



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
SEPTEMBER 12, 2024**

Regular Meeting - 5:30 PM

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

1. Carty Road Subarea Development Standards - Claire Lust, Community Development Director

City Council reviewed the Carty Road Subarea planning process which was initiated by Council in 2019 and culminated with Council's adoption of the Carty Road Subarea Plan in 2022.

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

1. Flag Salute

2. Roll Call

Present:

Council Member Lee Wells
Council Member Matt Cole
Mayor Ron Onslow
Council Member Clyde Burkle
Council Member Katie Favela

Absent:

Council Member Judy Chipman

MOTION: COUNCIL MEMBER COLE MOVED TO EXCUSE COUNCIL MEMBER CHIPMAN FROM THE MEETING.
SECOND: COUNCIL MEMBER FAVELA.
MOTION PASSED.

3. Late changes to the agenda

III. MAYOR PRO TEM SELECTION

1. Selection of Mayor Pro Tem

MOTION: MOVED TO NOMINATE COUNCIL MEMBER MATT COLE TO FILL THE OPEN POSITION FOR MAYOR PRO TEM.

RESULT: (UNANIMOUS)

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

IV. 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.

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V. CONSENT AGENDA

MOTION: MOVED TO APPROVE AS PRESENTED.

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

1. **Approval of Claims And/Or Payroll**
2. **Approval of Minutes from the August 22, 2024 Meeting**

VI. PRESENTATION

1. **Horizontal Curves Safety Improvement Project Study and Speed Limit Study Results - Chuck Green, Public Works Director**

The Regional Transportation Council completed the Ridgefield City Safety Plan, which was the culmination of a study of collisions and a risk assessment to identify a range of countermeasures intended to reduce the number of collisions and traffic fatalities in the City. This City Safety Plan was updated in 2024. The Plan identified the Horizontal Curves Improvement Project as one of the highest safety priorities in the City. The project received a federal Highway Safety Improvement Program (HSIP) grant through the Washington State Department of Transportation (WSDOT). From the City Safety Plan: "Roadway Departure collisions were the most common type to result in fatalities and serious injuries in Ridgefield, with 72% of fatal or serious injury collisions during the study period including a vehicle departing its lane. Additionally, 42% of all collisions (regardless of severity) involved roadway departure."

The emphasis of the Horizontal Curves Safety Improvement Project Safety Project has been to:

- Collect traffic and speed data in several horizontal curve locations around the City
- Assess the data and recommend modifications to horizontal curve warning signage including advisory speeds and speed reader boards
- Design and install (by contractor) appropriate and recommended signage.

The Horizontal Curves Project identified several locations where warning signage can be added or

modified, as well as multiple locations for "Your Speed Is" reader board signs. These have proven popular and successful in reducing speeds around the City. The grant funds 100% of the cost of this signage. The proposed speed limit changes and supporting studies and data. Of these, two will be temporary speed limit changes:

- Pioneer Street, Royle Road to 56th Place, for the duration of construction of the Pioneer Street Widening and 50th Place Roundabout project, and
- S Royle Road, S 15th Street/Wells Drive to S Hillhurst Road, due to current road conditions, until completion of the future improvement project that is anticipated in the 2026 to 2027 time frame.

2. Waterfront Park Master Plan Concept - Corey Crownhart, Park Manager

The Waterfront Park Master Plan is a partnership between the Port of Ridgefield and the City of Ridgefield. Staff contracted with Walker Macy, a landscape, architecture, planning, and urban design firm, to organize and draft a Master Plan for review and potential adoption by the City Council and Port of Commissioners.

VII. BUSINESS

1. Second 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.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1429 AS PRESENTED.

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

2. Motion – Ridgefield Recreation and Community Center Contract Amendment - Steve Stuart, City Manager

In April 2021, the City engaged Aetta to create a site plan for a community and recreation center in Ridgefield. Due to delays associated with lack of agreement between the City of Ridgefield and the YMCA on the overall square footage of the building, the design of the separate SR 501 (Pioneer Street) right-of-way project needed to coordinate the YMCA site design, and costs associated with different project designs, that work has yet to be completed.

To date, Aetta has completed multiple iterations of draft site plan (accounting for different building envelopes and road connections), environmental delineations, civil work, and LEED assessment.

To complete design and permitting work necessary to produce construction documents for the Ridgefield Community and Recreation Center, a new contract for services is necessary as it is outside of the original scope and fee previously contemplated by the City Council. Aetta is uniquely suited to provide the City with these services, as evidenced in the Sole Source Vendor Statement attached to this staff report. Specifically, Aetta has exclusive rights to the recreation center design intellectual property, has been the managing consultant for both the City and YMCA on site and building design to this point, and as such has exclusive expertise and knowledge of the project. Thus, Aetta meets all legal procurement requirements for qualifying as a sole source vendor as required by the State of Washington.

The request is to award Aetta the contract for final design and permitting of the Ridgefield Community and Recreation Center in an amount not to exceed \$1,959,370.

MOTION: MOVED TO APPROVE AWARDING PROFESSIONAL SERVICES CONTRACT WITH AETTA TO COMPLETE BUIDLING/SITE DESIGN AND PERMITTING FOR THE RIDGEFIELD COMMUNITY AND RECREATION CENTER PROJECT IN AN AMOUNT NOT TO EXCEED \$1,959,370, AND AUTHORIZE THE CITY MANAGER TO SIGN THE NECESSARY AGREEMENTS TO IMPLEMENT APPROVED SCOPE AND FEE.

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

3. Resolution No. 653 - Mukensnabl Intent to Annex - Claire Lust, Community Development Director

The Intent to Annex includes one parcel # 215870000 off NW Meuller Road. The parcel is in the Ridgefield Urban Growth Area (UGA) and is contiguous with the existing Ridgefield City limits to the east and west. Therefore, the parcel is eligible for annexation. The comprehensive plan designation on the site is Urban Low (UL). The current Clark County zoning is Single Family Residential (R1-7.5), with the Urban Holding – 10 (UH-10) overlay. RDC 18.210.015. The city shall designate all newly annexed lands designated for urban low density residential as Residential Low Density 4, 6, or 8. Under the adopted Carty Road Subarea Plan, the zoning designation is RLD-4. Per the applicant’s introductory statement, the intent is to subdivide the parcel following annexation. The adopting ordinance for annexation would limit the ability to subdivide the parcel and lift Urban Holding until development code provisions implementing the goals of the Carty Road Subarea Plan are adopted.

MOTION: MOVED TO ADOPT RESOLUTION NO. 653 AS PRESENTED.

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

4. Motion - Paradise Pointe Phase 1 Plat Amendment - Steve Stuart, City Manager, Claire Lust, Community Development Director

On June 27, 2024 Council approved the Paradise Pointe Phase 1 final plat. Phase 1 contains 51 single-family residential lots. It is located in the southwest corner of Paradise Pointe, west of the community park and south of the east-west collector through the subdivision. Note 19 on Sheet 1 of the recorded plat states: *"An administrative hold on Phase 1 final occupancy permit issuance will be released by Community Development for all Phase 1 homes once the E/W collector (including bridge crossing) is functionally complete as approved by City Engineering. No administrative hold on Phase 1 temporary occupancy permit issuance shall exist for all Phase 1 homes with the understanding that such temporary permits are only valid for up to 90 days at which time final occupancy permits subject to the requirements above would be necessary."*

The purpose of Note 19 was to temporarily limit the number of occupied units in Phase 1 in order to contend with limited access to the western portion of Paradise Pointe. Until the east-west collector through the subdivision is complete, Phase 1 is only accessible from the west via N 35th Avenue (a half-width collector) and from the south via N Helens View Drive (a local street). There is no direct access from the east via N Royle Road.

After this action was taken, Applicant became aware of an issue with Note 19 where builders and potential home buyers would not be able to receive financing for homes that were limited by a temporary occupancy permit. Applicant asked staff to reconsider Note 19 and were notified that any alteration to the plat notes would need to go back to the City Council for review and consideration. Applicant provided additional information seeking to address traffic volume and safety concerns raised by City Engineering for trips using the current half-width roadway configuration prior to acceptance of a completed East-West Collector. City Engineering reviewed Applicant's additional information and determined that the land use review and action, and the Traffic Impact Analysis itself, all assumed the east-west collector to be built as part of the PUD. Engineering could not find anything about phasing nor anything about analyzing the effects of traffic on fire/emergency response along the half-width sections of 35th Avenue. The TIA was more traditional and looked at levels-of-service at intersections and collision history on existing roads in the area, but did not assess collision risk or impacts to emergency response due to loading all of Phase 1 and 2 trips onto a half-width street. Nor did the TIA address neighborhood impacts by some of the traffic using Helens View Drive. There was no analysis of the effects of not having an incomplete east-west collector.

The City Engineering conducted the following analysis to determine if there is a safe alternative to Note 19: The total of 72 homes in Phases 1 and 2 translates to 720 trips per day. Phase 2 has 21 of those homes and Phase 1 has 51. Most of those would use the half-width 35th Avenue to get out as there's no circulation over to Royle Road in Paradise Pointe. These trips would travel down to Pioneer Canyon Drive to get between 35th and Royle. The half-width condition of 35th is more like a local access street which is intended to 50 or fewer homes and their trips. With a width of 20' of pavement (plus or minus) this is minimum needed for fire/emergency vehicle access and there can be no parked or disabled cars on that stretch, or that will inhibit response times. The lack of a second route out of the site (the future east-west collector) results in a very long cul-de-sac condition, similar to that of the Long Alley functional classification in the engineering standards. Long Alleys are limited to 500 vehicles per day. At an average of 10 daily trips per lot, that results in a total of 50 lots that would be acceptable under the Long Alley condition. Since there are no limits on Phase 2 occupancy and the Crossing, allowing all 51 homes in Phase 1 without restriction would exceed the 50-home threshold for a residential local access street. If Phase 1 gets an occupancy limit that assures 50 or fewer total new homes from Phases 1 and 2 add traffic volume

to the existing system, then City Engineering can support giving Phase 1 occupancy for the “delta” at or below 50. To correct Note 19 impacts to potential builders and home buyers and meet City Engineering safety requirements, the proposal is to replace the recorded language in Plat Note 19 with: ***"There shall be no administrative hold on the first 30 of 51 Phase 1 Final Certificates of Occupancy; the administrative hold on the remaining Phase 1 lots shall be released by Community Development once the bridge crossing on the E/W Collector is functionally complete and approved by city engineering."***

MOTION: MOVED TO AMEND THE PARADISE POINTE PHASE 1 PLAT AMENDMENT AS PRESENTED.

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

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IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Burkle - Attended the Port of Ridgefield meeting, Costco ribbon cutting ceremony, first Saturday event, city manager briefing.
Council Member Favela - Attended the Costco ribbon cutting ceremony, CCF&R meeting.
Mayor Pro Tem Matt Cole - Thanked everyone for Mayor Pro Tem selection, and attended the First Saturday event.

2. Mayor

Attended the Costco ribbon cutting ceremony.

3. City Manager

City Manager Steve Stuart - Kudos to the staff for their outstanding coordination and efforts that made Costco's opening day a great success.
Public Works Director Chuck Green - Shana Lazarini was recognized for her outstanding contributions to the Costco project. Pioneer widening project update.
Community Development Director Claire Lust - Shana Lazarini was recognized for her outstanding contributions to the Costco project. Envision Ridgefield 2045 community workshop update.
Finance Director Kirk Johnson - Budget committee meeting update.
Deputy City Manager Lee Kottnerus - Ridgefield Hood to Coast team shoutout.

X. ADJOURN



Julie Ferriss, City Clerk



Matt Cole, Mayor Pro Tem