



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, December 1, 2016
Ridgefield Community Center
210 N. Main, Ridgefield, WA 98642**

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

- A. Washington State Legislative Update - Mark Brown, Connections Public Affairs**
- B. New City Website Preview - Lee Knottnerus, Deputy City Manager**

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

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

III. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

IV. CONSENT AGENDA

- 1. Approval of Minutes from November 17, 2016 Meeting**
- 2. Approval of Claims And/Or Payroll**

V. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and First Reading of Ordinance No. 1225 - Ridgefield Development Code Updates-Jeff Niten, Community Development Director**
- 2. Public Hearing and First Reading of Ordinance No. 1226 - Employment Zone-Jeff Niten, Community Development Director**
- 3. Public Hearing and First Reading of Ordinance No. 1227 - Sign Code Amendment-Jeff Niten, Community Development Director**
- 4. Public Hearing and Approval of Resolution No. 518 Regarding Ridgefield School District Proposition No. 1 – General Obligation Bonds-Steve Stuart, City Manager**
- 5. Public Hearing 2017 Budget - Kirk Johnson, Finance Director**

VI. BUSINESS

The public is invited to comment on business items at the conclusion of Council discussion prior to the vote. In cases where public record has been closed, no additional comments may be received.

- 1. Ordinance No. 1224 – Second Reading of 2017 Budget-Kirk Johnson, Finance Director**

VII. PUBLIC COMMENT

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

IX. FROM THE COUNCIL

X. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 01, 2016
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Minutes from November 17, 2016 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

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the minutes by making the following motion:

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Basarab, City Clerk

ATTACHMENTS: 11-17-2016 City Council Meeting (PDF)

Approved to be placed on City Council Agenda:



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

November 17, 2016

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM - [6:30 PM](#)

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Mayor	Present	
David Taylor	Councilor	Absent	
Lee Wells	Councilor	Present	
Don Stose	Councilor	Present	
Darren Wertz	Councilor	Present	
John Main	Councilor	Present	
Sandra Day	Councilor	Present	

MOTION: Council member Don Stose moved to excuse Council member David Taylor from the meeting.

SECOND: Council member Sandra Day.

Vote - Yes: Council member Stose, Day, Main, Wertz, Wells; Mayor Onslow.

Vote - No: None.

Motion Passed.

Late changes to the agenda - [6:32 PM](#)

City Manager Steve Stuart - Add Proclamation under Mayor report - "Proclamation - Not in Our City".

PUBLIC COMMENT - [6:33 PM](#)

Frank Shuman - Main Street Program

Provided latest updates on the Main Street Program.

Thanks to Lee Knottnerus for all of her help with the program.

Attachment: 11-17-2016 City Council Meeting (1168 : Approval of Minutes)

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED. - [6:37 PM](#)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Lee Wells, Councilor
AYES:	Onslow, Wells, Stose, Wertz, Main, Day
ABSENT:	Taylor

1. Approval of Minutes from November 3, 2016 Meeting - [6:37 PM](#)**2. Approval of Claims And/Or Payroll - [6:37 PM](#)****PRESENTATION - [6:42 PM](#)****Introduction and Oath of Office for Officer George Turkov**

Introduction and Oath of Office conducted for Officer Turkov.

PUBLIC HEARING/BUSINESS - [6:54 PM](#)**1. Public Hearing on 2017 Budget - [6:54 PM](#)**

The 2017 budget represents the proposed fiscal plans for the City of Ridgefield for calendar year 2017. It took the collaborative efforts of the Budget Advisory Committee, City Council, senior management, staff, and citizen input to develop and create the budget. Meetings were held throughout the budget development process to discuss the budget in more detail and to ensure understanding. These meetings included three Budget Advisory Committee meetings, which were held on August 18, September 15, and October 25. The City also conducted three City Council work sessions, which were held on August 25, October 13, and October 27. Input and feedback gained throughout this process was reviewed and incorporated into the budget as appropriate. Copies of the budget have been made available to the Budget Advisory Committee, City Council, senior management and staff for review as updates were made throughout the process. An initial draft of the budget was made available to the public at City Hall and on the City's website October 31, 2016.

The 2017 budget proposes an operating budget of \$9,229,030, capital budget of \$6,958,500, special revenue budget of \$3,974,213, and a debt service budget of \$20,225, for a total budget of \$20,181,967. The net impact on overall fund balance is a decrease of \$1,300,775. Transfers between funds included in the budget total \$4,993,296, with \$792,904 associated with the operating funds, transfers to the equipment replacement fund in the amount of \$114,667, transfers for debt service in the amount of \$20,225, and \$4,065,500 for capital projects. Intergovernmental transfers total \$732,298 to include operating costs for the sewer treatment plant. The City has transferred ownership of the plant but continues to manage operations through contractual agreement. Total revenues and the use of fund balance and/or designated reserves are projected to sufficiently support the proposed budget. The 2017 proposed budget includes funding for four new full-time equivalent positions. The new positions are for a Utility Clerk, Associate Planner, Development Inspector/Code Enforcement Officer, and a Building Inspector. The total FTE count for the City of Ridgefield with these additions is 43.5, which includes 43 full-time positions and 1 part-time position.

Mayor Opened the Hearing 7:31PM

No testimony received.

Mayor Closed the Hearing 7:32PM

2. Public Hearing and Motion to Approve Proposed CDBG Projects - [7:32 PM](#)

Each October, the Clark County CDBG Program requests proposals from applicants in order to award the next year's CDBG funds. Proposals received are evaluated in several categories including infrastructure (roads, sewer, water, parks acquisition) and social services to determine which projects will receive the funding. Infrastructure projects must be completed in census data defined low/moderate income areas, or localized low/moderate income areas as demonstrated with an income survey. Final CDBG applications are due by December 1, 2016. To be able to apply for CDBG funds the program requires that public meeting be held to inform residents about program objectives, eligible activities, and to solicit public comment on local needs. This public hearing and motion will satisfy the requirement for a meeting and public input. For the 2017 program Staff is recommending that the city apply for funds to improve South 8th Avenue with sidewalk on the east side of the street, rain gardens to replace the existing open ditches, and roadway improvements including curb and asphalt. This project will increase safety for pedestrians, including children that walk to school from this neighborhood, improve drainage, and will beautify the street and increase property values.

Mayor Opened the Hearing 7:39PM

No testimony received

Mayor Closed the Hearing 7:39PM

MOTION: Moved to authorize the City Manager to submit an application on behalf of the City of Ridgefield requesting Community Development Block Grant funding supporting the South 8th Avenue Improvements Project.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Wells, Stose, Wertz, Main, Day
ABSENT:	Taylor

BUSINESS

1. Ordinance No. 1224 – First Reading of 2017 Budget-Kirk Johnson, Finance Director

Staff report presented during the public hearing portion of the meeting.

First reading of the Ordinance conducted.

2. Ordinance No. 1222 – Second Reading of 2017 Property Tax Levy-Kirk Johnson, Finance Director

The 2017 budget includes a statutory maximum 1% increase in the current property tax levy exclusive of additional revenue resulting from new construction, improvements to property, annexations, and any increase in the value of state assessed property. The 2017 General Fund expense budget has increased 4.38% over the 2016 final expense budget to account for contractual, inflationary, and new initiative increases. The Portland area CPI-U inflationary factor for July 2015 - June 2016 is 1.7% overall. The inflation less food and energy is 3.2% over the same time period. Adoption of the 1% property tax levy increase does not match current inflation, but is needed to maintain a balanced budget and continue to offer the core services at the same level of service.

MOTION: Moved to adopt Ordinance No. 1222 as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Main, Councilor
SECONDER:	Lee Wells, Councilor
AYES:	Onslow, Wells, Stose, Wertz, Main, Day
ABSENT:	Taylor

3. Ordinance No. 1223 – Second Reading of 2017 Storm Water Utility Rate Code Amendment-Kirk Johnson, Finance Director

City staff contracted with FCS group, one of the most preeminent consultants in our region, to conduct a rate analysis as required by the City's Budget Policy. The rate analysis was conducted in 2016 and looked at expenses and revenues for the next 10 years for the Storm Water Utility. As a result of the rate study it was determined that rates for 2017 should increase \$1.46 per bi-monthly billing cycle per equivalent dwelling unit.

MOTION: Moved to adopt Ordinance No. 1223 as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Day, Councilor
SECONDER:	Don Stose, Councilor
AYES:	Onslow, Wells, Stose, Wertz, Main, Day
ABSENT:	Taylor

4. Resolution No. 517 - Declaring Certain Property as Surplus and Authorizing Its Disposition-Kirk Johnson, Finance Director

The City acquires vehicles, equipment and property as needed for staff to perform their work responsibilities. As the vehicle, equipment or property is used throughout its life to conduct City business, it ages, and eventually becomes obsolete and/or in disrepair. The City budgeted the replacement of the manual lift F550 (bucket truck) in the 2016 budget. City has purchased a replacement truck using funds allocated through the equipment replacement fund. The City has received a request from another entity to purchase the replaced vehicle. The City would like to dispose of the Blazer Industries work trailer currently located at the public works shop. The trailer is in disrepair and it is in the best interest of the City to salvage the trailer and move it off the grounds it is currently located at.

MOTION: Moved to adopt Resolution No. 517 as presented.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Don Stose, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Wells, Stose, Wertz, Main, Day
ABSENT:	Taylor

5. Motion - Approval of Bella Noche Final Plat - [7:53 PM](#)

The Hearings examiner granted conditional approval to the preliminary plat for the Bella Noche subdivision through issuance of a Final Order in February of 2016. The overall site is approximately 6.91 acres and has preliminary plat approval for 34 single family units. Planning and engineering staff have reviewed the final plat application and have determined that the final plat complies with the 2016 Final Order, the approved engineering plans and other applicable standards and regulations. There are several outstanding issues that must be met by the applicant as part of the final plat approval process prior to City signatures on the face of the final plat. The issues are noted on the attached Final Plat memo, and

include minor items such as changing the sanitary sewer provider name from City of Ridgefield to Clark Regional Wastewater District. As such, staff is recommending a conditional approval of final plat.

City Council conducted discussion.

MOTION: Moved to approve Bella Noche final plat as presented.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Darren Wertz, Councilor
SECONDER:	Sandra Day, Councilor
AYES:	Onslow, Wells, Stose, Wertz, Day
NAYS:	Main
ABSENT:	Taylor

PUBLIC COMMENT - [8:14 PM](#)

Kathy Winters - Resident

Council is using plastic cups again at the meetings for water - consider using paper cups.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS - [8:14 PM](#)

Council - [8:15 PM](#)

Council Member Main - attended Ridgefield Youth Art month meeting.

Council Member Wertz - attended Veterans Day memorial events including flag dedication at Sarah Cemetery, Union Ridge special program honoring Veterans, briefing with City Manager, update provided on the ilani casino project at the Main Street Program meeting.

Council Member Wells - attended 6 meeting and Clark County Employment Land Study - Final Presentation.

Council Member Stose - Served Thanksgiving lunches at Elementary schools - was a great turnout.

Council Member Day - attended Clark County Employment Land Study - Final Presentation.

Mayor - [8:22 PM](#)

Attended Clark County Prayer breakfast, Clark County Govt Affairs Roundtable 2016, Thanksgiving lunches at Elementary schools , school bond event.

Proclamation - Not In Our City.

MOTION: Council member Don Stose moved to approve Proclamation - Not In Our City as read into the record by Mayor Onslow.

SECOND: Council member John Main.

Council member Wertz: Wrote an open letter to the public with respect to hateful treatment because of individual's political stand, political signs vandalism at Hillhurst and Pioneer. Need to treat each other as human beings and honor each other as free citizens.

Vote - Yes: Council member Stose, Day, Main, Wertz, Wells; Mayor Onslow.

Vote - No: None.

Motion Passed.

City Manager - [8:26 PM](#)

City Manager Steve Stuart - Clark County Employment Land Study - Final Presentation, at December 1st City Council meeting we will hold 2 study session - presentation from Mark Brown and unveiling City's new website, also City Council will hold a public hearing and approval of Resolution regarding Ridgefield School District bond.

City Attorney Janean Parker- update provided regarding litigations.

Community Development Director Jeff Niten - Community Development report provided.

Deputy City Manager Lee Knottnerus - Hometown celebration is December 3rd.

Police Chief John Brooks - Thanked City Council for the proclamation.

FROM THE COUNCIL

ADJOURN - [8:38 PM](#)

Julie Basarab, City Clerk

Ron Onslow, Mayor

Attachment: 11-17-2016 City Council Meeting (1168 : Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 01, 2016
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

RECOMMENDED ACTION OR MOTION:

Staff recommends Council 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 1 2016 Claims Report(PDF)

Approved to be placed on City Council Agenda:

City of Ridgefield
Claims Payment Report
For Approval on: December 1, 2016

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ADVANTAGE PROTECTION INC	15	238470	Public Works	S 56th Reservoir Quarterly Monitoring	228.84
		238475	Public Works	Cemetery Reservoir Quarterly Monitoring	228.84
ADVANTAGE PROTECTION INC Total					457.68
ARAMARK UNIFORM SERVICES	32	862634799	Genl Govt/Facilities	Uniform Services	1.92
			Public Works	Uniform Services	49.58
		862624322	Community Development	Floor Mats - CDDI	3.88
			Genl Govt/Facilities	Floor Mats - City Hall	7.11
			Public Safety	Floor Mats - PD	4.52
			Public Works	Floor Mats - PW	3.88
		862634798	Community Development	Floor Mats - CDDI	3.88
			Genl Govt/Facilities	Floor Mats - City Hall	7.11
			Public Safety	Floor Mats - PD	4.52
			Public Works	Floor Mats - PW	3.88
		862624323	Genl Govt/Facilities	Uniform Services	1.92
			Public Works	Uniform Services	49.58
ARAMARK UNIFORM SERVICES Total					141.78
B AND L PAPER COMPANY	2165	23230	Public Safety	PD Kitchen Towel Rolls	46.34
B AND L PAPER COMPANY Total					46.34
BLAIRCO INC	1493	16-83000	Genl Govt/Facilities	HVAC Maintenance - 26506 NE 10th Ave	249.32
		16-83197	Genl Govt/Facilities	HVAC Repair - 26506 NE 10th Ave	2,464.18
BLAIRCO INC Total					2,713.50
CASCADE COLUMBIA DISTRIBUTION COMPANY	2707	680924	Genl Govt/Facilities	Wa State Use/Sales Tax 8.4%	(84.89)
			Public Works	Chemicals - S 56th Start Up	1,095.44
CASCADE COLUMBIA DISTRIBUTION COMPANY Total					1,010.55
CHRISTOPHER & NICOLE COLLIER	2689	201611-1	Genl Govt/Facilities	UTIL REFUND 11 84992	87.42
CHRISTOPHER & NICOLE COLLIER Total					87.42
CITY OF BATTLE GROUND	92	866	Judicial	October 2016 Court Costs	9,990.66
CITY OF BATTLE GROUND Total					9,990.66
CITY OF VANCOUVER	97	436938	Public Works	2000 Brush Bandit Chipper	4,000.00
CITY OF VANCOUVER Total					4,000.00
CITY OF WOODLAND POLICE	2708	201611-1	Genl Govt/Facilities	Shop with Cop Donation from Ridgefield Lions	500.00
CITY OF WOODLAND POLICE Total					500.00
CLARK COUNTY	102	220004567	Judicial	Supervisions & Pretrials - October 2016	395.14
CLARK COUNTY Total					395.14
CLARK COUNTY TREASURERS OFFICE	554	201611-1	Genl Govt/Facilities	October 2016 School Impact Fees	73,136.00
CLARK COUNTY TREASURERS OFFICE Total					73,136.00
CLARK PUBLIC UTILITIES	110	201611-01	Community Development	211 N Main Ave - CDD Annex	22.43
CLARK PUBLIC UTILITIES Total					22.43
COMCAST BUSINESS	2271	201611-03	Community Development	CDD/PW Communications	33.49
			Public Works	CDD/PW Communications	33.48

City of Ridgefield
Claims Payment Report
For Approval on: December 1, 2016

COMCAST BUSINESS	2271	201611-01	Public Works	PW Communications	296.38
		201611-02	Public Safety	PD Communications	289.70
COMCAST BUSINESS Total					653.05
COMDATA NETWORK INC.	1101	20257939	Community Development	Fuel PW - XN173	1.38
				Fuel CDD - XN173	940.89
			Genl Govt/Facilities	Fuel PW - XN173	3.55
			Public Works	Fuel PW - XN173	64.23
		20257937	Public Safety	Fuel PD - XN795	750.96
COMDATA NETWORK INC. Total					1,761.01
DAVID & VIRGINIA DEFREITAS	2688	201611-1	Genl Govt/Facilities	UTIL REFUND 11 84881	221.34
DAVID & VIRGINIA DEFREITAS Total					221.34
DENNIS NORRIS	2677	201611-1	Genl Govt/Facilities	UTIL REFUND 17 110623	2.33
DENNIS NORRIS Total					2.33
DEPARTMENT OF ECOLOGY	144	2017-6496	Public Works	2017 Wastewater Certification - Crockford	30.00
		2017-5563	Public Works	2017 Wastewater Certification - Strickler	30.00
		2017-6838	Public Works	2017 Wastewater Certification - Crippen	30.00
		2017-5353	Public Works	2017 Wastewater Certification - Brunson	30.00
DEPARTMENT OF ECOLOGY Total					120.00
DEPARTMENT OF HEALTH	148	2017-009889	Public Works	2017 Waterworks Operator Certificate - Crippen	42.00
		2017-005141	Public Works	2017 Waterworks Operator Certificate - Strickler	42.00
		2017-005172	Public Works	2017 Waterworks Operator Certificate - Brunson	42.00
		2017-009874	Genl Govt/Facilities	Waterworks Operator Certification Renewal - Bolling	0.84
			Public Works	Waterworks Operator Certification Renewal - Bolling	41.16
		2017-004758	Public Works	2017 Waterworks Operator Certificate - Crockford	42.00
DEPARTMENT OF HEALTH Total					210.00
DEPARTMENT OF LICENSING	154	RG0000131	Genl Govt/Facilities	CPL Fees - Demars Dustin	18.00
		RG0000125	Genl Govt/Facilities	CPL Fees - Wertz Darren	18.00
		RG0000126	Genl Govt/Facilities	CPL Fees - Wertz Juanita	18.00
		RG0000133	Genl Govt/Facilities	CPL Fees - Demars Stephanie	18.00
		RG0000132	Genl Govt/Facilities	CPL Fees - Gatz	18.00
		RG0000134	Genl Govt/Facilities	CPL Fees - Goffic	18.00
DEPARTMENT OF LICENSING Total					108.00
DICK'S TIRE FACTORY	158	D45929	Public Safety	PD Vehicle Maintenance - 2014 Explorer 55290D	99.73
DICK'S TIRE FACTORY Total					99.73
DON BRICE	2680	201611-1	Genl Govt/Facilities	UTIL REFUND 5 30300	20.53
DON BRICE Total					20.53
DR HORTON INC.	1157	201611-1	Genl Govt/Facilities	UTIL REFUND 18 180070	1.05
		201611-2	Genl Govt/Facilities	UTIL REFUND 18 180100	1.03
DR HORTON INC. Total					2.08
FERGUSON ENTERPRISES INC # 8423	181	552012	Genl Govt/Facilities	SENSUS IPERL METERS: ITEM S5396353752201MI	18,052.94
				SENSUS IPERL METERS: ITEM S15S8FDXX	16,455.12
FERGUSON ENTERPRISES INC # 8423 Total					34,508.06
GRAY AND OSBORNE INC	207	15263.00-17	Public Works	Junction Well	7,826.79
				1.0 MG Reservoir	12,497.26

City of Ridgefield
Claims Payment Report
For Approval on: December 1, 2016

GRAY AND OSBORNE INC	207	15272.00-14	Public Works	Cemetery Booster Station Upgrade	169.86
GRAY AND OSBORNE INC Total					20,493.91
HARRY'S LAWN AND POWER EQUIPMENT	214	110892	Public Works	Equipment Maintenance	155.73
HARRY'S LAWN AND POWER EQUIPMENT Total					155.73
HAVEN HOMES NW LLC	2684	201611-1	Genl Govt/Facilities	UTIL REFUND 8 70670	4.50
HAVEN HOMES NW LLC Total					4.50
INTERSTATE SPECIAL EVENTS	2706	105205-1	Genl Govt/Facilities	First Saturday Event Rental Supplies - Wine & Chocolate	3,551.55
INTERSTATE SPECIAL EVENTS Total					3,551.55
J.L. STOREDAHL AND SONS	558	199379	Public Works	Crushed Rock - Water	87.57
				Crushed Rock - Streets	87.58
		199275	Public Works	Crushed Rock - Parks	148.83
J.L. STOREDAHL AND SONS Total					323.98
JANELLE & BRANDON CHAMBERLIN	2694	201611-1	Genl Govt/Facilities	UTIL REFUND 12 90399	6.82
JANELLE & BRANDON CHAMBERLIN Total					6.82
JESSICA KIPP	2099	201612-01	Genl Govt/Facilities	Mileage Reimbursement - Event Errands	51.62
JESSICA KIPP Total					51.62
KIM OHS	2687	201611-1	Genl Govt/Facilities	UTIL REFUND 9 82122	11.30
KIM OHS Total					11.30
KINGSTON HOMES LLC	2456	201611-1	Genl Govt/Facilities	UTIL REFUND 23 230050	8.80
		201611-2	Genl Govt/Facilities	UTIL REFUND 23 230340	5.14
KINGSTON HOMES LLC Total					13.94
KRIPPNER HOMES LLC	2320	201611-1	Genl Govt/Facilities	UTIL REFUND 21 213520	61.05
KRIPPNER HOMES LLC Total					61.05
LESTER & LIZ STENERSEN	2693	201611-1	Genl Govt/Facilities	UTIL REFUND 12 89806	220.53
LESTER & LIZ STENERSEN Total					220.53
MARK O BROWN	567	2016-12	Genl Govt/Facilities	Nov 2016 Lobbyist Fees	1,500.00
MARK O BROWN Total					1,500.00
MARK VOEGELE	2705	PLZ-16-0095	Genl Govt/Facilities	Refund PLZ-16-0095	100.00
MARK VOEGELE Total					100.00
MITCHELL H HARDIN	2699	1	Genl Govt/Facilities	First Saturday Music - Wine & Chocolate	400.00
MITCHELL H HARDIN Total					400.00
NAPA AUTO PARTS	498	944244	Public Works	Streets Vehicle Maintenance	38.17
NAPA AUTO PARTS Total					38.17
NATHAN FOLSE JR	2695	201611-1	Genl Govt/Facilities	UTIL REFUND 13 91593	78.89
NATHAN FOLSE JR Total					78.89
NORTHWEST STAFFING	522	4069014	Genl Govt/Facilities	Temp Services - Week Ending 11/6/2016	904.80
NORTHWEST STAFFING Total					904.80
OFFICEMAX INCORPORATED	1599	411475	Public Safety	PD Operational Supplies	34.40
				PD Offical Supplies	387.75
OFFICEMAX INCORPORATED Total					422.15
OTAK INC.	1787	111600017	Community Development	Construciton Inspection Services	4,692.26
OTAK INC. Total					4,692.26
PACIFIC OFFICE AUTOMATION	1564	52194889	Genl Govt/Facilities	City Hall Copier	729.32
			Public Works	PW Printer	51.30

City of Ridgefield
Claims Payment Report
For Approval on: December 1, 2016

PACIFIC OFFICE AUTOMATION	1564	52182550	Community Development	PW/CDD Copier Lease	154.37
			Public Works	PW/CDD Copier Lease	154.37
	2710	414916	Public Works	PW Quarterly Usage	20.22
		414915	Genl Govt/Facilities	City Hall/PW/CDD Quarterly Usage	428.14
			Public Works	City Hall/PW/CDD Quarterly Usage	372.76
PACIFIC OFFICE AUTOMATION Total					1,910.48
PBS ENGINEERING AND ENVIRONMENTAL	342	HDJ4083.002-10	Public Works	35th Ave Roundabout - Design Phase 2	20,256.43
PBS ENGINEERING AND ENVIRONMENTAL Total					20,256.43
PHIL & SANDY STRADER	2691	201611-1	Genl Govt/Facilities	UTIL REFUND 11 85461	175.97
PHIL & SANDY STRADER Total					175.97
PNWS-AWWA	1070	2786	Public Works	2017 Dues	250.00
PNWS-AWWA Total					250.00
PURCHASE POWER	356	201611-1	Genl Govt/Facilities	Postage	500.00
PURCHASE POWER Total					500.00
RANDY WEBBER	2681	201611-1	Genl Govt/Facilities	UTIL REFUND 5 31900	1.85
RANDY WEBBER Total					1.85
REFLECTOR	369	94805	Finance	Ordinance No. 1221	45.51
		94969	Community Development	Public Hearing Notice - Prop. No. 1	51.56
		94816	Community Development	SEPA - MDND - Kemper	167.23
		94862	Community Development	Public Hearing Notice - Code Ammendments	80.46
REFLECTOR Total					344.76
RICK & BIANCA STREIF	2690	201611-1	Genl Govt/Facilities	UTIL REFUND 11 85390	52.50
RICK & BIANCA STREIF Total					52.50
RICOH USA INC.	1662	97894985	Public Safety	Copier Lease	140.57
		5045621460	Public Safety	PD Additional Images	8.05
RICOH USA INC. Total					148.62
RIDGEFIELD COMMUNITY CENTER	373	201611-01	Community Development	Community Center Rental - October & November 2016	375.00
			Genl Govt/Facilities	Community Center Rental - October & November 2016	1,125.00
RIDGEFIELD COMMUNITY CENTER Total					1,500.00
RIDGEFIELD HARDWARE	376	201611-01	Community Development	Supplies	11.99
			Genl Govt/Facilities	Supplies	21.12
			Public Safety	Supplies	69.52
			Public Works	Supplies	783.57
RIDGEFIELD HARDWARE Total					886.20
ROBERT & PATRICIA COLLINS	2685	201611-1	Genl Govt/Facilities	UTIL REFUND 9 80972	2.34
ROBERT & PATRICIA COLLINS Total					2.34
RON HALL	2678	201611-1	Genl Govt/Facilities	UTIL REFUND 3 15100	1.89
RON HALL Total					1.89
S SQUARED DEVELOPMENT LLC	2683	201611-1	Genl Govt/Facilities	UTIL REFUND 8 70110	11.53
S SQUARED DEVELOPMENT LLC Total					11.53
SEAN KEARNS	2682	201611-1	Genl Govt/Facilities	UTIL REFUND 5 42751	52.41
SEAN KEARNS Total					52.41
SHAIENDRA & RAJNISH SUNDER	2686	201611-1	Genl Govt/Facilities	UTIL REFUND 9 82016	251.97
SHAIENDRA & RAJNISH SUNDER Total					251.97

City of Ridgefield
Claims Payment Report
For Approval on: December 1, 2016

SHAWN AND TAMMY HIGUERA	2679	201611-1	Genl Govt/Facilities	UTIL REFUND 3 20601	39.32
SHAWN AND TAMMY HIGUERA Total					39.32
SKAMANIA COUNTY SHERIFF'S OFFICE	1554	201611-01	Public Safety	Jail Beds	110.00
SKAMANIA COUNTY SHERIFF'S OFFICE Total					110.00
SMARSH	2550	INV00193970	Information Technology	Social Media & Email Archiving - October 2016	188.00
SMARSH Total					188.00
SOUTHWEST PRODUCTS CORP	2709	5000964-00	Public Works	PW Crane Repair	972.42
SOUTHWEST PRODUCTS CORP Total					972.42
STATE OF WASHINGTON	156	19391815	Genl Govt/Facilities	October 2016 Excise & B&O Tax	6,573.92
			Public Works	October 2016 Excise & B&O Tax	5,139.48
STATE OF WASHINGTON Total					11,713.40
STONERIDGE HOMES	2701	201611-1	Genl Govt/Facilities	UTIL REFUND 21 214140	3.93
		201611-2	Genl Govt/Facilities	UTIL REFUND 21 214150	4.81
		201611-3	Genl Govt/Facilities	UTIL REFUND 21 214160	4.56
STONERIDGE HOMES Total					13.30
SUN COUNTRY HOMES INC.	645	201611-1	Genl Govt/Facilities	UTIL REFUND 20 204140	6.05
SUN COUNTRY HOMES INC. Total					6.05
SYMBOL ARTS	1866	0269315-IN	Genl Govt/Facilities	Wa State Use/Sales Tax 8.4%	(7.98)
			Public Safety	Badge for Police Chief	102.98
SYMBOL ARTS Total					95.00
SYSTEMS FOR PUBLIC SAFETY INC.	1788	29826	Public Safety	Docking Station	64.78
SYSTEMS FOR PUBLIC SAFETY INC. Total					64.78
TAPANI INC	420	14609	Public Works	Division St. Storm Improvement - Retainage	(5,110.15)
				Division St. Storm Improvement	102,203.00
TAPANI INC Total					97,092.85
TED GILLIAN	2700	201611-1	Genl Govt/Facilities	UTIL REFUND 21 214111	1.51
TED GILLIAN Total					1.51
THE PARR COMPANY	964	26342591	Genl Govt/Facilities	PW Ops Facility Remodel	13.96
			Public Works	PW Ops Facility Remodel	41.90
		26341887	Genl Govt/Facilities	PW Ops Facility Remodel	625.70
			Public Works	PW Ops Facility Remodel	1,877.09
		26342767	Genl Govt/Facilities	PW Ops Facility Remodel	5.69
			Public Works	PW Ops Facility Remodel	17.07
		26342510	Public Works	Park Signs	22.30
		26341849	Public Works	Street Signs	30.28
THE PARR COMPANY Total					2,633.99
TRACY NORTHROP	2676	201611-1	Genl Govt/Facilities	UTIL REFUND 12 89202	2.82
TRACY NORTHROP Total					2.82
WA STATE DEPARTMENT OF AGRICULTURE	717	2017-48472	Public Works	2017 Pesticide License Renewal - Arends	33.00
		2017-89630	Public Works	2017 Pesticide License Renewal - Webberly	33.00
		2017-89743	Public Works	2017 Pesticide License Renewal - Weichman	33.00
		2017-64917	Public Works	2017 Pesticide License Renewal - Crockford	33.00
		2017-36383	Public Works	2017 Pesticide License Renewal - Brunson	33.00
WA STATE DEPARTMENT OF AGRICULTURE Total					165.00

City of Ridgefield
Claims Payment Report
For Approval on: December 1, 2016

WA STATE DEPARTMENT OF TRANSPORTATION	688	RE44JD15670L009	Public Works	35th Ave Roundabout - Review/Inspection	84.00
		RE44JD14560L008	Public Works	Vactor Work	1,489.96
WA STATE DEPARTMENT OF TRANSPORTATION Total					1,573.96
WELLS FARGO	1681	201611-5677	Community Development	Brunson Oct 2016 Stmt - Veemer Pacific	4.20
			Genl Govt/Facilities	Brunson Oct 2016 Stmt - Veemer Pacific	10.85
				Brunson Oct 2016 Stmt - Veemer Pacific Use/Sales Tax	(19.56)
			Public Works	Brunson Oct 2016 Stmt - Veemer Pacific	237.51
				Brunson Oct 2016 Stmt - Harbor Freight	116.98
				Brunson Oct 2016 Stmt - Safeway	14.98
				Brunson Oct 2016 Stmt - MFCP	330.28
		201611-5651	Community Development	Blehm Oct 2016 Stmt - Costco.com	52.52
			Finance	Blehm Oct 2016 Stmt - Holiday Inn Express	139.02
			Genl Govt/Facilities	Blehm Oct 2016 Stmt - Costco.com	192.06
				Blehm Oct 2016 Stmt - Riverhouse Hotel	11.88
				Blehm Oct 2016 Stmt - Ridgefield Pioneer Marketplace	6.48
				Blehm Oct 2016 Stmt - Starbucks	34.58
				Blehm Oct 2016 Stmt - Costco Warehouse	30.39
			Public Works	Blehm Oct 2016 Stmt - Costco.com	52.50
				Blehm Oct 2016 Stmt - Red Lion Hotel	211.92
				Blehm Oct 2016 Stmt - Riverhouse Hotel	582.33
				Blehm Oct 2016 Stmt - Fred Meyer	137.77
			Human Resources	Blehm Oct 2016 Stmt - Subway	215.00
		201611-4542	Community Development	Basarab Oct 2016 Stmt - USPS	19.70
			Council	Basarab Oct 2016 Stmt - ColumbianPU	140.00
			Genl Govt/Facilities	Basarab Oct 2016 Stmt - Ridgefield Pioneer Marketplace	7.18
				Oct 2016 Stmt Basarab-Fred Meyer	6.49
				Basarab Oct 2016 Stmt - Vinnies Pizza	65.04
				Basarab Oct 2016 Stmt - Buckets	80.22
			Public Safety	Basarab Oct 2016 Stmt - Seasons Coffee	19.52
				Basarab Oct 2016 Stmt - GISI Marketing Group	269.92
			Executive	Basarab Oct 2016 Stmt - ColumbianPU	35.00
		201611-5669	Community Development	Arends Oct 2016 Stmt - Harbor Freight	2.58
			Genl Govt/Facilities	Arends Oct 2016 Stmt - Taco Bell	1.94
				Arends Oct 2016 Stmt - Harbor Freight	6.68
				Arends Oct 2016 Stmt - Burgerville	3.54
				Arends Oct 2016 Stmt - Angelo Use/Sales Tax	(32.57)
				Arends Oct 2016 Stmt - Gempler's Use/Sales Tax	(4.10)
				Arends Oct 2016 Stmt - Ridgefield Pioneer Marketplace	5.37
			Public Works	Arends Oct 2016 Stmt - Taco Bell	11.02
				Arends Oct 2016 Stmt - Harbor Freight	148.94
				Arends Oct 2016 Stmt - Burgerville	20.07
				Arends Oct 2016 Stmt - Angelo	420.32
				Arends Oct 2016 Stmt - Gempler's	52.95
		201611-4814	Community Development	Kast Oct 2016 Stmt - Mill City Brew Werks	1.40

City of Ridgefield
Claims Payment Report
For Approval on: December 1, 2016

WELLS FARGO	1681	201611-4814	Community Development	Kast Oct 2016 Stmt - Natalia's	0.84
			Finance	Kast Oct 2016 Stmt - Mill City Brew Werks	20.03
				Kast Oct 2016 Stmt - Natalia's	11.90
			Genl Govt/Facilities	Kast Oct 2016 Stmt - Mill City Brew Werks	3.00
				Kast Oct 2016 Stmt - Natalia's	1.79
			Public Works	Kast Oct 2016 Stmt - Mill City Brew Werks	15.60
				Kast Oct 2016 Stmt - Natalia's	9.28
		201611-4689	Genl Govt/Facilities	Johnson Oct 2016 Stmt - MRSC Rosters	120.00
		201611-7829	Community Development	Kipp Oct 2016 Stmt - Amazon.com	1.33
			Genl Govt/Facilities	Kipp Oct 2016 Stmt - Amazon.com	320.99
				Kipp Oct 2016 Stmt - Target	83.47
				Kipp Oct 2016 Stmt - Amazon.com Use/Sales Tax	(7.90)
				Kipp Oct 2016 Stmt - Costco	28.16
				Kipp Oct 2016 Stmt - Walmart	68.95
				Kipp Oct 2016 Stmt - Facebook	16.10
				Kipp Oct 2016 Stmt - Shutterstock	31.44
				Kipp Oct 2016 Stmt - Save On Crafts	23.04
				Kipp Oct 2016 Stmt - Best Buy	49.97
				Kipp Oct 2016 Stmt - Shutterstock Use/Sales Tax	(2.44)
				Kipp Oct 2016 Stmt - Walmart Supercenter	70.92
			Public Safety	Kipp Oct 2016 Stmt - Ridgefield Pioneer Marketplace	8.37
			Public Works	Kipp Oct 2016 Stmt - Amazon.com	62.20
			Administration	Kipp Oct 2016 Stmt - Arco	11.10
				Kipp Oct 2016 Stmt - Fuel Bistro and Wine	47.36
		201611-8717	Community Development	Niten Oct 2016 Stmt - Ridgefield Hardware	24.90
		201611-1765	Genl Govt/Facilities	Hoots Oct 2016 Stmt - Radioparts.com Use/Sales Tax	(7.55)
			Public Safety	Hoots Oct 2016 Stmt - Costco.com	209.87
				Hoots Oct 2016 Stmt - Dollar Tree	36.10
				Hoots Oct 2016 Stmt - USPS	18.75
				Hoots Oct 2016 Stmt - Radioparts.com	97.45
				Hoots Oct 2016 Stmt - Galls	133.60
		201611-2725	Executive	Stuart Oct 2016 Stmt - GA	10.50
				Stuart Oct 2016 Stmt - Billygans Roadhouse	34.79
				Stuart Oct 2016 Stmt - Sportsmans Steakhouse	76.87
				Stuart Oct 2016 Stmt - Lucky Dragon Chinese	11.15
				Stuart Oct 2016 Stmt - Adobe Acrobat	16.25
		201611-7785	Genl Govt/Facilities	Knottnerus Oct 2016 Stmt - Marriott Seattle Airport	32.57
			Human Resources	Knottnerus Oct 2016 Stmt -NPELRA	200.00
		201611-6206	Public Safety	Rhine Oct 2016 Stmt - Joe Brown's Cafi½	22.60
		WELLS FARGO Total			
WHITNEY EQUIPMENT COMPANY INC	470	82193	Public Works	WWTP Operational Supplies	161.49
WHITNEY EQUIPMENT COMPANY INC Total				161.49	
WILLIAM RUNGE	2692	201611-1	Genl Govt/Facilities	UTIL REFUND 11 85644	4.72
WILLIAM RUNGE Total				4.72	

City of Ridgefield
Claims Payment Report
For Approval on: December 1, 2016

WSU PESTICIDE EDUCATION	481	201612-1	Public Works	Pesticide Class - PW	600.00
WSU PESTICIDE EDUCATION Total					600.00
Grand Total					310,580.64

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 01, 2016

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON Amending Chapters Within Title 14 and Title 18 of the Ridgefield Municipal Code AMENDING CHAPTERS 18.210 (Residential Low Density Districts); and 18.220 (Residential Medium Density District); and 18.310 (Procedures); and 18.401 (Planned Unit Developments); and 14.03 (Construction Administrative Code).

From time to time items within our development code come to light that are unnecessary, contradictory, or could be done more efficiently. These updates are part of the continuous improvement the city has undertaken to make our regulations consistent, efficient, and more predictable. This is the second round of updates to the R.D.C. for this year, some of the revisions in this version are items the Planning Commission saw in May of this year, and that the City Council asked staff to continue to revise. The updates proposed include:

- RDC 18.210.065: This item concerns specific design provisions along major corridors. These corridors include Pioneer, Hillhurst, and 45th/Royle Rd. An item of concern has long been the inconsistency among the fence types put in place by different subdivisions along the corridors. You can see the differences as you drive or walk along these areas. The premise behind this fix is that a consistent fence provides a cohesive feel to the entire corridor rather than a mix and match as you move down the roadways. Our current code requires materials to be "...stone or brick or metal continuously along the entire lot lines facing major corridors...". The Planning Commission recommends "earth tone stone" for the fence materials.
- RDC 18.220.040: This item is intended to identify areas of concern particularly for medium density and/or town house development. Rear setbacks along our major corridors are set at 25 feet regardless of base zone requirements.
- RDC 18.310.080: A Quasi-judicial, or Type III procedure, is generally an application that is heard by a Hearing Examiner. These types of applications are generally those with clear standards that can be applied to various circumstances. Examples include Conditional Use Permits, Variances, and Rezone requests. There is a section of current code that would permit the City Council to hear appeals of Type III decisions. This section is contradictory to the

Approved to be placed on City Council Agenda:

Jeff Niten	Completed	11/28/2016 11:31 AM
Steve Stuart	Completed	11/29/2016 8:06 AM
City Council	Completed	12/01/2016 6:30 PM

Appeals procedure that requires all appeals of Type III decisions to go directly to Superior Court (18.310.100 (D)). This proposal is intended to make our code sections clear and consistent.

- 18.401.080: This item is one that the City Council reviewed in May 2016. The purpose of the revisions is to clarify what land is considered developable for parks and trails to meet the open space requirements and use consistent language. This has been one of the biggest questions asked by developers. We had tried to be flexible by referring to “land developable for parks and trails” but the category was too broad and we ran into arguments that a stormwater facility was recreational because you can sail model boats on it, and critical areas provide passive birdwatching opportunities. Proposed language emphasizes development potential of land, and is consistent with neighborhood park acquisition standards being developed by the Parks Board. The Council asked us to further review this item and add a hard surface trail requirement to 18.401.080 (B) (2).
- Title 14 Construction Code: The remaining items are minor changes to ensure consistency with the State Building Code. For example, changing the required wind speed calculation for construction from 105 mph to 135 mph. Also, removing remnant references to the 2009 Building Code and replacing them with the recently adopted 2015 code. Finally, foundations are now found in the International Building Code, and having a duplicate foundation section in the municipal code is unnecessary.

“I move to waive second reading of Ordinance 1225 and adopted the recommendations as presented”.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: Second Updates_2016 v3 (DOCX)
 Brick option (JPG)
 Metal option (JPG)
 Stone 1.2 (JPG)
 stone fence (JPG)

ORDINANCE NO. 1225

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING CHAPTERS WITHIN TITLE 14 AND TITLE 18 OF THE RIDGEFIELD MUNICIPAL CODE AMENDING CHAPTERS 18.210 (RESIDENTIAL LOW DENSITY DISTRICTS); AND 18.220 (RESIDENTIAL MEDIUM DENSITY DISTRICT); AND 18.310 (PROCEDURES); AND 18.401 (PLANNED UNIT DEVELOPMENTS); AND 14.03 (CONSTRUCTION ADMINISTRATIVE CODE).

WHEREAS, the City of Ridgefield, located in Clark County, Washington, is required to plan under the Growth Management Act (GMA), Revised Code of Washington (RCW) Chapter 36.70A; and

WHEREAS, Ridgefield adopted the Ridgefield Urban Area Comprehensive Plan (RUACP), as amended, consistent with the GMA; and

WHEREAS, RCW 36.70A.040 and WAC 367-195-800 require jurisdictions planning under the GMA to adopt development regulations that are consistent with the adopted Comprehensive Plan and which implement the Comprehensive Plan polices goals and policies; and

WHEREAS, Title 18 of the Ridgefield Municipal Code (RMC) was established in 1995 by Ordinance 676 and amended thereafter, and is intended to implement the Ridgefield Comprehensive Plan; and

WHEREAS, the Ridgefield City Council passed additional resolutions after this time period that revised the development regulations, including Ordinance Nos. 1072, 1108, 1132 and 1178; and

WHEREAS, the Ridgefield Planning Commission, after conducting public meetings and public hearings on the revisions to Title 14 and Title 18 on November 2, 2016, forwarded recommendations to amend Title 14 and Title 18 to the City Council; and

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on October 6, 2016 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on October 19, 2016 the City of Ridgefield issued a Determination of Non-significance regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the public comment period expired on November 9, 2016 and the City addressed all comments received; and,

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the amendments to Title 18 during a regularly scheduled City Council meeting held on December 1, 2016; and

WHEREAS, the Ridgefield City Council waived a second reading of the Ordinance; 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 Title 14 and Title 18 to ensure that the City's development and zoning regulations continue to implement the Ridgefield Urban Area Comprehensive Plan.

Section 2. Amendments of Title 14 and Title 18 of the Ridgefield Municipal Code. The Ridgefield City Council hereby amends certain Chapters of Title 14 and Title 18 set forth below in the manner set forth in Exhibit A, attached hereto and incorporated by this reference:

Amends Title 18, Chapter: 18.210, Residential Low Density Districts; and

Amends Title 18, Chapter: 18.220, Residential Medium Density Districts; and

Amends Title 18, Chapter: 18.310, Procedures; and

Amends Title 18, Chapter: 18.401, Planned Unit Developments; and

Amends Title 14, Chapter: 14.03, Construction Administrative Code.

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

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, zoning district names, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to or any other person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect

the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection or portion thereof, irrespective of the fact that any one or more of the other portions be declared invalid or unconstitutional.

Section 6. Applicability. This ordinance shall be applied in the current city limits and City of Ridgefield Urban Growth Area (UGA) as adopted by the Clark County Board of County Commissioners and the subsequent acceptance by the Ridgefield City Council.

Section 7. Effective Date. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS
1ST DAY OF DECEMBER, 2016.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Basarab,
Deputy City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading/Passage: December 1, 2016

Second Reading/Passage: WAIVED

Date of Publication:

Effective Date:

EXHIBIT A:**Amendments of Title 14 and Title 18 of the Ridgefield Municipal Code**

**RDC Chapter 18.210:
RESIDENTIAL LOW DENSITY DISTRICTS
(RLD-4, RLD-6, RLD-8)**

18.210.065 - Additional design provisions along major corridors.

- B. Architectural Design. Rear elevations that face major corridors as listed in subsection (A) shall demonstrate compliance with the following architectural design standards:
1. French doors or similar decorative door type having a minimum width of six feet;
 2. Minimum of one hundred twenty-square foot covered deck/patio with roof material matching the residential structure roof and wood or brick or stone decorative supports;
 3. Minimum of three planes with vertical breaks on the rear facade with a minimum of fifteen percent of each plane having a brick or stone surface;
 4. Minimum of three planes on the roof that are visible from major corridors as listed in subsection (A) with a minimum of one gable end peak;
 5. All windows shall be trimmed;
 6. Other elements the director finds to be compatible with the intent of providing visible architectural variety and interest as seen from major corridors as listed in subsection (A).
- C. Fencing and Walls. All residential lots shall comply with the following fencing and wall standards in addition to RDC 18.210.110 and 18.740.
1. ~~Install a fence or wall, a minimum of four feet high, constructed of stone or brick or metal, continuously along the entire lot lines facing major corridors as listed in subsection (A). The fence or wall must comply with the site clearance provisions of Section 2.15 of the City Engineering Standards. Screening fences constructed of wood or chain link or vinyl materials are prohibited.~~
 2. The fence or wall must be a minimum of six feet high and be constructed of (desired material: stone, metal, or brick. See pictures), earth tone stone with Construct columns or physical indentations in the fence or wall at least every fifty lineal feet to reduce the massing effect of the fence material. The fence or wall design shall be compatible with nearby fences and walls along the major corridors, and shall be approved by the Planning Director.
 3. The property owner, developer or homeowners association is responsible for the maintenance of the fence or wall.
 4. The fence or wall shall not be built until the city issues a fence permit consistent with RDC 18.740.050, the city issues a building permit for a wall, or grants approval through the development review process.

**RDC Chapter 18.220:
RESIDENTIAL MEDIUM DENSITY DISTRICT
(RMD-16)**

18.220.040 - Dimensional standards.

A. Dimensions shall be consistent with Table 18.220.040-1.

Table 18.220.040-1

	RMD-16
Min. Lot Width	30 feet
Min. Lot Area	2,500 square feet
Min. Front Yard Setback (1) (2) (3)	10 feet
Min. Rear Yard Setback (1) (2) (3)	5 feet
Min. Side Yard Setback (1) (2) (3)	5 feet
Max. Height	35 feet (40 feet with pitched roof)
Max. Building Coverage	60% (net developable acres)
Max. Impervious Surface	75% (net developable acres)

Table notes:

- Underground parking may extend into required minimum yard setbacks, provided it is landscaped at the ground level.
- For developments consisting of three or more dwelling units located on a single parcel, the setback shall be fifteen feet along any property line abutting RLD-4 or RLD-6 zones.
- All setbacks for lots abutting or adjacent to the public rights-of-way of Pioneer Street east of the Gee Creek crossing, South Hillhurst Road, 45th Avenue or South Royle Road are twenty-five feet and may not be modified through the PUD process. Adjacent, when used in this note, means, separated by a street, tract, open space, or similar intervening element.

18.220.140 - Special provisions for townhouse developments.

Except where indicated, these standards are in addition to rather in place of the base zone standards.

A. Setbacks. The following exceptions supersede the dimensional requirements in RDC 18.210.040 and 18.220.040 to allow for zero lot line townhouse developments.

Table 18.220.140-1

	Townhouse Development
Min. Lot Width	Underlying zone
Min. Lot Area	Underlying zone
Min. Front Yard Setback (1)	10 feet
Min. Rear Yard Setback (1)	10 feet
Min. Side Yard Setback (1) (2)	0 to 5 feet
Min. Street Side Yard Setback	15 feet

Max. Height	Underlying zone
Max. Building Coverage	Underlying zone
Max. Impervious Surface	Underlying zone

Table Notes:

1. All setbacks for lots abutting or adjacent to the public rights-of-way of Pioneer Street east of the Gee Creek crossing, South Hillhurst Road, 45th Avenue or South Royle Road are twenty-five feet and may not be modified through the PUD process. Adjacent, when used in this note, means, separated by a street, tract, open space, or similar intervening element. ~~Setbacks from Hillhurst Road or Pioneer Street (east of the Gee Creek crossing) shall be twenty-five feet.~~
2. The minimum side yard for a townhouse shall be zero feet for the side yard where the townhouse attaches to another townhouse and five feet where the townhouse is not attached to another townhouse. For zero-lot line development, eaves may project across the property line if the developer or property owners record an easement expressly describing the purpose, dimensions, and duration of the easement.

RDC Chapter 18.310: PROCEDURES

18.310.080 - Type III procedure—Quasi-judicial decision.

- G. Within seven days from the date of the final order, the city clerk shall mail the full decision to the applicant and those who requested a copy of the final decision in writing. Copying fees may be charged. Parties of record shall be mailed notice and instructed that a copy of the final order may be reviewed at city hall during regular hours. The mailing shall include a notice which includes the following information:
 1. A statement that the decision is final, but may be appealed as provided in Section 18.310.100 ~~to the city council~~ within fourteen days after the date the notice is mailed. The appeal closing date shall be listed in boldface type. The statement shall describe how a party must appeal the decision, including applicable fees and the elements of a petition for review. The statement shall also describe SEPA appeal procedures;
 2. A statement of any threshold determinations made under Chapter 43.21C RCW.

RDC Chapter 18.401: PLANNED UNIT DEVELOPMENTS (PUD)

18.401.080 - General conditions

- B. Open Space. Every PUD shall provide a minimum of twenty-five percent of the total site area for common open space which shall be used for the collective enjoyment of occupants of the development.

Open space shall not include public or private streets or rights-of-way, driveways, above-ground utility facilities including stormwater facilities, parking areas unless developed as part of park or trail facility consistent with standards in the Ridgefield Parks and Recreation Comprehensive Plan, or the required yards for buildings or structures. Open space areas may include critical areas and buffers and stormwater facilities, but shall not be computed to include any submerged lands.

1. Main Facility. At least fifty percent of the required common open space, or twelve and one-half percent of the total site area, shall be located on a single parcel to provide a larger, central facility for the PUD. ~~At least fifty percent of the parcel shall be land suitable for development with a mix of active and passive recreation areas. A minimum of fifty percent of the main facility shall be a combination of buildable land suitable for development of active recreation uses and critical areas buffers proposed for passive recreation facilities consistent with RDC 18.280, limited to the portion of the buffer area proposed for improvements such as a trail or wildlife viewing structure. The remaining fifty percent or less of the main facility may include critical areas and buffers not proposed for passive recreation improvements.~~

b. If the main facility is less than 2 acres in size and is eligible for future development as a neighborhood or community park consistent with the Parks and Recreation Comprehensive Plan, the parcels should be located adjacent to the perimeter of the PUD such that it would be feasible to expand the open space area onto the adjacent property. If there are existing open space parcels adjacent to a proposed PUD, the open space in the proposed PUD should be located adjacent to existing open space parcels in order to facilitate creation of larger facilities that meet sizing requirements for park facilities in the Parks and Recreation Comprehensive Plan. The value of the land may be credited against the amount charged for city park impact fees, pursuant to Chapter 18.070, if the planning director determines that the parcel can be used as part of a future park facility that meets the standards for a neighborhood or community park in the Ridgefield Parks and Recreation Comprehensive Plan and the park is listed as a system-wide project on the Ridgefield Parks Capital Facilities Plan, and the parcel is dedicated to the city.

d. If the main facility is less than 2 acres in size ~~and~~ or does not meet the requirements of subsections (a) or (b), it shall be developed consistent with the requirements for dispersed facilities in RDC 18.401.080.B.2.

2. Dispersed facilities.

a. A minimum of fifty percent of the total dispersed facilities shall be a combination of buildable land suitable for development of active recreation uses and critical areas buffers proposed for passive recreation facilities consistent with RDC 18.280, limited to the portion of the buffer area proposed for improvements such as a hard surface trail. The remaining fifty percent or less of the dispersed facilities may include critical areas and buffers not proposed for passive recreation improvements. At least fifty percent of the dispersed facilities must be used for active or passive recreation facilities, as defined in RDC 18.100. A minimum of fifty percent of the area reserved for active and passive recreation facilities, or twenty-five percent of total required dispersed facilities, shall be improved with irrigated lawn area and landscaping, playfields, pedestrian paths, picnic tables and seating areas, play equipment and swings, pedestrian-scale lighting along paths, sport courts, other active recreation facilities, trails, wildlife viewing structures, or similar amenities approved by the planning director.

~~b. In the RMD-16 zone, common recreation areas provided in satisfaction of RDC 18.220.115 shall be counted towards the recreation facilities required by subsection (a).~~

e. b. Parcels shall meet a minimum size of ten thousand square feet with the exception of trail facilities required by RDC 18.401.090.R or the Ridgefield Parks and Recreation Comprehensive Plan.

11. At the applicant's discretion, the applicant may elect to include or exclude the buildable portion of parcels designated as main or dispersed facilities under this section in the calculation of net developable acres for the purposes of calculating minimum and maximum density for the project. If the applicant elects to include the buildable acres in the density calculation, the applicant may reduce the minimum lot size and minimum lot width and depth dimensions for the zone by up to 20 percent in order to accommodate the additional lots allowed. Any further reduction to lot size, width or depth greater than 20 percent shall comply with RDC 18.401.100.A

RDC Chapter 14.03 Construction Administrative Code

SECTION J103 PERMITS REQUIRED

Subsection J103.2 Exemptions is hereby proposed to be amended by adding two additional exemptions as enumerated by the number's 8 & 9, as follows:

J103.2 Exemptions. In addition to the exemptions enumerated in Appendix J of the 2015 International Building Code, a grading permit shall not be required for the following:

- ~~8. An excavation that (1) is less than 2 feet (610 mm) in depth, or (2) does not create a cut slope greater than 56 feet (1,524 mm) in height and steeper than 1 unit vertical in 1½ units horizontal (66.7% slope).~~
9. A fill that (1) is less than 1 foot (305 mm) in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or (2) is less than 3 feet (914 mm) in depth; not intended to support structures; does not exceed 50 cubic yards (38.3 m³) on any one lot, and; does not obstruct a drainage course.

14.03.040 - Amendments—~~2009~~ 2015 International Residential Code.

The following amendments to the ~~2009~~ 2015 International Residential Code are hereby proposed for adoption and incorporation into the city of Ridgefield's Construction Administrative Code.

TABLE R301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Ground Snow Load:	30 psf
Roof Snow Load:	25 psf
Wind Exposure Category:	B
Wind Speed - 3 Second Gust:	105 135 mph
Seismic Design Category:	D1
Subject to Damage from	
Weathering:	Moderate
Frost Line Depth:	12 inches
Termite:	Slight to Moderate
Winter Design Temperature:	See WSEC
Ice Barrier Underlayment Required:	No
Flood Hazards:	Feb. 19, 1981/Aug. 19, 1986
Air Freezing Index:	N/A
Mean Annual Temperature:	50 Degrees F

CHAPTER 4 FOUNDATIONS

Subsection R404.1.4 Seismic Design Categories D0, D1 and D2 is hereby proposed to be amended by revising the text as contained in number's 3 and 6, as follows:

~~R404.1.4 Seismic Design Categories D0, D1 and D2. In addition to the requirements of Tables R404.1.1(1) and R404.1.1(5), plain concrete and plain masonry foundation walls located in Seismic Design Categories D0, D1 and D2, as established in Table R301.2(1), shall comply with the requirements enumerated in R404.1.4 inclusive of the following amended requirements:~~

- ~~3. Minimum reinforcement for plain concrete and plain masonry foundation walls shall consist of one No. 4 (No. 13) horizontal bar located in the upper 12 inches (305 mm) of the wall. Where no vertical reinforcement is required by Table R404.1.1(1) and R404.1.1(5) there shall be a minimum of No. 4 (No. 13) vertical bars at a spacing not exceeding 48 inches (1,220 mm) on center. Masonry stem walls shall have a minimum vertical reinforcement of one No. 4 (No. 13) bar located a maximum of 48 inches (1,220 mm) on center in grouted cells.~~
- ~~6. Vertical reinforcement for plain concrete and plain masonry foundation walls shall be tied to the horizontal reinforcement in the footings. Where horizontal bars or vertical bars overlap, the minimum overlap shall be 24 inches (610 mm).~~







et Pg. 3

A



CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 01, 2016

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington amending Chapters Within Title 18 of the Ridgefield Municipal Code amending Chapters 18.200 (Establishment of Zoning Districts and Maps); 18.205 (Uses); 18.240 (Employment Zone); 18.720 (Off Street Parking and Loading); 18.725 (Landscaping); and 18.740 (Fences and Walls).

Part of the adopted Comprehensive Growth Management Plan included an Employment (E) zone. The concept behind the Employment zone concept was to combine both the Light Industrial zoning category, and the Office category and create additional flexibility while still maintaining the standards Ridgefield has adopted for employment uses in the city. The standards for the two zones for lot sizes, frontage requirements, building setbacks, etc. have not changed. The only change in this new proposed combined code is the setback provision for adjacent lots. In the current code adjacent lots with the same zone could reduce the side setback to zero feet. In the new proposed code there is a concern that outdoor storage areas could be located directly adjacent to an office development. The proposal seeks to mitigate that concern by requiring a 10 foot wide landscape buffer for any area that is proposed for outdoor storage. The main revisions for this item are contained in RDC 18.240. The remaining attachments are other areas of the code that need to be updated to maintain consistency throughout the Development Code.

The Planning Commission conducted a Public Hearing on the proposed Employment (E) Zone on November 2, 2016 and recommends approval.

None. This is the first reading, second reading of the Ordinance is scheduled before Council on December 15, 2016.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: Chapter_18.200___ESTABLISHMENT_OF_ZONING_DISTRICTS_AND_MAPS_Clean DRAFT (DOCX)
Chapter_18.205___USES_Clean DRAFT (DOCX)
Chapter_18.240___EMPLOYMENT_ZONE_Clean DRAFT (DOCX)
Chapter_18.720___OFF_STREET_PARKING_AND_LOADING_Clean DRAFT (DOCX)
Chapter_18.725___LANDSCAPING_Clean DRAFT(DOCX)

Approved to be placed on City Council Agenda:

Jeff Niten	Completed	11/28/2016 11:36 AM
Steve Stuart	Completed	11/29/2016 8:07 AM
City Council	Completed	12/01/2016 6:30 PM

Chapter_18.740___FENCES_AND_WALLS_Clean DRAFT (DOCX)

ORDINANCE NO. 1226**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING CHAPTERS WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL CODE AMENDING CHAPTERS 18.200 (ESTABLISHMENT OF ZONING DISTRICTS AND MAPS); 18.205 (USES); 18.240 (EMPLOYMENT ZONE); 18.720 (OFF STREET PARKING AND LOADING); 18.725 (LANDSCAPING); AND 18.740 (FENCES AND WALLS).**

WHEREAS, the City of Ridgefield, located in Clark County, Washington, is required to plan under the Growth Management Act (GMA), Revised Code of Washington (RCW) Chapter 36.70A; and

WHEREAS, Ridgefield adopted the Ridgefield Urban Area Comprehensive Plan (RUACP), as amended, consistent with the GMA; and

WHEREAS, RCW 36.70A.040 and WAC 367-195-800 require jurisdictions planning under the GMA to adopt development regulations that are consistent with the adopted Comprehensive Plan and which implement the Comprehensive Plan policies goals and policies; and

WHEREAS, Title 18 of the Ridgefield Municipal Code (RMC) was established in 1995 by Ordinance 676 and amended thereafter, and is intended to implement the Ridgefield Comprehensive Plan; and

WHEREAS, the Ridgefield City Council passed additional resolutions after this time period that revised the development regulations, including Ordinance Nos. 1072, 1108, 1132 and 1178; and

WHEREAS, the Ridgefield Planning Commission, after conducting public meetings and public hearings on the revisions to Title 18 on November 2, 2016, forwarded recommendations to amend Title 18 to the City Council; and

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on October 6, 2016 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on October 19, 2016 the City of Ridgefield issued a Determination of Non-significance regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the public comment period expired on November 9, 2016 and the City addressed all comments received; and,

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the amendments to Title 18 during a regularly scheduled City Council meeting held on December 1, 2016; and

WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments to Title 18 during a regularly scheduled meeting held on December 15, 2016; 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 Title 18 to ensure that the City's development and zoning regulations continue to implement the Ridgefield Urban Area Comprehensive Plan.

Section 2. Amendments of Title 18 of the Ridgefield Municipal Code. The Ridgefield City Council hereby amends certain Chapters of Title 18 set forth below in the manner set forth in Exhibit A, attached hereto and incorporated by this reference:

Amends Title 18, Chapter: 18.200, Establishment of Zoning Districts and Maps; and

Amends Title 18, Chapter: 18.205, Uses; and

Amends Title 18, Chapter: 18.240, Employment Zone; and

Amends Title 18, Chapter: 18.720, Off Street Parking and Loading; and

Amends Title 18, Chapter: 18.725, Landscaping; and

Amends Title 18, Chapter: 18.740, Fences and Walls.

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

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, zoning district names, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to or any other person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection or portion thereof, irrespective of the fact that any one or more of the other portions be declared invalid or unconstitutional.

Section 6. Applicability. This ordinance shall be applied in the current city limits and City of Ridgefield Urban Growth Area (UGA) as adopted by the Clark County Board of County Commissioners and the subsequent acceptance by the Ridgefield City Council.

Section 7. Effective Date. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS
15TH DAY OF DECEMBER, 2016.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Basarab,
Deputy City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: December 1, 2016
Second Reading/Passage: December 15, 2016
Date of Publication:

Effective Date:

EXHIBIT A:

Amendments of Title 18 of the Ridgefield Municipal Code

Chapter 18.200 - ESTABLISHMENT OF ZONING DISTRICTS AND MAPS

Sections:

18.200.010 - Classification of zoning districts.

For the purposes of the RDC, the city is divided into zoning districts which correspond with RUACP plan designations, and which are designated as follows:

RUACP Plan Designation	Zoning District	Map Symbol
	Residential	
Residential/Urban Low (UL)	Residential Low Density	RLD-4 RLD-6 RLD-8
Residential/Urban Medium (UM)	Residential Medium Density	RMD-16
	Commercial	
Neighborhood Commercial (NC)	Neighborhood Commercial	CNB
General Commercial (GC)	Community Business	CCB
General Commercial (GC)	Regional Business	CRB
	Employment	
Employment (EM)	Employment	E
Public Facilities	Public Facilities	PF
	Mixed Use	
City Center (C)	Central Mixed Use	CMU
Mixed Use (MU)	Waterfront Mixed Use	WMU
	Public	

Public Facilities (PF)	Public Facilities	PF
Parks/Open Space (P/OS)	Parks/Open Space	P/OS
	Urban Holding District	UH-10
	Employment Mixed Use Overlay	EMUO
	Open Space/Density Transfer	OS/DT

(Ord. 676 § 1 (part), 1995).

(Ord. No. 1072, § 2(Exh. A), 1-13-2011)

18.200.020 - Original maps.

The designations, locations and boundaries of the districts set forth in this chapter, shall be shown on the zoning maps of the city of Ridgefield, Washington. The maps are adopted and made a part of this title. The signed copies of the zoning maps containing the zoning districts designated at the time of adoption of the ordinance codified in this chapter shall be maintained without change on file in the office of the city clerk. Any land or property not specifically identified with a zone designation shall be considered to be zoned consistent with its respective RUACP designation.

(Ord. 676 § 1 (part), 1995).

(Ord. No. 1072, § 2(Exh. A), 1-13-2011)

18.200.030 - Revised maps.

The city council may, from time to time, direct the planning director to replace all or part of the official zoning map(s), which include all lawful changes of zone to date. Such maps shall bear dated, authenticating signatures of the mayor and planning director. The city clerk shall retain replaced zoning maps in a separate file at the city hall. The planning director shall endorse revisions to the official zoning maps, so that they accurately portray changes of zone boundaries and the location of conditional use permits and planned unit developments. Any revisions or replacements of said maps, when duly entered, signed and filed with the city clerk as authorized by this chapter, are part of this title.

(Ord. 676 § 1 (part), 1995).

(Ord. No. 1072, § 2(Exh. A), 1-13-2011)

18.200.040 - Copies of maps.

Copies of up-to-date maps shall be available for public inspection at the Ridgefield city hall and at the office of the city planning director. The city may charge for the sale and distribution of the maps.

(Ord. 676 § 1 (part), 1995).

(Ord. No. 1072, § 2(Exh. A), 1-13-2011)

18.200.050 - Interpretation of district boundaries.

The zoning map indicates district boundary lines. The review authority shall consult the RUACP whenever uncertainty exists as to boundaries of a district shown on the zoning map. If uncertainty remains, the following rules shall apply:

- A. Wherever the zone boundary is indicated as being along or approximately along a street, alley, the centerline of a block, or a property line, then, unless otherwise definitely indicated on the maps, the centerline of the street, alley or block, or the property line, shall be construed to be the boundary of the zone.
- B. Where the location of a zone boundary line is not determined by the above rule, and is not indicated by a written dimension, the boundaries shall be located by the use of the scale appearing on the maps.
- C. Wherever any street, alley or other public way is vacated in the manner authorized by law, the city, by operation of law, shall extend the zoning district adjoining each side of such street, alley, or public way to the center of the former right-of-way and all of the area included in the vacation shall then henceforth be subject to all regulations of the extended districts.
- D. Where the application of the above rule does not clarify the zone boundary location, the planning director shall provide a written interpretation of the maps to the planning commission, which shall make a final determination of the zone boundary. The planning commission shall advise the city council of its decision. The council may ratify the decision of the planning commission or it may review the issue under a Type-IV process. The city clerk shall keep said written decision on file.

(Ord. 676 § 1 (part), 1995).

(Ord. No. 1072, § 2(Exh. A), 1-13-2011)

18.200.060 - Sensitive Lands Map.

The sensitive lands map is a composite map indicating the general location of "critical lands," e.g., floodplains, wetlands and wetland buffer areas, geologically unstable areas, stream corridors, floodplain areas, and principal fish and wildlife habitat areas. The city shall employ the SEPA or development review process to make the final determination as to the location of such sensitive lands. The city shall revise the sensitive lands map at least annually to reflect more accurate information provided through these processes.

(Ord. 676 § 1 (part), 1995).

(Ord. No. 1072, § 2(Exh. A), 1-13-2011)

Chapter 18.205 - USES^[2]**Sections:**

Footnotes:

--- (2) ---

Editor's note— Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013, amended Ch. 18.205 in its entirety to read as herein set out. Former Ch. 18.205, §§ 18.205.010—18.205.030, pertained to similar subject matter, and derived from Ord. No. 1108, § 2(Exh. A), 7-26-2012.

18.205.010 - Purpose.

- A. The purpose of this chapter is to establish the uses generally permitted in each zone which are compatible with the purpose of the zone and other uses allowed within the zone.
- B. The use of a property is defined by the primary activity for which the building or lot is intended, designed, arranged, occupied or maintained.
- C. All applicable requirements of the RDC, or other applicable city, state, or federal requirements, shall govern a use located in the city.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.205.015 - Use types.

- A. Permitted Uses.
 - 1. Uses listed in Table 18.205.020-1 with a "P" are allowed as primary or accessory uses, subject to site plan review if required per RDC 18.500, if they comply with the development standards and other regulations contained in the RDC.
 - 2. The uses identified by a "P-L" in Table 18.205.020-1 are permitted provided they comply with the applicable limitations listed in RDC 18.205.030. Applicants shall demonstrate compliance with the applicable limitations listed in RDC 18.205.030 as part of site plan review if required per RDC 18.500, or any other required review process.
- B. Limited Uses. Allowed uses with additional limitations are listed in Table 18.205.020-1 with an "L". These uses are allowed if they comply with the limitations listed in RDC 18.205.030 and the development standards and other regulations contained in the RDC. Limited uses are subject to a Type I or II limited use review process as specified in RDC 18.205.030, and site plan review if required per RDC 18.500.
- C. Conditional Uses.
 - 1. Uses listed in Table 18.205.020-1 with a "C" are allowed if approved through the conditional use review process (see Chapter 18.340) and site plan review process (Chapter 18.500). These uses must satisfy the conditional use approval criteria, the development standards, and other regulations contained in the RDC applicable to the use proposed.
 - 2. The uses identified by a "C-L" in Table 18.205.020-1 are permitted conditionally. As part of the Type III conditional use review process, applicants must demonstrate compliance with the

applicable limitations listed in RDC 18.205.030. The limitations shall serve as additional criteria for conditional use approval.

- D. Prohibited Uses. Uses listed in Table 18.205.020-1 with an "N" are prohibited. Existing uses in categories listed as prohibited may be subject to the regulations of RDC 18.340, Nonconforming Uses.
- E. Unlisted Uses.
 - 1. Recognizing that there may be uses not specifically listed in this title, either because of advancing technology or any other reason, the director may permit or condition such use upon review of an application for Code interpretation for an unlisted use (RDC 18.310.060, Type I Action) and by considering the following factors:
 - i. The physical characteristics of the unlisted use and its supporting structures, including but not limited to scale, traffic, hours of operation, and other impacts, and
 - ii. Whether the unlisted use complements or is compatible in intensity and appearance with the other uses permitted in the zone in which it is to be located.
 - 2. A record shall be kept of all unlisted use interpretations made by the director.
- F. Temporary Uses. A use which will operate for a limited, fixed duration is considered a temporary use and requires a temporary use permit.
 - 1. A temporary use permit is a mechanism by which the city may permit a use to locate within the city (on private or public property) on an interim basis, without requiring full compliance with the RDC standards or by which the city may permit seasonal or transient uses not otherwise permitted.
 - 2. The director may approve or modify and approve an application for a temporary use permit through a Type I process if:
 - a. The temporary use will not be materially detrimental to public health, safety, or welfare, nor injurious to property and improvements in the immediate vicinity of the subject temporary use; and
 - b. The temporary use is not incompatible in intensity and appearance with existing land uses in the immediate vicinity of the temporary use; and
 - c. Adequate parking is provided for the temporary use and, if applicable, the temporary use does not create a parking shortage for the existing uses on the site; and
 - d. Hours of operation of the temporary use are specified; and
 - e. The temporary use will not create noise, light, or glare which would adversely impact surrounding uses and properties.
 - f. The temporary use will operate for sixty days or less from the effective date of the permit, except that the director may establish a shorter time frame.
 - 3. If the temporary use does not meet the criteria in subsection (2), the temporary use permit will be reviewed through a Type II process.
 - a. A temporary use may operate for up to two years from the effective date of the permit through a Type II process.
 - 4. Extension of temporary use permits.
 - a. Type I temporary use permits may not be extended.
 - b. A Type II temporary use permit may be extended from its original expiration date for up to one year, through a Type I procedure. The planning director shall determine whether there are extenuating circumstances that merit an extension. Only one such extension may be granted, and under no circumstances shall a temporary use operate for longer than three years.

5. An applicant may not apply for a temporary use permit for a temporary use substantially similar to a previously permitted temporary use within one year after the expiration of the previous temporary use permit.
6. Temporary construction trailers are allowed on sites with an active grading or building permit without a temporary use permit. Temporary sales offices in residential developments, such as a new subdivision, for home builders, realtors, mortgage brokers, and similar professions are allowed within a model home, other permanent residential structure, or construction trailer without a temporary use permit. City building permits and business license requirements may still apply.
7. Modular classroom units for school uses are typically regulated as permanent uses consistent with RDC 18.205.030.BB. If a modular classroom unit is proposed as a temporary use to be removed at the end of a defined time period not to exceed two years, the applicant may apply for a temporary use permit consistent with this subsection.

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

18.205.020 - Master use table.

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

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

Table 18.205.020-1

SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU 1	WLS	E	P/OS	PF
Single-Family Attached Residential	P-L	P-L	N	N	N	P-L	P-L	N	N	N	N
Single-Family Detached Residential	P	P-L	N	N	N	N	N	N	N	N	N
Duplex	P	P-L	N	N	N	N	N	N	N	N	N

Accessory Dwelling Unit	L	L	N	N	N	N	N	N	N	N	N
Home Occupation	L	L	L	L	N	L	L	L	N	N	N
Multifamily Residential	N	P	C-L	C-L	N	P-L	P-L	P-L	C-L	N	N
Manufactured Home Park	P	P	N	N	N	N	N	N	N	N	N

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

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

SPECIFIC LAND USE	RLD 4 RLD 6 RLD 8	RM D 16	CN B	CC B	CR B	CM U	WM U	WL S	E	P/O S	P F
General Retail Trade/Services	N	N	P	P	P	P	P-L	P	P -L	N	N
Marijuana Retail	N	N	N	N	N	N	N	N	N	N	N
Eating and Drinking Establishment	N	C-L	P	P	P	P	P-L	P	P -L	N	N
Artisan and Specialty Goods Production	N	N	L	L	L	L	L	L	N	N	N
Motor Vehicle Related Use	N	N	N	P	P	N	P-L	P-L	C	N	N
Electric Vehicle Infrastructure	P-L	P-L	P	P	P	P-L	P-L	P-L	P	P-L	P
Gasoline Service Station	N	N	P	P	P	P	P	N	N	N	N
Animal Kennel and Shelter	N	N	N	C-L	L	C-L	N	N	N	N	N
Veterinary Clinic and Hospital	N	N	L	L	L	L	L	L	L	N	N
Daycare Facility	P- L/C- L	P- L/C- L	P	P	P	P	P	P-L	P	N	N
Funeral Home/Crematorium/Columbarium/Cemet ery	C-L	C-L	N	P	P	N	N	N	N	P-L	P- L

SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
-------------------	-------------------	-----------	-----	-----	-----	-----	-----	-----	---	------	----

Office	N	N	P	P	P	P	P-L	P	P	N	P
Light Manufacturing	N	N	N	N	C	C	N ¹	C	C	N	N
Research and Development	N	N	N	C	C	C	P	N	P	N	N
Freight/Cargo Movement and Storage	N	N	N	C	C	N	N	N	C	N	N
Heavy Equipment and Truck Related Use	N	N	N	N	N	N	N	N	N	N	N
Fleet Service	N	N	N	C	C	C	N	N	C	N	N
Warehousing	N	N	N	N	N	N	N	N	C	N	N
Wholesale Retail	N	N	N	N	N	N	N	N	P	N	N
Marijuana Processing	N	N	N	N	N	N	N	N	N	N	N
Marijuana Production	N	N	N	N	N	N	N	N	N	N	N
Medical Cannabis Collective Gardens	N	N	N	N	N	N	N	N	N	N	N

SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
Adult Use Facility	N	N	N	L	L	L	N	N	N	N	N
Indoor Entertainment Facility	N	N	N	P	P	P	P	N	N	N	N
Community Recreation and Social Facility	C-L	C-L	C	P	P	P	P	P	P	P	P
Gambling Use	N	N	N	N	N	N	N	N	N	N	N

Outdoor Performance Center	N	N	N	N	C	N	P	N	C	N	N
Park or Trail ²	P	P	P	P	P	P	P	P	P	P	P

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

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

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

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

Table Notes:

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

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1163, § 2(Att.), 10-23-2014; Ord. No. 1164, § 2(Att.), 10-23-2014; Ord. No. 1207, § 2(Exh. A), 5-26-2016)

18.205.030 - Limitations.

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

A. Accessory Dwelling Unit.

1. No lot may have more than one accessory dwelling.
2. The accessory dwelling unit may be located in the principal residence or in a detached structure on a lot that is at least five thousand square feet in area.
3. Accessory dwellings, whether attached or detached, shall be designed in the same style as the primary dwelling and shall use like kind materials on exterior elements.
4. The accessory dwelling unit shall not be larger than fifty percent of the living area of the primary residence.
5. An accessory dwelling unit in a detached structure shall be located behind the primary street facade of the primary dwelling.
6. The accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the primary residence.
7. The planning director shall process a request for accessory dwelling approval as Type II review consistent with Section 18.310.070.

- i. An application for an accessory dwelling shall include a dimensioned site plan showing the location of the proposed dwelling on the subject property and its relationship to all property lines and easements on-site.
 - ii. In addition to the notice requirements of RDC 18.310.070, the city shall provide the applicable homeowner's association and/or the neighborhood association with notice of the application for accessory dwelling.
 - iii. Prior to approval of an accessory dwelling the planning director shall make the following findings:
 - a. The location of the accessory dwelling complies with the underlying zoning district setbacks, height restrictions, lot area coverage requirements, and other applicable zoning district standards.
 - b. Location of the accessory dwelling shall not interfere with any proposed public facilities or services or with private easements.
 - c. The proposed accessory dwelling does not adversely affect public health, safety, or welfare.
- 8. In the RMD-16 zone, only ADUs established prior to the adoption of this ordinance are permitted. When an ADU exists, it shall be counted as one unit for the purposes of density calculations.
- B. Adult Use Facility.
 - 1. Adult use facilities are subject to a Type I limited use review.
 - 2. Adult use facilities are prohibited within four hundred feet of any residential zone, other adult use facility, school, licensed daycare, public park, community center, public library or church which conducts religious or educational classes for minors.
- C. Artisan and Specialty Goods Production.
 - 1. All uses require a Type I limited use review and shall provide a public viewing or a customer service space as defined below.
 - a. Public viewing shall be accomplished with windows or glass doors covering at least twenty-five percent of the front of the building face abutting the street or indoor wall, allowing direct views of manufacturing; openings between the display or lobby area and manufacturing/work space may be reduced below twenty-five percent where fire rated separation requirements restrict opening size as determined by the planning official, or;
 - b. A customer service space includes, a showroom, tasting room, restaurant, or retail space.
 - c. Drive-through facilities are prohibited.
- D. Animal Kennel and Shelter.
 - 1. In the E zone, animal kennels and shelters are allowed subject to a Type I limited use review provided the following standards are met:
 - a. Run areas shall be completely surrounded by an eight-foot solid wall or fence;
 - b. Kennels and shelters shall be on sites of thirty-five thousand square feet or more, and buildings used to house animals shall be a minimum distance of fifty feet from property lines abutting residential zones.
 - 2. In the CCB and CMU zones, animal kennels and shelters are allowed conditionally. The standards in RDC 18.205.030.D.1.a and b must be met.
- E. Bed and Breakfast.

1. In the RLD and RMD zones, bed and breakfasts are allowed conditionally provided that the proposed use meets the following requirements:
 - a. The use is an accessory to the permanent residence of the operator.
 - b. Serves only breakfast and only to paying lodgers.
 - c. On-site sign size is limited to one non-illuminated identification sign, not exceeding four square feet.
 2. In the CNB, CCB, CRB, CMU, WMU and WLS zones, bed and breakfasts are permitted only as an accessory to residences lawfully established prior to the effective date of this code. Overnight lodging that does not include a permanent residence for the operator may be allowed as a hotel or motel.
- F. Boarding Houses. In an RLD-4, RLD-6, or RLD-8 zone, a maximum of two rooms may be rented to a maximum of two persons other than those occupying a single-family dwelling.
- G. Community Recreation and Social Facility.
1. In the residential zones, any lighted facilities shall be set back a minimum of fifty feet from abutting residentially zoned property.
- H. Community Residential Facility (CRF).
1. In the RLD-4, RLD-6, and RLD-8 zones, CRF-I are a conditionally permitted use. CRF-I are required to be a single-family structure compatible with the surrounding area. CRF-II are a prohibited use.
 2. In the CNB, CCB, and CMU zones, CRF-I and CRF-II are permitted uses, provided that uses are located in upper stories. No ground floor residential uses are allowed.
 3. Household arrangements that consist of six or fewer people, including small group homes, are included in the definition of 'family' in RDC 18.100. In a group home the number of people includes residents and each twenty-four staff hours.
- I. Conference Center.
1. A conference center is permitted conditionally in the residential zones and permitted outright in the CNB zone within a building listed on the National Register of Historic Places, the Washington Heritage Register, or the Clark County Heritage Register.
- J. Daycare facility.
1. Daycare I facilities are permitted in residential zones only as an accessory to residential use, subject to the following:
 - i. No outdoor play areas may be located within the front setback. All play areas shall be completely enclosed, with no openings except for gates, by a fence with a minimum height of forty-two inches.
 - ii. Hours of operation shall be restricted to ensure compatibility with surrounding development.
 - iii. Exterior alterations shall be in keeping with the residential character of the neighborhood.
 - iv. The site must provide a passenger loading area that is determined adequate by the Department of Early Learning (DEL) or other applicable state licenser.
 - v. Applicant shall obtain a city business license and concurrently obtain any required state license with the Washington State Department of Licensing with approval from the Washington State Department of Early Learning

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

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

- e. Each SCTF shall provide on-site dining, on-site laundry or laundry service, and on-site recreation to serve the residents.
- f. Applicants shall submit the following items in addition to the standard permit application:
 - i. The siting process used for the SCTF, including alternative locations considered.
 - ii. An analysis showing that utmost consideration was given to potential sites such that siting of the facility will have no undue impact on any one racial, cultural, or socioeconomic group, and that there will not be an over concentration of similar facilities in the city or a particular neighborhood.
 - iii. Proposed mitigation measures including the uses of extensive buffering from adjoining uses.
 - iv. Demonstration of an approved interlocal agreement between DSHS and the city of Ridgefield regarding security and operational procedures.
 - v. A schedule and analysis of all public input solicited during the siting process.

- g. Decision Criteria. A secure community transitional facility special use permit shall be granted by the city, only if the applicant demonstrates that:
 - i. The secure community transitional facility will not materially endanger the health, safety and welfare of the community;
 - ii. The siting of an SCTF shall not create an over-concentration within the city of Ridgefield, a particular neighborhood, or community of such uses as defined by Chapter 71.09 RCW, work release facilities, pre-release facilities or similar facilities including Level 1, 2, and 3 registered sex offender housing;
 - iii. The location, size and height of buildings, structures, walls and fences, and screening vegetation for the essential public facility shall not hinder or discourage the appropriate development or use of neighboring properties; and
 - iv. The essential public facility will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding areas or conditions can be established to mitigate adverse impacts.
- L. Duplex.
 - 1. In the RMD-16 zone, two or more duplexes must comply with either the multifamily standards in RDC 18.220 or the townhouse development standards in RDC 18.220.140.
- M. Eating and Drinking Establishment.
 - 1. In the RMD-16 district the use must abut a public collector or arterial street. Access is not permitted through a residential local street.
 - 2. In the E zone up to fifteen percent of the gross area of a property may be dedicated to eating and drinking establishments. The eating and drinking establishment shall be an accessory use to a primary use allowed outright or conditionally in the zone.
 - 3. In the WMU zone, drive-through restaurants are prohibited.
- N. Electric Vehicle Infrastructure. In the residential, CMU, WMU, WLS and P/OS zones, Level 1 and Level 2 charging is permitted as an accessory use to a lawfully established primary use. Rapid charging stations and battery exchange stations are prohibited.
- O. Emergency Services. In the residential and CNB zones:
 - 1. Any buildings from which firefighting equipment emerges onto a street shall maintain a distance of thirty-five feet from the street;
 - 2. Outdoor storage is not permitted; and
 - 3. If a fire facility abuts both an arterial and a non-arterial street, all access and egress shall be via the arterial.
- P. Funeral Home/Crematorium/
Columbarium/Cemetery.
 - 1. In the residential zones:
 - a. Funeral homes, crematoria, columbaria, and cemeteries are allowed conditionally as an accessory to a church or other religious use, provided that the area dedicated to the use may not be counted toward the required landscaping.
 - b. Permanent structures must be set back a minimum of one hundred feet from adjoining residential zones and uses.
 - 2. In the P/OS and PF zones, funeral homes, crematoria, columbaria and cemeteries are permitted outright, provided permanent structures are setback a minimum of one hundred feet from adjoining residential zones and uses.

Q. General Retail Trade/Services.

1. In the E zone no more than fifteen percent of the gross area of a property may be dedicated to general retail uses. The retail use is permitted outright as an accessory use to a primary use allowed outright or conditionally in the zone. All other retail uses are permitted conditionally.
2. In the WMU zone, high-impact commercial uses such as outdoor nurseries, lumber and building materials, farm equipment and similar uses that have large outdoor storage areas, significant truck traffic, and often rely on heavy equipment are prohibited. Other retail uses are allowed outright.

R. Home occupation. Residents of a dwelling unit may conduct one or more home occupations as an accessory use(s), provided:

1. Exempted home occupations. Home occupations that occupy less than 25 percent of a residence (up to one thousand square feet of combined space) and generate no more than an average of one additional vehicle trip per day associated with the home occupation use, including trips by customers, delivery vehicles, employee vehicles for employees not residing at the residence, and vehicles used in association with the home occupation use excluding the residents' personal vehicles, are exempt from the home occupation permitting requirements of this section. The home occupation development standards of this section and the Ridgefield business license requirement still apply.
2. Type I review. The planning director shall review the following home occupation requests through a Type I process provided there are no on-site sales associated with the use, unless the site of the home occupation is located within the WMU zone:
 - a. Offices, including but not limited to architects, engineers, lawyers, real estate agents, religious persons, salesmen, or authors.
 - b. Studios, including but not limited to artists, tailors, composers, crafts such as wood work or weaving.
 - c. Specialized instruction schools academic tutoring, foreign languages, art, dance, music, cooking, yoga, martial arts and related disciplines that do not exceed four students at any one time.
 - d. Uses the planning director finds to be materially similar to the above-listed uses.
3. Type II Review.
 - a. The planning director shall review all home occupation requests not described in subsections (1) or (2) as a Type II process for compliance with subsection (4) and other requirements of this section.
 - b. The planning director may elevate a home occupation request described in subsection (2) to a Type II review process if the proposed use involves an issue of broad public interest warranting public notice.
 - c. In addition to the notice requirements of RDC 18.310.070, the planning director shall provide notice of the pending application to:
 - i. Any developer or active homeowners association for the subdivision in which the dwelling is located; and
 - ii. Any neighborhood association registered with the city clerk's office, whose geographic boundaries include the subject dwelling.
 - d. The planning director shall review all home occupation requests located in a dwelling within the WMU zone as a Type II process. For consideration of a home occupation in

the WMU zone, a resolution in support of the proposed use adopted by the port commission stating the use is consistent with the master plan shall be required.

4. Site and Use Limitations. In addition to the applicable base zone standards, all home occupations are subject to the following limitations:
 - a. The principal operator of the home occupation must be a full-time resident of the dwelling.
 - b. A home occupation use may not employ more than one full-time equivalent employee who is not a resident of the dwelling unit.
 - c. Except for articles produced on the premises, no stock in trade shall be displayed or sold on the premises.
 - d. All home occupation business activity, including storage, shall be conducted indoors within the dwelling or accessory structures, except for plants and materials directly needed for the cultivation of plants essential to the home occupation use. No outdoor display of goods or outside storage of equipment or materials used in the home occupation shall be permitted.
 - e. The total area devoted to all home occupation activity shall not exceed twenty-five percent of the combined floor area of the dwelling, garage and accessory structures, or one thousand square feet, whichever is less.
 - f. No alteration to the exterior of the principal residential building shall be made which changes the residential character of a dwelling.
 - g. The home occupation use may not increase vehicular traffic flow or on-street parking by more than two nonresident vehicles per hour, or an average of six total vehicles per day. Nonresident vehicles include customers, delivery vehicles, employee vehicles for employees not residing at the residence, and vehicles used in association with the home occupation use excluding the residents' personal vehicles.
 - h. Vehicles used in association with the home occupation use and stored at the residence shall be restricted to standard non-commercial cars, trucks, and vans. Only one such vehicle is allowed per home occupation. Such vehicles shall park in a legal on-site parking space and may not park within any required setback areas of the lot or on adjacent streets.
 - i. The permitted home occupation use may display one sign, with a sign area of no greater than two square feet. The owner must obtain a sign permit per RDC 18.710.
5. The following activities are prohibited as home occupations:
 - a. Activities which use fireworks, ammunition or explosives on site;
 - b. Repair, sales, parking, or storage of automobiles, trucks larger than two tons, heavy equipment or boats, including auto body work or painting;
 - c. Overnight lodging;
 - d. Kennels and catteries;
 - e. Marijuana production, processing, or retail;
 - f. Medical cannabis collective gardens.
6. A home occupation shall not use electrical or mechanical equipment that results in:
 - a. A change to the fire rating of the structure used for the home occupation, unless approved by the building department;
 - b. Visual or audible interference in radio or television receivers, or electronic equipment located off-premises;

- c. Fluctuations in line voltage off-premises; or
 - d. Emissions such as dust, odor, bright lighting or noises greater than what is typically found in a neighborhood setting.
- 7. Business License Required. The operator of a home occupation use shall apply annually for a Ridgefield business license. A home occupation use permit shall expire if the business license is not renewed within two months of its expiration.
- 8. A home occupation permit shall expire if the home occupation for which it is granted does not operate as a business for a period of twelve consecutive months.
- S. Hospital.
 - 1. In the CCB, CRB, E zones, hospitals are allowed only following city council approval of a development agreement between the applicant and the city. A development agreement is required to describe mitigation for potential impacts on neighboring uses and public services consistent with any land use and environmental approvals and permits. The development agreement shall meet the requirements of RDC 18.310.150, address the full range of impacts of the proposed use and may address other matters associated with the hospital use, including but not limited to:
 - i. Description of proposed uses and facilities, including building sites, size and bulk.
 - ii. Circulation, transportation and parking plans.
 - iii. Any requested variances to the RDC.
 - iv. Plans for minimizing impacts on neighboring users.
 - v. Plans for storage and disposal of hazardous materials meeting the applicable requirements of RCW 70.105.
 - vi. Trip reservation.
 - vii. Vesting.
 - viii. System development charge and impact fee credits.
 - ix. The development agreement shall also include a site plan satisfying all requirements of RDC 18.500.040 if the proposed project requires site plan approval.
 - 2. When located in the CMU and CNB zones, hospitals are allowed only as a re-use of a nonresidential facility; and burning of refuse or hazardous waste is prohibited.
- T. Interim Recycling Facility.
 - 1. In the RLD-4, RLD-6, RLD-8, RMD-16, CNB and CMU zones, only drop box facilities accessory to a public or community use such as a school, fire station or community center shall be allowed as a permitted use.
 - 2. In the CCB, CRB, OFF, E and PF zones:
 - a. Drop box facilities for the collection and temporary storage of recyclable materials are allowed outright as an accessory use.
 - b. For all other facilities, all processing and storage of material shall be within enclosed buildings. Yard waste processing is not permitted. Proposed facilities shall be processed as a Type II limited use review.
 - 3. In the E and PF zones, any other facilities not meeting the standards of subsection (2) may be permitted conditionally.
- U. Motor Vehicle Related Uses. In the WMU and WLS zones, only sales, rental, leasing, repair and service of watercraft are permitted outright. Sales, rental, leasing, repair and service of automobiles, light trucks, mobile homes, and recreational vehicles are prohibited.

V. Multifamily Residential.

1. In the CNB, CCB, and OFF zones, residential uses are allowed conditionally. Residential uses are limited to upper stories and shall achieve a minimum density of eight dwelling units per acre and a maximum density of sixteen dwelling units per acre.
2. In the CMU and WLS zones, residential uses are limited to upper stories and shall achieve a minimum density of eight dwelling units per acre and a maximum density of sixteen dwelling units per acre.
3. In the WMU zone, no ground floor residences or residential uses are permitted. Multifamily residential uses are permitted only as upper story living units, not less than four units per net acre nor more than eighteen units per net acre.

W. Office.

1. In the WMU zone, drive-through banks are prohibited.

X. Park and Ride Lots.

1. In the RLD-4, RLD-6, RLD-8, RMD-16, CNB and CMU zones, park and ride lots are subject to a Type I limited use review and must meet the following standards:
 - a. Park and ride lots may be sited on an existing parking lot or in conjunction with a publicly owned or nonprofit facility (i.e., church, social service agency, etc.) as a permitted use.
 - b. New park and ride lots (not including new park and ride facilities located on existing parking lots) are subject to site plan review pursuant to RDC 18.500 and shall:
 - i. Be limited to fifty stalls in the RLD or RMD zones;
 - ii. Provide screening and/or landscaping on interior setbacks that abut residentially zoned properties; and
 - iii. Provide additional landscaping along street frontages; and
 - iv. Direct lighting to the interior of the site and away from adjacent residentially zoned properties, as required by RDC 18.715.

Y. Public Agency or Utility Yard.

1. In the CRB, WLS and E zones, utility yards are permitted only when co-located with utility offices.
2. In the WMU zone, public agency and utility yards may include storage of port-related machinery and equipment, and production and assembly of materials and equipment for port business. Port-related use may include fabrication of parts and storage of materials for use in fabrication of parts as a permitted use.

Z. Recreational Vehicle (Single). Persons may occupy a recreational vehicle (RV), parked on a lot, for up to two weeks per year with the permission of the property owner. The following standards apply:

1. Only one RV may be occupied on a lot at any time.
2. Occupancy is subject to the city's animal, public health, and nuisance standards.
3. An occupied RV shall be parked on-street or in allowed off-street parking areas outside of required setbacks.
4. Commercial activity is not permitted in the RV.
5. RVs shall not use generators while parked in a residential zone.

6. Unoccupied RVs may be parked off-street in any zone in any parking areas meeting the requirements of RDC 18.720. In the RLD zones, RV parking is subject to the provisions of RDC 18.210.030.C.3.
- AA. Recreational Vehicle Parks. In the WMU zone, recreational vehicle parks are limited to no more than twenty-five percent of the total area zoned WMU, whether in a single location or multiple locations within the zone.
- BB. School: Elementary/Middle/High. In the PF zone, schools are a permitted use. Modular classroom units shall be reviewed through a Type I limited use review and site plan review, consistent with RDC 18.500.
- CC. Single-Family Attached Residential.
1. Single-family attached dwellings in the RLD-4, RLD-6, RLD-8 and RMD-16 zones must meet the standards of RDC 18.220.140.
 2. In the RLD-4, RLD-6, RLD-8, and RMD-16 zones, single-family attached residential development must meet the density standards of the zone.
 3. In the CMU and WMU zone, only live/work units where the associated business is allowed as a permitted or limited use are allowed, provided the residence is not located on the ground floor. No ground floor residences or residential uses are permitted.
- DD. Single-Family Detached Residential.
1. In the RMD zone, single-family detached residential development shall only be approved if the minimum density standard of the RMD-16 zone are met.
- EE. Specialized Instruction and Vocational School.
1. In the RLD-4, RLD-6, RLD-8 and RMD-16 zones, specialized instruction schools are permitted conditionally provided:
 - a. The number of students is limited to twelve at one time; (Schools serving four or fewer students are permitted as a home occupation.)
 - b. Fifty percent or more of the instruction area shall be within an enclosed structure; and
 - c. Structures and areas used for instruction must be set back a minimum of twenty-five feet from property lines.
- FF. Tent Cities.
1. The use shall be authorized by a temporary and revocable use permit reviewed through a Type II decision, not to exceed ninety days during one calendar year.
 2. A minimum of two weeks prior to application submittal, the applicant shall hold a neighborhood information meeting on, or as close to as possible, the site on which the tent city will be located. The city manager shall approve the time and location of the meeting and the applicant shall notify all property owners within one thousand feet of the proposed site by U.S. Mail at least fourteen days prior to the information meeting. This meeting shall supersede the notification required for a Type II review by RDC 18.310.070.
 3. The applicant shall provide sanitary portable toilets, potable water, trash receptacles, hand-washing facilities, and food and security facilities sufficient to satisfy applicable local and county health regulations.
 4. Tent cities are not permitted in critical areas or buffers.
 5. Permanent structures are prohibited.
 6. The maximum size of a tent city is one hundred occupants. The city may limit the size of the tent city based upon site conditions and public health and safety regulations.

7. Parking for vehicles shall be adequate to serve the numbers of vehicles generated by the use and shall be fully contained on-site.
8. The tent city shall be adequately buffered and screened from adjacent right-of-way and residential properties. Screening shall be a minimum height of six feet and may include, but is not limited to, a combination of fencing, landscaping, or existing buildings.

GG. Utility Facility.

1. In the RLD-4, RLD-6, RLD-8, RMD-16, CNB, CMU, WMU, WLS, OFF and P/OS zones:
 - a. Minor utilities are permitted outright subject to the site plan review requirements of RDC 18.500.
 - b. Major utility facilities are permitted conditionally.
2. In the WMU zone, municipal wastewater treatment facilities are prohibited.

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

1. No burning of refuse or dead animals is allowed.
2. The portion of the building or structure in which animals are kept or treated shall be constructed so as to prevent incursion of noise from animals into any residential zone.
3. All run areas shall be surrounded by an eight-foot solid wall and surfaced with concrete or other impervious material.
4. The provisions of RMC Chapter 7 relative to animal keeping are met.
5. Clinics and hospitals whose activities are conducted wholly indoors shall be reviewed through a Type I limited use process, while those with any outdoor uses, excluding parking or landscaping, shall be reviewed through a Type II limited use process.

II. Wireless Communication Facilities. See RDC 18.760 Wireless Communication Facilities for applicable regulations.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1163, § 2(Att.), 10-23-2014; Ord. No. 1164, § 2(Att.), 10-23-2014; Ord. No. 1178, § 2(Exh. A), 2-12-2015)

Chapter 18.240 - EMPLOYMENT DISTRICTS (E)

18.240.010 - Purpose.

The city of Ridgefield recognizes lands within employment (E) district as a regional employment resource. Because such resources are limited, these districts are designed to conserve land for job-creating opportunities. The district substantially limits retail, commercial, and residential developments, which incrementally decrease the limited supply of vacant, buildable employment land in the city.

- A. Employment District (E). This district provides for a wide range of employment generating uses such as light manufacturing and processing, wholesale trade and warehousing, research and corporate offices, business and professional services, and supporting enterprises. The district expressly prohibits retail enterprises which cater to the general public including membership retail operations.
- B. Employment Mixed Use Overlay (EMUO). The city recognizes that the optional development of master planned mixed use sites consistent with this chapter has the potential to increase employment opportunities within these zones. The city has created the employment mixed use overlay (EMUO) to provide for a mix of compatible light industrial, service, office, retail, and limited residential uses in certain areas designated within the IND or OFF zone. The EMUO allows retail and residential uses that would otherwise be prohibited in the underlying IND or OFF zoning district. Uses can achieve improved efficiency and flexibility beyond the base zones through the application of master planning opportunities. Master planning requires compliance with additional siting and performance standards.

18.240.015 - Applicability.

- A. The E zoning district implements the Employment (EP) comprehensive plan designation and shall be applied to all newly annexed EP lands.
- B. Full site improvements are required for parking, lighting, landscaping, walkways, storage space, and service areas if a development proposal is:
 - 1. New development;
 - 2. Expanding the square footage of an existing structure by twenty percent; or
 - 3. The construction valuation is fifty percent of the existing site and building valuation.

18.240.020 - Master planning standards.

- A. Master planning is required for EMUO projects. EMUO master plans shall comply with Section 18.240.110 RDC.
- B. Non-EMUO Master Plans. An E project comprising twenty or more acres as either one parcel or parcels under common ownership or control shall be subject to the following master plan requirements. The term 'project' applies to development review, such as site planning, and does not apply to subdivision of land.
 - 1. Criteria. The master plan, at a minimum, shall address the following approval criteria:
 - a. The master plan shall demonstrate site compliance with Chapter 18.280, Critical Areas.
 - b. Adequate access shall be provided for vehicular, transit, pedestrian and bicycle transportation to each property within the master planning area. The circulation plan shall show proposed lot patterns, storage areas and building footprints, and shall address vehicular, transit, pedestrian and bicycle transportation, access limitation and engineering issues.

- c. The master plan shall show how capital facilities (sanitary sewer, water, storm drainage) and utilities can be provided efficiently to the site, consistent with city engineering standards and the RCFP.
- 2. Review. Master plans shall be reviewed through a Type II site plan review consistent with RDC 18.500. Subdivision of land, not associated with development review, shall be reviewed through the subdivision review process.

18.240.030 - Uses.

- A. Uses within the E district shall comply with RDC 18.205.

18.240.050 - Lot requirements.

- A. There are no minimum or maximum lot area, lot width or lot depth requirements in the E district.

18.240.055 - Dimensional standards.

- A. Dimensional standards shall comply with Table 18.240.055-1.

Table 18.240.055-1

STANDARDS	E
Min. Front Yard Setback (Street)	10 ft
Min. Side and Rear Yard (Interior) Setback from E OFF and IND Zones	0 ft
Min. Side and Rear Yard (Interior) Setback from residential zones	20 ft
Min. Side and Rear Yard (Interior) Setback from all other zones	10 ft
Min. Side and Rear Yard Setback from right-of-way	10 ft
Max. Height	65 ft (1)
Max. Impervious Surface	85%

Table Notes:

- (1) Where an E lot abuts a lot zoned for low density residential use buildings shall be stair-stepped back from the abutting residential zoning. To accomplish this, the maximum height allowed at the yard setback line shall be thirty-five feet, fifty feet at a line ten feet inward from the setback line and sixty-five feet at a distance of twenty feet from the setback line.

18.240.060 - Site and building design.

A. E District Standards.

1. Building design shall reinforce the building's location adjacent to street edge and public space.
 2. All blank walls facing an arterial, minor arterial or collector street shall be articulated in one or more of the following ways:
 - a. Installing a vertical trellis in front of the wall with climbing vines or planting materials.
 - b. Providing a landscaped planting bed at and five feet wide in front of the wall with plant materials that can obscure at least twenty percent of the wall's surface within three years.
 - c. Providing texture or artwork (mosaic, mural, sculpture, relief, etc.) over the blank wall surface.
 - d. Other equivalent methods that provides for enhancement of the wall.
 3. Where the lot abuts an arterial, minor arterial or collector street, at least one main entrance of a building shall face directly onto a sidewalk along a street. Entrances shall be made physically and visually inviting by incorporating a minimum of two of the following entry enhancement features:
 - a. Additional landscaping equal to ten percent of required site landscaping within ten feet of either side of the entry;
 - b. At least two hundred square feet of paving materials different from the street sidewalk;
 - c. At least one hundred square feet of awning, marquee, or arcade over the entry;
 - d. At least two hundred square feet of pedestrian plaza with landscaping and benches that is attached to the entry;
 - e. Entry recessed from the facade surface by at least three feet; or
 - f. Accent lighting.
 4. On lots fronting an intersection where at least one leg of the intersection is an arterial, minor arterial or collector street, the building shall accentuate the street-facing corner by including pedestrian access at the corner.
 5. The following accessory structures shall be screened by a fence or landscaping to a value of eighty percent year-round opacity from public view along an arterial, minor arterial or collector street:
 - a. All on-site service areas, loading zones, outdoor storage areas, garbage collection, recycling areas, and similar activities.
 - b. Utility vaults, ground-mounted mechanical units, trash receptacles and other similar structures.
 - c. Satellite dishes or pedestrian-oriented waste receptacles along walkways are not required to comply with this standard.
 6. Mechanical units, utility equipment, elevator equipment, and telecommunication equipment located on the roof shall be grouped together, incorporated into the roof design, and/or screened from adjacent walkways to a value of eighty percent year-round opacity.
- B. Site configurations in the IND and OFF E zones shall avoid creating entrapment areas such as dead-end pathways where a pedestrian could be trapped by an aggressor.
- C. In the E zone, the site and buildings shall provide sight lines to allow observation of outdoor spaces by building occupants. Buildings should be sited so that windows, balconies and entries overlook pedestrian routes and parking areas and allow for informal surveillance of these areas, where possible.

18.240.070 - Signs.

The city may permit signs subject to compliance with Chapter 18.710.

18.240.075 - Lighting.

- A. Lighting shall comply with the requirements of RDC 18.715.
- B. Parking area light post height shall not exceed twenty-five feet if the pole is located within twenty-five feet of a residential zone.
- C. All building entrances shall be illuminated.

18.240.080 - Off-street parking and loading.

- A. Off-street parking and loading shall be provided as required by RDC 18.720.
- B. No more than fifty percent of a lot abutting an arterial, minor arterial or collector street may dedicated to parking along the arterial or collector street frontage.
- C. On corner lots where one leg of the intersection is an arterial, minor arterial, or collector street, the parking area shall be no closer than the lesser of one hundred feet or twenty-five percent of the street frontage, measured horizontally along the frontage, from the intersecting rights-of-way of the arterial, minor arterial, or collector street with another street.
- D. Where the subject lot abuts a public street at the front and rear of the lot, the parking lot location shall take access from the street with the lowest street classification.
- E. Off-street loading is not permitted within twenty-five feet of a public right-of-way.

18.240.090 - Landscaping.

- A. Landscaping shall meet the requirements of RDC 18.725 and the requirements of this section.
- B. All new development projects within the E districts shall submit landscaping plans that meet the requirements of RDC 18.725.070.
- C. Beyond the requirements in RDC Table 18.725.050-1, landscaping buffers shall be provided as follows:
 - 1. Where an E lot abuts an arterial, minor arterial or collector street, a twenty-five-foot buffer landscaped to a L2 standard shall be provided.
 - 2. Where an E lot is adjacent to another E lot, landscaped buffers along shared property lines not facing the street may be reduced to zero feet, except those site areas proposed for outdoor storage of materials.
 - a. Areas proposed for outdoor storage of materials shall provide a 10 foot landscape buffer to an L3 standard.
- D. Development within the E district shall landscape a minimum of fifteen percent of the gross site acreage.
- E. An applicant may offset the landscaping requirement by providing on-site recreation facilities for tenants and employees.
 - 1. For every square foot of on-site recreational facilities provided, the development may offset the required landscaping area by one square foot, up to a maximum of fifty percent of the total site landscaping requirement.
 - 2. The offset may not be used to reduce landscaping buffers and setbacks required by RDC 18.240.090.C and 18.725.050.

3. On-site recreation facilities may include, but are not limited to: trails, exercise stations, game courts (such as for basketball, volleyball, racquet ball or badminton), picnic tables, community garden plots, other active recreation facilities as defined by RDC 18.100, or other features determined by the Community Development Director to be materially similar to the above-listed facilities.
 - a. Community garden areas shall be fenced, and include a shared tool shed and water source for irrigation. Community gardens created under this section are not subject to the requirements of the city's community garden program.
 4. Recreation facilities must be accessible to employees and tenants, but do not have to be made available to general public.
 5. The business occupying the site shall maintain the recreation facilities in a fully functional condition.
 6. In the event that the property owner or developer elects to convert all or a portion of the recreation facilities to non-recreational use, the applicant shall install sufficient landscaping to replace the recreation areas so that the site meets the landscaping requirements of 18.240.090.D and 18.725.050. The city shall review the conversion proposal through a Type I site plan review process.
- F. Critical Areas Offset.
1. Critical areas shall be designated on a site plan and permanently protected through dedication to the city, a conservation easement or other binding instrument consistent with RDC 18.280.
 2. For every two square feet of protected critical area, the city may offset the required landscaping by one foot up to a maximum of fifty percent of the required landscape area. The critical area offset may not be applied to reduce the landscape buffers and setbacks required by RDC 18.240.090.C and 18.725.050.
- G. Combined Landscaping Offset. The on-site recreation facility and critical areas offsets may be used in combination but may not exceed fifty percent of the total required landscaped area.
- H. Installation and Maintenance. All required landscaping shall be installed prior to occupancy and continuously maintained as a condition of use by the owner or developer.

18.240.095 - Fences.

- A. Fences shall comply with the provisions of RDC 18.740.
- B. Fences designed for privacy, security, and/or screening shall be made of material that is compatible with the building design. For example, the building material may be repeated on fence columns and/or stringers.
- C. Fences for screening and security adjacent to sidewalk on an arterial, minor arterial or collector street may be used only in combination with trellis, landscaping, or other design alternatives to separate such fence from pedestrian environment.

18.240.100 - Performance standards.

No land or structure shall be used or occupied within this district unless there is continuing compliance with the following minimum performance standards:

- A. Maximum permissible noise levels shall be as determined by WAC 173.60, as amended.
- B. Vibration. Vibration other than that caused by highway vehicles which is discernible without instruments at the property line of the use concerned, is prohibited.
- C. Smoke and Particulate Matter. Air emissions must be approved by the Southwest Washington Air Pollution Control Authority.

- D. Heat and Glare. Except for exterior lighting, operations producing heat and glare shall be conducted entirely within an enclosed building.
- E. Administrative Review. As a condition for the granting of a building permit, at the request of the city information sufficient to determine the degree of compliance with the standards in this subsection shall be furnished by the applicant. Such information may include continuous records of operation, periodic checks to assure maintenance of standards, or special surveys.

18.240.110 - Special provisions for the employment mixed use overlay district.

- A. Purpose. The EMUO implements the employment mixed use designation in the RUACP and is intended to provide for a mix of compatible light industrial, service, office, retail, and residential uses. As further detailed in this chapter, the mix of uses is to be mutually supporting and pedestrian- and transit-oriented. Through the development standards described in Section 18.240.110(F), the EMUO promotes physical and functional integration, coordination, cohesive site planning and design that maximizes land use. It also encourages the development of a compact, active environment that is expected to:
 - 1. Achieve the goals and objectives of the RUACP.
 - 2. Provide additional family wage employment opportunities.
 - 3. Enhance livability, environmental quality, and economic vitality.
 - 4. Maximize efficient use of public facilities and services.
 - 5. Accommodate medium and higher density housing when integrated into a master plan.
 - 6. Reduce the number of automobile trips and encourage alternative modes of transportation.
 - 7. Create a safe, attractive and convenient environment for living, working, recreating and traveling.
- B. General Applicability. The provisions of this section may be applied to any parcel or an aggregation of parcels under an applicant's common ownership or control of forty gross acres or greater that are designated EMUO on the RUACP map at the election of an applicant. In the event an applicant elects to file an EMUO master plan application instead of an IND or OFF master plan application, the applicant shall comply with all of the provisions of this section and unless otherwise provided, Sections 18.240.020 through 18.240.100 of this chapter shall not apply. An EMUO master plan, at a minimum, shall address the following approval criteria:
 - 1. Critical Areas. When development impacts lands regulated by RDC 18.280, Critical Areas, the development project shall comply with all applicable standards in 18.280.
 - 2. Adequate access shall be provided for vehicles, transit, bicycles, and pedestrians to each property within the master planning area. The circulation plan shall address vehicular, bus, pedestrian and bicycle transportation, access limitation and engineering issues.
 - 3. The EMUO master plan shall show how capital facilities (sanitary sewer, water, storm drainage) and utilities can be provided efficiently to the site, consistent with city engineering standards and the CFP.
 - 4. Flag lots are specifically discouraged unless there is no reasonable alternative, as determined by the city engineer.
 - 5. Each of the parcels within an approved EMUO master plan need not be contiguous provided that noncontiguous parcels are designed to achieve physical and functional integration as defined by this code with contiguous parcels within the master plan, that noncontiguous areas are geographically separated by no more than one mile, that development on noncontiguous parcels complies with all adopted EMUO development standards and provided that any noncontiguous parcel have a minimum size of forty gross acres or greater. Properties cannot be in a master plan if there is a built or natural barrier that does not allow the achievement of physical and functional integration.

C. EMUO Master Planning Process.

1. The purpose of the master planning process is to:
 - a. Assure that the proposed master plan is considered as a whole and conforms to the RUACP. The master plan may serve to allow flexibility of uses and development standards. Any other reviews needed for the development review process, such as conditional uses, plan amendments, subdivisions, variances or zone changes may be considered at the same time as the master plan; provided, that the applications for these other permits comply with the city's submittal requirements;
 - b. Assure that phased development is properly coordinated;
 - c. Provide the applicant with reliable assurances of the city's expectation for the overall project as a basis for the applicant's detailed planning and investment.
2. Requirements. An EMUO master plan must include a concept plan that shows the location and distribution of land uses and related facilities. The following components are required:
 - a. Boundaries of the Site and Existing Conditions. The master plan must show the current and potential future boundaries of the site for the duration of the master plan and existing conditions such as environmental constraints, utility services, existing structures and uses and existing transportation improvements.
 - b. General Statement. The master plan must include a narrative that generally describes the uses and site as well as expansion plans for the duration of the EMUO master plan. An applicant shall calculate the approximate net developable acres of proposed uses and net densities by type, area of public rights-of-way, the percentage of impervious surfaces and the approximate amount, location and type of sensitive lands impacted.
 - c. A SEPA Checklist.
 - d. Master Plan. The master plan must generally show the proposed division of land and distribution of proposed uses and the items described in subsections (C)(2)(a) and (b) of this section. Additional information may include:
 - i. Conceptual plans for potential future uses;
 - ii. Conceptual plans for improvements planned in conjunction with the proposed use(s); and
 - iii. General locations of usable open space, any land proposed to be dedicated for open space, pedestrian and transit connection between the site and public or private streets serving the EMUO master plan and connecting to off-site open space, and internal circulation (both auto and pedestrian).
 - e. Development Standards. The applicant may propose standards that will control development of the future uses that are in addition to or substitute for the requirements of this section as set forth in a duly approved development agreement pursuant to Section 18.240.120 of this chapter, provided they are consistent with the RUACP and RCFP. These include height limits, building orientation and design standards, setbacks, frontage, floor area ratio limits, landscaping requirements, parking requirements, signage, view corridors or facade treatment. The city reserves the right to reject all or part of the standards proposed.
 - f. Phasing of Development. The master plan shall include the proposed development phases, probable sequence of future phases, estimated dates and interim uses of the property awaiting development. In addition, the plan shall identify any proposed temporary uses or locations of uses during construction periods.
 - g. Transportation and Parking. The master plan shall include information on the following items for each phase:

- i. Projected Transportation Impacts. This includes the expected number of trips (peak and daily), an analysis of the impact of those trips on the street system, and the proposed mitigation measures. Mitigation measures may include improvements to the street system or specific programs to reduce traffic impacts, including transportation demand management techniques, such as encouraging the use of public transit, carpool, vanpools, adjustment of work hours and other alternatives to single occupancy vehicles. A transportation impact study may be substituted for these requirements and shall be required for any development within a master plan that is projected to generate more than ten peak hour trips.
 - ii. Proposed Parking Impacts. This information includes: projected peak-hour parking demand, an analysis of this demand compared to proposed on-site and off-site parking supply, potential impacts to the on-street parking system and adjacent land uses and mitigation measures.
- h. Procedures.
- i. Master plan preapplication meetings are required prior to submitting a conceptual master plan.
 - ii. The master plan review shall be processed in accordance with the procedures of a Type III land use review per this title.
 - iii. Type II site plan review is required for each phase of development within the master plan, unless otherwise specified herein.
 - iv. In lieu of compliance with the general modification procedures of Chapter 18.350 RDC, any modifications, additions or changes to an approved EMUO master plan are subject to the following:
 - a. Minor changes as defined in this subsection shall be reviewed as a Type I post-decision review process and a determination made by the planning director. To be considered minor, the modification must meet the following criteria:
 - i. A minor modification shall not result in a deviation to a numeric performance standard of more than ten percent. Examples of minor modifications include but are not limited to minor relocation of buildings or landscaped areas, moving an approved use from one part of a master plan site to another part, minor changes in phasing and timing, and minor changes in elevations of buildings and also include modification that will result in:
 - (A) No more than a ten percent reduction in the amount of landscaping, buffering and open space, or the relocation of open space;
 - (B) No more than a ten percent reduction in the amount of parking is proposed;
 - (C) No more than a ten percent reduction of any landscape buffer, in width or density of planting, between the development and adjoining properties is proposed;
 - (D) No more than a ten percent increase in the total ground area covered by buildings or other impervious surfaces is proposed;
 - (E) No more than a ten percent change in the preservation of trees or other unique natural features which were required to be preserved by the master plan approval is proposed;
 - (F) No structures are relocated closer to the perimeter of the site, to water bodies or to sensitive areas;
 - (G) No more than a ten percent increase in traffic volumes; and

- (H) No more than a ten percent change in trip generation is proposed.
- b. Moderate changes that do not affect the general concept for development of the site as set out in the EMUO master plan shall be reviewed as a Type II post-decision review process. To be considered moderate, the modification must meet the following criteria:
- i. A moderate modification shall not result in a deviation to a numeric performance standard of more than twenty percent. Examples of moderate modifications are ones that will result in:
 - (A) No more than a twenty percent reduction in the amount of landscaping, buffering and open space, or the relocation of open space is proposed;
 - (B) No more than a twenty percent reduction in the amount of parking is proposed;
 - (C) No more than a twenty percent reduction of any landscape buffer, in width or density of planting, between the development and adjoining properties is proposed;
 - (D) No more than a twenty percent increase in the total ground area covered by buildings or other impervious surfaces is proposed;
 - (E) No more than a twenty percent change in the preservation of trees or other unique natural features which were required to be preserved by the preliminary master plan approval is proposed;
 - (F) No more than a twenty percent increase in traffic volumes; and
 - (G) No more than a twenty percent change in trip generation is proposed.
 - c. Major changes that do not meet the above criteria for minor or moderate modifications shall be subject to a Type III land use review per this title, subject to fees in effect at the time of the change request application.
 - v. Projects approved as part of an EMUO master plan do not require an additional public hearing on a project specific basis so long as the original master plan is followed unless a conditional use permit, variance or other permit in and of itself requires a Type III post-decision review. Unless otherwise required, further review of master plan projects shall be conducted by means of a Type II—Site plan review process.
- D. Required Mix of Uses. A mix of uses, either within a single building or within a master plan, must be provided. In the case of a mix of uses within a single building, the percentage of allowable uses shall be calculated with reference to the gross square feet devoted to each type of use, and in the case of mix of uses in a master plan, the percentage of uses shall be calculated with reference to the net developable acres devoted to each type of use.

There is no maximum percentage of net developable acres devoted to employment uses that must be provided. The required mix of uses either within a single building or in a master plan shall include:

1. If an applicant for an EMUO master plan site elects to provide residential units within an EMUO master plan pursuant to this section, the following standards will apply:
 - a. Except as otherwise modified by RDC 18.240.110, the medium density residential districts provisions of Chapter 18.220 RDC shall apply to residential development within an EMUO master plan site.
 - b. Except as provided in Section 18.240.110(D)(2)(c) RDC, a maximum of one residential unit for each net developable acre of an EMUO master plan site shall be permitted within an EMUO master plan site.
 - c. For residential units located above the ground floor of a structure containing commercial or employment uses, one additional residential unit, over and above the allocation set forth in Section 18.240.100(D)(2)(b) RDC, for each net developable acre of an EMUO master plan site shall be permitted within an EMUO master plan site.

- d. If the applicant elects to include residential uses in the EMUO master plan, the minimum average residential density within an EMUO master plan site shall be ten dwelling units per net developable acre and the maximum density shall be sixteen residential units per net developable acre.
- e. The permitted residential uses are listed in Table 18.240.1 RDC.
- f. If an applicant for an EMUO master plan site elects to provide residential units within an EMUO master plan pursuant to this section, then at the master plan approval stage, the maximum residential allocation for the entire master plan site (except units located above commercial or employment uses) shall be calculated at a rate of one residential dwelling unit per net developable acre of the master plan site. The number of housing units constructed in any one year shall not exceed twenty percent of the total allocation for a master plan site; provided, however, if an applicant does not construct up to twenty percent of the residential allocation in any one year, then the applicant shall be entitled to add the unused number of housing units from that year to the annual sub-allocation of any following year up to the allowed percentage of that following year. ¹ After constructing sixty percent of the housing units allocated to a master plan site, before an applicant is entitled to construct the remaining forty percent of the residential unit allocation, the applicant must provide a certain number of family wage job opportunities in accordance with the following table:

Table 18.240.110-1

Housing Allocation Designation	Maximum Permitted Percentage of Total Housing Units that can be Constructed Annually
A	Up to twenty percent of the total residential unit allocation in year 1
B	Up to an additional twenty percent, for a total of forty percent of the allocation, in year 2
C	Up to an additional twenty percent, for a total of sixty percent of the total allocation, in year 3
D	Up to an additional twenty percent, for a total of eighty percent of the total allocation, in year 4 provided 9 family wage job opportunities × the number of units in Allocations A, B, and C have been provided within the Master Plan Site
E	Up to the final twenty percent in year 5, for a total of one hundred percent of the total allocation, provided 9 family wage job opportunities × the number of units in Allocation A, B, C and D have been provided within the Master Plan Site

¹ For illustrative purposes only, if an approved master plan includes one hundred housing units, up to twenty percent of those units can be built in any one year after master plan approval; another twenty percent of those units can be constructed in a following year; and so on with the potential of an applicant constructing twenty percent of the one hundred units, or twenty units, each year over a period of five years. If an applicant only constructs fifteen percent of the first year's allocation, then in the second year, the applicant can construct up to twenty-five percent of the total housing units.

-
- g. An applicant shall have the option of constructing commercial uses, up to the maximum percentage permitted, and employment uses within a master plan site in advance of constructing any allowable residential units and in such case, the maximum residential units that may be constructed concurrently or subsequent to construction of the commercial or employment uses, shall correspond to the number of family wage employment opportunities provided according to the formulas in the above table.
 - h. For the purposes of Section 18.240.110(D)(2)(f) RDC, an applicant shall be deemed to have provided nine family wage employment opportunities per each residential unit constructed, if (1) the employers within the EMUO master plan site fall into any of the employment categories listed in a document entitled Family Wage Employment Categories adopted by city council in a resolution, as may be updated from time to time, where such list shall also include a percentage of family wage job opportunities typically found in each employment category, or, in the alternative if the category is not on the list, the employers demonstrate to the city through other records that it is providing family wage employment opportunities, and (2) the average number of employees within the EMUO master plan site equals nine family wage employment opportunities per residential unit constructed at the time of the calculation. The city shall keep on record, as part of its business licensing program, information about each employer within an EMUO master plan site, including each employer's employment categories and the number of employees in each category. Such employer information need only be updated upon business license renewal or issuance.
 - i. The total maximum residential allocation for an EMUO master plan site shall encumber the entire site for the period of time established in a development agreement adopted pursuant to Section 18.310.150 RDC so that in the event the master plan site is subdivided and held in separate ownership, the total maximum residential allocation shall apply to the initial master plan site for the stated term.
- 2. Commercial. A maximum of twenty percent of the net developable acres may be devoted to the commercial uses defined in Section 18.100 RDC. There is no minimum percentage of net developable acres devoted to commercial uses that must be provided.
 - 3. Existing Uses. Any existing use included in an EMUO master plan shall be allowed to continue, even if such use is not a permitted or conditional use listed in Table 18.240.1, until that use is abandoned; provided, however that should an existing use be included in an EMUO master plan the design standards contained in Section 18.240.110(F) RDC shall apply if a major modification, as defined in Section 18.240.110(C)(2)(h)(v)(c) RDC, is proposed for the existing use or structure. Any existing use included in a EMUO master plan shall be counted toward the required calculations for allowable uses under the EMUO.
- E. Permitted and Conditional Uses. The city permits the following uses in an EMUO master plan:

Table 18.240.110-2

X—prohibited use P—permitted use C—conditional use

DESIGNATED AREAS WITHIN MIXED USE MASTER PLAN

Zone ¹ →	Destination Retail High Impact Commercial	Low Impact Commercial	Office	Industrial	Residential
Use ↓					
A. Residential					
1. Existing residential	P	P	P	P	P
2. Multi-family residential ²	X	C	C	X	P
3. Multi-family residential in mixed-use structure with residential units above ground floor ³	P	P	P	C	P
4. Multi-family residential in mixed-use structure with residential units on ground floor ⁴	C	P	P	C	P
B. Commercial ⁵					
1. Retail sales—Low Impact ⁶	P ⁷	P	P	C	C
2. Retail sales—High Impact ⁸	P	X	X	X	X
3. Retail sales—Destination Retail ⁹	P	X	X	X	X
4. Temporary fireworks stands	P	X	X	X	X
5. Restaurants—without drive through facility	P	P	P	C	X
6. Restaurants—with drive through facility	P	X	X	X	X
7. Bed & breakfast lodging ¹⁰	X	P	X	X	C

8. Hotels, resident hotels and motels	P	C	P	C	X
9. Auto-oriented businesses such as gas stations, coffee stands and similar uses ¹¹	P	X	P	C	X
10. Institutional uses—low impact ¹²	P	P	P	C	C
11. Elementary schools, public or private	X	X	X	X	C
12. Institutional uses—high impact ¹³	P	X	C	C	X
13. Daycare facilities	X	P	P	C	C
14. Adult Entertainment	X	X	X	X	X
C. Industrial					
1. Manufacture, assembly and wholesale distribution of electronic or specialized equipment and components, including but not limited to communications, medical and dental, pharmaceutical, computer, optical, photographic, analytical, measurement, controlling and office products	X	X	C	P	X
2. Research and development facilities	X	C	P	P	X
3. Regional distribution facilities, provided that loading and unloading activities are conducted on dock facilities primarily located indoors	X	X	C	P	X
4. Automotive repair and service	P	X	C	P	X
5. Heavy equipment repair and service	X	X	X	P	X
6. Machine, metal, sheet metal, fabric, finished wood manufacturing and assembly	X	X	X	P	X

7. Plastics and rubber products manufacturing	X	X	X	P	X
8. Nonmetallic mineral product manufacturing	X	X	X	P	X
9. Manufacture, compounding, processing, packaging or treatment of bakery goods, candy, drugs, perfume, toiletries, soft drinks and food products	X	X	X	P	X
10. General wholesaling, warehousing, distribution and storage	P	X	X	P	X
11. Transportation equipment and appliance manufacture and assembly	X	X	X	P	X
12. Creameries, ice and cold storage plants	C ¹⁴	X	X	P	X
13. Manufacture of wood and paper products, textiles, chemical and chemical products, feed, metal and metal alloy products and the storage of raw materials for such industries	X	X	X	C	X
14. Converted paper product manufacturing	X	X	X	C	X
15. Compounding, assembly or treatment of previously prepared materials	X	X	X	C	X
16. Ferrous metal foundry and stamping plants	X	X	X	C	X
17. Non-ferrous metal artisan foundry ¹⁵	X	C	X	P	X
18. Mechanical facilities related to utility distribution	C	X	C	P	X

19. Essential public services and facilities 16	X	X	X	C	X
20. Truck stop facilities	C	X	X	X	X
21. Cleaning and dyeing plants	X	X	X	C	X
D. Office 17					
1. Business parks, office buildings and multi-use ("flex") buildings, exclusive of retail trade	X	X	P	P	X
2. Business educational and training facilities	C	C	P	P	X
3. Media productions, including but not limited to TV and radio broadcasting, motion picture production and newspaper, magazine, book publishing, printing, commercial art and photography, and advertising	P	C	P	P	X
4. Financial institutions	P	P	P	P	C
5. Business, labor, scientific and professional organizations	P	C	P	P	C
6. Office and business support services and facilities	P	C	P	P	X
7. Administrative, professional and business offices; medical, dental and health related services, managerial, real estate, insurance and similar uses	P	P	P	P	C 18
8. Blue printing, photocopying or business offices	P	C	P	P	X
E. Other					

1. Wireless communication facilities	P	P	P	P	C
2. Public utilities directly serving permitted or conditional uses	P	P	P	P	P

¹ The term "zone" applies to areas with the EMUO master plan and not to city adopted zoning districts.

- F. Development Standards. The development standards set forth in this section, and any development standards contained in a development agreement adopted pursuant to Section 18.310.150 RDC apply in lieu of any other development standards contained in RDC, unless otherwise provided. The standards in this section shall apply to any mix of development that is proposed for an EMUO master plan site; provided, however, that an applicant may propose new development standards that are consistent with the RUACP and the purpose of the EMUO. Development standards that differ from the standards in this section will be reviewed as part of the city's review of the EMUO master plan and shall be included in a development agreement adopted pursuant to Section 18.310.150 RDC.

Table 18.240.110-3

1. Densities					
Use		Density			
Residential		10 units per Net Developable Acre (average minimum) ²⁰ 16 units per Net Developable Acre (maximum)			
2. Lot Dimension Requirements					
Development Standard	Destination Retail/High Impact Commercial use	Low Impact Commercial use	Office use	Industrial use	Residential use
a. Lot Width (minimum)	30 feet	30 feet	30 feet	30 feet	20 feet
b. Lot Depth (minimum)	60 feet	60 feet	60 feet	60 feet	60 feet

3. Front Yard Building Setback Requirements					
Development Standard ²¹	Destination Retail/High Impact Commercial use	Low Impact Commercial use	Office use	Industrial use	Residential use
a. Minimum setback ²² from arterial or collector, includes 20 foot landscape buffer except if minimum setback is 0 feet ²³	20 feet	0 feet ²⁴	20 feet	20 feet	20 feet
b. Minimum setback from local or industrial street, includes 20 foot landscape buffer except if minimum setback is 0 feet	20 feet	0 feet ²⁴	0 feet ²⁴	20 feet	20 feet if parking located in front of dwelling unit or 0 feet if it is not
c. Maximum setback from any street, includes 20 foot landscape buffer except as otherwise noted	None	10 feet ²⁴	100 feet	100 feet ^{24a}	100 feet
4. Side and Rear Yard Building Setback Requirements					

Development Standard	Destination Retail/High Impact Commercial use	Low Impact Commercial use	Office use	Industrial use	Residential use
a. Minimum setback abutting residentially zoned or used land ²⁵	20 feet	20 feet	20 feet	20 feet	None
b. Minimum setback abutting nonresidential zoned or used land	None, except for landscaping requirement. See Section 5	None, except for landscaping requirement. See Section 5	None, except for landscaping requirement. See Section 5	None, except for landscaping requirement. See Section 5	20 feet, includes landscaping requirement. See Section 5
c. Maximum setbacks	None	None	None	None	None
5. Landscape Standard					
Development Standard	Destination Retail/High Impact Commercial use	Low Impact Commercial use	Office use	Industrial use	Residential use
Landscape standard pursuant to Table 18.500.050(B) RDC along a site's boundaries which abut a parcel with a zone different than the zone of the parcel being developed and along a site's	Minimum 20 feet wide at a L4 standard	Minimum 10 feet wide at a L2 standard ²⁷	Minimum 10 feet wide at a L2 standard ²⁷	Minimum 20 feet wide at a L4 standard	Minimum 10 feet wide at a L2 standard

boundaries which abut an arterials or collector ²⁶					
Landscape standard pursuant to Table 18.500.050(B) RDC along a site's boundaries which abut a parcel with the same zone as the parcel being developed and along a site's boundaries which abut local streets	Minimum 10 feet wide at a L2 standard	Minimum 10 feet wide at a L2 standard	Minimum 10 feet wide at a L2 standard	Minimum 10 feet wide at a L2 standard	Minimum 10 feet wide at a L2 standard
6. Building Coverage and Open Space					
Development Standard	Destination Retail/High Impact Commercial use	Low Impact Commercial use	Office use	Industrial use	Residential use
a. Building, Parking coverage and other impervious surfaces (maximum) ²⁸	85%	85%	100% provided that stormwater quality control and quantity control standards can be met	85%	100% subject to any landscaping requirements, and subject to the recreation area requirement of RDC 18.220.120 (4) if applicable ²⁹
7. Building Height Requirements					

Development Standard	Destination Retail/High Impact Commercial use	Low Impact Commercial use	Office use	Industrial use	Residential use
a. Building Height (maximum) ³⁰	60 feet	60 feet	60 feet	60 feet	60 feet
b. Structural Ceiling Height of Ground Floor (minimum)	10 feet	10 feet	10 feet	10 feet	9 feet
8. Parking Requirements					
Use		Number of spaces required			
a. Destination Retail		A minimum of one space per 300 square feet of gross floor area; no maximum			
b. High Impact Commercial		As required in RDC 18.720.030			
c. Low Impact Commercial		As required in RDC 18.720.030 ³¹			
d. Office		As required in RDC 18.720.030			
e. Industrial		As required in RDC 18.720.030 except for industrial warehouse which shall have a minimum of one space per 3,000 square feet of gross floor area			
f. Residential		As required in RDC 18.720.030			

² Multi-family housing includes apartments, townhouses, duplex housing, condominiums and other attached dwelling units.

³ No residential units allowed on ground floor of structure.

⁴ Non-residential uses on ground floor of structure limited to twenty percent of the gross floor area of a single building.

⁵ All commercial uses are limited to a combined maximum area of twenty percent of net acres of the mixed-use master plan site.

⁶ See Table 18.230.020(B)(1).

⁷ These uses must comply with the low impact—retail site and design standards.

⁸ See Table 18.230.020(4).

⁹ See Section 18.100.083 RDC.

¹⁰ Less than ten beds in a single structure.

¹¹ Auto-oriented uses are limited to frontage and access onto designated arterial and collector streets.

¹² Transit facilities, police and fire stations and other government administrative buildings.

¹³ Public middle, junior high and high schools; colleges and universities; hospitals, health clinics and urgent care facilities; churches; non-elementary religious and private schools; and amusement uses.

¹⁴ If use includes retail component.

¹⁵ A facility less than five thousand square feet for the creation of craftsman products sold at retail.

¹⁶ Essential public services and facilities as defined under 36.70A.200 RCW.

¹⁷ Retail components of office uses will be considered as part of the twenty percent maximum commercial area allowed in a mixed-use project.

¹⁸ This use may be allowed on the ground floor of a multi-story residential building.

¹⁹ Floor area ratio means the amount of gross square feet of a building compared to one square foot of net developable land. A 0.25:1 ratio would mean that for every square foot of net developable land, there must be 0.25 gross square feet of building. Each floor of a multi-storied building is counted in the calculation. In calculating floor area ratio for a phased development, the applicant shall meet the applicable FAR for only that portion of the master plan site which is subject to site plan review.

²⁰ "Average minimum" shall mean that an applicant may provide less than the minimum number of residential units on portions of a master plan site as long as the average minimum number of dwelling units for the entire master plan site is not less than ten dwelling units per acre.

²¹ Buffer and setback widths are imposed on the site being developed.

²² The setback shall be measured from edge of street right-of-way at the property line. The following uses shall be allowed within a setback: open space, sidewalks, other pedestrian ways and pedestrian amenities such as benches, outdoor restaurant seating and bike racks, stormwater facilities, parking facilities and drive lanes.

²³ Landscape buffers shall be developed consistent with Table 18.500.050(B) RDC.

²⁴ No landscape buffer required.

^{24a} Except for industrial distribution facilities which will have no maximum setback but will provide a minimum fifty foot landscape buffer with standards found in L4.

²⁵ Setback includes any required landscaping pursuant to Section 18.240.110(F)(5) RDC.

²⁶ Provided, however, that if a site requires a L4 landscape buffer, an abutting site which would otherwise be required to have a L4 landscape buffer shall only be required to have an L2 landscape buffer. If two or more abutting properties are subject to the L4 landscape buffer requirement, the applicant which files the first site plan review application shall be subject to the L4 landscape buffer requirement unless the two applicants and the city mutually agree on a different location for L4 landscape buffer, as long as the landscaping standards are met for both projects.

²⁷ Except that no landscaping is required in the front yard setback if the minimum front yard setback is zero feet.

²⁸ In the case where there is a mix of employment or commercial uses and residential uses within a single structure, the building coverage requirements applicable to employment and commercial developments shall apply.

²⁹ The recreation area requirement of RDC 18.220.120(4) shall be satisfied if outdoor recreation areas, including parks, trails, and school grounds, that meet the one-quarter acre per thirty-five dwelling unit ratio, are located within one-quarter mile of an MDR building if sidewalks or other direct pedestrian access is provided from the MDR building to the recreation area.

³⁰ Maximum building height does not include buildings or structures such as steeples, chimneys, flagpoles, electronic aerial, cupolas, or other features such as roof gardens, mechanical equipment, or solar panels.

³¹ Parking spaces required may include on-site parking along adjacent street frontage.

The following standards apply to all EMUO mixed-use developments regardless of the use or subzones.

9. Landscaping and Natural Areas.

a. Landscaping.

- i. Except where in conflict with this chapter or the provisions of a development agreement, all mixed-use developments shall meet the landscaping requirements set forth in Chapter 18.240.090 RDC, site plan review.
- ii. Street trees shall be planted at twenty-five-foot to forty-foot spacing along all street frontages within the mixed use zoning district. The actual tree spacing allowed shall be determined by a landscape architect as appropriate to the leaf canopy of the approved street tree species at maturity and approved by the city. In addition, street trees shall be species-approved by the city and shall have a two-inch minimum trunk caliper at the time of planting.
- iii. Only under the following conditions may freestanding walls, fences and hedges be permitted along public streets or sidewalks:
 - a. The maximum height of any solid wall, fence, or hedge on any portion of a site devoted to residential uses shall be six feet. For all other uses or a mix of uses, the maximum height of any solid wall, fence, or hedge shall be eight feet, unless a solid masonry or concrete wall higher than eight feet is required to mitigate significant noise impacts. For any use, the maximum combined height of a solid, wall, fence or hedge along a front yard that abuts a street shall not be higher than three and one-half feet to meet site distance requirements.
 - b. The maximum height of any decorative wall, fence, or hedge which allows visibility, such as wrought iron and split rail fences, shall be eight feet.
 - c. Barbed wire, razor wire, electric and other dangerous fences are prohibited unless such fences are required by law.

- iv. All landscaped areas within the mixed-use development shall be irrigated; except for landscape areas planted with drought-tolerant or native vegetation species that will not require irrigation watering after the initial plant maintenance/establishment period.
 - v. All required landscaping shall be installed prior to occupancy and maintained as a condition of use except if the superintendent/director of public works determines that inclement weather prevents the successful installation of landscaping, and in such case a conditional occupancy permit shall be issued.
 - vi. Except in emergency drought conditions as determined by city council in an adopted resolution, required landscape buffer areas shall be continuously maintained in lawn or live groundcover, with such live groundcover and trees or shrubs established and maintained in a manner providing a park-like character of the property.
- b. Natural Areas.
- i. Areas that are to be maintained in their natural setting shall be so designated on a landscape plan and protected through a conservation easement, dedication, conveyance to a property owners' and/or homeowners' association, or other effective means approved by the planning director.
 - ii. Natural areas shall be maintained with their existing native vegetation and/or enhanced with supplemental plantings of native tree, shrub and ground cover species common to the area to provide scenic, environmental, and wildlife habitat value.
10. Conversion of Existing Structures.
- a. An existing residential structure may be converted to a commercial or employment use if the structure is brought into conformance with the building code for such uses and all site plan review standards and standards in the applicable development agreement can be met.
11. Signs.
- a. The requirements of Chapter 18.710 RDC applicable to the IND and OFF districts shall be met; provided however that entry or gateway signs along the perimeter of the mixed-use development identifying the development shall be allowed at the following locations, with a maximum sign area of three hundred fifty square feet at each location, provided further that the maximum area of all entry or gateway signs for a mixed-use development shall be no greater than an amount equal to five square feet times the total net acreage for the mixed-use development:
 - i. One sign at each of the entrances into a mixed-use development (or two signs at both sides of an entrance shall be permitted with a total sign area for both signs not to exceed three hundred fifty square feet).
 - ii. One sign at each public street intersection on which the mixed-use development has street frontage.
 - iii. One sign oriented to the I-5 freeway (if applicable).
 - iv. Any sign in the EMUO shall be no greater than twenty-five feet in height from average finished grade.
12. Parking and Loading.
- a. Off-street parking and loading shall be provided in accordance with this chapter and Chapter 18.720 RDC with the following stipulations;
 - b. On-street parking spaces directly and fully adjacent to a site and available to the master planned area shall be counted toward the maximum and minimum number of spaces allowed for a use, if any; provided, however that if on-street parking is provided, no reduction in street widths shall be permitted. Parking spaces provided through the shared parking provisions below shall be counted toward the maximum as well.

- c. Shared parking between and among uses is encouraged, and shall be permitted in accordance with Section 18.720.020 RDC.
 - d. Parking lot landscaping shall be provided in accordance with Chapters 18.500 and 18.720 RDC.
 - e. Where there is a conflict between this chapter and Chapter 18.720 RDC, the provisions of this chapter shall control.
13. **Building Entrances.** The primary building entrance shall be oriented to the street on which the building has frontage. The building may have other entrances as long as direct pedestrian access is provided to all entrances.
14. **Pedestrian Access.**
- a. An on-site pedestrian circulation system which links street, sidewalks or other pedestrian ways and the primary entrance(s) of the structure(s) on the site shall be provided. Sidewalks or pedestrian ways must connect the required pedestrian system within the EMUO master plan site to existing pedestrian systems within a master plan site and to pedestrian systems on adjacent properties if adequate safety and security can be maintained. Convenient pedestrian access to transit stops shall be provided if transit service is available or planned.
 - b. Sidewalks shall be required and constructed according to the city's road and engineering standards. The city shall permit, at an applicant's option, meandering sidewalks as long as all other applicable engineering standards are met.
 - c. The circulation system must meet the standards of the Americans with Disabilities Act.
 - d. Where the system crosses driveways, parking areas and loading areas, it must be clearly identifiable by signage and through the use of elevation changes, speed bumps, a different paving material, or other similar method approved by the reviewing authority. Striping may be permitted only in conjunction with at least one of the preceding methods.
 - e. Lighting for parking lots and pedestrian ways shall be provided to ensure personal safety. Lighting shall be integrated into the architectural character both in terms of illumination and fixtures. Lighting shall not produce glare or negatively impact off-site uses or traffic on adjacent streets.
15. **Streetscape Frontage.**
- a. To screen the visual impact of on-site parking surfaces and vehicles from nearby public roadways and other properties, landscape buffers shall be established along the frontage of all parcels unless otherwise exempt under RDC 18.240.110.
 - b. Tree masses shall be emphasized within these buffers to accent and/or filter views of buildings.
16. **Building Facades.**
- a. At least seventy-five percent of the width and fifty percent of the ground level wall area (as calculated by multiplying the total width by ten feet above grade) of any new or reconstructed building facing a public street or road, including interstate highways, shall be devoted to interest-creating features such as doors, pedestrian entrances, landscaping, transparent show or display windows, or other windows; or when approved by the review authority, reliefs and murals. Such interest-creating features shall achieve the objective of interrupting large expanses of blank walls as viewed from the public streets by devoting a majority of the wall area to such features.
 - b. For residential uses, an unbroken series of garage doors greater than two is not permitted on any street frontage, including walls facing controlled access highways and freeways. For the purposes of this section, an unbroken series includes garage doors that are physically attached, side by side and are not separated by side yards, setbacks, landscaping, or nongarage structures or are not offset from other garage portions of the structure.

- c. Visual separation of commercial ground floors and residential upper floors shall provide for the visual interest of those utilizing the ground floors. This may be accomplished by the use of varied textural materials, awnings, overhangs, fascia treatment or other such methods.
 - d. If garages, carports, or other accessory structures designed for the parking of automobiles in multifamily residential areas are front-loaded (i.e., having their large and primary entry door facing the street), they shall not be located closer to the front lot line than the foremost facade of the principal building facing the front property line. For the purposes of this subsection, foremost facade of the principal building shall mean the front elevation of the building, not including garages, carports or other accessory parking structures, but including porches.
 - e. The building facade requirements above will not apply where they are in conflict with the design or character of architecture of existing buildings on the National Register of Historic Places Buildings or Structures, or listed in the Washington State Inventory of Historical Sites and Buildings, or designated by the Clark County Historic Preservation Commission as a building site or structure of historical, architectural or cultural significance or merit, or as a historical or architectural landmark.
17. Additional Development Standards for Noncontiguous Parcels Within an Approved EMUO Master Plan.
- a. There shall be similar design between buildings in noncontiguous areas.
 - b. There shall be similar on-site and perimeter landscaping design and plant material usage for individual developments in noncontiguous areas.
 - c. There shall be similar on-site pedestrian pathways and walkway designs and similar design of convenient and safe connections to the off-site pedestrian network system for individual developments in noncontiguous areas.
 - d. There shall be similar bicycle storage and parking opportunities for individual developments in noncontiguous areas.
 - e. There shall be similar internal exterior wall-mounted and pole-mounted lighting fixtures for individual developments in noncontiguous areas.
 - f. There shall be similar private wall-mounted and freestanding signage for individual developments in noncontiguous areas.
 - g. There shall be similar public sidewalk and landscaping design and construction to insure consistency between the frontages of individual developments in noncontiguous areas.
 - h. There shall be similar public street light installation along the frontages of individual developments in noncontiguous areas.
- G. Incentives.
- a. Traffic Impact Fee (TIF) Reduction. A reduction of the TIF may be granted pursuant to this section with the implementation and maintenance of the corresponding action in the below table upon approval of the planning director. The city shall have the authority to enforce the continuing provision and implementation of the incentives pursuant to its authority under Chapter 18.395 of this title.

Table 18.240.110-4: Incentives

Action	TIF Reduction

Construction of direct walkway connection from a building site within a Master Plan site to the nearest arterial	1%
Installation of an on-site sheltered bus-stop (with current or planned service) or bus stop within 1/4 mile of site with adequate walkways if approved by C-TRAN or other provider of public transportation (not including school buses transporting K—12 students)	10%
Installation of 1 bike locker per 25,000 square feet of office, industrial, multi-family residential or commercial building	1%
Connection from a building site to an existing or future bike trail	1%
Direct walk/bikeway connection from one type of use to another	3%
Total if all strategies were implemented	16%

Chapter 18.720 - OFF-STREET PARKING AND LOADING^[22]**Sections:****Footnotes:**

--- (22) ---

Editor's note— Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013, amended Ch. 18.720 in its entirety to read as herein set out. Former Ch. 18.720, §§ 18.720.010—18.720.050, pertained to similar subject matter, and derived from Ord. No. 1108, § 2, 7-26-2012; Ord. 676 § 1 (part), 1995).

18.720.010 - Purpose and application.

- A. This chapter implements the provisions of the RUACP by ensuring that each new or expanded development provides sufficient, but not excessive, off-street parking. Off-street parking is needed to ensure that parking from employment and residential uses does not overflow, regularly, onto city streets. Off-street parking spaces shall be designed, constructed and maintained as set forth in this section, the underlying zoning district, landscaping requirements in Chapter 18.725, and Chapter 18.500, Site Plan Review. Off-street parking conforming to the standards of this chapter shall be required for:
1. New development;
 2. Expansion of the square footage of an existing structure by twenty percent;
 3. The construction valuation is fifty percent of the existing site and building valuation;
 4. Construction of any parking lot, whether required or not; or
 5. A change in use, which increases the required number of parking spaces by more than ten percent.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.720.020 - General provisions.

This chapter supplements the parking and design provisions of the underlying zoning district, the landscaping requirements in Chapter 18.725, and Chapter 18.500, site plan review. Where there are conflicts, the parking provisions of the underlying zone shall take precedence over other standards.

- A. More than one use on one or more parcels. In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.
- B. Joint Use of Facilities. The off-street parking requirements of two or more uses, structures, or parcels of land may be satisfied by the same parking or loading space used jointly, if approved by the planning director, to the extent that it can be shown by the owners or operators of the uses, structures, or parcels that their operations and parking needs do not overlap in point of time. If the uses, structures, or parcels are under separate ownership, the right to joint use of the parking space must be evidenced by a deed, lease, contract, or other appropriate written document to establish the joint use.
- C. Location of Parking Facilities.

1. Off-street parking spaces for dwellings shall be located on the same lot with the dwelling.
 2. Other required parking spaces shall be located on the same parcel or on another parcel not farther than one hundred feet from the building or use they are intended to serve, measured along pedestrian walkways to the building.
 3. The burden of proving the existence of such off-premise parking arrangements rests upon the person who has the responsibility of providing parking.
 4. Parking design and location standards in the underlying zoning district, this chapter and as required by Chapters 18.500 and 18.725 shall also be met.
- D. Use of Parking Facilities. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for the storage of vehicles or materials, or for the parking of trucks used in conducting the business or use.
- E. Parking—Required Yard. Except as provided in the applicable zoning district, required parking and loading spaces shall not be located in a required setback front, side or rear yards.
- F. Commercial Parking Lots. Parking lots are allowed as a primary use in the CCB, CRB, CMU, WMU, E districts. Parking lots shall meet all applicable requirements of this chapter, the underlying zoning district, and the landscaping requirements of RDC 18.725. Commercial parking lots are exempt from the frontage limitations of RDC 18.720.040.C.1. Parking lots shall be reviewed through the site plan review process detailed in RDC 18.500.
- G. Development and Maintenance Standards for Off-Street Parking Areas. Every parcel of land or portion thereof used as a public or private parking area, including commercial parking lots, shall be developed as follows:
1. Off-street parking areas shall be screened as required in Chapter 18.725.
 2. Any lighting used to illuminate the off-street parking areas shall be so arranged that it will not project light rays directly upon any adjoining property in residential or mixed use districts. Lighting shall conform with Chapter 18.715.
 3. Groups of four or more parking spaces shall be so located and served by a driveway, such that their use will require no backing movements or other maneuvering within a street or right-of-way other than an alley. Shared driveways shall be provided wherever possible.
 4. Areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces that are covered with hard-surfaced materials, such as, pavement, asphalt, cobblestones, bricks, "grasscrete" or other materials approved by the planning director. Surfaces shall be maintained adequately for all-weather use, and drained to avoid flow of water across sidewalks or neighboring properties.
 5. Parking and loading areas adjacent to or within residential zones or adjacent to residential uses shall be designed to minimize disturbance of residents.
 6. Access aisles shall have a minimum width of twelve feet (one-way) and twenty feet (two-way) to ensure adequate vehicular turning and maneuvering.
 7. Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, to provide maximum safety of traffic access and egress, and to provide maximum safety of pedestrians and vehicular traffic on the site. The number of service drives shall be limited to the minimum that will allow the property to accommodate and service the traffic to be anticipated. Service drives shall be clearly and permanently marked and defined through the use of rails, fences, walls or other barriers or markers on frontage not occupied by service drives. Service drives to drive-in establishments shall be designed to avoid backing movements or other maneuvering within a street, other than an alley.

8. Service drives shall have a minimum vision clearance area formed by the intersection of the driveway centerline, the street right-of-way line, and a straight line joining said lines through points twenty feet from their intersection.
 9. Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper rail. Curbs or bumper rails may extend as far as two feet into the required stall dimensions or be otherwise placed to prevent a motor vehicle from extending into required landscaping, or over an adjacent property line or a street.
- H. Reductions in Minimum Parking Requirements.
1. The planning director may reduce the minimum off-street vehicle parking spaces required in RDC 18.720.030 up to ten percent in accordance with RDC 18.350 if the standards of this section are met. Adjustments shall be accompanied by a current traffic analysis prepared by a licensed transportation engineer within one year of the date the application is filed, which justifies the need for the adjustment. The transportation study shall also recommend mitigation measures for any adverse impacts resulting from parking and traffic related to the existing and proposed development.
 2. The planning director may reduce the minimum off-street vehicle parking spaces required in 18.720.030 up to twenty percent in accordance with RDC 18.350 if transit alternatives detailed in this subsection are provided. After accounting for all reductions in parking minimums allowed under any provision of this title, cumulative reduction of parking minimums shall not exceed twenty percent.
 - a. For every five bicycle parking spaces provided or for each bicycle locker (two-bicycle capacity) provided, the minimum motor vehicle parking requirement may be reduced by one space, up to ten percent of total required vehicle parking spaces.
 - i. Bicycle parking shall meet the siting requirements of RDC 18.720.040.C.6(a) through (c).
 - b. Sites where at least twenty parking spaces are required and where at least one street lot line abuts a designated arterial roadway, transit supportive plazas may be substituted for up to five percent of required vehicle parking.
 - i. The plaza must be adjacent to the arterial street. If there is a bus stop along the site's frontage, the plaza must be adjacent to the bus stop.
 - ii. The plaza must be at least three hundred square feet in area and be shaped so that a ten-foot by ten-foot square will fit entirely within the plaza.
 - iii. The plaza must be open to the public, contain a bench or other sitting area, contain a shelter or other weather protection covering at least twenty square feet, and shall have at least ten percent and no more than twenty-five percent landscaping.
 3. A request to reduce the required minimum parking more than twenty percent is subject to a Type III variance procedure in accordance with RDC 18.350.040.
- I. Downtown Exemption. Off-street parking is not required in the central mixed use district or the downtown transition area for non-residential establishments located on lots less than fifteen thousand square feet. However, when a property owner provides off-street parking such parking shall conform to the standards and design requirements of this chapter and those of the CMU district, with the exception of RDC 18.720.030, number of spaces required, and 18.720.040(C)(2), interior parking lot landscaping.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1178, § 2(Exh. A), 2-12-2015)

18.720.030 - Number of spaces required.

This section sets forth minimum and maximum parking requirements corresponding to uses detailed in RDC 18.205.020, Uses. Off-street parking spaces shall be provided as follows:

- A. Residential, Group Residential and Temporary Lodging. All uses shall require a minimum of one space per dwelling or per unit, with the following additional provisions:
 1. Single-family, manufactured homes and duplex dwellings: maximum of four parking spaces.
 2. Home occupation: no minimum.
 3. Community residential facility: minimum of one space per seven residents served under age of twelve; one space per five residents served, ages twelve to seventeen; one space/four residents served, ages eighteen years or older.
 4. Bed and breakfast and hotel/motel: minimum of one additional space for the manager.
- B. Retail/Service. All uses shall require a minimum of one space per three hundred fifty square feet of gross floor area, with the following additional provisions:
 1. General retail trade/services: Maximum of one space per two hundred square feet of gross floor area.
 2. Retail stores and outlets selling bulky items, such as furniture, appliances, etc; minimum of one space per four hundred square feet of gross floor area; maximum of one space per three hundred square feet.
 3. Motor vehicle related uses: minimum of one space per seven hundred fifty square feet of gross floor area.
 4. Eating and drinking establishments: minimum of one space per two hundred square feet of gross floor area.
 5. Daycare facilities: minimum of one space per two hundred square feet of gross floor area
 6. Funeral home, crematory: minimum of one space per four hundred square feet of floor area.
 7. Veterinary clinic and hospital: minimum of one space per two hundred square feet of gross floor area.
 8. Electric vehicle infrastructure: no minimum.
- C. Employment. All uses shall require a minimum of one space per seven hundred fifty square feet of gross floor area, with the following additional provisions:
 1. General office: minimum of one space per three hundred square feet of gross floor area; maximum of one space per two hundred square feet.
 2. Research and development: minimum of one space per six hundred feet of gross floor area.
 3. Light manufacturing: minimum of one space per five hundred square feet of gross floor area.
 4. Warehousing: minimum of one space per two thousand square feet of gross floor area.
 5. Freight/cargo movement and storage: minimum of one space per two thousand square feet of gross floor area.
- D. Entertainment and Recreation. All uses shall require a minimum of one space per four hundred square feet of gross floor area, with the following additional provisions:
 1. Indoor entertainment: bowling alleys shall have a minimum of five spaces per lane, or one space per four hundred square feet, whichever is less.
 2. Outdoor performance center: minimum of one space per four seats or eight feet of bench length, or one space per four hundred square feet, whichever is less.
 3. Parks and trails: to be determined by the public works director.

- E. Education and Culture. All uses shall require a minimum of one space per two hundred square feet of gross floor area, with the following additional provisions:
 - 1. Elementary and middle schools: minimum of one space per employee, teacher or staff plus one space per fifteen students.
 - 2. High school: minimum of one space per employee, teacher or staff plus one space per ten students.
 - 3. Cultural institutions: minimum of one space per four hundred square feet of gross floor area.
 - 4. Conference center: minimum of one space per four persons maximum occupancy load.
- F. Health.
 - 1. Hospital: minimum of one and one-half spaces per bed.
 - 2. Medical clinic/laboratory: minimum of one space per two hundred square feet of gross floor area.
 - 3. Nursing and personal care facilities: minimum of one space per two beds for patients or residents.
- G. Civic and Regional. Given the unique nature of these uses, minimum spaces required is as determined by the planning director, with the following additional provisions:
 - 1. Emergency services: minimum of one space per three hundred feet of gross floor area.
 - 2. Utility facility: minimum of one space per one thousand square feet of gross floor area.
 - 3. Wireless communication facility: minimum of one parking space adjacent to the wireless communications support structure.
 - 4. Secure community transitional facility: minimum of one space per three beds for patients or inmates.
 - 5. Work release facility: minimum of one space per three beds for patients or inmates.
- H. Marine.
 - 1. Marina and boating facilities: minimum of one space per two slips.
 - 2. Floating home moorages: minimum of one space per floating home, maximum of two spaces per floating home.
- I. Other Uses. Uses not specifically listed above shall furnish parking as required by the approval authority, which shall use the above list as a guide for determining requirements for said other uses.

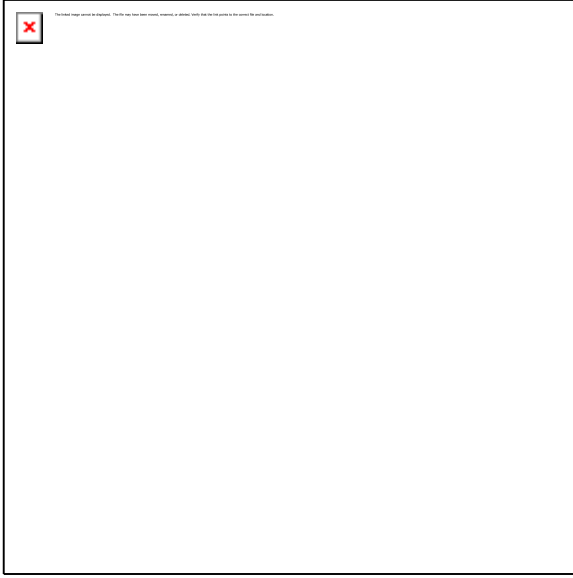
(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.720.040 - Off-street parking lot design.

- A. Stall Dimensions. All off-street parking lots shall be designed in accordance with city standards for stalls and aisles, as set forth in Table 18.720.040-1 and Figure 18.720.040-1.
 - 1. For one row of stalls, use "C" + "D" as minimum bay width.
 - 2. Public alley width may be included as part of dimension "D," but all parking stalls must be on private property, off the public right-of-way.
 - 3. For estimating available parking area, use three hundred to three hundred twenty-five square feet per vehicle for stall, aisle, and access areas.

- B. Compact Parking Spaces. For compact parking spaces, the dimensions of "B" and "C" may be reduced to seven feet, five inches and fifteen feet, respectively. Up to thirty percent of required parking spaces may be compact car spaces.
- C. Lot design. The location and number of points of access to the site, the interior circulation patterns, and the separations between pedestrians and moving and parked vehicles, shall be designed to maximize pedestrian, bicycle and transit options, and to minimize adverse impacts on the peaceful and functional use of neighboring properties.
 - 1. Parking lots and driveways generally shall be located to the rear or side of buildings. No more than fifty percent of the street frontage of any development shall be occupied by off-street parking area, with the exception of commercial parking lots.
 - a. If a lot has multiple frontages, no more than fifty percent of the combined street frontage may be occupied by off-street parking area. If the lot has frontage on two streets with different road classifications, off-street parking areas shall occupy no more than fifty percent of the street frontage on the street with the higher classification.
 - b. If a development is located on multiple lots under common ownership, no more than fifty percent of the combined street frontage for all lots may be occupied by off-street parking area.
 - 2. Developments with ten or more parking spaces shall provide interior parking lot landscaping equal to ten percent of the net parking lot area, excluding landscaping buffers required by RDC 18.725 and driveways, in order to provide shade, buffer and screen adjacent properties, and promote a safe environment with a pleasant appearance.
 - a. The landscaping, including trees, must be dispersed throughout the parking area. Clusters of more than twenty contiguous parking spaces shall be separated by landscaping.
 - b. If interior landscaping provided under this section is adjacent to the perimeter landscaping buffers required by 18.725, the interior landscaping shall extend at least four feet into the parking area from the edge of the perimeter landscaping buffer.
 - c. The minimum dimension for any landscaping area shall be six feet.
 - d. Required landscaping materials are as follows:
 - i. At least one tree must be provided for every ten parking spaces. Existing trees may be used to meet this standard.
 - ii. At least one shrub must be provided for every thirty square feet of landscaped area required under this subsection.
 - iii. All of the landscaped area that is not planted with trees and shrubs must be planted with ground cover plants, which may include grasses. Paths made of paving stones, flagstones, bricks, pavement, or similar materials may provide pedestrian access across landscaped areas consistent with RDC 18.720.040.C.5, but the surface area of impermeable materials does not count toward the required landscaped area.
 - 3. Generally, direct access to collector or arterial streets shall be minimized, in favor of limited access via secondary streets. The planning director may require the applicant to provide a current traffic impact study completed within one year of the date of application to determine impacts and required street improvements.
 - 4. Curb cuts for vehicles shall be minimized to prevent disruption to pedestrian or bicycle access.
 - 5. Pedestrian access corridors must link all parking areas to a primary entrance of the development via the most practicable route and separate pedestrians safely from motor vehicle traffic. Such pedestrian access corridors through parking areas shall meet all of the following requirements:
 - a. Use materials differentiated from parking lot surface by texture, pattern, elevation three to six inches above grade and/or color to differentiate and maximize the visibility of the

- pedestrian path. Superficial treatments such as painted pedestrian paths are not sufficient to meet this requirement. Paint may be used only in combination with other techniques.
- b. Pathways must be a minimum of four feet wide and lighted.
 - c. Pedestrian crossings of drive aisles shall be well-articulated with pavement markings, pedestrian warning signs, and lighting.
 - d. Bicycle parking shall be located in well-lighted and highly visible areas to minimize theft and vandalism.
6. For developments with forty-eight or more car parking spaces, bicycle parking is to be provided at one bicycle parking space for every twelve required car parking stalls. Bicycle parking provided under this requirement shall not be credited towards reduction of minimum spaces provided by RDC 18.720.020.H.
- a. Bicycle racks, lockers or other parking devices shall be made of durable materials and shall be securely anchored to the ground or building structure. The devices shall allow for the frame and at least one wheel of the bicycle to be locked to the rack.
 - b. All bicycle parking spaces outside of a building shall be located within a one hundred-foot diameter of the primary building entrance; or, at least as conveniently located as the most convenient automobile spaces, other than those spaces for persons with disabilities.
 - c. Bicycle parking shall be located in well-lighted and highly visible areas to minimize theft and vandalism.
7. All off-street parking areas shall include paved handicapped accessible and van-accessible parking spaces that comply with all state and federal ADA regulations.



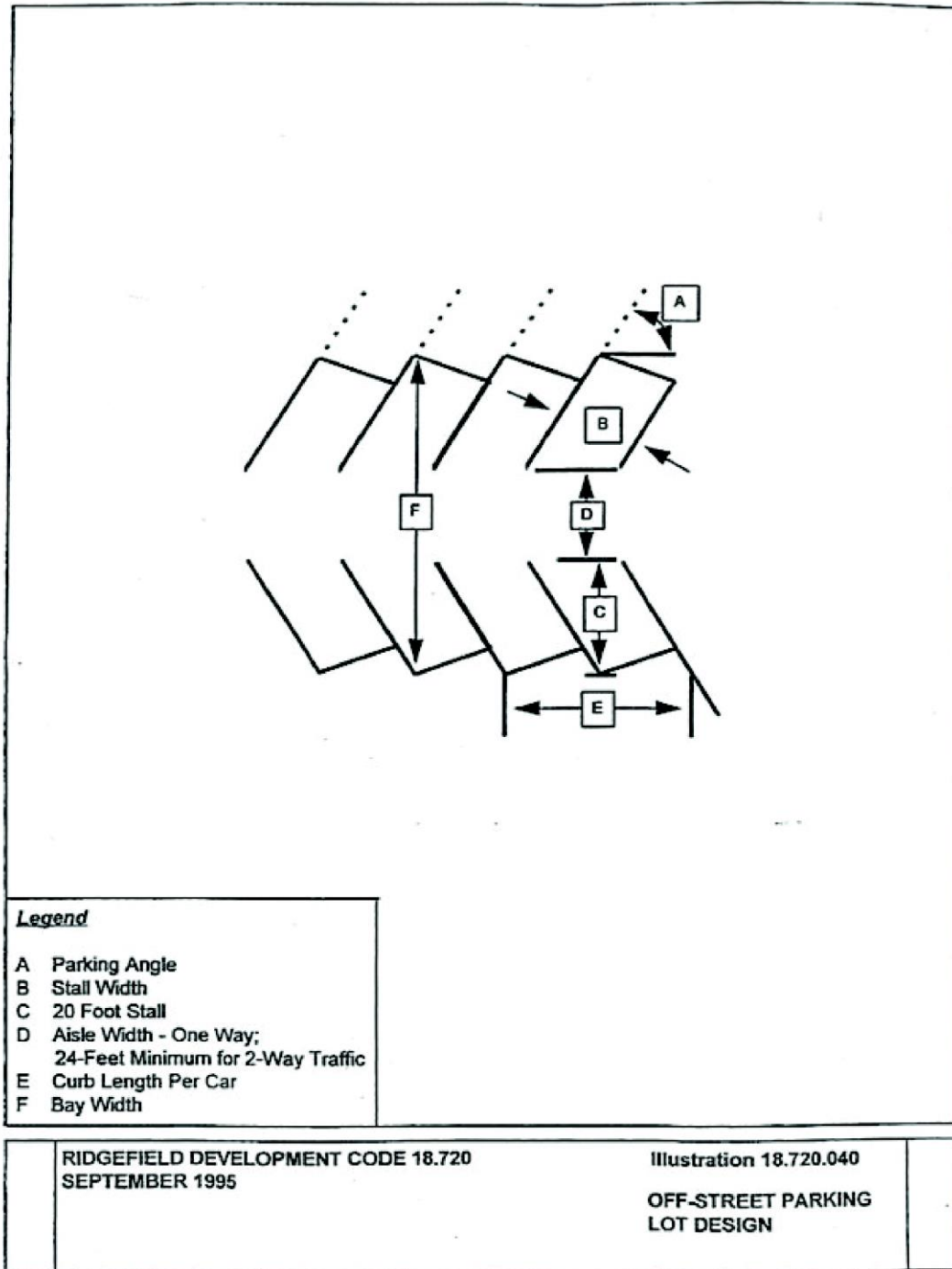


Figure 18.720.040-1

Table 18.720.040-1

Angle	Stall Width (feet)	Stall Depth (feet)	Aisle Width (feet)	Curb Length (feet)	Bay Width (feet)
A	B	C	D ¹	E	F
0° (parallel)	8.0	8.0	12.0	22.0	28.0
	8.5	8.5	12.0	22.0	29.0
	9.0	9.0	12.0	22.0	38.0
	9.5	9.5	12.0	22.0	31.0
	10.0	10.0	12.0	22.0	32.0
45° (angled)	8.0	19.1	14.0	11.3	52.2
	8.5	19.4	13.5	12.0	52.3
	9.0	19.8	13.0	12.7	52.5
	9.5	20.1	13.0	13.4	53.3
	10.0	20.5	13.0	14.1	54.0
60° (angled)	8.0	20.4	19.0	9.2	59.8
	8.5	20.7	18.5	9.8	59.9
	9.0	21.8	18.0	10.4	60.0
	9.5	21.2	18.0	11.0	60.4
	10.0	21.5	18.0	11.9	61.0
70° (angled)	8.0	20.6	20.0	8.5	61.2
	8.5	20.8	19.5	9.0	61.1
	9.0	21.0	19.0	9.6	61.0
	9.5	21.2	18.5	10.1	60.9
	10.0	21.2	18.0	10.6	60.4
90° (perpendicular)	8.0	20.0	24.0	8.0	64.0
	8.5	20.0	24.0	8.5	64.0
	9.0	20.0	24.0	9.0	64.0
	9.5	20.0	24.0	9.5	64.0
	10.0	20.0	24.0	10.0	64.0

¹ One-way traffic only. Twenty-four feet minimum for two-way traffic.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1178, § 2(Exh. A), 2-12-2015)

18.720.050 - Off-street loading.

Every use for which a building is erected or structurally altered to the extent of increasing the floor area to equal a minimum floor area required to provide loading space, and which will require the receipt or distribution of materials or merchandise by truck or similar vehicle, shall provide off-street loading space on the basis of minimum requirements as follows:

- A. Commercial, industrial and utility uses, with the exception of the specific uses listed in subsection (B), which have a gross floor area of five thousand square feet or more, shall provide off-street truck loading or unloading berths in accordance with the following table, measured in square feet of gross floor area:

Less than 5,000	0
5,000—30,000	1
30,000—100,000	2
100,000 and over	3

- B. Eating and drinking establishments, office buildings, hotels, motels, hospitals, education and culture uses listed in Table 18.205.020-1, entertainment and recreation uses listed in Table 18.205.020-1, public buildings (other than utility uses), and any similar use which has a gross floor area of thirty thousand square feet or more, shall provide off-street truck loading or unloading berths in accordance with the following:

Less than 30,000	0
30,000—100,000	1
100,000 and over	2

- C. The planning director may require off-street loading or unloading berths for any use which receives and/or distributes material and merchandise by truck consistent with the ratios established in subsections (A) and (B), or the actual needs of the proposed use.
- D. A loading berth shall contain space twelve feet wide, thirty-five feet long, and have a height clearance of fourteen feet. Where the vehicles generally used for loading and unloading exceed these dimensions, the required length of these berths shall be increased.
- E. If loading space has been provided in connection with an existing use or is added to an existing use, the loading space shall not be eliminated if elimination would result in less space than is required to adequately handle the needs of the particular use.

- F. Off-street parking areas used to fulfill the requirements of this title shall not be used for loading and unloading operations except during periods of the day when not required to take care of parking needs.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

Chapter 18.725 - LANDSCAPING^[23]**Sections:**

Footnotes:

--- (23) ---

Editor's note— Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013, amended Ch. 18.725 in its entirety to read as herein set out. Former Ch. 18.725, §§ 18.725.010—18.725.090, pertained to similar subject matter, and derived from Ord. No. 1108, § 2(Exh. A), 7-26-2012.

18.725.010 - Purpose.

The purpose of this chapter is to provide minimum landscaping and screening requirements in order to maintain and protect property values, to enhance the city's appearance, to visually unify the city and its neighborhoods, to improve the character of certain areas of the city, to reduce erosion and storm water runoff, to promote the use of drought-resistant native species, and to maintain or replace existing vegetation and to prevent and abate public nuisances.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.725.020 - Applicability.

- A. This chapter applies to all uses and activities developed in the city.
- B. Full site improvements are required for landscaping if a development proposal is:
 - 1. New development;
 - 2. Conversion from a residential use to a nonresidential use;
 - 3. Expanding the square footage of an existing structure by twenty percent; or
 - 4. The construction valuation is fifty percent of the existing site and building valuation.
 - 5. If any existing foundation or fence layout precludes full compliance herewith, then the landscaping requirements may be modified by the planning director.

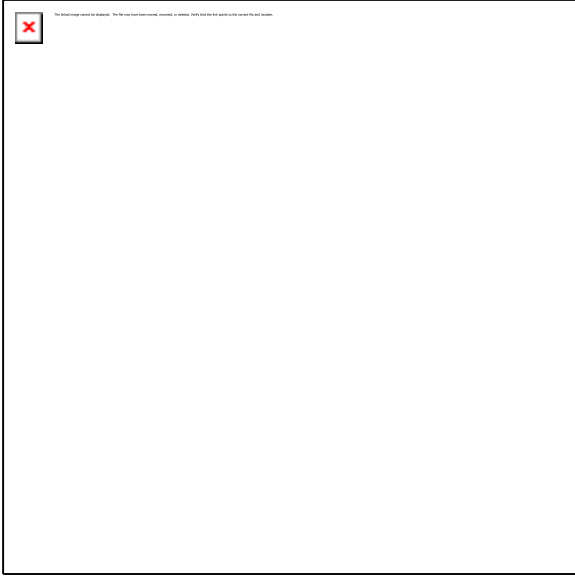
(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.725.030 - Types of landscaping.

- A. The types of landscaping required by this chapter are articulated in Table 18.725.030-1 and further illustrated in Figure 18.725.030-1.

Table 18.725.030-1
Screening and Buffering Standards

Screening and Buffering Type	Required Plant Units in Separation in Feet on Center (o/c)	Structure Description (See Diagram 18.500.050.C)
L1	street trees @ 25' & lawn or groundcover	None
L2	street trees @ 25' & shrubs @ 5' & lawn or groundcover	None
L3	street trees @ 25' & dense shrubbery & lawn or groundcover	S1 or S2
L4	street trees @ 25' & shrubs @ 5' & lawn or groundcover	B-1
L5	street trees @ 25' understory trees @ 8' & lawn or groundcover	S2



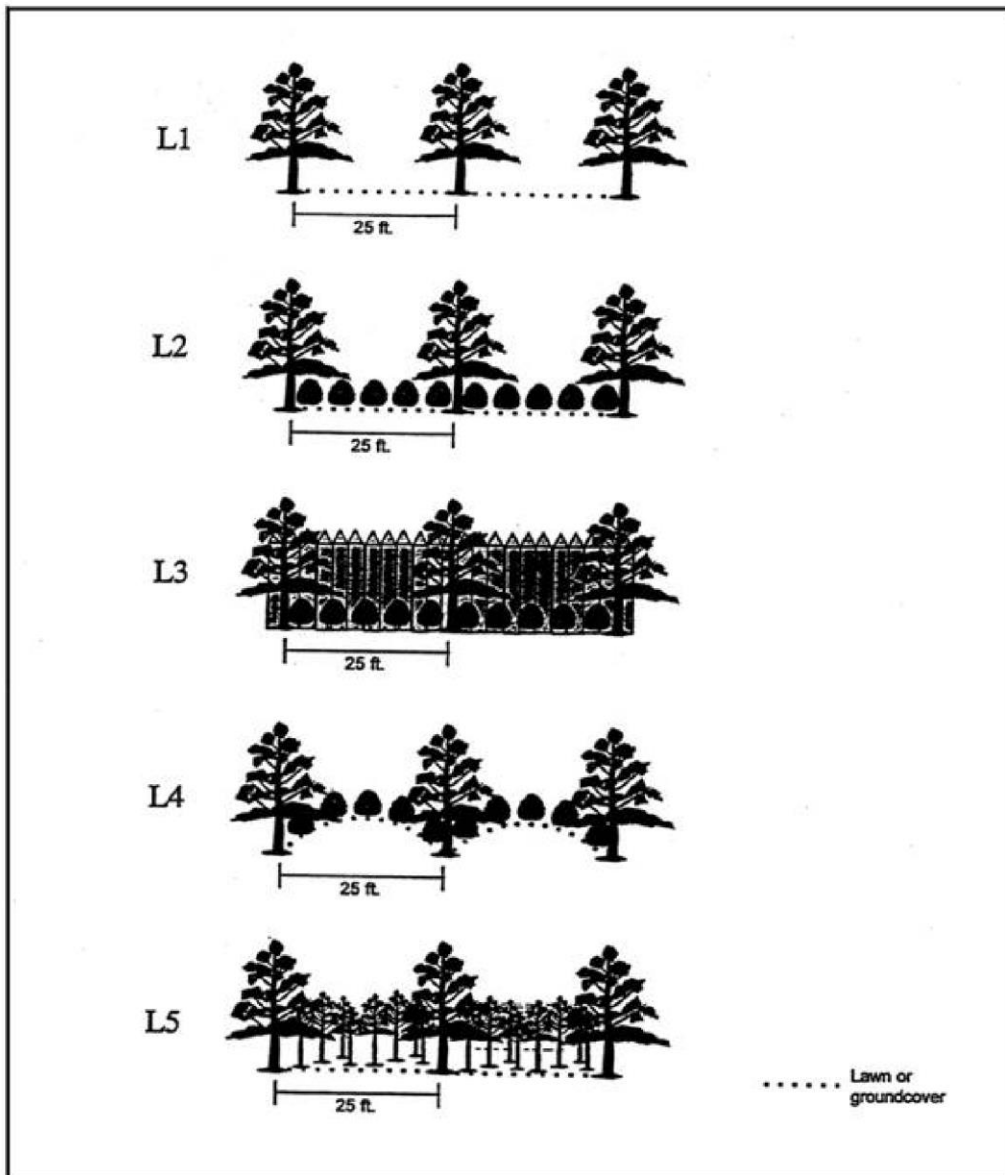


Figure 18.725.030-1

- B. The plant units installed shall meet the requirements of Chapter 18.830. Applicants shall use plants on the native plant species list to the greatest extent possible, and shall avoid using plants on the nuisance or prohibited plant lists, as required by RDC 18.830.020

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.725.040 - Walls, fences and berms.

- A. Walls, fences and berms shall meet the requirements of Table 18.725.040-1.
- B. Table 18.725.040-1 shall be read with Tables 18.725.030-1 and 18.725.050-1 to determine fence/wall screening requirements and options.

Table 18.725.040-1

Berm		
Symbol	Height	Material
B-1	4 feet	Earthen

Structure		
Symbol	Height	Material
S-1	6 feet	Site Obscuring Fence
S-2	6 feet	Wall: Cement, Block, Rock, Brick, Concrete, Wood, etc.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.725.050 - Screening and buffering.

- A. The city shall require screening and buffering to separate dissimilar uses from each other and from public streets, in order to eliminate or minimize potential negative impacts of any planned use on a neighboring residential use. Screening and buffering shall meet the requirements of Table 18.725.050-1.
- B. To determine the type of screening and buffering required by Table 18.725.050-1:
 1. Identify the zoning district and proposed use of the subject site by referring to the Ridgefield zoning map and to any approved plans for the site (left column, Table 18.725.050-1). Parking area shall include parking spaces, driveways, access aisles, loading spaces and all other parking-related uses.
 2. Identify the zoning district of adjoining property by referring to the Ridgefield zoning map and by surveying surrounding land uses (top row, Table 18.725.050-1).
 3. Determine the screening and buffering distance and type for the proposed zone or use and type of adjacent use. In a case of overlapping types of buffers, the higher type shall prevail.
 4. Determine the screening and buffering standards by referring to the screening and buffering types in Table 18.725.030-1, Figure 18.725.030-1 and Table 18.725.040-1.

Table 18.725.050-1
Landscaping, Screening and Buffering Matrix

Zone or Use	Setback by Type of Adjacent Use					
	Street	Commercial	E	PF or POS	Residential	CMU or WMU or WLS
E Site Parking Area Outdoor Storage	15'/L2-10'/L4 10'/L2 10'/L5	15'/L2 15'/L2 10'/L3	10'/L2 5'/L2 10'/L5	15'/L3 15'/L3 15'/L5	20'/L4 20'/L4 >20'/L4	15'/L3 15'/L3 15'/L5
CRB Site Parking Area	10'/L2 10'/L2	10'/L2 10'/L2	20'/L2 10'/L3	20'/L2 10'/L3	20'/L4 20'/L4	20'/L3 20'/L3
CCB Site Parking Area	10'/L2 10'/L2	10'/L1 10'/L2	10'/L2 10'/L2	10'/L3 10'/L3	20'/L4 20'/L4	10'/L2 10'/L3
CNB Site Parking Area	5'/L2 10'/L2	10'/L2 10'/L2	10'/L2 10'/L2	10'/L3 10'/L3	10'/L4 10'/L4	10'/L2 10'/L3
CMU/WMU/WL Site Parking Area	N/A 5'/L2	N/A 5'/L3	N/A 5'/L3	5'/L3 5'/L3	5'/L3 5'/L3	N/A 5'/L3
RMD Site Parking Area	10'/L4 10'/L2	10'/L1 5'/L2	10'/L1 10'/L2	10'/L1 10'/L2	10'/L3 20'/L3	10'/L2 10'/L3
RLD Site	15'/L1	N/A	N/A	N/A	N/A	N/A
PF/POS Parking Area ²	10'/L2	10'/L2	10'/L2	10'/L2	10'/L4	10'/L3

Table Notes:

- (1) In order to reduce to a seven-foot wide landscape buffer, one or more direct pedestrian connections between on-site uses and the public street shall be required. Pedestrian connections may be constructed through the required landscaped buffer.
- (2) The planning director shall determine adequate buffer width and type between PF and POS sites and adjacent uses depending on the characteristics and potential impacts of the PF or POS use.

- C. The applicant shall indicate screening and buffering, as required by the screening and buffering matrix, on the required plan.
- D. The applicant shall locate screening and buffering on the perimeter of a lot or parcel, extending to the lot or parcel boundary line. Landscaping buffers as provided in Table 18.725.050-1 shall meet the standards for the site along all property lines. Where parking areas or outdoor storage are located along the site's perimeter, buffers shall be provided to meet the standards for parking areas or outdoor storage for the portion of the perimeter devoted to such use.
- E. The applicant shall not locate required buffering on any portion of an existing or dedicated public or private street or right-of-way.
- F. Limitations. All areas for screening and buffering shall remain void of buildings and structures (except pathways), parking, lighting (except lighting of pathways) and utilities (unless underground). Buildable land required for screening and buffering may be used to satisfy landscape and open space requirements and may be included in the density calculation of the site.
- G. The screening and buffering matrix (Table 18.725.050-1) and the screening and buffering standards (Table 18.725.040-1) shall be applied in all zoning districts. If a higher intensity use is permitted in any district (e.g., multiple family in an RLD 4 district) through the CUP or PUD process, this use will be considered as if it were in a more intensive zone.
- H. The PUD design process may supersede the buffer standards in this chapter.
- I. Required walls and fences shall be located as near the property line as practicable.
- J. All plant fractions are rounded off, and existing vegetation may be used to satisfy planting requirements.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.725.055 - Minimum landscaping required.

- A. Development shall be landscaped to the following minimum standards, calculated as a percentage of the gross site acreage. Notwithstanding the minimums prescribed by this section, the minimum buffer widths described in Table 18.725.050-1 and any requirements of the individual chapter must be met.

Table 18.725.055-1

Zone	Minimum % of Landscaping Required
E	15%
CRB	10%
CCB/CNB	15%
CMU	0%
WMU/WLS	15%
RMD	25%

RLD	50%
PF	25% (1)
P/OS	No minimum. See RDC 18.265.

Notes:

- (1) See RDC 18.260.070(D)(2) for exceptions.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.725.060 - Street trees.

- A. All trees planted along a public or private street as required by RDC 18.725.050 shall be regulated in accordance with RMC 12.12 and the City Engineering Standards for Public Works Construction.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1178, § 2(Exh. A), 2-12-2015)

18.725.070 - Landscaping plans.

Landscape plans shall be prepared by a landscape architect or nursery. Plans shall be neatly and accurately drawn, at a scale that will enable ready identification and recognition of information submitted. Existing landscaped areas shall be shown. Landscaping plans shall show:

- A. Adjacent streets, public and private;
- B. Boundaries and dimensions of site;
- C. Location of on-site buildings;
- D. Location of on-site parking areas;
- E. Location and size of landscape areas;
- F. Location, species and size of planting materials;
- G. Location of outdoor storage areas;
- H. Location of significant trees;
- I. Location of water source(s).

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.725.080 - Installation.

- A. Landscape plant materials will be installed to current nursery industry standards. Planting and irrigation methods shall be clearly shown on the landscape plan.

- B. Landscape plant materials shall be properly guyed and staked to current industry standards. Stakes and guy wires shall not interfere with vehicular or pedestrian traffic, or in any way, adversely impact public safety.
- C. Mandated deciduous (canopy) trees shall be fully branched, have a minimum caliper of one and one-half inches, and a minimum height of eight feet at the time of planting.
- D. Evergreen trees shall be a minimum of six feet in height, fully branched at the time of planting. Reduction in the minimum size may be permitted if certified by a registered landscape architect that the reduction shall not diminish the plant materials' chance of survival or intended use.
- E. Shrubs shall be supplied in a minimum one-gallon containers or eight-inch burlap balls with a minimum spread of twelve inches. Reduction in the minimum size may be permitted if certified by a registered landscape architect that the reduction shall not diminish the plant materials' chance of survival or intended effect.
- F. Groundcover plantings shall be planted at a maximum of twenty-four inches on center and twenty-four inches between rows. Rows of plants shall be staggered for a more effective covering. Groundcover shall be supplied in a minimum four-inch size container or two and one-quarter inch container or equivalent if planted twelve inches on center.
- G. All landscaping required by this code and approved by the planning director shall be installed prior to the issuance of any final occupancy permits. All required landscaping shall be installed prior to occupancy unless installation is bonded (or other method), for a period not to exceed three months, in an amount determined appropriate by the planning director.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.725.090 - Maintenance.

- A. All landscaping shall be maintained as a condition of use. The property owner shall be responsible for replacing any unhealthy or dead plants for a period of three years after the initial planting.
- B. The planning director shall require a maintenance assurance device for a period of one year from the completion of planting in order to ensure compliance with the requirements of this section. The value of the maintenance assurance device shall equal at least fifty percent of the total landscape materials.
- C. If the landscaping is not being properly maintained, the property owner shall be so notified by the city. If after thirty days from the city's notification the landscaping is still not being maintained then the maintenance device may be used by the city to perform any type of maintenance necessary to ensure compliance with this chapter.
- D. The maintenance assurance device shall be accompanied by an agreement granting the city and its agents the right to enter the property and perform any necessary work. The agreement shall also hold the city harmless from all claims and expenses, including attorney's fees.
- E. Upon completion of the one-year maintenance period, and if maintenance has not been performed by the city, the city shall release the maintenance assurance device.
- F. Landscaping in the right-of-way is subject to the terms of the city engineering standards for public works construction.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1178, § 2(Exh. A), 2-12-2015)

Chapter 18.740 - FENCES AND WALLS^[25]**Sections:**

Footnotes:

--- (25) ---

Editor's note— Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013, amended Ch. 18.740 in its entirety to read as herein set out. Former Ch. 18.740, §§ 18.740.010—18.740.060, pertained to similar subject matter, and derived from Ord. No. 1108, § 2, 7-26-2012; Ord. 676 § 1 (part), 1995).

18.740.010 - Purpose.

- A. Fences and walls can create a sense of privacy, or a sense of place. They can protect people, pets and property from external forces. They provide separation from streets, and may enhance the appearance of property by providing attractive landscape materials.
- B. Fences and walls can have negative effects. For example: they can inhibit police and community surveillance; decrease a sense of community, so critical to life in a small city; hinder emergency access; hinder safe movements of people and vehicles; and they can be unattractive.
- C. The purpose of these standards is to lessen the negative impacts to the city fences can create, while allowing the more positive attributes of fences and walls to come forward.
- D. These standards are intended to encourage accessible development, built to a human scale, in line with RUACP policies, rather than to create barriers.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.740.020 - Applicability.

This chapter applies to walls, fences and screens of all types whether open, solid, wood, metal, wire, masonry, vegetative or other material. Structures or vegetative material less than forty-two inches high at maturity are not fences for the purposes of this chapter. The planning director shall have the authority, through a Type I procedure to decide whether a fence exists and if it complies with this chapter.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.740.030 - Design criteria.

- A. Base Line Criteria. In all zones, except E (employment), the maximum height allowable for any fence construction shall be six feet from grade level to the highest point on the fence structure.
 - 1. The height of a fence located on a retaining wall shall be measured from the finished grade at the top of the wall to the top of the fence. The overall height of the fence located on the wall shall be a maximum of six feet.
 - 2. Vegetative matter which functions as a fence may exceed the six-foot limitation provided that the vegetative matter is not or does not violate the city engineering standards relating to "corner sight clearance."

3. No fence shall exceed forty-two inches in height where:
 - a. Section 2.15, "sight obstruction requirements," of the city engineering standards applies; or
 - b. The fence is a visual obstruction pursuant to Section 18.100.
- B. E District Criteria. In the E zone, upon approval by the planning director through a Type II procedure, fence height shall be no higher than eight feet from grade to the highest point of the structure, except that fence height shall be less than eight feet where:
 1. Section 2.15, "sight obstruction requirements," of the city engineering standards applies; or
 2. The fence is a visual obstruction pursuant to Section 18.100.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.740.040 - Adjustments.

- A. Modifications or adjustments to the standards in this chapter shall be made pursuant to Chapter 18.350.
- B. To modify the requirements of the chapter, the planning director shall find, by substantial evidence, that that public safety will be substantially impaired unless this height restriction is exceeded or relaxed.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.740.050 - Permits.

No person shall construct a fence without having first obtained a permit from the city to do so, except that a permit to construct a fence shall not be required on a single lot in a low-density residential zoning district.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

18.740.060 - Enforcement.

The provisions of this chapter are enforceable pursuant to Chapter 18.390.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 01, 2016

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: An Ordinance of the City of Ridgefield, Washington amending Chapters Within Title 18 of the Ridgefield Municipal Code Amending Chapters 18.710 (Signs).

GOVERNING LEGISLATION:

R.C.W. 36.70A

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

Cities around the country are amending their sign ordinances to comply with a recent U.S. Supreme Court decision, Reed v. Town of Gilbert. The basic premise municipalities must follow is that sign regulations must be content neutral. In other words, a municipal government must regulate signs in a way which doesn't require reading the content. The Association of Washington Cities has developed a model sign ordinance which will regulate signs in our community in a manner which we believe is compliant with the decision issued by the Supreme Court. Staff has tailored the model ordinance to match our community needs and also match previous work the Planning Commission has done on ordinances including the Commercial Design Standards and the optional Mixed Use overlay.

The Planning Commission conducted a public hearing on November 2, 2016 and extensively discussed several aspects of the proposed code section. One point of discussion was temporary signage. The Planning Commission ultimately recommended temporary signage be permitted for 60 days.

The other issue discussed was maximum allowable height of signs. After discussion the Planning Commission recommended a maximum sign height of 12 feet in commercial areas.

BUDGET/FINANCIAL IMPACTS:

None

RECOMMENDED ACTION OR MOTION:

None. This is the first reading, second reading of the Ordinance is scheduled before Council on

Approved to be placed on City Council Agenda:

Jeff Niten	Completed	11/28/2016 11:38 AM
Steve Stuart	Completed	11/29/2016 8:09 AM
City Council	Completed	12/01/2016 6:30 PM

December 15, 2016.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: 18.710 Signs PC recommendation (DOCX)

ORDINANCE NO. 1227**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING CHAPTERS WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL CODE AMENDING CHAPTERS 18.710 (SIGNS).**

WHEREAS, the City of Ridgefield, located in Clark County, Washington, is required to plan under the Growth Management Act (GMA), Revised Code of Washington (RCW) Chapter 36.70A; and

WHEREAS, Ridgefield adopted the Ridgefield Urban Area Comprehensive Plan (RUACP), as amended, consistent with the GMA; and

WHEREAS, RCW 36.70A.040 and WAC 367-195-800 require jurisdictions planning under the GMA to adopt development regulations that are consistent with the adopted Comprehensive Plan and which implement the Comprehensive Plan policies goals and policies; and

WHEREAS, Title 18 of the Ridgefield Municipal Code (RMC) was established in 1995 by Ordinance 676 and amended thereafter, and is intended to implement the Ridgefield Comprehensive Plan; and

WHEREAS, the Ridgefield City Council passed additional resolutions after this time period that revised the development regulations, including Ordinance Nos. 1072, 1108, 1132 and 1178; and

WHEREAS, the Ridgefield Planning Commission, after conducting public meetings and public hearings on the revisions to Title 18 on November 2, 2016, forwarded recommendations to amend Title 18 to the City Council; and

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on October 6, 2016 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on October 19, 2016 the City of Ridgefield issued a Determination of Non-significance regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the public comment period expired on November 9, 2016 and the City addressed all comments received; and,

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the amendments to Title 18 during a regularly scheduled City Council meeting held on December 1, 2016; and

WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments to Title 18 during a regularly scheduled meeting held on December 15, 2016; 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 Title 18 to ensure that the City's development and zoning regulations continue to implement the Ridgefield Urban Area Comprehensive Plan.

Section 2. Amendments of Title 18 of the Ridgefield Municipal Code. The Ridgefield City Council hereby amends certain Chapters of Title 18 set forth below in the manner set forth in Exhibit A, attached hereto and incorporated by this reference:

Amends Title 18, Chapter: 18.710, Signs.

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

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, zoning district names, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or other portion of this Ordinance, or its application to or any other person or circumstance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection or portion thereof, irrespective of the fact that any one or more of the other portions be declared invalid or unconstitutional.

Section 6. Applicability. This ordinance shall be applied in the current city limits and City of Ridgefield Urban Growth Area (UGA) as adopted by the Clark County Board of County Commissioners and the subsequent acceptance by the Ridgefield City Council.

Section 7. Effective Date. This ordinance shall be in full force and effect thirty (30) calendar days after adoption and publication pursuant to law.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS
15TH DAY OF DECEMBER, 2016.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Basarab,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: December 1, 2016

Second Reading/Passage: December 15, 2016

Date of Publication:

Effective Date:

EXHIBIT A:**Amendments of Title 18 of the Ridgefield Municipal Code**

18.710 Signs

Section 18.710.010 Intent and Purpose.

A. Intent. Signs have a strong visual impact on the character and quality of the community. As a prominent part of the scenery, they attract or repel the viewing public, affect the safety of vehicular traffic, and their suitability or appropriateness helps to set the tone for the neighborhood. The City relies upon its scenery and physical beauty to attract commerce, aesthetic considerations assume economic value. It is the intent of the City, through this Chapter, to protect and enhance the City's historic and residential character and its economic base through the provision of appropriate and aesthetic signage. In addition, it is the intent of the City to limit the size, type and location of signs in order to minimize their distracting effect on drivers and thereby improve traffic safety.

B. Purpose. The purpose of this Chapter is to promote the public health, safety and welfare through a comprehensive system of reasonable, effective, consistent, content-neutral and nondiscriminatory sign standards and requirements. This Chapter has also been adopted to:

1. Promote and accomplish the goals, policies and objectives of the City's Comprehensive Plan and Zoning Code;
2. To provide minimum standards in order to safeguard life, health, property and public welfare, and promote traffic safety by controlling the design, quality of materials, construction, illumination, size, location and maintenance of sign and sign structures;
3. Recognize free speech rights by regulating signs in a content-neutral manner;
4. Promote the free flow of traffic and protect pedestrians and motorists from injury and property damage caused by, or which may be fully or partially attributable to, cluttered, distracting and/or illegible signage;
5. Protect the beauty of the City's built environment by encouraging signs that are compatible with the architectural style, characteristics and scale of the building to which it may be attached, and to encourage signs that are compatible with adjacent buildings and businesses;
6. Protect property values, the local economy, and the quality of life by preserving and enhancing the appearance of the streetscape;
7. Provide consistent sign design standards;
8. Protect encourage creative and innovative approaches to signage, and signs that are of a quality design, pleasing in appearance and are appropriate in size, materials and illumination to the surrounding neighborhood;
9. Provide an improved visual environment for the citizens of and visitors to the City;

10. Adopt clear, understandable regulations which enable the fair and consistent enforcement of this Chapter; and

11. Address emerging trends in digital and electronic sign technologies and provide regulations that facilitate use of such technologies while ensuring protection of motorists and pedestrians from the hazards of glare, startling bursts of light, and use of virtual movement and animation intended to attract driver attention, to hold driver gaze, and/or to otherwise distract drivers from the safe operation of their vehicles. Protect neighborhoods, surrounding development and the night sky from the nuisance factors associated with such glare, movement and animation of digital and electronic signs.

Section 18.710.020 Applicability and Interpretations.

A. This Chapter applies to all signs as defined in Section 18.710.290 (Definitions), within the City which are visible or audible from any street, sidewalk or public place, regardless of the type or nature.

B. This Chapter is not intended to, and shall not be interpreted to, restrict speech on the basis of its content, viewpoint, or message. Any classification of signs in this Chapter which purports to permit speech by reason of the type of sign, identity of the sign user or otherwise, shall be interpreted to allow commercial or non-commercial speech on the sign. No part of this Chapter shall be construed to favor commercial speech over non-commercial speech. To the extent that any provision of this Chapter is ambiguous, the term shall be interpreted not to regulate speech on the basis of the content of the message.

Section 18.710.030 Exemptions. The following signs or activities relating to signs are exempt from the permitting requirements of this Chapter.

A. Changes to the face or copy of changeable copy signs, digital signs, electronic messaging signs, provided such changes do not change the material or appearance of the sign as originally permitted by the City.

B. The normal repair and maintenance of conforming or legal nonconforming signs.

C. Temporary signs on private property or public property, meeting the requirements in Section 18.710.270 (Temporary Signs).

D. Building identification numbers as required pursuant to R.M.C. 14.60.020 or any other City or State regulation.

E. Governmental signs. Signs installed by the City, County, or a federal or State governmental agency for the protection of the public health, safety and general welfare, including, but not limited to, the following:

1. Emergency and warning signs necessary for public safety or civil defense;
2. Traffic and/or wayfinding signs erected and maintained by an authorized public agency;

3. Signs required to be displayed by law;
 4. Signs showing the location of public facilities; and
 5. Any sign, posting, notice, or similar sign placed by or required by a governmental agency in carrying out its responsibility to protect the public health, safety and general welfare.
- F. Flags. Any flags, provided that they conform to all provisions of this chapter for signs.
- G. Certain stone or cement plaques and cornerstones with engraved or cast text or symbols and permanently embedded in the building's foundation or masonry siding materials, provided that none of these exceed four (4) square feet in area.
- H. Interior signs. Signs or displays located entirely inside of a building and located at least three (3) feet away from transparent doors and windows.
- I. Non-visible signs. Signs and associated sign support structures not visible or audible beyond the boundaries of the lot or parcel upon which they are located, or from any public right-of-way.
- J. Vehicle with signs. Any sign on a vehicle, unless such vehicle is parked or stationed near an activity for the primary purpose of attracting public attention to such activity, unless such vehicle or mobile unit is regularly parked in any prominently visible location for the primary purpose of attracting public attention to the sign.
- K. Temporary signs in windows. Any temporary sign taped or otherwise affixed to the inside of a window, in such a manner as to be easily removed, provided that the total area of such sign in any one window does not exceed the size limitations in Section 18.710.280 (Window Signs) and Section 18.710.270 (Temporary Signs).
- L. Bench signs. Any outdoor bench or furniture with any signs other than plaques one square foot or less in area.
- M. Privately-maintained traffic control signs in a subdivision with private roads, or signs in a parking lot.

Section 18.710.040 Prohibited Signs. No person shall erect, alter, maintain or relocate any of the following signs in the City.

- A. Animated signs. Rotating or revolving signs, or signs where all or a portion of the sign moves in some manner. This includes any sign animated by any means, including fixed aerial displays, balloons, pennants, spinners, propellers, whirling, or similar devices designed to flutter, rotate or display other movement under the influence of the wind, including flag canopies not otherwise allowed in Section 18.710.160 (Awning or Canopy Signs), streamers, tubes, or other devices affected by the movement of air or other atmospheric or mechanical means. This does not include historic signs and historic replica signs where the applicant is able to prove, through documentation or other evidence, that the original historic sign produced the same motion/movement and is proposed in the same location.

- B. Rotating signs. Any sign in which the sign body or any portion rotates, moves up and down, or any other type of action involving a change in position of the sign body or any portion of the sign, whether by mechanical or any other means.
- C. Nuisance signs. Any signs which emit smoke, visible particles, odors and sound, except that speakers in drive-through facilities shall be permitted.
- D. Bench or furniture signs greater than one (1) square foot in area.
- E. Flashing signs or lights. A sign that contains an intermittent or flashing light source, or a sign that includes the illusion of intermittent or flashing light by means of animation, or an externally mounted intermittent light source. Flashing light sources are prohibited. Signs with an exposed light source, exceeding the equivalent of 25-watts per lamp, including clear light bulbs which do not flash on a theater marquee except for neon incorporated into the design of the sign, are also prohibited. Electronic message center signs and digital signs are allowed under the provisions of Sections 18.710.190 (Digital Signs) and 18.710.200 (Electronic Message Center Signs).
- F. Hazardous signs. Any sign that constitutes a traffic hazard or detriment to traffic safety by reason of its size, location, movement or method of illumination, or by obstructing the vision of drivers, or by distracting from the visibility of an official traffic control device by diverting or tending to divert the attention of drivers or moving vehicles from traffic movements on streets, roads, intersections or access facilities. No sign shall be erected so that it obstructs the vision of pedestrians or by glare or method of illumination constitutes a hazard to pedestrians or traffic. No sign may interfere with, mislead or confuse traffic.
- G. No sign may impede free ingress and egress from any door, window or exit way required by building and fire regulations.
- H. Permanent signs on vacant lots, parcels or easements. No permanent sign shall be located on a vacant lot, parcel or easement. No permanent sign shall be located on a lot, parcel or easement as the principal use of that lot, parcel or easement. Signs may only be established as an accessory use to a principally permitted use.
- I. Portable signs on wheels (trailer signs), changeable copy portable signs and illuminated portable signs.
- J. Abandoned signs.
- K. Signs on utility poles, fences, on poles or trees.
- L. Off-site controlled signs. Any sign that is programmed and/or controlled off-site.

Section 18.710.050 Sign permits.

A. Permit Required. No person shall erect, alter or relocate any sign requiring a permit under this Chapter without first submitting a sign permit application and receiving approval of the sign permit from the City, unless the sign is identified as exempt under Section 18.710.030 (Exemptions). Some sign types may be regulated under other codes adopted by the City, which may require additional permits that are subject to additional regulations, including, but not limited to, the Building Code (Title 14) and Right-of-Way Use Permits (chapter 12.15). Signs for which permits are not required shall nonetheless comply with all applicable provisions of this Chapter.

B. Review Procedures. The following steps shall be followed in the processing of sign permit applications:

1. Determination of Complete application (Section 18.310.040)
2. Determination of Consistency (Section 18.310.050)
3. Notice of Decision by Director (Section 18.310.060)
4. Administrative Appeal – if any (open record hearing, Section 18.310.100)

C. Application Requirements. A complete sign permit application shall consist of the following:

1. Application form. A completed sign permit application, including the applicant's name, address, phone number, and e-mail address. If the applicant is not the property owner, then the property owner must be identified, and the application must include an affidavit from the property owner, verifying that the property owner has given permission to the applicant for the submission of the sign permit application and for the installation/posting of the sign on the property owner's property.

2. Other permit applications. A completed building permit application, if required under the City's Building Code; a completed Right of Way Use permit application, if required under chapter 12.15; a completed Special Event permit application, if required under chapter 5.40.

3. Building elevation/site plan. Signs proposed to be mounted on a building require a building elevation drawn to scale that specifies the locations and size of existing signs on the building, the location and size of new signs proposed on the building, the dimensions of the wall plane upon which the signs will be placed, and drawings or photographs which show the scale of the sign in relation to surrounding doors, windows and other architectural features. Free-standing signs require a site plan indicating the proposed sign location as it relates to property lines, surrounding landscaping, adjacent streets, driveways and adjacent buildings.

4. Detailed description of sign. A scaled colored rendering or drawing of the sign and its associated support structure, including dimensions of all sign faces, and descriptions of materials to be used on the sign and associated trim caps, fixtures, and support structure; description of the sign face illumination and methods used to ensure that only text, graphics and logo shields are internally illuminated.

5. Scaled installation drawing. A scaled drawing that includes the sign description, proposed materials, size, weight, manner of construction and method of attachment, including all hardware necessary for proper sign installation, and, if applicable, foundation design.

6. Lighting. A drawing indicating the location and fixture type of all exterior lighting for the proposed signs. The drawing shall specify wattage and lamp type to ensure compatibility with the lighting standards in Section 18.710.100.

7. Fees. Payment of the appropriate sign permit fee (and all other fees, such as building permit and/or electrical permit fees).

D. Criteria for Approval.

1. Sign permit applications shall be reviewed by the Community Development Director for consistency with the standards in this Chapter, according to sign type and other applicable regulations. A sign permit shall not issue unless the Director makes written findings and conclusions that the criteria applicable to each sign type, as well as the general standards in this Chapter, are satisfied. Building permit applications associated with signs shall be reviewed by the Building Official for consistency with the Building Code. If the sign uses electrical wiring and connections, a licensed electrician must submit a copy of the electrical permit application to the Community Development Department, with the original submitted for approval to the State of Washington. If the sign requires a Right-of-Way Use or Special Event permit, the application shall be submitted with the sign permit application for review by the Public Works Director.

2. A sign permit shall not issue unless the Director makes findings that the criteria applicable to each sign type in this Chapter are satisfied, and further, that the sign does not exceed the limits in this subsection for the business or use set forth below:

(a) Calculation of Maximum Size Allowance. The maximum total aggregate sign area of all signs permitted for a business or use shall not exceed one (1) square foot of sign area for each one (1) foot of principal building frontage occupied by such business or use. In addition, one square foot of sign area for each two hundred (200) square feet of gross floor area occupied by such business may be included in the calculation of the total area permitted. The total aggregate sign area is the combined total display area of all types of signs located on the premises measured in square feet, but not including exempt or temporary signs.

(b) Building Setback from Street. The tenants of a building which is set back one hundred (100) feet or more from the street may increase the wall sign area otherwise permitted to face such street by twenty-five (25) percent, provided that the total sign area on any one building frontage still does not exceed two hundred (200) square feet.

(c) **Buildings with More than One Frontage.** Any business which has more than one building frontage may have one hundred sixty (160) percent of the sign surface area permitted on the principal frontage by the provisions of subsection 18.710.050(D)(2)(a). The permitted sign surface area may be distributed in any manner on the front and adjacent sides of the building which have frontage subject to the placement limitations of subsection 18.710.050(D)(3), but in no event shall the sign surface area on any building façade exceed one hundred (100) percent of the sign surface area permitted by subsection 18.710.050(D)(2)(a). Building frontage opposite the principal frontage may have additional sign area calculated in the same manner and subject to the same size and placement regulations as for the principal frontage, as long as two adjacent frontages do not exceed one hundred sixty (160) percent of the permitted sign surface area.

3. **Other criteria for approval.** In addition to the above, the Director shall make written findings that the sign meets all of the criteria in this Chapter for sign placement, maximum height, location on the property, zone, etc.

E. **Notice of Final Decision.** A Notice of Decision incorporating the decision on the sign permit application shall issue not more than 120 days after issuance of the Determination of Completeness. This deadline shall not apply if a Right-of-Way Use permit or Special Event permit is required.

F. **Expiration of Sign Permit.** Once the sign permit for the sign issues, the sign must be installed within 180 days or the sign permit will expire. Building permits and street Right-of-Way Use permits shall expire in accordance with other applicable code provisions. No sign may be erected if the sign permit has expired, even if the associated building permit and/or street Right-of-Way Use permit has not expired.

Section 18.710.060 Sign Variances.

A. **Approval Required.** A variance may be granted from the strict application of the regulations in this Chapter which apply to: (a) sign placement on a parcel or building frontage; (b) sign area; or (3) sign height, as regulated in this Chapter. A variance may not be granted to allow any prohibited signs or prohibited sign features, as described in Section 18.710.040, or for any other purpose not listed in this subsection A. Modifications of (a) (b) or (c) above up to 20% of the numerical standard shall be reviewed as an Administrative Adjustment (18.350.020). Requests for modification to (a) (b) or (c) of more than 20% of a numerical standard shall be reviewed as a Variance (18.350.040)

B. **Need for Sign Permit, Consolidation of Processing.** A sign variance application may be submitted before or concurrent with the associated sign permit application. No sign permit application requiring a variance for issuance will be processed without a sign variance application unless the applicant specifically requests that the application be processed without a variance.

C. **Review Procedures.** The following steps shall be followed in the processing of sign variance applications:

1. **Determination of Complete Application (Section 18.310.040)**

2. Determination of Consistency (Section 18.310.050)
3. Notice of Decision by Director (Section 18.310.060)
4. Administrative Appeal, if any (open record hearing, Section 18.310.100)

D. First Amendment Exception/Variance. Where an applicant can demonstrate that the strict application of the regulations in this Chapter would violate his/her First Amendment rights, the City may grant a variance that does not conform to all of the variance criteria. However, the applicant shall submit an application which provides his/her response to each of the variance criteria. The City need not make findings that all of the variance criteria have been satisfied, but if not all criteria have not been satisfied, the variance may only be granted to the extent reasonably necessary to protect the applicant's First Amendment rights. If a First Amendment Exception is granted, it shall be treated as an approval of a variance for purposes of this Chapter.

E. Notice of Final Decision. A Notice of Decision incorporating the decision on the variance application shall issue not more than 120 days after issuance of the Determination of Complete Application.

Section 18.710.070 Nonconforming signs, Maintenance, Removal and Enforcement.

A. Nonconforming signs. Any lawful nonconforming sign may be continued, as long as it is maintained only in the manner and to the extent that it existed at the time it became nonconforming. Illegal signs shall not be considered nonconforming signs. Nonconforming signs are subject to the provisions of chapter 18.340 (Nonconforming Uses).

B. Maintenance. It is unlawful for any owner of record, lessor, lessee, manager or other person having lawful possession or control over a building, structure or parcel of land to fail to maintain any signs on the building, structure or parcel in compliance with this Chapter and the Zoning Code. Failure to maintain a sign constitutes a violation of this Chapter, and shall be subject to enforcement under the provisions of Title 9 and/or Title 15.

1. Sign maintenance. All signs, whether or not in existence prior to adoption of this Chapter, shall be maintained. Maintenance of a sign shall include periodic cleaning, replacement of flickering, burned out or broken light bulbs or fixtures, repair or replacement of any faded, peeled, cracked or otherwise damaged or broken parts of a sign, and any other activity necessary to restore the sign so that it continues to comply with the requirements and contents of the sign permit issued for its installation and provisions of this Chapter.

2. Landscape maintenance. Required landscaped areas associated with an approved sign shall receive regular repair and maintenance. Plant materials that do not survive after installation in required landscape areas are required to be replaced within six (6) months of the plant's demise or within the next planting season, whichever event first occurs.

C. Removal. Any vacant and/or unused sign support structures, angle irons, sign poles or other remnants of old signs which are currently not in use, or are not proposed for immediate reuse by a sign permit application for a permitted sign, shall be removed. In addition to the remedies in (Zoning Code) chapter ____ (Code Enforcement), the Director shall have the authority to require the repair, maintenance or removal of any sign or sign structure which has become dilapidated or represents a hazard to the safety, health or welfare of the public, at the cost of the sign and/or property owner.

D. Enforcement. Violations of the provisions of this Chapter shall be enforced according to (Zoning Code) chapter ____ (Code Enforcement).

Section 18.710.090 Sign illumination.

A. General. No temporary sign may be illuminated. No sign located in a residential zone may be illuminated, except that on parcels two (2) acres in size or greater, signs may be halo illuminated or illuminated as necessary for allowable digital signs. Permanent signs allowed by this Chapter may be non-illuminated, or illuminated by internal light fixtures, halo illuminated, or have external indirect illumination, unless otherwise specified. All illuminated signs shall comply with the time limitations of subsection 18.710.090(D) below.

B. Externally illuminated signs.

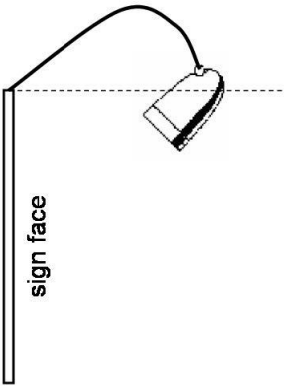
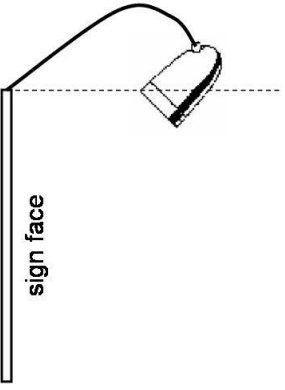
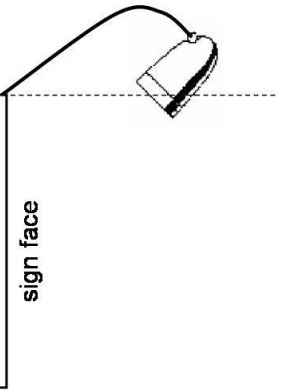
1. Except as provided in this Subsection, externally illuminated signs shall be illuminated only with steady, stationary, fully shielded light sources directed solely onto the sign without causing glare. Light shielding shall ensure that the lamp or light source is not visible beyond the premises and shall further ensure that the light is contained within the sign face.

2. A light fixture mounted above the sign face may be installed with its bottom opening tilted toward the sign face, provided:

(a) The bottom opening of the light fixture is flat (*i.e.*, it could be covered by a flat board allowing no light to escape); and

(b) The uppermost portion of the fixture's opening is located no higher than the top of the sign face, as shown in Figure 1 below. Light fixtures aimed and installed in this fashion shall be considered fully shielded.

Figure 1

Allowed	Allowed	Not Allowed
		
Fully Shielded	Fully Shielded	Unshielded

C. Internally illuminated signs.

1. Internally illuminated signs shall be constructed with an opaque sign face background with translucent text, symbols and/or logo shields. If the sign owner desires to have the entire sign face visible at night, an external light source may be used to illuminate the sign, subject to the illumination standards in this Chapter.

2. In no case may an internally illuminated sign, a digital sign or an electronic message center sign exceed a light output of 50 nits in a residential zone or 100 nits in a non-residential zone during nighttime hours.

3. Neon sign lighting is allowed in non-residential zones only and shall not exceed 100 nits per sign face. Neon signs with solid backgrounds are not allowed in windows in order to ensure maximum light and visibility through windows. An example of a neon sign is shown in Figure 2 below.

Figure 2



D. Time limitations. All illuminated signs over three (3) square feet in area shall be turned off by 11:00 p.m., or when the business closes, whichever is later. Signs subject to time limitations are required to have functioning and properly adjusted automatic shut-off timers.

Section 18.710.100. Sign Materials.

A. Temporary signs. The construction of temporary signs is limited to the materials described in the definition of “temporary sign,” (Section 18.710.290, Definitions). In addition, the temporary sign must also conform to the requirements of this Chapter, including, but not limited to Section 18.710.270 (Temporary signs).

B. Permanent signs. Permanent signs must be manufactured of durable materials that withstand the effects of water and wind. The following additional requirements apply to any permanent signs larger than thirty (30) square feet, except for window signs located inside glass:

1. Paper-faced sign, including vinyl-coated paper and those applied with adhesives, are not allowed. Canvas or vinyl signs must be made of minimum twenty (20) oz. materials with polymeric plasticizers for durability.

2. Sign faces made of canvas, fabric, vinyl or similar pliable materials that are attached to permanent sign structures must be mounted behind a perimeter frame or trim cap so that the edges of the sign face are not exposed, except that flags made of 100% spun polyester are exempt from this requirement.

Figure 3

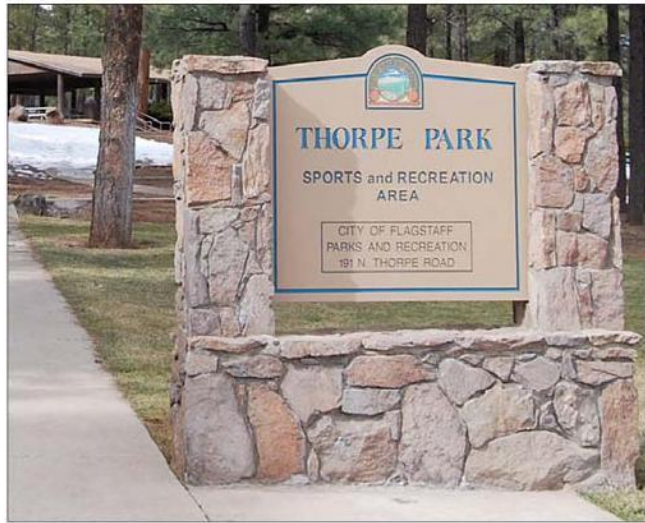


Figure 4

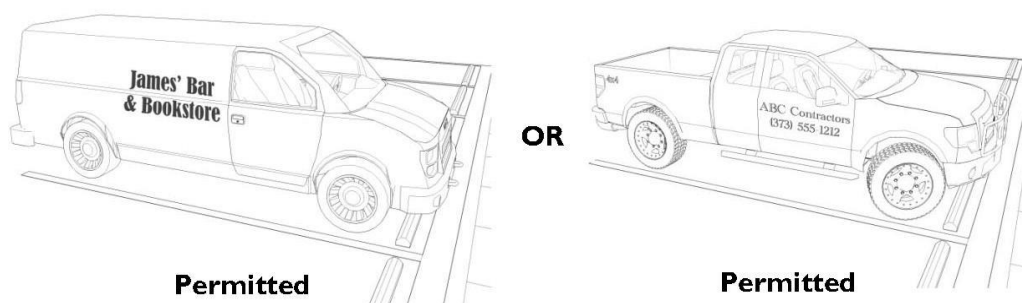


Section 18.710.110. Sign Placement and Location Restrictions.

A. City right-of-way. No sign may be placed within the Roadway portion of the City Right-of-Way (see, Section 18.710.270(F) for restrictions on temporary signs outside of the Roadway) except as otherwise permitted with a City Right-of-Way use or Special Event permit. No permanent sign may be placed within the Right-of-Way except as otherwise permitted with a City Right-of-Way Use Permit.

B. Attached to vehicles on private premises. No sign may be mounted, attached or painted on a trailer, boat or motor vehicle, which is parked, stored or displayed conspicuously on private premises in a manner intended to attract the attention of the public. (This excludes signs that are permanently painted or wrapped on the surface of the vehicle, or adhesive vinyl film affixed to the interior or exterior surface of a vehicle window, or signs magnetically attached to motor vehicles or rolling stock that are actively used in the daily conduct of business. However, such vehicles shall be operable and parked in a lawful or authorized manner.)

Figure 5



C. Attached to other fixtures. No sign may be painted, attached or mounted on fuel tanks, storage containers and/or solid waste receptacles or their enclosures, except for information required by law.

D. Freeway-oriented signs. Freeway-oriented signs are prohibited, except in the following instances:

1. Building mounted wall signs (Section 18.710.170), window signs (Section 18.710.280) and temporary signs (Section 18.710.280) as otherwise allowed by this Chapter may face the freeway if:

- (a) they are installed by a business that has its primary customer entrance facing the freeway; and

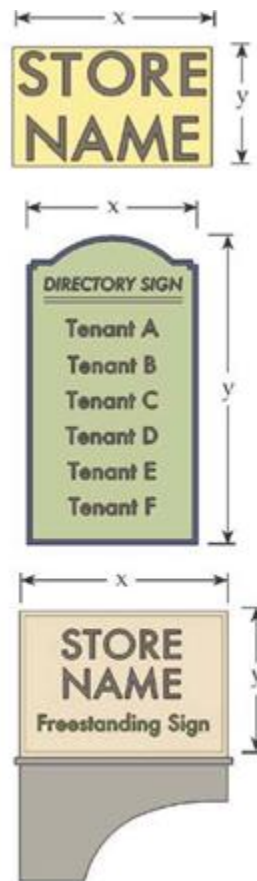
- (b) the wall, window or temporary sign also faces an intervening parking lot or frontage road that serves the business.

2. Free-standing signs as otherwise allowed by this Chapter are allowed for businesses located on and facing frontage roads along freeways, even if such signs are incidentally visible from the freeway.

Section 18.710.120 Sign Area Measurements. Sign area for all sign types is measured as follows:

A. Background panel or surface. Sign copy mounted, affixed or painted on a background panel or surface distinctively painted, textured or constructed as a background for the sign copy, is measured as that area contained within the smallest rectangle, parallelogram, triangle, or circle that will enclose the sign copy and the background, as shown in Figure 6.

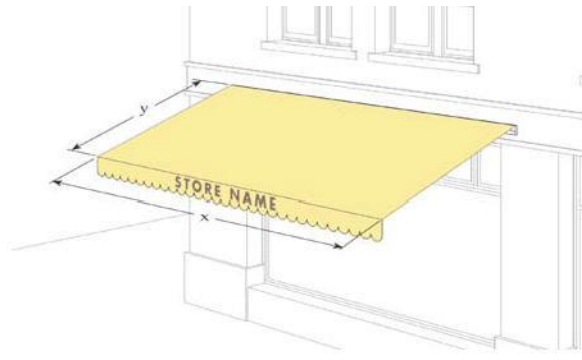
Figure 6



B. Individual letters or graphics. Sign copy mounted as individual letters or graphics against a wall, fascia, mansard or parapet of a building or surface of another structure, that has not been painted, textured or otherwise altered to provide a distinctive background for the sign copy, is measured as the sum of the smallest square, rectangle, parallelogram, triangle or circle that will enclose each word, sentence and complete message, and each graphic in the sign.

C. Illuminated surface. Sign copy mounted, affixed or painted on an illuminated surface or illuminated element of a building or structure, is measured as the entire illuminated surface or illuminated element, which contains sign copy, as shown in Figure 7. Such elements may include, but are not limited to, illuminated canopy fascia signs and/or interior illuminated awnings.

Figure 7



D. Backlit translucent panels. Backlit translucent panels and spandrels, with or without text or graphics, are measured as the area of the height and width of any internally illuminated translucent panel or spandrel, including the side panels if the structure or spandrel is greater than six (6) inches in width.

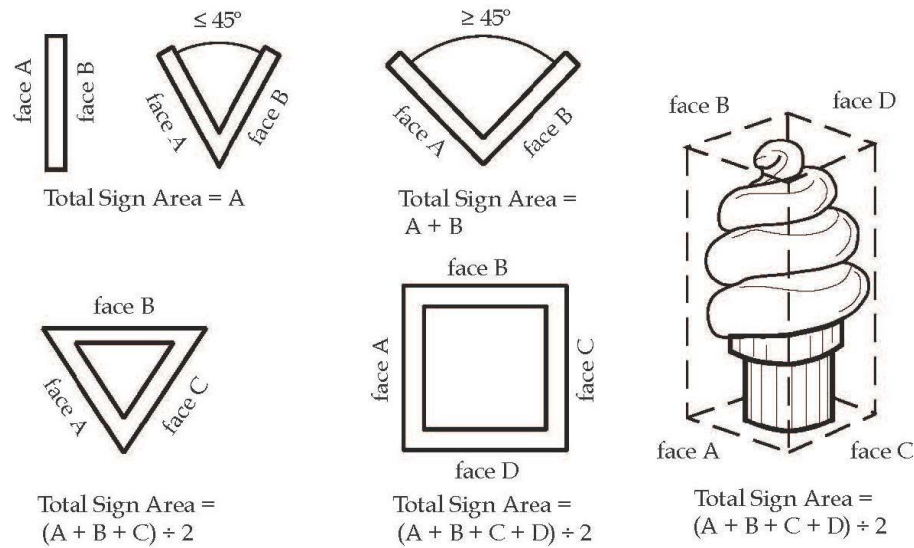
E. Multi-face signs. Multi-face signs, as shown in Figure 8, are measured as follows:

1. Two face signs: If the interior angle between the two sign faces is forty-five (45) degrees or less, the sign area is of one sign face only. If the angle between the two sign faces is greater than forty-five (45) degrees, the sign area is the sum of the areas of the two sign faces.

2. Three or four face signs: The sign area is fifty (50) percent of the sum of the areas of all sign faces.

3. Spherical, free-form, sculptural or other non-planar sign area is measured as fifty (50) percent of the sum of the areas using only the four (4) vertical sides of the smallest four (4) – sided polyhedron that will encompass the sign structure, as show in Figure 8 below. Signs with greater than four polyhedron faces are prohibited.

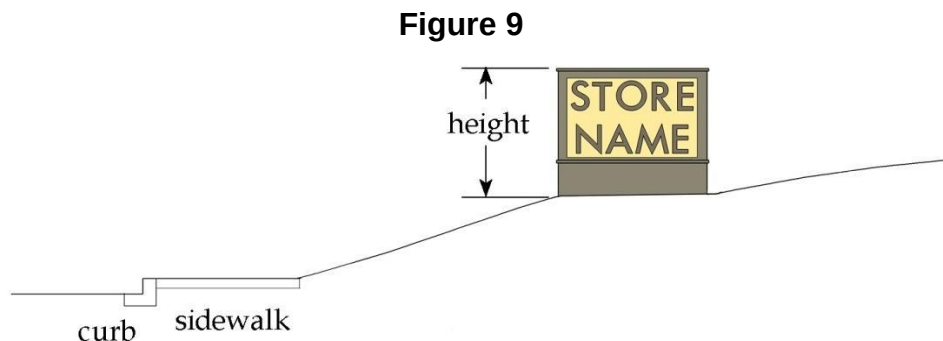
Figure 8



Section 18.710.130 Sign height measurement. Sign height is measured as follows:

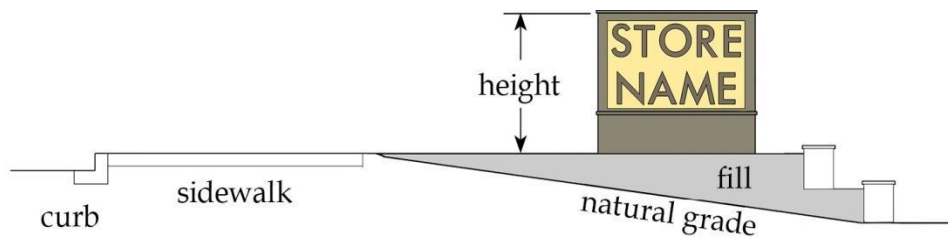
A. Freestanding signs. Sign height is measured as the vertical distance from natural grade at the base of a sign to the top of the sign, including the sign support structure; except that signs within twenty-five (25) feet of an adjacent road may be measured as follows:

1. If natural grade at the base of a sign is higher than the grade of the adjacent road, sign height shall be measured from the base of the sign as shown in Figure 9.



2. If natural grade at the base of the sign is lower than the grade of an adjacent road, the height of the sign shall be measured from the top of curb or road-grade elevation, provided that fill is placed between the curb and the sign and extends at least five (5) feet beyond the base of the sign in all directions, as shown in Figure 10.

Figure 10



Section 18.710.140 Sign Structure and Installation.

- A. Support elements. Any angle iron, bracing, guy wires or similar features used to support a sign shall not be visible.
- B. Electrical service. When electrical service is provided to freestanding signs or landscape wall signs, all such electrical service is required to be underground and concealed. Electrical service to building mounted wall signs, including conduit, housings and wire, shall be concealed or, when necessary, painted to match the surface of the structure upon which they are mounted. A building permit (electrical) must be issued prior to the installation of any new signs requiring electrical service.
- C. Raceway cabinets. Raceway cabinets, where used as an element of building mounted wall signs, shall match the building color at the location of the building where the sign is located. Where a raceway cabinet provides a contrast background to sign copy, the colored area is considered part of the sign face and is counted in the aggregate sign area permitted for the site or business. Examples of raceway cabinets are shown in Figure 11.

Figure 11



- D. Limitation on attachments and secondary uses. All permitted sign structures and their associated landscape areas shall be kept free of supplemental attachments or secondary uses including, but not limited to, supplemental signs not part of a permitted sign, light fixture, newspaper distribution racks or trash container. The use of sign structures and associated landscape areas as bicycle racks or support structures for outdoor signs is prohibited.

Section 18.710.150 Accessory Signs. No permit shall issue for an accessory sign which does not comply with the following standards:

- A. Number. A maximum of one (1) sign at each vehicle point of entry or egress, not to exceed four (4) accessory signs per parcel.
- B. Location. Flexible, provided that the number of signs in Subsection A is not exceeded, and provided that the signs comply with setback standards for freestanding signs in 18.710.210.
- C. Zones. Not allowed in residential zones.
- D. Design. Non-illuminated or internal illumination only. Any accessory sign with electronic display must conform to all EMC and/or digital sign standards in Section 18.710.190 (Digital signs) or 18.710.200 (EMC signs).
- E. Size. Maximum sign area: three (3) square feet per face; may be double-sided.
- F. Height: Mounting height:
 - 1. Building Mounted Wall sign (Section 18.710.170): Maximum of eight (8) feet; must be flat against a wall of the building.
 - 2. Freestanding sign (Section 18.710.210): Maximum of three (3) feet from grade.

Figure 12



G. Drive-Through Large Accessory Signs. In addition to the accessory signs allowed for vehicle points of entry and in addition to free-standing signs otherwise allowed under Section 18.710.210, large accessory signs are allowed for each point of entry to a drive-up window, subject to the following standards:

1. Maximum sign area per drive-up point of entry: forty-five (45) square feet.
2. Maximum sign size: thirty (30) square feet.
3. Maximum sign height: Five (5) feet, six (6) inches, including the associated sign structure.
4. Orientation: Large accessory signs must be oriented so that the sign face is not visible from the view of the street or public-right-of way.
5. Screening: All sides of large accessory signs must be screened from the view of the street or public right-of-way with landscaping or walls of brick, stone or siding materials that match the principal walls of the building to which the sign applies. If landscaping is used for screening, it must provide full screening at maturity and must be large enough at planting to provide at least seventy (70) percent screening of the sign.
6. Audio. No sound or amplification may be emitted that is audible beyond the site.

Section 18.710.160 Awning or Canopy Signs. No permit shall issue for an awning or canopy sign which does not comply with the following standards:

- A. Number. One (1) awning or canopy sign is allowed for each primary entrance to a building or tenant space. In addition, one (1) awning or canopy sign may be allowed on a secondary entrance which faces a public street or on-site parking area. (As used in this subsection, “street” shall include freeways, but exclude alleys and service ways.) The awning/canopy sign may only be placed on the ground floor level facade of the building.
- B. Area. The sign area on the primary elevation shall not exceed one (1) square foot of sign area per lineal foot of awning or canopy width. A maximum of forty (40) percent of an awning or canopy on which signage is proposed may be of an angle greater than sixty (60) degrees from horizontal.

Figure 13



C. Location.

1. An awning/canopy sign may not be mounted higher than a maximum of twenty-five (25) feet above the ground floor.
2. An awning/canopy sign shall not project above, below or beyond the edges of the face of the building wall or architectural element on which it is located.
3. No part of the sign, as a part of, or displayed on the vertical surface of an awning/canopy, shall project beyond the edges of the awning/canopy surface on which it is displayed. If an awning/canopy is placed on multiple store fronts, each business or tenant space is permitted signage no greater than sixty (60) percent of the store width or tenant space.
4. The awning/canopy shall not extend horizontally a distance greater than sixty (60) percent of the width of the awning/canopy or valance on which it is displayed.

D. Zone. Not allowed in residential zones.

E. Illumination. If sign letters or logos are to be back-lit or internally illuminated, only the face area containing the letters or logos may be illuminated. The sign may also be externally illuminated as allowed by Section 18.710.090.

Section 18.710.170 Building Mounted Wall signs.¹ No permit shall issue for a building mounted wall sign which does not comply with the following standards:

A. Residential Zones. The maximum building mounted wall signage allowed in residential zones is as follows:

1. Size of Parcel or Site. Wall signs are not allowed on sites smaller than two (2) acres, except for address numbers as required by law.
2. Area. One hundred (100) square feet total, not to exceed three (3) percent of the area of the façade upon which the sign is placed. Width: Not to exceed sixty (60) percent of the width of the wall plane upon which the sign is placed. (NOTE: No. 3 in this section was deleted.)

Figure 14



B. Non-residential Zones.

1. Size of Parcel or Site. No restrictions.

¹ *Catsiff v. McCarty*, 167 Wash. App. 698, 274 P.3d 1063 (2012) (wall signs could not be higher than 30 feet above grade, 25% of wall area and wall signs were limited to 150 square feet per street frontage – upheld).

2. Area. The total signage may be up to five (5) percent of the area of the façade upon which the sign is placed. Width: Not to exceed sixty (60) percent of the width of the wall plane upon which the sign is placed or the width of the tenant space. Height: Not to exceed seventy (70) percent of the height of the blank wall space or fascia on which the sign is mounted.

3. Location on Building. Signs may not cover or obscure important architectural details of a building, such as stair railings, windows, doors, decorative louvers or similar elements intended to be decorative features of a building design. Signs must appear to be a secondary feature of the building façade.

4. Illumination, flush or tight mounted. All individual letter signs shall be installed to appear flush-mounted. If the letters are illuminated and require a raceway, the letters shall be installed tight against the raceway, which shall be painted to match the color of the surface to which the raceway is mounted. Where possible – especially on new construction – the raceway should be recessed to allow letters to be flush with the wall surface.

5. Design. Where more than one (1) sign is allowed for a business, all signs shall be consistent in design, style, color and method of illumination.

Section 18.710.180 Changeable Copy Sign. No permit shall issue for a changeable copy sign which does not comply with the following standards:

A. Number. No more than one (1) changeable copy sign shall be allowed for each parcel, except that additional changeable copy signs are permitted as follows:

1. the additional changeable copy sign(s) must be placed at least one hundred (100) feet from abutting streets or rights-of-way; and

2. the additional changeable copy sign(s) must not exceed the maximum area, height, and quantity standards otherwise applicable to any free-standing or building mounted wall signs on the parcel.

Figure 15



- B. Area. No more than twenty (20) percent of the allowed wall sign area or fifty (50) percent of a free standing sign face may be changeable copy (this does not apply to signs required by law). Wall mounted changeable copy signs placed at least one hundred (100) feet from abutting streets may be a maximum of fifty (50) percent of permitted wall sign area.
- C. Height above grade. Fifteen (15) feet maximum. For wall signs, limited to the maximum height for freestanding signs.
- D. Placement/Location. Allowed only as an integral part of a building mounted sign or a freestanding sign. Portable changeable copy signs are not permitted.
- E. Zones. Changeable copy signs are allowed in all zones.
- F. Design. Non-illuminated in all zones. Internally or indirectly illuminated in non-residential zones subject to the illumination standards in Section 18.710.090.

Section 18.710.190 Digital Signs. A Digital Sign is not a separately allowed sign type. The purpose of this section is to regulate the manner in which digital sign technology can be applied to sign types that are otherwise allowed in this Chapter. It is not intended to allow more signs or larger signs than otherwise permitted in this Chapter. No permit shall issue for a Digital Sign which does not comply with the following standards:

- A. Maximum size: thirty (30) square feet, or as otherwise limited by the size limits of this chapter.

- B. Density: One Digital Sign per one hundred (100) feet of street frontage in non-residential zones. One Digital Sign per two hundred (200) feet of street frontage in residential zones, not to exceed one (1) sign per parcel.
- C. Zoning: Allowed in residential and non-residential zones only.
- D. Maximum luminance: Fifty (50) nits during nighttime hours.
- E. Motion limits: No motion allowed except for instantaneous change of message.
- F. Minimum hold between messages: eight (8) seconds.
- G. Programming: to ensure that digital signs are programmed and continue to operate according to local standards, digital signs shall be designed for local on-site control and programming.

Section 18.710.200 Electronic Message Center (EMC) Signs. An EMC Sign is not a separately allowed sign type. The purpose of this section is to regulate the manner in which EMC sign technology can be applied to sign types that are otherwise allowed in this Chapter. It is not intended to allow more signs or larger signs than otherwise permitted in this Chapter. No permit shall issue for an EMC which does not comply with the following standards:

- A. Maximum size: thirty (30) square feet.
- B. Density: One EMC per one hundred (100) feet of street frontage, not to exceed one (1) per business and tenant space.
- C. Zoning: Prohibited in residential zones.
- D. Minimum parcel per sign. One acre.
- E. Maximum Luminance.
 - 1. Daytime: 5000 nits.
 - 2. Nighttime (one-half hour before sunset and one-half hour after sunrise): 100 nits.
 - 3. Signs shall include auto-dimming features with light-sensory capabilities to dim the sign to allowable luminance levels during nighttime hours.
- F. Motion limits: No motion except for a fade in of the next message with the fade transition being no more nor less than 1.5 seconds. Fade transition is required rather than instantaneous message changes to avoid sudden or startling flashes of light.
- G. Minimum hold between messages: ten (10) seconds, plus 1.5 second transition fade.

H. Programming. To ensure that EMC's are programmed and continue to operate according to local standards, EMC's shall be designed for local on-site control and programming. The applicant shall provide a written certificate from the sign manufacturer that the nighttime light intensity has been factory pre-set not to exceed allowable levels under this Section, and that this setting is protected from end-user modification by password-protected software or other method that ensures compliance.

Section 18.710.210 Freestanding Signs. No sign permit shall issue for a freestanding sign which does not comply with the following standards:

A. Number.

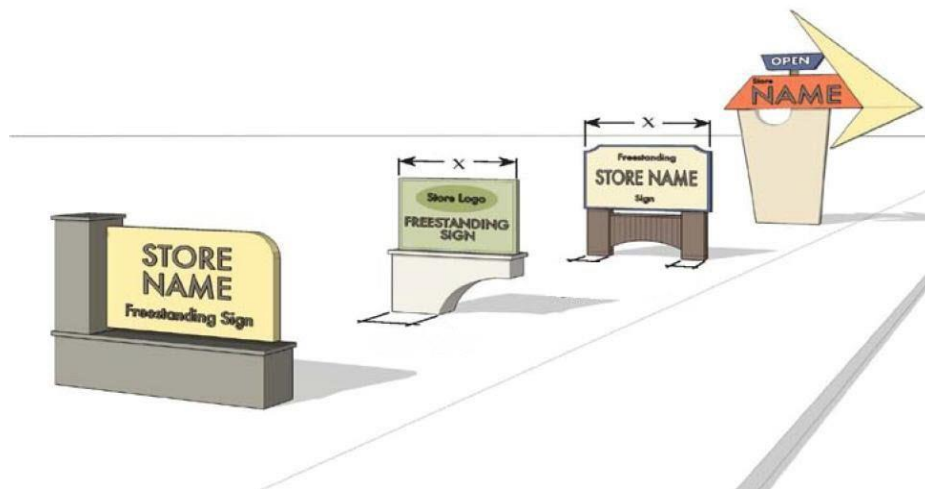
1. The number and type of freestanding signs for single and multiple tenant uses are derived from the use, zone, location and length of development site frontage as described in this Section.

2. One freestanding sign is allowed for each site frontage. Flag lot sites with frontage on a public street are permitted one (1) sign on the frontage providing primary access to the site.

3. Where more than one (1) freestanding sign is proposed on a site with multiple frontages, a minimum of sixty (60) linear feet shall separate each sign.

4. The permanent sign base shall have a minimum aggregate width of forty (40) percent of the width of the sign cabinet or face.

Figure 16



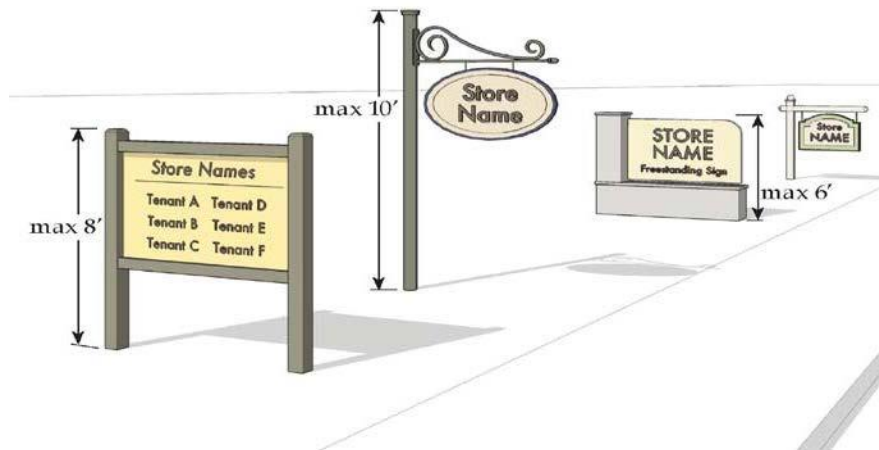
B. Location.

1. No freestanding sign shall be permitted on any site that does not have street frontage.

2. Freestanding signs shall be set back a minimum of five (5) feet from the street side property line, a minimum of twenty-five (25) feet from any interior side lot line and a minimum of thirty (30) feet from any residential district.

3. No freestanding sign shall be located in the triangular area(s) measured fifteen (15) feet by fifteen (15) feet where a driveway enters onto a street, or in any other area which may obstruct the vision of motorists so as to create a safety hazard. Additionally, all signs are subject to the Public Works Standards regarding sight distances.

Figure 17



C. Height and Area.

1. Properties with less than one hundred-twenty (120) feet of street frontage shall be subject to the following area requirements:

<u>Total Street Frontage</u>	<u>Maximum Size & Height Above Grade</u>
0-60	20 square feet maximum, not to exceed 6 feet in height
61-119	30 square feet maximum, not to exceed 8 <u>6</u> feet in height
120 or more	45 square feet maximum, not to exceed 10 <u>6</u> feet in height

2. A sign may be permitted to a height not exceeding ~~fifteen (15)~~ twelve (12) feet and a sign face area not exceeding one hundred (100) square feet in size, provided that all of the following conditions are satisfied:

(a) The sign is placed on a monument-style base made or covered with a brick or stone, which extends at least the full width of the sign face and is at least one-fourth (1/4) of the total sign height. An alternate material may be approved by the Director if he or she finds that the material better reflects the materials and architecture of the closest or principle building on the site; and

(b) The sign face is either non-illuminated, externally illuminated, or complies with both of the following standards for an internally illuminated sign:

i. The background of the sign is totally opaque, only the graphics and/or text are illuminated; and

ii. The sign cabinet and the associated trim caps that secure and frame the sign face are dark bronze, black, or an earth tone color which reflects the color of the sign base and/or the color of the siding or trim of the building to which the sign applies; and

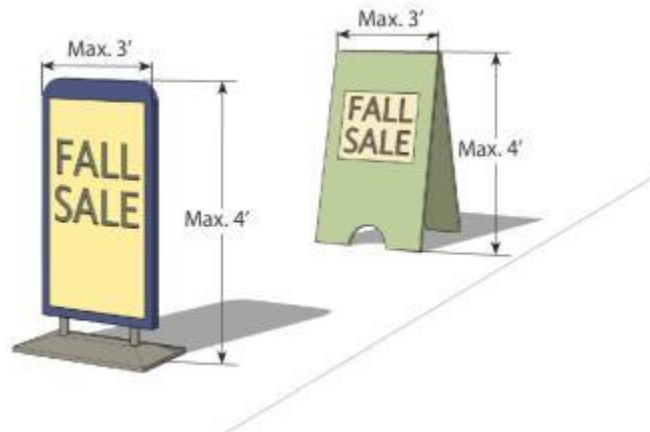
(c) The sign is no taller than seventy-five (75) percent of the height of the tallest building on the site (not to exceed ~~fifteen (15)~~ twelve (12) feet), as measured to the midpoint between the fascia line and the ridge on a pitched roof building, or the top of the highest cornice or parapet on a flat roof building.

Section 18.710.220. Portable Signs. No permit shall be issued for a portable sign (includes sandwich board and pole mounted signs) which does not comply with the following standards:

A. Zone: Allowed only in non-residential zones, except that temporary portable signs are allowed in residential zones, subject to the provisions of Section 18.710.270 (temporary signs).

B. Design and Materials: Must be designed with durable materials, otherwise they will be regulated as temporary signs under Section 18.710.270. Portable signs must be designed to withstand wind and include a heavy weighted base for pole-mounted signs, and a heavy weight suspended between the opposing faces of a sandwich board sign.

Figure 18



C. Size and Height. Sandwich board signs: Maximum of four (4) feet in height, maximum of three (3) feet in width. (Note: sandwich board sign height is measured in the flat standing position, rather than in open standing position.) Pole-mounted signs: Maximum of five (5) feet in height, two (2) feet in width.

D. Number: Not more than one (1) portable sign may be displayed per business, per tenant space.

E. Location: Must be located no further than ten (10) feet from the primary building of the business, or, if there is only one business or tenant space on the site, it may be located not farther than then (10) feet from the site's driveway entrance. No portable sign may be located on the City right-of-way (which includes the sidewalk), without a Street right-of-way use permit.

F. Display Hours: Portable signs, including temporary portable signs may be displayed during business or operating hours only.

G. Type: Portable signs may not be changeable copy signs or illuminated in any manner.

Section 18.710.230 Projecting signs. No permit shall issue for any projecting sign which does not comply with the following standards.

A. Number. One (1) projecting sign may be allowed per tenant space or building frontage. Projecting signs are permitted in addition to allowable wall signage.

B. Sign size.

1. Non-residential zones: The face of a projecting sign shall not exceed twelve (12) square feet in area.

2. Residential zones: The face of a projecting sign shall not exceed one and one-half (1.5) square feet in area.

Figure 19



C. Location.

1. No part of any projecting sign shall be located lower than eight (8) feet above the grade of sidewalk, walkway or driveway which is directly below the sign, or within three (3) feet of the sign.

2. Projecting signs may extend a maximum of four (4) feet from the building and shall be hung a minimum of six (6) inches away from the building.

3. No projecting sign shall be located within twenty-five (25) feet of another projecting sign on the same site or on the same building.

4. No projecting sign shall be located higher than the first story level of the building.

5. No projecting sign shall extend into the right-of-way, including the sidewalk, without an approved Right-of-Way use permit under chapter ____.

D. Design.

1. Non-residential zones: May be illuminated, internally or indirectly. In residential zones, projecting signs may not be illuminated.

2. Projecting signs shall be perpendicular to the building wall to which it is affixed.

3. Projecting signs shall not exceed four (4) inches in thickness.

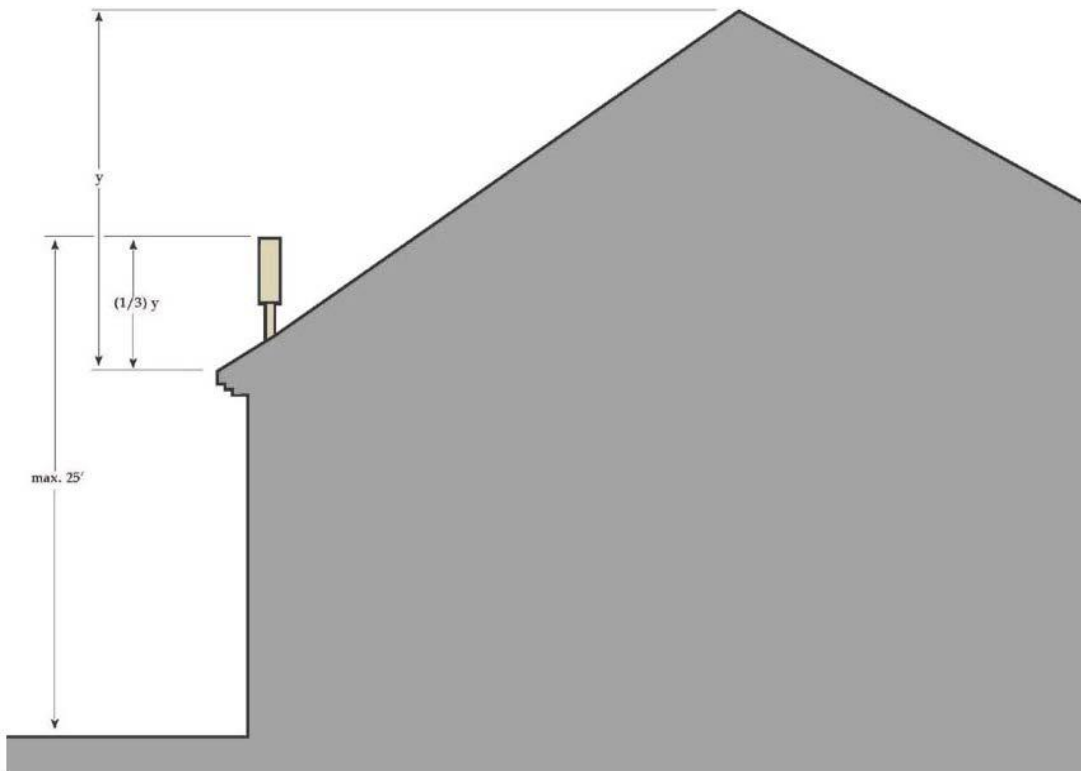
4. Projecting signs shall be supported by or suspended from solid rods or otherwise tethered or reinforced to avoid movement in wind.

E. Zone. Residential and nonresidential zones: as limited above.

Section 18.710.240 Roof-Mounted Signs. No permit shall issue for a roof-mounted sign which does not comply with the following standards:

A. Number. No more than one (1) roof-mounted sign shall be allowed for each building.

Figure 20



- B. Area. The area of the roof-mounted sign shall not exceed the total amount of wall sign area that would be allowed for the building elevation on which the roof mounted sign is located.
- C. Location. Allowed on the slope of peaked/sloped roof buildings only, and only on the lowest one-third (1/3) of the slope of the peaked roof. Roof-mounted signs shall be installed so that the structural supports of the sign are minimized. Angle irons, guy wires, braces or other secondary supports shall appear to be an integral part of the roof or roof-mounted sign.
- D. Zone. Roof-mounted signs are permitted in nonresidential zones only.
- E. Design. Roof-mounted signs may be non-illuminated, internally illuminated or indirectly illuminated, provided that the light is limited to the sign face only.

Section 18.710.250 Service Island Signs. No permit shall issue for a service island sign which does not comply with the following standards:

- A. Number and Size.

1. Island canopies. One (1) sign on the canopy fascia per street frontage, not to exceed 20 percent of the area of canopy fascia to which the sign is mounted.

2. Spandrel signs and canopy support signs. Spandrel signs shall not exceed twenty (20) percent of the spandrel area, and both spandrel signs and signs attached to canopy support columns shall be deducted from allowable wall signage on the associated principle building on the site.

B. Zone. Not allowed in residential zones.

C. Design. Spandrel signs may be internally illuminated, subject to the illumination standards of _____.090. Signs attached to canopy support columns shall not be illuminated.

Section 18.710.260 Sign walkers. Sign walkers are allowed, subject to the following standards:

A. Permit. A permit is not required for a sign walker, but the sign walker shall comply with all the applicable requirements of this Chapter.

B. Number. No limit.

C. Area. The sign walker's sign shall not exceed eight (8) square feet in area, and shall not exceed eight (8) feet in height when held in place.

D. Zone. Allowed in nonresidential zones only.

E. Design. The sign walker's sign cannot be illuminated. Sign walkers shall be limited to daylight hours only. A sign walker's sign may not include any element of a prohibited sign as described in Section 18.710.040.

F. Location. Sign walkers are restricted to a minimum of thirty (30) feet from a street or driveway intersection, measured from the back of the curb or edge of pavement if no curb exists, and shall not be located in any of the following places:

1. On any public property or within public right-of-way, although sign walkers are allowed on public sidewalks;

2. In parking aisles or stalls;

3. In driving lanes;

4. On fences, walls, boulders, planters, other signs, vehicles, utility facilities or other structures; or

5. In a manner which results in a sign walker physically interfering with motorists; pedestrians or bicyclists.

Section 18.710.270 Temporary Signs.

A. No Permit required. No sign permit is required for temporary signs.

B. Removal. Temporary signs shall be removed if the sign is in need of repair, is worn, dilapidated or creates a public nuisance, or within 60 days, whichever occurs first.

C. Materials. See Section 18.710.100 (sign materials) and the definition of “temporary sign” in Section 18.710.290.

D. City property (excluding City right-of-way). Temporary signs on City-owned property (excluding City right-of-way) are allowed only in conjunction with an approved Special Event permit.

E. City Right-of-Way outside of the Roadway. Temporary signs are prohibited in the Roadway. Temporary signs on City Right-of-Way placed outside of the Roadway, must comply with the following requirements:

1. Location. Allowed only between the property line and the back of the nearest curb, or where no curb exists, between the property line and the nearest edge of the roadway pavement. Signs may not be placed on sidewalks, driveways or other paved areas designed for pedestrian or vehicular use, or as conditioned in a right-of-way use permit. Approval of the abutting owner is recommended.

2. Type. Signs on stakes that can be manually pushed or hammered into the ground are allowed. All other signs are prohibited, unless specifically allowed by a right-of-way use permit.

3. Size and height. Limited to four (4) square feet, and three (3) feet in height.

4. Dilapidated or Nuisance signs. Any temporary sign in the right-of-way that is dilapidated or a nuisance, shall be removed by the person responsible for placement of the sign.

5. Other signs. The City may allow other signs in City right-of-way with a Right-of-Way use permit.

F. Residential zones. Temporary signs may be placed on property residentially zoned in accordance with the requirements of this Section and the following:

1. Window signs. Limited to no more than one temporary window sign per residential unit, not to exceed four (4) square feet.

2. Freestanding signs (includes post-mounted, stake and portable signs).

- (a) Single-family zones: Temporary free-standing signs shall not exceed four (4) square feet in size and five (5) feet in height, if the sign is mounted on the ground, and not to exceed three (3) feet in height if the sign is stake-mounted or portable.

- (b) Multi-family zones: Temporary free-standing signs shall not exceed six (6) square feet in size and five (5) feet in height if the sign is post mounted on the ground, and not to exceed three (3) feet in height if the sign is stake-mounted or portable.

3. Surface-mounted signs. Limited to sites two (2) acres or larger:

(a) Size. No larger than thirty-two (32) square feet.

(b) Location. Must be flatly affixed to walls below the fascia or parapet line, or flatly affixed to on-site fences either facing or abutting the street, or facing inward to the subject site. Signs shall not be attached or tethered to other site improvements.

G. Non-residential zones. Temporary signs are allowed on non-residentially zoned property in accordance with the requirements of this Section and the following:

1. Window signs. Limited to twenty-five (25) percent of the window area, subject to the window sign requirements of Section 18.710.240.

2. Freestanding signs (including post-mounted, stake and portable signs):
Size/height. Limited to four (4) square feet and five (5) feet in height if the temporary sign is mounted in the ground, and not to exceed three (3) feet in height if the temporary sign is portable.

3. Surface-mounted signs:

(a) Size. Limited to thirty (30) square feet.

(b) Location. Must be flatly affixed to walls below the fascia or parapet line, or flatly affixed to on-site fences either facing the abutting street, or facing inward to the subject site. Signs shall not be attached or tethered to other site improvements.

H. Temporary signs on large properties, residential or non-residentially zoned properties. The following temporary signs may be placed on any site at least two (2) acres in size, in accordance with the requirements of this Section and the following:

1. Type. Any type.

2. Size/height. Not to exceed sixty-four (64) square feet and up to eight (8) feet above ground level.

3. Exclusivity. The sign allowed under this subsection is in lieu of and shall not be displayed with or be in addition to other temporary signs allowed by this Section.

Section 18.710.280 Window Signs. No permit shall issue for a permanent window sign which does not comply with the following standards:

A. Number: No more than one permanent window sign may be placed in a single window.

Figure 21



B. Window Coverage. Window signs (temporary and permanent) shall not exceed twenty-five (25) percent of the area of the window on which they are displayed.

C. Location. No higher than second (2nd) story windows for permanent window signs. (For the requirements applicable to temporary window signs, see Section 18.710.270.

D. Zone. Allowed in all zones.

E. Design. Permanent window signs are limited to individual painted or vinyl cut-out letters and graphics, or neon signs constructed with or without a solid or opaque background. Permanent signs with solid backgrounds are not permitted in windows in order to ensure maximum light and visibility through windows. Temporary window signs are exempt from the restrictions in this Subsection E.

Section 18.710.290 Definitions. The words and phrases used in this Section shall be construed as defined in this Chapter, unless the context clearly appears otherwise. Unless specifically defined in this Section, the definitions set forth in other provisions of this Code shall likewise apply to this Chapter.

“A”

“Abandoned sign” means a sign, the face of which has been removed or is broken and is not refaced within 180 days thereafter. Abandoned signs shall also include signs with rusted, faded, peeled, cracked or otherwise deteriorated materials or finishes that have not been repaired

within 90 days after the City provides notice of the sign's deteriorated condition under the City's enforcement chapter (18.24).

"Accessory sign" means a permanent, free standing or building mounted sign of limited height and size that provides supplemental opportunity for free standing or building mounted signage on a site.

"Aerial sign" means a free floating balloon, kite or similar object not directly secured to property within the City.

"A-frame sign" *see also*, portable sign or sandwich board sign, means signs capable of standing without support or attachment.

"Alter" means to change the copy, color, size, shape, illumination, position, location, construction or supporting structure of a sign, not including ordinary maintenance.

"Area of a sign" means the smallest square, rectangle, parallelogram or circle that will enclose the extreme limits of writing, representation, logo, or any figure of similar character, together with any frame, background area, structural trim, or other materials or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed. The supports or uprights on which any such sign is supported shall not be included in determining the sign area. The area of signs with two (2) faces shall be considered to be the area of the largest face. The area of signs with three (3) or more faces shall be considered to be the area of the largest face or one-half (1/2) the area of all of the faces, whichever is less.

"Awning or Canopy sign" means a sign affixed to or imprinted on an attached shelter composed on non-rigid materials such as an awning, or a permanent architectural projection, such as an awning or canopy, composed of non-rigid materials on a supporting framework, affixed to the exterior wall of a building, extending over a door, entrance, window or outdoor service area.

"B"

"Business activity" means an enterprise offering goods, services, or other consideration to the public, in legal occupancy of a site or of a specific portion of a site and under separate and distinct management from any other enterprise located on the same site.

"Business frontage" means the horizontal dimensions of a building or individual business elevation measured at ground level.

"C"

"Canopy or Awning sign" – see definition under "Awning or Canopy sign" above.

"Changeable copy sign: means a sign or portion thereof which is designed to have its message or copy readily changed manually or by remote or automatic means without altering or replacing the face or surface. Changeable copy signs support hard-copy text or graphics and do not use digital or electronic text or images.

“D”

“Digital sign” means a changeable copy sign with monochrome LED (light emitting diodes) text, graphics or symbols over a black, non-illuminated background.

“Directional sign” means a sign erected for the purpose of facilitating or controlling the efficient and safe movement of pedestrians or vehicles within a multi-tenant development.

“E”

“Electronic message center sign” means an electrically activated changeable copy sign having variable message and/or graphic presentation capability that can be electronically programmed by computer or handheld device from a remote location. EMC’s typically use light emitting diodes (LED’s) or liquid crystal display (LCD) as a lighting source.

“Elevation” means the visible vertical plane of the side of a building from ground level to the roof line.

“Elevation, primary” means the side of a building directly abutting either a street or a parking area. A business owner may choose which elevation is considered the primary elevation, except that in a multi-tenant building, the elevation which is contiguous to other businesses shall be the primary elevation.

“Elevation, secondary” means any elevation of a building not determined to be a primary elevation.

“F”

“Façade” means the elevation of a building extending from the ground level up to the bottom of the fascia on a pitched roof building, and up to the top of the wall or parapet on a flat roof building. The area of a façade for purposes of calculating allowable wall signage includes the area of the windows and doors but excludes openings that do not have solid coverings, such as breezeways, colonnades and gateways that extend to the backside of the building.

“Fascia” means an architectural term for a vertical frieze or board under a roof edge or which forms the outer surface of a cornice, visible to an observer.

“Flag” means a flat piece of cloth, with distinctive colors, patterns or symbols, having one end of the cloth attached to a vertical staff (directly or by rope and pulley mechanism) and all other ends free-flowing under natural movement of wind.

“Flag canopy” means a line of flags, or a series of lines of flags, suspended above a site.

“Flashing sign” means an electric sign or portion thereof except electronic message center signs, which changes light intensity in a sudden transitory burst, or which switches on and off in a constant pattern in which more than one-third of the non-constant light source is off at any one time.

“Freestanding sign” means a sign and its support pole or base standing directly on the ground that is independent from any building or other structure.

“Freeway” means a limited access highway, state route or interstate.

“Freeway oriented sign” means a sign within 150 feet of a freeway right-of-way that has its sign face parallel to, perpendicular to, angled toward, or otherwise readable from the freeway right-of-way.

“Frontage” means the property line of an individual lot, tract or parcel that abuts a public or private street right-of-way, excluding alleys and private driveways. The number of frontages on a lot is the same as the number of public or private street rights-of-way that the lot abuts.

“G”

“Gross leasable space” means area of a single leasable space, regardless of the number of tenants or leases within the space.

“H”

“Halo illuminate” means a light source placed behind totally opaque letter or symbol so that the light reflects off the wall or background to which the letters or symbols are mounted rather than emanating through the letters or symbols, creating a halo effect that leaves the letters or symbols viewable in silhouette form only.

“Height of sign” means the overall height of the sign above grade directly below or at the base of the sign.

“I”

“Illegal sign” means a sign which does not conform to the requirements and standards of this Chapter and which does not meet the criteria of a nonconforming sign as defined in this Definitions Section.

“Integrated development site” means any commercial or noncommercial development site, regardless of the number of lots or individual tenants, that is developed with common parking, layout, architecture or design features.

“Item of information” means a word, figure, logo, abbreviation or other symbolic representation.

“L”

“Logo” means a design of letters, colors or symbols used as a trademark or for identification in lieu of, or in conjunction with, other signs.

“Logo shield” means a logo contained within an area no greater than four (4) square feet, incorporated into a larger sign face or designed as an individual sign or component of a sign containing individually mounted sign graphics.

“Lot line” means a line that separates two lots.

“Luminance” means the photometric quality most closely associated with the perception of brightness. Luminance is measured in candelas per square meters or “nits.”

“M”

“Mansard” means a roof with two slopes on each side of the four sides, the lower steeper than the upper.

“Monument sign” means a freestanding low profile sign with the sign width greater than the sign height and designed with a solid base and background.

“Motion” means the depiction of movement or change of position of text, images or graphics. Motion shall include, but not be limited to, visual effects such as dissolving and fading text and images, running sequential text, graphic bursts, lighting that resembles zooming, twinkling or sparkling, changes in light or color, transitory bursts of light intensity, moving patterns or bands of light, expanding or contracting shapes and similar actions.

“Multitenant development” means a development consisting of three (3) or more leasable spaces.

“N”

“Natural grade” means the topographic condition or elevation of a site or portion of a site over the past five years, or the finished grade of an approved site development plan. Changes to grade or elevation resulting from fill, mounding or berming within five years preceding any requested permit other than a site development plan shall not be considered natural grade for permitting purposes.

“Neon sign” means a sign with illumination affected by a light source consisting of a neon or other gas tube which is bent to form letters, symbols or other shapes.

“Night-time hours” means from one-half hour before sunset to one-half hour after sunrise.

“Nits” means a unit of measure of brightness or luminance. One (1) nit is equal to one (1) candela/square meter.

“Nonconforming sign” means any sign, which at one time conformed to all applicable requirements and standards of this Chapter, including all permit requirements, but which subsequently ceased to so conform due to changes in such requirements and standards.

“Nonresidential zone” means, in the context of this Chapter, any zone that does not include residential dwelling units except for mixed use zoning districts where residential units are located above or behind nonresidential uses and the ground floor streetscape is characterized by commercial and other nonresidential uses.

“O”

“Opaque” means a material that does not transmit light from an internal illumination source.

“P”

“Painted sign” means a sign painted directly on a building or on material which is then attached to a building. *See also*, “wall sign.”

“Pan-channel” means a sign graphic that is constructed of a three-sided metal channel, usually having a light source contained within the channel. The open side may face inward, resulting in silhouette lighting, or it may face outward to allow full illumination. The open side of the channel may be enclosed with a translucent material.

“Parapet” means a protective wall or barrier projecting above any canopy, balcony or roof.

“Permanent sign” means a sign constructed of weather resistant material and intended for permanent use and that does not otherwise meet the definition of “temporary sign.” Wall mounted sign holders designed for insertion of signs and posters shall be considered permanent signage and subject to all standards of this chapter.

“Pole sign” means a sign mounted on a weighted base, intended to be movable.

“Portable sign” means a free-standing sign that is readily moveable and not permanently affixed to the ground, including A-frame or sandwich board signs, pole signs mounted on weighted bases, and similar signs that are used on more than a temporary basis.

“Projecting sign or Projection sign” means a sign attached to a building with the face not parallel to the vertical surface of the building. Projecting signs include signs projecting directly from walls, or signs hanging from porch ceilings or other support structures.

“R”

“Raceway” means a box-type conduit to house electrical wires for signs and used to support and/or affix signage on a wall.

“Right of Way” is the strip of land platted, dedicated, condemned, established by prescription or otherwise legally established for the use of pedestrians, vehicles or utilities.

“Roadway” means that portion of the street improved, designed, or ordinarily used for vehicular travel and parking, exclusive of the sidewalks and shoulder. Where there are curbs, the roadway is the curb to curb width of the street.

“Roof line” means the uppermost edge of the roof or the top of the parapet, excluding mechanical equipment screens, whichever is highest. Where a building has several roof levels, the roof line shall be the one belonging to that portion of the building on which the sign is located.

“Roof mounted sign” means a sign which has a point of attachment to the roof or mansard of a building. Architectural projections, including mechanical equipment screens, above any parapet or roof line whose sole function is a background for signs shall be considered a sign structure. A sign on such an architectural projection shall be considered a roof sign.

“S”

“Sandwich board sign” – see “A-frame sign” definition.

“Service Island sign” means a permanent sign displayed on the service island canopy of a gas station, bank, carwash or other use that provides a canopy cover for vehicles. Service island signs are not the same as awning or canopy signs as otherwise defined by this chapter.

“Sign” means letters, figures, symbols, trademarks, or logos, with or without illumination, intended to identify any place, subject, person, firm, business, product, article, merchandise or point of sale. A sign also includes balloons attached to sign structures, products, streamers, spinners, pennants, flags, inflatables or similar devices intended to attract attention to a site or business, as well as architectural or structural forms, illuminated panels, spandrels, awnings and other structural or architectural features not common to classic vernacular or non-corporate regional architecture and that are intended to convey a brand, message or otherwise advertise a location or product, whether or not such features include text or graphics and whether or not they serve other practical purposes such as lighting, covering or enclosure of persons or products. A sign includes any device which streams, televises or otherwise conveys electronic visual messages, pictures, videos or images, with or without sound or odors. Refer to Section __.040 for a list of prohibited signs.

“Signable area” means the area of the largest rectangular portion of a face of a building to which a sign is affixed or proposed to be affixed, which can be included within parallel, vertical and horizontal lines uninterrupted by significant architectural features of the building.

“Sign walker” means a sign carried by a person.

“Site” means a unit of land, together with all improvements thereon, determined as follows:

1) a unit of land which may be conveyed separately from any and all adjacent land without the requirement of approval of a boundary line adjustment, short plat or a preliminary plat.

2) Two (2) or more buildings or business activities that are or will be related to each other physically or architecturally, such as by sharing off-street parking facilities, so as to form an integrated development, such as a shopping center, industrial park, or office complex.

“Spandrel” means a panel or box-type structure that spans between and/or is connected to the support columns of a porch, colonnade or canopy, usually for architectural embellishment and/or signage purposes.

“Special event sign or temporary sign” means signs or advertising displays or a combination thereof which advertises or attracts public attention to a special one-time event, including but not limited to, the opening of a building or business activity, the sale of goods and services at discounted or otherwise especially advantageous prices or similar event.

“Static” means without motion.

“Story” means that portion of a building included between the upper surface of a floor and the upper surface of the floor or ceiling next above.

“Suspended Sign” means a sign mounted above a sidewalk adjacent to a business, affixed to a beam, overhang, roof or other fixture that is an integral part of a building.

“T”

“Temporary sign (which may include special event sign)” means any sign that is used temporarily and is not permanently mounted, painted or otherwise affixed, excluding portable signs as defined by this Chapter, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete or other means to provide permanent support, stability and rot prevention. Temporary signs may only be made of non-durable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20 oz. fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to the permanent sign regulations of this Chapter.

“Tenant space” means the entire building which encompasses a building or use on a site; or in buildings designed for multi-tenant occupancy, it is the space between demising walls and which has an independent entrance to common corridors or to the outside. Portions of tenant spaces that are sublet to or otherwise allowed to be used by persons or businesses other than the principle person or business of a tenant space are not considered tenant spaces in the context of this chapter.

“U”

“Unshielded lighting” means an external illumination source which is exposed to view.

“V”

“W”

“Wall sign” means a sign which is attached parallel to or painted on a wall, including parapet or canopy fascia, or a building.

“Width of sign” means the total horizontal dimension of a sign, including all frames or structures.

“Window” means the entire window unit including individual sashes or panes that might otherwise divide the area between the head, jamb and sill; except that in commercial storefront window assemblies, a single “window” is the glass area between each mullion that divides the window assembly, whether installed as a single piece of glass or as multiple pieces of glass divided by muntins.

“Window sign” means a sign that is attached to or is intended to be seen in, on or through a window of a building and is visible from the exterior of the window.

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 01, 2016

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: Regarding Ridgefield School District Proposition No. 1 General Obligation Bonds

GOVERNING LEGISLATION:

RCW 42.17A.555

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

Resolution regarding Ridgefield School District Proposition No. 1

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

Staff recommends that the Council hold a Public Hearing to receive comments for and against Ridgefield School District Proposition No. 1. Once the Public Hearing has afforded approximately equal opportunity for the expression of opposing views, staff recommends closing the Public Hearing and deliberating/acting upon Resolution 518.

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS:

Approved to be placed on City Council Agenda:

Lee Knottnerus	Completed	11/30/2016 4:51 PM
Julie Basarab	Completed	11/30/2016 5:05 PM
Ready to be approved.		
Steve Stuart	Completed	11/30/2016 5:22 PM
City Council	Completed	12/01/2016 6:30 PM

Resolution No.518

REGARDING RIDGEFIELD SCHOOL DISTRICT PROPOSITION NO. 1 GENERAL OBLIGATION BONDS

WHEREAS, on February 14, 2017, voters in the Ridgefield School District will decide on a bond that would pay to construct an intermediate and middle school complex and expand Ridgefield High School, make safety and security upgrades at South Ridge and Union Ridge Elementaries, and repurpose View Ridge Middle School for community education and administrative services; and

WHEREAS, the \$77,965,000 bond will leverage an additional \$15,500,000 in State matching funds AND \$5,035,000 in savings from a partnership with the City of Ridgefield which will build necessary outdoor fields and infrastructure as part of the Ridgefield Outdoor Recreation Complex; and

WHEREAS, improvements to school facilities are needed in the Ridgefield School District in order to provide the students of the District with adequate, proper and safe educational facilities; and

WHEREAS, the cost of replacing these facilities rises each year with the cost of inflation; and

WHEREAS, without improvements to school facilities 12 new portable classrooms per year will be necessary to accommodate Ridgefield School District students; and

WHEREAS, new housing developments are contributing to improved school facilities by paying the highest fees in Clark County (currently \$6,530 per home), as well as paying property taxes that lower all 2017 Ridgefield property tax bills by \$.08/\$1,000 in assessed value; and

WHEREAS, Ridgefield School District taxpayers currently pay the lowest school property tax rate in Clark County; and

WHEREAS, if the proposed bond is passed, Ridgefield School District taxpayers will still have one of the lowest school property tax rates in Clark County; and

WHEREAS, certain individuals, including qualified seniors and agricultural land owners may be eligible for even lower property taxes; and

WHEREAS, property values in Ridgefield exceed both State and Clark County averages, due in large part to the presence of quality schools; and

WHEREAS, new schools are also an investment in our youth, which are among this City's most treasured assets;

THEREFORE, BE IT RESOLVED by the City Council of the City of Ridgefield, Clark County, State of Washington:

1. That the Ridgefield City Council does support the Ridgefield School District Proposition No. 1, and encourages our residents to vote "yes" on February 14, 2017, in favor of

passing the Ridgefield School District capital bond measure.

Passed by the City Council at its regular meeting held on the 1st day of December, 2016.

Ron Onslow

Mayor

Attest:

Julie Basarab

City Clerk

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 01, 2016
ITEM: PUBLIC HEARING/BUSINESS
AGENDA ITEM TITLE: Public Hearing 2017 Budget

GOVERNING LEGISLATION:

Revised Code of Washington Chapter 35A.33

PREVIOUS COUNCIL ACTION TAKEN:

The City Council conducted a public hearing on the proposed 2017 revenue sources at the November 3, 2016 council meeting. The first reading of Ordinance No. 1224 and a public hearing was conducted at the November 17, 2016 council meeting.

SUMMARY/BACKGROUND:

The 2017 budget represents the proposed fiscal plans for the City of Ridgefield for calendar year 2017. It took the collaborative efforts of the Budget Advisory Committee, City Council, senior management, staff, and citizen input to develop and create the budget. Meetings were held throughout the budget development process to discuss the budget in more detail and to ensure understanding. These meetings included three Budget Advisory Committee meetings, which were held on August 18, September 15, and October 25. The City also conducted three City Council work sessions, which were held on August 25, October 13, and October 27. Input and feedback gained throughout this process was reviewed and incorporated into the budget as appropriate. Copies of the budget have been made available to the Budget Advisory Committee, City Council, senior management and staff for review as updates were made throughout the process. An initial draft of the budget was made available to the public at City Hall and on the City's website October 31, 2016.

BUDGET/FINANCIAL IMPACTS:

The 2017 budget proposes an operating budget of \$9,229,030, capital budget of \$6,958,500, special revenue budget of \$3,974,213, and a debt service budget of \$20,225, for a total budget of \$20,181,967. The net impact on overall fund balance is a decrease of \$1,300,775.

Transfers between funds included in the budget total \$4,993,296, with \$792,904 associated with the operating funds, transfers to the equipment replacement fund in the amount of \$114,667, transfers for debt service in the amount of \$20,225, and

Approved to be placed on City Council Agenda:

\$4,065,500 for capital projects.

Intergovernmental transfers total \$732,298 to include operating costs and debt service for the sewer treatment plant. The City has transferred ownership of the plant but continues to manage operations through contractual agreement.

Total revenues and the use of fund balance and/or designated reserves are projected to sufficiently support the proposed budget.

The 2017 proposed budget includes funding for four new full-time equivalent positions. The new positions are for a Utility Clerk, Associate Planner, Development Inspector/Code Enforcement Officer, and a Building Inspector. The total FTE count for the City of Ridgefield with these additions is 43.5, which includes 43 full-time positions and 1 part-time position.

RECOMMENDED ACTION OR MOTION:

Conduct second public hearing and adoption of Ordinance No. 1224 pertaining to the 2017 Budget.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2017 Budget - Public Hearing Dec 1 2016 (PDF)



City of Ridgefield 2017 Budget

PUBLIC HEARING

December 1, 2016

AGENDA

- ✖ 2017 Budget Summary
- ✖ 2017 Budget Initiatives

December 1, 2016

2017 BUDGET

		<i>Beginning Fund Balance</i>	<i>2017 Budgeted Revenue</i>	<i>2017 Budgeted Expense</i>	<i>Ending Fund Balance</i>
Operating Funds					
001	General Fund	\$ 2,738,636	\$ 5,609,493	\$ 5,849,815	\$ 2,498,314
101	Street Fund	94,617	593,498	641,532	46,583
406	Water Operating	1,204,579	1,633,660	1,504,439	1,333,800
407	Sewer Operating	171,894	732,348	732,298	171,944
408	Stormwater Operating	356,575	483,946	500,946	339,575
Total Operating		4,566,301	9,052,945	9,229,030	4,390,217
Special Revenue Funds					
105	Real Estate Excise Tax	3,176,061	773,539	2,075,000	1,874,600
111	Drug Fund	12,555	1,086	8,900	4,741
114	Park Impact Fee	2,034,577	754,084	995,500	1,793,161
115	Traffic Impact Fee	824,797	273,099	500,000	597,896
416	Water Utility SDC	4,818,372	1,074,197	394,813	5,497,756
Total Special Revenue		10,866,362	2,876,005	3,974,213	9,768,154
Debt Service Fund					
200	Debt Service	-	20,225	20,225	-
Total Debt Service		-	20,225	20,225	-
Capital Project/Equipment Replacement Funds					
300	General Capital Projects	83,979	6,436,925	6,436,900	84,004
410	Utility Capital Projects	25,800	380,025	380,000	25,825
501	Equipment Replacement (ERF)	195,815	115,067	141,600	169,282
Total Capital/ERF		305,594	6,932,017	6,958,500	279,111
Total Budget		\$ 15,738,257	\$ 18,881,191	\$ 20,181,967	\$ 14,427,482

December 1, 2016

2017 BUDGET INITIATIVES

Plan and Manage the Growth of the City

- ✘ Upgrade Software Systems
- ✘ Add 3 Full Time Community Development Positions
- ✘ Add 1 Utility Clerk Position
- ✘ Create a City Newsletter
- ✘ Building and Land Use Document Scanning (Archiving)
- ✘ Gee Creek Plateau Subarea Plan
- ✘ Gee Creek Trail Master Plan
- ✘ Ridgefield Outdoor Recreation Complex
- ✘ Equipment Upgrades/Additions
- ✘ Community Development Annex
- ✘ Police Department Facility Expansion

December 1, 2016

2017 BUDGET INITIATIVES

Revitalize Downtown as a Destination Location

- ✘ Downtown Circulation Improvements
- ✘ Downtown Sidewalk Construction

2017 BUDGET INITIATIVES

Create and Maintain Economic Stability for the City

- ✘ Upgrade Software Systems
- ✘ Asset Tracking System – Vehicles and Infrastructure
- ✘ Contract with a Consultant – Grant Writer

2017 BUDGET INITIATIVES

Assure the City's Infrastructure is able to Meet Growing Community Needs

- ✖ Upgrade Software Systems
- ✖ Add New FTE – Utility Clerk
- ✖ Add Temporary Utility Employee During High Season
- ✖ Neighborhood Traffic Calming Program
- ✖ Increase Undersized Water Main Replacement Program
- ✖ Equipment Upgrades/Additions
- ✖ S. 45th Avenue Design
- ✖ N. Main Avenue Resurfacing
- ✖ 35th & Pioneer Roundabout Construction
- ✖ LED Light Replacement Project
- ✖ Water Rights Study
- ✖ Cemetery Booster Station Construction

December 1, 2016

2017 BUDGET INITIATIVES

Maximize the City's Natural Resources and Attractions

- ✘ Complete a Stormwater Management Plan
- ✘ Gee Creek Trail Construction – Abrams Park to Heron Dr.
- ✘ Gee Creek Trail Construction – North Segment
- ✘ Gee Creek Stabilization Plan
- ✘ Abrams Park Improvements
- ✘ Bennett Kitchen Improvements

2017 BUDGET

Next Steps

- ✘ Publish Budget on City Website
- ✘ Transmit Budget to MRSC, Association of Washington Cities and State Auditor's Office

THANK YOU

- ✕ Questions
- ✕ Acknowledgements

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: December 01, 2016

ITEM: BUSINESS

AGENDA ITEM TITLE: Second Reading of Ordinance No. 1224 2017 Budget

GOVERNING LEGISLATION:

Revised Code of Washington Chapter 35A.33

PREVIOUS COUNCIL ACTION TAKEN:

The City Council conducted a public hearing on the proposed 2017 revenue sources at the November 3, 2016 council meeting. The first reading of Ordinance No. 1224 and a public hearing for the 2017 budget was conducted at the November 17, 2016 council meeting.

SUMMARY/BACKGROUND:

The 2017 budget represents the proposed fiscal plans for the City of Ridgefield for calendar year 2017. It took the collaborative efforts of the Budget Advisory Committee, City Council, senior management, staff, and citizen input to develop and create the budget. Meetings were held throughout the budget development process to discuss the budget in more detail and to ensure understanding. These meetings included three Budget Advisory Committee meetings, which were held on August 18, September 15, and October 25. The City also conducted three City Council work sessions, which were held on August 25, October 13, and October 27. Input and feedback gained throughout this process was reviewed and incorporated into the budget as appropriate. Copies of the budget have been made available to the Budget Advisory Committee, City Council, senior management and staff for review as updates were made throughout the process. An initial draft of the budget was made available to the public at City Hall and on the City's website October 31, 2016.

BUDGET/FINANCIAL IMPACTS:

The 2017 budget proposes an operating budget of \$9,229,030, capital budget of \$6,958,500, special revenue budget of \$3,974,213, and a debt service budget of \$20,225, for a total budget of \$20,181,967. The net impact on overall fund balance is a decrease of \$1,300,775.

Transfers between funds included in the budget total \$4,993,296, with \$792,904 associated with the operating funds, transfers to the equipment replacement fund in the amount of \$114,667, transfers for debt service in the amount of \$20,225, and \$4,065,500 for capital projects.

Intergovernmental transfers total \$732,298 to include operating costs for the sewer treatment plant. The City has transferred ownership of the plant but continues to manage operations

Approved to be placed on City Council Agenda:

Kirk Johnson	Completed	11/22/2016 9:52 AM
Approved for Council		
Steve Stuart	Completed	11/29/2016 6:37 PM
City Council	Completed	12/01/2016 6:30 PM

through contractual agreement.

Total revenues and the use of fund balance and/or designated reserves are projected to sufficiently support the proposed budget.

The 2017 proposed budget includes funding for four new full-time equivalent positions. The new positions are for a Utility Clerk, Associate Planner, Development Inspector/Code Enforcement Officer, and a Building Inspector. The total FTE count for the City of Ridgefield with these additions is 43.5, which includes 43 full-time positions and 1 part-time position.

RECOMMENDED ACTION OR MOTION:

Staff recommends Council adopt Ordinance No. 1224 by making the following motion:

“I move to adopt Ordinance No. 1224, as presented.”

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 2017 Budget Summary Exhibit A(PDF)
 2017 Operating Fund Budget Summary Exhibit B(PDF)
 2017 Special Revenue Fund Budget Summary Exhibit C (PDF)
 2017 Capital - ERF Budget Summary Exhibit D (PDF)
 2017 Debt Service Budget Summary Exhibit E (PDF)
 2017 FTE Report Exhibit F (PDF)

ORDINANCE NO. 1224

SECOND READING OF ORDINANCE NO. 1224 2017 BUDGET

AN ORDINANCE ADOPTING THE 2017 BUDGET FOR THE CITY OF RIDGEFIELD, WASHINGTON AND PROVIDING FOR THE EFFECTIVE DATE THEREOF

WHEREAS, the tax estimates and budget for the City of Ridgefield for the 2017 fiscal year have been prepared and filed as provided by the laws of the State of Washington; and

WHEREAS, the budget was printed for distribution and notice was published setting the time and place for hearings on the budget; and

WHEREAS, the 2017 proposed budget was submitted to the City Council and City Clerk on October 31, 2016 and budget workshop sessions were held on August 25, 2016, October 13, 2016, and October 27, 2016; and

WHEREAS, public hearings on the 2017 annual budget were held on November 17, 2016 and December 1, 2016

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

Section 1: Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt the 2017 budget of anticipated revenues and expenditures.

Section 2: 2017 Budget Adoption. The annual budget for the City of Ridgefield, Washington for the year ending December 31, 2017 is hereby adopted in the amounts and for the purposes shown in Exhibits "A-F", attached hereto and incorporated herein by reference. The budget for each Department and Fund in Exhibit "A-F" is hereby adopted at the fund level and set as the appropriation limit for expenditures for the fiscal year 2017. The attached Exhibit "A" summarizes the totals of estimated revenue and expenditure appropriations for each separate fund and the aggregate total for all funds combined.

Section 3: The Finance Director is directed to transmit a copy of the budget hereby adopted to the State Auditor's Office, Division of Municipal Research, and to the Association of Washington Cities.

Section 4: Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

Section 5. Regulatory Conflicts. All other Ordinances and parts of other Ordinances inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of the inconsistency or conflict.

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: Effective date. This ordinance shall take effect and be in full force five (5) days after the publication of the attached summary and Exhibit A, which is hereby approved.

Passed by the City Council of the City of Ridgefield, Washington this 1st day of December, 2016.

By: _____
Ron Onslow, Mayor

Attest:

Julie Basarab
City Clerk

Approved as to Form:

Janean Parker, City Attorney

First Reading:	November 17, 2016
Second Reading/Passed:	December 1, 2016
Date of Publication:	December 7, 2016
Effective Date:	December 12, 2016



2017 Budget

		<i>Beginning Fund Balance</i>	<i>2017 Budgeted Revenue</i>	<i>2017 Budgeted Expense</i>	<i>Ending Fund Balance</i>
Operating Funds					
001	General Fund	\$ 2,738,636	\$ 5,609,493	\$ 5,849,815	\$ 2,498,314
101	Street Fund	94,617	593,498	641,532	46,583
406	Water Operating	1,204,579	1,633,660	1,504,439	1,333,800
407	Sewer Operating	171,894	732,348	732,298	171,944
408	Stormwater Operating	356,575	483,946	500,946	339,575
Total Operating		4,566,301	9,052,945	9,229,030	4,390,217
Special Revenue Funds					
105	Real Estate Excise Tax	3,176,061	773,539	2,075,000	1,874,600
111	Drug Fund	12,555	1,086	8,900	4,741
114	Park Impact Fee	2,034,577	754,084	995,500	1,793,161
115	Traffic Impact Fee	824,797	273,099	500,000	597,896
416	Water Utility SDC	4,818,372	1,074,197	394,813	5,497,756
Total Special Revenue		10,866,362	2,876,005	3,974,213	9,768,154
Debt Service Fund					
200	Debt Service	-	20,225	20,225	-
Total Debt Service		-	20,225	20,225	-
Capital Project/Equipment Replacement Funds					
300	General Capital Projects	83,979	6,436,925	6,436,900	84,004
410	Utility Capital Projects	25,800	380,025	380,000	25,825
501	Equipment Replacement (ERF)	195,815	115,067	141,600	169,282
Total Capital/ERF		305,594	6,932,017	6,958,500	279,111
Total Budget		\$ 15,738,257	\$ 18,881,191	\$ 20,181,967	\$ 14,437,482

Attachment: 2017 Budget Summary Exhibit A (1170 : Second Reading of Ordinance No. 1224 2017 Budget)



2017 Budget

Operating Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
001 General Fund							
Revenue							
Property Tax	855,256	931,292	965,000	982,000	1,060,000	-	1,060,000
Retail Sales & Other Tax	1,151,866	1,138,504	1,162,295	1,393,840	1,553,575	-	1,553,575
Utility Taxes	714,782	738,759	916,618	924,627	1,017,411	-	1,017,411
License & Permits	350,864	566,594	739,050	1,006,550	654,283	-	654,283
Planning & Development	310,673	498,655	563,410	701,948	532,473	-	532,473
Fines & Forfeits	86,102	76,077	92,248	73,071	78,417	-	78,417
Charge for Goods & Svc	354,945	360,957	418,815	420,327	434,676	-	434,676
Intergovernmental/Grant	337,225	388,706	189,229	205,850	176,757	-	176,757
Other Rev/Donations	59,310	86,158	114,111	137,772	101,900	-	101,900
Total Revenue	4,221,023	4,785,702	5,160,776	5,845,985	5,609,493	-	5,609,493
Expense							
City Council	47,339	52,575	60,940	66,135	80,660	-	80,660
Judicial	121,433	116,151	124,500	116,201	130,000	-	130,000
Executive	226,988	179,499	193,429	194,922	220,391	-	220,391
Legal	52,275	62,129	60,000	34,667	45,000	-	45,000
Finance	291,905	311,700	314,724	308,148	351,631	3,615	355,245
Human Resources	147,210	172,569	201,635	200,790	174,218	400	174,618
Administration	274,182	313,041	325,090	325,877	307,972	-	307,972
Gen Govt/Facilities	449,627	526,600	674,921	650,982	632,061	32,608	664,669
Information Tech	107,839	115,942	219,054	231,423	182,365	4,974	187,339
Public Safety	1,159,728	1,237,531	1,453,845	1,440,472	1,525,217	11,000	1,536,217
Civil Service	48	794	1,300	90	1,000	-	1,000
Cemetery	63,571	34,010	29,990	22,507	29,570	-	29,570
Transfers	378,174	326,000	612,300	475,628	314,600	161,500	476,100
Community Development	624,280	1,031,026	928,155	935,988	760,850	503,659	1,264,509
Parks	319,540	353,263	404,574	385,791	376,525	-	376,525
Total Expense	4,264,139	4,832,830	5,604,457	5,389,620	5,132,059	717,756	5,849,815
Net Total	(43,116)	(47,128)	(443,681)	456,364	477,434	(717,756)	(240,322)
Fund Balance							
Beginning Fund Balance	2,372,511	2,329,395	2,282,272	2,282,272	2,738,636	3,216,070	2,738,636
Ending Fund Balance	2,329,395	2,282,272	1,838,591	2,738,636	3,216,070	2,498,314	2,498,315
Req Gen Fund Reserve Bal	1,358,881	1,533,259	1,444,213	1,444,213	1,429,097	1,429,097	1,429,097
Req Building Reserve Bal	-	214,104	214,104	214,104	311,653	311,653	311,653
Restricted for Building	-	277,454	515,928	944,595	1,110,762	402,319	682,103
Fund Balance Available	970,514	257,455	(335,654)	135,724	364,558	355,245	75,462



2017 Budget

Operating Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
101 Street Fund							
Revenue							
Utility Tax/Franchise Fee	40,213	43,058	57,049	60,867	64,063	-	64,063
Permits	7,477	4,777	7,500	15,064	9,106	-	9,106
Grants	-	-	3,500	3,500	-	-	-
Intergovernmental	124,152	129,095	138,048	144,704	156,705	-	156,705
Other Revenue	5,464	13,017	300	5,946	2,525	-	2,525
Transfers In	283,560	326,000	462,300	346,725	314,600	46,500	361,100
Total Revenue	460,866	515,947	668,697	576,806	546,998	46,500	593,498
Expense							
Streets	452,433	510,409	665,249	498,593	595,057	46,474	641,532
Total Expense	452,433	510,409	665,249	498,593	595,057	46,474	641,532
Net Total	8,433	5,538	3,448	78,213	(48,059)	26	(48,033)
Fund Balance							
Beg Fund Balance	2,433	10,866	16,404	16,404	94,617	46,558	94,617
Ending Fund Balance	10,866	16,404	19,852	94,617	46,558	46,583	46,583
Reserves Maintain in GF	-	-	-	-	-	-	-
Fund Balance Available	10,866	16,404	19,852	94,617	46,558	46,583	46,583

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
406 Water Utility Fund							
Revenue							
Charge for Goods & Svc	1,060,132	1,292,763	1,455,437	1,411,287	1,623,081	-	1,623,081
Other Revenue	14,613	9,275	9,000	8,276	10,579	-	10,579
Transfers In	9,756	86,750	323,775	323,775	-	-	-
Total Revenue	1,084,501	1,388,788	1,788,212	1,743,338	1,633,660	-	1,633,660
Expense							
Water Utility	1,255,812	1,314,627	1,780,264	1,709,637	1,309,714	194,724	1,504,439
Total Expense	1,255,812	1,314,627	1,780,264	1,709,637	1,309,714	194,724	1,504,439
Net Total	(171,311)	74,161	7,948	33,700	323,946	(194,724)	129,221
Fund Balance							
Beginning Fund Balance	1,238,771	1,053,526	1,170,879	1,170,879	1,204,579	1,528,525	1,204,579
Ending Fund Balance	1,053,526	1,170,879	1,178,827	1,204,579	1,528,525	1,333,801	1,333,800
Required Reserves	432,168	453,177	485,130	485,130	576,634	651,475	651,475
Fund Balance Available	621,358	717,702	693,697	719,449	951,891	682,326	682,325



2017 Budget

Operating Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
407 Sewer Utility Fund							
Revenue							
Charge for Goods & Svc	544,724	868,735	683,221	630,221	650,798	81,500	732,298
Other Revenue	410,032	153,133	1,201,275	1,200,823	50	-	50
Total Revenue	954,756	1,021,868	1,884,496	1,831,044	650,848	81,500	732,348
Expense							
Sewer Collection & Debt Svc	382,077	154,476	1,200,775	1,200,775	-	-	-
Sewer Treatment Utility	1,359,927	1,228,501	683,671	598,441	650,798	81,500	732,298
Total Expense	1,742,004	1,382,977	1,884,446	1,799,216	650,798	81,500	732,298
Net Total	(787,248)	(361,109)	50	31,828	50	-	50
Fund Balance							
Beginning Fund Balance	1,431,834	501,175	140,066	140,066	171,894	171,944	171,894
Ending Fund Balance	501,175	140,066	140,116	171,894	171,944	171,944	171,944
Required Reserves	156,000	156,000	156,000	156,000	170,000	170,000	170,000
Fund Balance Available	345,175	(15,934)	(15,884)	15,894	1,944	1,944	1,944

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
408 Stormwater Utility Fund							
Revenue							
Charge for Goods & Svc	337,107	375,878	401,910	424,361	481,292	-	481,292
Other Revenue	3,115	2,842	2,500	1,604	2,654	-	2,654
Total Revenue	340,222	378,720	404,410	425,965	483,946	-	483,946
Expense							
Stormwater Utility	239,073	345,262	624,456	570,227	425,263	75,684	500,946
Total Expense	239,073	345,262	624,456	570,227	425,263	75,684	500,946
Net Total	101,149	33,458	(220,046)	(144,263)	58,683	(75,684)	(17,000)
Fund Balance							
Beginning Fund Balance	368,203	472,055	500,838	500,838	356,575	415,258	356,575
Ending Fund Balance	472,055	500,838	280,792	356,575	415,258	339,574	339,575
Required Reserves	96,619	120,761	149,726	149,726	169,645	193,459	193,459
Fund Balance Available	375,436	380,077	131,066	206,849	245,613	146,115	146,116



2017 Budget

Special Revenue Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
105 Real Estate Excise Tax (REET) Fund							
Revenue							
Real Estate Excise Taxes	479,461	636,898	480,000	836,217	750,000	-	750,000
Other Revenue	46,668	45,602	20,000	19,392	23,539	-	23,539
Total Revenue	526,129	682,500	500,000	855,609	773,539	-	773,539
Expense							
Utility	-	74,730	339,000	339,000	-	-	-
General	-	-	-	-	-	275,000	275,000
Streets	50,713	38,230	68,200	68,200	-	-	-
Parks	5,299	68,590	2,245,000	495,000	-	1,800,000	1,800,000
Total Expense	56,012	181,550	2,652,200	902,200	-	2,075,000	2,075,000
Net Total	470,117	500,950	(2,152,200)	(46,591)	773,539	(2,075,000)	(1,301,461)
Fund Balance							
Beg Fund Balance	2,251,585	2,721,702	3,222,652	3,222,652	3,176,061	3,949,600	3,176,061
Ending Fund Balance	2,721,702	3,222,652	1,070,452	3,176,061	3,949,600	1,874,600	1,874,600
Fund Balance Available	2,721,702	3,222,652	1,070,452	3,176,061	3,949,600	1,874,600	1,874,600

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
111 Drug Fund							
Revenue							
Fines and Forfeits	1,030	1,027	1,000	977	1,011	-	1,011
Other Revenue	2,268	4,545	150	20	75	-	75
Total Revenue	3,298	5,572	1,150	996	1,086	-	1,086
Expense							
Small Tools & Equipment	-	2,030	3,500	3,500	-	8,900	8,900
Intergovernmental	-	450	-	-	-	-	-
Total Expense	-	2,480	3,500	3,500	-	8,900	8,900
Net Total	3,298	3,092	(2,350)	(2,504)	1,086	(8,900)	(7,814)
Fund Balance							
Beginning Fund Balance	8,669	11,967	15,059	15,059	12,555	13,641	12,555
Ending Fund Balance	11,967	15,059	12,709	12,555	13,641	4,741	4,741
Fund Balance Available	11,967	15,059	12,709	12,555	13,641	4,741	4,741



2017 Budget

Special Revenue Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
114 Park Impact Fee (PIF) Fund							
Revenue							
Planning & Development	343,202	475,759	718,095	882,391	742,868	-	742,868
Grants	-	-	225,300	225,300	-	-	-
Other Revenue	12,141	763,810	8,500	7,745	11,217	-	11,217
Total Revenue	355,343	1,239,569	951,895	1,115,436	754,084	-	754,084
Expense							
Park Impact Fee	9,306	620,778	1,364,000	1,122,171	-	995,500	995,500
Total Expense	9,306	620,778	1,364,000	1,122,171	-	995,500	995,500
Net Total	346,037	618,791	(412,105)	(6,735)	754,084	(995,500)	(241,416)
Fund Balance							
Beg Fund Balance	1,076,484	1,422,521	2,041,312	2,041,312	2,034,577	2,788,661	2,034,577
Ending Fund Balance	1,422,521	2,041,312	1,629,207	2,034,577	2,788,661	1,793,161	1,793,161
Fund Balance Available	1,422,521	2,041,312	1,629,207	2,034,577	2,788,661	1,793,161	1,793,161

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
115 Traffic Impact Fee (TIF) Fund							
Revenue							
Planning & Development	81,187	94,308	232,404	388,068	263,559	-	263,559
Other Revenue	9,700	9,956	6,500	7,173	9,540	-	9,540
Total Revenue	90,887	104,264	238,904	395,241	273,099	-	273,099
Expense							
Transp Impact Fee	-	44,755	402,000	402,000	-	500,000	500,000
Total Expense	-	44,755	402,000	402,000	-	500,000	500,000
Net Total	90,887	59,509	(163,096)	(6,760)	273,099	(500,000)	(226,901)
Fund Balance							
Beginning Fund Balance	681,160	772,047	831,556	831,556	824,797	1,097,896	824,797
Ending Fund Balance	772,047	831,556	668,460	824,797	1,097,896	597,896	597,896
Fund Balance Available	772,047	831,556	668,460	824,797	1,097,896	597,896	597,896



2017 Budget

Special Revenue Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
416 Water Utility SDC Fund							
Revenue							
Contributed Capital	586,575	693,290	1,046,750	1,453,513	1,046,750	-	1,046,750
Other Revenue	23,481	21,385	16,000	24,348	27,447	-	27,447
Total Revenue	610,056	714,675	1,062,750	1,477,861	1,074,197	-	1,074,197
Expense							
Intergovernmental	8,799	10,399	10,000	23,372	14,813	-	14,813
Capital Outlay	-	9,217	-	-	-	-	-
Transfers Out	263,710	133,150	771,275	391,275	-	380,000	380,000
Total Expense	272,509	152,766	781,275	414,647	14,813	380,000	394,813
Net Total	337,547	561,909	281,475	1,063,215	1,059,385	(380,000)	679,385
Fund Balance							
Beg Fund Balance	2,855,701	3,193,248	3,755,157	3,755,157	4,818,372	5,877,756	4,818,372
Ending Fund Balance	3,193,248	3,755,157	4,036,632	4,818,372	5,877,756	5,497,756	5,497,756
Fund Balance Available	3,193,248	3,755,157	4,036,632	4,818,372	5,877,756	5,497,756	5,497,756



2017 Budget

Capital Project/Equipment Replacement Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
300 General Capital Project Fund							
Revenue							
Grants	1,333,085	173,424	2,669,300	324,600	-	2,751,400	2,751,400
Other Revenue	525	17	50	15	25	-	25
Transfers In	159,932	772,353	4,267,500	2,316,071	-	3,685,500	3,685,500
Total Revenue	1,493,542	945,794	6,936,850	2,640,686	25	6,436,900	6,436,925
Expense							
Facilities	-	-	-	-	-	275,000	275,000
Streets	1,235,229	83,039	3,281,800	937,125	-	3,366,400	3,366,400
Parks	68,257	707,867	3,739,375	1,722,158	-	2,795,500	2,795,500
Total Expense	1,303,486	790,906	7,021,175	2,659,283	-	6,436,900	6,436,900
Net Total	190,056	154,888	(84,325)	(18,597)	25	-	25
Fund Balance							
Beginning Fund Balance	(281,173)	(52,312)	102,576	102,576	83,979	84,004	83,979
Ending Fund Balance	(52,312)	102,576	18,251	83,979	84,004	84,004	84,004
Fund Balance Available	(52,312)	102,576	18,251	83,979	84,004	84,004	84,004

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
410 Utility Capital Project Fund							
Revenue							
Other Revenue	22	3	50	2	25	-	25
Transfers In	253,955	319,783	928,973	548,973	-	380,000	380,000
Other Financing Sources	-	-	2,142,000	2,737,596	-	-	-
Total Revenue	253,977	319,786	3,071,023	3,286,571	25	380,000	380,025
Expense							
Water Capital	253,955	819,455	2,591,157	2,211,156	-	380,000	380,000
Stormwater Capital	-	74,730	479,816	479,816	-	-	-
Total Expense	253,955	894,185	3,070,973	2,690,972	-	380,000	380,000
Net Total	22	(574,399)	50	595,599	25	-	25
Fund Balance							
Beginning Fund Balance	4,578	4,600	(569,799)	(569,799)	25,800	25,825	25,800
Ending Fund Balance	4,600	(569,799)	(569,749)	25,800	25,825	25,825	25,825
Fund Balance Available	4,600	(569,799)	(569,749)	25,800	25,825	25,825	25,825



2017 Budget

Capital Project/Equipment Replacement Funds Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Additions	2017 Final Budget
501 Equipment Replacement Fund							
Revenue							
Other Revenue	578	8,641	400	40	400	-	400
Transfers In	117,320	153,801	195,359	195,359	114,667	-	114,667
Total Revenue	117,898	162,442	195,759	195,399	115,067	-	115,067
Expense							
General Government	4,398	2,167	6,240	6,240	-	-	-
Public Safety	114,948	9,468	87,000	87,000	-	-	-
Water	19	15,108	-	-	-	61,000	61,000
Cemetery	1,465	3	-	-	-	-	-
Stormwater	35,570	10,794	-	-	-	24,400	24,400
Streets	82,835	2,179	8,320	8,320	-	24,400	24,400
Community	-	-	-	-	-	-	-
Parks	23,577	84,113	21,840	21,840	-	31,800	31,800
Total Expense	262,812	123,832	123,400	123,400	-	141,600	141,600
Net Total	(144,914)	38,610	72,359	71,999	115,067	(141,600)	(26,533)
Fund Balance							
Beginning Fund Balance	257,866	85,206	123,816	123,816	195,815	310,882	195,815
Ending Fund Balance	85,206	123,816	196,175	195,815	310,882	169,282	169,282
Fund Balance Available	85,206	123,816	196,175	195,815	310,882	169,282	169,282



2017 Budget

Debt Service Fund Summary Report by Fund

Description	2014 Actual	2015 Actual	2016 Final Budget	2016 Est. Year End	2017 Baseline	2017 Changes	2017 Final Budget
200 Debt Service Fund							
Revenue							
Transfers-In	-	-	-	-	20,225	-	20,225
Total Revenue	-	-	-	-	20,225	-	20,225
Expense							
Debt Service	-	-	-	-	20,225	-	20,225
Total Expense	-	-	-	-	20,225	-	20,225
Net Total	-	-	-	-	-	-	-
Fund Balance							
Beg Fund Balance	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-
Fund Balance Available	-	-	-	-	-	-	-



2017 Budget

Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Executive		
City Manager		1.00
Total Executive		1.00
Finance		
Finance Director		1.00
Accountant II		1.00
Accounting Clerk		1.00
Utility Clerk		0.05
Total Finance		3.05
Human Resources		
Deputy City Manager		0.40
HR/Admin Assistant		0.90
Total Human Resources		1.30
Administration		
Deputy City Manager		0.60
City Clerk		1.00
HR/Admin Assistant		0.10
Community Relations Specialist		1.00
Total Administration		2.70
General Government/Facilities		
Public Works Supervisor, Facilities		0.15
PW Administrative Assistant		0.08
Utility Maintenance Worker		0.02
Public Works Supervisor, Utilities		0.05
Utility Maintenance Worker		0.02
Utility Maintenance Worker		0.02
Engineer		0.05
Facility Maintenance Worker		0.06
Utility Maintenance Worker		0.02
Public Works Director		0.10
Facility Maintenance Worker		0.10
Utility Maintenance Worker		0.02
Facility Maintenance Worker		0.10
Mechanic/Maintence Worker		0.05
Facility Maintenance Worker		0.05
Facility Maintenance Worker		0.05
Development Inspector/Code Enforcement		0.10
Total General Government/Facilities		1.04



2017 Budget

Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Public Safety		
Chief of Police		1.00
Police Lieutenant		1.00
Police Sergeant		1.00
Police Sergeant		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Officer		1.00
Police Clerk		1.00
Total Public Safety		11.00
Cemetery		
PW Administrative Assistant		0.02
Public Works Supervisor, Facilities		0.05
Facility Maintenance Worker		0.04
Facility Maintenance Worker		0.05
Facility Maintenance Worker		0.04
Facility Maintenance Worker		0.02
Total Cemetery		0.22
Community Development		
PW Administrative Assistant		0.15
Engineer		0.25
Public Works Director		0.15
Building Inspector		1.00
Community Development Director		1.00
Building Official		1.00
Permit Tech		1.00
Development Inspector/Code Enforcement		0.90
Associate Planner		1.00
Building Inspector		1.00
Total Community Development		7.45

Attachment: 2017 FTE Report Exhibit F (1170 : Second Reading of Ordinance No. 1224 2017 Budget)



2017 Budget

Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Parks		
Public Works Supervisor, Facilities		0.30
Park Caretaker		0.50
PW Administrative Assistant		0.10
Engineer		0.10
Facility Maintenance Worker		0.43
Public Works Director		0.20
Facility Maintenance Worker		0.20
Facility Maintenance Worker		0.38
Mechanic/Maintence Worker		0.30
Facility Maintenance Worker		0.15
Facility Maintenance Worker		0.60
Total Parks		3.26
Streets		
Public Works Supervisor, Facilities		0.25
PW Administrative Assistant		0.10
Engineer		0.25
Facility Maintenance Worker		0.33
Public Works Director		0.15
Facility Maintenance Worker		0.25
Facility Maintenance Worker		0.33
Mechanic/Maintenance Worker		0.35
Facility Maintenance Worker		0.20
Facility Maintenance Worker		0.25
Total Streets		2.46
Water Utility		
PW Administrative Assistant		0.45
Utility Maintenance Worker		0.93
Public Works Supervisor, Utilities		0.65
Utility Maintenance Worker		0.49
Utility Maintenance Worker		0.68
Engineer		0.10
Utility Maintenance Worker		0.08
Public Works Director		0.10
Utility Maintenance Worker		0.83
Mechanic/Maintenance Worker		0.05
Utility Clerk		0.70
Total Water Utility		5.06



2017 Budget

Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Sewer Treatment		
Utility Maintenance Worker		0.05
Public Works Supervisor, Utilities		0.30
Utility Maintenance Worker		0.49
Utility Maintenance Worker		0.30
Engineer		0.05
Utility Maintenance Worker		0.90
Public Works Director		0.15
Utility Maintenance Worker		0.15
Total Sewer Treatment		2.39
Stormwater Utility		
Public Works Supervisor, Facilities		0.25
PW Administrative Assistant		0.10
Engineer		0.20
Facility Maintenance Worker		0.14
Public Works Director		0.15
Facility Maintenance Worker		0.40
Facility Maintenance Worker		0.15
Mechanic/Maintenance Worker		0.25
Facility Maintenance Worker		0.60
Facility Maintenance Worker		0.08
Utility Clerk		0.25
Total Stormwater Utility		2.57
Total Full Time Equivalents		43.50
Full-Time Staff		
Full-Time employees		43.00
Part-Time Staff		
Park Caretaker		0.50