Code Cities

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The proposed Intent to Annex includes two adjacent parcels: Joe Potter and Michelle Potter own the parcel with Assessor's #215867000, and Lenore Mattox owns the parcel with Assessor's #215811000. The subject parcels are within the Ridgefield Urban Growth Area (UGA) and are contiguous with the Ridgefield city limits to the east and south. Therefore, the parcels are eligible for annexation.

The direct petition method of annexation (RCW 35A.14.120-150) requires that owners of 10% or more of the land value of the proposed annexation area must sign the Notice of Intent to Annex. Joe Potter and Michelle Potter signed the Notice of Intent to Annex. The Potters own 65% of the land value of the properties proposed for annexation (\$823,304.00 of \$1,283,098.00), exceeding the 10% threshold of the Notice of Intent to Annex.

BUDGET/FINANCIAL IMPACTS:

None.

MOTION:

"I move the Council accept the Potter Notice of Intent to Annex and invite the property owner to submit a Petition to Annex consistent with City procedures for annexation."

OR

"I move the Council geographically modify the Potter Notice of Intent to Annex."

OR

No motion – Resolution dies.

STAFF CONTACT:

Claire Lust, Community Development Director

ATTACHMENTS:

PLZ-20-0057 Potter Intent to Annex_Staff Report_12172020 (PDF)
Potter Intent to Annex application materials (PDF)

Resolution No.589**A RESOLUTION ACCEPTING/GEOGRAPHICALLY MODIFYING A NOTICE OF INTENT TO ANNEX APPROXIMATELY 20.1 ACRES IDENTIFIED AS THE POTTER ANNEXATION AREA LOCATED IN THE GEE CREEK PLATEAU SUBAREA ADJACENT TO THE BORDER OF THE CITY OF RIDGEFIELD**

WHEREAS, a Notice of Intent to Annex was filed with the City of Ridgefield on August 13, 2020 containing signatures representing owners of 10 percent of the assessed valuation of the property in accordance with §35A.14.120 of the Revised Code of Washington; and

WHEREAS, the City Council of the City of Ridgefield has considered a Notice of Intent and 10% petition to annex approximately 20.1 acres in the Gee Creek Plateau Subarea consisting of Clark County Assessor's Parcel No. 215867000 located at 3797 S 15th Street and Clark County Assessor's Parcel No. 215811000 located at 3925 S 15th Street (referred to as the Potter annexation area) into the City of Ridgefield; and

WHEREAS, the Potter annexation area is designated Urban Low (UL) in the Ridgefield Urban Area Comprehensive Plan; and

WHEREAS, RDC 18.210.015.B states that the city shall follow the RUACP comprehensive plan map to designate low density residential zones, and the Residential Low Density (RLD-4, RLD-6, and RLD-8) zoning districts shall implements the residential/urban low (UL) comprehensive plan designation; and

WHEREAS, the City Council adopted the Gee Creek Plateau Subarea Plan with Ordinance No. 1252 on December 7, 2017; and

WHEREAS, the Gee Creek Plateau Subarea Plan designates the future City of Ridgefield zoning on the Potter annexation area as RLD-4; and

WHEREAS, the City Council of the City of Ridgefield has reviewed said annexation request, and has considered whether to authorize the circulation of a petition for annexation, and, if so, upon what terms; and

WHEREAS, authorizing the circulation of a petition does not bind the City to approve the annexation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, AS FOLLOWS:

Section 1. The City Council hereby authorizes the circulation of a petition for annexation for the Fell annexation area.

Section 2. All property within the territory hereby sought to annexed shall assume its proportionate share of the City's indebtedness existing as of the date of annexation and as modified in the future, and shall be assessed and taxed at the same rate and at the same basis as property within the City of Ridgefield.

Section 3. The annexation area is proposed to be zoned Residential Low Density 4 (RLD-4) in accordance with RDC 18.210.015, the Ridgefield Urban Area Comprehensive Plan, and the Gee Creek Plateau Subarea Plan.

ADOPTED AT THE REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 17th DAY OF DECEMBER, 2020.

CITY OF RIDGEFIELD

Don Stose, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss

City Clerk

Attachment A: Potter Annexation Area



COMMUNITY DEVELOPMENT DEPARTMENT

230 Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3557 | Fax: (360) 887-0861 | www.ci.ridgefield.wa.us

Potter Intent to Annex

Staff Report

File No. PLZ-20-0057

December 17, 2020

I. Basic Facts

Council date: December 17, 2020

Action requested: Potter Notice of Intent to Annex and Council determination whether to proceed with annexation.

Application date: On August 13 2020, the City received the Potter Intent to Annex application.

Applicant: Joe Potter. PO Box 515 / Ridgefield, WA 98642. Contact: 360-609-7748, potterboys@msn.com

Applicant's Representative: Olson Engineering. 222 E Evergreen Blvd / Vancouver, WA 98660. Contact: Kurt Stonex, 360-695-1385, kurt@olsonengr.com

Property Owners: 1. Joe Potter & Michelle Potter, PO Box 515 / Ridgefield, WA 98642

2. Lenore P Mattox, 3925 S 15th St / Ridgefield, WA 98642

Property Information: 1. 3797 S 15th St / Ridgefield, WA 98642. #72 S29 T4N R1E WM, Assessor's #215867000, 14.97 acres.

2. 3925 S 15th St / Ridgefield, WA 98642. #15, #19 S29 T4N R1E WM, Assessor's #215811000, 5.13 acres.

Current Zoning: Clark County Single-Family Residential (R1-7.5), Urban Holding – 10 (UH-10) overlay

Gee Creek Plateau Subarea Plan Zoning Concept: Residential Low Density – 4 (RLD-4), Residential Cluster Overlay, Open Space/Park, Open Space Overlay

Current Comprehensive Plan Designation: Urban Low Density Residential (UL)

Staff Contact: Claire Lust, Community Development Director. 360.857.5024, Claire.lust@ci.ridgefield.wa.us

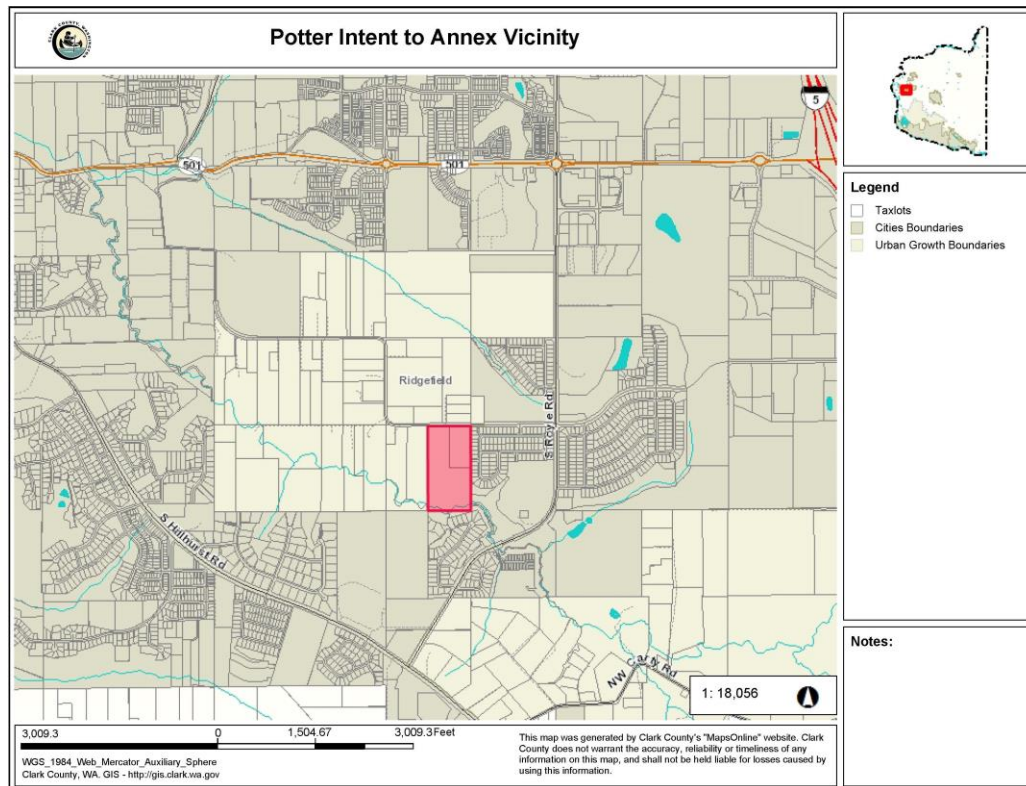
II. Documents Received

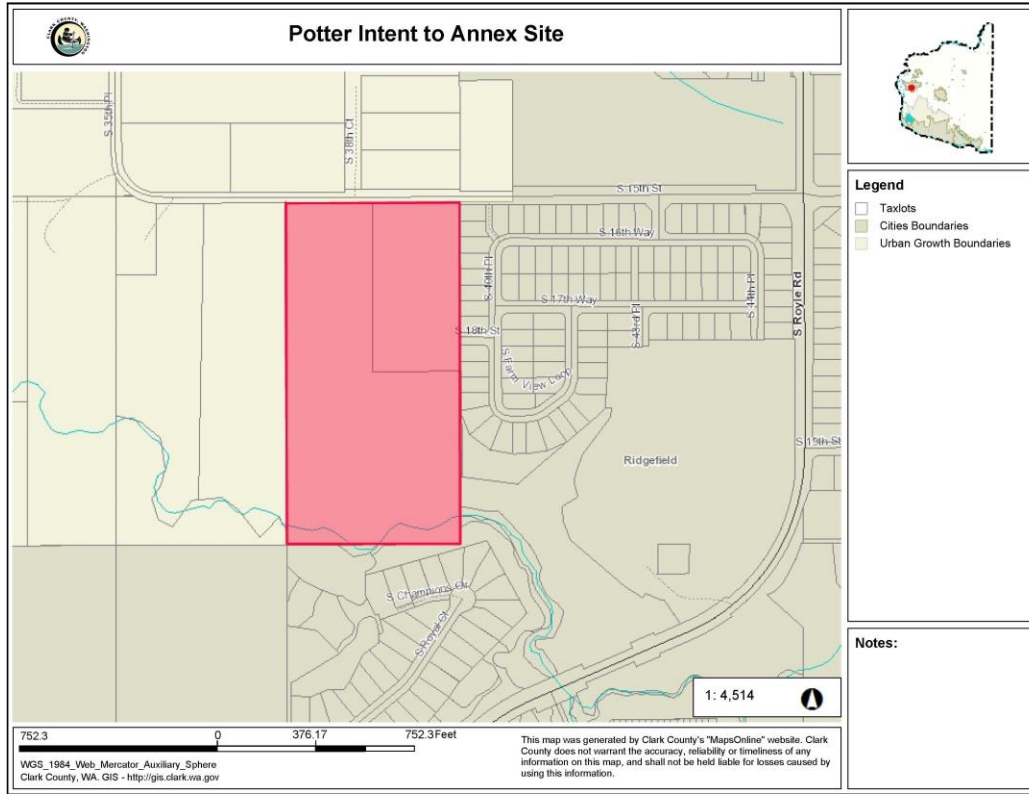
- A. Master land use application
- B. Notice of intent to annex application
- C. Declaration of intent to annex
- D. Narrative
- E. Vicinity map

III. Property Information

The Intent to Annex includes two adjacent parcels: Joe Potter and Michelle Potter own the parcel with Assessor's #215867000, and Lenore Mattox owns the parcel with Assessor's #215811000. The subject parcels are within the Ridgefield Urban Growth Area (UGA) and are contiguous with the Ridgefield city limits to the east and south. Therefore, the parcels are eligible for annexation. The property information is as follows:

Property Owner	Legal	Square Feet	Acres	2020 Assessed Property Value	Site Address
Potter Joe & Potter Michelle	#72 S29 T4N R1E WM, Assessor's #215867000	652,093	14.97	\$828,304.00	3797 S 15 th St / Ridgefield, WA 98642
Mattox Lenore P	#15, #19 S29 T4N R1E WM, Assessor's #215811000	223,463	5.13	\$454,794.00	3925 S 15 th St / Ridgefield, WA 98642
		Total: 875,556	Total: 20.1	Total : \$1,283,098.00	



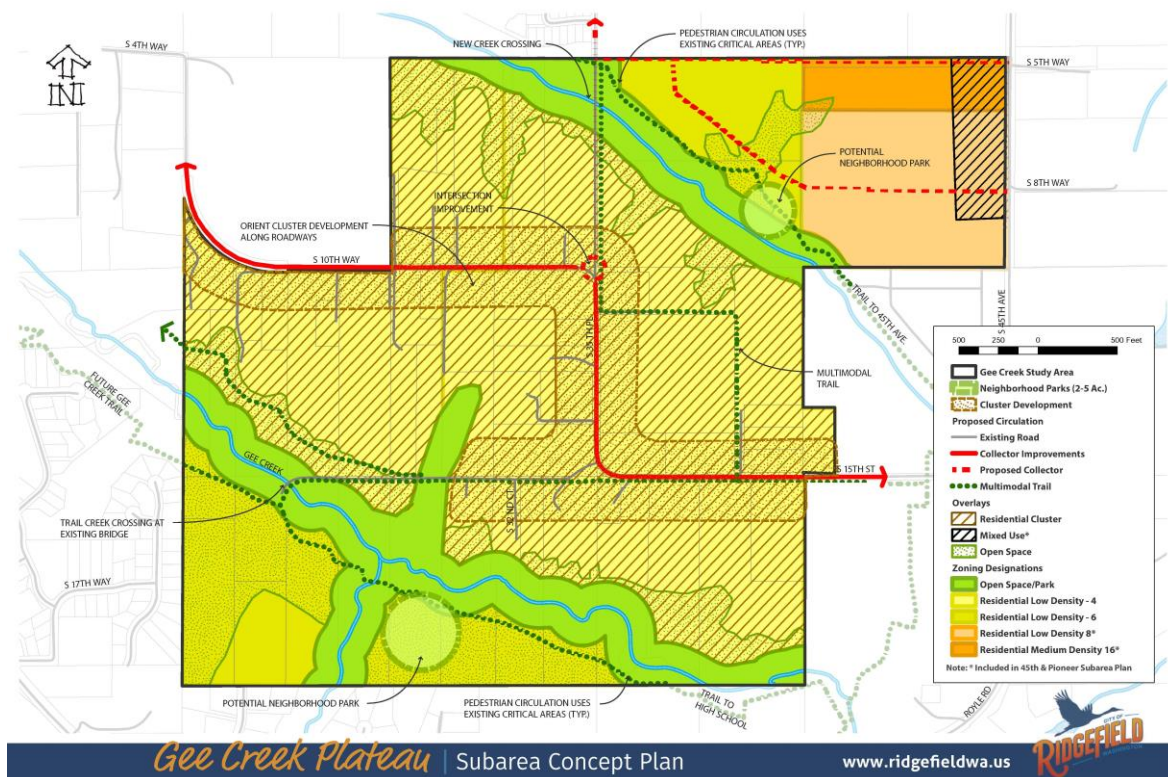


IV. Zoning

The current Clark County zoning of the properties 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). RDC 18.210.015.B states that the RLD-4, RLD-6, and RLD-8 zoning districts shall implement the UL comprehensive plan designation.

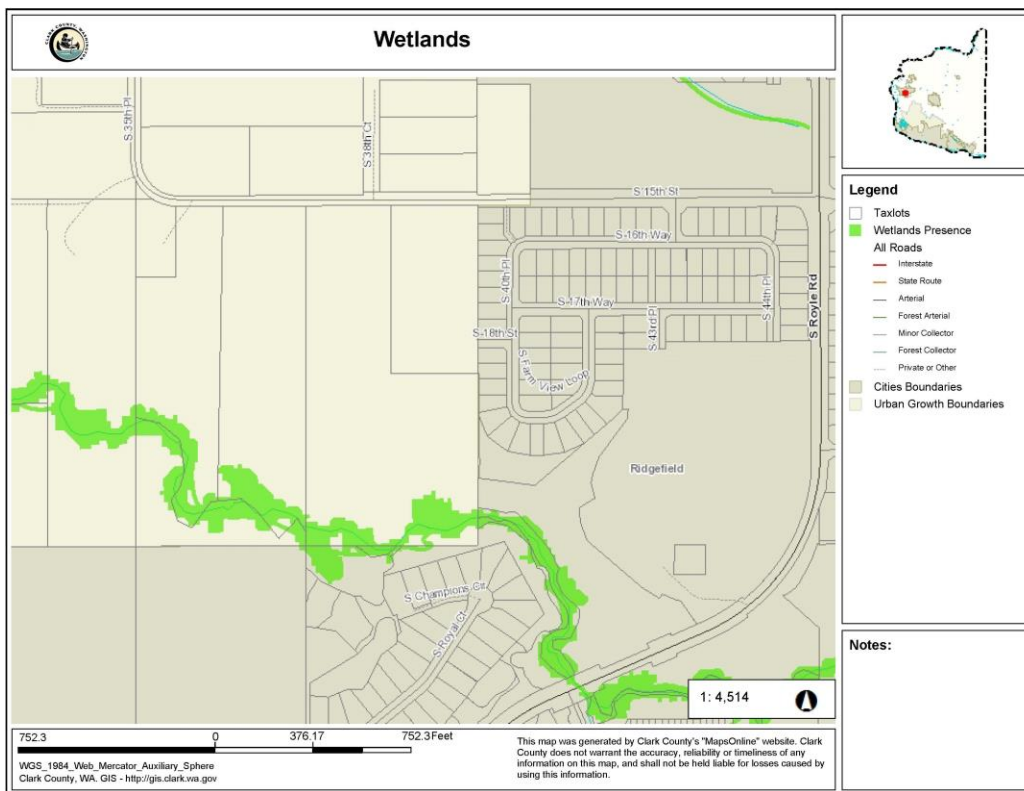
Per the Gee Creek Plateau Subarea Plan, the future City of Ridgefield zoning for the properties is Residential Low Density – 4 (RLD-4) with a Cluster Development overlay intended to locate residential development near S 15th Street and preserve the southern portion of the properties as open space. The plan also shows an Open Space overlay on the southern portion of the property, as well as an Open Space/Park zoning designation along Gee Creek at the southern site boundary. The proposed future Gee Creek Trail alignment is shown offsite to the south, on the southern bank of the creek.

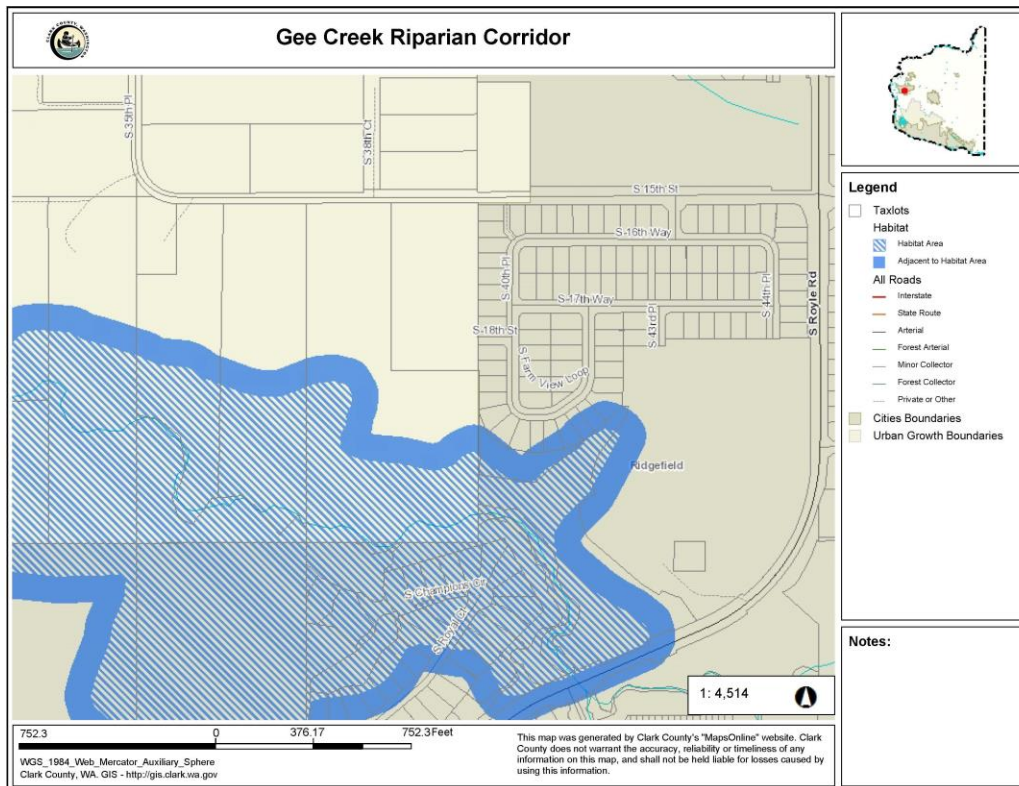
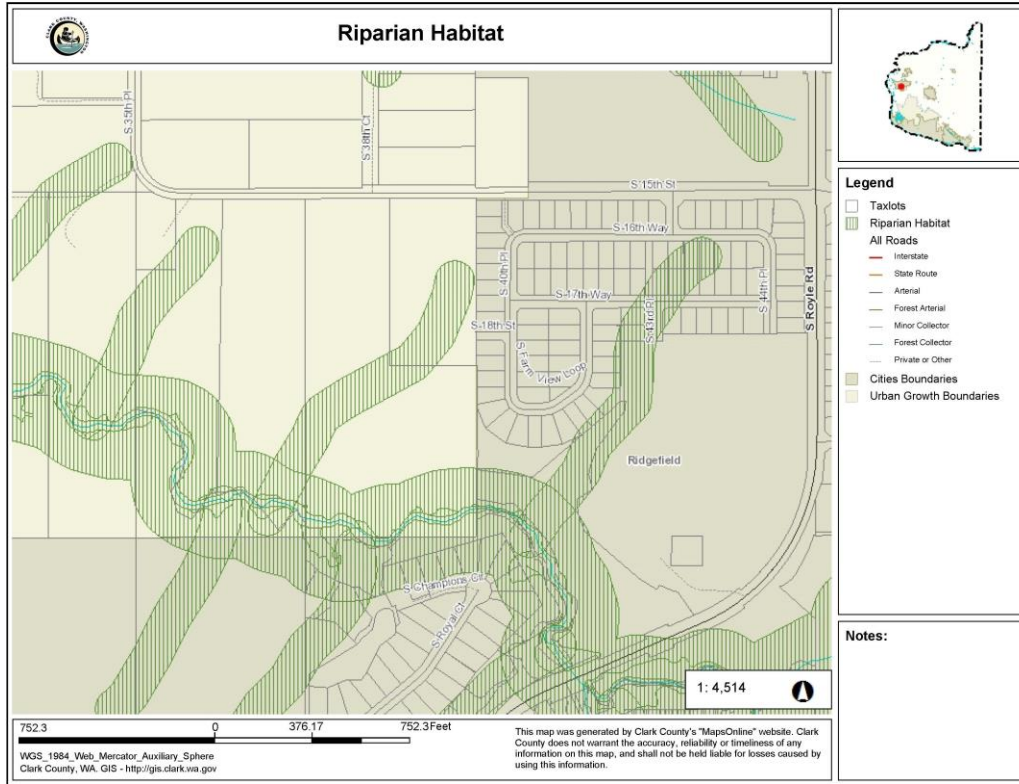
Gee Creek Plateau Zoning

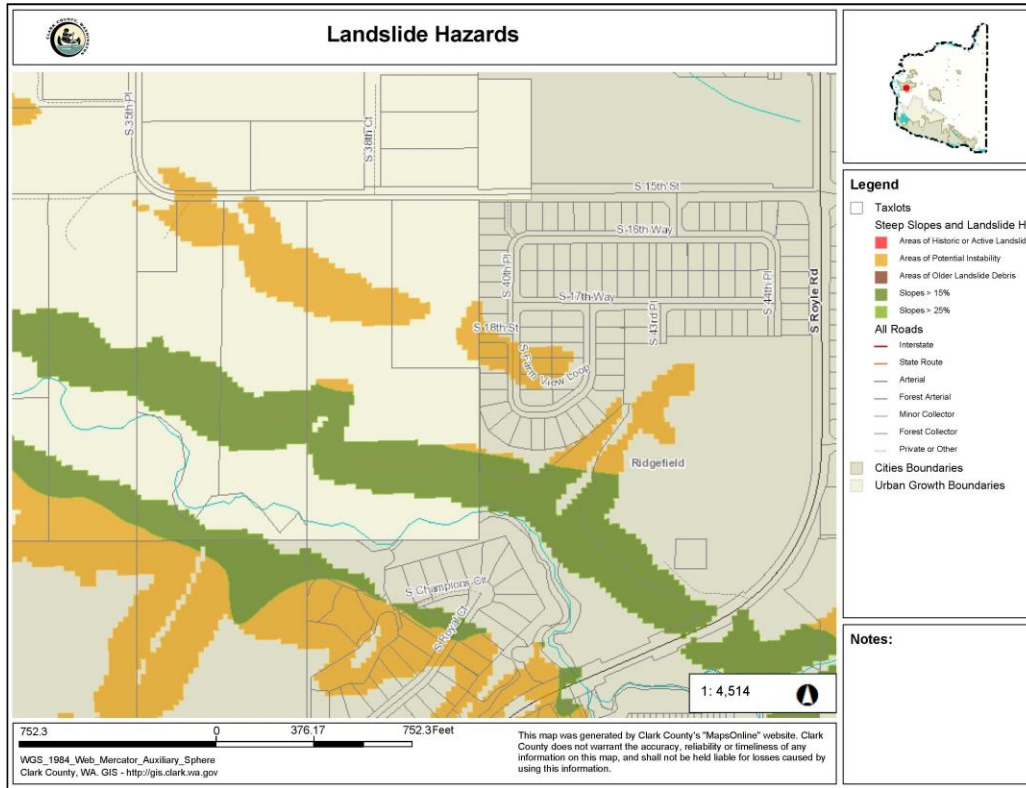


V. Development Considerations

Per the applicant's introductory statement and application materials, there are no immediate plans to develop the property. The property owners may at a future time decide to develop the property into a single-family residential subdivision. Significant environmental challenges exist on the property that will need to be addressed prior to any future development. Gee Creek passes along the southern boundary of the site. According to Clark County GIS, there is a wetland and associated riparian habitat area on the southern portion of the property along Gee Creek. A mapped riparian habitat area also extends from southwest to northeast through the center of the site. The Gee Creek Riparian Corridor, a habitat area mapped by the Washington Department of Fish and Wildlife, covers the southern portion of the property. There are two areas of the site with landslide hazards. Slopes greater than 15 percent are associated with the Gee Creek drainage, and areas of potential instability appear to the north.







VI. Direct Petition Method

The direct petition method of annexation (RCW 35A.14.120-150) requires that owners of 10% or more of the land value of the proposed annexation area must sign the Notice of Intent to Annex. Road values are not included in this calculation. Joe Potter and Michelle Potter signed the Notice of Intent to Annex. The Potters own 65% of the land value of the properties proposed for annexation (\$823,304.00 of \$1,283,098.00), exceeding the 10% threshold of the Notice of Intent to Annex.

VII. Procedure

At this meeting, City Council will determine:

- **Whether the city will accept, reject, or geographically modify the Potter Notice of Intent to Annex;**
- Whether the city will require the simultaneous adoption of a proposed zoning regulation, if such a proposal has been prepared and filed (as provided for in RCW 35A.14.330 and RCW 35A.14.340);
- Whether the property, if annexed, will be consistent with the 2016 Ridgefield Urban Area Comprehensive Plan (RUACP);
- Whether the property, if annexed, will be required to assume all or any portion of the city's existing general indebtedness; and
- Whether the property, if annexed, will be supported by the city's Capital Facilities Plan.

Should the Council accept the Notice of Intent to Annex, the Council authorizes the Notice of Petition to Annex to be circulated. The Petition to Annex process is:

- 60% Notice of Petition to Annex: The applicant shall secure the signatures of the property owners holding a minimum of 60% of the total value of the area proposed for annexation;
- Petition to Annex Application: The applicant shall submit a complete Petition to Annex application to the city;
 - Public Services: In the application, the applicant shall demonstrate that there are adequate public services available to serve the annexation area;
 - Survey: In the application, the applicant shall include a survey map and legal description of the entire annexation area including the adjacent half-width right-of-way.
- Certification of Sufficiency: The city shall send the 60% petition to Clark County for review of legal description and to obtain a Certification of Sufficiency;
- SEPA: The city shall prepare and circulate a SEPA DNS for rezoning the properties to RLD-4 consistent with the RUACP and the Gee Creek Plateau Subarea Plan;
- Council Hearing: City Council shall conduct a public hearing on the Notice of Petition to Annex;
- Council 2nd reading: City Council shall hold a 2nd reading to determine whether the city will accept or reject the Notice of Petition to Annex;
- Ordinances: The city shall adopt an ordinance annexing certain lands, adopt a zoning ordinance for the annexed area, and forward the ordinance(s) to the Clark County Assessor's Office, State Department of Revenue, State Department of Commerce, and State Office of Financial Management; and
- Census: The City Clerk shall report population increases to census reporting agencies.

VIII. Budget Impact

There is no budget impact from the City authorizing an Intent to Annex to proceed.

IX. Motion

“I move the Council accept the Potter Notice of Intent to Annex and invite the property owner to submit a Petition to Annex consistent with City procedures for annexation.”

OR

“I move the Council geographically modify the Potter Notice of Intent to Annex.”

OR

No motion – Resolution dies.

Signed:



Claire Lust, Community Development Director

December 9, 2020

Attachment: PLZ-20-0057 Potter Intent to Annex_Staff Report_12172020 (Potter Intent to Annex)

CITY OF RIDGEFIELD

NOTICE OF INTENT TO ANNEX

ASSESSOR'S PARCEL NO. 215811-000 & 215867-000

OEI JOB # A10124.01.01

REVIEWED BY: KURT F. STONEX, P.E.

COMPILED BY: INGRID S. FRIEDBERG, LAND USE PLANNER

OLSON ENGINEERING COPY

The logo for Olson Engineering is positioned in the lower half of the page. It features a large, bold, black 'OLSON' text. To the left of the 'O' is a red and white circular graphic. Below the text is a black silhouette of a landscape, including a surveyor with a tripod on the left and a city skyline on the right. A horizontal red line runs across the middle of the logo.

OLSON

Attachment: Potter Intent to Annex application materials (Potter Intent to Annex)

CITY OF RIDGEFIELD

NOTICE OF INTENT TO ANNEX

ASSESSOR PARCEL NO. 215811-000 AND 215867-000

APPLICANT:

JOE AND MICHELLE POTTER

P.O. BOX 515

RIDGEFIELD, WA 98642

360.609.7748

potterboys@msn.com

AUGUST 2020

OEI JOB # A10124.01.01

CONTACT:

OLSON ENGINEERING, INC.

222 E. EVERGREEN BLVD.

VANCOUVER, WA 98660

360. 695.1385

360.695.8117 FAX

PRINCIPAL-IN-CHARGE:

KURT STONEX

kurt@olsonengr.com

PROJECT MANAGER:

INGRID FRIEDBERG

ingridf@olsonengr.com

Attachment: Potter Intent to Annex application materials (Potter Intent to Annex)

Notice of Intent to Annex Table of Contents

Section A — Application Requirements

- A.1. Master Application Form**
- A.2. Submittal Checklist**
- A.3. Authorization**
- A.4. Introductory Statement**
- A.5. Vicinity Map**

Section C — Application Fee (Copy)

Section A — Application Requirements

A.1. Master Application Form



MASTER LAND USE APPLICATION
 510-B Pioneer Street/PO Box 608
 Ridgefield, WA 98642
 Tel: (360)887-3908
 Fax: (360)887-2507
www.ridgefieldwa.us

OFFICE USE ONLY

PERMIT NUMBER

CONTACT INFORMATION**APPLICANT:**☐ Check box if primary contactContact Name: Joe PotterCompany: N/AAddress: P.O. Box 515City, State, ZIP: Ridgefield, WA 98642Phone: 360.609.7748Email: potterboys@msn.comSignature: *Joe Potter*

(Signature required)

APPLICANT'S REPRESENTATIVE:☒ This will be the contact for any public inquiriesContact Name: Ingrid S. FriedbergCompany: Olson Engineering, Inc.Address: 222 E. Evergreen Blvd.City, State, ZIP: Vancouver, WA 98660Phone: 360.695.1385Email: ingridf@olsonengr.comSignature: *Ingrid Friedberg***PROPERTY OWNER:**☐ Check box if primary contactContact Name: Joe & Michelle PotterCompany: N/AAddress: P.O. Box 515City, State, ZIP: Ridgefield, WA 98642Phone: 360.609.7748Email: potterboys@msn.comSignature: *Joe Potter* *Michelle Potter*

(Signature or a letter of authorization from the owner required)

Attachment: Potter Intent to Annex application materials (Potter Intent to Annex)

PROPERTY INFORMATION

Site Address: 3797 S. 15th Street, Ridgefield, WA

Legal Description: NE 1/4, S29, T4N, R1E

Existing Use of Site: Single-family residential.

Project type: Annexation Total cost of the project: _____

Zoning description: Single-family residential (R1-7.5) Fiscal quarter the project will start: N/A

Site area (acres): 14.97 acres Year the project will start: N/A

Square footage (Commercial Buildings): _____ Fiscal quarter the project will end: N/A

Number of units (Residential): Five (5) Year the project will end: N/A

Assessor's Serial Number: 215867-000

DEVELOPMENT PROPOSAL

Proposed Development Action:

The Applicant proposes to annex his property (i.e. Assessors Serial Number 215867-000) to the City of Ridgefield along with the adjacent property Assessor's Serial Number 215811-000 (Owner: Leonore P. Maddox).

List the Master File Number associated with this request: **PROJECTS-**____-____-____-____

Pre-Application Conference Date and File Number, if applicable: _____

Attachment: Potter Intent to Annex application materials (Potter Intent to Annex)

A.2. Submittal Checklist



**NOTICE OF INTENT TO ANNEX
NOTICE OF PETITION TO ANNEX**
510-B Pioneer Street/PO Box 608
Ridgefield, WA 98642
Tel: (360)887-3908
Fax: (360)887-2507
www.ridgefieldwa.us

OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

- ☒ Notice of Intent to Annex (complete sections A and C)
- ☐ Notice of Petition to Annex (complete sections A, B, and C)

A. APPLICATION REQUIREMENTS:

Please include electronic versions of all required application materials.

- ☒ **1 MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s).
- ☒ **2 CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- ☒ **3 AUTHORIZATION:** Provide one (1) copy of the Signed Declaration and Authorization with original signature(s) of the property owner(s).
- ☐ **4 INTRODUCTORY STATEMENT:** Provide one (1) copy of a statement describing the annexation request and other relevant background, such as future development plans for the parcel(s).
- ☒ **5 VICINITY MAP:** Provide one (1) copy of an 8.5 x 11-inch vicinity map outlining the area proposed for annexation in reference to existing corporate limits and the Urban Growth Area boundary.

B. FOR NOTICE OF PETITION TO ANNEX REQUESTS, COMPLETE SECTION B.

- ☐ **6 MAP:** Submit one (1) copy of a map or series of maps of the annexation area. Map shall be folded to fit in a legal-size file. Include one (1) reduced copy (11 inches by 17 inches or 8.5 inches by 11 inches) of the map(s).

Include all of the following information:

- ☐ Dimensions and north arrow
- ☐ General vicinity of proposed annexation in relation to the City of Ridgefield
- ☐ Proposed boundaries of the annexation
- ☐ City of Ridgefield corporate limits
- ☐ The Urban Growth Boundary
- ☐ Major physical features such as lakes, streams, and ravines
- ☐ All public roads near the annexation area

- ☐ **7 MAILING LABELS:** Current Clark County assessor's map showing properties within the annexation area and within a 300-foot radius of the annexation area, a typed list and one (1) set of self-adhesive labels of the names and addresses of

Intent or Petition of Annexation :

property owners, certified as accurate and complete by the Clark County assessor, a title company, licensed surveyor, or other party approved by the City Clerk. Mailing labels can be obtained from the Clark County GIS Department; call (564) 729-4652 or order online at <https://gis.clark.wa.gov/gishome/mapstore/#/services>.

5.2.b

☐ **8 SURVEY:** Provide a survey of the area proposed for annexation, prepared by a professional surveyor. Include the full width of any right-of-way adjacent to the property being annexed.

C. APPLICATION FEES:

Fees must be paid at the time of application. Please make checks payable to City of Ridgefield. There may be fees related to fire reviews and/or fire inspections. These fees would be applied to the permit with payment due at the time of permit issuance.

☒ **Notice of Intent to Annex \$450**

☐ **Notice of Petition to Annex \$2000**

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of Ridgefield, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application.

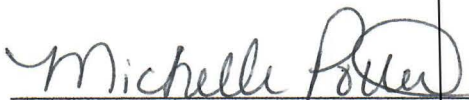


Applicant's Signature

August 8, 2020
Date

Joe Potter

Print Applicant's Name



Applicant's Signature

August 8, 2020
Date

Michelle Potter

Print Applicant's Name

Attachment: Potter Intent to Annex application materials (Potter Intent to Annex)

Intent or Petition of Annexation :

A.3. Authorization

NOTICE OF INTENT TO ANNEX

DECLARATION

We, the undersigned, are owners of real property lying outside of the corporate limits of the City of Ridgefield, Washington, but contiguous thereto and designated as part of the Ridgefield Urban Growth Area.

We, the undersigned, attest that we are owners of not less than 10% in value pursuant to the assessed valuation records compiled and maintained by the Clark County Department of Assessment and GIS of the total acreage of the properties described in the proposed annexation area. We do hereby declare our intention to circulate a petition for annexation to the City of Ridgefield, Washington under the Direct Petition Method as described in RCW 35A.14.120-150. It is acknowledged that this petition may consist of multiple documents filed separately.

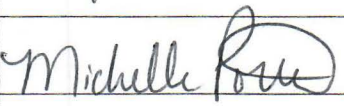
WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Each signature shall be executed in ink or indelible pencil and shall be followed by the name and address of the signer and the date of signing.

AUTHORIZATION

Printed names and signatures of all persons having an interest in real property in the described area whose consent is required by virtue of such interest to authorize the filing of this notice are hereto identified:

NAME OF PROPERTY OWNER (PRINT CLEARLY)	SIGNATURE OF PROPERTY OWNER	CLARK COUNTY ASSESSOR'S PARCEL NUMBER	DATE SIGNED
Joe Potter		215867-000	August 8, 2020
Michelle Potter			August 8, 2020

Intent or Petition of Annexation

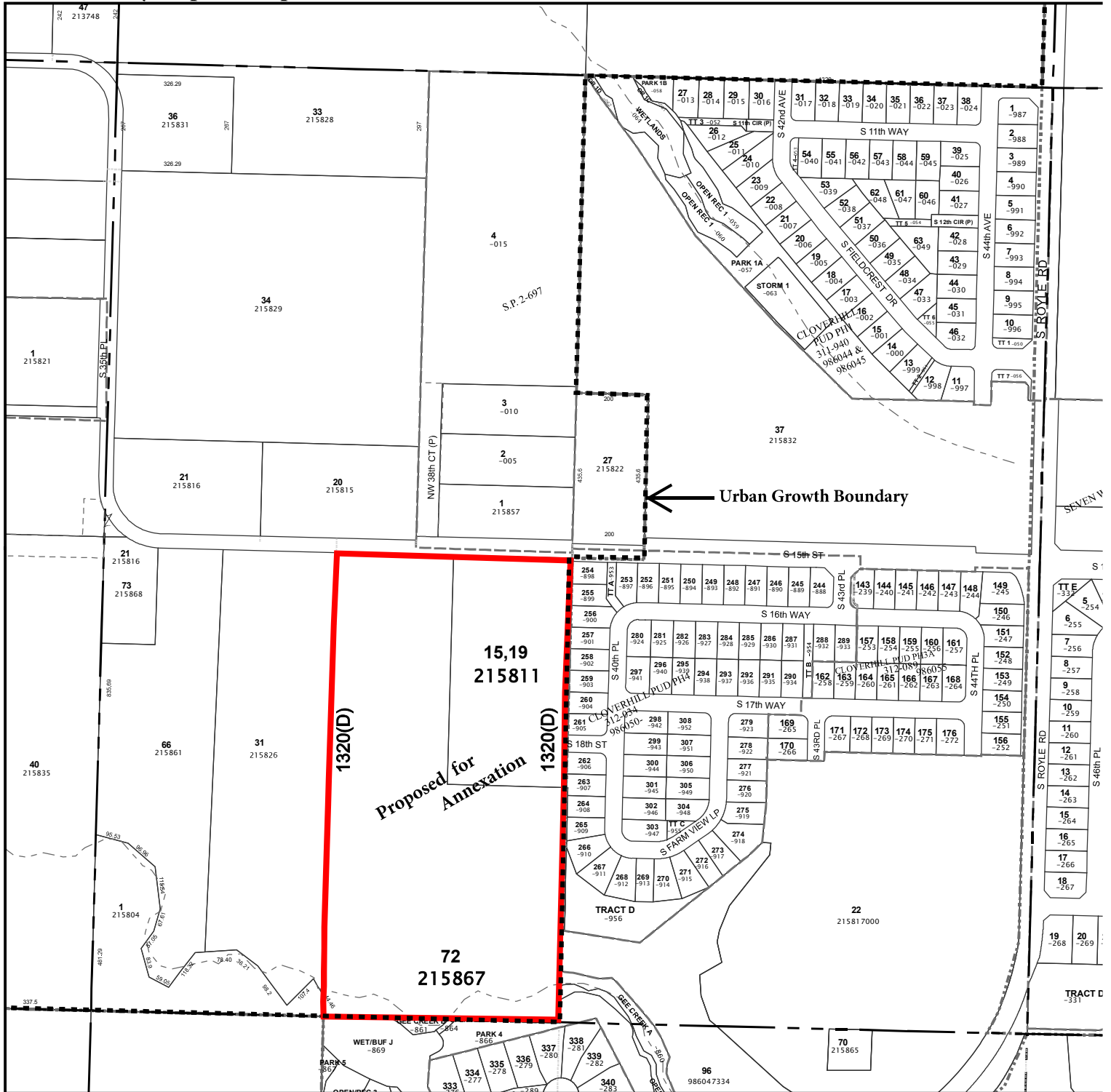
A.4. Introductory Statement

Introductory Statement

The Applicant herewith submits the City of Ridgefield (“City”) Notice of Intent to Annex in order that Assessor’s Parcel No. 215811-000 and 215867-000 will be annexed to the City. The property owners may at a future time decide to develop the property into a single-family residential subdivision.

A.5. Vicinity Map

Vicinity Map for Proposed Annexation of Assessor's Serial Nos. ("ASNs") 215811-000 and 215867-000



Attachment: Potter Intent to Annex application materials (Potter Intent to Annex)

Printed: April 7, 2020
Scale - 1:3600
1" = 300'

Information shown on this map was collected from several sources. Clark County accepts no responsibility for any inaccuracies that may be present.

Clark County
Geographic Information System

NE Qtr of Section 29 T4N R1E WM

Section C — Application Fee (Copy)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 17, 2020

ITEM:

AGENDA ITEM TITLE: Motion - Approval of Union Ridge Ranch Phase 2 Final Plat

GOVERNING LEGISLATION:

RCW 36.70A

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The Ridgefield Hearing Examiner approved the N 23rd Place preliminary planned unit development on January 6, 2020, as PLZ-19-0114. The approved preliminary plat has 13 single-family attached lots. The project name has subsequently been changed to Union Ridge Ranch Phase 2.

The applicant proposes to subdivide the 4.99-acre site with Assessor's #120965000 into 13 single-family detached residential lots. The lots range from 7,100 square feet (multiple lots) to 8,515 square feet (Lot 8), consistent with the lot sizes approved through the N 23rd Place PUD preliminary plat. The average lot size is 7,311 square feet. Significant slopes limit the buildable area on Lots 1-8 to the western portion of the lots, with the exception of small structures (sheds, fences, etc.).

N 22nd Court is a public street that accesses each of the residential lots. This street also provides an external connection to N 3rd Way, to the north of the site.

Tract A (9,407 square feet/0.22 acres) is a stormwater facility to be owned and maintained by the HOA, with a blanket access and inspection easement over its entirety dedicated to the City of Ridgefield. Tract B (11,550 square feet/0.27 acres) is a park space to be owned and maintained by the HOA. Tract B is developed with a play structure, benches, picnic tables, a bike rack, and a trash receptacle. A fence separates the usable open space in Tract B from the steep slopes to the south. Tract C (58,116 square feet/1.33 acres) is open space comprised largely of steep slopes, to be owned and maintained by the HOA. The existing public trail from N 3rd Way to Pioneer Street along N Reiman Road is located in the right-of-way immediately east of Tract C.

BUDGET/FINANCIAL IMPACTS:

Additional tax revenue from 13 new single-family residential lots.

ACTION OR MOTION:

"I move to approve the Union Ridge Ranch Phase 2 final plat as presented."

STAFF CONTACT:

Claire Lust, Community Development Director

ATTACHMENTS:

PLZ-20-0065 Union Ridge Ranch Phase 2 Final Plat_Staff
Report_12172020 (PDF)
Union Ridge Ranch Phase 2 Final Plat (PDF)



COMMUNITY DEVELOPMENT DEPARTMENT

230 Pioneer Street | PO Box 608 | Ridgefield, WA 98642
(360) 887-3557 | Fax: (360) 887-0861 | www.ci.ridgefield.wa.us

Union Ridge Ranch Phase 2 Final Plat

Staff Report

File No. PLZ-20-0065

December 17, 2020

I. Basic Facts

Application date: On September 18, 2020, the City received an application for final plat approval for N 23rd Place PUD final plat (13 single-family detached residential lots, since renamed to Union Ridge Ranch Phase 2).

Applicant/Property Owner: DLS Properties Inc., 5687 S 6th Way, Ridgefield, WA 98642. Contact: Brent Kalliainen, 360.907.5143, brent@cascadewest.com

Applicant's Representative: WFG Title 101 E 6th St., # 125, Vancouver, WA 98660. Contact: Sheri Hunzeker, 360-852.1576, shunzeker@wfgtitle.com

Property Information: Ridgefield Homesites Lot 8, Assessor's #120965000, 4.99 acres

Zoning: Residential Low Density 4 (RLD-4)

Comprehensive Plan: Urban Low (UL)

Compliance: The proposed plat complies with the applicable provisions in the Ridgefield Municipal Code Title 18 and the Ridgefield Urban Area Comprehensive Plan.

Council date: December 17, 2020

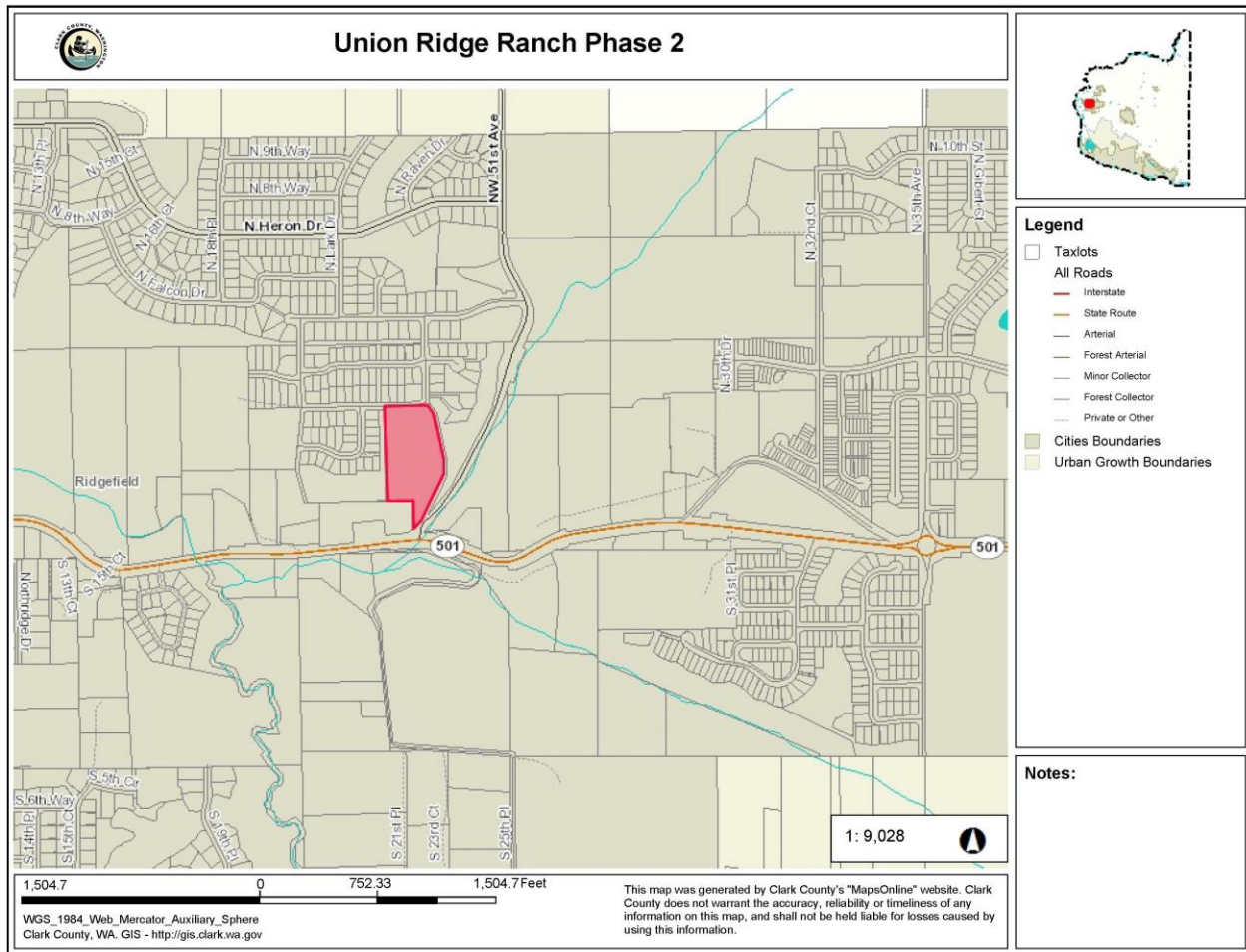
II. Documents Received

- A. Master land use application
- B. Final plat checklist
- C. Final plat sheets
- D. Perimeter legal description
- E. Lot calculations
- F. Narrative
- G. Map of Dedication
- H. Survey review memos and redlines
- I. Revised materials as required by staff

III. Background and Proposal

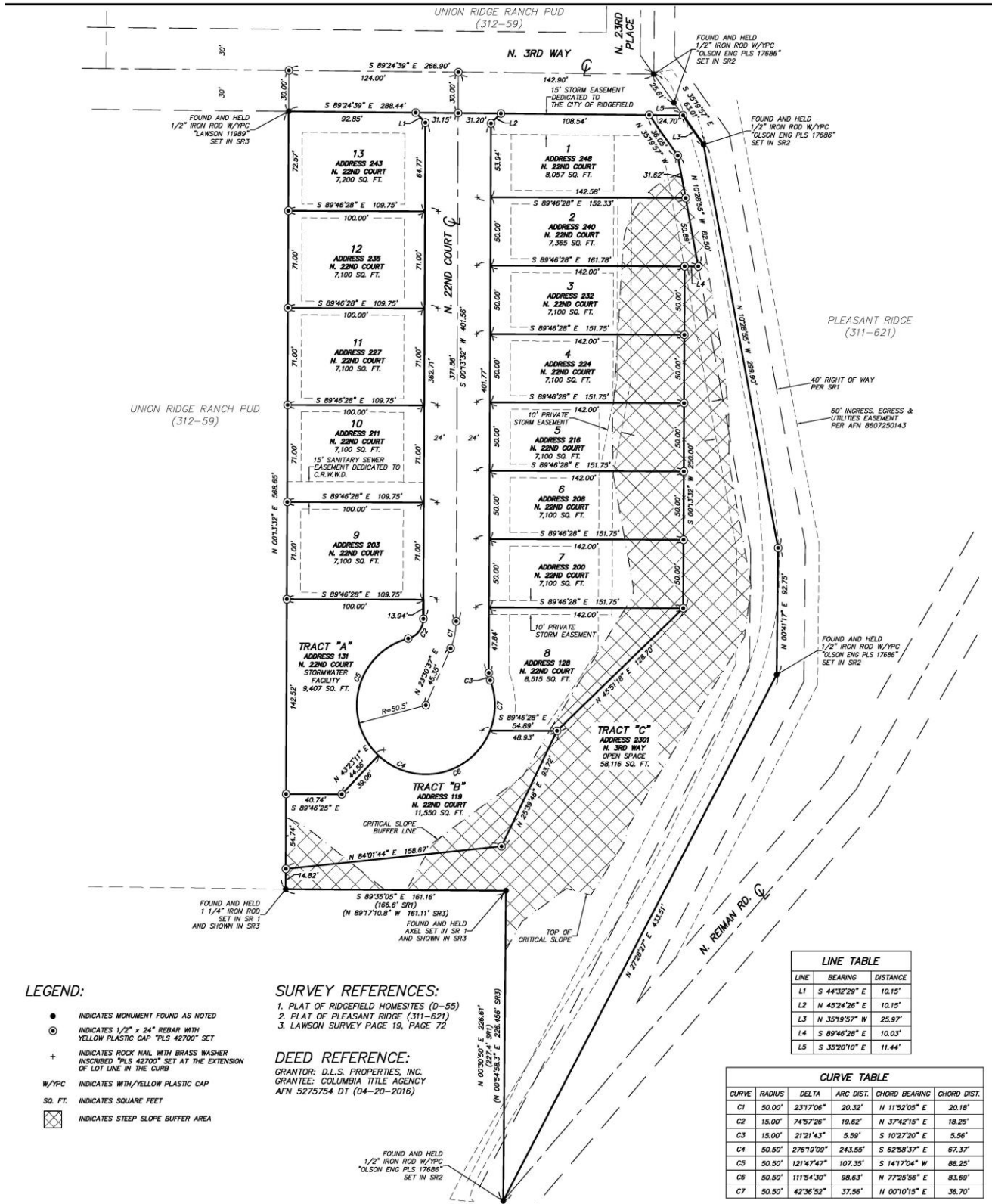
The Ridgefield Hearing Examiner approved the N 23rd Place preliminary planned unit development on January 6, 2020, as PLZ-19-0114. The approved preliminary plat has 13 single-family attached lots. The project name has subsequently been changed to Union Ridge Ranch Phase 2.

Union Ridge Ranch Phase 2 Location



Union Ridge Ranch Phase 2 Final Plat (full plan set included as attachment)

Attachment: PLZ-20-0065 Union Ridge Ranch Phase 2 Final Plat_Staff Report_12172020 (Union Ridge Ranch Phase 2 Final Plat)

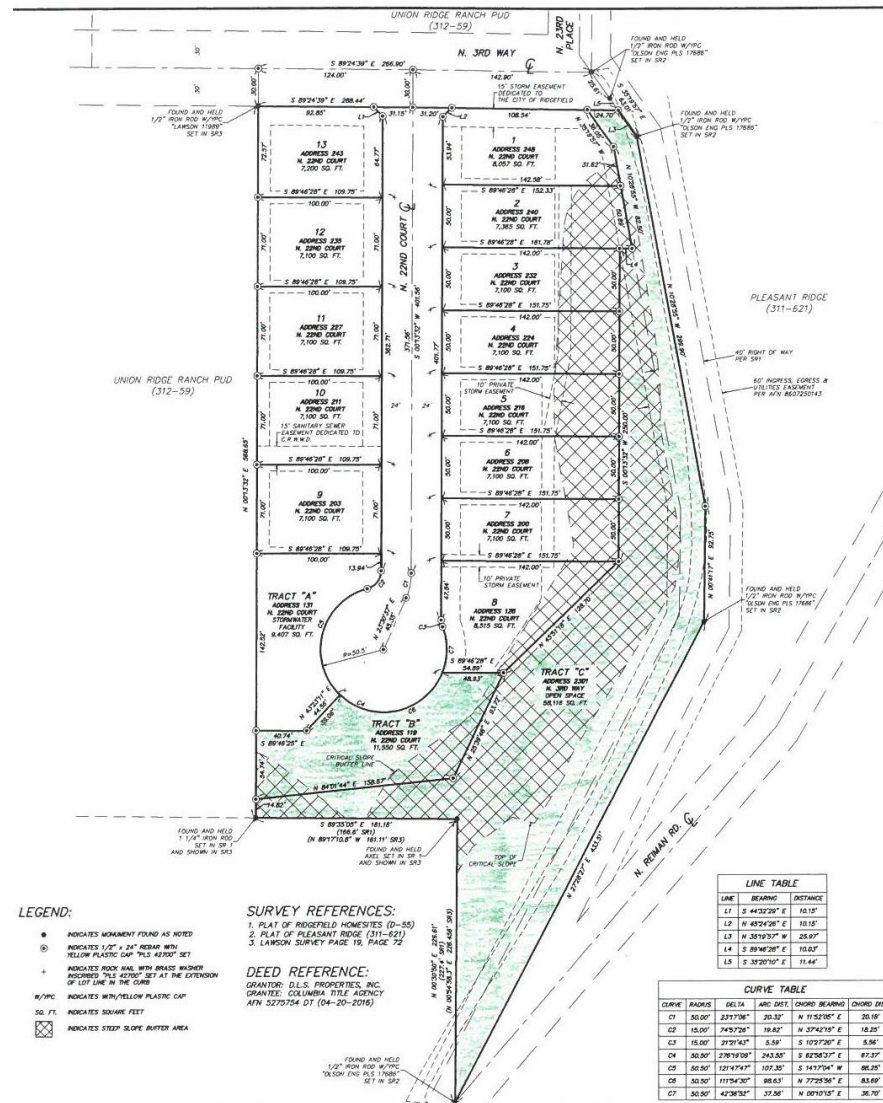


The applicant proposes to subdivide the 4.99-acre site with Assessor's #120965000 into 13 single-family detached residential lots. The lots range from 7,100 square feet (multiple lots) to 8,515 square feet (Lot 8), consistent with the lot sizes approved through the N 23rd Place PUD preliminary plat. The average lot size is 7,311 square feet. Significant slopes limit the buildable area on Lots 1-8 to the western portion of the lots, with the exception of small structures (sheds, fences, etc.).

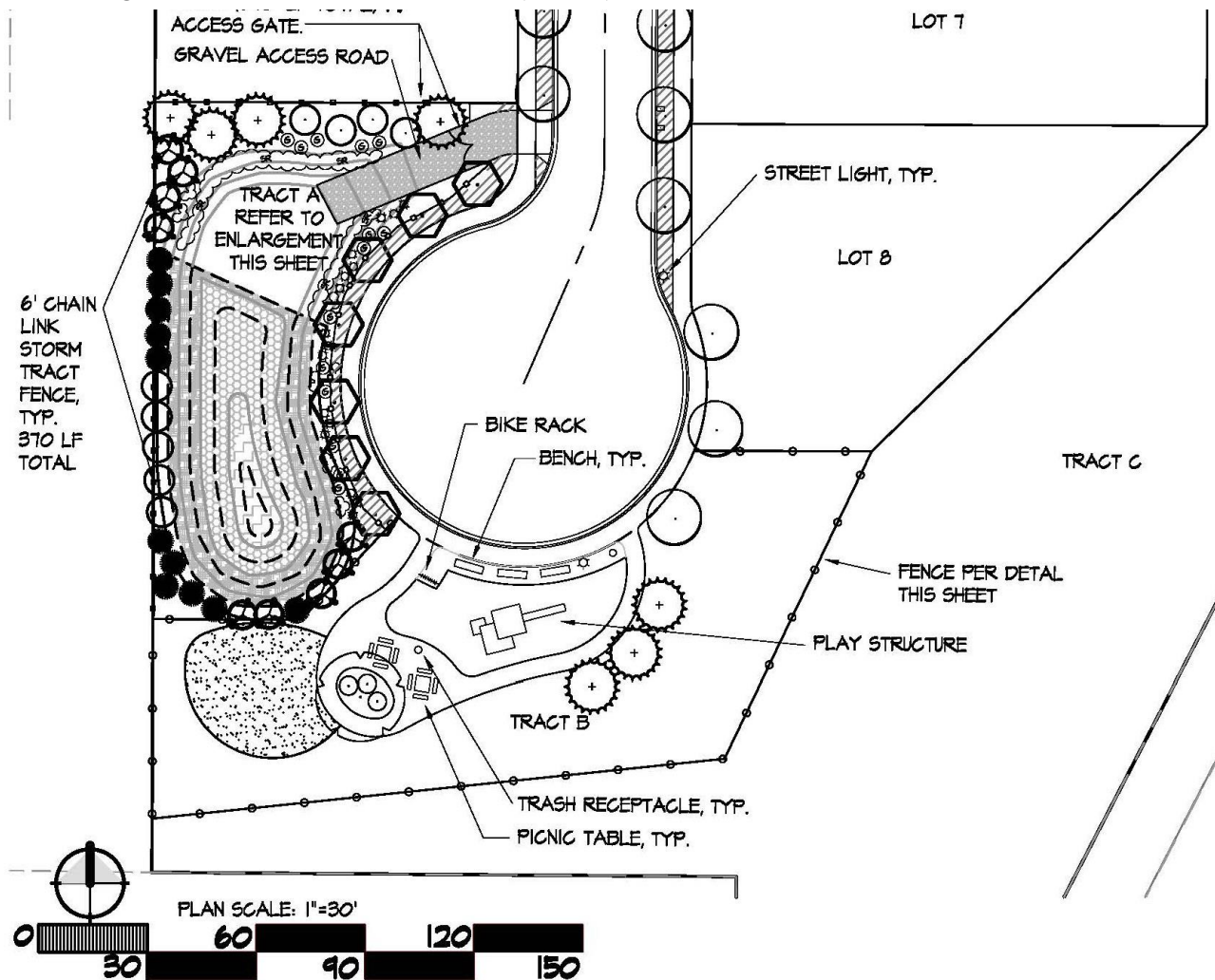
N 22nd Court is a public street that accesses each of the residential lots. This street also provides an external connection to N 3rd Way, to the north of the site.

Tract A (9,407 square feet/0.22 acres) is a stormwater facility to be owned and maintained by the HOA, with a blanket access and inspection easement over its entirety dedicated to the City of Ridgefield. Tract B (11,550 square feet/0.27 acres) is a park space to be owned and maintained by the HOA. Tract B is developed with a play structure, benches, picnic tables, a bike rack, and a trash receptacle. A fence separates the usable open space in Tract B from the steep slopes to the south. Tract C (58,116 square feet/1.33 acres) is open space comprised largely of steep slopes, to be owned and maintained by the HOA. The existing public trail from N 3rd Way to Pioneer Street along N Reiman Road is located in the right-of-way immediately east of Tract C.

Union Ridge Ranch Phase 2 Open Space



Union Ridge Ranch Phase 2 Open Space Detail (Tract B)



The purpose of this review is to consider whether the applicant has met the conditions of approval from the preliminary plat approval, the Development Agreement, the Ridgefield Development Code, the Ridgefield Urban Area Comprehensive Plan, and the City Engineering Standards for Public Works. Staff evaluated the final plat materials provided and offer the following combined comments.

IV. Survey Review

Gray & Osborne, Inc. confirmed that the applicant has addressed all survey comments on November 10, 2020.

V. Engineering Review

All private improvements are complete except for the placement of park amenities in Tract B and the installation of a portion of the landscaping in Tract A. As a **condition of approval**, all remaining private improvements shall be completed prior to obtaining city signatures on the final plat mylar.

A performance bond for 120% of the cost of all incomplete public improvements is required. The applicant submitted a cost estimate for remaining public improvements totaling \$381,830.57. The City Engineer issued a performance bond letter on November 17, 2020 identifying a bond amount of \$458,196.68. As a **condition of approval**, the applicant shall submit the required \$458,196.68 performance bond to the city or complete all public improvements prior to obtaining city signatures on the final plat mylar.

Staff finds that the applicant has addressed all other applicable conditions of approval from the preliminary plat and all other engineering comments.

VI. Land Use Review

Land use condition of approval A.14 from the N 23rd Place PUD final order, PLZ-19-0114, requires the applicant to submit evidence that the project complies with the green site design standards in RDC 18.210.035 prior to final plat approval. As a **condition of approval**, the applicant shall submit evidence that the project complies with the green site design standards in RDC 18.210.035 prior to obtaining city signatures on the final plat mylar.

Land use condition of approval A.16 from the N 23rd Place PUD final order, PLZ-19-0114, requires submittal of CC&Rs prior to final plat approval. At the time of writing, the applicant intends to submit draft CC&Rs for review by the City Attorney by December 17, 2020. As a **condition of approval**, the applicant shall make any changes to the CC&Rs required by the City Attorney prior to obtaining city signatures on the final plat mylar.

Staff finds that the applicant has addressed all other applicable conditions of approval from the preliminary plat and all other land use comments.

VII. Recommendation

Staff recommends City Council **APPROVE** the Union Ridge Ranch Phase 2 Final Plat subject to the following **conditions of approval**:

1. Prior to obtaining city signatures on the final plat mylar, all remaining private improvements shall be completed.
2. Prior to obtaining city signatures on the final plat mylar, the applicant shall submit the required \$458,196.68 performance bond for incomplete public improvements to the city or complete all public improvements.
3. Prior to obtaining city signatures on the final plat mylar, the applicant shall submit evidence that the project complies with the green site design standards in RDC 18.210.035.
4. Prior to obtaining city signatures on the final plat mylar, the applicant shall make any changes to the CC&Rs required by the City Attorney.
5. The applicant shall submit mylars for signature containing the signature and seal of the surveyor of record (Certification of Subdivision Platting, see RDC 18.620.120.L) and the signatures of all parties having an ownership interest in the land for purposes of dedication (Dedication of Subdivision, see RDC 18.620.120.M).
6. The applicant shall record the final plat with the Clark County Auditor's Office within thirty (30) calendar days of City signatures on the face of the Mylar.

7. The applicant shall submit three (3) full-sized copies and one (1) 11-inch by 17-inch copy of the recorded plat and all associated written documents within thirty (30) calendar days of City signatures on the face of the Mylar.
8. Prior to obtaining building permits, the applicant shall install correct street signs based on the street and addressing information included at the end of this report.

Reviewed by:

Claire Lust, Community Development Director. Claire.lust@ci.ridgefield.wa.us, 360.857.5024

Brenda Howell, City Engineer. Brenda.howell@ci.ridgefield.wa.us, 360.857.5022

Signed:

Claire Lust, Community Development Director

December 14, 2020

Union Ridge Ranch Phase 2 Addressing

Address numbers ascend from south to north and west to east. Address notices will be sent to service providers following final plat approval. Correct street signs must be installed prior to engineering acceptance. Please ensure that street signs are ordered based on the following:

Lot #	Address	Lot #	Address
N 22nd Ct		N 3rd Way	
West (odd) side of street		South (odd) side of street	
13	243	Tract C	2301
12	235		
11	227		
10	211		
9	203		
Tract A	131		
Tract B	119		
East (even) side of street			
1	248		
2	240		
3	232		
4	224		
5	216		
6	208		
7	200		
8	128		

NOTES:

1. A MINIMUM OF ONE AND A MAXIMUM OF FOUR OFF-STREET PARKING SPACES ARE REQUIRED PER DWELLING UNIT, PER RDC 18.720.030.A.
2. AT LEAST EIGHTEEN LINEAR FEET OF DRIVEWAY SHALL BE PROVIDED BETWEEN ANY GARAGE OR CARPORT ENTRANCE AND THE BACK SIDE OF THE SIDEWALK PER RDC 18.210.090.B.
3. A MINIMUM 50 PERCENT LANDSCAPE COVERAGE, CALCULATED AS A PERCENTAGE OF THE GROSS SITE ACREAGE, IS REQUIRED PER RDC 18.725.055.
4. NO RESIDENTIAL BUILDINGS OR ACCESSORY STRUCTURES, OTHER THAN SMALL STRUCTURES (I.E., GARDEN SHEDS, GAZEBO'S, STRUCTURES, ETC.) SHALL BE CONSTRUCTED IN THE STEEP SLOPE AREA AND DEVELOPMENT WITHIN THE BUFFER SHALL BE LIMITED TO SMALL STRUCTURES (I.E., GARDEN SHEDS, GAZEBO'S, PLAY STRUCTURES, ETC.) AND OTHER ELEMENTS ASSOCIATED WITH LANDSCAPING.
5. ARCHITECTURAL DESIGN APPROVAL FROM THE CITY OF RIDGEFIELD IS REQUIRED FOR ALL SINGLE-FAMILY HOMES, AND THAT IT IS THE RESPONSIBILITY OF THE DEVELOPER/BUILDER TO OBTAIN DESIGN APPROVAL FOR EACH HOME, INCLUDING MODEL HOMES, PRIOR TO THE SALE OR ADVERTISEMENT FOR SALE OF THE HOME. ARCHITECTURAL DESIGN APPROVAL WILL BE BASED ON THE REQUIREMENTS IN RDC 18.210.060 AND RDC 18.210.120.A.1.
6. TRACT "B" IS PARK SPACE TO BE OWNED AND MAINTAINED BY THE HOME OWNERS ASSOCIATION.
7. TRACT "A" IS A STORM FACILITY TO BE OWNED AND MAINTAINED BY THE HOME OWNERS ASSOCIATION.
8. TRACT "A" TO HAVE BLANKET ACCESS AND INSPECTION EASEMENT OVER IT'S ENTIRETY DEDICATED TO THE CITY OF RIDGEFIELD.
9. TRACT "C" IS OPEN SPACE TO BE OWNED AND MAINTAINED BY THE HOME OWNERS ASSOCIATION.
10. TABLE OF DEVELOPMENT STANDARDS
MINIMUM LOT AREA: 5,000 SQ. FT.
AVERAGE LOT WIDTH: 50'
LOT COVERAGE: 50%
IMPERVIOUS SURFACE AREA: 60%
FRONT YARD SETBACK: 15'
SIDEYARD SETBACK: 5'
STREET SIDE YARD SETBACK: 12'
REAR YARD SETBACK: 10'

SIDEWALK NOTE:

PRIOR TO THE ISSUANCE OF OCCUPANCY PERMITS, SIDEWALKS SHALL BE CONSTRUCTED ALONG ALL LOTS.

UTILITY AND SIDEWALK EASEMENT:

AN EASEMENT IS HEREBY RESERVED UNDER AND UPON THE EXTERIOR SIX (6) FEET AT THE FRONT AND REAR BOUNDARY LINES OF ALL LOTS FOR THE INSTALLATION, CONSTRUCTING, RENEWING, OPERATING AND MAINTAINING ELECTRIC, TELEPHONE, TV CABLE, WATER AND SANITARY SEWER SERVICES. ALSO A SIDEWALK EASEMENT IS HEREBY RESERVED AS NECESSARY TO CONSTRUCT REPAIR AND MAINTAIN UPON THE EXTERIOR SIX (6) FEET ALONG THE FRONT BOUNDARY LINES OF ALL LOTS ADJACENT TO PUBLIC STREETS.

DEDICATION:

KNOW ALL MEN BY THESE PRESENT, THAT WE THE UNDERSIGNED OWNERS OF THE LANDS ABOVE DESCRIBED HAVE CAUSED THE SAME TO BE PLATTED OF OUR OWN FREE CONSENT AND IN ACCORDANCE WITH OUR DESIRES AS OWNERS OF THE DESCRIBED LANDS ACCORDING TO THE PLAT HERETO ANNEXED, SAME TO BE KNOWN AS UNION RIDGE RANCH PHASE 2, AND HEREBY DEDICATE THE STREETS AND EASEMENTS AS SHOWN THEREON TO THE PUBLIC USE FOREVER. FURTHER, WE WAIVE ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID PUBLIC STREETS AND EASEMENTS."

DLS PROPERTIES INC.

BY:

BRENT KALLIAINEN, AS PRESIDENT OF DATE
DLS PROPERTIES INC

DECLARANT DECLARATION:

THE UNDERSIGNED OWNER OR OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THIS MAP AND DEDICATE THE SAME FOR A COMMON INTEREST COMMUNITY NAMED "UNION RIDGE RANCH PHASE 2", A PLAT COMMUNITY, AS THAT TERM IS DEFINED IN THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT, SOLELY TO MEET THE REQUIREMENTS OF THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT AND NOT FOR ANY PUBLIC PURPOSE. THIS MAP AND ANY PORTION THEREOF IS RESTRICTED BY LAW AND THE DECLARATION FOR UNION RIDGE RANCH PHASE 2, RECORDED UNDER CLARK COUNTY RECORDING NO. _____

BRENT KALLIAINEN AS PRESIDENT OF DLS PROPERTIES INC DATE

ACKNOWLEDGMENT:

STATE OF WASHINGTON
COUNTY OF CLARK

THIS IS TO CERTIFY THAT ON THIS ____ DAY OF _____ 2020,
BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC, PERSONALLY
APPEARED

TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING
DEDICATION AND ACKNOWLEDGMENT TO ME THAT HE SIGNED AND
SEALED THE SAME AS HIS FREE AND VOLUNTARY ACT AND DEED
FOR THE USES AND PURPOSES THEREIN MENTIONED.

IN WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR LAST
WRITTEN ABOVE

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

RESIDING AT _____

PLS ENGINEERING MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPEL, ETC. A FIELD TRAVERSE WAS PERFORMED USING A FIVE SECOND TOTAL STATION THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED ON 05-08-17.

LEGEND:

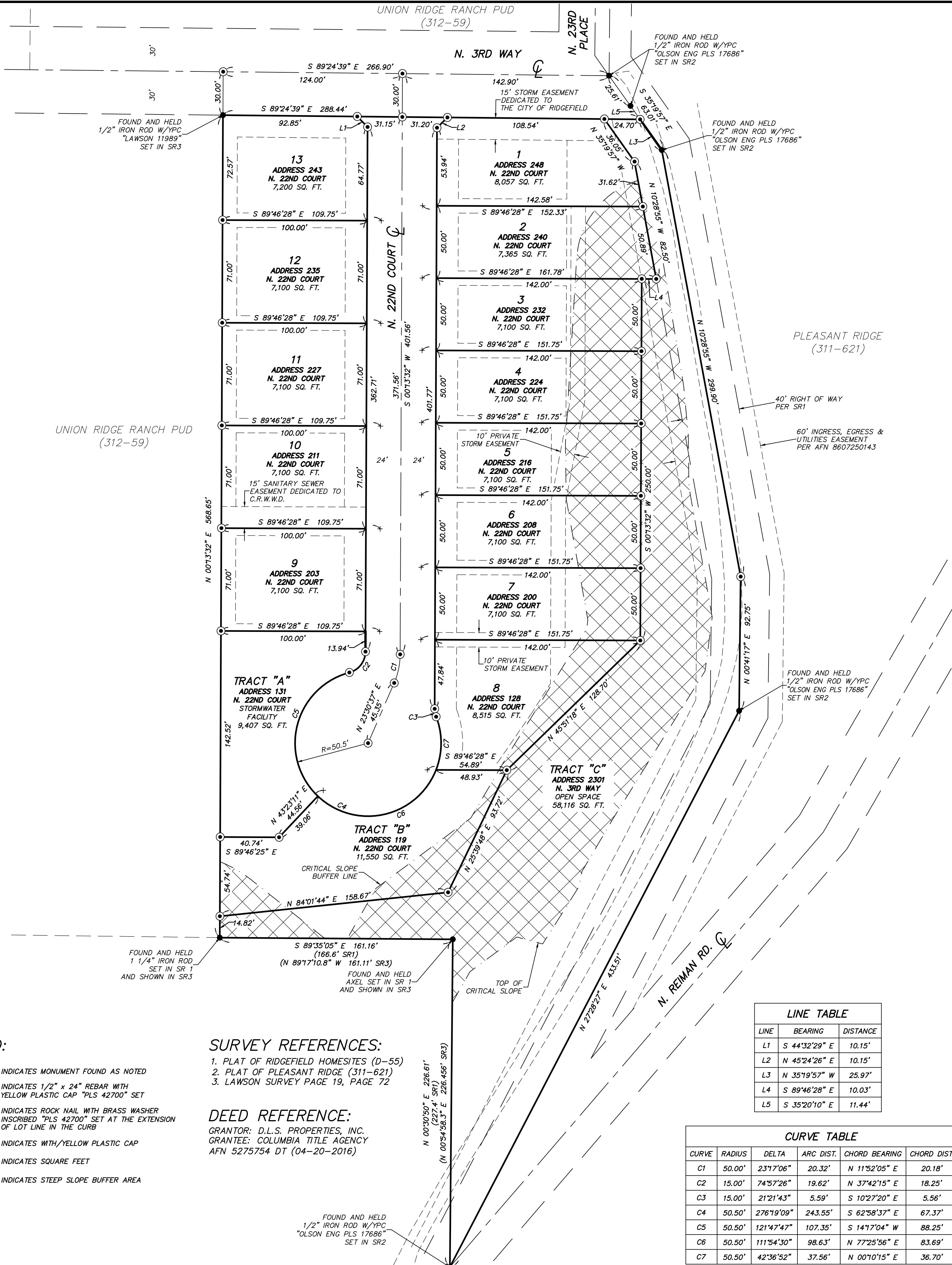
- INDICATES MONUMENT FOUND AS NOTED
- INDICATES 1/2" x 24" REBAR WITH YELLOW PLASTIC CAP "PLS 42700" SET
- + INDICATES ROCK NAIL WITH BRASS WASHER INSCRIBED "PLS 42700" SET AT THE EXTENSION OF LOT LINE IN THE CURB
- W/YPC INDICATES WITH/YELLOW PLASTIC CAP
- SQ. FT. INDICATES SQUARE FEET
- ▨ INDICATES STEEP SLOPE BUFFER AREA

SURVEY REFERENCES:

1. PLAT OF RIDGEFIELD HOMESITES (D-55)
2. PLAT OF PLEASANT RIDGE (311-621)
3. LAWSON SURVEY PAGE 19, PAGE 72

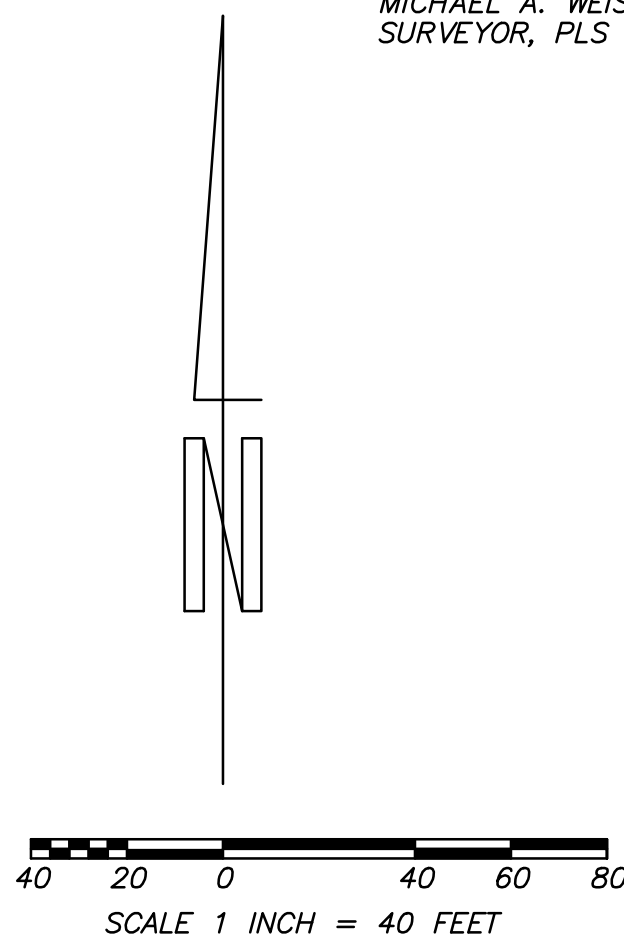
DEED REFERENCE:

GRANTOR: D.L.S. PROPERTIES, INC.
GRANTEE: COLUMBIA TITLE AGENCY
AFN 5275754 DT (04-20-2016)

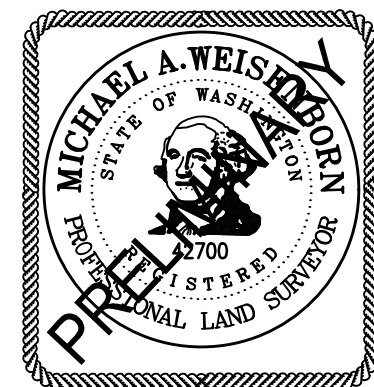


LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 44°32'29" E	10.15'
L2	N 45°24'26" E	10.15'
L3	N 35°19'57" W	25.97'
L4	S 89°46'28" E	10.03'
L5	S 35°20'10" E	11.44'

CURVE TABLE				
CURVE	RADIUS	DELTA	ARC DIST.	CHORD BEARING
C1	50.00'	237°17'06"	20.32'	N 11°52'05" E
C2	15.00'	74°57'26"	19.62'	N 37°42'15" E
C3	15.00'	21°21'43"	5.59'	S 10°27'20" E
C4	50.50'	276°19'09"	243.55'	S 62°58'37" E
C5	50.50'	121°47'47"	107.35'	S 14°17'04" W
C6	50.50'	111°54'30"	98.63'	N 77°25'56" E
C7	50.50'	42°36'52"	37.56'	N 00°10'15" E



BASIS OF BEARING:
N 00°13'36" E ALONG THE WEST LINE OF LOT 8 RIDGEFIELD HOMESITES (D-55) BETWEEN MONUMENTS FOUND NAD 83 (2011) WASHINGTON STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, US SURVEY FEET. BASED ON REAL TIME KINEMATIC CORRECTIONS FROM THE WASHINGTON STATE REFERENCE NETWORK.



PLS ENGINEERING

Engineering - Surveying - Planning
604 W. Evergreen Blvd., Vancouver, WA 98660
PH: (360) 944-6519 Fax: (360) 944-6539

UNION RIDGE RANCH PHASE 2
PRELIMINARY APPROVED AS
N.E. 23RD PLACE PUD

OF LOT 8 "RIDGEFIELD HOMESITES"
(D-55) LOCATED IN THE SE 1/4
OF THE NE 1/4 OF
SECTION 19 T. 4 N., R. 1 E., W.M.
CITY OF RIDGEFIELD,
CLARK COUNTY, WASHINGTON

JOB NO.: 2602
DRAWING DATE: 11-10-2020
SHEET 1 OF 2

CITY PUBLIC WORKS DIRECTOR:

CITY PUBLIC WORKS DIRECTOR _____ DATE _____

CITY COMMUNITY DEVELOPMENT DIRECTOR:

CITY COMMUNITY DEVELOPMENT DIRECTOR _____ DATE _____

CITY ENGINEER:

CITY OF RIDGEFIELD ENGINEER _____ DATE _____

CITY MAYOR:

APPROVED AND ACCEPTED BY THE CITY COUNCIL OF RIDGEFIELD, COUNTY OF CLARK
STATE OF WASHINGTON, THIS _____ DAY OF _____ 20 ____.

MAYOR, CITY OF RIDGEFIELD _____

ATTESTED BY: _____
CITY CLERK

CLARK REGIONAL WASTEWATER DISTRICT

DEVELOPMENT MANAGER _____ DATE _____

ASSESSOR:

THIS PLAT MEETS THE REQUIREMENTS OF RCW 58.17.170, LAWS OF WASHINGTON,
1981, TO BE KNOWN AS _____ UNION RIDGE RANCH PHASE 2
PLAT NO. _____ CLARK COUNTY, WASHINGTON.

COUNTY ASSESSOR _____ DATE _____

AUDITOR'S CERTIFICATE:

FILED FOR RECORD THIS _____ DAY OF _____, 20 ____
IN BOOK _____ OF PLATS, AT PAGE _____.

CLARK COUNTY AUDITOR _____

AUDITOR'S FILE NUMBER _____

SURVEYOR'S CERTIFICATE:

I, MICHAEL A. WEISENBORN, A PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY
THAT THE PLAT OF UNION RIDGE RANCH PHASE 2 IS BASED ON THE ACTUAL
SURVEY AND SUBDIVISION OF SECTION 19, TOWNSHIP 4 NORTH, RANGE 1 EAST;
THAT THE DISTANCES, COURSES AND ANGLES ARE SHOWN THEREON CORRECTLY
AND THAT MONUMENTS AND LOT CORNERS HAVE BEEN SET ON THE GROUND AS
SHOWN ON THE PLAT.

MICHAEL A. WEISENBORN, PROFESSIONAL LAND SURVEYOR, PLS # 42700 DATE _____

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 17, 2020

ITEM:

AGENDA ITEM TITLE: Public Hearing - Hearing on Previous Action Taken Regarding
Emergency Moratorium on Any New Drive-Through Facility

GOVERNING LEGISLATION:

Revised Code of Washington (RCW) 35A.63.220 – Moratoria, interim Zoning Controls – Public hearing – Limitation on length.

RCW 36.70A.390 – Moratoria, interim Zoning Controls – Public hearing – Limitation on length – Exceptions.

RCW 35A.13.190 – Ordinances – Styles – Requisites – Veto.

PREVIOUS COUNCIL ACTION TAKEN:

Adoption of Ordinance No. 1335: November 19, 2020

SUMMARY/BACKGROUND:

Within the Ridgefield City limits, there is a significant amount of undeveloped commercial land, including several major sites at the Interstate 5 junction. The Ridgefield Development Code (RDC) provides some standards for the orientation and design of drive through facilities in the commercial zones, but not for density of such facilities. Given the large amount of developable commercial land in the City and given the stated purposes of the commercial districts related to variety of uses, site design, compatibility with surrounding neighborhoods, and pedestrian amenities, it is an opportune time to reevaluate the development standards for commercial drive-through facilities.

On November 19, 2020 City Council adopted Ordinance No. 1335 declaring an emergency and providing for a temporary six-month limited moratorium on the filing, acceptance, processing, and/or approval of applications or permits for any new drive-through facility. This moratorium was necessary to permit staff time to research and modify or establish regulations pertaining to drive through facilities.

In accordance with RCW 35A.63.220 and 36.70A.390, a public hearing must be held within 60- days of adoption of Ordinance No. 1335.

BUDGET/FINANCIAL IMPACTS:

None anticipated.

ACTION OR MOTION:

No action requested. Action was already taken on November 19, 2020 adopting Ordinance No. 1335.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: Ord. 1335 - Moritorium on Drive Thrus (PDF)

ORDINANCE NO. 1335**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON ADOPTING A MORATORIUM WITHIN THE CORPORATE BOUNDARIES OF THE CITY ON THE FILING, ACCEPTANCE, PROCESSING, AND/OR APPROVAL OF APPLICATIONS OR PERMITS FOR ANY NEW DRIVE-THROUGH FACILITY; PROVIDING FOR SEVERABILITY AND CORRECTION OF CLERICAL ERRORS; DECLARING AN EMERGENCY; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.**

WHEREAS, the Ridgefield Municipal Code (RMC) Title 18, the Ridgefield Development Code, defines “Drive-in or drive-through facility” as, “A facility or structure that is designed to allow drivers to remain in their vehicles before and during an activity on site”; and

WHEREAS, drive-through facilities are a development form rather than a use type, and as such the Ridgefield Development Code (RDC) does not list drive-through facilities as a use type in RDC 18.205.020 – Master use table; and

WHEREAS, drive-through facilities are only expressly prohibited for artisan and specialty goods production in any district and for restaurants and banks in the Waterfront Mixed Use district per RDC 18.205.030; and

WHEREAS, the RDC provides development standards for drive-through facilities only in the commercial districts and under the Ridgefield Mixed Use Overlay (RMUO); and

WHEREAS, drive-through facilities in the RMUO are limited to one, single lane, drive through for each fifteen acres of an RMUO site, but no such limitation exists in the commercial districts; and

WHEREAS, the purpose of the commercial districts is to “encourage multiple commercial uses within each district of appropriate scale to the surrounding districts,” to “encourage building design and site planning so that development relates visually and physically to the surrounding area, complements the existing character of specific neighborhoods, and promotes pedestrian activity,” to “protect residential neighborhoods adjacent to commercial zones from intrusion on their privacy, character, and quality of life,” and to “provide a pedestrian environment with amenities, visual interest, and safety features which encourage more people to use these areas”; and

WHEREAS, the commercial district site planning standards define pedestrian streets as all collectors and local streets, and provide that pedestrian streets are intended to be developed with a “main street” feel that generally includes wide sidewalks with pedestrian amenities, buildings close to the sidewalk, and pedestrian-scale building design; and

WHEREAS, the commercial district site planning standards include requirements for buildings and/or common open space to be placed within the maximum setback areas, for

safe internal and external pedestrian connections including connections between a building's primary entrance and the primary frontage street, and for buildings to have a primary entrance facing the street; and

WHEREAS, City staff have recently provided the aforementioned information regarding drive-through facilities and the commercial districts to interested parties who have provided conceptual plans but not formal land use submittals for projects in the commercial districts with multiple drive-through facilities and with drive-through facilities adjacent to pedestrian streets; and

WHEREAS, because of the generally higher impact of drive-through facilities in terms of traffic, appearance, and pedestrian safety, the City Council has determined that the development standards and limitations for such facilities should be analyzed to determine if these standards are consistent with the City's vision and whether additional limits or design standards are necessary to protect the surrounding uses; and

WHEREAS, the City desires to impose a moratorium on the filing, acceptance, processing, and/or approval of applications or permits for drive-through facilities within the City boundary; and

WHEREAS, a moratorium will allow time for the City to adopt code restrictions and/or development regulations for drive-through facilities so as to ensure consistency with the City's Comprehensive Plan, the development regulations, and to ensure consistency and conformity with the surrounding community while maintaining the status quo; and

WHEREAS, pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council may adopt a moratorium for a period of up to six (6) months without notice and public hearing provided that the City holds a public hearing within sixty (60) days after the adoption of this Ordinance; and

WHEREAS, RCW 35A.13.190 permits an ordinance to become effective immediately but requires that it must be passed by a majority plus one of the whole membership of the council to have such an effect; and

WHEREAS, without an immediate moratorium, proponents could file applications vesting development that is incompatible with the City's vision for the City, thereby justifying the declaration of emergency to preserve the public health, safety, and welfare;

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

Section 1. **Moratorium Established.** The City hereby imposes a moratorium on the filing, acceptance, processing, and/or approval of all drive-through facility applications or permits within the corporate boundary of the City of Ridgefield.

Section 2. **Effective Duration of Moratorium.** The moratorium set forth in this Ordinance shall be in effect for a period of six (6) months from the date this Ordinance is adopted and will automatically expire at the conclusion of that six-month period unless the same is extended as provided in RCW 35A.63.220 and RCW 36.70A.390, or unless terminated sooner by City Council.

Section 4. **Public Hearing.** Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council will hold a public hearing at its regularly scheduled virtual meeting at 6:30pm on December 17, 2020, or as soon thereafter as the business of the City Council shall permit, in order to take public testimony and to consider adopting further findings.

Section 5. **Referral to Staff.** The Community Development Director and/or designee is hereby authorized and directed to study and develop appropriate land use regulations pursuant to Washington law and consistent with the Ridgefield Urban Area Comprehensive Plan and associated documents for review and recommendation for inclusion into the provisions of the City of Ridgefield Municipal Code, Title 18.

Section 6. **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.

Section 7. **Severability.** Any provision of this ordinance or its application to any person, legal entity, or circumstance is held invalid, the remainder of the ordinance or its application to other persons, legal entities, or circumstances is not affected.

Section 8. **Emergency Ordinance and Effective Date.** The City Council hereby finds and declares this Ordinance is a public emergency ordinance necessary for the protection of the public health, safety, property, or peace, and shall take effect and be in full force immediately upon its adoption by a majority vote plus one of the whole member of the Council, and that the same is not subject to a referendum (RCW 35A.11.090). The underlying facts necessary to support this emergency declaration are included in the "WHEREAS" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 19th DAY OF NOVEMBER, 2020.

CITY OF RIDGEFIELD

DocuSigned by:



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Mayor, Don Stose

ATTEST:

DocuSigned by:



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Julie Ferriss
City Clerk

APPROVED AS TO FORM:

DocuSigned by:



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Janean Parker, City Attorney

Public Hearing:	November 19, 2020
First reading:	November 19, 2020
Second Reading/Passage:	November 19, 2020
Date of Publication:	November 25, 2020
Effective Date:	November 19, 2020

Attachment: Ord. 1335 - Moratorium on Drive Thrus (Moratorium on Any New Drive-Through Facility)