



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, December 4, 2025
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

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

II. APPOINTMENTS

- 1. Appointment of Planning Commission Members: Positions No. 2, No. 3, and No. 6**
- 2. Appointment of Parks Board Member: Position No. 6**
- 3. Appointment of Salary Commission Members: Position No. 3, and No. 4**
- 4. Appointment of Roundabout Committee Members: Position No. 1, and No. 2**
- 5. Appointment of Mosquito Control Board Representative**

III. PUBLIC COMMENT

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

IV. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from the November 13, 2025 and November 20, 2025 Meeting**

V. PRESENTATION

- 1. Washington State Legislative Update - Mike Burgess**
- 2. Ridgefield Art Association Update - Merrilee Lee**
- 3. Recreation and Community Center Update - Steve Stuart, City Manager**

VI. BUSINESS

- 1. Second Reading of Ordinance 1464 - Ridgefield Municipal Code Amendments Part 2
- Claire Lust, Community Development Director**

VII. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and Second Reading of Ordinance No. 1469 - 2026 Proposed Budget -
Kirk Johnson, Finance Director**

VIII. PUBLIC COMMENT

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

IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

X. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 4, 2025

AGENDA ITEM NAME: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION

Revised Code of Washington Title 35A — Optional Municipal Code

PREVIOUS COUNCIL ACTION TAKEN:

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

SUMMARY/BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor details attached

RECOMMENDED ACTION OR MOTION:

Approve the claims and/or payroll by making the following motion:

"I move to approve the consent agenda as presented"

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. December 4, 2025 Claims Report

City of Ridgefield

Claims Payment Report

For Approval on:

December 4th, 2025

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
8 COW CREAMERY LLC	4138	26	Council	Boyse Park WAVE Event - Hot Chocolate	251.10
8 COW CREAMERY LLC Total					251.10
AETTA ARCHITECTS PC	3569	21001-48	Public Works	10.2025 YMCA Site Plan	18,306.43
		24043-13	Public Works	10.2025 Ridgefield Recreation & Community Center	158,298.10
AETTA ARCHITECTS PC Total					176,604.53
AKS ENGINEERING & FORESTRY LLC	3908	11586-10	Public Works	10.2025 Hall & Elm Improvements	2,311.25
AKS ENGINEERING & FORESTRY LLC Total					2,311.25
ALPHA IRON LLC	4232	25-0001	Genl Govt/Facilities	Rdbt Art Work Pioneer St & Discovery Dr - WA Sales Tax	(806.62)
			Public Works	Roundabout Art Work - Pioneer St & Discovery Dr	10,078.07
ALPHA IRON LLC Total					9,271.45
BRASS BULL 1 LLC	4166	82428	Genl Govt/Facilities	AP Checks	325.91
BRASS BULL 1 LLC Total					325.91
BRIDGETOWER OPCO LLC	3585	745826435	Public Works	Eastside Elevated Water Reservoir	903.08
BRIDGETOWER OPCO LLC Total					903.08
CANBY RENTAL & EQUIPMENT INC	4226	233973	Genl Govt/Facilities	Ventrac Mower Power Rake - WA Sales Tax	(755.58)
			Public Works	Ventrac Mower Power Rake	9,474.25
CANBY RENTAL & EQUIPMENT INC Total					8,718.67
CINTAS CORPORATION NO 2	3497	5304045206	Public Safety	11.2025 First Aid Supplies - PD	8.19
		5304045203	Genl Govt/Facilities	11.2025 First Aid Supplies - PW Bldg	19.64
			Public Works	11.2025 First Aid Supplies - PW Bldg	362.27
			Community Development	11.2025 First Aid Supplies - PW Bldg	24.08
		5304045204	Genl Govt/Facilities	11.2025 First Aid Supplies - RACC	18.57
			Community Development	11.2025 First Aid Supplies - RACC	33.42
		5304045205	Genl Govt/Facilities	11.2025 First Aid Supplies - CH	16.47
CINTAS CORPORATION NO 2 Total					482.64
CITY OF BATTLE GROUND	92	INV00531	Judicial	10.2025 Public Defender	5,850.00
				09.2025 Court Costs	21,479.92
CITY OF BATTLE GROUND Total					27,329.92
CITY OF RIDGEFIELD - EPAY PERMITS	95	PLZ-25-0114	Public Works	Ridgefield Recreation Center Site Plan Review	371.25
		PLZ-25-0139	Public Works	Abrams Park Demo Shoreline Review	175.00
CITY OF RIDGEFIELD - EPAY PERMITS Total					546.25
CLARK COUNTY	102	CI080846	Public Works	2025 LTIF Administration Cost Recovery	15,570.00
CLARK COUNTY Total					15,570.00
COLUMBIAN PUBLISHING CO	116	54123	Genl Govt/Facilities	Ord 1460 Amending Municipal Code & Ord 1463 Forged Fiber 37 LLC	109.80
			Public Works	Eastside Elevated Water Reservoir/Ord 1460 & 1463	656.70
		54178	Finance	2026 Proposed Budget Hearing	75.60
COLUMBIAN PUBLISHING CO Total					842.10
COMCAST EVERETT REGIONAL OFFICE	4225	ENG-25-0128	Community Development	Encroachment Permit Refund ENG-25-0128	280.00
COMCAST EVERETT REGIONAL OFFICE Total					280.00
CONSOR NORTH AMERICA INC.	3949	C240750WA.00-18	Public Works	10.2025 Pioneer Widening Construction Mgmt	85,780.84
CONSOR NORTH AMERICA INC. Total					85,780.84
CORO MEDICAL LLC	4189	PS-INV260992	Public Safety	AED Battery Replacement	2,204.44

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CORO MEDICAL LLC Total						2,204.44
CT PUBLISHING	3753	305942	Public Works	Eastside Elevated Water Reservoir		204.00
CT PUBLISHING Total						204.00
DANIEL KUNZE	4153	3276	Public Works	14 Flowering Pear Street Trees		4,695.84
DANIEL KUNZE Total						4,695.84
DAPHNE R SCHNEIDER DAPHNE R SCHNEIDER AND A	4231	4231-20251204	Public Safety	Investigative Services		18,870.26
DAPHNE R SCHNEIDER DAPHNE R SCHNEIDER AND ASSOCIATES Total						18,870.26
DEPARTMENT OF LICENSING - EPAY	154	RG0001922-2025	Genl Govt/Facilities	CPL Fees		18.00
		102949166	Community Development	Driving Record - Tyler Brinkman		15.00
		RG0001920-2025	Genl Govt/Facilities	CPL Fees		18.00
		RG0001921-2025	Genl Govt/Facilities	CPL Fees		18.00
DEPARTMENT OF LICENSING - EPAY Total						69.00
ELENA BOGDANOVICH WERNER	3773	202511-03	Judicial	10.16.2025 Interpreting Services		150.00
ELENA BOGDANOVICH WERNER Total						150.00
EXPRESS SERVICES INC.	4012	33146998	Public Works	11.03.2025-11.09.2025 PWOM Admin Temp Services - Proshe		1,350.00
		33164344	Public Works	11.09.2025-11.16.2025 PWOM Admin Temp Services - Proshe		1,080.00
EXPRESS SERVICES INC. Total						2,430.00
GISI MARKETING GROUP	2811	293180	Public Safety	Business Cards - Mullinax		276.34
GISI MARKETING GROUP Total						276.34
H.D. FOWLER CO. INC.	2036	17185705	Public Works	Water Dechlorination Tablets		278.64
H.D. FOWLER CO. INC. Total						278.64
HD SUPPLY INC.	3886	INV00876310	Public Works	Hydrant Maintenance - Oil		89.66
		INV00881578	Public Works	Cotton Swab Applicator		52.63
				Free Chlorine Reagent		278.46
		INV00876378	Public Works	Rain Jacket/Pants/Boots - R. Smith		444.80
HD SUPPLY INC. Total						865.55
HELENA GREEN	3763	10778	Judicial	11.2025 Interpreting Services		200.00
HELENA GREEN Total						200.00
HI-SCHOOL PHARMACY INC	4191	26676-1	Genl Govt/Facilities	Fasteners for Events		13.82
		26691-1	Genl Govt/Facilities	Punch Pin Set - Klopman		6.68
			Public Works	Punch Pin Set - Klopman		23.67
		26703-1	Genl Govt/Facilities	Propane Tanks For Events		207.14
HI-SCHOOL PHARMACY INC Total						251.31
HOME DEPOT VISA - EPAY	1805	9532446	Public Works	Stormwater Batteries/Straps/Tape		93.51
				Stormwater Laser/Machete/Shrub Rakes		249.88
HOME DEPOT VISA - EPAY Total						343.39
HONEY BUCKETS	223	555219788	Genl Govt/Facilities	10.14.2025-11.100.2025 Port-a-Potty - PW Shop		53.92
			Public Works	10.14.2025-11.100.2025 Port-a-Potty - PW Shop		995.08
HONEY BUCKETS Total						1,049.00
HPA Borrower 2018-1MS LLC	UB*01233	(blank)	Genl Govt/Facilities	Refund Check 009014-006 1925 S Osprey Dr		79.55
HPA Borrower 2018-1MS LLC Total						79.55
INTERCOM LANGUAGE SERVICES CORP.	4187	25-733	Judicial	11.13.2025 Interpreting Services		170.00
INTERCOM LANGUAGE SERVICES CORP. Total						170.00
JANE TESNER KLEINER	4150	NPD111-1	Public Works	Landscape Architect Design - S Royle/S Wells/S15th Roundabout		3,250.00
JANE TESNER KLEINER Total						3,250.00
KILLA BITES	3727	2898	Genl Govt/Facilities	2025 Hometown Celebration Treats		1,858.77

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KILLA BITES Total						1,858.77
L.N. CURTIS AND SONS	3075	INV1010791	Public Safety	Long Sleeve Polo Shirt - Siem		125.19
		INV1006736	Public Safety	ID Plus Custom - Mullinax		33.70
L.N. CURTIS AND SONS Total						158.89
LEE EDWARD ALLEN III	4228	1442	Public Safety	Parks Revenue Program - Ridgefield Rec Center		6,000.00
LEE EDWARD ALLEN III Total						6,000.00
LES SCHWAB GROUP HOLDINGS LLC	4006	43700068043	Public Safety	2025 Ford Explorer 79336D - Oil Change		102.70
		43700068042	Public Safety	2016 Ford Explorer 59461D - Oil Change/Sensor & Filter Replaceme		213.64
		43700067270	Public Works	2011 Ford F-350 48613D - Oil Change & Tire Rotation - WTR		130.36
			Community Development	2011 Ford F-350 48613D - Oil Change & Tire Rotation - WTR		2.66
LES SCHWAB GROUP HOLDINGS LLC Total						449.36
MARTA L. OCHOA-RUTUHERFORD	3396	767	Judicial	11.20.2025 Interpreting Services		130.00
		76	Judicial	11.13.2025 Interpreting Services		65.00
MARTA L. OCHOA-RUTUHERFORD Total						195.00
MATHER & SONS PUMP SERVICE INC	2907	49290	Public Works	Abrams Park Well 9 Pump Maintenance Services		15,085.92
MATHER & SONS PUMP SERVICE INC Total						15,085.92
MAUL FOSTER ALONGI INC.	834	70298	Public Works	10.2025 Park Laundry Site Cleanup & Environmental Services		13,061.00
MAUL FOSTER ALONGI INC. Total						13,061.00
MES I ACQUISITION INC.	4124	IN2377701	Public Safety	Body Armor - Marvitz		1,515.17
MES I ACQUISITION INC. Total						1,515.17
MJB CONSULTING INC	3117	2445	Genl Govt/Facilities	11.2025 State Lobbyist		3,000.00
MJB CONSULTING INC Total						3,000.00
OVS	2299	MCM38456	Public Works	Roundabout Grape Supplies		86.79
OVS Total						86.79
PACIFIC OFFICE AUTOMATION - LEASE	1564	593142997	Genl Govt/Facilities	12.2025 Copier Lease - RACC		243.83
			Public Safety	12.2025 Copier Lease - CH		682.62
			Public Works	12.2025 Copier Lease - PD		632.01
			Community Development	12.2025 Copier Lease - PWWTR		47.32
			Community Development	12.2025 Copier Lease - RACC		438.79
		593143058	Genl Govt/Facilities	12.2025 Copier Lease - PW Bldg		26.24
			Public Works	12.2025 Copier Lease - PW Bldg		483.69
			Community Development	12.2025 Copier Lease - PW Bldg		32.14
		593143064	Public Safety	12.2025 Copier Lease - PD		62.75
PACIFIC OFFICE AUTOMATION - LEASE Total						2,649.39
PLATT ELECTRIC SUPPLY	766	6U19043	Public Works	Vandalism Bathroom Repair - Abrams Park		372.45
		6U27818	Public Works	Vandalism Bathroom Repair - Abrams Park		124.15
PLATT ELECTRIC SUPPLY Total						496.60
RIDGEFIELD LIONS CHARITIES INC	3714	2411	Genl Govt/Facilities	Greely Farms Park Grand Opening Food Service		212.85
RIDGEFIELD LIONS CHARITIES INC Total						212.85
SAUER HOLDINGS LLC	2885	45455	Genl Govt/Facilities	Hometown Celebration Tables & Chairs Rental		619.59
SAUER HOLDINGS LLC Total						619.59
SEATTLE DAILY JOURNAL OF COMMERCE	3980	3414893	Public Works	Eastside Elevated Water Reservoir		1,282.60
SEATTLE DAILY JOURNAL OF COMMERCE Total						1,282.60
SIMPLIFILE - EPAY	2962	E6287245	Public Works	Right of Way Deed - Wells		318.37
SIMPLIFILE - EPAY Total						318.37
SKAMANIA COUNTY SHERIFF'S OFFICE	1554	1554-20251204	Public Safety	10.2025 Jail Beds		241.62

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SKAMANIA COUNTY SHERIFF'S OFFICE Total					241.62
THE MASTER'S TOUCH LLC	1786	97891	Public Works	10.2025 UB Statements	1,071.05
		E98425	Public Works	2026 Rate Increase Letters - Postage	2,151.75
		P97891	Public Works	10.2025 UB Statements - Postage	2,258.31
		P98186	Public Works	10.2025 UB Final Bills - Postage	34.04
		98186	Public Works	10.2025 UB Final Bills	191.82
THE MASTER'S TOUCH LLC Total					5,706.97
THE PARR COMPANY	964	815481	Public Works	Street Sign Concrete Mix	10.70
		815535	Public Works	Streets Sign Concrete Mix	37.63
		815542	Public Works	Streets Sign Concrete Mix	26.74
THE PARR COMPANY Total					75.07
T-MOBILE USA, INC.	4229	L2511080004	Public Safety	PD Phone Search Warrant Fee - Case Number 2500633	100.00
		L2511080233	Public Safety	PD Phone Search Warrant Fee - Case Number 25000453	50.00
		L2511080405	Public Safety	PD Phone Search Warrant Fee - Case Number 25000633	50.00
		L2511080433	Public Safety	PD Phone Search Warrant Fee - Case Number 25000595	50.00
T-MOBILE USA, INC. Total					250.00
TOPCON SOLUTIONS STORE	3421	90380802	Community Development	Bluebeam License - T Brinkman	402.19
TOPCON SOLUTIONS STORE Total					402.19
TOWNZEN & ASSOCIATES INC.	3450	25-107	Community Development	10.2025 Building Plan Reviews	2,049.25
TOWNZEN & ASSOCIATES INC. Total					2,049.25
TRAFFIC SAFETY SUPPLY CO INC.	432	INV086352	Genl Govt/Facilities	2025 Asphalt Repairs	(141.21)
			Public Works	2025 Asphalt Repairs	1,764.35
		INV086201	Genl Govt/Facilities	Street Signs	(15.63)
			Public Works	Street Signs	195.23
TRAFFIC SAFETY SUPPLY CO INC. Total					1,802.74
TRANSCO GROUP USA INCORPORATED	4112	36309	Public Works	10.2025 ADA Transition Plan	1,771.25
TRANSCO GROUP USA INCORPORATED Total					1,771.25
TRANSPORTATION SOLUTIONS INC.	4155	20244	Community Development	11.2025 TIA Review - Grocery Outlet COM-25-0082	363.00
TRANSPORTATION SOLUTIONS INC. Total					363.00
TRI MOUNTAIN INVESTORS LLC	3866	2025-287	Genl Govt/Facilities	12.2025 101 Mill St Basement - Lease	971.65
				10.2025 101 Mill St Ste 210 - Sewer	21.27
				10.2025 101 Mill St Ste 210 - Natural Gas	28.37
				10.2025 101 Mill St Ste 210 - Water	4.97
				10.2025 101 Mill St Ste 210 - Electricity	11.44
				12.2025 101 Mill St Ste 210 - Lease	6,437.50
				12.2025 101 Mill St Basement - Estimated NNN Maint.	320.24
				12.2025 101 Mill St Ste 210 - Estimated NNN Maint.	1,067.46
				11.2025 101 Mill St Ste 210 - Janitorial	28.17
				10.2025 101 Mill St Ste 110 - Sewer	61.67
				12.2025 101 Mill St Ste 110 - Lease	31,432.34
				10.2025 101 Mill St Ste 101 - Water	175.93
				12.2025 101 Mill St Ste 110 - Estimated NNN Maint.	3,032.61
		11.2025 101 Mill St Ste 110 - Janitorial	62.83		
TRI MOUNTAIN INVESTORS LLC Total					43,656.45
UNIFIRST CORPORATION	3904	2240287225	Genl Govt/Facilities	11.18.2025 PWO&M Uniforms	11.40
				11.18.2025 PW Bldg Floor Mats	2.98

City of Ridgefield

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UNIFIRST CORPORATION	3904	2240287225	Public Works	11.18.2025 PWO&M Uniforms	80.13
				11.18.2025 PWSTW Uniforms	55.94
				11.18.2025 PW Bldg Floor Mats	54.90
				11.18.2025 PWWTR Uniforms	23.66
			Community Development	11.18.2025 PWSTW Uniforms	2.94
				11.18.2025 PW Bldg Floor Mats	3.65
				11.18.2025 PWWTR Uniforms	1.25
			2240287219 Public Safety	11.18.2025 Floor Mats - PD	47.43
			2240285131 Genl Govt/Facilities	11.11.2025 Floor Mats - RACC	4.96
			Community Development	11.11.2025 Floor Mats - RACC	8.92
			2240287213 Genl Govt/Facilities	11.18.2025 Floor Mats - CH	20.77
			2240285167 Genl Govt/Facilities	11.11.2025 PW Bldg Floor Mats	2.98
				11.11.2025 PWO&M Uniforms	11.40
			Public Works	11.11.2025 PW Bldg Floor Mats	54.90
				11.11.2025 PWO&M Uniforms	80.13
				11.11.2025 PWSTW Uniforms	55.94
				11.11.2025 PWWTR Uniforms	23.66
			Community Development	11.11.2025 PW Bldg Floor Mats	3.65
				11.11.2025 PWSTW Uniforms	2.94
				11.11.2025 PWWTR Uniforms	1.25
			2240285146 Public Safety	11.11.2025 Floor Mats - PD	47.43
			2240285135 Genl Govt/Facilities	11.11.2025 Floor Mats - CH	20.77
			2240287212 Genl Govt/Facilities	11.18.2025 Floor Mats - RACC	4.96
Community Development	11.18.2025 Floor Mats - RACC	8.92			
UNIFIRST CORPORATION Total					637.86
VAIRKKO TECHNOLOGIES LLC	3699	31824	Genl Govt/Facilities	11.2025 PD Scheduling Software	(15.49)
			Public Safety	11.2025 PD Scheduling Software	193.49
VAIRKKO TECHNOLOGIES LLC Total					178.00
WA ST CRIMINAL JUSTICE TRAINING COMMISSION	2721	201142142	Public Safety	Carbine Instructor Recertification - King	661.80
WA ST CRIMINAL JUSTICE TRAINING COMMISSION Total					661.80
Grand Total					469,391.56

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 4, 2025

AGENDA ITEM NAME: Approval of Minutes from the November 13, 2025 and November 20, 2025 Meeting

GOVERNING LEGISLATION

N/A

PREVIOUS COUNCIL ACTION TAKEN:

N/A

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

Approve the minutes by making the following motion: 1. "I move to approve the consent agenda".

STAFF CONTACT:

ATTACHMENTS:

1. 11-13-2025
2. 11-20-2025



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
NOVEMBER 13, 2025**

Regular Meeting - 4:00 PM

I. STUDY SESSION - 4:00 P.M.

Present:

Mayor Matt Cole
Council Member Lee Wells
Mayor Pro Tem Judy Chipman
Council Member Clyde Burkle
Council Member Katie Favela
Council Member Rian Davis
Council Member Meghan Hamilton

1. Envision Ridgefield 2045 Updates: Resource Lands Study and DEIS - Claire Lust, Community Development Director

Staff presented updates on the Resource Lands Study and DEIS as part of Envision Ridgefield 2045.

II. ADJOURN

5:54PM

Julie Ferriss, City Clerk

Matt Cole, Mayor



**CITY OF RIDGEFIELD, WASHINGTON
CITY COUNCIL MEETING MINUTES
NOVEMBER 20, 2025**

Regular Meeting - 6:30 PM

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

- 1. Flag Salute**
- 2. Roll Call**

Present:
Mayor Matt Cole
Mayor Pro Tem Judy Chipman
Council Member Lee Wells
Council Member Clyde Burkle
Council Member Katie Favela
Council Member Rian Davis
Council Member Meghan Hamilton

- 3. Late changes to the agenda**

II. PUBLIC COMMENT

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

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

III. CONSENT AGENDA

MOTION TO APPROVE AS PRESENTED.

RESULT: (UNANIMOUS)
MOVER: Council Member Burkle
SECONDER: Council Member Wells
AYES: Mayor Cole, Council Member Wells, Mayor Pro Tem Chipman, Council Member Burkle, Council Member Favela, Council Member Davis, Council Member Hamilton

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

2. **Approval of Minutes from the November 6, 2025 Meeting**
3. **Approval to Submit a US Department of Fish & Wildlife Service Fish Passage Program Grant Application for Royle Rd**
4. **Approval of Interlocal Agreement with Battle Ground for Municipal Court, Prosecution, and Work Crew Services**
5. **Approval of Contract with EMS District 2 for Ambulance Services**

IV. BUSINESS

1. **Second Reading of Ordinance No. 1465 - 2026 Property Tax Levy and Revenues - Kirk Johnson, Finance Director**

Council reviewed the 2026 property tax levy and budget assumptions. The 2026 budget includes the statutory 1% property tax levy increase, in addition to revenue from new construction and other adjustments. The City’s estimated 2026 taxable assessed value is \$4.56 billion, with a projected levy of \$2.65 million, an increase of \$150,000 from 2025 and a rate of \$0.58 per \$1,000 assessed value. The General Fund operating budget reflects a 3% increase over 2025.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1465 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Council Member Hamilton
SECONDER:	Council Member Favela
AYES:	Mayor Cole, Council Member Wells, Mayor Pro Tem Chipman , Council Member Burkle, Council Member Favela, Council Member Davis, Council Member Hamilton

2. **Second Reading of Ordinance No. 1466 - 2026 Water Utility Rate Code Amendment - Kirk Johnson, Finance Director**

Council reviewed the Water Utility Fund rate study and budget recommendations. FCS, the City’s rate consultant, completed a comprehensive review of water fund revenue requirements for the next 10 years. The study recommends an annual inflationary rate increase of at least 3% to maintain operations, reserves, and upcoming capital projects, including new water rights, a reservoir, and a new well field. For an average household, the proposed 3% rate increase equates to about \$2.24 per bi-monthly billing cycle. The Budget Advisory Committee recommended adoption of the 3% rate increase to ensure the Water Utility Fund remains financially stable and able to support planned capital investments.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1466 AS PRESENTED.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Chipman
SECONDER:	Council Member Burkle
AYES:	Mayor Cole, Council Member Wells, Mayor Pro Tem Chipman, Council Member Burkle, Council Member Favela, Council Member Davis, Council Member Hamilton

3. **Second Reading of Ordinance No. 1467 - 2026 Stormwater Utility Rate Code Amendment - Kirk Johnson, Finance Director**

Council reviewed Ordinance No. 1467 amending the stormwater rate structure to support ongoing maintenance, compliance, and capital improvements. The Stormwater Utility, established in 2005, requires increased revenue to meet new NPDES Phase II permit requirements effective July 1, 2024, and to address rising operating and capital costs. A 2023 rate study recommended a \$2.76 bi-monthly rate increase, bringing the total to \$30.36 per billing cycle effective January 1, 2026. The City secured a \$120,000 Ecology grant and a \$2.4 million Public Works Board loan for downtown stormwater projects scheduled to begin in 2026. Rate revenue is expected to increase 15.4%, supporting operations, compliance, and capital reserve funding.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1467 AS PRESENTED.

RESULT:	(6-1)
MOVER:	Council Member Burkle
SECONDER:	Council Member Wells
AYES:	Mayor Cole, Council Member Davis, Council Member Hamilton, Mayor Pro Tem Chipman, Council Member Burkle, Council Member Favela
NAYS:	Council Member Wells
ABSTAIN:	None

4. Motion - Approval of Paradise Pointe Phases 6-10 Final Plat - Claire Lust, Community Development Director

The project is subject the Brown Development and Pre-Annexation Agreement, as amended by Council on July 27, 2023 and March 13, 2025. The Hearing Examiner approved the preliminary plat for the Paradise Found Planned Unit Development (PUD) via final order on December 31, 2018. The approved preliminary plat had 296 single-family residential lots. staff approved a post-decision review reconfiguring the layout of the PUD but maintaining a total of 296 lots. A minimum lot area of 7,079 square feet and a maximum lot area of 13,000 square feet were approved through the PDR. On December 23, 2024 staff approved a post-decision review reconfiguring the layout of the northern portion of the PUD to protect oak trees. The PDR reduced the total lot count to 291, resulting in an overall density of four units per net developable acre consistent with the RLD-4 zoning. The minimum lot area remained at 7,079 square feet and the maximum lot area increased to 14,176 square feet. City Council conducted a discussion on the proposed plat approval.

MOTION: MOVED TO APPROVE THE PARADISE POINTE PHASES 6-10 FINAL PLAT.

RESULT:	(UNANIMOUS)
MOVER:	Mayor Pro Tem Chipman
SECONDER:	Council Member Wells
AYES:	Mayor Cole, Council Member Wells, Mayor Pro Tem Chipman, Council Member Burkle, Council Member Favela, Council Member Davis, Council Member Hamilton

V. PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1468 - Ridgefield Municipal Code Amendments Part 3 - Claire Lust, Community Development Director

Earlier in 2025, the Planning Commission and City Council reviewed a list of proposed code amendment topics, including sign regulations. This agenda item focuses on proposed amendments to the sign code. Staff have also included proposed amendments related to impact fees, right-of-way use standards

adjacent to parade routes, and hours of construction enforcement. City Council discussed the proposed amendments.

Mayor Cole opened the public hearing at 7:42PM. No testimony was received. The public hearing was closed by Mayor Cole at 7:42PM.

The first reading of the Ordinance was conducted.

2. Public Hearing and First Reading of Ordinance No. 1469 - 2026 Proposed Budget - Kirk Johnson, Finance Director

The proposed 2026 budget includes total revenues of \$80.1 million and expenses of \$81 million, with a net decrease in fund balance of \$898,969. The budget allocates \$27.9 million for operations, \$43.4 million for capital projects, \$1.6 million for special revenues, \$4.6 million for capital service, and \$3.4 million for debt service, for a total of \$80,988,399. Funding sources include new operating and capital grants, debt issuance, and transfers between funds totaling \$7.84 million. The budget proposes funding for four new full-time positions (city attorney, two police officers, and an engineering technician) and two seasonal positions, bringing the total FTE count to 90.75. Total revenues and use of reserves are projected to support the proposed budget.

Mayor Cole opened the public hearing at 7:51PM. No testimony was received. The public hearing was closed by Mayor Cole at 7:51PM.

The first reading of the Ordinance was conducted.

VI. PUBLIC COMMENT

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

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

VII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

Council Member Davis attended the Youth Commission retreat, Shriners Children's Clinic Ribbon Cutting, and the CTRAN Board meeting.

Council Member Favela addressed Chief Nohr regarding the EMS contract, and attended Leadership Clark County, the NWCP panel discussion, Youth Commission retreat, high school mock interviews, Executive Women's Council, and CCFR meeting.

Council Member Wells attended the American Legion Veteran's Day Ceremony, City Council study session, City Manager briefing, and Shriners Children's Clinic Ribbon Cutting.

Council Member Burkle attended the Main Street meeting, Youth Commission retreat, and Shriners Children's Clinic Ribbon Cutting.

Council Member Hamilton attended the Youth Commission retreat and School District Strategic Planning Session.

Mayor Pro Tem Chipman attended the Main Street meeting and provided an update on Neighbors Helping Neighbors.

2. Mayor

Provided an update on the CTRAN Board Composition Committee and offered condolences on the passing of Molly Coston.

3. City Manager

City Manager Steve Stuart expressed appreciation to City leaders, acknowledged the passing of Molly Coston with condolences, provided updates on the Comprehensive Plan and the Pioneer widening project, and commended staff for their efforts in organizing the Youth Commission retreat.

Public Works Director Ryan Thamert provided an update on leaf collection throughout the city.

VIII. ADJOURN

8:21PM

Julie Ferriss, City Clerk

Matt Cole, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 4, 2025

AGENDA ITEM NAME: Washington State Legislative Update

GOVERNING LEGISLATION

PREVIOUS COUNCIL ACTION TAKEN:

SUMMARY/BACKGROUND:

BUDGET/FINANCIAL IMPACTS:

RECOMMENDED ACTION OR MOTION:

STAFF CONTACT: Mike Burgess

ATTACHMENTS:

None

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 4, 2025

AGENDA ITEM NAME: Ridgefield Art Association Update

GOVERNING LEGISLATION

PREVIOUS COUNCIL ACTION TAKEN:

SUMMARY/BACKGROUND:

BUDGET/FINANCIAL IMPACTS:

RECOMMENDED ACTION OR MOTION:

STAFF CONTACT: Merrilee Lee

ATTACHMENTS:

None

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 4, 2025

AGENDA ITEM NAME: Recreation and Community Center Update

GOVERNING LEGISLATION

PREVIOUS COUNCIL ACTION TAKEN:

SUMMARY/BACKGROUND:

BUDGET/FINANCIAL IMPACTS:

RECOMMENDED ACTION OR MOTION:

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS:

None

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 4, 2025

AGENDA ITEM NAME: Second Reading of Ordinance 1464 - Ridgefield Municipal Code Amendments
Part 2

GOVERNING LEGISLATION

RCW 36.70A - Growth Management

PREVIOUS COUNCIL ACTION TAKEN:

October 23, 2025: Public hearing and first reading of Ordinance No. 1464

SUMMARY/BACKGROUND:

Community Development staff compile proposed amendments to the Ridgefield Municipal Code for consideration by Planning Commission and City Council annually. The topics addressed in the amendments come from staff, appointed and elected officials, the development community, and residents. The goal of the proposed amendments is to improve the outcome of projects developed under the code.

Staff presented a list of code amendment topics to Planning Commission in June 2025 and to City Council in July 2025. Planning Commission and Council each directed staff to draft text amendments based on this list of topics. The housekeeping items from that list, as well as those items related to housing, trails, critical areas, landscaping, and water conservation are the focus of this meeting. A summary of the topics is included as an attachment, as are the underline/strikethrough text amendments proposed to implement the changes.

Planning Commission held a public hearing on the proposed amendments in Title 18 (Development Code) on October 1, 2025. The meeting recording is available at <https://ridgefieldwa.us/165/City-Meeting-Audio-Files>. No testimony was received. Planning Commission voted 5-0 in favor of advancing the proposed amendments to Council for approval with the changes noted in the attached "Summary of Proposed Amendments" document.

Council held a public hearing on the proposed amendments on October 23, 2025. The meeting recording is available at <https://ridgefieldwa.us/165/City-Meeting-Audio-Files>. No testimony was received. Staff have made the following changes based on Council's discussion:

1. Remove proposed amendments to 18.205.030.FF and 18.206.020.D.4 regarding two-story detached homes and side entries in the RMD-16 zone in favor of addressing these issues specifically for the Nye Planned Unit Development through a development agreement.
2. Propose specific standards for terracing steep residential lots to achieve usable yard space. This item is deferred to the next batch of amendments to allow adequate internal review and vetting with the residential development community.

3. Clarify the proposed language in 18.620.145 allowing staff review of certain changes to CC&Rs.
4. Find a middle ground between encouraging and requiring native species to be planted in new developments. This item is deferred to the next batch of amendments as staff will be developing an incentive program for native, drought-resistant landscaping.

Staff also updated the proposed ADU code amendments to better comply with requirements in the RCW for allowing ADUs in all zones where single-family residences are permitted.

In the weeks since the Council hearing, staff identified two additional housekeeping edits which have been added to this batch of proposed code amendments. One corrects an outdated reference to the 1995 Ridgefield School District Capital Facility Plan (18.070.035) and the other deletes a duplicate word from a list of subdivision requirements (18.620.050).

Each of these updates is addressed in the attached amendment summary document.

BUDGET/FINANCIAL IMPACTS:

N/A

RECOMMENDED ACTION OR MOTION:

To approve the proposed code amendments:

"I move to adopt Ordinance No. 1464 as presented."

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS:

1. Summary of Proposed Amendments Part 2_Council
2. 2.04.010__City_council_meetings_Time_and_place.
3. 7.04.040__Licensing_and_registration_requirements.
4. 7.04.100__Dangerous_dog_license_fees.
5. 8.35.010__Procurement_of_compost.
6. 12.12.020__Street_tree_care.
7. 13.05.060__Regulations_adopted_by_reference.
8. 13.05.070__Violations_and_penalty.
9. 13.60__FIRE_HYDRANT_REGULATIONS
10. 15.24.020__Types_of_nuisances_designated.
11. 18.070_IMPACT_FEES
12. 18.205.020__Master_use_table.
13. 18.206.030__Accessory_dwelling_units__ADU_.
14. 18.206.050__Duplex_and_triplex.
15. 18.210.030__Dimensional_and_density_standards.
16. 18.210.060__Design_provisions_along_major_corridors.
17. 18.210.090__Off_street_parking.

18. 18.210.120__ Accessory_structures_and_dwellings.
19. 18.220.030__ Dimensional_and_density_standards.
20. 18.220.100__ Off_street_parking.
21. 18.220.130__ Accessory_structures_and_dwellings.
22. 18.230.080__ Off_street_parking_and_loading.
23. 18.240.060__ Site_and_building_design.
24. 18.240.080__ Off_street_parking_and_loading.
25. 18.240.110__ Special_provisions_for_the_employment_mixed_use_overlay_district.
26. 18.280.020__ General_provisions.
27. 18.280.110__ Fish_and_wildlife_habitat_conservation_areas.
28. 18.401.065_Trails.
29. 18.610.040__ Final_short_plat_application.
30. 18.620.050__ Review_procedure.
31. 18.620.120__ Final_plat_requirements.
32. 18.620.145__ Homeowners__association.
33. 18.830.020__ Applicability.
34. 20.100.030__ Applicability.
35. 20.200.020__ Enforcement_provisions.
36. 20.200.060__ Service_of_notice_of_civil_penalty_and_order_to_revoke_permit.

ORDINANCE NO. 1464

AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON

Amending Chapters within Titles 2, 7, 8, 12, 13, 15, 18, and 20 of the Ridgefield Municipal Code

WHEREAS, the Community Development department has reviewed the provisions within the Ridgefield Municipal Code for updates to assure that the provisions reflect current law and best practices for development and implement the Ridgefield Urban Area Comprehensive Plan; and
WHEREAS, the City of Ridgefield, located in Clark County, Washington, is required to plan under the Growth Management Act (GMA), Revised Code of Washington (RCW) Chapter 36.70A; and
WHEREAS, Ridgefield adopted the Ridgefield Urban Area Comprehensive Plan (RUACP), as amended, consistent with the GMA; and
WHEREAS, RCW 36.70A.040 and WAC 367-195-800 require jurisdictions planning under the GMA to adopt development regulations that are consistent with the adopted Comprehensive Plan and which implement the Comprehensive Plan polices goals and policies; and
WHEREAS, Title 18 of the Ridgefield Municipal Code (RMC) was established in 1995 by Ordinance 676 and amended thereafter, and is intended to implement the Ridgefield Comprehensive Plan; and
WHEREAS, the Ridgefield City Council passed additional resolutions after this time period that revised the development regulations; and
WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on September 26, 2025 consistent with RCW 36.70A; and
WHEREAS, consistent with WAC 197-11-340(2), on October 24, 2025 the City of Ridgefield issued a SEPA Determination of Non-significance (DNS) regarding the proposed amendments; and,
WHEREAS, the SEPA DNS public comment period expired on November 7, 2025 and the City addressed all comments received; and,
WHEREAS, the Ridgefield Planning Commission, after conducting a public hearing on the proposed amendments on October 1, 2025, forwarded a recommendation to amend the Ridgefield Municipal Code to the City Council; and
WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the proposed amendments during their meeting held on October 23, 2025; and
WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments during their meeting held on December 4, 2025; and
NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt amendments to Titles 2, 3, 7, 8, 12, 13, 15, 18, and 20 of the Ridgefield Municipal Code.

Section 2. Amendments to the Ridgefield Municipal Code. The Ridgefield City Council hereby amends certain Chapters of Titles 2, 3, 7, 8, 12, 13, 15, 18, and 20 as set forth in the exhibits attached hereto and incorporated by this reference.

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

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make

necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener’s/clerical errors, references, zoning district names, ordinance numbering, section/subsection numbers and any references thereto.

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

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

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

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON THIS 4th DAY OF DECEMBER, 2025.

Matt Cole, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: October 23, 2025
Second Reading/Passage: December 4, 2025
Date of Publication:
Effective Date:

2025 Ridgefield Municipal Code Amendments – List of Topics

Housekeeping Amendments

Code Section	Proposed Amendment	Planning Commission and Council Comments
2.04.010 – City Council Meetings – Time and Place	Update Council meeting location.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
7.04.040.F – Animals – Animal Regulations – Licensing and Registration Requirements	Close loophole through which there are no licensing requirements for owning exactly four dogs. Match to the definition of a kennel (three or fewer dogs require individual licenses; four to ten dogs require a hobby kennel license; more than ten dogs require a commercial kennel license)	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
7.04.100.A – Animal Regulations – Dangerous dog license fee	Remove fee amount from code and refer to the Master Fee Schedule.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
15.24.020.A – Abatement of Public Nuisances – Types of nuisances designated	Revise incorrect code references.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
18.070.035 – Impact Fees – Authority	Revise outdated reference to 1995 RSD CFP.	PC: Not reviewed by PC (late addition). Council: Support as written.
18.206.050.B – Residential Use Standards – Duplex and triplex – density calculations	Revise incorrect code reference.	Support as written.
18.206.050.B.1 – Residential Use Standards – Duplex	Replace placeholder language with the ordinance adoption date.	Support as written.

and triplex – density calculations		
18.210.030-1 – Residential Low Density Districts – Dimensional and density standards	Add previously established garage setback (20 feet; 18.210.090) to the table of dimensional standards.	Support as written.
	Add a table note clarifying that maximum building height is measured from average existing grade per the definition of “height.”	Support as written.
18.210.090 – Residential Low Density Districts – Off-street parking and loading	Reference EV charging requirements previously adopted for all new development in RDC 18.720.040.	Support as written.
18.220.030-1 – Residential Medium Density District – Dimensional and density standards	Add previously established garage setback (20 feet; 18.220.100) to the table of dimensional standards.	Support as written.
18.220.100 – Residential Medium Density District – Off-street parking and loading	Reference EV charging requirements previously adopted for all new development in RDC 18.720.040.	Support as written.
18.230.080 – Commercial Districts – Off-street parking and loading	Reference EV charging requirements previously adopted for all new development in RDC 18.720.040.	Support as written.
18.240.060.A – Employment Districts – Site and building design	Revise incorrect code reference.	Support as written.

18.240.080 – Employment Districts – Off-street parking and loading	Reference EV charging requirements previously adopted for all new development in RDC 18.720.040.	Support as written.
18.240.110.D.1 – Employment Districts – Special provisions for the employment mixed use overlay – Required mix of uses	Revise incorrect code references.	Support as written.
18.620.050 – Procedure for Subdivision – Review procedure	Delete duplicate language.	PC: Not reviewed by PC (late addition). Council: Support as written.

Housing Amendments

Code Section	Proposed Amendment	
18.205.030.FF – Uses – Limitations – Single-family detached residential	Remove limitation allowing detached housing in the RMD-16 zone only if it is single-story. Would allow two-story detached homes in the medium density zone, at 8-16 units per net developable acre. Currently, attached townhomes are the only two-story single-family products allowed in the RMD-16 zone. The development community reports that attached townhomes are not finding a market, causing RMD-16 land to remain undeveloped.	PC: Support as written. Council: Prefer to address through a project-specific development agreement for the Nye PUD instead of through code. This item has been removed.
18.206.020, 050, 060 – Residential Use Standards	For single-family, townhouse, duplex, and triplex products in new subdivisions, require lots over a certain slope to be terraced to create usable yard space.	Support the concept. Need to have specific parameters and ensure that any new regulations do not preclude homes with daylight basements to be built on slopes.

		Engineering and Planning staff are working on draft language defining specific standards for slopes in residential developments. In order to vet the draft language internally and with the development community, staff will bring this item back before Council at a future meeting. It has been removed from this batch of code amendments.
18.206.020.D.4 – Single-family design standards – Required design features – front door	Remove provision requiring homes on lots less than 50 feet wide to have a front door visible from the street. This proposal is related to the prior item and would allow single-family detached homes on RMD-16 lots to have a two-car garage and side entry.	PC: Require a mix of front and side entries within neighborhoods. Allow side entry only on very narrow lots (30-35 feet maximum). Council: Prefer to address through a project-specific development agreement for the Nye PUD instead of through code. This item has been removed.
18.206.030 – Accessory dwelling units (ADU) and 18.210.120 – Residential low density districts – Accessory structures and dwellings	HB 1337 (2023-2024) – Expanding housing options by easing barriers to the construction and use of accessory dwelling units – establishes new requirements for development codes regulating ADUs. Ridgefield is required to incorporate HB 1337 requirements into our development code, to take effect six months after our comprehensive plan update is adopted (estimated mid-2026). Required changes to Ridgefield’s existing ADU standards include: 1. Impact fees for ADUs may not be greater than 50 percent of the impact fees that would be imposed on the principal unit;	Support as written. Staff received a comment letter from the Department of Commerce during the 60-day comment period. Staff and the City Attorney reviewed the comment letter and concur that the following item also need to be modified to comply with the RCW: 1. Remove the existing provision in 18.205.030.A limiting ADUs in the RMD-16 zone to existing ADUs only and update the use table in 18.205.020 accordingly. HB 1337 requires jurisdictions to allow ADUs in

	<ol style="list-style-type: none"> 2. The property owner cannot be required to reside in the ADU or another housing unit on the same lot; 3. At least two ADUs (attached, detached, or combination thereof) must be allowed in all zones that allow for single-family homes; 4. Maximum ADU floor area cannot be less than 1,000 sf; 5. Maximum ADU height cannot be less than 24 feet unless the height limitation that applies to the principal unit is less than 24 feet; 6. ADUs must be allowed to encroach in setbacks and/or exceed lot coverage requirements when a) the ADU abuts a public alley; or b) where an existing structure (e.g., garage) that violates current setback or lot coverage code is being converted to an ADU <p>Staff is bringing forward these changes ahead of the deadline because they include a provision for impact fee reduction that solves an ongoing issue in permitting ADUs. Currently, ADUs require payment of full impact fees equivalent to those required for a standard dwelling unit. Often, staff start a conversation with a homeowner about what is required to build an ADU, and when the impact fees are shared the owner can no longer afford to start the project as planned. The strategy we have been using to help homeowners is that if the space does not have a full kitchen (i.e., 240-volt stove connection) it is not technically a dwelling unit – just bonus rooms – so no impact fees are charged with the building permit. This is a viable short-term solution for individual property owners but,</p>	<p>all zones where single-family residences are allowed, and this includes the RMD-16 zone.</p> <p>Single-family residences in the RMD-16 zone are limited to one story, so ADUs in the RMD-16 zone can also be limited to one story. To address this RMC 18.206.030(B)(6) has been updated to specify that the maximum height of ADUs shall be 24 feet <u>unless a lower limit is established for single-family residences in the base zone.</u></p> <p>These changes have been made.</p>
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	realistically, creates situations where individuals or families are living in a space with a microwave/hot plate. Reducing ADU impact fees in Ridgefield has not gained traction in the past but is now required and will help property owners better contribute to the City's long-term housing supply.	
18.206.030.E – Residential Use Standards – Accessory dwelling units – Approval criteria	Change the ADU review procedure from Type II Administrative to Type I ministerial, eliminating the 21-day public comment period but maintaining required notice to the applicable HOA.	PC and Council: Do not make this change to the ADU review procedure. This item has been removed.
18.206.050.B – Residential Use Standards – Duplex and triplex – density calculations	Currently, duplexes and triplexes constructed on existing lots may be counted as one-half of a dwelling unit, for the purpose of calculating density, provided the dwelling units within each building average no more than 1,000 sf. Two amendments are proposed: <ol style="list-style-type: none"> 1. Establish a provision for triplexes constructed on existing lots to be counted as one-third of a dwelling unit for the purpose of calculating density; and 2. Remove the maximum square footage requirement for units to qualify for the density bonus under this section. Two downtown property owners and staff have identified the current code as a significant barrier to redevelopment of vacant lots.	Support as written.
18.210.060.B – Residential Low Density Districts – Design provisions	Require the 25-foot setback from Pioneer, Hillhurst, and Royle to be measured between a house and the property line, not the ROW line, consistent with setback definitions. Update the figure in subsection D (2) accordingly.	Support as written.

along major corridors - setbacks		
18.610.040.B – Short Plats – Final short plat application	Require signature blocks for Clark County Public Health on final plats and final short plats. Creates an opportunity for CCPH to confirm that land divisions are not segregating a well/septic system from an existing residence.	Support as written.
18.620.120 – Procedure for Subdivision – Final plat requirements		Support as written.
18.620.145.A.2.a – Procedure for Subdivision – Homeowners’ association	Allow the Community Development Director to approve minor changes to CC&Rs when the changes do not have a significant effect on a city facility or city right, in which case Council approval would still be required.	Create safeguards by clarifying what types of changes do/do not need to be approved by Council. The language has been updated to clarify that <u>any</u> changes to the CC&Rs that affect a city facility or city right require Council approval; changes that do not affect a city facility or city right may be approved by the Director.

Trail Amendments (For consistency with Volume III of the Engineering Standards)

Code Section	Proposed Amendment	
18.401.065 – Planned Unit Developments - Trails	Update verbiage describing types of trails throughout this section to match the terms used in Volume III of the Ridgefield Engineering Standards (Parks and Trails). Use “multi-modal trail” to describe trails that support transportation and connectivity, and “recreational trail” to describe trails used primarily to facilitate outdoor access.	Support as written.
18.401.065.B.4 – Planned Unit Developments –	Strengthen language requiring trails in Planned Unit Developments (PUDs) to provide connectivity in the	Support as written.

Trails – General Standards - Location	development AND to neighboring parks, businesses, and other destinations.	
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Critical Area, Landscaping, and Native Plant Amendments

Code Section	Proposed Amendment	
12.12.020 – Streets and Sidewalks – Trees – Street tree care	Current code assigns abutting property owner responsibility to maintain “trees and/or shrubs” located in the public ROW. Broaden to “trees and other landscaping”.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
18.280.020.D – Critical Areas Protection – General Provisions – Regulatory Flexibility	Strengthen the existing provision that mapped critical areas and buffers that have been used for “domestic uses” rather than being left in a natural state are exempt from critical area review by requiring the applicant to demonstrate that the area does not meet the definition of a critical area, and clarifying that “domestic uses” do not include resource uses (agriculture, logging, resource extraction).	Support as written.
18.280.110 – Critical Areas Protection – Fish and wildlife habitat conservation areas	The requirements to protect fish and wildlife habitat conservation areas apply to priority habitats identified by the Washington Department of Fish and Wildlife (WDFW). Oregon white oaks (including stands and individual trees) are included in WDFW’s priority habitats and are therefore already protected under this section. However, “Oregon white oak” is never stated in this section. Clarify and strengthen by adding a direct reference to Oregon white oaks.	Support as written.
18.725.030 – Landscaping – Types of landscaping	The purpose statement for Chapter 18.725 includes, “promote the use of drought-resistant native species.” Strengthen the ability to implement this purpose	PC: Explicitly require native species in the new development standard. Council: Find a compromise between encouraging and requiring native species.

	statement by adding a development standard encouraging water conservation in development landscaping.	To meet Council's expectations staff is developing incentives for installing native, drought-resistant landscaping. This item will come back at a future meeting and has been removed from this batch of amendments.
18.830.020 – City of Ridgefield Native Plant List – Applicability	This chapter currently applies to any development application where site plan review is required. While staff have been applying this section to all development proposals, technically subdivisions do not require a “site plan” in the sense that a commercial project does, rather, they require a plat. Revise such that this chapter clearly applies to all new development.	Support as written.

Water Utility Amendments (Conservation and Enforcement)

Code Section	Proposed Amendment	
13.05.060.B – Public Utilities – General Provisions – Regulations adopted by reference	Add Water Conservation Strategy to the list of regulations adopted by reference.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
13.05.070 – Public Utilities – Violations and penalty	Remove current enforcement language and replace with provisions for enforcement under Title 20 – Enforcement Code.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
13.60 – Fire Hydrant Regulations	Add provisions for enforcement under Title 20- Enforcement Code.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
20.100.030 – Enforcement Code – General Provisions – Applicability	Add Title 13 – Public Utilities to the applicability list for code enforcement.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.

20.200.020.H – Enforcement Code – Enforcement – Enforcement provisions	Add Title 13 – Public Utilities to the classification table as a misdemeanor.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
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Miscellaneous Amendments

Code Section	Proposed Amendment	
8.35.010.G – Health and Welfare – Compost Procurement	Revise Public Works Department responsibilities regarding composting education and outreach to match the requirements in RCW 70A.205.045.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.
18.070.130 – Impact Fees – Collection of impact fee	Allow payment by installment for transportation impact fees as permitted under RCW 39.92.040.	Support as written.
20.200.060 – Enforcement – Service of notice of civil penalty and order to revoke permit	Allow orders to revoke a permit to be served via email.	PC: Not reviewed by PC (outside of Title 18). Council: Support as written.

2.04.010 City council meetings—Time and place.

The city council of the city of Ridgefield, Washington, shall meet on the second and fourth Thursday of each month, January through October, at the hour of six-thirty p.m. ~~in at~~ the Ridgefield ~~community center~~Administrative and Civic Center, located at ~~210 N Main Avenue~~510 Pioneer Street, Ridgefield, Washington; provided however, that the regular meetings for November and December shall be the first and third Thursday of each of those months.

(Ord. 977 § 1, 2007: Ord. 844 § 1, 2004: Ord. 804 § 1, 2002: Ord. 794 § 1, 2002: Ord. 576 § 1, 1991: Ord. 126 § 1, 1945; Ord. 68A § 1, 1923).

7.04.040 Licensing and registration requirements.

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

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- H. Lack of Authorized and Current Tag. A dog or other pet animal without an authorized and current license tag may be impounded, except as otherwise set forth in this chapter.
 - I. Annual License Fees. License fees shall be established by resolution of the city council.
 - J. Date Due. All licenses granted under this chapter shall be valid for one year, the licensing year commencing on January 1 and running through December 31. As a condition to issuance or reissuance of a license, the license applicant shall provide proof that the pet animal for which the license is intended has a current rabies vaccination certification.
 - K. Licenses Nontransferable. Licenses shall not be transferable from one pet animal to another.
 - L. Tag Removal Unlawful. It is unlawful for any person to remove a tag from any pet animal, or to obliterate any tattoo or microchip registered under this chapter without the permission of the owner or issuing authority other than in a medical emergency.
 - M. Kennel or Cattery Permit. A permit for a kennel or cattery, as defined in the zoning ordinance, may be granted for those zones where such use is not prohibited.

(Ord. 1016 § 1 (part), 2008).

(Ord. No. 1189, § 2(Exh. A), 7-23-2015; Ord. No. 1426, § 2(Exh.), 7-25-2024)

7.04.100 Dangerous dog license fees.

- A. The initial license fee and annual renewal fee for a dangerous dog shall be ~~three hundred dollars. The annual renewal fee shall be one hundred dollars.~~ in accordance with the most recently adopted master fee schedule of the City of Ridgefield.
- B. The foregoing fees shall be in lieu of the licensing fees otherwise applicable under Section 7.04.040 of this chapter.

(Ord. 1016 § 1 (part), 2008).

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

8.35.010 Procurement of compost.

- A. Definitions. For the purposes of this section, the definitions set forth in RCW 43.19A.010 shall apply, unless the context clearly requires otherwise.
- B. When planning city-funded projects or soliciting and reviewing bids for such projects, city departments shall identify whether compost can be utilized in a city project. In the event that compost can be utilized, city departments shall require purchase of compost for use in city projects.
- C. City departments shall plan for the use of compost in any of the following categories that are applicable to their operations and project types:
 - Landscaping projects;
 - Construction and postconstruction soil amendments;
 - Applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways; and
 - Low-impact development and green infrastructure to filter pollutants or to keep water onsite or both.
- D. Notwithstanding subsections B and C of this section, city departments are not required to use compost products if:
 - 1. Compost products are not available within a reasonable time or distance from the project;
 - 2. Compost products that are available do not comply with existing purchasing standards;
 - 3. Compost products that are available do not comply with federal, state or local health, quality and safety standards; or
 - 4. Compost purchase prices are not reasonable or competitive.
- E. City departments shall give priority to purchasing compost products from companies that:
 - 1. Produce compost products locally;
 - 2. Are certified by nationally recognized organization like the US Composting Council; and
 - 3. Produce compost products that are derived from municipal solid waste compost programs and meet quality standards comparable to standards adopted by the department of transportation or adopted by rule by the department of ecology.
- F. City departments that use compost shall report the following information to the public works department by each December 15:
 - 1. The volume and cost of compost purchased by the city department in that year; and
 - 2. The source or sources of the compost purchased by the city department in that year.
- G. The public works department is responsible for:
 - ~~1. Providing technical assistance and education regarding the use of food and yard waste compost to city departments and staff;~~
 - ~~1.2. Conducting educational outreach to inform residents and businesses about the value of food and yard waste compost and how the city uses compost in its operations each year~~Developing strategies to inform residents about the value of compost and how the jurisdiction uses compost in its operations in the jurisdiction's comprehensive solid waste management plan pursuant to RCW 70A.205.045; and

32. Reporting the total estimated tons of organic material diverted from the city's waste stream because of compost use under this section.

H. By December 31, 2024, and each December 31st of even-numbered years thereafter, the city shall submit a report covering the previous year's compost procurement activities to the department of ecology that contains the following information:

1. The total tons of organic material diverted throughout the year;
2. The volume and cost of compost purchased throughout the year; and
3. The source or sources of the compost.

(Ord. No. 1390, § 3, 1-12-2023)

12.12.020 Street tree care.

- A. It shall be the duty of any person owning real property abutting public right-of-way in the city to maintain such trees and/or ~~shrubs~~ other landscaping located in the public right-of-way in such a manner that they will not constitute a hazard to other trees in the community by harboring detrimental insects or disease organisms nor constitute a public nuisance in violation of this chapter, except as noted below.
1. Proper maintenance shall include, but not be limited to, minor pruning and treatment for disease and insects as needed. The property owner shall also be responsible for major pruning and replacement of dead or significantly damaged trees as needed, to be completed in accordance with the permitting requirements of RMC 12.12.030.
 2. The following areas are designated as city tree care areas, in which maintenance of street trees will be the responsibility of the city: Pioneer Street from 5th Avenue west to Main Avenue; Main Avenue from Pioneer Street north to Mill Street.
- B. The city shall retain all authority to perform work in the right-of-way, to include street tree care, and may prune, maintain and remove street trees, as may be necessary to ensure public safety, or to preserve or enhance the appearance of public lands. In the event the city must prune, maintain, or remove a tree or part of a tree which is in an unsafe condition or is injurious to public water lines, private sewers, or electric or other utility lines or other public improvements, then the cost of such work shall be the responsibility of the abutting property owner.
- C. It is unlawful for any person, firm or corporation to cause to be removed or cut any street or park tree without the written approval of the director. Any person, firm or corporation wishing to remove a street tree or majorly prune shall first submit an application per the terms of RMC 12.12.030. Minor cutting which will not cause death or damage to the tree is excepted from the permitting process.

(Ord. No. 1188, § 2(Exh. A), 7-23-2015)

Editor's note(s)—Ord. No. 1188, § 2(Exh. A), adopted July 23, 2015, amended § 12.12.020 in its entirety to read as herein set out. Former § 12.12.020, pertained to public tree care, and derived from Ord. 665, § 2, adopted in 1995; and Ord. 670, § 2, adopted in 1995.

13.05.060 Regulations adopted by reference.

- A. The most current version of the following guidelines and standards are hereby adopted as part of this title. The design detail, workmanship and materials for all projects constructed under this title shall meet the following guidelines and standards. In case of a conflict among standards, the director shall determine which standard shall govern.
- B. Standards adopted.
 - 1. City of Ridgefield Storm Drainage Plan;
 - 2. City of Ridgefield Water System Plan;
 - 3. City of Ridgefield Water Conservation Strategy;
 - 34. Conditions and standards as set forth in Clark County Health Department regulations;
 - 45. Conditions and standards as set forth in the Ridgefield Comprehensive Land Use Plan;
 - 56. City of Ridgefield Engineering Standards for Public Works Construction; and
 - 67. Clark Regional Wastewater District Sewer Standards.
- C. The director is hereby authorized to interpret and enforce the provisions of this title and all technical codes referenced herein or incorporated by this title.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.05.070 Violations and penalty.

- A. ~~Any violation of this title shall constitute an infraction punishable by a penalty of five hundred dollars and shall be governed by the Infraction Rules for Courts of Limited Jurisdiction (IRLJ). In the event the court determines that the defendant has committed an infraction, a civil penalty in the minimum amount of five hundred dollars, no more than two hundred fifty dollars of which may be suspended, shall be imposed upon the responsible person. Any additional penalty will be in the discretion of the court. Each day such incident is in existence shall constitute a separate and distinct infraction for the purpose of imposing a civil penalty. be a civil violation subject to a penalty of five hundred dollars.~~
- B. ~~Any person violating any of the provisions of this title who causes damage to the city's water or stormwater system shall be liable to the city for any expense, loss, or damage caused by the violation. Refusal to pay the assessed costs shall constitute a violation and may result in termination of service.~~
- C. ~~In addition to or as an alternative to any other remedy provided in this section, any person or entity violating this title shall be guilty of a misdemeanor punishable as provided for in RCW 9A.20.021.~~
- D. ~~Any work carried out contrary to the provisions of this title shall constitute a public nuisance and may be enjoined as provided by State law.~~
- E. ~~In addition to any other remedies provided for herein, the city may commence legal or equitable action to prevent, enjoin, abate, or terminate any condition that constitutes or threatens to constitute a violation of this title.~~
- A. The Public Works Utilities and Operations Director (PWUOD) for the City of Ridgefield shall be primarily responsible for the enforcement of this chapter under the supervision of the City Manager, The PWUOD shall have the authority to delegate the implementation and enforcement of the City's adopted water service regulations to another staff member with the Public Works Department or to another staff member within another designated City department. The PWUOD or their designee is identified as the administrative authority for the implementation and enforcement of the regulations.
- B. It shall be unlawful to violate the provisions of this chapter. Enforcement of this chapter shall be governed by RMC Title 20.

(Ord. No. 1148, §§ 1—3, 1-23-2014; Ord. No. 1234, § 2(Exh. A), 6-22-2017)

Chapter 13.60 FIRE HYDRANT REGULATIONS

13.60.010 Access to fire hydrant.

It is a violation of this title for any person to obstruct the access to any fire hydrant by placing around or thereon any stone, brick, lumber, dirt or other material, or to open or operate any fire hydrant, or draw or attempt to draw water therefrom except in conformance with this chapter, or to willfully or carelessly cause damage to the fire hydrant or fire meter.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.60.020 Hydrant operation.

No person other than those designated and authorized by the department shall open any fire hydrant or standpipe belonging to the city, attempt to draw water from it or in any manner damage or tamper with it. In cases where a temporary service has been granted and water is received through a fire hydrant, an auxiliary external valve will be provided to control the flow of water. The director may require the use of a backflow device and/or meter depending upon type of use at the hydrant involved.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.60.030 Hydrant rental.

- A. Any person desiring to obtain water from a city-owned fire hydrant shall first complete a construction meter rental agreement and pay all applicable fees and deposits. Use of a fire hydrant to obtain water shall be a temporary use only and shall not exceed a twelve month duration unless otherwise approved by the director.
- B. All water obtained from a fire hydrant shall be through a water meter provided by the city except that the director may authorize the person to provide his or her own meter. The hydrant meter user shall pay a hydrant meter rental deposit in an amount set forth in the Ridgefield Master Fee Schedule. The hydrant meter user shall be responsible for any damage or loss to the hydrant or the hydrant meter. Upon return of the meter to the city undamaged, the deposit may be used to pay the cost of the meter use, repair to the meter, and for the cost of the water obtained by the user. If the meter is not returned to the city or is returned to the city in a damaged condition, the user shall be responsible to pay all meter replacement or repair costs that exceed the deposit amount. Meter replacement or repair costs shall become payable to the city within thirty days after notification and invoice from the city.
- C. Hydrant meter users will be charged bimonthly at a base rate for a three-inch meter plus the volume charge per cubic feet of water as referenced in 13.35.010, in accordance with the water rates adopted by the city council.
- D. The rental agreement shall be in the possession of the person obtaining water pursuant thereto, and shall be subject to examination upon request by employees of the department. The authorized user shall comply with the requirements of the Uniform Fire Code including 97 UFC 1001.6.2 and this title. The hydrant meter user shall certify that the water truck or tank, if used, has an approved air gap or backflow preventer. When the meter is no longer needed, the user shall return the meter to the department. The department shall

determine the final billing and either process a refund of any balance remaining from the deposit or issue an invoice to the permittee in the event the final charge is in excess of the deposited amount.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.60.040 Moving a fire hydrant.

When a fire hydrant has been installed in the locations specified by the proper authority, the department has fulfilled its obligations. If a property owner or customer desires to change the size, type, or location of the hydrant, that person shall bear all costs of such changes. Any change in the location of a fire hydrant must be approved by the department and the fire department.

(Ord. No. 1148, §§ 1—3, 1-23-2014)

13.60.050 Violations

It shall be unlawful to violate the provisions of this chapter. Enforcement of this chapter shall be governed by RMC Title 20.

15.24.020 Types of nuisances designated.

Each of the following conditions, unless otherwise permitted by law, is declared to constitute a public nuisance, and whenever the enforcement officer determines that any of these conditions exist upon any premises or in any lake, river, stream, drainageway or wetlands, the officer may require or provide for the abatement thereof pursuant to this chapter:

- A. The existence of any junk as defined in this chapter; provided, junk vehicles may be dealt with under Chapter ~~8-2015.25~~ of this code if they qualify under the definitions in that chapter. In addition, the retention, parking or storage of any unauthorized vehicle on the public rights-of-way of the city or on private property unless so retained, parked or stored as expressly permitted in Title 18 (Development Code) of this code. For the purposes of this section, an "unauthorized vehicle" is as defined in RCW Section ~~8-20.010(D)~~46.55.010 (14) and the procedure set forth therein may be followed without regard to the nuisance abatement procedure provided in this chapter;
- B. The accumulation of materials or objects in a storage area when the same endangers property and/or safety or creates unsanitary conditions;
- C. The retention of wastes that are not in a covered receptacle which include, but are not limited to, bones, meat, hides, skins, whole or parts of any dead animal, fish, fowl or reptile;
- D. The existence of any places which are likely to attract flies, mosquitoes, and vermin or which are foul or malodorous, including, but not limited to, privies, vaults, cesspools, sumps and pits;
- E. The existence of any junk or refuse on any premises as defined in this chapter;
- F. The growing of blackberry vines that create a visibility obstruction at intersections, alleys, driveway entrances or that grow onto another person's property, as well as tall grass and/or weeds which become over one foot in height;
- G. The existence of items that may become a fire hazard;
- H. The storage or keeping on any premises for more than thirty days of any used or unused building materials as defined in this chapter, whose retail cost new would exceed one thousand dollars, without a special permit from the director; provided, the business is permitted under the zoning ordinance and other applicable ordinances of the city. Nothing in this section shall:
 - 1. Prohibit such storage without a permit when done in conjunction with a construction project for which a building permit has been issued and which is being pursued diligently to completion,
 - 2. Prohibit such storage without a permit upon the premises of a bona fide lumberyard, dealer in building materials or other commercial enterprise,
 - 3. Make lawful any such storage or keeping when it is prohibited by other ordinances or laws;
- I. The existence of any fence or other structure or thing on private property which is sagging, leaning, fallen, decayed, dilapidated, or in an unsafe condition;
- J. Violation of the zoning ordinance (RMC Title 18), health and welfare regulations (RMC Title 8), and building and construction codes (RMC Title 14);
- K. The existence on any premises, in a place accessible to children, of any attractive nuisance;
- L. The existence of any drainage onto or over any sidewalk or public pedestrian way;
- M. The existence of any bees, Africanized honey bees, yellow jackets, hornets or wasps that harbor in colonies, hives, apiaries or nests which are not authorized by ordinance or statute and are not in full compliance with the Revised Code of Washington or the Washington Administrative Code;

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- N. The existence of any graffiti as defined in this chapter;
 - O. The existence of any heat pump and/or air conditioner unit that is ground mounted, unless screened by shrubs or fence from the adjacent property;
 - P. The existence of any floor or display lighting unless used and constructed so as to not unduly illuminate the surrounding properties and not create a traffic hazard. Lighting maintained by the city on public rights-of-way and lighting of athletic fields are exempt from this provision;
 - Q. The intentional or negligent discharge of items including but not limited to garbage, yard waste, solvents, antifreeze, oil, gas, fireplace ashes, paint, swimming pool water into a street, sidewalk, alley, storm sewer system, or water resource such as a wetland, creek, pond, or lake. This includes illegal discharge or discard of any item on to any public land within the city limits;
 - R. Sweeping, pushing, throwing or depositing, or permitting to be thrown or deposited, any snow, dirt, leaves, sweepings of any house, store, shop or office onto the public sidewalk or into the street, alley or lane abutting said walk or premises.

(Ord. 867 § 1 (part), 2005).

(Ord. No. 1406, § 2(Exh. A), 7-13-2023)

Chapter 18.070 IMPACT FEES

18.070.010 Short title.

The ordinance codified in this chapter shall be known and cited as the "Ridgefield Impact Fee Ordinance."
(Ord. 678 § 1, 1995).

18.070.020 Purpose.

A. This chapter is enacted pursuant to Chapter 18, Laws of 1990, 1st Ex. Sess., authorizing impact fees for cities planning under the Growth Management Act, or any successor state statute.

B. This chapter is further enacted pursuant otto Chapter 39.92, RCW, Local Transportation Act, authorizing traffic impact fees. The provisions of this chapter, together with the City's adopted capital facilities plan constitute the local program authorized under the Local Transportation Act.

C. It is the purpose of this chapter to:

1. A.—Ensure that adequate facilities are available to serve new growth and development;
2. B.—Promote orderly growth and development by requiring that development pay a proportionate share of the cost of new facilities needed to serve growth; and
3. C.—Ensure that impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicate fees for the same impact.

(Ord. 678 § 2, 1995).

18.070.030 Findings.

The Ridgefield city council finds and declares that:

- A. New residential and nonresidential development causes increased demands on city public facilities, including streets, parks and school facilities;
- B. Projections indicate that such development will continue and will place ever-increasing demands on the city to provide necessary public facilities;
- C. To the extent that new development places demands on the public facilities, those demands should be partially satisfied by shifting a proportionate share of the responsibility for financing the provisions of such new facilities from the public at large to the developments actually creating the demands; and
- D. The imposition of impact fees upon residential and nonresidential development in order to finance specified public facilities, the demand for which is created by such development, is in the best interest of the general welfare of the city and its residents, is equitable, and does not impose an unfair burden on such development by requiring new development to pay more than its fair or proportionate share of the cost, and is reasonably necessary in order to provide the necessary public facility infrastructure to serve new development as planned for in the Ridgefield Urban Area Comprehensive Plan (RUACP).

(Ord. 678 § 3, 1995).

18.070.035 Authority.

The city has authorized the use of impact fees for allowable public purposes by adoption of the [Ridgefield Urban Area Comprehensive Plan \(RUACP\)](#) and [Capital Facilities Plans \(CFPs\)](#). The CFPs ~~identifies-identify~~ each of the city's major capital facilities and services; establishes levels of service (LOS) standards for each capital facility; and ~~identifies-identify~~ specific capital facilities construction or enhancement projects for which impact fees may be used. Those capital facilities projects identified in the ~~most~~ current ~~adoptedand-amended~~ Ridgefield CFPs and ~~the most current adopted~~ Ridgefield School District No. 122 Capital Facilities Plan may be fulfilled by use of impact fees authorized in this chapter. ~~The city has approved the 1995 Ridgefield School District Capital Facilities Plan and incorporates it fully by reference into the RUACP.~~

(Ord. 678 § 4, 1995).

18.070.040 Definitions.

As used in this chapter:

"City" means the city council of Ridgefield, Washington. See Section 18.104.152.

"Building permit" means the permit required for mobile home placement and new construction and additions pursuant to Title 14, Title 18 or Title 18 of the Ridgefield Municipal Code. The term "building permit" as used in this chapter, shall not be deemed to include:

1. Permits required for the remodeling, rehabilitation or other improvements to an existing structure; provided, that there is no increase in the applicable unit of measure (for nonresidential construction) or number of dwelling units (for residential construction) resulting therefrom; and
2. Permits required for temporary dwellings.

"Capital facilities plan" means Volume 2 of the Ridgefield Urban Area Comprehensive Plan (RUACP), as amended.

"Development" means any subdivision or short platting of the land, including division of land into five acre lots, the construction or reconstruction of residential, commercial, industrial, public or any other building or building space, or the change in use of a building or land if approval thereof is required pursuant to Ridgefield Municipal Code Title 14 or Title 18. This may include the expansion of existing uses which creates a demand for additional public facilities.

"Development approval authority" means the city official or tribunal having statutory or code authority to approve a development.

"Feepayer" is a person, corporation, partnership, an incorporated association, or any other similar entity, or department or bureau of any governmental entity or municipal corporation commencing a land development activity which creates the demand for additional capital facilities, and which requires the issuance of a building permit. "Fee payer" includes an applicant for an impact fee credit.

"Impact fee" means the fee levied pursuant to this chapter as a condition of issuance of a building permit or development approval.

"Low-income housing" means a single family or multifamily rental housing development, the construction of which is either undertaken by a housing authority operating pursuant to RCW Chapter 35.82 or financially assisted pursuant to a federal, state, or local governmental low-income housing program; provided, that the term shall apply only to the number of units within such housing development as are required to be rented to low-income tenants.

"Project improvement" means site improvement and facilities that are planned and designed to provide service for a particular development project and that are necessary for the use and convenience of the occupants or users of the project, and are not system improvements. No improvement or facility included in the capital facilities plan shall be considered a project improvement.

"Public facilities" means the following capital facilities owned or operated by government entities:

1. Public streets and roads;
2. Parks, open space and recreation facilities; and
3. School facilities.

"Service area" means a geographic area described in the city capital facilities plan in which a defined set of public facilities provides service to development within the area. Service areas may be separately described in the Ridgefield Capital Facilities Plan for each type of public facility.

"System improvements" means public facilities that are included in the capital facilities plan and are designed to provide service to service areas within the community at large, in contrast to project improvements.

(Ord. 678 § 5, 1995).

18.070.050 Applicability of impact fees.

This chapter shall be uniformly applicable to development that occurs within the city limits or within a designated service area.

(Ord. 678 § 6, 1995).

18.070.060 Imposition of fees.

- A. No building permit shall be issued for a development in a designated service area as defined in Section 18.070.070 unless the impact fee is calculated and imposed pursuant to this chapter [except where the impact fee is otherwise deferred as provided in this chapter](#).
- B. For single-family residential subdivisions and short subdivisions hereinafter approved, the per lot impact fee shall be calculated at the time of preliminary plat or short plat approval, noted in the face of the final plat, and imposed on a per lot basis at the time of final inspection of the building for which the permit was issued. For new multifamily and nonresidential development hereafter approved, the impact fee shall be calculated at the time of site plan approval unless deferred to building permit application, because the nature of the development is then not sufficiently defined to permit such calculation, and the impact fee shall be imposed at the time of final inspection of the building for which the permit was issued. Notwithstanding the foregoing, the fee shall be recalculated for building permit applications filed more than three years following the date of the applicable preliminary plat, preliminary short plat, or site plan approval.
- C. For development not necessitating or having been previously granted preliminary plat, preliminary short plat or site plan approval, the im-pact fee shall be calculated and imposed at the time of final inspection of the building for which the permit was issued.
- D. For development not necessitating a building permit, the impact fee shall be calculated and imposed at the time of site plan approval.
- E. For mobile home parks, the impact fee shall be calculated and imposed at the time of site plan approval.

F. The school impact fee shall be calculated upon application of the formula set out in Section 18.070.100 based on information contained in the Ridgefield School District No. 122 Capital Facilities Plan, unless otherwise established by the city council. Such fee is set forth in the Ridgefield Master Fee Schedule.

G. For traffic impact fees for non-single-family residential development, the feepayer may elect to have the fee imposed under the city's Local Transportation Act traffic impact fee program and may pay the fee in a lump sum at the time of building permit issuance or by installment with reasonable interest over a period not to exceed five years. Any installment payment will require the feepayer to enter into an installment agreement with the City and such agreement shall be secured by recorded financial guarantee in a form acceptable to the City.

(Ord. 678 § 7, 1995).

(Ord. No. 1215, 8-11-2016; Ord. No. 1286, § 2, 1-24-2019; Ord. No. 1307, § 3, 12-19-2019; Ord. No. 1387, § 2(Exh. A), 12-15-2022)

18.070.070 Establishment of development service areas.

Service areas may vary by type of public facility and, when established, are shown on the RUACP, the Ridgefield Capital Facility Plan or Map, or the Ridgefield School District No. 122 Capital Facilities Plan.

- A. Service areas provide a nexus between those paying the fees and receiving the benefits and ensure that those developments paying impact fees receive substantial benefits.
- B. Overlay service areas may be established for identified system improvements designed to serve geographic areas whose boundaries are not generally contiguous with established service areas.
- C. Additional or revised service areas may be designated by the city council through amendment to the facilities plan upon consideration of the following factors:
 - 1. The RUACP;
 - 2. Standards for adequate public facilities incorporated in the capital facilities plan;
 - 3. The projections for full development as permitted by land use ordinances and timing of development;
 - 4. The need for and cost of unprogrammed capital improvements necessary to support projected development; and
 - 5. Such other factors as the council may deem relevant.

(Ord. 678 § 8, 1995).

18.070.080 Traffic impact fee formula.

The impact fee component for streets and roads shall be calculated using the following formula:

$$\text{TIF} = F \times T \times I - A$$

- A. "TIF" means the transportation impact component of the total development impact fee.
- B. "F" means the transportation impact fee rate per trip in dollar amounts, for each service area. Such rate shall be established in transportation traffic impact fee project list by estimating the cost of anticipated growth-related roadway projects divided by the projected number of growth-related trips

within a service area. The transportation traffic impact fee project list shall be established by the city council from projects set forth in the city's adopted capital facilities plan.

- C. "T" means the trips generated by a proposed development and calculated by selecting the appropriate land use from the TIF Lookup Table as set forth in the city's most current adopted engineering standards; the land use code from the latest version of the Institute for Transportation Engineers (ITE) Trip Generation Manual; or an approved project-specific traffic transportation impact study prepared by a licensed traffic engineer and approved by the city engineer. In the absence of a land use designation precisely fitting the development proposal, the planning director or designee shall select the most similar designation and may make appropriate adjustments to the trip equation applicable thereto.
- D. "A" means an adjustment for the developer's contributions to the transportation system in the form of easements, dedications or payments in lieu of fees as approved by the planning director.
- E. "I" means an annual inflation adjustment. Transportation impact fee rates shall be updated annually using the following procedures:
 - 1. The planning director shall calculate annual inflation adjustments in the impact fee rates. The impact fees shall not be adjusted for inflation should the index remain unchanged.
 - 2. The annual inflation adjustment shall be equal to the West Region Consumer Price Index (CPI-U) or Construction Cost Index annual change calculated after the first half of the year.
 - 3. The indexed impact fee rates shall be calculated January 1, or as soon thereafter as the latest index information is available, and shall become effective immediately thereafter. A copy of the indexed impact fee rates shall be provided to the city council but the indexed rates shall become effective without further council review, except for subsection (4).
 - 4. The impact fee rates may only be increased three consecutive years without further council review. In the event that the indexed impact fee rates would rise for a fourth consecutive year if the index were applied, city council shall review the proposed increase during a public hearing at a regularly scheduled meeting to establish a new impact fee rate.

(Ord. 678 § 9, 1995).

(Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1266, § 2(Exh. A), 9-13-2018; Ord. No. 1310, § 2, 2-13-2020; Ord. No. 1454, § 8, 6-23-2025)

18.070.090 Park impact fee formula.

The impact fee component for parks, open space and recreational facilities shall be calculated using the following formula:

$$PIF = F \times I \times U - A$$

- A. "PIF" means the park, open space and recreational facility component of the total development impact fee.
- B. "F" means the park impact fee rate per dwelling unit in dollar amounts. Such rate shall be established in the capital facilities plan by estimating the cost of anticipated growth-related parks, trails, and open space facilities divided by the projected number of new residents and dwelling units.
- C. "I" means an annual inflation adjustment. Park impact fee rates shall be updated annually using the following procedures:

1. The planning director shall calculate annual inflation adjustments in the impact fee rates. The impact fees shall not be adjusted for inflation should the index remain unchanged.
 2. The annual inflation adjustment shall be equal to the West Region Consumer Price Index (CPI-U) annual change calculated after the first half of the year.
 3. The indexed impact fee rates shall be calculated January 1, or as soon thereafter as the latest West Region CPI-U index information is available, and shall become effective immediately thereafter. A copy of the indexed impact fee rates shall be provided to the city council but the indexed rates shall become effective without further council review, except for subsection (4).
 4. The impact fee rates may only be increased three consecutive years without further council review. In the event that the indexed impact fee rates would rise for a fourth consecutive year if the index were applied, city council shall review the proposed increase during a public hearing at a regularly scheduled meeting to establish a new impact fee rate.
- D. "U" means the number of dwelling units.
- E. "A" means an adjustment for the developer's contributions to the parks, trails and open space system in the form of easements, dedications or payments in lieu of fees as approved by the planning director.

(Ord. 678 § 10, 1995).

(Ord. No. 1179, § 2(Exh. A), 2-26-2015; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1266, § 2(Exh. A), 9-13-2018)

18.070.100 School impact fee formula.

The school impact fee shall be calculated using the following formula:

$$SIF = C(SF) - (SM) - (TC) - (FC) \times A$$

- A. "SIF" means the school component of the total development impact fee.
- B. "C" means the cost of the improvements for each type of facility listed in the Capital Facilities Plan of the Ridgefield School District No. 122 needed to accommodate growth divided by the capacity of the improvement. Type of facility means elementary school, middle school and high school.
- C. "SF" means student factor. The student factor is the number of students typically generated from one residential unit for each type of school facility. The student factor shall be determined by the school district based on local data or state-wide averages.
- D. "SM" means state match. State match is that amount received from the state of Washington towards school construction costs. The state match component of the formula is that amount representing the per student amount of the state matching funds. This is calculated for each type of facility as: student factor x Boeckh construction index (cost per square foot) x SPI square foot standard x state match percentage.
- E. "TC" means tax credit. This is calculated as:

$$\frac{(1 + i)^{10} - 1}{i} \times \text{average assessed value for the dwelling unit}$$

$$i \frac{(1 + i)^{10}}{i} \times \text{current school district capital property tax levy rate}$$

where i = the current interest rate as stated in the Bond Buyer Twenty Bond General Obligation Bond index.

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- F. "FC" means facilities credit. This is the value of any improvements listed in the Capital Facilities Plan of the Ridgefield School District No. 122 provided by the developer.
 - G. "A" means an adjustment for the portion of anticipated additional tax revenues, resulting from a development that is proratable to system improvements contained in the capital facilities plan. The adjustment for school impacts is determined to be a minimum of eighty-five percent.

School impact fee rates shall be updated annually following adoption of a School Capital Facilities Plan using the following procedures:

1. The planning director shall calculate annual inflation adjustments in the impact fee rates. The impact fees shall not be adjusted for inflation should the index remain unchanged.
2. The annual inflation adjustment shall be equal to the Rider Levett Bucknall Construction Cost Index annual change calculated after the first half of the year.
3. The indexed impact fee rates shall be calculated January 1, or as soon thereafter as the latest index information is available, and shall become effective immediately thereafter. A copy of the indexed impact fee rates shall be provided to the city council but the indexed rates shall become effective without further council review, except for subsection (4).
4. The impact fee rates may only be increased three consecutive years without further council review. In the event that the indexed impact fee rates would rise for a fourth consecutive year if the index were applied, city council shall review the proposed increase during a public hearing at a regularly scheduled meeting to establish a new impact fee rate.

(Ord. 678 § 11, 1995).

(Ord. No. 1203, 2-25-2016; Ord. No. 1387, § 2(Exh. A), 12-15-2022)

18.070.110 Reserved.

Editor's note(s)—Ord. No. 1215, § 1, adopted Aug. 11, 2016, repealed § 18.070.110, which pertained to impact fee revision and derived from Ord. 678, § 12, adopted in 1995; Ord. 906, § 2, adopted in 2006; Ord. 946, § 2, adopted in 2007; Ord. 1015, § 2, adopted in 2008; and Ord. No. 1090, § 2, adopted Nov. 17, 2011.

18.070.115 Impact fee schedule.

The planning director shall maintain and update as necessary a schedule of current impact fee rates.

(Ord. 678 § 13, 1995).

18.070.120 Calculation of impact fee.

- A. The impact fee for a nonresidential development shall be computed by applying the traffic impact fee formula set out in Section 18.070.080. The impact fee for a residential development shall be computed by applying the traffic impact fee, park impact fee, and school impact fee formulae set out in Sections 18.070.080, 18.070.090 and 18.070.100 combining the results.
- B. If the development for which approval is sought contains a mix of uses, the impact fee must be separately calculated for each type of use.
- C. The development approval authority setting the impact fee upon application by the development supported by studies and data may reduce or eliminate such fee if it is shown that:

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1. The formulae contained in Sections 18.070.080, 18.070.090 and/or 18.070.100 do not accurately reflect traffic, park or drainage school impact; or
 2. Due to unusual circumstances:
 - a. Facility improvements identified for the applicable service area are not reasonably related to the proposed development, or
 - b. Such facility improvements will not reasonably benefit the proposed development, or
 - c. The current development proposal implements a concomitant rezone agreement or other development approval pursuant to which public facilities were dedicated or constructed prior to January 26, 1995, which are of benefit to the community at large and which otherwise would likely have been designated as system improvements;
 3. The city shall not grant a reduction to or eliminate impact fees for schools solely on the basis that the current or prospective occupant of a development does not or will not have school-aged children.
- D. Prior to making an application for a building permit or site plan approval, an applicant, may request an estimated impact fee determination from the planning director, which determination shall be based upon information supplied by the applicant sufficient to permit calculation of the impact fee. The estimated impact fee determination shall not be binding upon the city.

(Ord. 678 § 14, 1995).

18.070.130 Collection of impact fee.

The impact fee imposed under this chapter shall be due and payable at the time of issuance of a building permit (or on-site plan approval when no building permit is required) for the development, except as may be otherwise deferred as provided for in this Chapter.

(Ord. 678 § 15, 1995).

18.070.140 Impact fee exemptions.

- A. The city council may grant an impact fee exemption to low-income housing, as defined in Section 18.070.040 of this chapter; provided, any exemption shall be paid into the impact fee fund established under Section 18.070.180 by the city out of general funds.
- B. The city may grant a total or partial exemption from impact fees for housing developments not qualifying as low-income housing as defined in Section 18.070.040 of this chapter, but to be owned and occupied by, or leased to, low-income persons; provided, any such exemption shall be subject to:
 1. Provision being made for payment of the impact fee from public funds other than impact fee accounts;
 2. Adequate documentation that the housing meets appropriate standards regarding household income, rent levels, sales price, location and number of units;
 3. In the case of rental dwellings, adequate documentation that such housing will remain exclusively available to low-income households at affordable rents for a minimum period of fifteen years;
 4. In the case of owner-occupied dwellings, adequate documentation that such housing will only be sold or leased at affordable rents to another low-income household for a minimum period of ten years; and

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5. Adequate documentation that in the event that use of the property during the prescribed period is no longer for low-income housing, the owner shall pay the impact fee plus interest from which the owner or any prior owner was exempt.
 - C. The city council may grant a partial or full transportation impact fee exemption for development projects created within the downtown area including the central mixed use zoning district (CMU) and the downtown transition area (DTA); provided, any exemption shall be paid into the impact fee fund established under Section 18.070.180 of this chapter by the city out of general funds or other lawful sources of funding.
 - D. The impact fee for an exempt development shall be calculated as provided for in this chapter and paid with public funds. Such payment may be made by including such amount(s) in the public share of system improvements undertaken within the applicable service area.

(Ord. 862 § 4, 2004: Ord. 678 § 16, 1995).

(Ord. No. 1178, § 2(Exh. A), 2-12-2015)

18.070.150 Impact fee credits.

- A. Upon city approval of an application therefore, the developer shall be entitled to a credit against the applicable impact fee component for any dedication of land for, improvement to, or new construction of any system improvements provided by the developer (or the developer's predecessor in interest), to facilities that are/were identified in the CFP or the Ridgefield School District No. 122 Capital Facilities Plan and that either (a) are required by the city as a condition of approval for the immediate development proposal, or (b) were undertaken subsequent to January 26, 1995, pursuant to a contract with the city or a condition of development approval if such prior dedication, improvement or construction is located within the same service area as the immediate development proposal and application for credit recognition is submitted no later than January 1, 1996.
- B. If, in any of the cases in subsection (A) of this section, the land dedicated or facility constructed is allocated partly toward system improvements and partly toward project improvements, the credit shall be limited to that portion allocated to system improvements.
- C. Additionally, the developer may, upon an application therefore, be issued a credit against the impact fee in an amount up to ten percent of the traffic component thereof for the value of mass transit facilities that are approved by the city and made a condition of approval for the development.
- D. The amount of the credit shall be determined by the planning director or designee as set forth herein, based upon appraised property value at the time of dedication and actual and reasonable construction costs of any system improvement. The feepayer shall be responsible for supplying, with the application materials, an independent appraisal based upon objective standards which indicates the fair market value of dedicated land, improvements and/or improvements and/or facilities.
- E. Credit Determination—Timing. The amount of credit shall be determined by the administrator prior to recording of a final plat for subdivision, recording of a short plat, issuance of a building permit, or upon site plan approval, whichever occurs first.
- F. In the event the amount of the credit is calculated to be greater than the amount of the impact fee due, the developer may apply such excess credit toward impact fees imposed on other developments within the same service area in accordance with this section.
- G. Credit Certificates—Administration. After determining the amount of the credit, the planning director shall issue and provide the applicant with a document hereinafter known as a credit certificate, setting forth the dollar amount of the credit, the date of issuance of the credit certificate, the date of expiration of the credit

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and the credit certificate, the reason for the credit, the legal description of the property donated, and/or the improvement or construction for which was the basis the credit certificate is registered (the "credit holder"). The applicant must sign and date the credit certificate, and return such signed credit certificate to the planning director for filing in the city's credit certificate registry before the credit will be awarded. The failure of the applicant to sign, date, and return the credit certificate within 60 calendar days shall nullify the credit. The original credit certificate shall be kept registered in the city's records, and the credit holder shall be provided a duplicate copy. The planning director shall develop reasonable rules and regulations for the administration of the credit certificate program, including the calculation of credits, procedures for use of credits and application of credits to particular parcels of land which may be by recorded document, and the ability to levy an administrative fee in an amount sufficient to cover actual costs to the city.

- H. Use of Credits. The applicant, upon receipt of a credit certificate, shall have the right to use the certificate to offset any future impact fee assessed to the developer for any development activity that will be required to pay impact fees. The administration and application of the credit certificates will be as described in this section. The application of any credit certificate will be specific to the type of facility. Traffic impact fee credits may only be used for traffic impact fees, and park impact fee credits may only be used for park impact fees.
- I. Transfer of Credit—Partial Use of Credit. Credit certificates for credits surplus to the applicant's development may be transferred or sold to third parties by the credit holder; provided, that in order to transfer credits to another party, the current credit holder shall register the transfer with the city in accordance with the procedures for registration of credit transfers developed by the planning director. Only the credit holder who is reflected on the city's registration system pursuant to the city's registration system may utilize the credit. Credits must be used within the same service area. Registration with the city of credit certificates shall be conclusive evidence of credit ownership. To the extent that a credit holder wishes to utilize only a portion of the credit reflected on the credit certificate against impact fees due on a particular project, the planning director shall develop procedures for reducing the amount of credit reflected on the credit certificate accordingly or issuing a new credit certificate with the remaining credit amount.
- J. Limitations on Utilization of Credits. Utilization of credit against payment of impact fees must in all cases be made prior to payment of the impact fee. No reimbursement of impact fees will be made for credit not utilized at the time the impact fee was due. In no event shall the city be under any obligation to advise any applicant for a building permit or other development approval of the existence or possible existence of the availability of credits. The burden of investigating and determining if credits may be available shall rest solely with such applicant. Credit utilized shall never exceed the amount of the impact fee due.
- K. Expiration of Credits. Credits shall expire, and credit certificates shall become null and void, on a date ten years from the date of issuance of the original credit certificate by the planning director. Transfer of credits or partial use of credits which may involve reissuance of credit certificates shall in no event extend the expiration date of those credits.
- L. Appeals. Determinations made by the planning director pursuant to this section shall be subject to the appeals procedures set forth in RMC 18.310.100.

(Ord. 678 § 17, 1995).

(Ord. No. 1193, § 2, 8-27-2015; Ord. No. 1207, § 2(Exh. A), 5-26-2016)

18.070.160 Appeals.

The determination of the development approval authority as to the applicability and amount of any credit against an impact fee shall be appealable as provided for in this section.

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- A. Any feepayer may pay an impact fee imposed by this title under protest in order to obtain a building permit. No appeal shall be permitted unless and until impacts fees at issue have been paid.
 - B. Impact fees set pursuant to residential subdivision, residential short subdivision, planned unit development (PUD) or site plan approval shall be filed in conjunction with, and within the limitation applicable to, the available administrative appeal from such approval.
 - C. In the case of impact fees first imposed or recalculated or credits determined in conjunction with a building permit not involving subdivision, short subdivision, PUD or site plan approval, the appeal shall be filed within fifteen calendar days of the issuance of the determination of the impact fee or credit, and shall be heard and decided by the Ridgefield hearing examiner.

(Ord. 802 § 1, 2002: Ord. 678 § 18, 1995).

18.070.170 Impact fee fund.

There is created and established a special purpose, nonlapse impact fee fund. The city treasurer shall establish separate accounts within such fund and maintain records for each such account whereby impact fees collected can be segregated by type of facility and by service area.

- A. All interest shall be retained in the account and expended for the purpose for which the impact fees were imposed.
- B. By April of each year, the city treasurer shall provide a report for the previous calendar year on each impact fee account showing the source and amount of moneys collected, earned or received and system improvements that were financed in whole or part by impact fees.

(Ord. 678 § 19, 1995).

18.070.180 Interlocal agreement.

The mayor or his/her designee, subject to review by the city attorney, shall negotiate an interlocal governmental agreement with Clark County, the purpose of which is to govern the collection, management and distribution of impact fees within the Ridgefield urban growth area. Such agreement shall be ratified by a vote of the city council prior to becoming effective. The city and school district shall enter into an interlocal agreement for the collection, distribution and expenditure of school impact fees.

(Ord. 678 § 20, 1995).

18.070.190 Expenditures.

- A. Impact fees for system improvements shall be expended only in conformance with the CFP or the Ridgefield School District No. 12 Capital Facilities Plan. Impact fees shall not be used to make up for deficiencies in facilities serving existing developments, nor shall they be used for facility maintenance or operation.
- B. Impact fees may be spent for public improvements, including but not limited to public facilities planning, land acquisition, site improvements, necessary off-site improvements, portables, construction, engineering, architectural, permitting, financing and administrative expenses, applicable impact fees or mitigation costs, capital equipment pertaining to a capital facility identified in the CFP and any other expenses which may be capitalized.
- C. Impact fees may be used to recoup public improvement costs previously incurred by the city or

school district to the extent that new growth and development will be served by the previously constructed improvements or incurred costs.

- D. In the event that bonds or similar debt instruments are or have been issued for the advanced provision or public improvements for which impact fees may be expended, impact fees may be used to pay for the principal on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of the title and are used to serve the new development.
- E. Impact fees shall be expended or encumbered for a permissible use within six years of receipt, unless there exists an extraordinary and compelling reason for fees to be held longer than six years. Such extraordinary or compelling reasons shall be identified in written findings by the city council.

(Ord. 678 § 21, 1995).

18.070.200 Refund.

- A. The current owner of property on which an impact fee has been paid may receive a refund of such fee if the city fails to expend or encumber the impact fees within ten years of when the fees were paid, or such other period of time established pursuant to Section 18.070.190, on public facilities intended to benefit the development activity for which the impact fees were paid. The current owner likewise may receive a proportionate refund where the public funding of applicable service area projects by the end of such ten-year period has been insufficient to satisfy the ratio of public-to-private funding for such service area as established in the capital facilities plan. The city shall notify potential claimants by first class mail deposited with the United States Postal Service at the last known address of claimants.
- B. The request for refund money must be submitted to the city council in writing, within one year of the date the right to claim the refund arises, or the date the notice is given, whichever is later. Any impact fees that are not expended within these time limitations, and for which no application for refund has been made within this one year period, shall be retained and expended on the indicated capital facilities. Refunds of impact fees under this subsection shall include interest earned on the impact fees.
- C. A developer may request and shall receive a refund, including interest earned on the impact fees, when the building permit for which the impact fee has been paid has lapsed for non-commencement of construction. A partial refund shall be provided where the project for which a building permit has been issued has been altered resulting in a decrease in the amount of the impact fee due.

(Ord. 678 § 22, 1995).

(Ord. No. 1193, § 3, 8-27-2015)

18.070.300 Impact fee as additional and supplemental requirement.

The impact fee is additional and supplemental to, and not in substitution of, any requirements imposed by the city on the development of land or the issuance of building permits; provided, that any other such city development regulation which would require the developer to undertake dedication or construction of a facility plan shall be imposed only if the developer is given a credit against impact fees as provided for in Section 18.070.160.

(Ord. 678 § 23, 1995).

18.205.020 Master use table.

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

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

Table 18.205.020-1

RESIDENTIAL GENERAL											
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU ¹	WLS	E	P/OS	PF
Single-Family Detached Residential (RDC 18.206.020)	P	P-L									
Cottage Housing (RDC 18.206.040)	P	P									
Duplex (RDC 18.206.050)	P	P									
Triplex (RDC 18.206.050)	P	P									
Townhouse (RDC 18.206.060)	P-L	P-L				P-L	P-L				
Accessory Dwelling Unit (RDC 18.206.030)	P	P									
Home Occupation (RDC 18.205.030)	L	L	L	L		L	L	L			
Multifamily Residential (RDC 18.206.070)		P	P-L			P-L	P-L	P-L			
Manufactured Home Park (RDC 18.730.020)	P	P									

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1163, § 2(Att.), 10-23-2014; Ord. No. 1164, § 2(Att.), 10-23-2014; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1226, § 2(Exh. A), 12-15-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1245, § 2(Exh. B), 11-2-2017; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1266, § 2(Exh. A), 9-13-2018; Ord. No. 1272, § 2(Exh. A), 10-25-2018; Ord. No. 1296, § 2(Exh. A), 10-10-2019; Ord. No. 1304, § 3(Exh. A), 12-5-2019; Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1370, § 2(Exh. A), 9-8-2022; Ord. No. 1406, § 2(Exh. A), 7-13-2023; Ord. No. 1419, § 2(Exh. A), 3-28-2024; Ord. No. 1426, § 2(Exh.), 7-25-2024)

18.206.030 Accessory dwelling units (ADU).

A. Purpose.

1. To add affordable units and make housing units available to moderate-income people who might otherwise have difficulty finding homes within the city.
2. To promote the development of additional housing options in residential neighborhoods that are appropriate for people at a variety of stages of their lives.
3. To provide homeowners with a means of obtaining, through tenants in either the accessory dwelling unit or the principal residence, rental income, companionship, or security.
4. To protect neighborhood stability, property values, and the character of the neighborhood.

B. Standards.

1. No lot may have more than ~~one two~~ accessory dwelling units.
2. ~~The a~~Accessory dwelling unit(s) 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 dwelling units, 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 a~~Individual accessory dwelling units shall not be larger than fifty percent of the living area of the primary residence ~~or 1,000 square feet, whichever is greater.~~
5. An accessory dwelling unit in a detached structure shall be located behind the primary street facade of the primary dwelling.
6. ~~The maximum height of accessory dwelling units shall be 24 feet.~~

C. Accessory Dwelling Unit Incentive. For every five single family homes that integrate an ADU, those homes count as only four dwelling units, for density purposes.

D. Ownership. The accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the primary residence.

E. Approval Criteria. The community development director shall process a request for accessory dwelling approval as Type ~~H-I~~ review consistent with RDC 18.310.070060.

1. 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.
2. In addition to the notice requirements of RDC 18.310.070060, the city shall provide the applicable homeowner's association and/or the neighborhood association with notice of the application for accessory dwelling.
3. Prior to approval of an accessory dwelling the community development director shall make the following findings:
 - i. 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 ~~with the following exceptions:-~~
 - a. ~~Detached accessory dwelling units may be sited at a lot line if the lot line abuts a public alley and the other provisions of subsection of (3) are met.~~

Commented [CL1]: Planning Commission: Do not make this change.

b. Existing structures that violate current code requirements for setbacks or lot coverage may be converted to accessory dwelling units. Any increase to the nonconformity with current code requirements for setbacks or lot coverage is subject to the review procedures for alteration of a nonconforming development under RDC 18.340.050.

- ii. Location of the accessory dwelling shall not interfere with any proposed public facilities or services or with private easements.
- iii. The proposed accessory dwelling does not adversely affect public health, safety, or welfare.

F. Impact Fees. Impact fees assessed on the construction of an accessory dwelling unit shall be assessed at 50 (fifty) percent of the impact fees that would be imposed on the principal unit as defined in RCW 36.70A.696.

(Ord. No. 1339, § 2(Exh. A), 5-27-2021)

18.206.050 Duplex and triplex.

A. Purpose.

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

B. Duplex and Triplex Density Calculations and Incentives. RDC 18.210.025030.F.2 sets forth the cumulative limitations to the percentage of qualifying bonus dwelling units in a development.

1. On existing lots (created as of ~~ADD ADOPTED DATE OF THIS ORDINANCE~~ May 27, 2021), ~~duplexes and triplex~~ units may be counted as one-half a dwelling unit and triplex units may be counted as one-third a dwelling unit, for the purpose of calculating density, ~~provided the dwelling units within each building average no more than one thousand square feet. A covenant restricting any increases in unit size after initial construction shall be recorded against the property. Vaulted space may not be converted to habitable space.~~
2. On all corner lots in subdivisions, duplex units may be counted as one-half a dwelling unit for the purpose of calculating density. This incentive may not be combined with subsection (3).
3. In subdivision developments in RLD zones, each duplex or triplex unit less than one thousand four hundred square feet in gross floor area and not on a corner lot may be counted as one-half a dwelling unit for the purpose of calculating density. This bonus is available for a limited number of units as follows. Once the cap is reached, additional duplex and triplex units are counted as one unit.
 - a. RLD-4 zone: Up to twelve percent of dwelling units may be duplex units using the density bonus, and up to eight percent of the units may be triplex units using the density bonus.

For example, a subdivision on a net ten-acre parcel has a default maximum capacity of forty dwelling units. If thirty-six dwelling units are single-family homes, up to two duplexes (four dwelling units) and one triplex (three dwelling units) could be integrated. The calculated density is thirty-nine and one-half units, but the functional total is forty-three units (a bonus of three units).
 - b. RLD-6 zone: Up to eighteen percent of dwelling units may be duplex units using the density bonus, and up to twelve percent of units may be triplex units using the density bonus.
 - c. RLD-8 zone: Up to twenty-five percent of dwelling units may be duplex units using the density bonus, and up to twenty-five percent of units may be triplex units using the density bonus.
 - d. Where duplex or triplex dwellings are integrated with other housing types qualifying for density bonuses, RDC 18.210.025.F.2 sets forth the cumulative limitations to the percentage of qualifying bonus dwelling units in a development.
4. For plat recording requirements, see RDC 18.210.025.F.3.

C. Required Design Features.

1. All wall openings, regardless of visibility from a public right-of-way, shall have:

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- i. Contrasting trim (minimum three inches wide);
 - ii. Recess (windows) at least one and one-half-inches from the façade; or
 - iii. Other design treatments that add depth, richness, and visual interest to the façade.
 2. Roof overhang (minimum six inches) or other design feature with comparable visual impact that adds depth and richness to the home design.
 3. Covered entry at least three feet deep for the primary entrances.
 4. Minimum useable open space [see standards in subsection (E) below].
 5. Minimum front façade window transparency: At least ten percent. This applies to all vertical surfaces of the façade elevation (excluding rooflines). Windows and their frames shall be used in the calculations, while trim may not be included. Garage door windows may be used to meet up to fifty percent of the minimum transparency requirement.
 - D. Architectural Design Guidelines and Standards.
 1. Character. Generally, duplexes and triplexes should maintain the traditional character and quality of detached single-family dwelling units by using similar traditional design elements and materials such as wood siding, trim, porches, and chimneys. More detailed standards are provided throughout this section.
 2. Front façade articulation. Duplexes and triplexes shall utilize a combination of roofline and façade modulation to distinguish each unit located on the ground floor that faces the street. This is not required for stacked unit configurations or front-and-rear configurations that appear as a single-family home with only one entry facing the street.
 3. Front façade features. Every front façade of a duplex and triplex shall contain a minimum of three elements from the lists, including at least one element from the structural elements list and at least one element from the decorative elements list.
 - a. Structural elements. Qualifying features shall be integrated on the façade of each dwelling unit.
 - i. Covered porch area with a minimum of fifteen square feet.
 - ii. Dormers.
 - iii. Gables.
 - iv. Hipped, gable, gambrel, mansard or similar pitched roof.
 - v. Bay windows.
 - vi. Twelve-inch offset from one exterior wall to another.
 - vii. Balconies.
 - viii. Roofline offset of at least two feet from the top surface of one roof to the other.
 - ix. Vertical breaks/horizontal walls.
 - x. Recessed building entry at least two feet deep by four feet wide.
 - xi. Other structural element that adds comparable visual interest to the features above, as approved by the community development director.
 - b. Decorative elements. Qualifying features shall be integrated on the façade of each dwelling unit.
 - i. Decorative garage doors. Standard squares on a garage door will not qualify as a decorative detail.

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

Figure 18.206.050-D
Examples emphasizing façade articulation and details.



Left example: Duplex with covered entry, separate gabled roofs, pillars/posts, decorative shingles, stonework, and eave braces.

Right example: Triplex with covered porches, pillars/posts, roofline offsets, variable siding, projecting window bays and multi-paned windows.

- 4. Pitched roof. Roofs must be pitched with slopes between 2:12 and 15:12, and along street frontages roof design for a duplex or triplex building shall not repeat unless separated by three different types of roofs (a design is determined by the predominate axis and pitch of the roof form together with intersecting secondary roof forms). Porches and dormers are exempt from this standard.
- 5. Exterior materials. Building exteriors shall be constructed from quality and durable materials such as stone, brick, wooden lap siding, fiber cement siding, or similar materials. Insubstantial materials, such

as fiberglass, and materials such as mirrored glass, corrugated siding, exposed concrete block, and plywood or T-111 siding are not permitted.

E. Garage Location and Design.

1. Garages or carports detached from or attached to the main structure and facing the street shall comply with at least one of the following:
 - a. Set back the garage or carport from the front building facade or front face of a covered porch, by a minimum of four feet. To qualify as a porch under this subsection, the porch must extend along a minimum of 50 percent of the street-facing building facade that is not devoted to the garage, and must be at least six feet wide.
 - b. Provide enhanced architectural details. Under this option, the front façade shall contain a minimum of six elements from elements lists under subsection (D)(3) of this section, including at least two elements from the structural elements list and at least two elements from the decorative elements list.
2. No more than fifty percent of any ground floor façade may be occupied by a garage, and detached garages and all carports shall not protrude beyond the front building façade. This limit may be increased to a maximum of sixty-five percent provided at least three of the following design details are utilized:
 - a. A decorative trellis over at least the entire width of the garage door(s).
 - b. A window or windows are placed above the garage on a second story or attic wall.
 - c. A balcony that extends out over the driveway.
 - d. Utilizing all single-vehicle car doors as an alternative to wider garage doors suitable for two-car garages.
 - e. Windows in the garage door.
 - f. Decorative details on the garage door. Standard squares on a garage door will not qualify as a decorative detail.

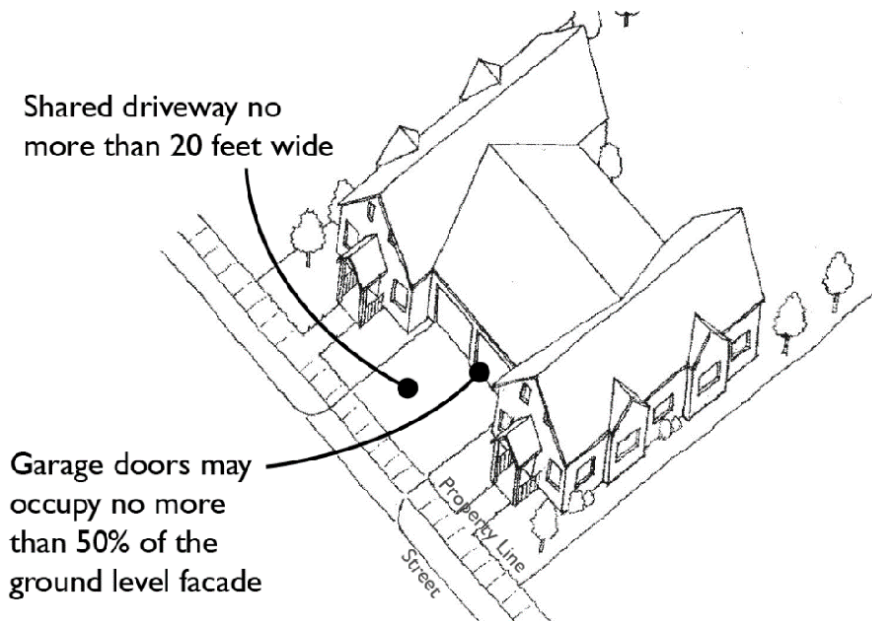
F. Driveways and Access.

1. Where the dwellings are served by alleys, all garages and on-site parking shall be accessible from the alley and the façade(s) facing the street shall be designed as the front of the dwellings including, but not limited to, a primary building entrance consisting of inward swinging door(s), porch(es), window(s) and pathway(s) to the street.
2. When no alleys are present, the following apply:
 - a. Side- and rear-facing parking areas and garages are encouraged.
 - b. When located on a corner lot, both streets must be utilized for vehicle access, unless one street is designated as an arterial. Such driveways must be located as far from the street corner as feasible.
 - c. Driveways for duplexes are limited to:
 - i. One twenty-foot wide (maximum) driveway; or
 - ii. Two twelve-foot wide (maximum) driveways, provided the driveways are spaced at least twenty feet apart.

Figure 18.206.050-F.2.b
Duplex corner lot driveway location examples.



Figure 18.206.050-F.2.c
Duplex driveway and garage example.



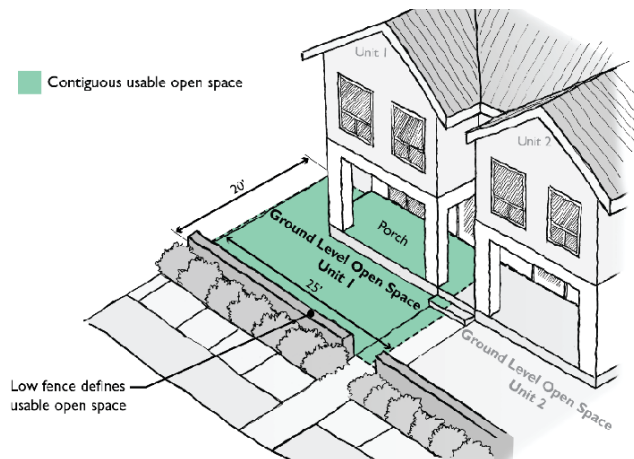
G. Open Space Standards.

1. All new duplex and triplex developments shall provide usable open space with a collective size equal to ten percent of the lot area. For example, an eight thousand square-foot lot would require at least eight hundred square feet of usable open space. Usable open space may be a single large space or separate spaces.
2. All useable open space shall a minimum dimension of fifteen feet on all sides.
3. Where the usable open space is located within a front yard setback, the open space must be defined with a fence, hedge, or wall between eighteen and thirty-six inches tall (meeting the standards of RDC Chapter 18.740). See Figure 18.206.050-G for an example.
4. If the rear edge of the usable open space is within five feet of an alley, any fence between the rear edge and the alley shall be limited to four feet in height except where the portion of the fence between

four and six feet in height is at least fifty percent transparent. Vegetative matter which functions as a fence has no height limit.

5. Unenclosed decks, porches, patios, and entries may be used as a part of the usable open space, provided they are a part of a space that meets the standards herein.
6. Driveways shall not count in the calculations for usable open space.
7. Additions shall not create or increase any nonconformity with this standard.

Figure 18.206.050-G
Duplex front yard open space example.



- H. Tree Standards. Trees shall be integrated on new lots at the time of occupancy as provided below.
1. Lots less than seven thousand square feet in area:
 - a. Minimum two deciduous trees.
 - b. Minimum one evergreen tree.
 2. Lots seven thousand square feet in area or greater:
 - a. Minimum two deciduous.
 - b. Minimum two evergreen trees.
 3. Where one or more existing native trees (as set forth in RDC 18.830.050) are preserved and integrated into the design of the development, the community development director will allow for credits of up to four required trees for each preserved tree depending on the size, health, and maturity of the tree.
 4. See RDC Chapter 18.725 for related landscaping plans, installation, and maintenance standards.

Figure 18.206.050-H
Example of integrating tree preservation into a duplex/triplex housing development.



(Ord. No. 1339, § 2(Exh. A), 5-27-2021)

18.210.030 Dimensional and density standards.

- A. Dimensions shall be consistent with Table 18.210.030-1. Adjustments for townhouse developments are in RDC 18.206.060.
- B. The maximum lot area does not apply to existing lots, the remaining parent parcel after a land division, and lots created for non-residential uses such as parks and trails, utilities, and critical areas.
 - 1. For a two-lot short plat with one existing residence, a one-time exemption may be allowed wherein neither the existing lot with the residence nor the remainder lot must meet the maximum lot area permitted in the underlying zone. Any further partitioning of the parent parcel or the oversized lot must comply with the lot size requirements of the underlying zone.
- C. Development in the RLD-4 zone may be rounded to a minimum of three and one-half dwelling units per net developable acre and a maximum of four and one-half dwelling units per net developable acre.
- D. See RDC 18.210.060 for special setback and design requirements along major corridors.
- E. Minimum side yard setbacks shall not be reduced through the adjustment or variance process.

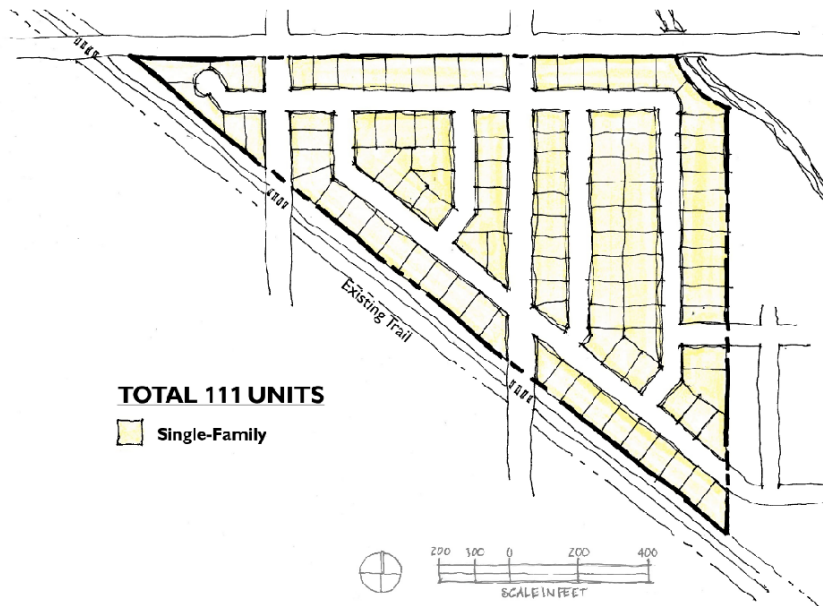
Table 18.210.030-1
RLD dimensional and density standards.

Standard	RLD-4	RLD-6	RLD-8
Min. Lot Width	50 ft	50 ft	50 ft
Min. Lot Area	10,890 sq ft	7,200 sq ft	5,000 sq ft
Max. Lot Area	16,355 sq ft	10,800 sq ft	7,500 sq ft
Min. Density: Dwelling Units/Net Developable Acre	4 du/ac	4 du/ac	6 du/ac
Max. Density: Dwelling Units/Net Developable Acre [see subsection (F) of this section for density bonus options]	4 du/ac	6 du/ac	8 du/ac
Min. Front Yard Setback	15 ft	15 ft	10 ft
Min. Rear Yard Setback	10 ft	10 ft	5 ft
Min. Side Yard Setback	5 ft	5 ft	5 ft
Min. Street Side Yard Setback	15 ft	15 ft	10 ft
<u>Min. Garage Setback</u>	<u>20 ft</u>	<u>20 ft</u>	<u>20 ft</u>
Max. Height	30 ft (35 ft with pitched roof)	30 ft (35 ft with pitched roof)	35 ft
Max. Impervious Surface	60%	60%	65%

- F. Housing Type Diversity Bonus Option.
 - 1. Density bonus incentives are available for the following "missing middle" housing types:
 - i. Small detached single-family dwellings per RDC 18.206.020.C.
 - ii. Accessory dwelling units per RDC 18.206.030.C.
 - iii. Cottages per RDC 18.206.040.B.2.

- iv. Duplexes and triplexes per RDC 18.206.050.B.
 - v. Townhouses per RDC 18.206.060.B.
2. Limitations. The maximum combined percentage of applicable small detached dwellings, cottages, and duplex, triplex, and townhouse dwelling units in development that qualify for the density bonus option herein are set forth by zone. Figure 18.206.025-F illustrates an example of how this works.
- i. RLD-4: twenty percent.
 - ii. RLD-6: thirty percent.
 - iii. RLD-8: forty percent.
- Individual cottage developments are exempt from this limitations. However, for larger developments that include cottages and other housing types, such cottages will be included in the calculations and the subject development shall comply with these limitation standards herein.
3. Any use of a density bonus under this section and the referenced sections of RDC Chapter 18.206 shall be recorded on the face of the plat noting the maximum total number of units, the designated types and number of units for each lot, and if applicable the maximum floor area of units.

Figure 18.206.025-F
Illustrating an example of a subdivision integrating missing middle housing types to allow for a modest density bonus.



Example standard subdivision example with one hundred percent of lots single family.



Example subdivision integrating missing middle housing types to achieve a density bonus. Using the calculations for available density bonuses for these housing types, the one hundred fifty-two dwelling units represented here would equate to one hundred twenty-three dwelling units for the purpose of density calculations. Missing middle housing types represent thirty-nine percent of the total dwelling units in this example - a percentage that would be acceptable in the RLD-8 zone.

(Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1352, § 2(Exh. A), 11-4-2021)

Editor's note(s)—Ord. No. 1339, § 2(Exh. A), adopted May 27, 2021, amended § 18.210.030 in its entirety to read as herein set out. Former § 18.210.030 pertained to lot requirements and derived from Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013; and Ord. No. 1207, § 2(Exh. A), adopted May 26, 2016.

18.210.060 Design provisions along major corridors.

- A. The following standards apply to all lots abutting or adjacent to the public rights-of-way of major corridors, which are defined as Hillhurst Road, Pioneer Street (east of the Gee Creek crossing), and Royle Road. Adjacent, when used in this section, means, separated by a street, tract, open space, or similar intervening element. These standards may not be modified through the Planned Unit Development (PUD) process. The six-foot height requirement for the fence or wall may not be modified through the administrative adjustment or variance processes.
- B. Setbacks. All yard setbacks for applicable lots are twenty-five feet from the ~~major corridor right-of-way~~property line.
- C. Fencing and Walls. All residential lots shall comply with the following fencing and wall standards in addition to RDC 18.210.110 and Chapter 18.740.
1. Install a fence or wall continuously along major corridors as listed in subsection (A) of this section, and located directly behind the planting strip required in subsection (D) of this section. The fence or wall must comply with the site clearance provisions of Section 2.15 of the city engineering standards.
 2. The fence or wall must be a minimum of six feet high and be constructed to give the appearance of earth tone stone with columns or physical indentations in the fence or wall at least every fifty lineal feet to reduce the massing effect of the fence material. The fence or wall design shall be compatible with nearby fences and walls along the major corridors and shall match the design of any previous fences or walls in the same subdivision. The design shall be approved by the community development director.
 3. The property owner, developer or homeowners association is responsible for the maintenance of the fence or wall.
 4. The fence or wall shall not be built until the city issues a fence permit consistent with RDC 18.740.050, the city issues a building permit for a wall, or grants approval through the development review process.
- D. Landscaping. The following standards are in addition to the requirements in RDC 18.725. Figure 18.210.065-D is an example of design adhering to these standards.
1. A minimum five-foot wide planting strip shall be required between the property lines of abutting lots, tracts or parcels and the required fence listed in subsection (C) of this section. Vegetation within this planting strip shall satisfy the following standards:
 - a. Proposed vegetation shall be detailed in a landscape plan, consistent with the requirements of RDC 18.725.070, that addresses plant location, plant type, quantity, initial and mature planting sizes and method of irrigation.
 - b. The planting strip shall be planted with a diverse mixture of evergreen trees, native shrubs and groundcover. Water features (creeks, fountains, etc.) may augment or replace the landscaping feature.
 - c. All plantings shall remain fifty percent opaque year round.
 - d. An in-ground irrigation system shall be installed to ensure the growth and long-term viability of planted materials.
 - e. The perpetual maintenance and operation of the planting strip shall be the responsibility of a homeowner's association and/or the developer.

Figure 18.210.060-D
Major corridor plan-view example.

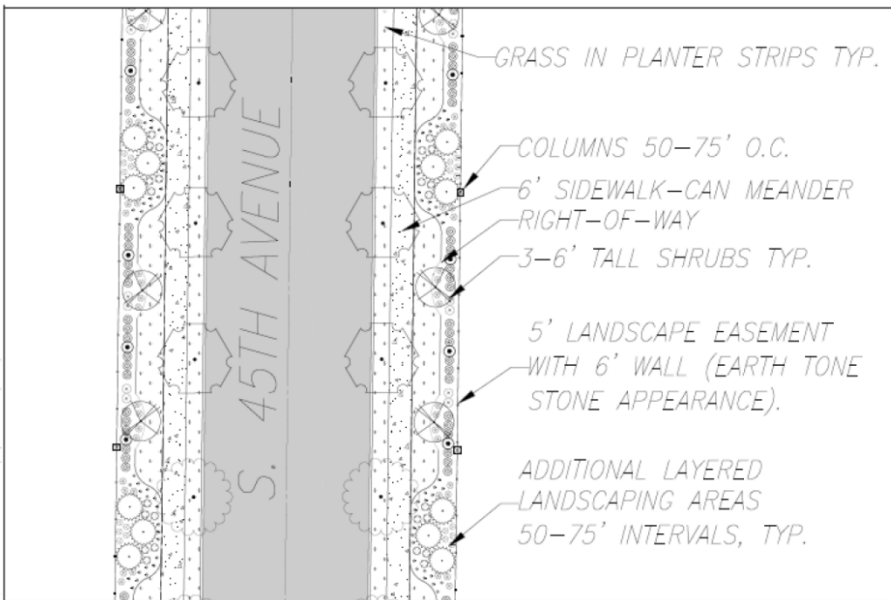
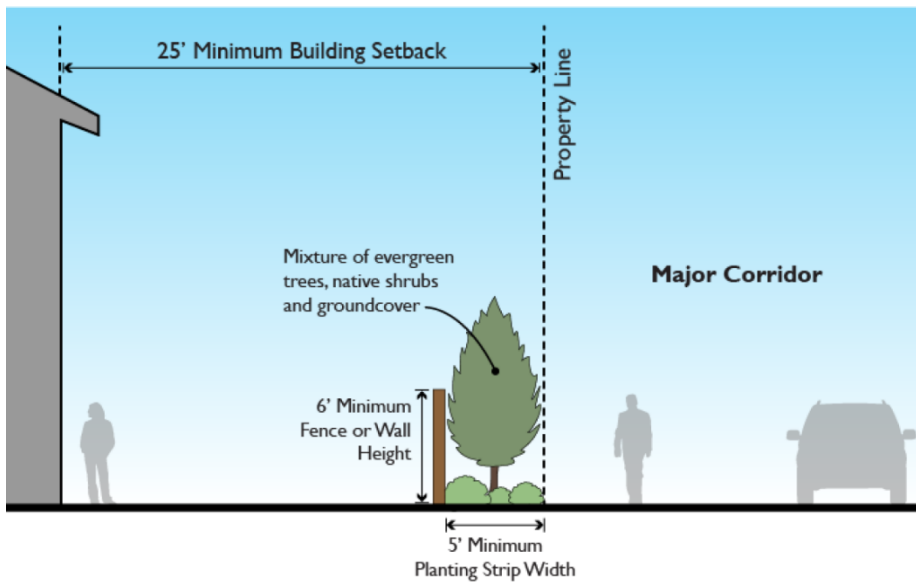


Figure 18.210.060-D.2
Major corridor cross section example.



(Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1426, § 2(Exh.), 7-25-2024)

Editor's note(s)—Ord. No. 1339, § 2(Exh. A), adopted May 27, 2021, amended § 18.210.060 in its entirety to read as herein set out. Former § 18.210.060 pertained to neighborhood design standards and derived from Ord.

No. 1132, § 2(Exh. A), adopted July 11, 2013; Ord. No. 1232, § 2(Exh. A), adopted April 27, 2017; Ord. No. 1253, § 2(Exh. A), adopted Dec. 7, 2017; and Ord. No. 1325, § 2(Exh. A), adopted Sep. 24, 2020.

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(Supp. No. 110)

18.210.090 Off-street parking.

- A. Off-street parking shall comply with this chapter and Chapter 18.720 including the EV infrastructure requirements in RDC 18.720.040.C.8.-
- B. For individual garage or carport units facing a street, at least twenty linear feet of driveway shall be provided between any garage or carport entrance and the property line abutting the street , measured along the centerline of the driveway. This standard shall not be modified through the adjustment or variance process per RDC 18.350 or the PUD process per RDC 18.401.
- C. For individual garage or carport units facing an alley, driveways shall not be any linear length between five feet and twenty feet from the garage or carport entrance to the edge of the alley; measured along the centerline of the driveway. The intent of this standard is to prevent parked cars from protruding into alleys. This standard shall not be modified through the adjustment or variance process per RDC 18.350 or the PUD process per RDC 18.401.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1339, § 2(Exh. A), 5-27-2021)

18.210.120 Accessory structures ~~and dwellings~~.

- A. Accessory structures ~~and dwellings~~ must meet the lot requirements and dimensional standards in RDC 18.210.030 with the following exceptions:
1. Height.
 - a. Accessory structures other than recreational vehicle garages shall not exceed the lesser of eighteen feet in height or the height of the primary structure.
 - b. Recreational vehicle garages shall not exceed the lesser of twenty-four feet in height or the height of the primary structure.
 2. Setbacks.
 - a. One uninhabited freestanding structure up to ten feet high and 120 square feet in footprint area, such as a storage shed or greenhouse, may be located within the required rear or side yard setback, provided:
 - i. The structure shall be located a minimum of three feet from property lines with eaves no greater than twelve inches.
 - ii. The structure shall retain a five-foot fire separation distance from other structures as specified in adopted building codes.
 - iii. The structures shall be setback at least five feet farther than the front façade of the house if the structure is located in the side yard. For corner lots, the structure shall be set back a minimum of ten feet farther than the front façade of the house on the street side, or outside of the Sight Obstruction area pursuant to Section 2.16 of the Engineering Standards.
- B. Accessory structures greater than one hundred twenty square feet shall be visually compatible with the primary structure.
- C. Accessory structures ~~and dwellings~~ are only permitted as accessory uses to a primary use and must be located on the same parcel as the primary use.
- D. Accessory dwelling units are regulated ~~by~~ under RDC 18.205.020, RDC 18.205.030 and RDC 18.206.030. (Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1325, § 2(Exh. A), 9-24-2020; Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1370, § 2(Exh. A), 9-8-2022)

18.220.030 Dimensional and density standards.

- A. Dimensions shall be consistent with Table 18.220.030-1. Adjustments for townhouse developments are in RDC 18.206.060.
- B. See RDC 18.210.060 for special setback and design requirements along major corridors.
- C. Minimum side yard setbacks shall not be reduced through the adjustment or variance process.
- D. The senior housing bonus, as described in RDC 18.235.020.P, may be applied to development within the RMD-16 zone. All site requirements and development standards of the RMD district shall apply to developments that obtain a senior housing bonus. Additionally, developments shall be designed to project a residential appearance through architectural design, landscaping, the use of building materials, and surface lengths.

Table 18.220.030-1
RMD dimensional and density standards.

Standard	RMD-16
Min. Lot Width	30 feet
Min. Lot Area	2,500 square feet
Min. Density: Dwelling Units/Net Developable Acre	8 du/ac
Max. Density: Dwelling Units/Net Developable Acre	16 du/ac
Min. Front Yard Setback	10 feet
Min. Rear Yard Setback	5 feet
Min. Side Yard Setback	5 feet
<u>Min. Garage Setback</u>	<u>20 feet</u>
Max. Height	35 feet (40 feet with pitched roof)
Max. Impervious Surface	75% (net developable acres)

(Ord. No. 1339, § 2(Exh. A), 5-27-2021)

Editor's note(s)—Ord. No. 1339, § 2(Exh. A), adopted May 27, 2021, amended § 18.220.030 in its entirety to read as herein set out. Former § 18.220.030 pertained to lot requirements and derived from Ord. No. 1132, § 2(Exh. A), adopted July 11, 2013.

18.220.100 Off-street parking.

- A. Off-street parking shall be provided as required in RDC 18.720, [including the EV infrastructure requirements in RDC 18.720.040.C.8](#), in addition to the provisions of this section.
- B. For individual garage or carport units facing a street, at least twenty linear feet of driveway shall be provided between any garage or carport entrance and the property line abutting the street, measured along the centerline of the driveway. This standard shall not be modified through the adjustment or variance process per RDC 18.350 or the PUD process per RDC 18.401.
- C. For individual garage or carport units facing an alley, driveways shall not be any linear length between five feet and twenty feet from the garage or carport entrance to the edge of the alley; measured along the centerline of the driveway. The intent of this standard is to prevent parked cars from protruding into alleys. This standard shall not be modified through the adjustment or variance process per RDC 18.350 or the PUD process per RDC 18.401.
- D. Parking lots shall be located behind or to the side of buildings.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1339, § 2(Exh. A), 5-27-2021)

18.220.130 Accessory structures ~~and dwellings~~.

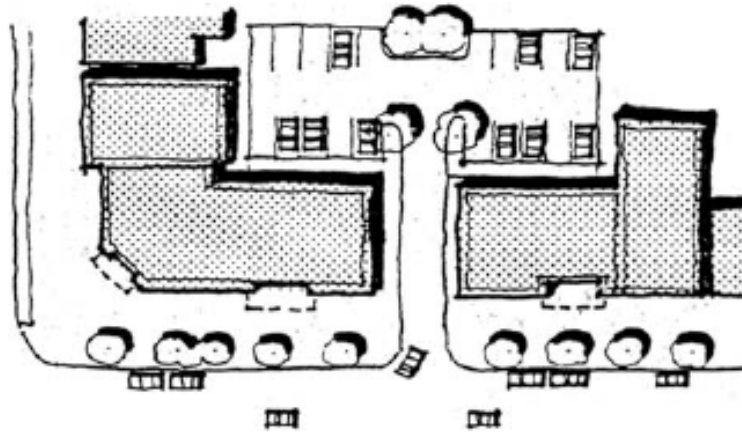
- A. Accessory structures must meet the dimensional standards in RDC 18.220.030, with the exceptions in RDC 18.210.120.
 - 1. Multistory parking structures are exempt from the eighteen-foot maximum height requirement in RDC 18.210.120.
- B. Accessory structures greater than one hundred twenty square feet shall be visually compatible with the primary structure.
- C. Accessory structures are only permitted as accessory uses to a primary use and must be located on the same parcel as the primary use.
- D. Accessory dwelling units are regulated by under RDC 18.205.020, RDC 18.205.030, and RDC 18.206.030.
(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1339, § 2(Exh. A), 5-27-2021; Ord. No. 1370, § 2(Exh. A), 9-8-2022)

18.230.080 Off-street parking and loading.

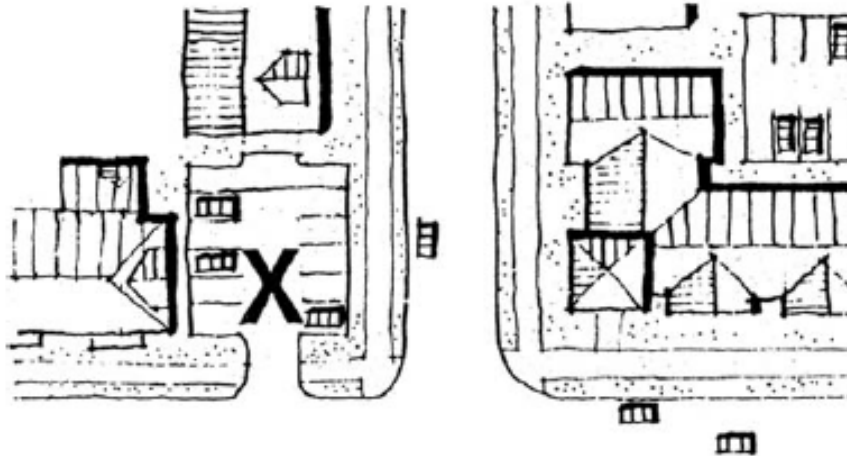
- A. Off-street parking and loading shall be provided as required in Chapter 18.720, [including the EV infrastructure requirements in RDC 18.720.040.C.8.](#)
- B. Parking areas shall be located to minimize their visual and functional impact, generally by locating parking areas along the rear and sides of the buildings, and shall comply with the following standards in lieu of compliance with RDC 18.720.040.C.1.

ACCEPTABLE

Parking behind shops



UNACCEPTABLE



Street corners are not appropriate locations for parking lots.

1. For sites along pedestrian streets, parking areas shall not be placed forward of the maximum setback or the front building façade, whichever is closer to the property line, for more than twenty percent of

-
- the site's street frontage not encumbered by critical areas or significant vegetation, with the exception of driveways and drive aisles perpendicular to the street frontage.
2. For sites along major corridors, parking areas shall not be placed forward of the maximum setback or the front building façade, whichever is closer to the property line, for more than fifty percent of the site's street frontage not encumbered by critical areas or significant vegetation, with the exception of driveways and drive aisles perpendicular to the street frontage. Slip lane parking lots per RDC 18.230.080.C. are also exempt from this standard.
 3. For sites located on a corner lot or other lot with multiple frontages, both frontages must meet the applicable limitations for parking area locations. No parking area shall be closer than one hundred feet to any corner formed by two public streets, unless the length of the frontage along both streets is less than one hundred feet in which case the parking area shall be located as far as practicable from the corner.
 4. The area between the property line and the parking area, with the exception of driveways and drive aisles providing access to the parking area, shall be fully landscaped to an L2 standard.
- C. Slip lane parking lots are permitted along the street frontage of major corridors, and are exempt from the 50 percent street frontage limitation for parking lots in RDC 18.720.040.C.1.
1. Slip lane parking lots may consist of one, one-way drive aisle and one row of parking stalls arranged parallel or angled, meeting the dimensional standards of RDC Table 18.720.040-1. The combined width of the drive aisle and parking stalls shall not exceed forty-four feet.
 2. Slip lane parking lots shall include a sidewalk with a minimum width of five feet between the parking lot and the interior of the site, running the full length of the slip lane parking lot.
 3. Along a minimum of seventy-five percent of the length of the slip lane parking lot, buildings shall be set back no more than five feet from the back edge of the required sidewalk.
 4. Buildings fronting the slip lane parking lot shall provide a primary pedestrian entrance directly facing the parking lot.
 5. Where practicable, slip lane parking lots shall extend to the edge of the property line to allow seamless continuation along the adjoining properties.
 6. Slip lane parking lots shall only be allowed if the public works director approves access onto the arterial, which may include limitations on driveway spacing and restricted turn movements.

(Ord. No. 1108, § 2, 7-26-2012; Ord. No. 1220, § 2(Exh. A), 10-27-2016; Ord. No. 1234, § 2(Exh. A), 6-22-2017; Ord. No. 1253, § 2(Exh. A), 12-7-2017; Ord. No. 1426, § 2(Exh.), 7-25-2024)

18.240.060 Site and building design.

A. E District Standards.

1. Applicability. The requirements of Section 18.235.060-140.060 apply to:
 - a. New buildings of any size,
 - b. The addition to or remodel of an existing building that increases the square footage of the building by twenty percent, and
 - c. The addition to or remodel of an existing building where the construction valuation is fifty percent or greater of the existing site and building valuation.
2. All structures proposed to be sited on parcels zoned Employment (E) adjacent to Interstate 5 right-of-way shall comply with the Commercial Design Standards found in Section 18.230.055.
3. Building design shall reinforce the building's location adjacent to street edge and public space.
4. 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.
5. 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.
6. 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.
7. The following accessory structures and uses 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. Design of exterior storage areas shall comply with engineering standards and the comprehensive stormwater management plan (CSMP), including roof cover, paving, and runoff containment, to prevent nonstormwater discharges from entering the stormwater drainage system.

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- 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.
- 8. 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.
 - 9. Outdoor storage of materials shall generally be located to the rear or side of the site and shall not be located adjacent to any street with a classification of "collector" or higher or any street that is projected to carry more than two thousand average daily trips. Adjacent in this context shall mean without an intervening element such as a building or parking area, but not including a fence or wall, between the street right-of-way and the outdoor storage area. If the location of outdoor storage areas to the rear or side of the site is not practical due to site constraints additional landscaping immediately adjacent to the right-of-way to a L5 standard fifteen feet in depth shall apply.
- B. Site configurations in the E zone 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.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1226, § 2(Exh. A), 12-15-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1266, § 2(Exh. A), 9-13-2018; Ord. No. 1273, § 2(Exh. A), 10-11-2018; Ord. No. 1296, § 2(Exh. A), 10-10-2019; Ord. No. 1370, § 2(Exh. A), 9-8-2022; Ord. No. 1406, § 2(Exh. A), 7-13-2023)

18.240.080 Off-street parking and loading.

- A. Off-street parking and loading shall be provided as required by RDC 18.720, [including the EV infrastructure requirements in RDC 18.720.040.C.8.](#)
- B. No more than fifty percent of a lot abutting an arterial, minor arterial or collector street may be dedicated to parking area along the arterial or collector street frontage.
 - 1. Sites with the following primary uses are exempt from the requirement in (B) when such a primary use occupies at least fifty thousand square feet: Light manufacturing, research and development, freight/cargo movement and storage, fleet service, warehousing, wholesale retail, and computer and electronics manufacturing.
- 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 area 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.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1325, § 2(Exh. A), 9-24-2020)

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 E master plan application, the applicant shall comply with all of the provisions of this section and unless otherwise provided, Sections 18.240.020 through 18.240.095 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 RDC 18.310.150, provided they are consistent with the RUACP and RCFP.
 - 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.

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- 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)(21)(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 18.240.100110(D)(21)(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 18.240.110-2 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. Commercial⁵					
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	X	X	C	P	X

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loading and unloading activities are conducted on dock facilities primarily located indoors					
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

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20. Truck stop facilities	C	X	X	X	X
21. Cleaning and dyeing plants	X	X	X	C	X
D. Office¹⁷					
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,	None	10 feet ²⁴	100 feet	100 feet ^{24a}	100 feet

includes 20 foot landscape buffer except as otherwise noted					
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 boundaries which abut an	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

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

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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 This category includes a wide range of retail sales, including grocery stores, general and specialty merchandise. Low-impact retail sales uses typically do not have offensive odors, noise, or visual impacts. Such uses usually do not have significant truck traffic and have no outdoor storage areas.

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

⁸ High impact (heavy) commercial uses include outdoor nurseries, lumber and building materials, farm equipment, heavy equipment rental, and the like. Such uses typically have large, outdoor storage areas, significant truck traffic and often rely on heavy equipment. Such uses may be noisy or have other off-site impacts. However, if impacts can be fully mitigated, such uses may be permitted conditionally in certain zoning districts.

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.

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- 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 E district 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%

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1232, § 2(Exh. A), 4-27-2017; Ord. No. 1234, § 2(Exh. A), 6-22-2017; Ord. No. 1253, § 2(Exh. A), 12-7-2017)

18.280.020 General provisions.

- A. No Net Loss of Functions. Land development and uses within the city shall result in no net loss of functions and values in the critical areas. Since values are difficult to measure no net loss of functions and values means no net loss of functions. The beneficial functions provided by critical areas include, but are not limited, to water quality protection and enhancement, fish and wildlife habitat, food chain support, flood storage; conveyance and attenuation of flood waters; ground water recharge and discharge; erosion control; and wave attenuation. These beneficial functions are not listed in order of priority. This chapter is also intended to protect residents from hazards and minimize risk of injury or property damage.
- B. Relationship to Other Regulations. These critical areas regulations shall apply in addition to zoning and other regulations adopted by the city. When there is a conflict between any provisions of this chapter or any other regulations, that which provides the most protection to the subject critical area shall apply. Conditions of approval of a project affecting critical areas may be supplemented by a review under the State Environmental Policy Act (SEPA), as locally adopted. Compliance with the provisions of this chapter does not constitute compliance with other federal, state, and local regulations and permit requirements (for example, Shoreline Substantial Development Permits, Hydraulic Project Approval (HPA) permits, Section 106 of the National Historic Preservation Act, U.S. Army Corps of Engineers Section 404 permits, or National Pollution Discharge Elimination System permits). The applicant is responsible for complying with other state and federal requirements in addition to the requirements of this chapter. Obtaining all applicable state and federal permits shall be made a condition of a critical areas permit and such permits shall be obtained prior to issuance of permits for construction or site disturbance.
- C. Implementation of Best Available Science. The regulations of this chapter are intended to protect critical areas in accordance with the Growth Management Act (GMA) through the application of best available science as determined according to WAC 365-195-900 through 365-195-925, and in consultation with state and federal agencies and other qualified professionals.
- D. Regulatory Flexibility. This chapter is to be administered with flexibility and attention to site-specific characteristics. This chapter is not intended to make a property in the city unusable by denying its owner reasonable economic use of the property or to prevent the provision of public facilities and services necessary to support existing or planned development.
- ~~E. When property that is identified as being within a critical area or the proposed buffers buffer has been used by the property owner for domestic uses such as lawns, buildings and similar uses other than being left in its natural state that land shall not be considered as critical as intended by this code. These areas shall also be exempt from the critical area permitting process. residential uses the city shall administer Chapter 18.280 flexibly, as follows:~~
- ~~1. The identified property has been used exclusively for domestic use since January 1, 1994. Commercial agriculture, resource extraction, and logging are not domestic uses.~~
 - ~~2. The burden of proof for establishing exclusive domestic uses is on the applicant and shall be supported by substantial evidence prepared by a qualified professional as defined in RDC 18.280.170.~~
 - ~~3. Buffer areas meeting the requirements of subsections (a) through (c) shall be exempt from the critical area permitted process.~~
- ~~Subsection E does not apply to critical areas as defined in RDC 18.100.014~~
- ~~EE. General Public Interest Served. The city's enactment and enforcement of this chapter shall not be construed for the benefit of any individual person or group of persons other than the general public.~~

FG. Warning and Disclaimer of Liability. The standards established herein are minimum standards. The standards are established for regulatory purposes only. Minimum compliance with these standards may not be sufficient protection from identified or unidentified hazards. city-establishment of these minimum standards is not a representation that these standards are sufficient protection from any hazard. Critical areas development should be based on sound scientific and engineering considerations that may be more stringent than this chapter. The city assumes no liability if these established standards prove to be insufficient protection.

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

18.280.110 Fish and wildlife habitat conservation areas.

A. Designation.

1. There are established in the city the following identified fish and wildlife habitat conservation areas:
 - a. Habitat for any life stage of state or federally designated endangered, threatened, and sensitive fish or wildlife species. A current list of federally and state identified species is available from the community development director or designee.
 - b. Priority habitats and areas associated with priority species including Oregon white oaks. Current lists of priority habitats and species and applicable management recommendations promulgated by the Washington Department of Fish and Wildlife are available from the community development director or designee.
 - c. Water bodies including lakes, streams, rivers and naturally occurring ponds.
2. Fish and wildlife habitat conservation areas do not include such artificial features or constructs as irrigation delivery systems, irrigation infrastructure, irrigation canals, or drainage ditches that lie within the boundaries of, and are maintained by, a port district or an irrigation district or company.
3. Habitat Location Information. Information on the approximate location and extent of habitat conservation areas is available from the community development director or designee. The habitat location information is based on:
 - a. Washington Department of Fish and Wildlife Priority Habitat and Species Maps.
 - b. Washington Department of Fish and Wildlife Anadromous and Resident Salmonid Distribution Maps in the Salmon and Steelhead Habitat Inventory Assessment Program (SSHIAP).
 - c. Washington Department of Natural Resources Official Water Type Reference Maps.
 - d. Other information acquired by the city.

B. Fish and Wildlife Habitat Conservation Areas and Riparian Buffers. Fish and wildlife habitat conservation areas within the city shall be established pursuant to the Washington State Department of Natural Resources Stream Typing System, as amended. Fish and wildlife habitat conservation areas shall be established by a qualified professional and shall be measured to include the land in each direction from the ordinary high water mark of the designated stream type.

1. The minimum riparian buffer widths for stream types designated in accordance with the Washington State Department of Natural Resources (DNR) Stream Typing System shall be as follows:

Table 18.280.110-1

Minimum Riparian Buffer Widths for Fish and Wildlife Habitat Conservation Areas—DNR Stream Typing System

Fish and Wildlife Habitat Conservation Areas—DNR Stream Typing System	Minimum Riparian Buffer Width (feet)
Type S - Shorelines of the state	150 feet
Type F - Fish-bearing streams (>5 feet wide)	150 feet
Type F - Fish-bearing streams (<5 feet wide)	125 feet
Type Np and Ns — Perennial or seasonal streams with high mass wasting potential	100 feet

Type Np and Ns — Perennial or seasonal streams with low mass wasting potential	50 feet
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2. Fish and wildlife habitat conservation areas and associated buffers shall be identified on the face of plat maps site plans or other development plans, and shall be protected in perpetuity with conservation covenants, deed restrictions or other legally binding mechanisms.
3. If impervious surfaces from previous development completely functionally isolate the designated stream type and associated buffer the regulated fish and wildlife habitat conservation shall extend from the ordinary high water mark to the impervious surfaces. An example would be an existing industrial paved area and warehouses in the riparian buffer.

C. Additional Critical Areas Report Requirements.

1. A critical areas report for a fish and wildlife habitat conservation area shall include evaluation of the habitat functions using the Clark County Habitat Conservation Ordinance Riparian Habitat Field Rating Form or another habitat evaluation tool approved by the Washington Department of Fish and Wildlife.
2. If the clearing or development activity is in the fish and wildlife habitat conservation area, the critical areas report shall contain the following information, if applicable, in addition to the general critical areas report requirements of RDC 18.280.050.B:
 - a. How the clearing or development activity constitutes a water-dependent, water-related or water-enjoyment use.
 - b. How the clearing or development activity cannot feasibly be located on the site outside of the fish and wildlife habitat conservation area.
 - c. How the proposal meets the fish and wildlife habitat conservation area width averaging standard.
 - d. How the proposal will not adversely affect the connectivity of habitat functions.

D. Performance Standards.

1. General.
 - a. Development or clearing activities shall protect the functions of the fish and wildlife habitat conservation areas on the site. The activity shall result in no net loss of functions. Protection can be provided by avoiding (the preferred protection) or minimizing and mitigating. Functions include:
 - i. Providing habitat for breeding, rearing, foraging, protection and escape, migration, and over-wintering.
 - ii. Providing complexity of physical structure, supporting biological diversity, regulating stormwater runoff and infiltration, removing pollutants from water, and maintaining appropriate temperatures.
 - b. An applicant shall replace any lost functions by enhancement to other functions, so long as the applicant demonstrates that enhancement of the other functions provides no net loss in overall functions and maintains habitat connectivity. An example of unavoidable loss of function would be interruption of a travel corridor in a fish and wildlife habitat conservation area and its associated buffer. To the maximum extent feasible, enhancement shall be undertaken on-site.
 - c. If development or clearing activity is within a priority habitat and species area the applicant shall follow Washington Department of Fish and Wildlife Management Guidelines or other standards approved by the Washington Department of Fish and Wildlife.

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- d. Signs for Fish and Wildlife Conservation Areas:
 - i. Temporary Markers. The location of the outer perimeter of the fish and wildlife habitat conservation area shall be marked in the field, and such marking shall be approved by the community development director or designee prior to the commencement of permitted activities. Such field markings shall be maintained throughout the duration of the permit.
 - ii. Permanent Signs. Wood or metal signs shall be posted at an interval of one per lot for single family residential uses or at a maximum interval of two hundred feet or as otherwise determined by the community development director or designee, and must be perpetually maintained by the property owner. The sign shall be worded as follows or with alternative language approved by the community development director or designee: "The area beyond this sign is a fish and wildlife habitat conservation area. Alteration or disturbance is prohibited by law. Please call the city of Ridgefield for more information."
2. Fish and Wildlife Habitat Conservation Areas and Riparian Buffers.
- a. Fish and Wildlife Habitat Conservation Areas. Development or clearing activity may occur in fish and wildlife habitat conservation areas for the following:
 - i. A water-dependent, water-related or water-enjoyment activity where there are no feasible alternatives that would have a less adverse impact on the fish and wildlife habitat conservation area or riparian buffer. The applicant shall minimize the impact and mitigate for any unavoidable impact to functions; or
 - ii. A road, railroad, trail, dike, or levee or a water, sewer, stormwater conveyance, gas, electric, cable, fiber optic cable, or telephone facility that cannot feasibly be located outside of the fish and wildlife habitat conservation area, that minimizes impacts, and that mitigates for any unavoidable impact to functions; or
 - iii. Trails and wildlife viewing structures provided that the trails and structures are constructed to minimize impacts.
 - b. Riparian Buffer. Development or clearing activity may occur in the riparian buffer, provided that mitigation is conducted that results in no net loss of riparian habitat functions on the site, and further, that functionally significant habitat, defined as habitat that cannot be replaced or restored within twenty years, shall be preserved unless the clearing or development activity cannot feasibly be located on the site outside of the riparian buffer. An example of habitat that cannot be replaced within twenty years would be a stand of mature trees or a peat bog.
 - c. Buffer Width Averaging. The community development director or designee may allow buffer width averaging in accordance with an approved critical area report on a case-by-case basis. Buffer width averaging shall not be used in combination with buffer width reduction or a minor exception on the same buffer segment to reduce the minimum buffer width below that specified in this chapter. Averaging of buffer widths may only be allowed where a qualified ecologist or biologist demonstrates that:
 - i. Such averaging will not reduce functions or functional performance; and
 - ii. The fish and wildlife habitat conservation area varies in sensitivity due to existing physical characteristics or the character of the buffer varies in slope, soils, or vegetation, and the wetland would benefit from a wider buffer in places and would not be adversely impacted by a narrower buffer in other places; and
 - iii. The total area contained in the buffer area after averaging is no less than that which would be contained within the standard buffer; and

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- iv. The buffer width is reduced by no more than fifty percent of the standard width and at no point to less than twenty-five feet.
 - d. Buffer Width Reduction. The community development director or designee may authorize the reduction of required buffer widths to a lesser width provided that an applicant demonstrates compliance with the following:
 - i. Written evidence prepared by a qualified ecologist or biologist addressing the proposed buffer width reduction and demonstrating how the reduced buffer will enhance the functions and values of the fish and wildlife habitat conservation area.
 - ii. The remaining buffer area shall be intensely planted with a mixture of native vegetation pursuant to an approved landscape plan prepared by a registered landscape architect in the State of Washington and reviewed and certified by a qualified ecologist or biologist certifying that the plantings to be used in the remaining buffer area will compliment and support the functions and values of the fish and wildlife habitat conservation area.
 - iii. The remaining buffer area shall be managed by the applicant or applicant's successor in interest for a minimum of three years following the city's final acceptance of any portion or phase of the project. A detailed management plan prepared by a qualified ecologist or biologist shall be submitted for city review and approval prior to the city's authorization of any on-site construction, unless otherwise authorized by the community development director or designee. The detailed management plan shall address among other things the replanting of dead or dying plant material, the contents and submittal to the city of annual monitoring report prepared by a qualified ecologist or biologist with the cost of this report to be borne entirely by the applicant or applicant's successor in interest and methods to address any identified problems with the buffer's support of the functional value of the fish and wildlife habitat conservation area.
 - e. Buffer width reduction shall not be used in combination with buffer width averaging on the same buffer segment, but can be used in combination with the same wetland resource. Where multiple resources exist on a property or site, the community development director or designee may authorize the use of buffer width averaging and buffer width reduction on different resources on the property or site provided that any required scientific analysis or reporting addresses and supports the separate use.
 - f. Buffer Maintenance. Except as otherwise specified or allowed in accordance with this chapter, buffers for fish and wildlife habitat conservation areas shall be maintained according to the approved critical area permit.
 - g. Buffer Uses. The following uses may be permitted within a buffer for a fish and wildlife habitat conservation area in accordance with the review procedures of this chapter; provided, they are not prohibited by any other applicable law or regulation and they are conducted in a manner so as to minimize impacts to the buffer and the wetland:
 - i. Activities allowed under the same terms and conditions as in the associated fish and wildlife habitat conservation areas.
 - ii. Enhancement and restoration activities aimed at protecting the soil, water, vegetation or wildlife.
 - iii. Passive recreation facilities including trails and wildlife viewing structures, provided that the trails and structures are constructed with a surface that does not interfere with wetland hydrology.

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- iv. Stormwater management facilities limited to detention facilities, constructed wetlands, stormwater dispersion outfalls and bioswales, may be constructed in accordance with an approved critical area report.
3. Signs and Fencing of Fish and Wildlife Habitat Conservation Areas:
- a. The location of the outer perimeter of the fish and wildlife habitat conservation areas and its buffer shall be marked in the field, and such marking shall be approved by the community development director or designee prior to the commencement of permitted activities. Such field markings shall be maintained throughout the duration of the permit.
 - b. A permanent physical demarcation along the upland boundary of the fish and wildlife habitat conservation area buffer shall be installed and thereafter maintained. Such demarcation may consist of fencing, hedging or other prominent physical marking that allows wildlife passage, blends with the wetland environment, and is approved by the community development director or designee.
 - c. Permanent fencing of the fish and wildlife habitat conservation area buffer on the outer perimeter shall be erected and thereafter maintained when there is a substantial likelihood of the presence of domestic grazing animals within the property unless the community development director or designee determines that the animals would not degrade the functions of the fish and wildlife habitat conservation area or buffer.
 - d. Wood or metal signs shall be posted at an interval of one per lot for single family residential uses or at a maximum interval of two hundred feet or as otherwise determined by the community development director or designee, and must be perpetually maintained by the property owner. The sign shall be worded as follows or with alternative language approved by the community development director or designee: "The area beyond this sign is a fish and wildlife habitat conservation area or fish and wildlife habitat conservation area buffer. Alteration or disturbance is prohibited by law. Please call the city of Ridgefield for more information."

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

18.401.065 Trails.

- A. Applicability. All PUD subdivisions shall comply with this standard.
- B. General Standards.
1. Quantity. One foot of trail (as measured at the trail centerline) shall be provided for each three feet of the PUD's total outside perimeter. For example: A ten-acre PUD with an outside perimeter of two thousand six hundred forty feet is required to provide eight hundred eighty lineal feet of trails.
 2. Design. ~~Trails may either be a Type 3 trail with a soft surface walking path, a Type 1 or Type 2 hard surfaced walking path, or a Type 1 hard surfaced multi-use trail. Refer to the Ridgefield Engineering Standards for Public Works Construction Volume I for the following design requirements: easement widths (section 2.06), trail surface widths (section 2.21), and surface construction requirements (section 2.33).~~ Trails shall be classified as either Multi-Modal Trails or Recreational Trails, based on their designed use and function. Multi-Modal Trails, which are primarily designed to support transportation and connectivity, are further defined as Arterial Trails and Collector Trails. Recreational Trails, which are intended to provide recreational experiences and outdoor access, are further defined as Hiking Trails or Semi-Primitive Trails.

All trail design and construction shall adhere to the Ridgefield Engineering Standards for Public Works Construction Volume III, which establishes specific requirements for trail classification and designed use, design tread width, design surface and surface material depth, design grade and cross slope, design clearing and shoulder widths, design turns and switchbacks, base material depth and compacted material depth, and trail-constructed features including but not limited to boardwalks, puncheons, waterbars, and other erosion control and accessibility structures. Compliance with these standards is required for all new trail construction and significant trail modifications within the City of Ridgefield.
 3. Multi-use trail bonus. For the purpose of the quantity requirement under subsection (B)(1) of this section, each lineal foot of ~~trail classified as hard surfaced Type 1 multi-use trail~~ Multi-Modal, counts as two lineal feet, provided the trail meets all the standards of this section.
 4. Location.
 - a. Trails should be located throughout the PUD subdivision to ensure connectivity within the PUD and to neighboring properties, parks, businesses, or other desirable features.
 - b. Trails are encouraged to use critical areas and woodlands where permitted by the standards of this title, and to provide recreational and aesthetic access to natural features like streams, ponds, and landscape views.
 - c. Trails are encouraged to be continuous and provide unobstructed access throughout and through the PUD without significant changes to trail classification where possible.
 - c. Standard sidewalks and roadways not meeting the requirements of subsection (2) above, including crosswalks, shall not be considered as part of a trail for the quantitative requirements of this section.
 5. Fence and walls. Fences and walls abutting trail corridors should be designed to balance safety and visibility of trail users with privacy for residents in their rear yards. To accomplish this, the portion of any fences or walls within twenty feet of a trail and taller than five feet must be at least fifty percent transparent. Vegetative matter which functions as a fence has no height limit. Notes referencing this standard shall be included on the plat.

6. Separation and landscaping. Trails must be separated from rear property lines with landscaping that softens the appearance of fences or walls.

Figure 18.401.065-B
Trail examples.



Left: ~~Multi-use~~Multi-Modal Trail~~pathway~~. Right: Sidewalk-like trail between dwelling units.



Left: ~~Soft-surface trail~~Recreational Trail. Right: ~~Multi-use pathway~~Modal Trail integrated into a local street.

C. Connections.

1. PUD subdivisions with a planned public trail mapped in the Ridgefield Parks and Recreation Comprehensive Plan shall build the public trail. Required public trails count toward the trail quantity required in subsection (B) of this section.
2. To the extent practical, new trails shall connect to adjacent built and planned private trails in order to create a continuous and useable network of residential trails across the city.
3. Dead-end trails are prohibited, unless the end of the trail is at the edge of the subdivision and adjacent to another property that the Director determines is likely to be developed with trails in the future based on zoning and suitability of the adjacent site for development. This provision does not prohibit typical trail endpoints that lead to or from a street, park, viewpoint, water body, or similar points.

-
4. In addition to providing recreational benefits, trails shall facilitate convenient pedestrian connections (such as mid-block connections) and connect to parks and open spaces.

Figure 18.401.065-C
Trail network examples.



Left: Trail network through blocks and a natural area. Right: Variety of trails on hillsides, integrated into park spaces, and acting as frontage for homes. (Google Earth)

- D. Relation to Open Space Requirement. Required public and private trails may be integrated into parks that qualify as Main Facilities and Dispersed Facilities required under RDC 18.401.080.B.

(Ord. No. 1339, § 2(Exh. A), 5-27-2021)

18.610.040 Final short plat application.

- A. An applicant may file for a final short plat within five years of the date of approval of the preliminary short plat.
- B. An applicant for a final short plat shall submit to the city clerk the requisite fee and the following information:
 - 1. The final short plat map, including the following:
 - a. The entire lot or parcel constituting the applicant's land;
 - b. Short subdivision name (if any);
 - c. North arrow and scale;
 - d. The taxation parcel number or numbers as assigned to the land proposed to be divided by the Clark County assessor;
 - e. The names or recording numbers of any contiguous subdivisions or short subdivisions;
 - f. Lot corners and lines marking the division of the land into nine or fewer lots;
 - g. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
 - h. Location of any roads, rights-of-way, or easements proposed to serve the lots within the short plat with a clear designation of their size, purpose and nature, as well as street names;
 - i. Tracts (if any) and the purpose of each;
 - j. The acknowledged signatures of all fee simple owners and other parties having interest in the lands being subdivided as enumerated in subsections (ii)(A) and (B) below, as well as the acknowledged signatures of all owners of property over which access or utility easements pass unless such easements are previously or simultaneously recorded by separate instrument in the county auditor's office, certifying the following:
 - i. In case of a short subdivision not containing a dedication:
 - (A) A full and correct legal description of the land to be divided as it appears on the short plat;
 - (B) A statement of free consent in substantially the following form, the reference to easements to be omitted where not applicable:

Know all men by these presents that: _____ are the fee simple owners of the land hereon described; have with their free consent and in accordance with their desires caused the same to be surveyed and short platted as shown hereon and do hereby grant and reserve the easements as shown hereon for the uses indicated hereon.

...
(Name)

...
(Name)

- ii. In the case of a short subdivision containing a dedication or easement:
 - (A) A full and correct legal description of the land to be divided as it appears on the short plat;
 - (B) A statement of free consent and waiver of claims for damages in substantially the following form:

DEDICATION AND WAIVER OF CLAIMS

Know all men by these presents that are the owners and all other parties having any interest in the land hereon described have with their free consent and in accordance with their desires caused the same to be surveyed and short platted as shown hereon do hereby dedicate those roads, rights-of-way or easements shown a public dedications hereon to the use of the public: do hereby waive on behalf of themselves and their successors in interest all claims for damages against the City of Ridgefield and any other governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said dedicated roads and/or rights-of-way and do hereby grant and reserve the easements as shown hereon for the uses indicated.

...
(Name)

...
(Name)

- iii. If an offer of dedication includes, or is required to include, a waiver of direct access to any street from any property, the appropriate certificate shall additionally recite said waiver;
- k. A certificate by a surveyor certifying to the accuracy of the survey and short plat in substantially the following form:

I, _____, Professional Land Surveyor, do hereby certify that the short plat as shown is based upon an actual survey in accordance with the requirements of the Survey Recording Act, that the distances, courses and angles are shown hereon correctly, and that the monuments and lot corners have been set on the ground as shown hereon.

(Surveyor's Signature, seal and number);

- I. Signature blocks for the:
 - i. City engineer;
 - ii. Public works director;
 - iii. Community development director;
 - iv. Mayor;
 - v. Clark County Public Health
 - vi. County auditor; and
 - vii. County assessor.

(Ord. No. 1178, § 2(Exh. A), 2-12-2015)

18.620.050 Review procedure.

- A. The city hearing examiner shall review the proposed subdivision through a Type III process consistent with RDC 18.310.080 and determine whether the following standards are satisfied by the proposed subdivision:
1. Conformance with the provisions of the city zoning ordinance;
 2. Conformance with RUACP;
 3. Conformance with the provisions of this title;
 4. Appropriate provisions for:
 - a. Public health, safety and welfare,
 - b. Open spaces,
 - c. Drainage systems for stormwater retention and detention,
 - d. Streets, sidewalks, alleys and other public ways, transit stops, and other features that assure safe walking conditions for students,
 - e. Potable water supplies,
 - f. Sanitary waste disposal,
 - g. ~~Open spaces, park~~Parks and recreation, ~~and including~~ playgrounds,
 - h. Sites for schools and school grounds;
 5. Based upon subsections (A)(1) through (A)(4) of this section, that the public use and interest will be served and not burdened.
- B. The planning director shall provide a copy of the hearing examiner's decision to the city council.

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

Editor's note(s)—Ord. No. 1207, § 2(Exh. A), adopted May 26, 2016, amended the title of § 18.620.050 to read as set out herein. Former § 18.620.050 was titled, "Review by review authority—Recommendation required."

18.620.120 Final plat requirements.

Each final plat submitted for approval shall be drawn at a scale of one inch equals one hundred feet or larger, shall be twenty-two inches by thirty-four inches or twenty-four inches by thirty-six inches in size, and shall contain the following information on the face of the plat or on additional sheets if approved by the administrator:

- A. Date, north arrow and scale;
- B. Name of subdivision;
- C. Accurate and complete legal description of the subdivision on the face of the final plat;
- D. A complete survey of the section or sections in which the plat or re-plat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes showing the original or reestablished corners with descriptions of the same and the actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot in five thousand feet;
- E. Boundary lines of the subdivision of the proposed lots therein of the rights-of-way for any streets, highways, roads, easements or other uses and of dedications all to be indicated by accurate dimensions, bearing or deflection angles, and radii, arcs and central angles of all curves;
- F. Notation and description of any protective improvements or dedications required by the city council or otherwise provided for;
- G. Reference to any recorded subdivision or short subdivision adjoining the subdivision;
- H. Name and right-of-way width of each street or other right-of-way;
- I. Location, dimensions and purpose of any easements;
- J. Number to identify each lot and block;
- K. Purpose for which sites, other than residential lots, are dedicated or reserved;
- L. Certificate by the surveyor certifying to the accuracy of the survey and plat in substantially the following form:

I, _____, a Professional Land Surveyor, do hereby certify that the plat of _____ is based upon an actual survey and subdivision of Section _____, Township _____, Range _____; that the distances, courses, and angles are shown thereon correctly and that monuments and lot corners have been set on the ground as shown on the plat.

(Surveyor's Signature and Seal);

- M. Dedication by the owner of streets, rights-of-way, easements and any sites for private, semiprivate, or public use;
- N. The signature of the planning director, city engineer, or appointed representative acting on behalf of the city. Signature by the city representative shall certify that the subdivider has either:
 - 1. Completed all public and private improvements in accordance with these regulations and with the action of the city council, or
 - 2. Submitted a bond or other method of security, approved by the city engineer, that is sufficient to assure completion of required improvements, in accordance with the provisions of Section

18.620.070 and all approved plans. The city engineer may condition or deny the use of a bond or other security based on the following factors:

- a. The timeline for construction in light of the deadlines for the final plat and the applicant's progress toward the completion of the facilities to be bonded;
 - b. Whether the improvements necessary for vehicular access, emergency access, stormwater management, and general safety are available to meet the impacts of any permitted construction;
 - c. The potential consequences of any construction of homes or other development before the necessary public facilities are installed and approved;
 - d. The ability of the city to enter the property to construct the improvements; and
 - e. Any other factors that may affect public health and safety
- O. The signature of the administrator which shall certify that the final plat conforms with the conditions of approval for the preliminary plat of the subdivision;
- P. The signature of the representative acting on behalf of Clark County Public Health.
- P. A space for the signature of the mayor whose signature shall evidence the approval of the final plat by the city council.

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1296, § 2(Exh. A), 10-10-2019)

18.620.145 Homeowners' association.

- A. Every subdivision shall have a homeowners' association and agreements to fund such an organization in order to secure appropriate provision of and ensure ongoing management of open space, recreation areas, infrastructure, and other common facilities as required by RDC 18.620.050.A.4.
 - 1. Before approval of the final plat may be granted, the developer shall submit to the city covenants, deeds and/or homeowners' association bylaws and other documents. These documents shall be reviewed and approved by the city attorney and planning director to insure that they comply with the requirements of this chapter prior to approval of the final plat by the city. Such documents and conveyances shall be accomplished and be recorded, as applicable, with the county auditor as a condition of any final plat approval. These documents shall address:
 - a. Maintenance of Lots, Buildings and Facilities. The covenants, declarations and restrictions shall provide that buildings, utilities and facilities on individual lots shall be maintained by the property owner in accordance with city codes and the requirements of such covenants, declarations and restrictions.
 - b. Maintenance of Private Common Areas and Infrastructure. All common open space, community facilities, stormwater facilities, private roads and drives, and all other commonly owned and operated property located within the development shall be maintained in perpetuity by the homeowners' association. The covenants, declarations and restrictions shall provide for the maintenance of all common areas and infrastructure by the homeowners' association in accordance with all applicable provisions of the city code. Said covenants, declarations and restrictions shall provide authority for the city, after providing reasonable written notice to the homeowners' association and opportunity to perform required maintenance, to recover any costs incurred by the city to maintain private infrastructure or common areas due to a failure of the homeowners' association to adequately maintain privately owned improvements, including a lien on the property or other appropriate assurance device, as determined by the city.
 - 2. A homeowners' association bylaws, once reviewed and approved by the city, shall contain the following provisions:
 - a. The following clause: "Changes in these documents must be approved by the city of Ridgefield through the city council or if the council designates an agency or department, by that agency or department." Any changes suggested shall be reviewed by the city attorney, who will make a written report to the city council or designee concerning the effect of the proposed changes. The cost of review by the city attorney will be paid by the homeowners' association. The Community Development Director may approve minor changes when the changes do not have a significant effect on a city facility or city right;
 - b. A clause whereby unpaid taxes on all property owned in common shall constitute a proportioned lien on all property of each owner in common;
 - c. Subject to due process, the city may enforce the terms of the covenants, conditions and restrictions and place a lien on property if the city is compelled to correct a problem which threatens public health, safety or welfare, or is compelled to undertake construction, repairs or modifications necessary to protect or preserve public property or facilities.

Commented [CL1]: Planning Commission: Create safeguards by clarifying what types of changes do/do not need to be approved by Council.

(Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1296, § 2(Exh. A), 10-10-2019; Ord. No. 1406, § 2(Exh. A), 7-13-2023; Ord. No. 1426, § 2(Exh.), 7-25-2024)

18.830.020 Applicability.

- A. In any development application where ~~site plan~~ landscaping review under RDC 18.725 is required, the applicant shall landscape their property using plants on the native plant list or plants not on the nuisance or prohibited plant lists. Property owners shall avoid use of plants from the nuisance plant list and shall not landscape with any plants on the prohibited plant list.
- B. Where the city does not review a landscaping situation, the city discourages but does not prohibit property owners from making use of plants on either or both of the nuisance or prohibited plant list.

(Ord. 676 § 1 (part), 1995).

20.100.030 Applicability.

The enforcement provisions of Title 20 shall apply to the following substantive RMC chapters and titles and to such other sections of the Ridgefield Municipal Code making reference to this chapter:

RMC Chapter 8.04, Debris Removal

RMC Chapter 8.12, Garbage Collection

RMC Chapter 8.13, Collection of Recyclable Materials

RMC Chapter 12.12, Trees

RMC Chapter 12.15, Street Excavations

RMC Title 13, Public Utilities

~~RMC Chapter 13.15, Sewer Service~~

~~RMC Chapter 13.20, Water Service~~

~~RMC Chapter 13.50, Meters~~

~~RMC Chapter 13.55, Backflow Cross-Connection Regulations~~

~~RMC Chapter 13.80, Illicit Discharge~~

RMC Title 14 - Buildings and Construction

RMC Title 15 - Abatement of Public Nuisances

RMC Title 18 - Development Code

(Ord. No. 1416, § 2(Att.), 2-22-2024)

20.200.020 Enforcement provisions.

The city adopted the code pursuant to its police powers to protect the public's health, safety, and welfare. It shall be unlawful to violate the code. Whenever the city official determines that a violation has occurred or is occurring, the city official, in response to the seriousness and severity of the violation, may utilize one or a combination of the enforcement mechanisms in this section. The following enforcement mechanisms may be used instead of, or in addition to, the summary abatement procedures provided in RMC 20.200.080 and any other remedies available under law:

- A. Correction notice. The city official may issue a correction notice to the person responsible for a violation. The correction notice shall conform to the requirements in RMC 20.200.030. The correction notice shall not impose civil or criminal penalties, and the correction notice is not subject to appeal.
- B. Voluntary Correction Agreement. The city official may enter into a voluntary correction agreement with the person responsible for the violation where the person admits the violation and agrees to corrective action to abate the violation or to remediate or mitigate the impacts of the violation. The voluntary correction agreement must be in a form approved by the city attorney and contain:
 - 1. The name and address of the person responsible for the violation;
 - 2. The address of the violation, a description of the violation and the code provisions violated, and a waiver of the right to administratively appeal the violation, acknowledging that the conditions described exist and that they constitute a violation;
 - 3. A description of the corrective action to be taken and the time deadlines by which the actions must be completed;
 - 4. The amount of the civil penalty that will be imposed if the voluntary compliance agreement is not satisfied; and
 - 5. An acknowledgement and consent that if the voluntary compliance agreement is not satisfied that the city may, without further due process, enter the property and perform the abatement and assess the costs incurred in enforcement and abatement, which if not paid, may be charged as a lien against the property.
- C. Notice of civil penalty. The city official may issue a notice of civil penalty to the person responsible for a violation. The notice of civil penalty may require corrective action or actions and impose monetary penalties according to RMC 20.200.070.
 - 1. Required corrective action may include an order to vacate a building, structure or premises when vacation is necessary in the interest of health, safety and welfare.
 - 2. The city may abate a violation in accordance with applicable law, if required corrective action is not commenced or is not completed within the time specified in the notice of civil penalty.
 - 3. Non-compliance with the corrective action noted in the notice of civil penalty constitutes a second or subsequent violation and may result in the issuance of an additional notice of civil penalty or the assessment of cumulative monetary penalties.
 - 4. It may be a separate offense for each and every day or portion thereof during which any violation is committed.
- D. Order to revoke permit. The city official may issue an order to revoke a permit. An order to revoke a permit may be appropriate if the permittee is not complying with the terms of the permit or approved plans; or if the permit is issued in error; or if a permit is issued based upon incorrect information; or if the work is, in the city official's judgment, adversely effecting or about to adversely affect adjacent

property or rights-of-way, a drainageway, watercourse, critical area or stormwater facility, or city water system; or if the issuance of the permit is a hazard to the public health, safety, or welfare; or if a permit is contrary to law.

- E. Judicial abatement. Whenever the person responsible for the violation has failed to perform the abatement required by an unappealed notice of civil penalty, a voluntary correction agreement, or a final order of the hearing examiner, the city may abate any conditions that continue to be a violation and may assess the costs incurred in enforcement and abatement, which if not paid, may be charged as a lien against the property. Abatement on private property shall be with the consent of the owner or occupier of the property or pursuant to a judicial abatement order, unless an imminent threat requires summary abatement.
- F. Summary abatement. Whenever any violation of the RMC poses an imminent threat to the health, safety, or welfare of persons or property, or to the environment, the city official may immediately order that the violation be abated in conformance with the requirements contained in RMC 20.200.080.
- G. Injunctive Relief. When the code enforcement officer finds that any person, firm or corporation has violated and continues to violate or threaten to violate any provision of the municipal code or any chapter thereof or order issued under the municipal code by the code enforcement officer, then the city, through the city attorney, may petition to the appropriate court with jurisdiction for the issuance of a temporary or permanent injunction or restraining order as is deemed appropriate which restrains the continued violation of any provision of this code or compels the specific performance as required or such other requirement imposed by the municipal code on the activities of the violator. A petition for injunctive relief shall not be a bar against or a prerequisite for taking any other action against the violator.
- H. Criminal prosecution. The city official may refer a violation to the prosecutor for criminal prosecution.
 1. As specified in this subsection, a violation of the code may be classified as a misdemeanor:

RMC Chapter	Criminal Classification
RMC Chapter 8.04 - Debris Removal	Misdemeanor
RMC Chapter 8.12 - Garbage Collection	Misdemeanor
RMC Chapter 8.13 - Collection of Recyclable Materials	Misdemeanor
RMC Chapter 12.12 - Trees	Misdemeanor
RMC Chapter 12.15 - Street Excavations	Misdemeanor
RMC Chapter 13.15 - Sewer Service	Misdemeanor
RMC Chapter 13.20 - Water Service	Misdemeanor
RMC Chapter 13.50 - Meters	Misdemeanor
RMC Chapter 13.55 - Backflow Cross-Connection Regulations	Misdemeanor
RMC Chapter 13.80 - Illicit Discharge	Misdemeanor
<u>Title 13 - Public Utilities</u>	<u>Misdemeanor</u>
Title 14 - Buildings and Construction	Misdemeanor
Title 15 - Abatement of Public Nuisances	Misdemeanor
Title 18 - Development Code	Misdemeanor

2. It may be a separate offense for each and every day or portion thereof during which any violation is committed.

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3. The city official shall refer a violation to the prosecutor for criminal prosecution only after the city official first attempts to achieve compliance through the issuance of a correction notice or notice of civil penalty or order to revoke permit. Provided that, the city official may refer a violation to the prosecutor for criminal prosecution, without attempting to achieve compliance through civil enforcement options, under the following circumstances:
 - a. When a repeat violation occurs; or
 - b. When the person acted with malicious intent, reckless indifference to the law or knew or reasonably should have known that the condition, act, failure to act or omission that prompted enforcement is in violation of the code; or
 - c. When the city official and city attorney determine a notice of civil penalty or order to revoke permit will not be effective or timely.
 4. The procedures contained in RMC 20.200.020(E) shall not apply to members of the Ridgefield Police Department who possess law enforcement authority to issue criminal citations.
- H. Judicial relief. Nothing in this title shall prevent the city from filing a complaint or petition in a court of competent jurisdiction to seek any relief authorized by law before first seeking compliance through civil enforcement options when civil or administrative enforcement options or criminal prosecution would not prove timely or effective.

(Ord. No. 1416, § 2(Att.), 2-22-2024)

20.200.060 Service of notice of civil penalty and order to revoke permit.

- A. Service. The city official shall cause the notice of civil penalty or order to revoke a permit to be served upon the person to whom it is directed, either personally, by mailing a copy of it to the person's last known address, or by conspicuously affixing or posting it on the building, structure, premises, personal property, or land upon or within which the violation has occurred or is occurring. If cumulative penalties are sought, service by posting may only be done if the person to whom the notice of civil penalty or order to revoke permit is directed cannot be personally served within Clark County and if an address for mailed service cannot be ascertained by reference to public records.
1. If the person(s) responsible for the violation(s) is the owner of real property, but does not live at the site of the violation, and if the personal address of the owner is unknown, the city official may serve the notice of civil penalty by mailing it to the billing address for the subject property that is on file in the Clark County Assessor's Office.
 2. An order to revoke a permit may be served upon the person to whom it is directed by email provided that a copy of the order is subsequently mailed to the person's last known address.
- B. Additional persons to be served. If known or disclosed from the county assessor's office, one copy of the notice of civil penalty or order to revoke permit may be served on the holder of any mortgage or deed of trust or other lien or encumbrance of record or any lease of record or the holder of any other estate or legal interest of record in any building, structure, land, personal property or premises on which a violation has occurred or is occurring.
- C. Failure to effect service. The failure of the city official to effect service on any person required or permitted to be served according to RMC 20.200.060(B) shall not invalidate any proceeding under this title as to any other person duly served or relieve any such person from any duty or obligation imposed by this title.
- D. Service requirements for nuisance vehicles. A notice of civil penalty concerning a nuisance vehicle must be served upon:
1. The nuisance vehicle's last registered and legal owner of record, unless the nuisance vehicle is in such a condition that identification numbers are not available to determine ownership; and
 2. The property owner of record upon which the nuisance vehicle is located.
 3. The notice shall include notice of the city's intent to dispose of the nuisance vehicle if the vehicle remains unclaimed for more than fifteen days from notice, or conclusion of an appeal, if any, and that costs of removal may be assessed against the vehicle owner or property owner. If the notice is not appealed, the city may direct the Ridgefield Police Department to dispose of the nuisance vehicle, giving notice to the Washington State Patrol and the Washington Department of Licensing as required by law.
- E. Service by posting. If the person to whom the notice of civil penalty or order to revoke permit is directed is served by posting it shall be treated in the same manner as service by mailing.
- F. Proof of service. Proof of service shall be made by a written declaration under penalty of perjury executed by the person effecting service, declaring the time and date of service, and the manner by which service was made. Additionally, if served by posting and cumulative penalties are sought, the declaration shall include, the facts showing the efforts used in attempting to serve the person personally or by mail.

(Ord. No. 1416, § 2(Att.), 2-22-2024)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: December 4, 2025

AGENDA ITEM NAME: Public Hearing and Second Reading of Ordinance No. 1469 - 2026 Proposed Budget

GOVERNING LEGISLATION

Revised Code of Washington Chapter 35A.33 - Budgets in Code Cities, City of Ridgefield Financial Policy #07: Budget.

PREVIOUS COUNCIL ACTION TAKEN:

The City Council conducted a public hearing on the proposed 2026 revenue sources at the November 6, 2025, council meeting. Additionally, the council has held 3 work sessions on the 2026 proposed budget. The Council held a public hearing and first reading of Ordinance No. 1469 on November 20, 2025.

SUMMARY/BACKGROUND:

The 2026 budget represents the proposed fiscal plans for the City of Ridgefield for calendar year 2026. 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 12th, September 9th, and October 7th. The City also conducted three City Council work sessions, which were held on August 21st, October 2nd, and October 16th. 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. A proposed draft of the budget was made available to the public on the City's website on October 31, 2025.

BUDGET/FINANCIAL IMPACTS:

The 2026 budget proposes total revenues of \$80.1 million and \$81 million in expenses. The proposed budget includes the use of contingent reserves in the Operating Funds for one-time capital and initiative requests, the use of capital reserves to fund multiple capital projects, and debt issuance to complete multiple high-priority capital improvements.

The 2026 budget proposes an operating budget of \$27.9 million, a capital budget of \$43.4 million, a special revenue budget of \$1.6 million, a capital service budget of \$4.6 million and a debt service budget of \$3.4 million, for a total budget of \$80,988,399.

The net impact on the overall fund balance is a decrease of \$898,969. In addition, the budget proposes revenues of \$672,250 in new operating grants, \$3.7 million in new capital grants, \$35.9 million from new debt issuance, and \$3.1 million in transfers to fund the capital projects proposed for 2026.

Transfers between funds included in the budget total \$7,841,629, with \$1.3 million associated with the operating funds, transfers to the equipment replacement fund in the amount of \$46,500, transfers for debt service in the amount of \$3.4 million, and \$3.1 million for capital projects.

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

The proposed 2026 budget includes funding for four new full-time equivalent positions. The new positions are for a city attorney, transitioning from a contract position to a full-time position, two new police officers and an engineering technician. In addition to the new positions, the proposed budget includes the addition of two new seasonal positions, one for street maintenance and one for stormwater maintenance. The total FTE count for the City of Ridgefield with these additions is 90.75, which includes 89 full-time positions and 3 part-time positions.

RECOMMENDED ACTION OR MOTION:

Conduct the first public hearing and reading of Ordinance No. 1469 pertaining to the 2026 Proposed Budget. No formal action is requested at this time.

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS:

1. 2026 Proposed Budget - Public Hearing - 2nd Reading
2. 2026 Proposed Budget Exhibit A
3. 2026 Proposed Budget Exhibit B
4. 2026 Proposed Budget Exhibit C
5. 2026 Proposed Budget Exhibit D
6. 2026 Proposed Budget Exhibit E
7. 2026 Proposed Budget Exhibit F

ORDINANCE NO. 1469

AN ORDINANCE FOR THE CITY OF RIDGEFIELD, WASHINGTON ADOPTING THE 2026 BUDGET; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF

WHEREAS, the tax estimates and budget for the City of Ridgefield for the 2026 fiscal year have been prepared and filed as provided by the laws of the State of Washington; and

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

WHEREAS, the 2026 proposed budget was submitted to the City Council and City Clerk on October 31, 2025, and budget workshop sessions were held on August 21, 2025, October 2, 2025, and October 16, 2025; and

WHEREAS, public hearings on the 2026 annual budget were held on November 6, 2025, November 20, 2025, and December 4, 2025.

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 Proposed 2026 Budget for anticipated revenues and expenditures.

Section 2: 2026 Budget Adoption. The annual budget for the City of Ridgefield, Washington for the year ending December 31, 2026, 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 Exhibits "A-F" is hereby adopted at the fund level and set as the appropriation limit for expenditures for the fiscal year 2026. 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, and the Municipal Research & Services Center (MRSC).

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 the 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 Exhibits "A-F", which is hereby approved.

PASSED BY THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON, THIS 4TH DAY OF DECEMBER 2025.

By: _____
Matt Cole, Mayor

Attest:

Julie Ferriss, City Clerk

Approved as to Form:

Janean Parker, City Attorney



2026 Proposed Budget

December 4, 2025
Public Hearing



2026 Proposed Budget Agenda

- 2026 Budget Summary
 - Operating Funds
 - Capital Service Funds
 - Special Revenue Funds
 - Debt Service Funds
 - Capital Project/ERF Funds
 - 2026 FTE Report



2026 Proposed Budget

Fund	Beginning Fund Balance	2026 Budgeted Revenue	2026 Budgeted Expense	Projected Ending Fund Balance	Change in Fund Balance
Operating Funds	\$9,939,793	\$26,835,325	\$27,956,515	\$8,818,603	(\$1,121,190)
Capital Service Funds	11,770,074	5,621,500	4,568,559	12,823,015	1,052,941
Special Revenue Funds	1,791,691	1,503,510	1,634,730	1,660,471	(131,220)
Debt Service Fund	0	3,444,450	3,444,450	0	0
Capital Project/ERF Funds	4,479,647	42,684,645	43,384,145	3,780,147	(699,500)
2026 Proposed Budget	\$27,981,205	\$80,089,430	\$80,988,399	\$27,082,236	(\$898,969)



2026 Proposed Budget

2023-2026 FTE Count Comparison

Personnel Schedule (Full-Time Equivalents)					
Job Title	2023 FTE Allocation	2024 FTE Allocation	2025 FTE Allocation	2026 FTE Allocation	2026 FTE Percentage
Executive	1.00	1.00	1.00	1.00	1.10%
Total Finance	6.30	6.30	6.05	6.05	6.67%
Total Human Resources	2.40	2.40	2.40	2.40	2.64%
Total Administration	5.60	5.60	5.60	5.60	6.17%
Total Legal	-	-	-	1.00	1.10%
Total General Government/Facilities	1.40	1.55	1.70	2.20	2.42%
Total Public Safety	19.00	21.00	21.00	23.00	25.34%
Total Cemetery	0.30	0.35	0.70	0.50	0.55%
Total Long Range Planning & Code Enforcement	1.50	1.50	1.50	1.30	1.43%
Total Parks	5.65	6.65	8.25	7.85	8.65%
Total Streets	6.10	6.90	6.95	7.70	8.48%
Total Building and Permitting	15.70	15.70	15.65	15.55	17.13%
Total Water Utility	7.00	7.00	9.45	9.90	10.91%
Total Stormwater Utility	4.30	6.30	6.50	6.70	7.38%
Total Full Time Equivalents	76.25	82.25	86.75	90.75	100.00%
Full-Time Staff					
Full-Time Employees	75.00	81.00	85.00	89.00	98.07%
Part-Time Staff					
Part-Time Employees	1.25	1.25	1.75	1.75	1.93%

FTE Count includes 4 new full-time positions in 2026:

- 1 city attorney (Transitioning from a contract attorney)
- 2 police officers
- 1 engineering technician
- 2 seasonal positions
 - 1 seasonal in streets
 - 1 seasonal in storm





THANK YOU



2026 Budget

	<i>Beginning Fund Balance</i>	<i>2026 Budgeted Revenue</i>	<i>2026 Budgeted Expense</i>	<i>Ending Fund Balance</i>	<i>Change In Fund Balance</i>
Operating Funds					
001 General Fund	\$ 4,584,158	\$ 15,605,160	\$ 16,059,655	\$ 4,129,663	\$ (454,495)
101 Street Fund	137,202	1,608,840	1,671,840	74,202	\$ (63,000)
402 Building and Permitting	286,927	3,555,500	3,711,380	131,047	\$ (155,880)
406 Water Operating	4,067,407	3,907,700	4,278,305	3,696,802	\$ (370,605)
408 Stormwater Operating	864,099	2,158,125	2,235,335	786,889	\$ (77,210)
Total Operating Funds	9,939,793	26,835,325	27,956,515	8,818,603	\$ (1,121,190)
Capital Service Funds					
105 Real Estate Excise Tax	1,875,639	2,540,000	3,173,250	1,242,389	(633,250)
114 Park Impact Fee	564,244	480,500	311,309	733,435	169,191
115 Traffic Impact Fee	1,641,368	751,000	-	2,392,368	751,000
416 Water Utility SDC	7,688,823	1,850,000	1,084,000	8,454,823	766,000
Total Capital Service Funds	11,770,074	5,621,500	4,568,559	12,823,015	1,052,941
Special Revenue Funds					
111 Drug Fund	9,994	1,510	500	11,004	1,010
130 Tax Increment Area	161,915	250,000	306,000	105,915	(56,000)
140 Affordable Housing	139,240	24,000	-	163,240	24,000
150 Transportation Benefit District	1,480,542	1,228,000	1,328,230	1,380,312	(100,230)
Total Special Revenue Funds	1,791,691	1,503,510	1,634,730	1,660,471	(131,220)
Debt Service Fund					
200 Debt Service	-	3,444,450	3,444,450	-	-
Total Debt Service Fund	-	3,444,450	3,444,450	-	-
Capital Project/Equipment Replacement Construction Funds					
300 General Capital Projects	3,813,304	21,327,645	21,809,645	3,331,304	(482,000)
410 Water Utility Capital Projects	16,536	19,429,500	19,429,500	16,536	-
412 Storm Utility Capital Projects	-	1,881,000	1,881,000	-	-
501 Equipment Replacement (ERF)	649,807	46,500	264,000	432,307	(217,500)
Total Capital/ERF	4,479,647	42,684,645	43,384,145	3,780,147	(699,500)
Total Budget	\$ 27,981,205	\$ 80,089,430	\$ 80,988,399	\$ 27,082,236	\$ (898,969)



2026 Budget Operating Funds Summary Report by Fund

Description	2023 Actual	2024 Actual	2025		2026 Baseline	2026	
			Amended Budget	2025 Est. Year End		Additions	2026 Budget
001 General Fund							
Revenue							
Property Tax	2,213,832	2,333,788	2,500,000	2,495,000	2,650,000	-	2,650,000
Retail Sales & Other Tax	4,098,461	4,954,279	5,758,000	5,782,552	6,082,500	442,000	6,524,500
Public Safety Sales/Use Tax	230,760	255,585	250,000	261,026	275,000	-	275,000
Utility Taxes	1,838,309	1,994,656	2,110,000	2,215,532	2,310,000	-	2,310,000
License & Permits	88,782	101,305	102,240	108,805	115,240	-	115,240
Fines & Forfeits	61,009	82,959	73,000	72,767	83,200	-	83,200
Charge for Goods & Srvc	1,491,886	1,563,526	1,635,880	1,698,721	2,027,150	78,000	2,105,150
Intergovernmental/Grant	403,937	551,021	640,945	565,034	375,700	494,750	870,450
Other Rev/Donations	870,722	637,817	558,000	392,239	461,620	20,000	481,620
Transfers In	-	-	-	-	170,000	20,000	190,000
Total Revenue	11,297,698	12,474,936	13,628,065	13,591,676	14,550,410	1,054,750	15,605,160
Expense							
City Council	122,602	126,824	178,950	193,081	177,750	-	177,750
Judicial	293,785	356,122	350,000	341,346	360,000	-	360,000
Executive	310,372	342,440	390,400	334,750	405,550	-	405,550
Legal	82,596	86,100	105,000	84,457	105,000	95,575	200,575
Finance	895,909	960,099	1,033,250	1,027,079	1,128,350	-	1,128,350
Human Resources	431,921	488,052	510,050	512,877	531,700	30,800	562,500
Administration	685,793	737,878	819,150	741,725	754,600	39,000	793,600
Gen Govt/Facilities	2,350,531	2,507,951	2,149,820	2,244,237	1,928,350	170,000	2,098,350
Information Tech	460,564	371,068	522,500	420,530	515,000	8,550	523,550
Public Safety	4,031,695	4,439,669	5,085,325	4,843,004	5,335,300	898,400	6,233,700
Civil Service	166	170	1,000	188	850	-	850
Cemetery	51,996	83,799	90,100	63,890	73,350	-	73,350
Transfers	978,169	1,599,236	1,371,230	1,185,911	1,020,250	250,090	1,270,340
Long Range Planning & Code	118,816	318,774	551,450	462,385	226,900	260,000	486,900
Parks	1,041,644	1,689,677	3,504,100	3,286,835	1,331,250	413,040	1,744,290
Total Expense	11,856,559	14,107,859	16,662,325	15,742,295	13,894,200	2,165,455	16,059,655
Net Total	(558,861)	(1,632,923)	(3,034,260)	(2,150,619)	656,210	(1,110,705)	(454,495)
Fund Balance							
Beginning Fund Balance	8,926,561	8,367,700	6,734,777	6,734,777	4,584,158	5,240,368	4,584,158
Ending Fund Balance	8,367,700	6,734,777	3,700,517	4,584,158	5,240,368	4,129,663	4,129,663
GF Policy Reserve Balance	3,327,969	4,177,825	4,165,939	4,165,939	4,154,667	4,154,667	4,154,667
Fund Balance Available	5,039,731	2,556,952	(465,422)	418,219	1,085,701	(25,004)	(25,004)



2026 Budget Operating Funds Summary Report by Fund

Description	2023 Actual	2024 Actual	2025		2026 Baseline	2026 Additions	2026 Budget
			Amended Budget	2025 Est. Year End			
101 Street Fund							
Revenue							
Utility Tax/Franchise Fee	125,020	143,377	158,500	172,267	175,000	-	175,000
Permits	17,187	20,606	20,000	27,940	20,000	-	20,000
Grants	-	-	56,000	56,000	-	-	-
Intergovernmental	274,279	289,926	307,165	288,390	303,100	-	303,100
Other Revenue	13,261	6,504	25,525	4,636	11,000	-	11,000
Transfers In	733,333	1,052,935	1,009,000	1,009,000	1,020,250	79,490	1,099,740
Total Revenue	1,163,080	1,513,348	1,576,190	1,558,233	1,529,350	79,490	1,608,840
Expense							
Streets	1,261,237	1,468,834	1,571,950	1,527,597	1,519,350	152,490	1,671,840
Total Expense	1,261,237	1,468,834	1,571,950	1,527,597	1,519,350	152,490	1,671,840
Net Total	(98,157)	44,514	4,240	30,636	10,000	(73,000)	(63,000)
Fund Balance							
Beg Fund Balance	160,209	62,052	106,566	106,566	137,202	147,202	137,202
Ending Fund Balance	62,052	106,566	110,806	137,202	147,202	74,202	74,202
Reserves Maintain in GF	-	-	-	-	-	-	-
Fund Balance Available	62,052	106,566	110,806	137,202	147,202	74,202	74,202
402 Building/Permitting							
Revenue							
Permits	1,085,069	1,239,614	1,302,000	1,479,503	1,803,000	-	1,803,000
Planning and Development	926,769	925,368	1,195,000	1,111,312	1,737,500	-	1,737,500
Other Revenue	10,410	10,580	15,000	17,987	15,000	-	15,000
Total Revenue	2,022,248	2,175,562	2,512,000	2,608,802	3,555,500	-	3,555,500
Expense							
Building/Permitting	3,210,213	3,222,028	3,309,800	3,098,861	3,621,580	89,800	3,711,380
Total Expense	3,210,213	3,222,028	3,309,800	3,098,861	3,621,580	89,800	3,711,380
Net Total	(1,187,965)	(1,046,466)	(797,800)	(490,059)	(66,080)	(89,800)	(155,880)
Fund Balance							
Beg Fund Balance	3,011,417	1,823,452	776,986	776,986	286,927	220,847	286,927
Ending Fund Balance	1,823,452	776,986	(20,814)	286,927	220,847	131,047	131,047
Policy Reserves	665,967	749,600	552,158	552,158	540,270	540,270	540,270
Fund Balance Available	1,157,485	27,386	(572,972)	(265,231)	(319,423)	(409,223)	(409,223)



2026 Budget Operating Funds Summary Report by Fund

Description	2023 Actual	2024 Actual	2025		2026 Baseline	2026	
			Amended Budget	2025 Est. Year End		Additions	2026 Budget
406 Water Utility Fund							
Revenue							
Charge for Goods & Srvc	2,955,429	3,145,852	3,827,000	3,562,616	3,750,700	-	3,750,700
Grants	-	-	30,000	30,000	-	30,000	30,000
Other Revenue	116,213	123,803	76,000	94,054	76,000	-	76,000
Transfers In	-	-	-	-	51,000	-	51,000
Total Revenue	3,071,642	3,269,655	3,933,000	3,686,670	3,877,700	30,000	3,907,700
Expense							
Water Utility	2,488,677	2,801,052	3,933,400	3,260,470	3,622,810	655,495	4,278,305
Total Expense	2,488,677	2,801,052	3,933,400	3,260,470	3,622,810	655,495	4,278,305
Net Total	582,965	468,603	(400)	426,200	254,890	(625,495)	(370,605)
Fund Balance							
Beginning Fund Balance	2,589,639	3,172,604	3,641,207	3,641,207	4,067,407	4,322,297	4,067,407
Ending Fund Balance	3,172,604	3,641,207	3,640,807	4,067,407	4,322,297	3,696,802	3,696,802
Policy Reserve Balance	1,381,176	1,631,738	1,818,822	1,818,822	1,909,763	1,909,763	1,909,763
Fund Balance Available	1,791,428	2,009,469	1,821,985	2,248,585	2,412,534	1,787,039	1,787,039
408 Stormwater Utility Fund							
Revenue							
Charge for Goods & Srvc	1,224,811	1,520,633	2,265,000	1,753,089	2,026,625	-	2,026,625
Grants	-	130,000	-	-	-	120,000	120,000
Other Revenue	(11,898)	7,138	11,500	14,533	11,500	-	11,500
Transfer In	200,000	-	-	-	-	-	-
Total Revenue	1,412,913	1,657,771	2,276,500	1,767,622	2,038,125	120,000	2,158,125
Expense							
Stormwater Utility	1,409,017	1,479,659	2,067,280	1,698,732	2,056,260	179,075	2,235,335
Total Expense	1,409,017	1,479,659	2,067,280	1,698,732	2,056,260	179,075	2,235,335
Net Total	3,896	178,112	209,220	68,890	(18,135)	(59,075)	(77,210)
Fund Balance							
Beginning Fund Balance	613,201	617,097	795,209	795,209	864,099	845,964	864,099
Ending Fund Balance	617,097	795,209	1,004,429	864,099	845,964	786,889	786,889
Policy Reserve Balance	646,251	766,956	975,492	975,492	992,823	992,823	992,823
Fund Balance Available	(29,154)	28,253	28,937	(111,393)	(146,859)	(205,934)	(205,934)



2026 Budget

Capital Service Fund Summary Report by Fund

Description	2023 Actual	2024 Actual	2025		2026 Baseline	2026 Additions	2026 Budget
			Amended Budget	2025 Est. Year End			
105 Real Estate Excise Tax (REET) Fund							
Revenue							
Real Estate Excise Taxes	1,490,525	1,872,677	1,900,000	1,889,327	1,600,000	-	1,600,000
Other Revenue	304,885	212,635	140,000	145,971	940,000	-	940,000
Total Revenue	1,795,410	2,085,312	2,040,000	2,035,298	2,540,000	-	2,540,000
Expense							
Utility	65,000	-	-	-	-	-	-
General	-	-	-	-	523,275	-	523,275
Streets	537,358	-	1,230,710	1,228,781	-	-	-
Parks	-	-	500,000	500,000	-	-	-
Debt Service (GO Bonds)	1,408,994	1,992,686	2,808,645	2,808,641	2,160,975	489,000	2,649,975
Total Expense	2,011,352	1,992,686	4,539,355	4,537,422	2,684,250	489,000	3,173,250
Net Total	(215,942)	92,626	(2,499,355)	(2,502,124)	(144,250)	(489,000)	(633,250)
Fund Balance							
Beg Fund Balance	4,501,079	4,285,137	4,377,763	4,377,763	1,875,639	1,731,389	1,875,639
Ending Fund Balance	4,285,137	4,377,763	1,878,408	1,875,639	1,731,389	1,242,389	1,242,389
Debt Service Reserves	1,408,996	2,808,645	2,350,435	2,350,435	2,810,070	2,810,070	2,810,070
Fund Balance Available	2,876,141	1,569,118	(472,027)	(474,796)	(1,078,681)	(1,567,681)	(1,567,681)

Description	2023 Actual	2024 Actual	2025		2026 Baseline	2026 Additions	2026 Budget
			Amended Budget	2025 Est. Year End			
114 Park Impact Fee (PIF) Fund							
Revenue							
Planning & Development	320,790	209,447	215,000	217,632	480,000	-	480,000
Grants	-	-	-	-	-	-	-
Other Revenue	91,918	41,959	250	7,599	500	-	500
Total Revenue	412,708	251,406	215,250	225,231	480,500	-	480,500
Expense							
Park Impact Fee	1,729,852	335,358	1,017,000	908,952	-	311,309	311,309
Total Expense	1,729,852	335,358	1,017,000	908,952	-	311,309	311,309
Net Total	(1,317,144)	(83,952)	(801,750)	(683,721)	480,500	(311,309)	169,191
Fund Balance							
Beg Fund Balance	2,649,061	1,331,917	1,247,965	1,247,965	564,244	1,044,744	564,244
Ending Fund Balance	1,331,917	1,247,965	446,215	564,244	1,044,744	733,435	733,435
Fund Balance Available	1,331,917	1,247,965	446,215	564,244	1,044,744	733,435	733,435

115 Traffic Impact Fee (TIF) Fund							
Revenue							
Planning & Development	593,928	699,997	465,000	1,641,363	750,000	-	750,000
Other Revenue	62,418	26,997	250	-	1,000	-	1,000
Total Revenue	656,346	726,994	465,250	1,641,363	751,000	-	751,000
Expense							
Transp Impact Fee	2,079,008	1,612,330	-	-	-	-	-
Total Expense	2,079,008	1,612,330	-	-	-	-	-



2026 Budget

Capital Service Fund Summary Report by Fund

Description	2023	2024	2025	2025 Est.	2026	2026	2026
	Actual	Actual	Amended Budget	Year End	Baseline	Additions	Budget
Net Total	(1,422,662)	(885,336)	465,250	1,641,363	751,000	-	751,000
Fund Balance							
Beginning Fund Balance	2,308,003	885,341	5	5	1,641,368	2,392,368	1,641,368
Ending Fund Balance	885,341	5	465,255	1,641,368	2,392,368	2,392,368	2,392,368
Fund Balance Available	885,341	5	465,255	1,641,368	2,392,368	2,392,368	2,392,368

Description	2023	2024	2025	2025 Est.	2026	2026	2026
	Actual	Actual	Amended Budget	Year End	Baseline	Additions	Budget
416 Water Utility SDC Fund							
Revenue							
Contributed Capital	832,398	1,112,553	1,550,000	1,336,641	1,650,000	-	1,650,000
Other Revenue	421,270	406,611	200,000	228,846	200,000	-	200,000
Total Revenue	1,253,668	1,519,164	1,750,000	1,565,487	1,850,000	-	1,850,000
Expense							
Intergovernmental	17,519	61,387	40,000	20,190	40,000	-	40,000
Capital Outlay	-	-	-	-	-	-	-
Transfers Out	2,444,522	1,954,601	8,425,000	1,370,075	51,000	993,000	1,044,000
Total Expense	2,462,041	2,015,988	8,465,000	1,390,265	91,000	993,000	1,084,000
Net Total	(1,208,373)	(496,824)	(6,715,000)	175,222	1,759,000	(993,000)	766,000
Fund Balance							
Beg Fund Balance	9,218,798	8,010,425	7,513,601	7,513,601	7,688,823	9,447,823	7,688,823
Ending Fund Balance	8,010,425	7,513,601	798,601	7,688,823	9,447,823	8,454,823	8,454,823
Fund Balance Available	8,010,425	7,513,601	798,601	7,688,823	9,447,823	8,454,823	8,454,823



2026 Budget

Special Revenue and Debt Service Fund Summary Report by Fund

Description	2025			2025 Est. Year End	2026 Baseline	2026		2026 Budget
	2023 Actual	2024 Actual	Amended Budget			Additions		
111 Drug Fund								
Revenue								
Fines and Forfeits	56	138	500	76	500	-		500
Other Revenue	435	73	1,010	29	1,010	-		1,010
Total Revenue	491	211	1,510	105	1,510	-		1,510
Expense								
Small Tools & Equipment	-	-	-	-	-	-		-
Intergovernmental	2	-	500	-	500	-		500
Total Expense	2	-	500	-	500	-		500
Net Total	489	211	1,010	105	1,010	-		1,010
Fund Balance								
Beginning Fund Balance	9,189	9,678	9,889	5,211	9,994	11,004		9,994
Ending Fund Balance	9,678	9,889	10,899	9,994	11,004	11,004		11,004
Fund Balance Available	9,678	9,889	10,899	9,994	11,004	11,004		11,004

130 Tax Increment Area								
Revenue								
Property Tax	-	-	30,000	186,553	250,000	-		250,000
Other Revenue	-	-	-	1,644	-	-		-
Total Revenue	-	-	30,000	188,197	250,000	-		250,000
Expense								
Services	-	-	30,000.00	26,282.00	6,000.00	-		6,000.00
Transfers-Out	-	-	-	-	300,000	-		300,000
Total Expense	-	-	30,000	26,282	306,000	-		306,000
Net Total	-	-	-	161,915	(56,000)	-		(56,000)
Fund Balance								
Beg Fund Balance	-	-	-	-	161,915	105,915		161,915
Ending Fund Balance	-	-	-	161,915	105,915	105,915		105,915
Fund Balance Available	-	-	-	161,915	105,915	105,915		105,915

140 Affordable Housing								
Revenue								
Retail Sales Tax	23,294	24,270	25,000	24,500	24,000	-		24,000
Other Revenue	-	-	-	-	-	-		-
Total Revenue	23,294	24,270	25,000	24,500	24,000	-		24,000
Expense								
Transfers-Out	-	-	-	-	-	-		-
Total Expense	-	-	-	-	-	-		-
Net Total	23,294	24,270	25,000	24,500	24,000	-		24,000
Fund Balance								
Beg Fund Balance	67,176	90,470	114,740	114,740	139,240	163,240		139,240
Ending Fund Balance	90,470	114,740	139,740	139,240	163,240	163,240		163,240
Fund Balance Available	90,470	114,740	139,740	139,240	163,240	163,240		163,240



2026 Budget

Special Revenue and Debt Service Fund Summary Report by Fund

Description	2025						
	2023 Actual	2024 Actual	2025 Amended Budget	2025 Est. Year End	2026 Baseline	2026 Additions	2026 Budget
150 Transportation Benefit District							
Revenue							
Retail Sales Tax	882,362	1,072,151	1,165,000	1,162,375	1,225,000	-	1,225,000
Other Revenue	3,074	981	3,000	15,434	3,000	-	3,000
Total Revenue	885,436	1,073,132	1,168,000	1,177,809	1,228,000	-	1,228,000
Expense							
Personnel	-	21,040	104,500	32,248	91,200	-	91,200
Operations & Maintenance	-	13,475	73,000	8,167	72,500	-	72,500
Services	-	-	5,000	-	5,000	-	5,000
Transfers-Out	1,082,663	701,171	920,000	383,986	-	1,159,530	1,159,530
Total Expense	1,082,663	735,686	1,102,500	424,401	168,700	1,159,530	1,328,230
Net Total	(197,227)	337,446	65,500	753,408	1,059,300	(1,159,530)	(100,230)
Fund Balance							
Beg Fund Balance	586,915	389,688	727,134	727,134	1,480,542	2,539,842	1,480,542
Ending Fund Balance	389,688	727,134	792,634	1,480,542	2,539,842	1,380,312	1,380,312
Fund Balance Available	389,688	727,134	792,634	1,480,542	2,539,842	1,380,312	1,380,312
200 Debt Service Fund							
Revenue							
Transfers-In	1,408,994	2,459,027	2,949,765	2,874,525	2,955,450	489,000	3,444,450
Other Revenue	-	-	-	-	-	-	-
Total Revenue	1,408,994	2,459,027	2,949,765	2,874,525	2,955,450	489,000	3,444,450
Expense							
Debt Service	1,408,994	2,459,027	2,949,765	2,874,525	2,955,450	489,000	3,444,450
Transfers-Out	-	-	-	-	-	-	-
Total Expense	1,408,994	2,459,027	2,949,765	2,874,525	2,955,450	489,000	3,444,450
Net Total	-	-	-	-	-	-	-
Fund Balance							
Beg Fund Balance	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-
Fund Balance Available	-	-	-	-	-	-	-



2026 Budget

Capital Project/Equipment Replacement Funds Summary Report by Fund

Description	2023 Actual	2024 Actual	2025		2026 Baseline	2026 Additions	2026 Budget
			Amended Budget	2025 Est. Year End			
300 General Capital Project Fund							
Revenue							
Grants			4,106,170	3,023,983	-	3,697,206	3,697,206
Other Revenue			1,750,000	1,826,802	-	-	-
Transfers In			19,910,940	5,085,277	-	1,905,439	1,905,439
Other Financing Sources			555,000	2,764	-	15,725,000	15,725,000
Total Revenue			26,322,110	9,938,826	-	21,327,645	21,327,645
Expense							
Facilities			2,100,000	2,033,107	-	167,000	167,000
Cemetery			-	-	-	-	-
Streets			20,130,100	18,166,231	-	5,105,600	5,105,600
Parks			4,537,000	3,439,560	-	16,497,045	16,497,045
Transfers Out			-	-	-	40,000	40,000
Total Expense			26,767,100	23,638,898	-	21,809,645	21,809,645
Net Total			(444,990)	(13,700,072)	-	(482,000)	(482,000)
Fund Balance							
Beginning Fund Balance			17,513,376	17,513,376	3,813,304	3,813,304	3,813,304
Ending Fund Balance			17,068,386	3,813,304	3,813,304	3,331,304	3,331,304
Fund Balance Available			17,068,386	3,813,304	3,813,304	3,331,304	3,331,304

Description	2023 Actual	2024 Actual	2025		2026 Baseline	2026 Additions	2026 Budget
			Amended Budget	2025 Est. Year End			
410 Water Utility Capital Project Fund							
Revenue							
Other Revenue			-	-	-	-	-
Transfers In			8,501,000	1,370,076	-	1,104,500	1,104,500
Other Financing Sources			500,000	500,000	-	18,325,000	18,325,000
Total Revenue			9,001,000	1,870,076	-	19,429,500	19,429,500
Expense							
Water Capital			9,001,000	1,570,076	-	19,429,500	19,429,500
Total Expense			9,001,000	1,570,076	-	19,429,500	19,429,500
Net Total			-	300,000	-	-	-
Fund Balance							
Beginning Fund Balance			(283,464)	(283,464)	16,536	16,536	16,536
Ending Fund Balance			(283,464)	16,536	16,536	16,536	16,536
Fund Balance Available			(283,464)	16,536	16,536	16,536	16,536



2026 Budget

Capital Project/Equipment Replacement Funds Summary Report by Fund

Description	2023 Actual	2024 Actual	2025		2026 Baseline	2026 Additions	2026 Budget
			Amended Budget	2025 Est. Year End			
412 Storm Utility Capital Project Fund							
Revenue							
Other Revenue	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-
Other Financing Sources	-	-	2,404,000	43,133	-	1,881,000	1,881,000
Total Revenue			2,404,000	43,133	-	1,881,000	1,881,000
Expense							
Storm Capital	-	-	2,404,000	43,133	-	1,881,000	1,881,000
Total Expense			2,404,000	43,133	-	1,881,000	1,881,000
Net Total			-	-	-	-	-
Fund Balance							
Beginning Fund Balance	-	-	-	-	-	-	-
Ending Fund Balance	-	-	-	-	-	-	-
Fund Balance Available	-	-	-	-	-	-	-

Description	2023 Actual	2024 Actual	2025		2026 Baseline	2026 Additions	2026 Budget
			Amended Budget	2025 Est. Year End			
501 Equipment Replacement Fund							
Revenue							
Other Revenue	-	-	-	-	-	-	-
Transfers In	-	-	284,100	284,100	46,500	-	46,500
Total Revenue			284,100	284,100	46,500	-	46,500
Expense							
General Government	-	-	-	-	-	2,150	2,150
Public Safety	-	-	330,000	339,785	-	93,000	93,000
Water	-	-	5,000	6,950	-	93,000	93,000
Cemetery	-	-	-	-	-	-	-
Stormwater	-	-	9,000	6,950	-	-	-
Streets	-	-	31,000	6,950	-	34,450	34,450
Community	-	-	43,500	39,711	-	-	-
Parks	-	-	24,000	6,950	-	41,400	41,400
Total Expense			442,500	407,296	-	264,000	264,000
Net Total			(158,400)	(123,196)	46,500	(264,000)	(217,500)
Fund Balance							
Beginning Fund Balance	-	-	773,003	773,003	649,807	696,307	649,807
Ending Fund Balance	-	-	614,603	649,807	696,307	432,307	432,307
Fund Balance Available	-	-	614,603	649,807	696,307	432,307	432,307



2026 Budget

2026 Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Executive		
City Manager		1.00
Total Executive		1.00
Finance		
Finance Director		1.00
Accounting Supervisor		1.00
Administrative Assistant II		0.50
Accounting Assistant II		1.00
Utility Billing Lead		0.05
Accounting Assistant I		0.50
Procurement Coordinator		1.00
Grant Writer		1.00
Total Finance		6.05
Human Resources		
Deputy City Manager/Admin Director		0.40
HR Supervisor		1.00
HR Analyst I		1.00
Total Human Resources		2.40
Administration		
Deputy City Manager/Admin Director		0.60
City Clerk		1.00
Communications Program Manager		1.00
Communications Coordinator II		1.00
Community Events Coordinator II		1.00
HR Administrative Coordinator		1.00
Total Administration		5.60
Legal		
City Attorney		1.00
Total Legal		1.00
General Government/Facilities		
Operations Supervisor		0.10
PW Administrative Coordinator		0.10
Operations Lead - Parks/Cemetery		0.15
Operations II - Parks/Cemetery		0.10
Operations II - Parks/Cemetery		0.10
Operations I - Parks/Cemetery		0.10
Operations I - Parks/Cemetery		0.25
Operations I - Parks/Cemetery		0.20
Operations Lead - Streets/Facilities		0.30
Operations II - Streets/Facilities		0.30
Operations I - Streets/Facilities		0.20
Operations I - Streets/Facilities		0.10



2026 Budget

2026 Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Long Range Planning/Code Enforcement		
Community Development Director		0.15
Senior Planner		0.10
Planner I		0.05
Code Enforcement Officer II		1.00
Total Long Range Planning/Code Enforcement		1.30
Parks		
Public Works Director		0.15
Capital & Engineering Deputy Director		0.15
Parks Manager		1.00
Capital & Development Manager		0.05
Capital Project Manager		0.30
Capital Project Manager		0.15
Civil Engineering Tech		0.20
Operations Supervisor		0.35
Utilities & Operations Admin Supervisor		0.05
PW Administrative Coordinator		0.10
Backflow Program Coordinator		0.05
Operations Lead - Parks/Cemetery		0.80
Operations II - Parks/Cemetery		0.85
Operations II - Parks/Cemetery		0.85
Operations I - Parks/Cemetery		0.70
Operations I - Parks/Cemetery		0.75
Operations I - Parks/Cemetery		0.85
Abrams Park Caretaker		0.50
Total Parks		7.85
Streets		
Public Works Director		0.15
Capital & Engineering Deputy Director		0.40
Capital & Development Manager		0.55
Capital Project Manager		0.30
Capital Project Manager		0.40
Civil Engineering Tech		0.20
Operations Supervisor		0.50
Utilities & Operations Admin Supervisor		0.10
PW Administrative Coordinator		0.50
Backflow Program Coordinator		0.05
Operations Lead - Streets/Facilities		0.70
Operations II - Streets/Facilities		0.70
Operations I - Streets/Facilities		0.90



2026 Budget

2026 Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation
Operations I - Streets/Facilities	0.80
Operations I - Streets/Facilities	0.80
Stormwater Maintenance Worker II	0.05
Stormwater Maintenance Worker II	0.10
Total Streets	7.20
Pavement Preservation	
Capital & Development Manager	0.25
Capital Project Manager	0.20
Capital Project Manager	0.05
Total Pavement Preservation	0.50
Building and Permitting	
Community Development Director	0.85
Senior Planner	0.90
Planner I	0.95
Permit Technician II	1.00
Permit Technician II	1.00
Permit Technician I	1.00
Administrative Assistant II	0.50
Building Official	1.00
Plans Examiner	1.00
Building Inspector II	1.00
Building Inspector I	1.00
Building Inspector I	1.00
Building Inspector I	1.00
Public Works Director	0.05
Capital & Engineering Deputy Director	0.10
Lead Engineer	0.50
Capital & Development Manager	0.05
Development Review Coordinator	1.00
Development Inspector	1.00
Utilities Supervisor	0.15
Water Lead	0.05
Water Maintenance Worker	0.05
Utilities Technician	0.20
Stormwater Permit Coordinator	0.05
Stormwater Maintenance Worker II	0.05
Stormwater Maintenance Worker II	0.05
Stormwater Technician	0.05
Total Building and Permitting	15.55



2026 Budget

2026 Personnel Schedule (Full-Time Equivalents)

Job Title	FTE Allocation	
Water Utility		
Public Works Director		0.35
Capital & Engineering Deputy Director		0.25
Utilities Supervisor		0.45
Capital & Development Manager		0.05
Capital Project Manager		0.20
Capital Project Manager		0.20
Civil Engineering Tech		0.40
Utilities & Operations Admin Supervisor		0.85
Backflow Program Coordinator		0.75
Water Lead		0.95
Water Lead		1.00
Water Maintenance Technician		1.00
Utilities Maintenance Worker		0.95
Utilities Maintenance Worker		1.00
Utilities Technician		0.35
Utility Billing Lead		0.75
Accounting Assistant I		0.40
Total Water Utility		9.90
Stormwater Utility		
Public Works Director		0.30
Capital & Engineering Deputy Director		0.10
Stormwater Field Supervisor		0.40
Capital & Development Manager		0.05
Capital Project Manager		0.20
Civil Engineering Tech		0.20
Stormwater Permit Coordinator		0.95
Utilities Technician		0.45
Backflow Program Coordinator		0.05
Stormwater Lead		1.00
Stormwater Maintenance Worker II		0.90
Stormwater Maintenance Worker II		0.85
Stormwater Technician		0.95
Utility Billing Lead		0.20
Accounting Assistant I		0.10
Total Stormwater Utility		6.70
Total Full Time Equivalents		90.75
Full-Time Staff		
Full-Time Employees		89.00
Part-Time Staff		
Part-Time Employees		1.75