



**RIDGEFIELD PLANNING COMMISSION  
MEETING AGENDA**

**Wednesday, January 7, 2026  
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. Oath of Office: Steven Moylan**
- 4. Oath of Office: Justin Raczak**
- 5. Oath of Office: Heather Gordon**
- 6. Selection of chair**
- 7. Selection of vice chair**
- 8. Late changes to the agenda**

**II. PUBLIC COMMENT**

Anyone requesting to speak to the Commission 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.

**III. CONSENT AGENDA**

- 1. Approval of Minutes from the 12/03/2025 Meeting**

**IV. BUSINESS**

- 1. Presentation: (Re)orientation to Planning Commission Roles and Responsibilities - Claire Lust, Community Development Director**
- 2. Presentation and Recommendation: 2026 Planning Commission Work Plan - Claire Lust, Community Development Director**

**V. PUBLIC COMMENT**

Anyone requesting to speak to the Commission 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.

**VI. STAFF REPORTS**

**VII. FROM THE COMMISSION**

**VIII. ADJOURN**

**CITY OF RIDGEFIELD  
REQUEST FOR COMMISSION ACTION**

**MEETING DATE:** January 7, 2026

**AGENDA ITEM NAME:** Approval of Minutes from the 12/03/2025 Meeting

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**SUMMARY/BACKGROUND:**

**STAFF CONTACT:**

**ATTACHMENTS:**

1. 12.03.2025 Minutes



**CITY OF RIDGEFIELD, WASHINGTON  
PLANNING COMMISSION MEETING MINUTES  
DECEMBER 3, 2025**

**Regular Meeting - 6:30 PM**

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

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

**Present:**

Vice Chair Patrick Flynn  
Chair Mark Tyler  
Commission Member Magdalena Butler  
Commission Member Niall Glavin  
Commission Member Jeffrey Borchardt

**3. Late changes to the agenda**

No late changes to the agenda.

**II. PUBLIC COMMENT**

Anyone requesting to speak to the Commission 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.

No public comments were provided.

**III. CONSENT AGENDA**

**1. Approval of Minutes from the 11/5/2025 Meeting**

Vice Chair Flynn moved to approve the minutes as presented. Seconded by Commissioner Borchardt. Ayes all. Motion passed unanimously.

**IV. BUSINESS**

**1. Presentation: Critical Areas Ordinance Update Process - Claire Lust, Community Development Director**

Claire Lust, Community Development Director, introduced Kevin Grosz and Eric Eisemann to present Critical Areas Ordinance Update Process.

Eric Eisemann discussed how the state and city update the critical areas process and regulations.

Mr. Eisemann discussed a new piece of legislation regarding cities under 25,000.

Mr. Eisemann stated avoidance is the best way to protect critical areas.

Kevin Grosz presented GMA requirements regarding fish and wildlife conservation areas.

Mr. Grosz discussed how critical areas are chosen to be designated for conservation areas. Species and habitat areas maps were shown.

Mr. Grosz discussed forested and dryland ecoregions and how to protect riparian areas. Wetland buffers and buffer tables were discussed. A wetland map was presented.

Discussion occurred regarding critical aquifer recharge areas. A wellhead area map was presented.

Floodplain management was discussed. Some areas of Gee Creek and Lake River are included.

Geologic hazards were discussed. Mr. Grosz stated any area that has a 25% slope or more cannot be built upon.

Mr. Eisemann discussed how the critical areas maps have shaped development in Ridgefield.

Mr. Eisemann discussed how it is determined if the City of Ridgefield's critical areas process is fair and successful. Future discussion will occur in early 2026, City Council adoption will be by June 2026.

Vice Chair Tyler asked Mr. Eisemann about the future schedule for the Department of Commerce. Discussion occurred regarding the county's critical areas ordinance.

Commissioner Butler asked about future stakeholders interviews. Miss Lust stated a list has been made and the process will be started soon.

Miss Lust thanked the commission and the presenters.

## **V. PUBLIC COMMENT**

Anyone requesting to speak to the Commission 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.

No public comments were provided.

## **VI. STAFF REPORTS**

Miss Lust shared that city council will be appointing new planning commission members. Development code amendments will be discussed as well during city council. Hometown celebration will take place on December 6th.

## **VII. FROM THE COMMISSION**

Commissioner Butler shared this will be her last planning commission meeting. She thanked the commission for this opportunity. She thanked the public works streets workers for their hard work in ensuring that streets stay clean of debris.

Commissioner Glavin thanked Commissioner Butler for her work.

Vice Chair Flynn thanked Commissioner Butler and stated she will be missed. He thanked the members of the public that came to the meeting.

Commissioner Borchardt thanked Commissioner Butler for her time and appreciated her in his short time on the commission.

Chair Tyler thanked Commissioner Butler for her time on the commission and her involvement in city events, including the budget committee. He stated the Christmas tree lighting will be on December 6th.

**VIII. ADJOURN**

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Trina Siebert, Planning Commission Clerk

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Mark Tyler, Chair

**CITY OF RIDGEFIELD  
REQUEST FOR COMMISSION ACTION**

**MEETING DATE:** January 7, 2026

**AGENDA ITEM NAME:** Presentation: (Re)orientation to Planning Commission Roles and Responsibilities

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**SUMMARY/BACKGROUND:**

This brief presentation will cover Planning Commission roles and responsibilities, including recommendations to Council and coordination with staff, for new and returning members.

**STAFF CONTACT:** Claire Lust, Community Development Director

**ATTACHMENTS:**

None

**CITY OF RIDGEFIELD  
REQUEST FOR COMMISSION ACTION**

**MEETING DATE:** January 7, 2026

**AGENDA ITEM NAME:** Presentation and Recommendation: 2026 Planning Commission Work Plan

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**SUMMARY/BACKGROUND:**

Each year, Planning Commission recommends a work program to Council for approval. A draft 2026 Planning Commission Work Plan is included as an attachment. The purpose of this agenda item is for Commissioners to review and refine the draft work plan then make a recommendation to Council. Council will review the version of the work plan recommended to them at their January 22 meeting.

**STAFF CONTACT:** Claire Lust, Community Development Director

**ATTACHMENTS:**

1. DRAFT 2026 Work Plan



## 2026 Planning Commission Work Program

Recommendation to Council: January 7, 2026

Approved by Council: **DATE**, 2026

### Major Policy Initiatives

Project Name	Project Description
Comprehensive Plan Update	Adoption of the 2025-2045 Ridgefield Comprehensive Plan has been delayed for all jurisdictions in Clark County and is anticipated to occur mid-2026. Planning Commission will conduct public hearings and make policy recommendations to Council in the lead up to adoption.  <i>Q1-Q2</i>
Comprehensive Plan Code Updates	As part of the 2025-2045 Comprehensive Plan update, the City is required to update its Development Code (Title 18 of the Ridgefield Municipal Code) to implement new Comprehensive Plan policies. This will also be an opportunity to address miscellaneous code amendments identified throughout the year.  <i>Q3-Q4</i>
Critical Areas Ordinance Code Update	As part of the 2025-2045 Comprehensive Plan update, the City is required to update its Critical Areas Ordinance (Chapter 18.280 of the Ridgefield Development Code).  <i>Q1-Q2</i>

### Collaboration and Education

Project Name	Project Description
Joint Workshops with City Council and Parks Board	Hold at least one joint work session with Council related to the 2025-2045 Comprehensive Plan Update.  <i>Q1-Q2</i>
Ongoing Training	Work with staff to identify training/education opportunities on growth management, land use, and other topics related to the work of the Planning Commission.  <i>Q1-Q4</i>
State of the City	Send a Planning Commission representative(s) to the open house tabling event prior to the annual State of the City Address.  <i>Q1</i>

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Ridgefield Junction Neighborhood Association Meeting	Send a Planning Commission representative(s) to the annual Ridgefield Junction Neighborhood Association business meeting in May. <i>Q2</i>
Tour	Repeat previous tours of new development, parks, and road projects with Planning Commission, Parks Board, and City Council. <i>Q3</i>

### Annual Programs

<u>Project Name</u>	<u>Project Description</u>
Planning Commission Administration	The Planning Commission is implemented by RCW 35.63 and Ridgefield Municipal Code 2.12. Administration includes scheduling work sessions and hearings, compilation of staff reports and public comment, and coordination for meeting rooms. <i>Q1-Q4</i>