CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
AUGUST 22, 2024

Regular Meeting - 5:00 PM

I. STUDY SESSION - 5:00 P.M.

1. Work Session - 2025 Baseline Operating Budget - Kirk Johnson, Finance Director

Baseline operating budget and budget assumptions introduction.

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

1. Flag Salute

2. Roll Call

Present: Mayor Ron Onslow Mayor Pro Tem Jennifer Lindsay Council Member Matt Cole Council Member Lee Wells Council Member Judy Chipman Council Member Clyde Burkle Council Member Katie Favela

3. Late changes to the agenda

III. PUBLIC COMMENT

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

Comments received during public testimony can be heard on the City's website under City Council Meeting Audio Files | Ridgefield, WA (ridgefieldwa.us).

IV. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT:	**(UNANIMOUS)**

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

1. **Approval of Claims And/Or Payroll**

2. **Approval of Minutes from the August 8, 2024 Meeting**

V. PRESENTATION

1. Clark County Commission on Aging Annual Report - Claire Lust, Community Development Director

Representatives from the Clark County Commission on Aging presented their annual report.

2. 2024 Engineering Standards Update - Chuck Green, Public Works Director

The City's Engineering Standards provide guidance for the design and construction of public and private development projects. The current standards were adopted in 2017 and consist of two volumes:

- Volume 1: Engineering and Planning Standards
- Volume 2: Construction Specifications and Standard Details and Drawings.

The 2024 update will also include a future Volume 3, Parks and Trail Standards, that is anticipated to be reviewed later this fall. The proposed 2024 revisions have been in the works for most of 2024, and have included several opportunities for vetting and review with the design and construction community.

The major changes proposed in the 2024 Engineering Standards update include:

- Roads and streets
- Street trees
- Downtown mailbox permits
- Stormwater
- Water
- Street lights
- Construction
- Development Review and Inspection Procedures.

VI. BUSINESS

1. Motion: Approval of a Conservation Covenant with iQ Credit Union for Offsite Critical Area Mitigation on City of Ridgefield Property - Claire Lust, Community Development Director

On September 25, 2023, iQ Credit Union (represented by Otak, Inc.) applied for site plan, critical areas, and State Environmental Policy Act (SEPA) review for a new development at 5304 Pioneer Street. On October 13, 2023, City staff completed their first review of the application package and requested new and revised materials in a report to the applicant. The applicant resubmitted on February 5, 2024. Staff completed their second review and found the application package to be sufficiently complete and compliant with the Ridgefield Development Code (RDC) on February 20, 2024. The mandatory 14-day combined land use and SEPA public comment period ran from February 21, 2024 through March 6, 2024.

During the public comment period, Washington Department of Fish and Wildlife (WDFW) submitted new findings showing that riparian buffers extended farther into the iQ Credit Union site than previously determined. Therefore, as designed, the project would have greater impacts on critical areas and require more mitigation to comply with RDC 18.280, Critical Areas Protection. On March 15, 2024, the application process was placed on hold to resolve mitigation and monitoring of these unanticipated additional critical area impacts. Staff subsequently worked with the applicant to determine a strategy to appropriately define and mitigate the unanticipated additional critical area impacts. On June 24, 2024, the applicant submitted an updated critical areas report and mitigation plan reflecting WDFW's findings. The first component of the mitigation strategy is to maximize onsite buffer enhancements. For the second component of the mitigation strategy, staff identified an opportunity for offsite riparian buffer enhancement on two City parcels located just west of the iQ Credit Union site in the same drainage basin (Parcels #214014000 and #214026000). The proposal under this covenant is for iQ Credit Union to install native species and remove invasive species in the riparian buffer area on the City parcels. Staff finds that this mitigation activity will provide increased forage and refuge opportunities for wildlife for an overall functional lift.

Under the proposed conservation covenant, iQ Credit Union's obligations are as follows:

A. Develop the mitigation project on the City parcels in accordance with the project specifications set forth in the critical areas report and mitigation plan.
B. Perform all maintenance and restoration of the mitigation project as required in the critical areas report and mitigation plan, including the removal of invasive and non-native species and the replanting of any dead, dying or diseased plants for a period of 7 years from the date of the completion and City acceptance of the mitigation project as complete.
C. Provide monitoring and submit annual reports to the City.
D. Provide a bond in an amount of $125,040.00 or 120% of the cost estimate for the mitigation project set forth in Exhibit B to guarantee the performance of all maintenance, restoration and monitoring.
E. iQ Credit Union shall not have the rights to use the City parcels for any other purpose.

MOTION: MOVED TO APPROVE THE CONSERVATION COVENANT AND AGREEMENT FOR WETLAND MITIGATION AS PRESENTED.

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

2. Resolution No. 652: Approval of an Update to the Master Fee Schedule Establishing Expedited Review Fees for Commercial Tenant Improvements - Claire Lust, Community Development Director

Community Development and Public Works staff engaged in a lean process improvement training focused on commercial development review in 2023. Additionally, Community Development staff have led two roundtable conversations with builders and developers to discuss the lean training findings and identify other areas for improvement in our commercial and residential development review processes. One resulting action item is to implement an expedited review process for commercial tenant improvement (TI) building permits meeting certain criteria. Staff created a proposal based on a similar program in Kennewick, WA. A comparison between the Kennewick program and the Ridgefield proposal is attached.

The Ridgefield proposal has received the support of local developers with experience using Kennewick's program. Staff also spoke with the Kennewick program manager as we developed the proposal. A key component of the program is a convenience fee the applicant would pay in exchange for expedited review timelines and frequent access to the Building Official to discuss and solve any issues immediately as they arise. The proposed rate is 25 percent of the building permit fee or $300.00, whichever is greater. Resolution No. 652 would update the Master Fee Schedule to include this rate as a line item in Section D - Building Permits. Upon adoption by Council, staff would set up the convenience fee in our permitting software, update the Commercial TI application checklist to add the option for expedited review, message the program to the development community, partner agencies, and on the Community Development web page, and then go live.

MOTION: MOVED TO ADOPT RESOLUTION NO. 652 AS PRESENTED.

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

3. First Reading of Ordinance Number 1429 - Ridgefield Municipal Code Updates for Planning Commission and Parks Board - Lee Knottnerus, Deputy City Manager

Modifications to the Rules of Procedure ("Bylaws") for the Ridgefield Planning Commission, Parks Board and Roundabout Committee were adopted at the Council Meeting on May 23, 2024. The Rules were updated to:

1. Create uniform Rules and processes across City board and commissions were feasible and practicable.
2. Assure Rules are consistent with Washington State Law.
3. Update Rules for compliance with changes in practice, community expectations and applicable laws.
4. Assure clarity in the meaning and language of the Rules.

Several adopted Rules are inconsistent with the current Ridgefield Municipal Code. To provide consistency and resulting effectiveness of the bylaws, modifications to RMC are proposed.

First reading conducted.

4. Motion - Approval of Purchase and Sale Agreement with Bart and Kathleen Arthur for Real Property Acquisition for the Pioneer Street at 50th Place Roundabout Project - Chuck Green, Public Works Director

Right-of-way acquisition has been underway to secure rights-of-way and temporary construction easements for the Pioneer Widening and 50th Place roundabout project. As agreements are negotiated with prospective sellers of real property and easements, individual Purchase and Sale Agreements will be brought to Council for action. All appraisals, negotiations and agreements have been conducted consistent with state and federal acquisition regulations. As negotiations had not been successful by the time that construction was nearing initiation, in May, Council approved Ordinance No. 1422, Eminent Domain Action Including Declaration of Public Use and Necessity for a Property Acquisition for the Pioneer Widening and 50th Avenue Roundabout Project, for the Arthur property. This allowed the City and its contractor to begin construction work on the Pioneer Widening project, noting that negotiations with the Arthurs were continuing. The City has already paid the Arthurs the $1,020,000 identified for the Possession and Use of the property. After a series of negotiation discussions, the City and Arthurs reached an agreement for the City to purchase the full property for an amount of $1,220,000. The City would also cover closing costs. This agreement avoids the legal and court costs and time delays of having to pursue the completion of the acquisition through eminent domain actions in Superior Court.To fully execute the Purchase and Sale Agreement, Council action is requested.

MOTION: MOVED TO AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE THE PURCHASE AND SALE AGREEMENT WITH BART AND KATHLEEN ARTHUR FOR AN AMOUNT NOT TO EXCEED $1,220,000 PLUS CLOSING COSTS.

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

VII. PUBLIC COMMENT

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VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Chipman - Recognized Council Member Lindsay for her dedicated service and significant contributions to the City Council. Attended farm to table event.
Council Member Cole - Recognized Council Member Lindsay for her dedicated service and significant contributions to the City Council.
Council Member Favela - Attended farm to table event, back to school night, and recognized Council Member Lindsay for her dedicated service and significant contributions to the City Council.
Council Member Wells - Recognized Council Member Lindsay for her dedicated service and significant contributions to the City Council.
Council Member Burkle - Recognized Council Member Lindsay for her dedicated service and significant contributions to the City Council.
Mayor Pro Tem Lindsay - Thanked the City Council, staff, and the community for their support over the last eight years of service.

2. Mayor

Recognized Council Member Lindsay for her dedicated service and significant contributions to the City Council.

3. City Manager

City Manager Steve Stuart - Recognized Council Member Lindsay for her dedicated service to the community.

Public Works Director Chuck Green - Recognized Council Member Lindsay for her dedicated service to the community. A Costco update was provided.
Community Development Director Claire Lust - Recognized Council Member Lindsay for her dedicated service to the community. A comprehensive Plan workshop is scheduled for September 10th.
Finance Director Kirk Johnson - Recognized Council Member Lindsay for her dedicated service to the community. Grant update was provided.
Deputy Ctiy Clerk Lee Knottnerus - Recognized Council Member Lindsay for her dedicated service to the community.
Police Chief Cathy Doriot - Recognized Council Member Lindsay for her dedicated service to the community.

IX. ADJOURN

8:39PM

Julie Ferriss, City Clerk

Ron Onslow, Mayor