



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, October 13, 2016
Ridgefield Community Center
210 N. Main, Ridgefield, WA 98642**

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

- 1. 2017 Budget - Initiatives and Capital Projects - Kirk Johnson, Finance Director**

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

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

III. PUBLIC COMMENT

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

IV. CONSENT AGENDA

- 1. Approval of Minutes from September 22, 2016 Meeting**
- 2. Approval of Claims And/Or Payroll**

V. PRESENTATION

- 1. AWC Municipal Excellence Award - Sean Guard, AWC Director**

VI. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and First Reading of Ordinance No. 1220 - Commercial Design Standards - Jeff Niten, Community Development Director**
- 2. Public Hearing and First Reading of Ordinance No. 1219 - Ridgefield Mixed Use Overlay - Jeff Niten, Community Development Director**

VII. BUSINESS

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

- 1. -Bryan Kast, Public Works Director**

VIII. PUBLIC COMMENT

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IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

1. Council

2. Mayor

Proclamation: Red Ribbon Week

Proclamation: Manufacturing Month

Appointment of Planning Commission Member, Position No. 3

3. City Manager

X. FROM THE COUNCIL

XI. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: October 13, 2016
ITEM: STUDY SESSION - 5:30 P.M.
AGENDA ITEM TITLE: 2017 Budget - Initiatives and Capital Projects

GOVERNING LEGISLATION: RCW 35A.33

PREVIOUS COUNCIL ACTION TAKEN: Council adopts an annual budget each year. The 2016 budget, Ordinance No. 1197, was adopted on December 3, 2015. Council conducted a study session on the 2017 budget on August 25, 2016.

SUMMARY/BACKGROUND: Finance staff conducted a study session with City Council on August 25, 2016 to present the 2017 budget assumptions, baseline operating budget and initial 2017 revenue projections. The current study session is to discuss City Council and staff initiative and capital project requests. The Finance staff has completed a revenue projection update for 2017.

The Management team and Budget Advisory Committee has vetted the initiatives and capital project requests submitted for 2017. Staff is looking for additional guidance on initiative and project requests to include in the 2017 operating and capital budgets.

BUDGET/FINANCIAL IMPACTS: Initial discussion for 2017 initiative and capital budgets.

RECOMMENDED ACTION OR MOTION: No action will be taken.

STAFF CONTACT: Kirk Johnson, Finance Director
ATTACHMENTS: 2017 Budget Presentation Initiatives (PDF)

Approved to be placed on City Council Agenda:



2017 Budget Initiatives and Projects

City Council Work Session October 13, 2016

Agenda

- BUDGET CALENDAR
- UPDATED 2017 REVENUE FORECAST
- AVAILABLE FUND BALANCE
- 2017 INITIATIVES AND PROJECTS
- NEXT STEPS

City Council Work Session October 13, 2016

2017 Budget Calendar

	Week of	May	June	July				Aug				Sept				Oct				Nov				Dec			
				4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12
City Council Goals/Retreat																											
Management Initiatives/Goals Retreat																											
Review Budget and Financial Policies																											
Review Economic Conditions							28th																				
Determine Baseline Assumptions																											
Develop Proposed Budget																											
Levels of Service																											
Baseline/Beginning Budget																											
New Programs or Initiatives																											
Update Indirect Cost Plan																											
Update Equipment Replacement Fund																											
Preliminary Budget																											
Operating																											
Capital																											
Update Financial Forecast																		20th									
Adopt Final Budget																											
Conduct Hearing on Revenue Sources																			3rd								
Draft Final Budget																											
Adopt Property Tax Levy																			3rd			17th					
Update Utility Rates																			3rd			17th					
Final Budget and Conduct Hearings																					17th		1st				
Executive Management Meetings						28th		11th			8th			6th				3rd									
Budget Advisory Committee Meetings (2pm)									18th			15th			13th				10th								
City Council Work Sessions										25th			22nd			20th											

Key Assumptions

Available Fund Balance for Initiatives

Operating Funds	Avail for Ongoing Initiatives	Avail for One-time Initiatives	Total Available Fund Balance
General & Street Fund	115,168	112,506	227,673
Building Fund	279,784	830,978	1,110,762
Water Operating	375,956	659,607	1,035,563
Stormwater Operating	58,683	206,546	265,228
Special Revenue Funds			
Real Estate Excise Tax (REET)	-	4,288,600	4,288,600
Drug Fund	-	13,641	13,641
Park Impact Fee (PIF)	-	2,546,832	2,546,832
Traffic Impact Fee (TIF)	-	1,144,896	1,144,896
Water Utility SDC	-	5,877,756	5,877,756
Capital Funds			
Equipment Replacement	-	280,882	280,882

City Council Work Session October 13, 2016

Key Assumptions

Revenue Forecast - General Fund

2016 - 2017 Budget Comparison

Description	2016 Budget	2017 Budget	Percentage Change
001 General Fund			
Revenue			
Property Tax	965,000	1,016,000	5.28%
Retail Sales & Other Tax	1,162,295	1,553,575	33.66%
Utility Taxes	916,618	1,020,706	11.36%
License & Permits	739,050	654,283	-11.47%
Planning & Development	563,410	532,473	-5.49%
Fines & Forfeits	92,248	78,417	-14.99%
Charge for Goods & Services	418,815	434,676	3.79%
Intergovernmental/Grant	189,229	176,757	-6.59%
Other Revenue/Donations	104,111	101,900	-2.12%
General Fund Revenue	5,150,776	5,568,788	8.12%

- Other revenue includes the lease revenue for two City properties, 707 Abrams Park Road and the Park Caretaker residence.

Key Assumptions

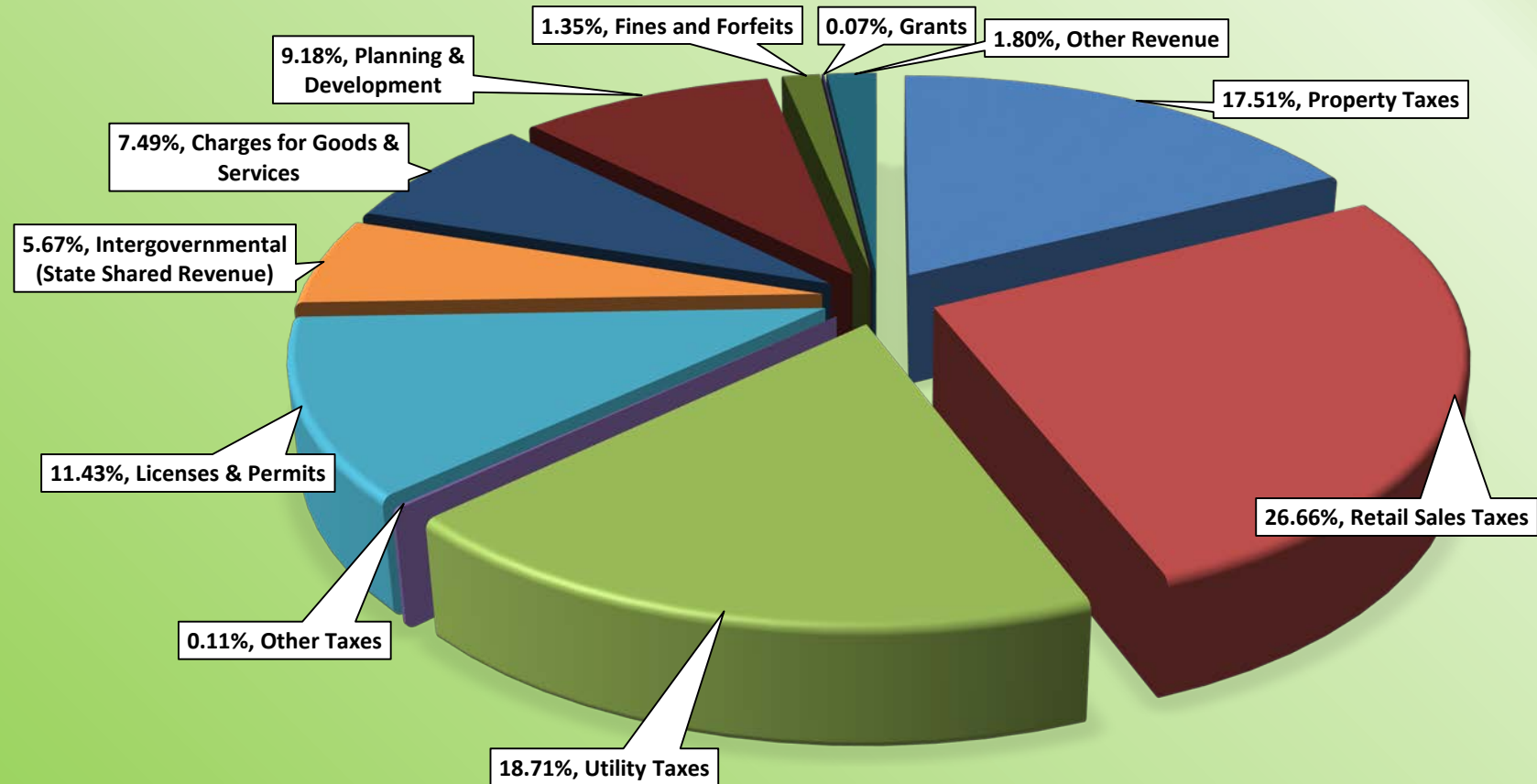
Revenue Forecast – Street Fund

2016 - 2017 Budget Comparison

Description	2016 Budget	2017 Budget	Percentage Change
101 Street Fund			
Revenue			
Utility Tax/Franchise Fee	57,049	65,161	14.22%
Permits	7,500	9,106	21.41%
Intergovernmental	138,048	156,705	13.51%
Other Revenue	300	2,525	741.67%
Transfers In	454,200	361,100	-20.50%
Street Fund Revenue	657,097	594,597	-9.51%

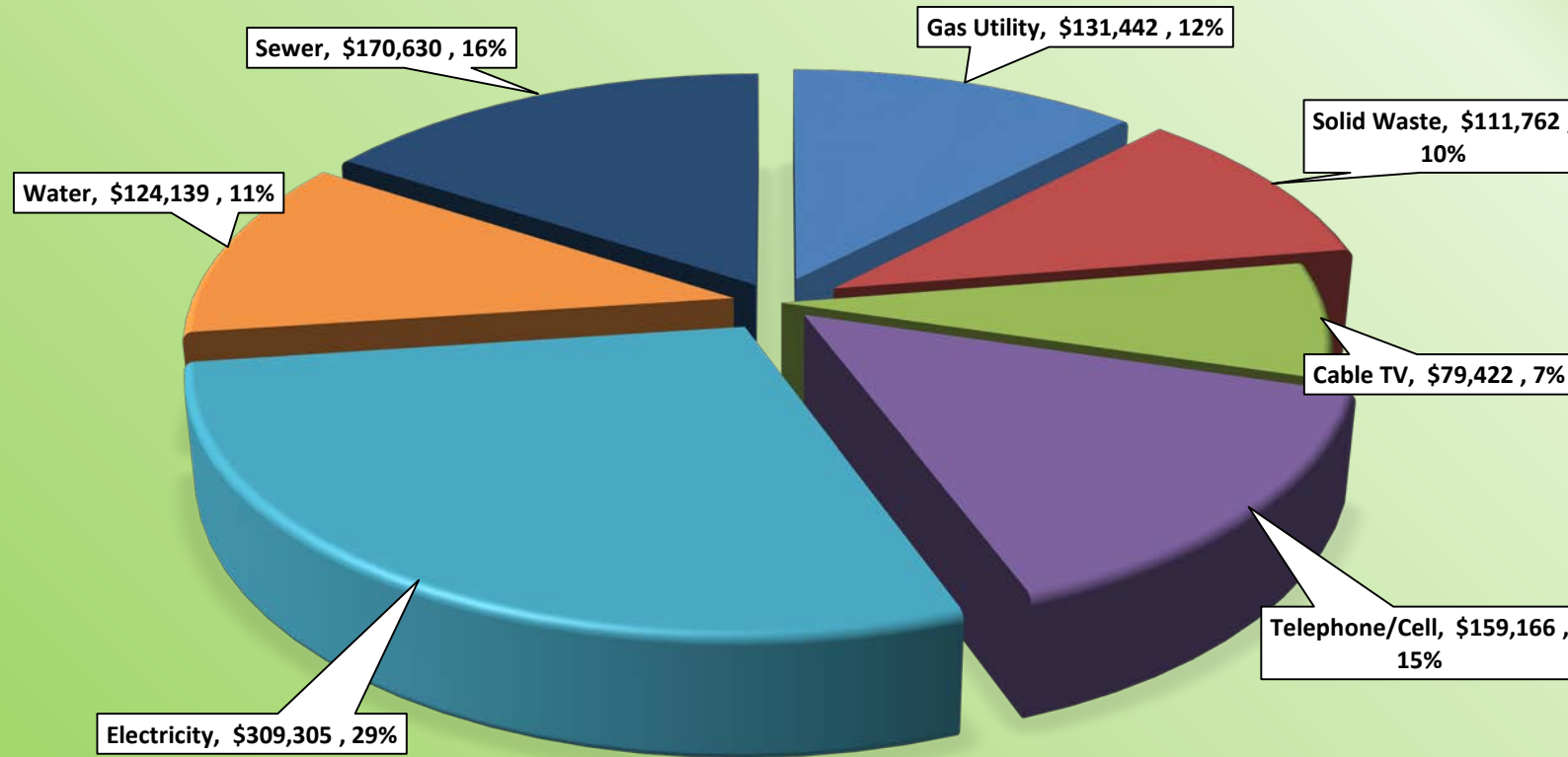
Key Assumptions

General and Street Fund Revenue Structure: 2017 Estimate



City Council Work Session October 13, 2016

Key Assumptions 2017 Utility Tax Revenue Structure



City Council Work Session October 13, 2016

Key Assumptions

Revenue Forecast – Water & Storm Water Funds

2016 - 2017 Budget Comparison

Description	2016 Budget	2017 Budget	Percentage Change
406 Water Utility Fund			
Revenue			
Charges for Goods and Services	1,408,687	1,677,996	19.12%
Other Revenue	9,000	10,579	17.55%
Transfers In	323,775	-	-100.00%
Water Utility Fund Revenue	1,741,462	1,688,575	-3.04%
408 Stormwater Utility Fund			
Revenue			
Charges for Goods and Services	401,910	481,292	19.75%
Other Revenue	2,500	2,654	6.15%
Stormwater Utility Fund Revenue	404,410	483,946	19.67%

City Council Work Session October 13, 2016

Key Assumptions Revenue Forecast Special Revenue Funds 2017 Budget

Description	2016 Budget	2017 Budget	Percentage Change
105 Real Estate Excise Tax (REET) Fund			
Revenue			
Real Estate Excise Taxes	480,000	750,000	56.25%
Other Revenue	20,000	23,539	17.70%
REET Fund Revenue	500,000	773,539	54.71%
111 Drug Fund			
Revenue			
Fines and Forfeits	1,000	1,011	1.12%
Other Revenue	150	75	-50.00%
Drug Fund Revenue	1,150	1,086	-5.55%
114 Park Impact Fee (PIF) Fund			
Revenue			
Planning & Development	718,095	742,868	3.45%
Other Revenue	8,500	11,217	31.96%
PIF Fund Revenue	726,595	754,084	3.78%
115 Traffic Impact Fee (TIF) Fund			
Revenue			
Planning & Development	232,404	263,559	13.41%
Other Revenue	6,500	9,540	46.77%
TIF Fund Revenue	238,904	273,099	14.31%
416 Water System Development Charge (WSDC) Fund			
Revenue			
Contributed Capital	1,046,750	1,046,750	0.00%
Other Revenue	16,000	27,447	71.54%
WSDC Revenue	1,062,750	1,074,197	1.08%

Key Assumptions

Submitted Initiatives – Fund Balance Impact

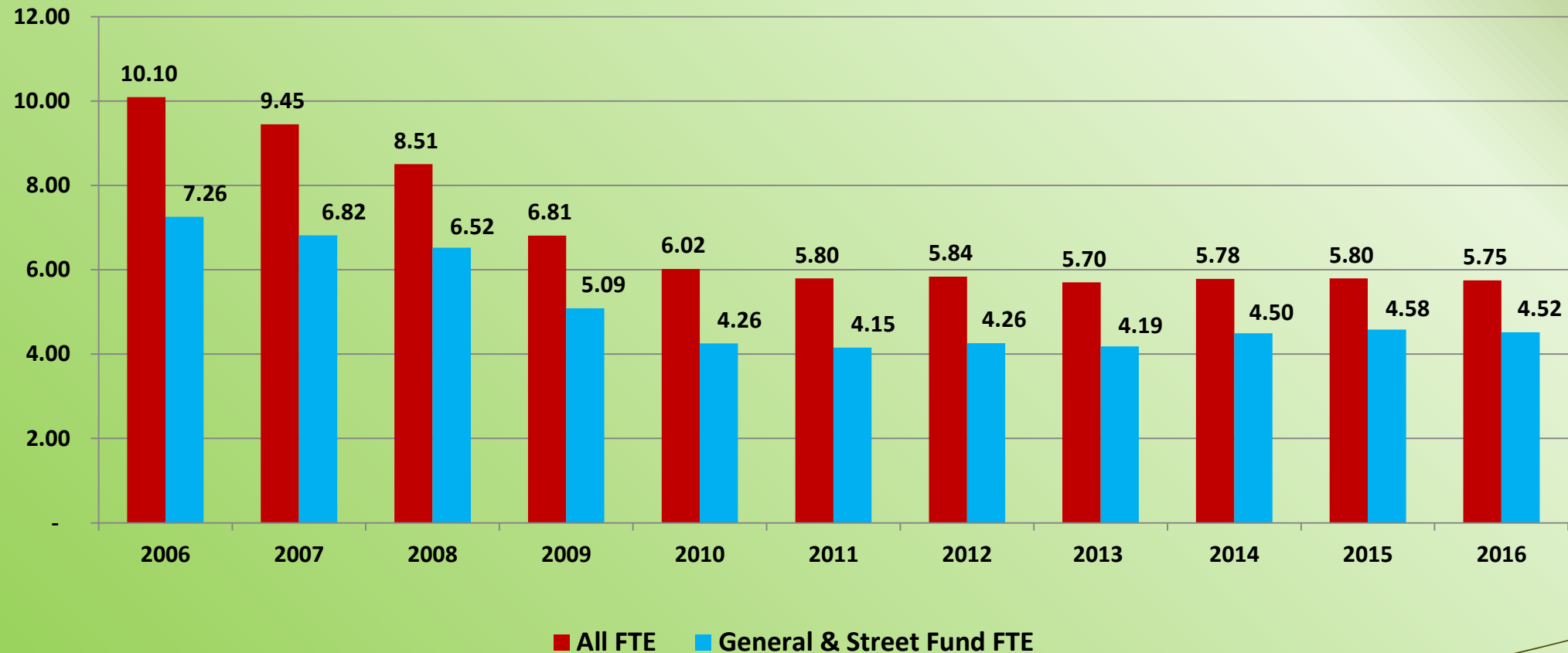
Fund Impact				
Fund	2017 Ongoing	2016 Carry Forward	2017 One-time	Total
Operating Funds				
General & Street Fund Operations	\$ 128,126	\$ -	\$ 311,145	\$ 439,271
General Fund - Building Fees	273,383	-	151,612	424,995
Water Operating Fund	52,390	-	142,507	194,897
Sewer Operating Fund	-	-	81,500	81,500
Storm Water Operating Fund	21,992	35,000	18,757	75,749
Special Revenue Funds				
Real Estate Excise Tax (REET)	-	1,750,000	110,000	1,860,000
Drug Fund	-	-	8,900	8,900
Park Impact Fee (PIF)	-	-	664,500	664,500
Transportation Impact Fee (TIF)	-	-	500,000	500,000
Water System Development Charges (WSDC)	-	-	380,000	380,000
Grant Funding	-	2,000,000	156,700	2,156,700
Capital Funds				
Equipment Replacement Funds	-	-	141,600	141,600
Total Fund Impact	\$ 475,891	\$ 3,785,000	\$ 2,667,221	\$ 6,928,112

City Council Work Session October 13, 2016

Key Assumptions

Staffing Levels: Per 1,000 Population

Total Employees per 1,000 Population: 2006-2016



City Council Work Session October 13, 2016

Key Assumptions

Staffing Level Comparison to other Cities

City	Population	Full-Time Employees	Part-Time Employees	Total Employees	# Employees Per Capita
Ocean Shores	5,955	75	6	81	74
Chehalis	7,460	97	3	100	75
Clarkston	7,260	49	30	79	92
Sequim	7,075	72	0	72	98
Steilacoom	6,170	34	18	52	119
Selah	7,530	56	1	57	132
Prosser	5,940	42	3	45	132
Union Gap	6,200	42	3	45	138
Quincy	7,345	50	2	52	141
Airway Heights	8,425	46	7	53	159
Milton	7,695	47	1	48	160
Fircrest	6,625	32	7	39	170
Woodland	5,925	31	3	34	174
Othello	7,875	42	3	45	175
Pacific	6,890	34	5	39	177
Duvall	7,425	39	3	42	177
North Bend	6,570	34	3	37	178
Ridgefield	6,870	37	1	38	181
Yelm	8,480	45	1	46	184
Orting	7,535	33	3	36	209
Stanwood	6,635	25	4	29	229
Normandy Park	6,540	19	7	26	252

- Source: AWC

City Council Work Session October 13, 2016

2017 Initiatives

System Efficiency/Communication

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
System Efficiency/Communication Initiatives									
Implementation for Land Use Software through Accela	Ongoing/ One-time	Building Fees	26,689	5,177	-	-	21,512	Migrate to new land use and permitting software for building permits and land use planning. Integrates with software added in 2016 for Accela. Current land use software cost \$10,677 annual.	1, 3, 4
Business Licensing Software Module - Accela	Ongoing/ One-time	Community Development	4,388	2,388	-	-	2,000	Increase efficiency and customer service with new software for licensing. Includes self serve portal online. Integrates with current Accela software.	1, 3, 4
Accela Asset Management and Utility Software	Ongoing/ One-time	General Fund, Street Fund, Water Fund, Storm Fund	55,170	15,386	-	-	39,784	Carry over of utility and asset management software implementation. Utility 50/50 water storm. Asset Management 25% to Gen Fund, Streets, Water, Storm.	1, 3, 4
City Newsletter	Ongoing	General Fund	3,500	3,500	-	-		Create a newsletter to be distributed to citizens as an insert to the utility statements 4 times per year. Council -initiative #19.	1, 3, 4, 5
Total System Efficiency /Communication Initiatives			89,747	26,451	-	-	63,296		

2017 Initiatives

Staffing Initiatives

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
Staffing Initiatives									
FTE - Utility Clerk	Ongoing/ One-time	General Fund, Water Fund, Storm Fund	72,550	67,550	-	-	5,000	New FTE utility clerk position. Funded 95% from utility funds and 5% from Gen Fund. Previously requested in 2016.	1, 3, 4
Grant Writer	Ongoing	General Fund	20,000	-	-	-	20,000	Hire a contracted or freelance grant writer. Estimate 5 grants per year ranging in cost from \$500 to \$7,500 per grant application. Council initiative 17.	1, 2, 3, 4, 5, 6
FTE - Development Inspector, Code Enforcement Officer	Ongoing/ One-time	Building Fees, General Fund	85,336	79,336	-	-	6,000	New FTE position for development inspector and code enforcement officer. 90% building fees (76,802) 10% Gen Fund (8,534). Position would sunset in 3 years. Contract position by budget amendment in 2016.	1, 3, 4
FTE - Associate Planner	Ongoing/ One-time	Building Fees	108,167	102,167	-	-	6,000	New FTE position for Associate Planner to work on current planning. Previously requested in 2016.	1, 3, 4
Building Inspector	Ongoing/ One-time	Building Fees	108,887	82,637	-	-	26,250	New FTE position to replace current temporary building inspector position. Includes new vehicle and work station. Added as a temporary position in 2016.	1, 3, 4
Water Temporary Employee	One-time	Water Operations	21,500	-	-	-	21,500	Seasonal position for water utility operating fund.	1, 3, 4
Total Staffing Initiatives			416,440	331,690	-	-	84,750		

2017 Initiatives

Non-Recommended Staffing Initiatives

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
Staffing Initiatives Not Recommended for Consideration									
Strategic Staffing Analysis	One-time	General Fund	25,000	-	-	-	25,000	Citywide staffing analysis.	1, 3, 4
Parks Seasonal Worker	One-time	Parks Fund	21,275	-	-	-	21,275	Add a temporary seasonal employee for parks maintenance. Potential to partially fund this position through use agreement with Ridgefield LL and Pacific Soccer Club. Temp position in 2016.	1, 3, 4
FTE - Police Officer	Ongoing/ One-time	General Fund	160,250	85,250	-	-	75,000	Add FTE police officer position. Includes salary and benefits, employee relations, equipment, car and academy/training. Management recommendation is to begin recruitment in 2017 and add the position in 2018.	1, 3, 4
Total Staffing Initiatives Not Recommended			206,525	85,250	-	-	121,275		-

- City will update 6 year business plan in 2016-2017 including a staffing needs analysis
- City recommends potential officer recruitment in 3rd -4th quarter 2017 with a hire date in 2018

City Council Work Session October 13, 2016

2017 Initiatives

Community Development

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
General Govt. Community Development Initiatives									
Building and Land Use Document Scanning	One-time	Building Fees	75,000	-	-	-	75,000	Scan historical building related documents into document management system. Most of these documents have a permanent retention requirement.	1, 3, 4
Gee Creek Plateau Subarea Plan	One-time	General Fund	75,000	-	-	-	75,000	2017 City Council initiative through CDD. Prepare a subarea plan for Gee Creek Plateau (doughnut hole) with stakeholder involvement. Council initiative 10.	1, 3, 4, 5, 6
Plotter (Printer)	One-time	Building Fees	9,450	-	-	-	9,450	Printer to create large scale maps and documents up to 36" x 48". Includes paper and print supplies. Eliminate need to contract with local print shop.	1, 3, 4
Total Community Development Initiatives			159,450	-	-	-	159,450		

City Council Work Session October 13, 2016

2017 Initiatives

Facility/Vehicles/Equipment Initiatives

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
Facility/Vehicle/Equipment Initiatives									
Facility rent and outfitting	Ongoing/ One-time	Building Fees	20,000	12,000	-	-	8,000	Add needed space for new staffing by renting a facility for a conference room and storage. Temporary solution for 1-2 years.	1, 3, 4
4wd Utility Vehicle Maintenance	Ongoing	General Fund	2,000	2,000	-	-	-	The City is scheduled to receive two 4wd Gators from CCSO as surplus. Maintenance -and operating costs for equipment.	1, 3, 4
Police Facility Expansion	One-time	General Fund or REET	60,000	-	-	-	60,000	Expansion to Police Department for addition to east side of building 12' x 48'.	1, 3, 4
Vehicle locators	One-time	General Fund	9,000	-	-	-	9,000	Install GPS tracking devices to each patrol car to allow CRESA to locate patrol units for dispatch efficiency and safety.	1, 3, 4
Less Lethal Weapons Purchase	One-Time	Drug Fund	8,900	-	-	-	8,900	Less lethal weapons. Purchase 8 bean bag launchers using state contract.	1, 3, 4
Total Facility/Vehicle Initiatives			99,900	14,000	-	-	85,900		
Equipment Replacement Fund Initiatives									
Backhoe Replacement	One-time	ERF	122,000	-	-	-	122,000	ERF model replacement of Case 580L backhoe for Public Works.	1, 3, 4
Mower Replacement	One-time	ERF	19,600	-	-	-	19,600	ERF model replacement of Kubota mower.	1, 3, 4
Equipment Replacement Fund Initiatives			\$ 141,600	\$ -	\$ -	\$ -	\$ 141,600		

City Council Work Session October 13, 2016

2017 Initiatives

Non-Recommended Facility/Vehicles/Equipment Initiatives

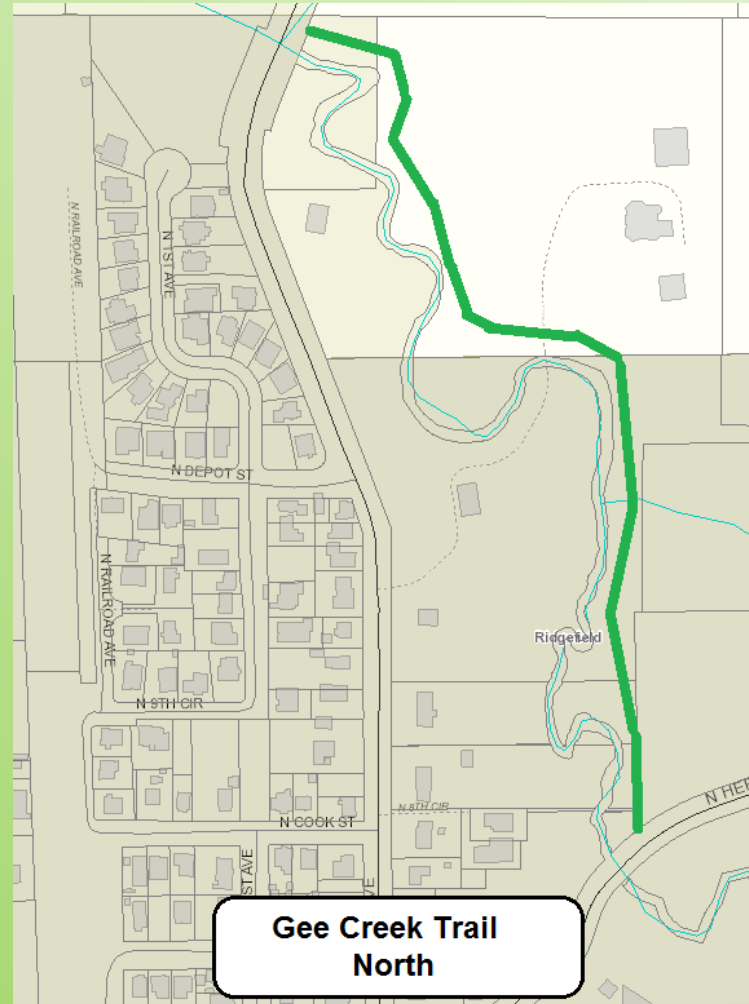
Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
Facilities/Vehicles/Equipment Initiatives Not Recommended for Consideration									
Pool Vehicle	One-time	General Fund	20,250	-	-	-	20,250	Purchase pool vehicle for staff travel to conferences and training. Could also be used for events. Management recommendation is to not fund this initiative for 2017.	1, 3, 4
Facilities/Vehicle/Equip Not Recommended			20,250	-	-	-	20,250		-

- City will review current fleet and assess needs

City Council Work Session October 13, 2016

2017 Initiatives Trail Project Locations

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City Council Work Session September 22, 2016

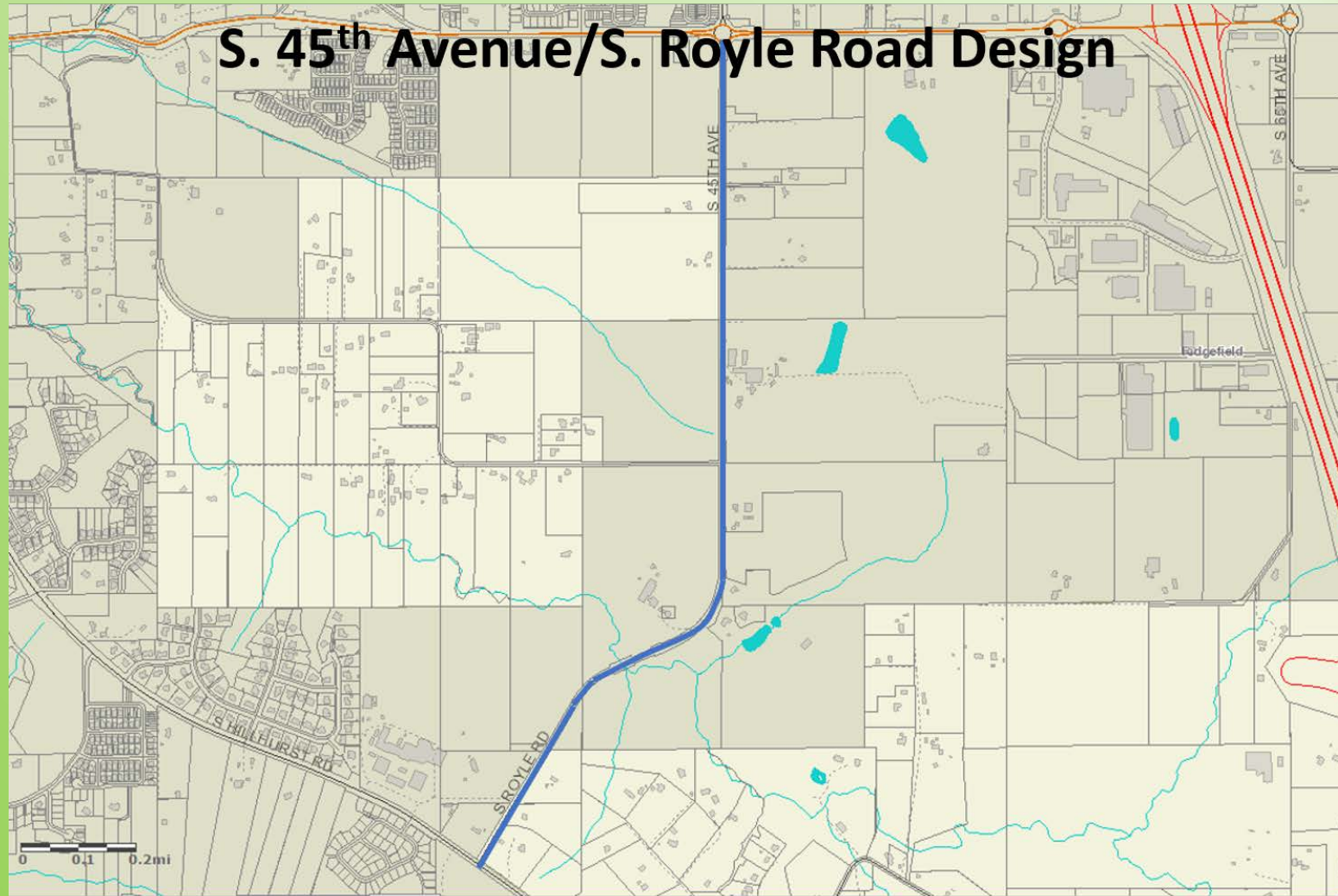
2017 Initiatives Park and Trail Projects

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
Park Projects									
Gee Creek Trail North Segment Construction	One-time	PIF, REET, Grants, Park Fund	542,000	-	-	-	542,000	Complete design and permitting, easement acquisition and construction of trail from Heron Drive to N. Main Ave.	1, 2, 3, 4, 5, 6
Abrams Park Improvements	One-time	PIF/ Grants	47,500	-	-	-	47,500	Bennett kitchen fireplace improvements \$8,000, indoor radiant heating \$10,000, exterior improvements \$10,000, entrance sign and landscaping work \$1,500, add wheel stops and re-grade parking lot \$8,000, picnic tables \$5,000, irrigation for softball field \$5,000. Council initiative 18.	1, 3, 4, 5, 6
Gee Creek Stabilization Plan	One-time	Parks Fund/ REET	50,000	-	-	-	50,000	Create a planning document to provide analysis of repair options, scope, cost estimate and funding options for plan. Council initiative 2.	1, 2, 3, 4, 5, 6
Gee Creek Trail Master Plan	One-time	PIF	75,000	-	-	-	75,000	Complete a master plan to establish preferred alignment for remaining trail segments and preliminary design and cost estimate. Council initiative 1.	1, 2, 3, 4, 5, 6
Ridgefield Outdoor Recreation Complex	One-time	REET	1,750,000	-	1,750,000	-	-	Carry over \$1.75 million from 2016 appropriation. Additional construction funding and expense - TBD.	1, 2, 3, 4, 5, 6
Total Park Projects			2,464,500	-	1,750,000	-	714,500		

2017 Initiatives

Street Project Locations

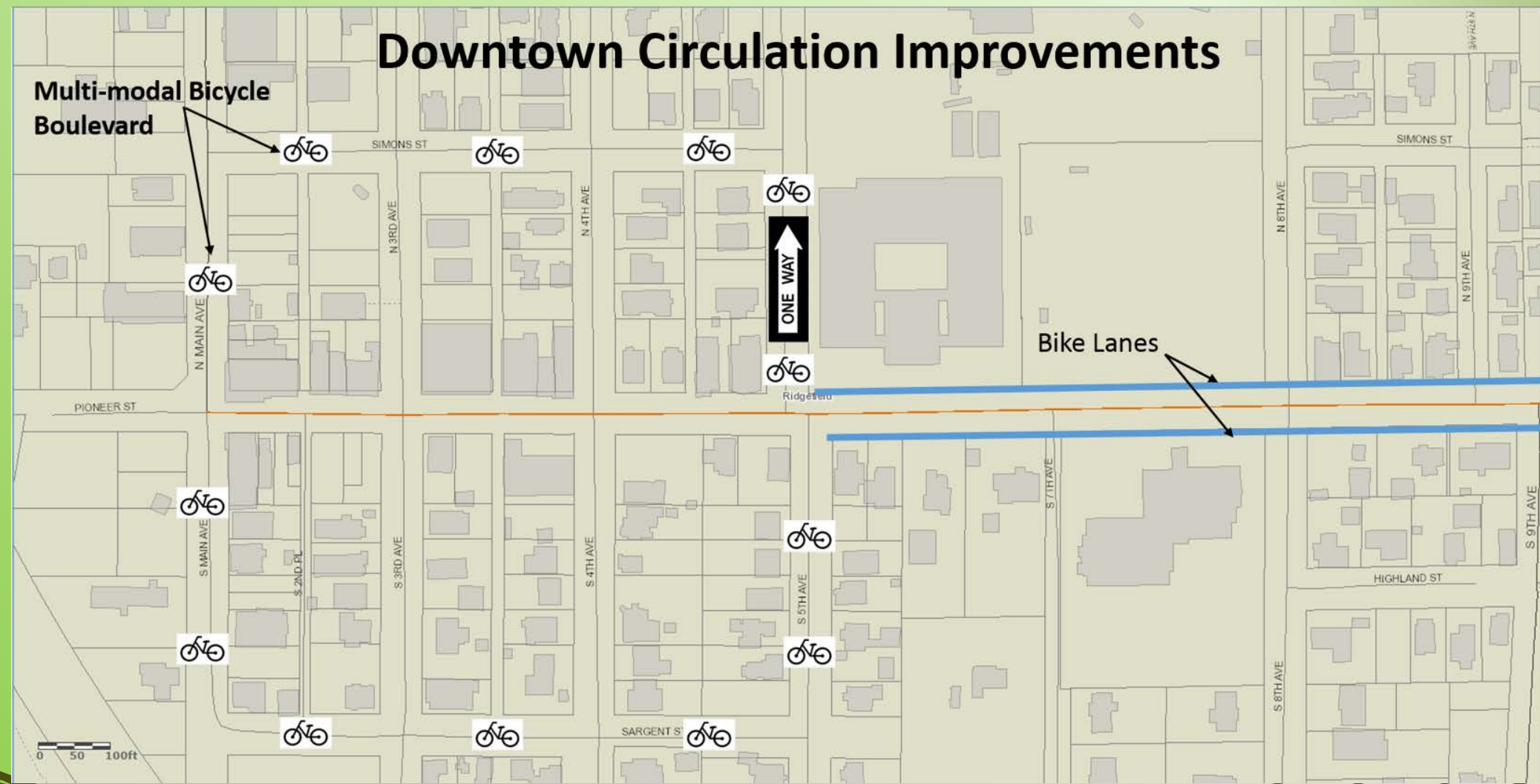
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City Council Work Session September 22, 2016

2017 Initiatives

Street Project Locations



City Council Work Session September 22, 2016

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2017 Initiatives Street Projects

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Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
Street Projects									
Neighborhood Traffic Calming Program	Ongoing	Street Fund/ General Fund Transf	18,500	18,500	-	-		Create a neighborhood traffic - calming program in the City.	1, 3, 4, 5
Downtown Infill Sidewalk Construction	One-time	Grant/ Street Fund	191,700	-	-	156,700	35,000	Construction of 1,500 lf of sidewalk and 16 ADA compliant curb ramps. CDBG grant proceeds and match through existing infill sidewalk budget.	1, 2, 3, 4, 5
Downtown Circulation Improvements	One-time	Street Fund	23,000	-	-	-	23,000	Complete key short term projects identified in the 2016 Downtown Circulation Plan. N 5th Ave one way signing and striping \$10,000, Pioneer St bike lanes \$8,000, Bicycle Blvd 3rd, 5th, 8th, Main and Sargent Ave \$5,000. Council initiative 5.	1, 2, 3, 4, 5, 6
S. 45th Avenue Design	One-time	TIF	500,000	-	-	-	500,000	Complete full design, permitting and bid documents to construct S. 45th Ave project. Council initiative 7.	1, 3, 4
35th Ave Roundabout	One-time	Grant	2,000,000	-	2,000,000	-		Carry over for construction and right of way cost	1, 3, 4
Total Street Projects			2,733,200	18,500	2,000,000	156,700	558,000		

City Council Work Session September 22, 2016

Attachment: 2017 Budget Presentation Initiatives (1102 : Study Session - 2017 Budget

2017 Initiatives Water Projects

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
Water Projects									
Hydrogeologist Study - Water Rights	One-time	WSDC	40,000	-	40,000	-		Carry over of professional service - expense for water rights study.	1, 3, 4
Undersized Water Main Replacement	One-time	Water Operations, WSDC	100,000	-	-	-	100,000	Increase undersized water main replacement budget from \$160,000 to \$260,000 in 2017. Repair & Replacement of existing infrastructure.	1, 3, 4
Cemetery Booster Station	One-time	WSDC	340,000	-	340,000	-		Carry over construction expense for - cemetery booster station.	1, 3, 4
Total Water Projects			480,000	-	380,000	-	100,000		

City Council Work Session September 22, 2016

2017 Initiatives

Sewer Water Projects

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
Sewer Projects									
WWTP Repair and Replacement Projects	One-time	Transfer from DCWA	81,500	-	-	-	81,500	Replace influent pump \$12,000, PLC upgrade \$37,000, blower replacement \$7,500, thickener freeze protection \$15,000, air-flow meter replacement \$3,000, and air diffuser replacement \$7,000. Paid via monthly transfer from DCWA.	1, 3, 4
Total Sewer Projects			81,500	-	-	-	81,500		

City Council Work Session October 13, 2016

2017 Initiatives

Storm Water Projects

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request	Description	Council Goals Met
Storm Water Projects									
Storm Water Management Plan	One-time	Storm Water Operations	35,000	-	35,000	-	-	Carry over professional service expense for storm water - management plan.	1, 3, 4
Total Storm Water Projects			35,000	-	35,000	-	-		

2017 Initiatives Summary by Category

Project	One-Time or Ongoing	Funding Source	Total 2017 Requested Appropriation	Funded from Ongoing Revenues	2016 One-Time Carry Forward	Grant Funding/ Developer Contributions	New 2017 One-Time Initiative Request				
Summary of Initiatives Recommended for Consideration											
	System Efficiency Initiatives		89,747	26,451	-	-	63,296				
	Staffing Initiatives		416,440	331,690	-	-	84,750				
	Community Development Initiatives		159,450	-	-	-	159,450				
	Facility/Vehicle Initiatives		99,900	14,000	-	-	85,900				
	2016 Equipment Replacement Fund Initiatives		141,600	-	-	-	141,600				
	Park Projects		2,464,500	-	1,750,000	-	714,500				
	Street Projects		2,733,200	18,500	2,000,000	156,700	558,000				
	Water Projects		480,000	-	380,000	-	100,000				
	Sewer Projects		81,500	-	-	-	81,500				
	Storm Water Projects		35,000	-	35,000	-	-				
	Project/Initiative Requests	\$	6,701,337	\$	390,641	\$	4,165,000	\$	156,700	\$	1,988,996
	Total Ongoing			\$	390,641	Total One-Time			\$	6,310,696	

City Council Work Session October 13, 2016

2017 Initiatives Summary by Category

1.1.a

<i>Summary of Initiatives Not Recommended for Consideration</i>									
<i>Staffing Initiatives</i>	<i>206,525</i>		<i>85,250</i>		-		-		<i>121,275</i>
<i>Facility/Vehicle/Equipment Initiatives</i>	<i>20,250</i>		-		-		-		<i>20,250</i>
<i>Park Projects</i>	-		-		-		-		-
<i>Street Projects</i>	-		-		-		-		-
<i>Project/Initiative Requests Not Recommended \$</i>	<i>226,775</i>	<i>\$</i>	<i>85,250</i>	<i>\$</i>	-	<i>\$</i>	-	<i>\$</i>	<i>141,525</i>
<i>Total Ongoing \$</i>	<i>85,250</i>					<i>Total One-Time \$</i>			<i>141,525</i>

Attachment: 2017 Budget Presentation Initiatives (1102 : Study Session - 2017 Budget

City Council Work Session October 13, 2016

2017 Initiatives

Fund Balance Impact for Recommended Initiatives

Fund Impact				
Fund	2017 Ongoing	2016 Carry Forward	2017 One-time	Total
Operating Funds				
General & Street Fund Operations	\$ 41,451	\$ -	\$ 167,620	\$ 209,071
General Fund - Building Fees	275,048	-	153,612	428,660
Water Operating Fund	52,217	-	142,507	194,724
Sewer Operating Fund	-	-	81,500	81,500
Storm Water Operating Fund	21,926	35,000	18,757	75,683
Special Revenue Funds				
Real Estate Excise Tax (REET)	-	1,750,000	110,000	1,860,000
Drug Fund	-	-	8,900	8,900
Park Impact Fee (PIF)	-	-	664,500	664,500
Transportation Impact Fee (TIF)	-	-	500,000	500,000
Water System Development Charges (WSDC)	-	380,000	-	380,000
Grant Funding	-	2,000,000	156,700	2,156,700
Capital Funds				
Equipment Replacement Fund	-	-	141,600	141,600
Total Fund Impact	\$ 390,641	\$ 4,165,000	\$ 2,145,696	\$ 6,701,337

Next Steps

- October 27 Council Work Session
 - Present preliminary budget and budget message
- November Budget Advisory Committee Meeting
 - Present final draft of budget
 - Prepare for revenue hearing
- November Council Meetings
 - Present final draft of 2016 budget and conduct public hearing and first reading
 - Conduct public hearing on revenues
 - Propose property tax levy and utility rates

City Council Work Session October 13, 2016

Next Steps

- December Council Meeting
 - Conduct public hearing and second reading of 2016 budget for adoption
 - Publish budget

ACKNOWLEDGEMENTS QUESTIONS?

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: October 13, 2016
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Minutes from September 22, 2016 Meeting

AGENDA ITEM TITLE:

Approval of minutes from the following meeting(s) of the council:

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

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

1. "I move to approve the consent agenda"

STAFF CONTACT: Steve Stuart, City Manager

ATTACHMENTS: 09-22-2016 City Council Minutes (PDF)

Approved to be placed on City Council Agenda:



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
September 22, 2016

Regular Meeting - 6:30 PM

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

Flag Salute - [6:30 PM](#)

ROLL CALL

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

3. Motion to excuse Council member David Taylor and Council member John Main from the meeting.

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

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

City Manager Steve Stuart:

Addition to the claims (CDD trailer rental payment and Electric Trail Vehicle).

Add Proclamation (Breast Cancer Awareness Month) to Mayor's Report.

PUBLIC COMMENT

None.

The public meeting site is accessible to persons with disabilities. Accommodations for persons with disabilities can be arranged with a two week advance notice by calling the City Clerk at (360) 887-3557. For other formats or special language needs, contact the City Clerk at (360) 887-3557.

CONSENT AGENDA - MOTION TO APPROVE AS AMENDED. - [6:33 PM](#)

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

1. Approval of Minutes from the September 8, 2016 - [6:33 PM](#)**2. Approval of Claims And/Or Payroll - [6:33 PM](#)****PRESENTATION****1. Clark Regional Emergency Services Agency Update - [6:35 PM](#)**

Technical Services Division Manager Kathleen Myers presented Clark Regional Emergency Services Agency update to City Council.

2. Planning Commission Quarterly Update on 2016 Work Plan - [6:48 PM](#)

Planning Commission Vice Chair Mark Burton presented quarterly update on 2016 work plan.

Vice Chair Burton was recognized for his service on Planning Commission as he is resigning from the Commission effective October 6th.

BUSINESS**1. Ordinance No. 1218 - Second Reading on Stephenson Vista Development Agreement - [6:55 PM](#)**

The Stephenson Vista subdivision (then known as Stephenson Manor) received preliminary approval on August 14, 2006. The current developer acquired the property in 2015 and has been diligently pursuing development of the parcel since acquisition. The applicant has requested a two year extension of the preliminary plat approval to August 14, 2018. As part of this agreement the applicant has agreed to provide LED lights, the establishment of a Home Owners Association, and has agreed to meet the architectural design guidelines contained in the Ridgefield Development Code.

MOTION: Moved to adopt Ordinance No. 1218 as presented.

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

2. Resolution No. 514 – Approval of Bonding Reimbursement for Ridgefield Outdoor Recreation Complex Project-Kirk Johnson, Finance Director

City is currently underway on a project, the Ridgefield Outdoor Recreation Complex, to design and create a master plan document for a shared recreation complex between the City and the Ridgefield School District. The City recently purchased property for the project and would like to add flexibility in funding sources for the recent purchase. In the event the City issues tax-exempt bonds for the construction of the project, IRS regulations allow the City to reimburse prior expenditures with the proceeds of that bond.

MOTION: Moved to adopt Resolution No. 514 as presented.

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

PUBLIC COMMENT - [7:00 PM](#)

None.

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council - [7:00 PM](#)

Council member Sandra Day: Attended Washington legislative priorities meeting, Port of Ridgefield meeting, budget committee meeting, CREDC luncheon, transportation committee meeting, trail summit meeting.

Council member Don Stose: Attended CREDC luncheon.

Council member Lee Wells: Attended CREDC luncheon, pre-app conference meetings, Port of Ridgefield meeting, transportation committee meeting, DCWA meeting, briefing with City Manager.

Council member Darren Wertz: Attended pre-app conference meetings, parade of homes event, transportation committee meeting.

Mayor - [7:07 PM](#)

Mayor Ron Onslow: Attended Octoberfest event which was a great success, transportation committee meeting.

Mayor read proclamations into the record: National Disability Employment Awareness Month and Breast Cancer Awareness Month.

Mayor, City Council and staff recognized Chief Garry Lucas for his contribution to the City as an interim Police Chief.

City Manager - [7:27 PM](#)

Swing More 24 hosted by Parks Foundation is September 22nd at 1PM over at Davis Park, meeting regarding traffic congesting on Pioneer Street & 9th Ave is scheduled with the School District and KWRL.

Community Development Jeff Niten - Community Development update report provided.

Finance Director Kirk Johnson - 2017 budget updates and investment portfolio report provided.

Public Works Director Bryan Kast- WWTP operator Matt Jenkins received a Western Washington operator of the year award.

Deputy City Manager Lee Knottnerus - Update provided on all of the upcoming events, BIA is accepting applications for the Board of Directors.

Police Chief Garry Lucas - Thanked everyone for his recognition.

FROM THE COUNCIL

ADJOURN - [7:35 PM](#)

Julie Basarab, City Clerk

Ron Onslow, Mayor

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: October 13, 2016
ITEM: CONSENT AGENDA
AGENDA ITEM TITLE: Approval of Claims And/Or Payroll

GOVERNING LEGISLATION:

Revised Code of Washington Title 35A

PREVIOUS COUNCIL ACTION TAKEN:

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

BACKGROUND:

Vendor claims

BUDGET/FINANCIAL IMPACTS:

See vendor detail attached

RECOMMENDED ACTION OR MOTION:

Staff recommends Council approve the claims and/or payroll by making the following motion:

“I move to approve the consent agenda as presented”

STAFF CONTACT: Kirk Johnson, Finance Director
ATTACHMENTS: October 13 2016 - Claims Report (PDF)

Approved to be placed on City Council Agenda:

City of Ridgefield

Claims Payment Report

For Approval on: October 13, 2016

Vendor #	Vendor Name	Invoice No.	Description	Contract No.	Resp. Dept	Amount
2664	3PEAKS PUBLIC HOUSE & TAPROOM*	000001	FARM TO TABLE CATERING SERVICE		Genl Govt	339.26
						339.26
2569	ANDERSON SIGNS, INC.*	32876	PD VEHICLE GRAPHICS		Pub Safety	1,225.00
						1,225.00
32	ARAMARK UNIFORM SERVICES*	862526888	FLOOR MATS - CITY HALL/PW/CDD/PD		Genl Govt	19.39
32	ARAMARK UNIFORM SERVICES*	862526889	UNIFORM SERVICES		Genl Govt	55.77
32	ARAMARK UNIFORM SERVICES*	862538592	FLOOR MATS - CITY HALL/PW/CDD/PD		Genl Govt	19.39
32	ARAMARK UNIFORM SERVICES*	862538593	UNIFORM SERVICES		Genl Govt	55.77
32	ARAMARK UNIFORM SERVICES*	862550146	FLOOR MATS - CITY HALL/PW/CDD/PD		Genl Govt	19.39
32	ARAMARK UNIFORM SERVICES*	862550147	UNIFORM SERVICES		Genl Govt	55.77
32	ARAMARK UNIFORM SERVICES*	862560901	FLOOR MATS - CITY HALL/PW/CDD/PD		Genl Govt	19.39
32	ARAMARK UNIFORM SERVICES*	862560902	UNIFORM SERVICES		Genl Govt	55.77
						300.64
2666	ASHLEY JOHNSON*	201610-01	PARK REFUNDABLE DEPOSIT		Admin	50.00
						50.00
40	AWC SEMINARS*	46273	2016 FALL MAYORS EXCHANGE REG - S. DAY		Council	10.00
						10.00
2165	B & L PAPER COMPANY*	22919	TOILET PAPER - CITY HALL		Genl Govt	79.87
2165	B & L PAPER COMPANY*	22920	PAPER TOWELS & TOILET PAPER - OVERLOOK PARK		Pub Wrks	168.27
2165	B & L PAPER COMPANY*	22921	TOILET PAPER - CDD BUILDING		Pub Wrks	56.37
						304.51
54	BLUMENTHAL UNIFORMS & EQUIPMENT*	006037229	PD UNIFORMS		Pub Safety	151.22
54	BLUMENTHAL UNIFORMS & EQUIPMENT*	006037234	PD UNIFORMS		Pub Safety	48.24
54	BLUMENTHAL UNIFORMS & EQUIPMENT*	006037243	PD UNIFORMS		Pub Safety	135.50
54	BLUMENTHAL UNIFORMS & EQUIPMENT*	006045563	PD UNIFORMS		Pub Safety	22.75
						357.71
2500	CARAHSOFT*	IN407035	ACCELA - WEB PAYMENTS & ONLINE BILLING		Pub Wrks	1,626.00
						1,626.00
2551	CFM STRATEGIC COMMUNICATIONS, INC.*	23642	SEPTEMBER 2016 LOBBYIST		Genl Govt	4,530.00
						4,530.00

Attachment: October 13 2016 - Claims Report (1114 : Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: October 13, 2016

Vendor #	Vendor Name	Invoice No.	Description	Contract No.	Resp. Dept	Amount
95	CITY OF RIDGEFIELD*	BLD-15-0016B	METER FOR WELL RESERVOIR CMU BUILDING	P1019	Pub Wrks	4,375.00
						4,375.00
2391	CLACKAMAS CONSTRUCTION, INC.*	12A	JUNCTION 1.0 MG RESERVOIR - LESS 5% RETAINAGE	P1018	Pub Wrks	139,288.51
2391	CLACKAMAS CONSTRUCTION, INC.*	12B	JUNCTION WELL -LESS 5% RETAINAGE	P1019	Pub Wrks	118,562.29
						257,850.80
102	CLARK COUNTY*	170010107	RANGE RENTAL		Pub Safety	140.00
102	CLARK COUNTY*	220004498	AUG. 2016 PRETRIAL INTERVIEWS		Judicial	104.85
102	CLARK COUNTY*	230001913	2ND QTR NETMOTION		Pub Safety	404.16
102	CLARK COUNTY*	730012011	FIRE INSPECTION		Com Dev	128.00
						777.01
110	CLARK PUBLIC UTILITIES*	20161004-1	ELECTRICITY - 116 N MAIN AVE		Pub Safety	153.42
110	CLARK PUBLIC UTILITIES*	20161004-10	ELECTRICITY - MUNICIPAL LIGHTING LEASE		Pub Wrks	8,650.12
110	CLARK PUBLIC UTILITIES*	20161004-11	ELECTRICITY - 255 S 56TH PL		Pub Wrks	199.92
110	CLARK PUBLIC UTILITIES*	20161004-12	ELECTRICITY - 109 W DIVISION ST		Pub Wrks	2,330.91
110	CLARK PUBLIC UTILITIES*	20161004-13	WATER - 800 NE 264 ST INTERTIE 1		Pub Wrks	5,042.92
110	CLARK PUBLIC UTILITIES*	20161004-14	WATER - 1504 NW 289 ST INTERTIE 3		Pub Wrks	471.25
110	CLARK PUBLIC UTILITIES*	20161004-15	WATER - 911 N 65 AV INTERTIE 2		Pub Wrks	115.95
110	CLARK PUBLIC UTILITIES*	20161004-2	ELECTRICITY - 214 S RIVERVIEW DR		Pub Wrks	68.94
110	CLARK PUBLIC UTILITIES*	20161004-3	ELECTRICITY - 109 W DIVISION ST		Pub Wrks	98.33
110	CLARK PUBLIC UTILITIES*	20161004-4	ELECTRICITY - 230 PIONEER AVE		Genl Govt	206.06
110	CLARK PUBLIC UTILITIES*	20161004-5	ELECTRICITY - 301 N 3RD AVE		Com Dev	163.62
110	CLARK PUBLIC UTILITIES*	20161004-6	ELECTRICITY - N 1ST CIR & N 65 PARK & RIDE		Pub Wrks	61.02
110	CLARK PUBLIC UTILITIES*	20161004-7	ELECTRICITY - 400 N ABRAMS PARK RD		Pub Wrks	1,352.17
110	CLARK PUBLIC UTILITIES*	20161004-8	ELECTRICITY - CITY PARK/WATER WELL		Pub Wrks	4,034.46
110	CLARK PUBLIC UTILITIES*	20161004-9	ELECTRICITY - N ABRAMS PARK/E DIVISION		Pub Wrks	445.54
						23,394.63
1151	COLUMBIA CASCADE COMPANY*	41965-46	PARKS PLAYGROUND SUPPLIES		Pub Wrks	352.30
						352.30
2665	COLUMBIA HILLS HOA*	1	UTIL REFUND 16 109040		Admin	1,051.05

Attachment: October 13 2016 - Claims Report (1114 : Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: October 13, 2016

Vendor #	Vendor Name	Invoice No.	Description	Contract No.	Resp. Dept	Amount
						1,051.05
2271	COMCAST BUSINESS*	201610-01	CDD/PW FAX LINE		Com Dev	64.90
2271	COMCAST BUSINESS*	201610-02	PW/WWTP COMMUNICATIONS		Pub Wrks	294.32
2271	COMCAST BUSINESS*	46084694	CITY HALL COMMUNICAITONS		Genl Govt	363.75
						722.97
1101	COMDATA NETWORK, INC.*	20256121	FUEL PD XN795		Pub Safety	844.80
1101	COMDATA NETWORK, INC.*	20256122-CDD	FUEL CDD XN173		Com Dev	182.23
1101	COMDATA NETWORK, INC.*	20256122-PW	FUEL PW XN173		Genl Govt	1,231.16
1101	COMDATA NETWORK, INC.*	20256294	FUEL PD XN795		Pub Safety	691.60
1101	COMDATA NETWORK, INC.*	20256299-CDD	FUEL CDD XN173		Com Dev	141.73
1101	COMDATA NETWORK, INC.*	20256299-PW	FUEL PW XN173		Genl Govt	1,033.76
						4,125.28
2648	COMPULINK MANAGEMENT CENTER, INC.*	258163	DOCUMENT MANAGEMENT SYSTEM SOFTWARE			38,470.00
2648	COMPULINK MANAGEMENT CENTER, INC.*	258164PS01	DOCUMENT MANAGEMENT SYSTEM SERVICE WORK			14,625.00
						53,095.00
973	CONCRETE SHOP INCORPORATED*	94841	PD PARKING LOT SUPPLIES		Pub Safety	208.13
						208.13
530	DAVID M COREY*	1876	POST OFFER EVALUATIONS - NEW POLICE CHIEF			420.00
						420.00
1062	DAVID TAYLOR*	201610-01	MILEAGE REIMBURSEMENT		Council	18.52
						18.52
144	DEPARTMENT OF ECOLOGY*	2017-BA0023272	BIOSOLIDS ANNUAL PERMIT FEE 2017 FISCAL YR		Pub Wrks	1,694.47
						1,694.47
154	DEPARTMENT OF LICENSING*	201610-01	CPL FEES - WATTSON		Admin	18.00
154	DEPARTMENT OF LICENSING*	201610-02	CPL FEES - MINOR, STEVEN		Admin	18.00
154	DEPARTMENT OF LICENSING*	201610-03	CPL FEES - MINOR, KRISTY		Admin	18.00
154	DEPARTMENT OF LICENSING*	201610-04	CPL FEES - GOOD		Admin	18.00
						72.00
2661	DIANA LOCKEN*	201610-01	PARK REFUNDABLE DEPOSIT		Admin	50.00
						50.00
158	DICK'S TIRE FACTORY*	D41689	PD VEHICLE MAINT		Pub Safety	35.21
158	DICK'S TIRE FACTORY*	D42209	PD VEHICLE MAINT		Pub Safety	35.21
						70.42

Attachment: October 13 2016 - Claims Report (1114 : Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: October 13, 2016

Vendor #	Vendor Name	Invoice No.	Description	Contract No.	Resp. Dept	Amount
1865	DITCH MAINTENANCE SERVICES*	55	DITCH MAINTENANCE & CLEANING		Pub Wrks	7,952.40
						7,952.40
1565	DKS ASSOCIATES*	0061850	TRANSPORTATION ENGINEERING SERVICES		Com Dev	1,782.50
						1,782.50
163	DONALD R. FREY & CO INC*	15359	ANNUAL SOFTWARE SUPPORT CUBIC/CHIPS '16-'17			4,808.56
						4,808.56
1157	DR HORTON, INC*	PLZ-16-0068	REFUND - PLZ-16-0068		Admin	150.00
1157	DR HORTON, INC*	PLZ-16-0069	REFUND - PLZ-16-0069		Admin	150.00
						300.00
2081	ELCOR, INC*	9177	DISPLAY PORT TO VGA ADAMTER		Com Dev	48.11
2081	ELCOR, INC*	MSP-9045	INFORMATION TECHNOLOGY SERVICES			5,751.74
						5,799.85
845	ELIZABETH BUSKIRK*	201610-01	PARK REFUNDABLE DEPOSIT - CANCELLED		Admin	50.00
						50.00
2374	EWING, VANCOUVER*	2151385	STREETS SUPPLIES		Pub Wrks	249.98
2374	EWING, VANCOUVER*	2158491	PARKS SUPPLIES		Pub Wrks	258.59
						508.57
181	FERGUSON ENTERPRISES INC # 8423*	4638383	WATER OPERATIONAL SUPPLIES		Pub Wrks	85.50
						85.50
207	GRAY AND OSBORNE INC*	12	CEMETERY BOOSTER STATION UPGRADE	P1020	Pub Wrks	6,689.25
207	GRAY AND OSBORNE INC*	15A	1.0 MG RESERVOIR CM	P1018	Pub Wrks	12,191.59
207	GRAY AND OSBORNE INC*	15B	JUNCTION WELL	P1019	Pub Wrks	7,635.35
						26,516.19
210	GROVER ELECTRIC AND PLUMBING*	HA36265	PW SHOP SUPPLIES & NEW TRAIL VEHICLE		Pub Wrks	119.84
						119.84
2036	H.D. FOWLER COMPANY*	I4323930	STUB REMOVAL SUPPLIES		Pub Wrks	86.77
2036	H.D. FOWLER COMPANY*	I4331431	HYDRANT METER REPLACEMENT PARTS & SUPPLIES		Pub Wrks	4,271.39
2036	H.D. FOWLER COMPANY*	I4334890	HYDRANT REPAIR - SHOBERT		Pub Wrks	231.29
						4,589.45
1678	HARPER HOUF PETERSON RIGHELLIS INC.*	38639	N. 4TH PLACE IMPROVEMENTS	P1005	Pub Wrks	783.13

Attachment: October 13 2016 - Claims Report (1114 : Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: October 13, 2016

Vendor #	Vendor Name	Invoice No.	Description	Contract No.	Resp. Dept	Amount
1678	HARPER HOUF PETERSON RIGHELLIS INC.*	38640	DIVISION ST STORM DRAIN IMPROVEMENT	P1022	Pub Wrks	6,587.97
						7,371.10
214	HARRY'S LAWN & POWER EQUIPMENT*	108141	PARKS SUPPLIES		Pub Wrks	177.20
						177.20
2669	HEIDI JOHNSON*	201610-01	316 MAPLE ST. OPTION AGREEMENT	P1022	Pub Wrks	4,000.00
						4,000.00
223	HONEY BUCKETS*	0550142755	DAVIS PARK PORT-A-POTTY		Pub Wrks	298.00
						298.00
2594	HR ANSWERS, INC.*	39205	CLASSIFICATION/COMPENSATI ON STUDY			2,012.50
						2,012.50
1755	INDX, INC.*	2016102	OCTOBER 2016 STORAGE UNIT RENTAL		Genl Govt	450.00
						450.00
2371	INSTANT IMPRINTS CASCADE PARK*	45347	P.W. SAFETY VESTS		Genl Govt	303.22
2371	INSTANT IMPRINTS CASCADE PARK*	45365	LOGO SHIRTS		Finance	2,401.56
						2,704.78
1458	INTERSTATE BATTERIES*	10107680	PARKS MOWER SUPPLIES		Pub Wrks	678.58
						678.58
558	J.L. STOREDAHL & SONS*	196170	CRUSHED ROCK - STOCK PILE		Genl Govt	166.33
						166.33
2640	JAMES MCPPHEE*	201610-01	GOAT RENTAL FOR STORM AREA		Pub Wrks	1,000.00
						1,000.00
2199	JANEAN Z PARKER*	133	SEPTEMBER 2016 LEGAL SERVICES		Com Dev	7,581.25
2199	JANEAN Z PARKER*	133-P1010	SEPTEMBER 2016 LEGAL SERVICES - RORC	P1010	Pub Wrks	393.75
2199	JANEAN Z PARKER*	133-P1022	SEPTEMBER 2016 LEGAL SVCS - DIVISION ST STORM	P1022	Pub Wrks	437.50
						8,412.50
2099	JESSICA KIPP*	201610-01	MILEAGE REIMBURSEMENT - EVENT ERRANDS		Genl Govt	34.78
						34.78
2659	JESSICA TIJERINA*	116	FARM TO TABLE REIMBURSEMENT		Genl Govt	130.24
						130.24
1261	KAUFMAN DIRECT MAIL, INC.*	6882	1ST SATURDAY POSTERS - NOV 2016		Genl Govt	74.80

Attachment: October 13 2016 - Claims Report (1114 : Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: October 13, 2016

Vendor #	Vendor Name	Invoice No.	Description	Contract No.	Resp. Dept	Amount
						74.80
2088	LARCH CORRECTIONS CENTER*	LCC1608.384	PARKS/STORM/STREETS CLEAN UP		Pub Wrks	1,123.26
						1,123.26
1456	LEGACY HEALTH RELEASE OF INFORMATION*	40053792	MEDICAL RECORDS REQUEST		Pub Safety	55.07
						55.07
2197	LYNCH JANITORIAL & CLEANING, LLC*	01694	SEPTEMBER 2016 JANITORIAL SERVICES		Genl Govt	639.67
						639.67
899	MACKAY & SPOSITO, INC.*	029381	GEE CREEK TRAIL PROJECT	P1011	Pub Wrks	7,153.40
						7,153.40
1817	MARIUS L MALATTIA*	201610-01	RESIDENTIAL & COMMERCIAL PLAN REVIEWS		Com Dev	1,650.00
						1,650.00
567	MARK O BROWN*	2016-10	SEPTEMBER 2016 - LOBBYIST		Genl Govt	1,500.00
						1,500.00
2387	MATTHEW JENKINS*	201610-01	MEALS PER DIEM - PNCWA ANNUAL CONF.		Genl Govt	82.00
						82.00
302	MPH INDUSTRIES*	AH 091316	BEE III KA-BAND DUAL ANTENNA RADAR		Pub Safety	2,188.60
						2,188.60
1185	MUNICIPAL CODE CORP.*	00275559	CODIFICATION		Genl Govt	344.94
						344.94
498	NAPA AUTO PARTS*	931504	ANTIFREEZE FOR 10YD DUMP TRUCK		Pub Wrks	41.83
498	NAPA AUTO PARTS*	934782	PARKS OPERATIONAL SUPPLIES		Pub Wrks	2.98
498	NAPA AUTO PARTS*	935124	VEHICLE MAINTENANCE - JIMS TRUCK		Genl Govt	17.66
498	NAPA AUTO PARTS*	936008	PW VEHICLE MAINT SUPPLIES		Genl Govt	112.99
						175.46
1019	NORTHSTAR CHEMICAL, INC.*	92364	RESIN COMPOUND		Pub Wrks	817.07
						817.07
315	NORTHWEST NATURAL GAS*	20161004-1	POLICE DEPARTMENT - NATURAL GAS		Pub Safety	29.66
						29.66
522	NORTHWEST STAFFING*	4066952	TEMP SERVICES - WEEK ENDING 9/11/16		Com Dev	723.84
522	NORTHWEST STAFFING*	4067207	TEMB SERVICES - WEEK ENDING 9/18/16		Com Dev	904.80
522	NORTHWEST STAFFING*	4067473	TEMP SERVICES - WEEK ENDING 9/25/2016		Com Dev	904.80

Attachment: October 13 2016 - Claims Report (1114 : Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: October 13, 2016

Vendor #	Vendor Name	Invoice No.	Description	Contract No.	Resp. Dept	Amount
						2,533.44
1599	OFFICEMAX, INCORPORATED*	080209	OFFICE SUPPLIES		Genl Govt	257.12
1599	OFFICEMAX, INCORPORATED*	971747	OFFICE SUPPLIES		Administration	254.46
1599	OFFICEMAX, INCORPORATED*	981633	PD OFFICE SUPPLIES		Pub Safety	156.54
						668.12
1701	OFFICIAL PAYMENTS CORPORATION*	INVINT000042969	UTILITIES E-PAY		Pub Wrks	493.45
						493.45
326	ONE CALL CONCEPTS*	6099095	EXCAVATION NOTIF & MODEM TICKET DELIVERY		Pub Wrks	153.12
						153.12
2217	ON-HOLD CONCEPTS, INC*	414439	ON HOLD MUSIC SERVICE			24.95
						24.95
1787	OTAK, INC.*	000091600042	CONSTRUCTION INSPECTION SERVICES		Com Dev	4,906.70
1787	OTAK, INC.*	000091600043	SARGENT ST. STORMWATER IMPROVEMENT	P1021	Pub Wrks	7,426.83
						12,333.53
1564	PACIFIC OFFICE AUTOMATION*	51456761	PW/CDD COPIER LEASE		Com Dev	308.74
1564	PACIFIC OFFICE AUTOMATION*	51470162	CITY HALL COPIER/P.W. PRINTER LEASE		Genl Govt	736.44
						1,045.18
342	PBS ENGINEERING & ENVIRONMENTAL*	HDJ4083.002-8	35TH & PIONEER ROUNDABOUT DESIGN PH 2	P1006	Pub Wrks	38,885.81
						38,885.81
495	PETTY CASH*	201610-01	PETTY CASH REIMBURSEMENT		Pub Safety	29.14
						29.14
350	PRAIRIE ELECTRIC*	323641	OVERLOOK PARK ELECTRICAL		Pub Wrks	1,577.22
						1,577.22
356	PURCHASE POWER*	201610-01	POSTAGE		Genl Govt	500.00
						500.00
369	REFLECTOR*	93696	ORDINANCE NO. 1216		Com Dev	51.56
369	REFLECTOR*	93852	SEPA - DNS - MIXED USE CODE		Com Dev	105.22
369	REFLECTOR*	93997	ORDINANCE NO. 1218		Com Dev	42.33
369	REFLECTOR*	93998	PUB. HRG. NOTICE - CODE AMENDMENTS		Com Dev	71.24
369	REFLECTOR*	94002	NOTICE OF TYPE III SHORELINE MASTER	P1011	Pub Wrks	141.40
						411.75
1662	RICOH USA, INC.*	5044538688	PD ADDITIONAL IMAGES		Pub Safety	10.98

Attachment: October 13 2016 - Claims Report (1114 : Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: **October 13, 2016**

Vendor #	Vendor Name	Invoice No.	Description	Contract No.	Resp. Dept	Amount
1662	RICOH USA, INC.*	97566597	PD COPIER LEASE		Pub Safety	140.57
						151.55
373	RIDGEFIELD COMMUNITY CENTER*	201610-01	COMMUNITY CENTER RENTAL - AUG & SEPT 2016		Genl Govt	1,500.00
						1,500.00
378	RIDGEFIELD SCHOOL DISTRICT*	201610-01	SCHOOL RENTAL APPLICATION FEE-STATE OF CITY		Genl Govt	10.00
						10.00
1838	SANDRA DAY*	201610-01	MILEAGE REIMBURSEMENT		Council	180.36
						180.36
556	SANDY'S SIGN AND DESIGN*	585-16	VEHICLE DECALS & BUSINESS SIGN		Com Dev	1,436.30
						1,436.30
1688	SENVOY, LLC*	98648	COURIER SERVICES		Finance	32.32
						32.32
2274	SHRED-IT USA LLC*	8120826054	AUGUST 2016 SECURE SHREDDING PW/CDD		Pub Wrks	31.20
2274	SHRED-IT USA LLC*	8120826055	AUGUST SECURE SHREDDING - CITY HALL		Genl Govt	31.20
						62.40
2075	STEVE STUART*	201610-01	MILEAGE REIMBURSEMENT		Exec	205.20
						205.20
1796	SUMMERPLACE HOMES*	BLD-16-0255	REFUND - BLD-16-0255		Admin	920.70
						920.70
646	SW WASHINGTON CHAPTER - ICC*	201610-01	REG. - FALL SEMINAR - NEWBILL		Com Dev	150.00
						150.00
2647	SWANK MOTION PICTURES, INC.*	RG2236785	MOVIE RIGHTS - BACK TO THE FUTURE		Genl Govt	328.46
						328.46
964	THE PARR COMPANY*	26332150	RETURNED - FARM TO TABLE SUPPLIES		Genl Govt	-16.26
964	THE PARR COMPANY*	26333265	STORM OPERATIONAL SUPPLIES		Pub Wrks	6.48
964	THE PARR COMPANY*	26333889	SKATE PARK GAZEBO REPAIR		Pub Wrks	7.74
964	THE PARR COMPANY*	26336523	PD OPERATIONAL SUPPLIES		Pub Safety	7.14
964	THE PARR COMPANY*	26336589	STORM OPERATIONAL SUPPLIES		Pub Wrks	12.96
						18.06
809	TRACY BLEHM*	201610-01	MILEAGE REIMBURSEMENT			92.71
						92.71

Attachment: October 13 2016 - Claims Report (1114 : Approval of Claims And/Or Payroll)

City of Ridgefield

Claims Payment Report

For Approval on: October 13, 2016

Vendor #	Vendor Name	Invoice No.	Description	Contract No.	Resp. Dept	Amount
2559	UNLIMITED FENCE CO.*	1032	PARKS FENCE REPAIR		Pub Wrks	89.76
2559	UNLIMITED FENCE CO.*	1038	STORM AREA FENCE REPAIR		Pub Wrks	332.09
2559	UNLIMITED FENCE CO.*	1041	PARKS SUPPLIES		Pub Wrks	38.77
						460.62
444	USA BLUEBOOK*	054422	PW & WWTP OPERATIONAL SUPPLIES		Pub Wrks	332.15
						332.15
688	WA STATE DEPARTMENT OF TRANSPORTATION*	RE44JD15670L007	35TH AVE ROUNDABOUT REVIEW/INSPECTION	P1006	Pub Wrks	973.36
						973.36
463	WASHINGTON STATE PATROL*	I17002188	CPL BACKGROUND CHECKS		Admin	44.25
						44.25
470	WHITNEY EQUIPMENT COMPANY INC*	81781	FLYGT PUMP		Pub Wrks	10,607.76
						10,607.76
Total All Vendors						528,965.41

Attachment: October 13 2016 - Claims Report (1114 : Approval of Claims And/or Payroll)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: October 13, 2016

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: Public Hearing and First Reading of Ordinance No. 1220 -
Commercial Design Standards

GOVERNING LEGISLATION:

RCW 36.70A

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

The purpose of the proposed Commercial Design standards is to develop regulations that ensure commercial property is developed in a way that suits Ridgefield's unique character and identity. The vision underlying these proposed design standards is one that lets citizens and visitors alike know they're in Ridgefield.

The major themes of the proposed standards include working with the land, rather than clearing and leveling a site developer's must work with the natural topography of a site, this is an important element because it helps retain the unique character of Ridgefield. Another highlight is maintaining a significant portion of the native vegetation. Site design must take into account the native vegetation present on the site and work to preserve as much of the site as practical.

Walkability and architectural hierarchy is prevalent throughout the proposed design regulations, differing rooflines and architectural breaks in the buildings create texture and produce buildings that are interesting and unique rather than bland. Primary and secondary walkways taking the shortest route between buildings enhance the walkability of the site.

Material and color choices are limited in the proposal, however the Planning Commission and staff worked diligently to strike the right balance between requiring items necessary to produce what fits for Ridgefield while not stifling the creativity of individual design and

Approved to be placed on City Council Agenda:

construction teams.

BUDGET/FINANCIAL IMPACTS:

None

RECOMMENDED ACTION OR MOTION:

None. Second reading of the ordinance is scheduled for October 27, 2016.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: 18.230Commercial_CleanDraft160922 (DOCX)
Council Commercial Design Standards presentation 10_13_16
(PPTX)
ORD 1220 Commercial Design Standards (DOCX)

RDC 18.100 – DEFINITIONS

18.100.014 “C” Definitions

Column. A vertical shaft or pillar that supports, or appears to support, a load.

Cornice. A horizontal molded projection that crowns or completes the top of a wall or building. A fascia is not part of a cornice.

18.100.016 “D” Definitions

Dormer. A window set vertically in a small gable projecting from a sloping roof, or the gable holding the dormer.

18.100.018 “E” Definitions

Eaves. The projecting overhang at the lower borders of a roof.

18.100.020 “F” Definitions

Fascia. A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the eaves of a pitched roof. The rain gutter is often mounted to it.

18.100.022 “G” Definitions

Gable. The triangular portion of an end wall or truss of a building defined by the sloping edges of the roof and a horizontal line between the eaves.

18.100.024 “H” Definitions

Hip. One of the sloped faces of a hipped roof with pitched or sloped roof planes on all sides, usually of the same pitch, usually referring to the narrow end.

18.100.040 “P” Definitions

Parapet. A low protective wall (usually solid) along the edge of a roof or balcony.

Pediment. A wide, low-pitched gable surmounting the facade of a building in a classical style; also any similar triangular crowning elements used over doors, windows, and niches.

Pitch. The angle of a roof pitch, usually expressed as a ratio of units of vertical distance to 12 units of horizontal distance. For example, 8/12 means eight units of vertical rise to every 12 units of horizontal run.

Portico. A walkway or porch with a roof supported by columns, often at the entrance of a building.

18.100.046 “S” Definitions

Saltbox. A gable (not gambrel) roofed structure, except that the rear slope is typically about twice the length of the front slope, often with a reduced pitch on the lower portion of the rear slope.

RDC 18.230 – COMMERCIAL DISTRICTS

18.230.010 Purpose

A. The purpose of the commercial districts is to encourage multiple commercial uses within each district of appropriate scale relative to the surrounding districts. The commercial districts implement RUACP policies that promote commercial development that meets local and regional needs, with particular emphasis on low-intensity neighborhood commercial development.

1. The purpose of the neighborhood business (CNB) zone is to allow for-low intensity office, business, retail and service uses located on or with convenient access to arterial streets. Development is intended to serve the needs of the surrounding neighborhood.
2. The purpose of the community business zone (CCB) is to provide location for a wide variety of business activities, such as convenience and comparison retail, personal services for local needs, and to allow for limited higher-intensity residential opportunities as part of mixed use developments.
3. The purpose of the regional business (CRB) zone is to provide for the location of integrated complexes made up of business and office uses serving regional market areas with significant employment opportunities. Such a zone requires accessibility to regional transportation corridors. Development of taller buildings, a mix of uses excluding residential, and transit supportive uses are encouraged in this zone.

B. The city encourages building design and site planning so that development relates visually and physically to the surrounding area, compliments the existing character of specific neighborhoods, and promotes pedestrian activity.

C. Design in commercial zones should protect residential neighborhoods adjacent to commercial zones from intrusion in their privacy, character, and quality of life.

D. Commercial development should provide a pedestrian environment with amenities, visual interest, and safety features which encourage more people to use these areas.

18.230.040 Lot requirements

A. The minimum lot area shall be as follows:

1. CNB: Five thousand square feet.
2. CCB: Ten thousand square feet.
3. CRB: Ten thousand square feet.

B. There are no maximum lot area standards in the CNB, CCB, or CRB zones.

C. The minimum lot width for all zones shall be fifty feet.

18.230.045 Dimensional standards

A. Dimensional standards shall comply with Table 18.230.035-1. Additional landscaping buffers may apply that exceed the minimum setbacks listed below; see RDC 18.725.055-1.

	CNB	CCB	CRB
Minimum front or street side yard setback along pedestrian street (1)	0 feet	0 feet	0 feet
Maximum front or street side yard setback along pedestrian street (1)	10 feet	10 feet	20 feet
Minimum front or street side yard setback along major corridor (1)	5 feet	10 feet	10 feet
Maximum front or street side yard setback along major corridor (1)	20 feet	25 feet	30 feet
Minimum side or rear yard (interior) setback:			
Abutting RLD or RMD zones (2)	10 feet	20 feet	20 feet
Not abutting one of the above	0 feet	5 feet	5 feet
Maximum height	35 feet (2)	60 feet	65 feet (3)
Maximum impervious surface coverage	85%	85%	90%

Table Notes:

(1) Front and street side yard setbacks shall be measured from the property line as defined in RDC 18.100.046, except that front and street side yard setbacks on properties incorporating a slip lane parking lot as allowed per RDC 18.230.080.xx shall be measured from back edge of the required sidewalk between the parking area and the interior of the site.

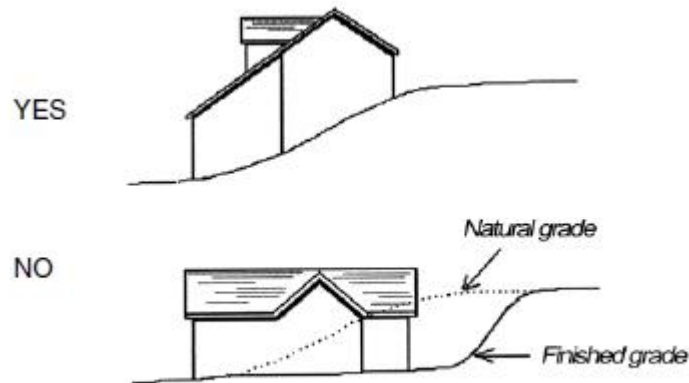
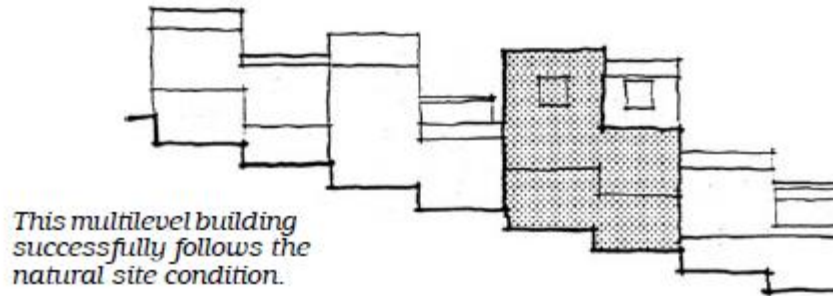
(2) Bonus height for mixed use development in the CNB zone: In order to provide flexibility in types of housing and to meet the policies of the RUACP promoting mixed-use development, the base height may be increased for mixed-use development with at least one story of residential use up to 45 feet. Residential dwelling units shall not occupy the ground floor.

(3) Maximum height for hospital uses in the CRB zone is one hundred eighty feet.

18.230.050 Site Planning

A. Topography. Site design should preserve and maximize the use of natural features and reduce adverse impacts on existing natural features.

1. Retain natural topography to the extent practicable by designing buildings and parking lots to fit natural slopes.



2. The grade difference between building entrance and nearest public right-of-way shall not exceed 10 feet, and intervening setback shall not exceed a slope of 1:1.
3. Retaining walls shall not exceed six feet high to promote more gradual, terraced development working with the natural slopes.

B. Types of street frontage. Development standards are differentiated based on two types of street frontages:

1. Pedestrian streets. Pedestrian streets include all collectors and local streets, as classified in the City's Transportation Capital Facilities Plan. Pedestrian streets are intended to be developed with a "main street" feel that generally includes on-street parking, wide sidewalks with pedestrian amenities, buildings close to the sidewalk, and pedestrian-scale building design with minimal inactivated space such as parking lots.
2. Major corridors. Major corridors include all arterials and minor arterials, as classified in the City's Transportation Capital Facilities Plan. Major corridors are intended to serve primarily as vehicular access routes with less pedestrian activity, where medium to large-scale commercial development is anticipated.

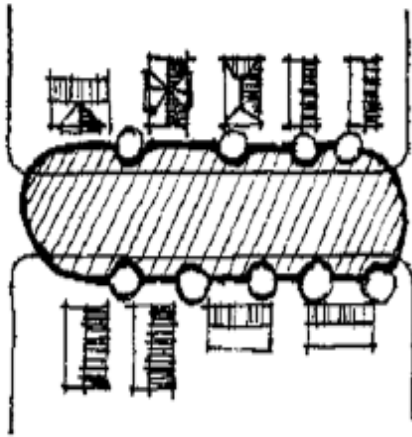
C. Street frontage.

1. For commercial development along pedestrian streets, buildings and/or common open space must be placed within the minimum and maximum setback area along a

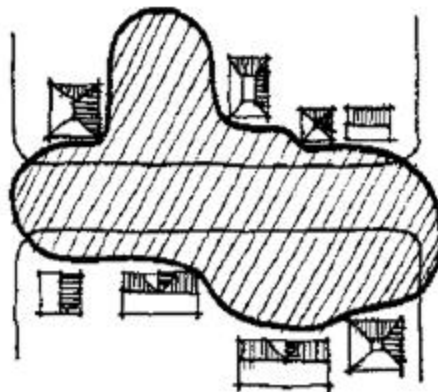
minimum of 80 percent of the site's street frontage not encumbered by critical areas or significant vegetation.

2. For commercial development along major corridors, buildings and/or common open space must be placed within the minimum and maximum setback area along a minimum of 50 percent of the site's street frontage not encumbered by critical areas or significant vegetation.

Consistent streetfront setback produces organized spatial enclosure.



Inconsistent setback and site design produces irregular and often incoherent enclosure.



- a. Enhanced landscaping buffers may be substituted as an alternative to buildings and/or common open space to satisfy this standard provided the

enhanced landscaping buffer extends the full distance from the property line to the maximum setback line and is developed to an L4 standard.

b. On sites that incorporate a slip lane parking lot as allowed per RDC 18.230.080.C, buildings and/or common open space must be placed within the minimum and maximum setback area as measured from back edge of the required sidewalk between the parking area and the interior of the site.

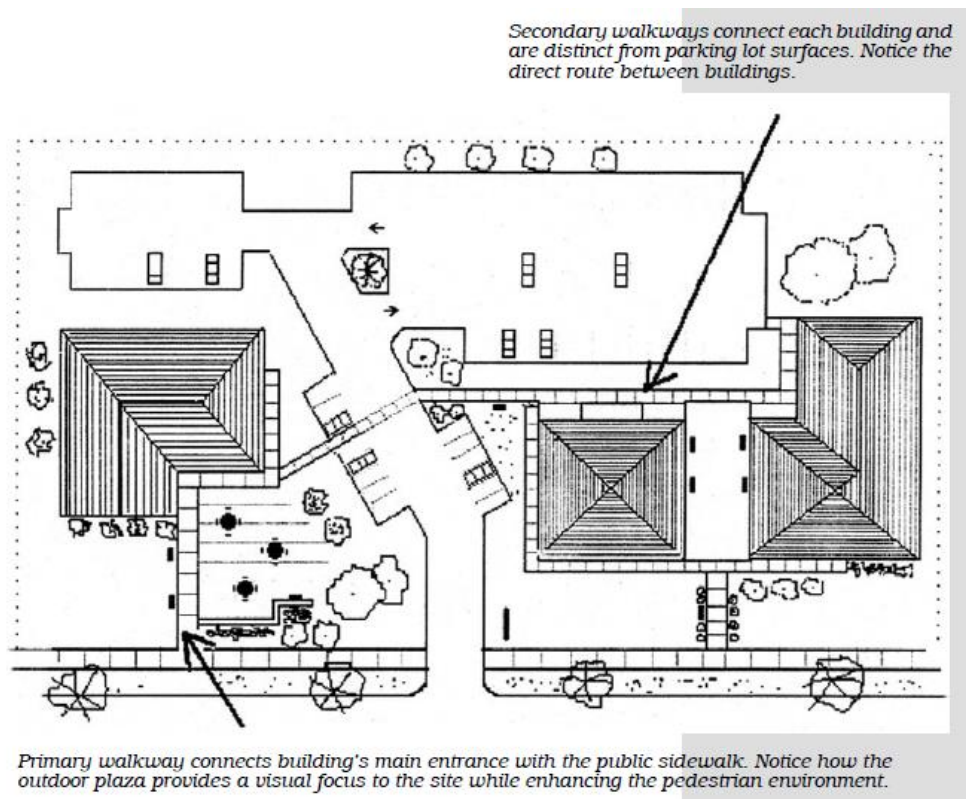
3. For developments located on a corner lot where at least one street frontage is a pedestrian street, buildings and/or common open space must be placed within the minimum and maximum setback area along both street frontages for a minimum of 100 feet or 25% of the street frontage length, whichever is less, beginning from the corner of the lot, excepting any portion of the street frontage encumbered by critical areas or significant vegetation. Sites must also meet the overall requirement for buildings and/or common open space along the site's street frontage in subsections (1) and (2) above, and may count buildings and/or common open space developed under this subsection towards the overall requirement.

4. The area between the property line and the buildings and/or common open space, with the exception of any pedestrian connections, shall be fully landscaped to an L2 standard.

D. Pedestrian Connectivity. Sites shall establish internal and external pedestrian connections throughout the development.

1. Provide an external pedestrian connection between the building's primary entrance and the primary frontage street.
2. Provide internal pedestrian connections between individual buildings, though parking areas, and between parking areas and buildings, superseding requirements for pedestrian access corridors per RDC 18.720.040.C.5. Public sidewalks may be considered part of the internal pedestrian circulation system if they provide convenient connections between buildings and/or parking areas.
3. For large development sites over two acres, the combined external and internal pedestrian connection system shall provide cross-circulation functionally equivalent to a street grid by providing through connections no less than every 500 feet.
4. Internal and external pedestrian connections must meet all of the following requirements:
 - a. Provide connections via the most direct route.
 - b. Separate pedestrians safely from motor vehicle traffic, except for crossings of vehicle travel ways.
 - c. Be a minimum of five feet wide. External pedestrian connections shall be a minimum of eight feet wide for developments with a ground floor area in excess of 20,000 square feet.
 - d. Be well lit with pedestrian-scale lighting at a level averaging at least 2 foot candles and with free-standing or building-mounted lighting fixtures mounted no higher than 14 feet.

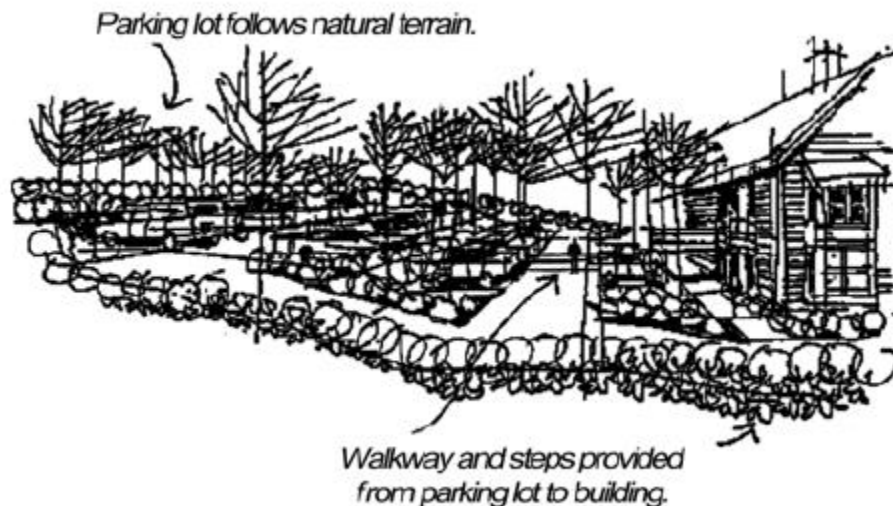
- e. Be accented with landscaping buffers a minimum of five feet wide including trees a minimum of every 25 feet, shrubs at the rate of one per 20 square feet of landscaped area, and groundcover sufficient to provide at least 85 percent coverage of the landscaped area. One side of all pedestrian connections must be landscaped except for crossings of vehicle travel ways.
- f. Use concrete or other approved unit-paving surfaces distinct from parking lot surface by texture, pattern, and/or color to differentiate and maximize the visibility of the pedestrian path. Path shall be elevated six inches above parking lot grade except for crossings of vehicle travel ways. Superficial treatments such as painted pedestrian paths are not sufficient to meet this requirement. Paint may be used only in combination with other techniques.
- g. Crossings of vehicle travel ways shall be well articulated with pavement markings, pedestrian warning signs, and lighting.



E. Building entrances.

1. Buildings must have a primary entrance that incorporates at least two of the following entry enhancement features:
 - a. At least one hundred square feet of landscaping or planters incorporating trees, shrubs, and/or flowers, in addition to the minimum landscaping requirements for the site;

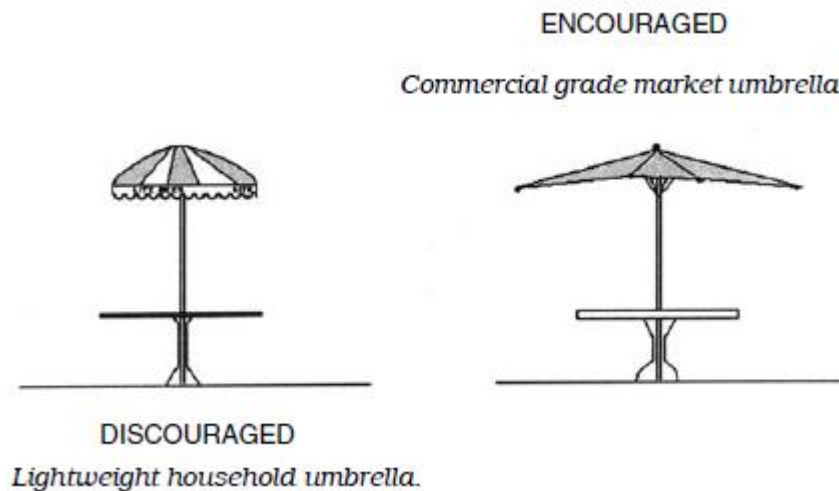
- b. At least one hundred square feet of paving materials different from the street sidewalk or parking lot surfacing;
 - c. At least one hundred square feet of awning, marquee, or arcade over the entry where the feature is at least eight feet above the walking surface and projects at least five feet horizontally from the structure;
 - d. Decorative outdoor features such as benches, fountains, sculptures or other similar features as determined by the Planning Director;
 - e. Entry recessed or projected from the facade surface by at least three feet; or
 - f. Pedestrian-scale accent lighting.
2. Buildings along pedestrian streets are required to have a primary entrance facing the street providing primary access to the site. Entrances shall be built to the sidewalk's edge or be connected to the sidewalk with a direct external pedestrian connection.



3. Buildings along major corridors are encouraged to have a primary entrance facing the street providing primary access to the site. As an alternative, the primary entrance may face a parking area or secondary access street provided that a secondary entrance is provided that faces the street providing primary access to the site. A secondary entrance shall be built to the sidewalk's edge or be connected to the sidewalk with a direct external pedestrian connection.

F. Outdoor common areas. Common areas encourage outdoor activities and leisure in outdoor spaces associated with commercial development. For developments with 5,000 square feet or more gross floor area, excluding area of garages, warehouses and similar unheated support structures, outdoor common areas equal to five percent of the gross floor area is required.

1. The minimum size for a common area is 250 square feet, with a minimum dimension of 10 feet. Fewer, larger common areas are strongly preferred over multiple, smaller common areas.
2. Common areas shall be in high pedestrian traffic locations within the development such as along street frontages, on lot corners, along internal or external pedestrian connections, or near building entrances. Common areas shall not be located in isolated or undevelopable space where low pedestrian traffic is anticipated.
3. Common areas must be accessible to users of the site but do not need to be made accessible to the general public.
4. Common areas must be accessible by internal and/or external pedestrian connections.
5. Common areas shall be developed as one of, or a combination of, the following:
 - a. Patio, deck or balcony attached to building, provided area can be accessed from the building's exterior.
 - b. Plaza with colored or textured pavement surface, e.g., brick, stone, exposed aggregate concrete or colored and textured concrete. To provide pattern and enhance the texture of the pavement, any concrete surfaces shall be scored or otherwise divided into smaller sections.
 - c. Landscaping areas of grass, trees, shrubbery and flowers, combined with paths and pavement areas for tables and/or benches.
 - d. Other similar areas approved by the Planning Director.
6. Common area amenities must include a minimum of one bench or table and one trash receptacle per 250 square feet. Amenities may also include water feature, raised landscaping planter beds, drinking fountain, moveable seating such as for outdoor dining, distinctive paving, and/or public artwork. All outdoor furnishings shall be commercial grade designed for heavy public use.



7. Pedestrian-scaled lighting is required at a level averaging at least 2 foot candles throughout the area. Lighting may be free-standing or building-mounted and shall not be mounted higher than 14 feet.

8. The following are not allowable as part of outdoor common areas:

- a. Asphalt pavement.
- b. Adjacent and unscreened chain link fences, dumpsters or service areas.
- c. Unscreened blank walls.

9. Active use of outdoor common areas is encouraged provided it does not impede pedestrian flow along adjacent pedestrian connections or public sidewalks. Allowed activities within common areas, subject to area limitations in RDC 18.230.110, include:

- a. Food or flower carts, limited to one portable food or flower cart for common areas less than 1,000 square feet and two carts for common areas 1,000 square feet or greater. Carts must be portable and be stored away after hours.
- b. Temporary art displays or performances.
- c. Outdoor sales such as a sidewalk sale or farmers market. Commercial activity by vendors with no permanent indoor vending space on the property must be reviewed through either site plan review for recurring uses per RDC 18.500 or temporary use review consistent with RDC 18.205.015(F).
- d. Outdoor seating.
- e. Transit stops, coordinated with transit service provider.
- f. Similar active uses as determined by the Planning Director.

G. Service areas shall be located and screened to minimize negative visual impacts from the public right-of-way, within the site, and from adjacent users.

1. Loading areas, service areas, and outdoor storage areas shall be located in the areas of the site least visible from the public right-of-way and on-site pedestrian connections, typically in the rear or sides of the building, and shall be screened from view by a fence, landscaping to a value of eighty percent year-round opacity, or a combination of both. Fences shall be masonry or similar materials, and shall not be chain link.

2. Garbage collection and recycling areas, not including individual trash receptacles for public use, must be in an enclosed area and located in the areas of the site least visible from the public right-of-way and on-site pedestrian connections, typically in the rear or sides of the building. Enclosures should be complementary in design to the main buildings, and shall be constructed of fencing, walls, landscaping to a value of eighty percent year-round opacity, or a combination. If used, fences shall comply with RDC 18.230.100.

3. Mechanical units, utility equipment, elevator equipment, and telecommunication equipment located on the roof shall be grouped together and incorporated into the

roof design. Such equipment located on the ground shall be screened from adjacent pedestrian connections or sidewalks by a fence or landscaping to a value of eighty percent year-round opacity. If used, fences shall comply with RDC 18.230.100.

H. Drive-through lanes shall be sited to minimize adverse effects of vehicular traffic on the adjacent neighborhood and businesses, to minimize conflicts with pedestrian traffic, and to minimize visual impacts.

1. The requirements of this subsection shall apply to all drive-through restaurants, banks and credit unions, pharmacies, dry cleaners, and other similar uses. Espresso stands that are less than five hundred square feet in floor area and do not have an indoor customer area, or gas stations, car washes, oil and lube facilities, and freestanding drop boxes for, including, but not limited to, voter ballots, library books, and mail (both private and public carriers), and other similar uses, shall be exempt from the requirements of this subsection.

2. Drive-through queuing (stacking) lanes shall have a capacity of six spaces as measured from the pickup window. This amount may be adjusted, higher or lower, if peak average monthly volume for the business (or similar businesses) shows a need for a different amount of queuing spaces, as documented by the applicant.

3. Drive-through lanes shall not be located between the building and the street unless the Planning Director determines such location is not feasible because of lot geometry or access. In situations where drive-through lanes must be located between the building and the street, then additional screening and landscaping shall be required, consisting of a ten-foot wide L4 landscaping buffer incorporating shrubs with a mature height of at least six feet or equivalent treatment.

4. Pedestrian crossings of drive-through lanes shall be minimized and where necessary, shall be clearly marked and shall meet requirements for pedestrian connections in RDC 18.230.050.D. Likewise, signs and other visual cues shall be provided to alert drive-through users of the pedestrian crossing.

5. Drive-through lanes shall be screened to obscure the vehicles and to keep the drive-through vehicle headlights from shining onto public rights-of-way and adjacent properties. A ten-foot wide L4 landscaping buffer incorporating shrubs with a mature height of at least six feet or equivalent treatment incorporating landscaping, decorative walls, berms, and/or fencing shall be required between any drive-through lanes and adjacent properties or public rights-of-way.

6. Outdoor seating areas shall not be adjacent to drive-through lanes unless shielded by a ten-foot wide L4 landscaping buffer incorporating shrubs with a mature height of at least six feet or equivalent treatment incorporating landscaping, decorative walls, berms, and/or fencing. Buffers, fences and walls must be designed so they do not result in poor visibility for, and of, pedestrians crossing the drive-through lane or vehicles exiting the drive-through lane.

18.230.055 Building design and features

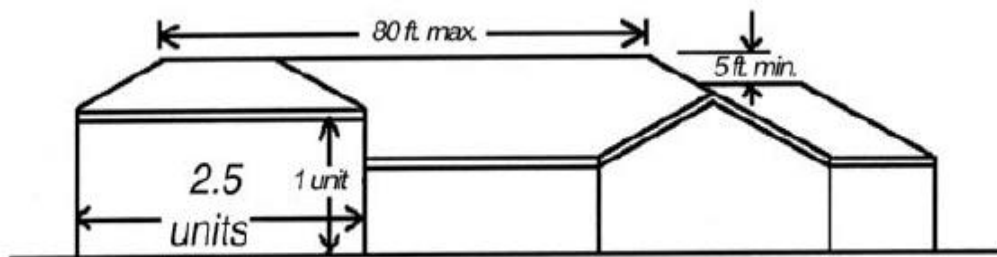
A. Applicability. The requirements of section 18.230.055 apply to buildings within the CCB and CRB zoning districts. The requirements of this chapter apply to:

1. New building of any size, and
2. The addition to or remodel of an existing building that increases the gross floor area of the building by 5,000 square feet or more.

B. Context-sensitive building design. Development shall consider the cohesive integration of one property along with all adjacent properties in a district so that the “whole is greater than the sum of the parts.” Elements of context-sensitive design include:

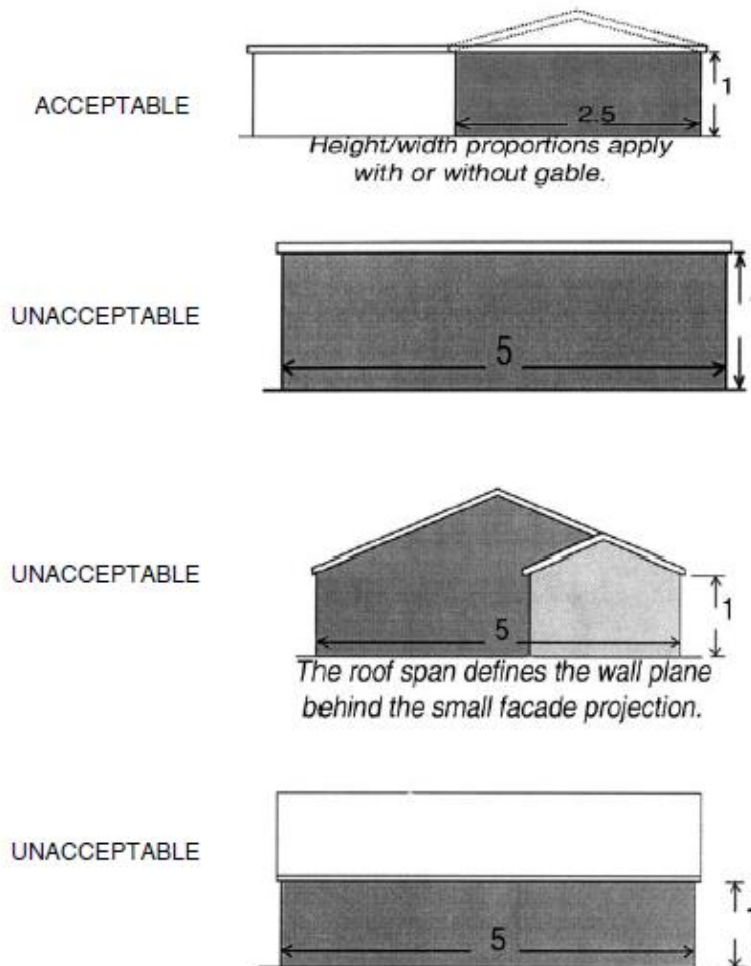
1. Orienting primary building facades towards the street with the highest street classification,
2. Ordering building height and scale between adjacent buildings so that a building is no more than 50% taller or larger than an adjacent building,
3. Extending horizontal planes between adjacent buildings, such as roof lines, cornices, rows of windows, belt courses, stories, and storefronts,
4. Ordering window size or patterns similarly to adjacent buildings;
5. Use of similar materials in adjacent buildings, for example, if the front façade surface area of building A is primarily faced with brick, adjacent buildings must incorporate similar materials in at least 25% of the primary façade, and
6. Use of similar plant materials, landscape fixtures and street furniture between adjacent buildings.

C. Mass and scale. Mass is the physical bulk or volume of a building. In architectural terms, a single-mass building is a single geometric form such as a rectangle or square, and may include a simple roof form with no variation in the roof line. “Massing” refers to variation in the mass and may involve multiple masses joined together. The purpose of the mass standards is to break large structures down into smaller building modules.



1. Where the lot has frontage on a pedestrian street, the facades of all new buildings longer than fifty feet (measured horizontally along the facade) shall incorporate relief to the perceived building mass through such features as wall projections or recesses, projecting windows, entrances, or other visual relief. Where the lot has frontage on a major corridor, the facades of all new buildings longer than one hundred feet (measured horizontally along the facade) shall incorporate relief to the perceived building mass through such features as wall projections or recesses, projecting windows, entrances, or other visual relief.

- a. No single wall plane shall be wider than two and one-half times the height of the wall plane. Unenclosed projections do not affect the height/width ratio of the wall plane from which the unenclosed structure projects.

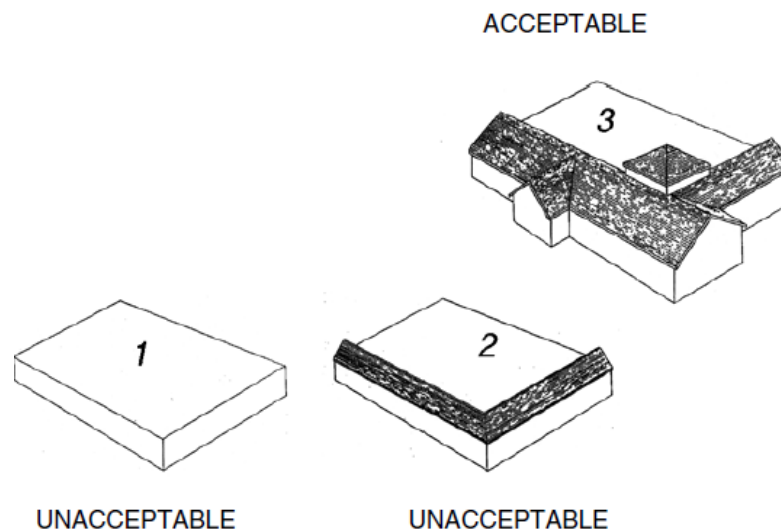


**Note: Porches, porticos and similar unenclosed projections do not affect the height/width ratio of the wall plane from which the unenclosed structure projects.*

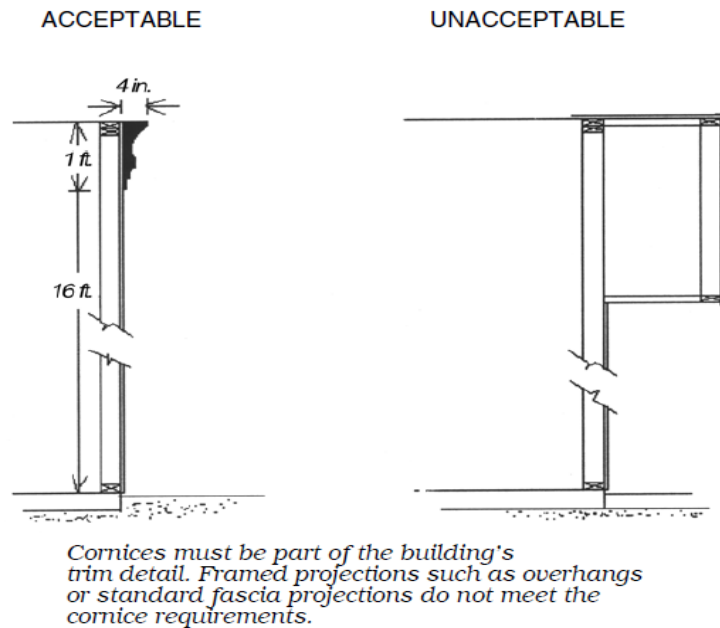
- b. Exterior walls and roof forms shall be a true reflection of interior space. False projections of wall or roof forms are not allowed, except that parapets and gables may rise above the true roof line if they include side returns or roof planes that (a) extend back at least one and one-half times the width of the parapet or gable, or (b) extend back to a point that is not visible from any public vantage point.
- c. Building walls visible from a public right-of-way shall employ at least three of the following articulation methods at intervals no greater than sixty feet:
 - i. Window patterns and/or entries that reinforce the pattern of storefront spaces; e.g., groups of windows that repeat no more than every 60 feet as opposed to a uniform row, or "ribbon," of windows.
 - ii. Weather protection features that reinforce storefronts. For example, for a building façade that is one hundred eighty feet wide, use three separate awnings to articulate the façade.
 - iii. Providing vertical building modulation of at least two feet in depth and four feet in width if tied with a change in roofline or change in building materials or siding style. Otherwise, the minimum depth and width of the modulation shall be ten and twenty feet, respectively.
 - iv. Placement of building columns or vertical piers or vertical elements such as planters, trellises, art pieces, or other features that repeat at intervals of sixty feet or less that reinforce a storefront pattern.
- d. The doorways on buildings abutting or within three feet of the sidewalk shall be recessed in order to avoid conflicts with pedestrians.
- e. Additional standards for large format uses in any zone. Individual retail uses with at least fifty thousand square feet of gross floor area or a façade greater than one hundred fifty feet in width shall provide:
 - i. Prominent entry. The building front shall integrate a prominent entry feature combining substantial roofline modulation with vertical building modulation and a distinctive change in materials and/or colors.
 - ii. Roofline modulation. The minimum vertical dimension of roofline modulation is the greater of six feet or 0.3 multiplied by the wall height (finish grade to top of the wall).
 - iii. Façades wider than three hundred feet shall incorporate at least two entry/articulation features (if there is only one entry, the second feature may be less prominent).
- 2. Roofs. All structures shall have a visual cap. This may be achieved with either a pitched or flat roof if designed according to one of the following options:
 - a. Lower pitched roof with extended eaves. A lower pitched roof with a minimum 4/12 pitch is allowed provided eaves extend at least two feet beyond exterior building walls.

b. Steep pitch hip, gable or saltbox roof form. Conform to the following roof pitch requirements: Minimum pitch: 6/12 in all areas. Maximum pitch: 12/12 in all areas. Exceptions: Steeples, bell towers and other ancillary structures.

c. False pitch roof with appearance of true hip, gable or saltbox. Single story and multiple story buildings may have a flat roof with a false pitch if (a) the roof appears to be true hip or gable from all public vantage points, and (b) there are extending wings on each corner of the building which allow for a true hip or gable to extend out from the false hip or gable. Roofs shall conform to the minimum roof pitch standards specified in subsection (D)(1) of this section.



d. Flat roof with projecting cornice on multistory structures only. Cornice dimensions must be one foot high for every 16 feet of building height and must protrude forward at least one-third the cornice height dimension. The protrusion may include the entire cornice or the cornice may be a graduated protrusion with full protrusion at the top. Cornices must be at or near the top of the wall or parapet. Pediments may extend above the cornice.

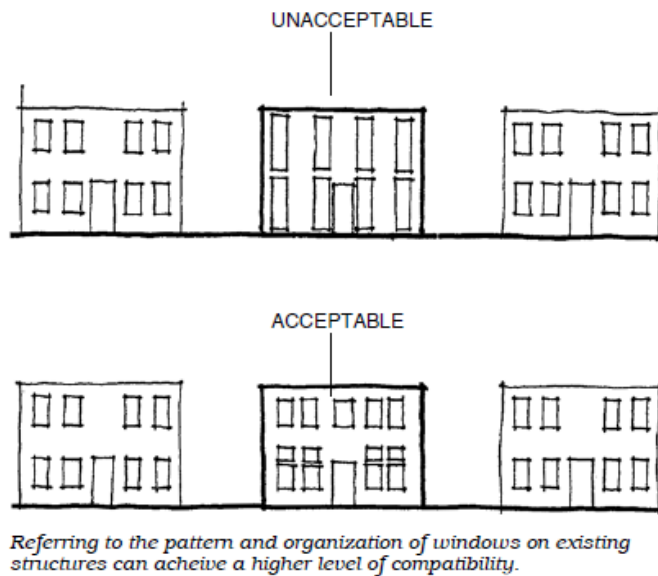


D. Hierarchy in building design. Hierarchy shall establish the visual order of building design by creating a prominent building that is visually more prominent or stately than surrounding buildings, or in the case of a single building, by including both prominent and subordinate design elements (e.g., small roof forms cascading down onto progressively larger roof forms). The following standards apply to all commercial sites with more than one building or with one or more multitenant buildings.

1. Design primary structures as a focal point. Primary structures shall be designed to serve as a focal point to the site and to suggest a node of activity, typically the primary or anchor tenant building on parcels with more than one structure. Primary structures shall be designed to serve as a visual draw to a site. Primary structures shall be designed as follows:
 - a. Must be prominently visible to the public. Primary structures shall be the focal point of development and must be prominently visible to the public right-of-way giving access to the project, unless significant vegetation warrants a less visible structure.
 - b. Must have the appearance of at least two levels.
 - i. Primary structures shall have at least two floors (minimum eight feet apart). The second floor level shall be at least one-third the area of the lower floor area.
 - ii. Alternatively, primary structures may be single-floor buildings with roofs having a minimum pitch of 8/12, and which contain dormer windows on every roof plane having a ridge length of 40 feet or more. One dormer window with a glazing area of at least 15 square feet shall be required for every 40 feet of ridge length (or portion thereof). Dormer windows shall be

functional, providing natural light into the finished and heated area of the building.

- c. Must provide a prominent entrance. Primary structures shall include a prominent entrance which faces the street providing primary access to the site. The entrance shall be defined by a projecting or recessed portico or a clearly defined doorway designed as a focal point in the facade design.
2. Integrate common outdoor areas per RDC 18.230.050.F into primary structure design.
 - a. Porticos, courtyards, or similar structures shall be visible to the public and usable to customers or clients.
 - b. The outdoor common areas shall be integrated into the building design by means of either a roof-like structure (e.g., sheathed roof or open pergola style) or perimeter wall extending from the building.
 3. Integrate primary structure design elements into secondary structures. Secondary structures (all structures other than primary structures) must include design elements that visually link them to the primary structure site.
 - a. Secondary structures must include siding, trim, roofing materials and colors common to the primary structure of a site.
 - b. Specific combinations of materials and colors may be varied from building to building; provided, that any material or color used on secondary structures has, in some application, been used on the primary structure. (For example, if the primary structure is a red brick building with gray clapboard in the gables, then the secondary structure may be a gray clapboard building with red brick accents.)
- E. Windows and doors.
1. Mirrored glass is prohibited.
 2. Multiple windows on a single wall plane shall be spaced and aligned with other windows and doors on the same wall plane. Single grouped windows on a wall plane shall relate to other architectural features such as roof forms, doors, or facade projections.

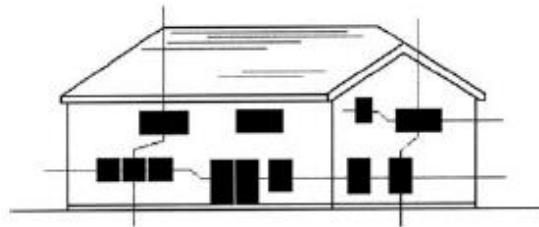


3. Windows and doors shall constitute at least 25 percent (25%) of the total wall area of facade wall planes visible from public rights-of-way, or from any customer or client parking or pedestrian area.
4. Transparency Zone. The transparency zone regulations apply to building facades which front pedestrian streets. The purpose of transparency requirements is to maintain "eyes on the street" for safety of pedestrians and to create a more welcoming and interesting streetscape and give an indication of the types of uses and activities occurring in buildings. Transparent windows and doors may be used to meet transparency requirements. Glazed windows, where visibility is obscured, shall not be used to meet transparency requirements.
 - a. The transparency zone refers to the ground floor between thirty vertical inches and eight (8) vertical feet above grade, or where the ground, terrace, or stoop meets the façade. The transparency zone extends along the primary street-facing façade of the building and may include additional façades such as those that face primary internal circulation routes within a development, minor arterials, arterials, or collector streets, or other highly visible façades.
 - b. A minimum of sixty percent (60%) window and door transparency is required within the transparency zone.
 - c. For sloping frontages, the city may grant flexibility to the transparency zone dimensions provided the design of the façade adds visual interest to pedestrians and that untreated blank wall areas are avoided.
 - d. Where structured parking facilities occupy a portion of the ground floor frontage, the vehicular entrance is exempt from the transparency requirement.
 - e. Display windows may be used to meet up to fifty percent (50%) of the transparency requirements provided they are at least eighteen inches deep and

integrated into the architecture of the building. Tack-on display cases do not qualify as transparent areas.



The careful alignment of windows provides visual balance to this facade. Notice that it is not always necessary to center windows on a wall plane. Usually, however, noncentered windows look better below a hip than below a gable.



UNACCEPTABLE

The scattered and haphazard arrangement of windows on this facade result in poor balance in the overall building design.



UNACCEPTABLE

F. Siding and trim.

1. Building siding materials shall be wood, brick, stone, stucco, or terra cotta.
2. Metal siding materials shall not exceed 10% of the total wall area of any wall.
3. Stacked and scored concrete blocks may be used if installed so as to provide added relief, shadow lines, and dimensional interest to a façade, provided:

- a. All facades visible from public rights-of-way, or from any customer or client parking or pedestrian area shall be fifty percent (50%) sided with the materials allowed in subsection F.1;
- b. Masonry pilasters are regularly spaced every 15 to 25 feet on center (depending on the scale of the building); and
- c. Recessed panels, a minimum of four inches deep, shall provide frame and panel relief between all pilasters and which shall comprise approximately seventy percent (70%) of the width and height of the space between pilasters.

G. Roofing materials.

- 1. Use roofing materials which provide texture and shadow lines. Cedar shingles, architectural grade asphalt shingles, tile, slate, and standing-seam metal roofs are allowed. Other roofing materials are prohibited except on roofs having slopes less than 1/12.
- 2. Limit roofing colors to darker earth tone and forest colors. Only forest greens, charcoal or medium grays and dark clay colors are allowed.

H. Design details.

- 1. The following building treatments or additions are prohibited:
 - a. Tenant specific motifs – Fanciful or unusual detailing, excluding signs, used to promote a particular theme or to identify a specific.
 - b. Outlining – Architectural features shall not be outlined in neon, LED, tube-type, or other lights, either exposed or concealed lights.
 - c. Back-lit Awnings – Awnings may not be back-lit or otherwise illuminated from behind unless the awning fabric is completely opaque.
 - d. Nonfunctioning Awnings – Awnings shall be limited to traditional locations over windows, walkways, and entrances or over other architectural features where weather protection is needed. Awnings must be applied to walls or posts and may not be applied to existing projections over walkways or windows.
 - e. Faux Windows – All windows must be true windows that let in light to occupied space or to large attic areas that provide at least limited standing room.
 - f. False Fronts – Building facades must be designed to reflect the mass and bulk of the structure behind the facade. Design details that create a false appearance of building mass, or that otherwise make a building appear to be something that it is not, are prohibited.
 - g. Architectural Anomalies – Application of materials or details that are not integrated into the overall building design, or that do not reflect the materials or details characteristic of the overall building design, are prohibited.
- 2. Awnings, canopies and marquees may not obscure architectural details of the facade and may not be the prominent design element of the building. They must

appear as a secondary and complimentary element of the building design. Awnings may not extend more than 12 inches beyond the outer edges of windows or groups of windows, and they may not come any closer than 12 inches to building corners or 36 inches to eaves or cornices.

3. Warehouse and mini-storage doors may not directly and visibly face pedestrian streets.

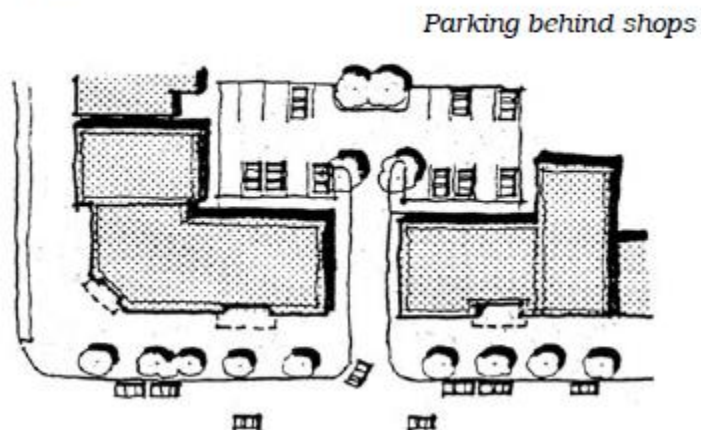
I. Color. The following standards apply to commercial development in the CRB and CCB zoning districts:

1. Field or base colors (the main color of exterior walls) shall be earth tone colors, such as: sands, grays, sage greens, pale yellows, deep, rich clay colors, and similar.
2. Trim colors (fascia, cornice, window and door trim, kick panels, etc.) may contrast to complement the field color and shall not be neon, bright or primary colors.
3. Accent colors may be brighter than field or trim colors. Appropriate areas for accent colors are those details such as moldings or molding indentations, medallions, and shadow lines of windows and doors and door frames.
4. Painting or staining of stone and brick is prohibited.

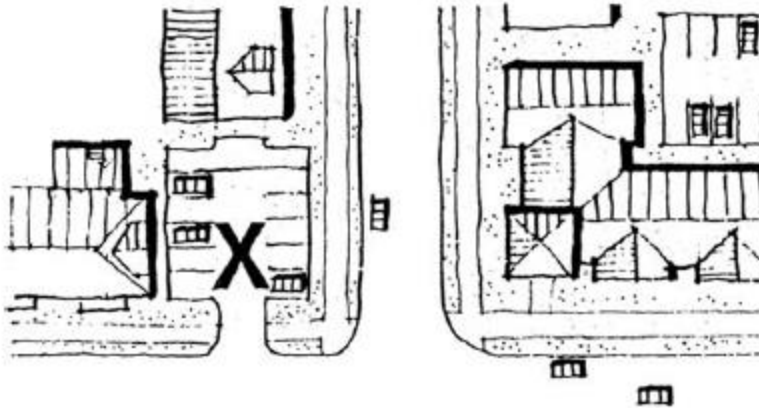
18.230.080 Off-street parking and loading

- A. Off-street parking and loading shall be provided as required in Chapter 18.720.
- 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



UNACCEPTABLE



Street corners are not appropriate locations for parking lots.

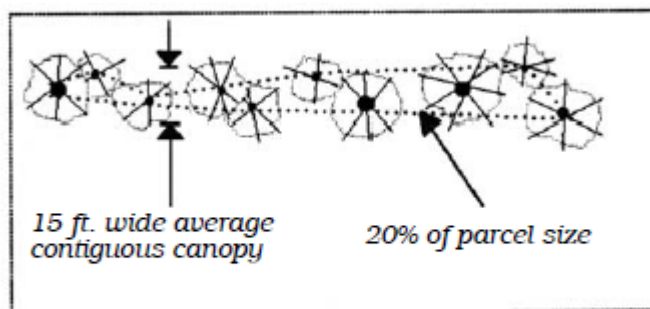
1. For sites along pedestrian streets, parking areas shall not be placed forward of the maximum setback or the front building façade, whichever is closer to the property line, for more than 20 percent of the site's street frontage not encumbered by critical areas or significant vegetation, with the exception 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 50 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.xx 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 100 feet to any corner formed by two public streets, unless the length of the frontage along both streets is less than 100 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 44 feet.

2. Slip lane parking lots shall include a sidewalk with a minimum width of 5 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 75% of the length of the slip lane parking lot, buildings shall be set back no more than 5 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.

D. Driveways shall comply with all City Engineering Standards. Further, driveways shall be restricted to no more than one entrance and exit lane per 250 linear feet of street frontage, measured separately for each frontage in the case of lots with multiple frontages, except that each property shall be guaranteed a minimum of one entrance and exit lane.

RDC 18.230.090 Landscaping

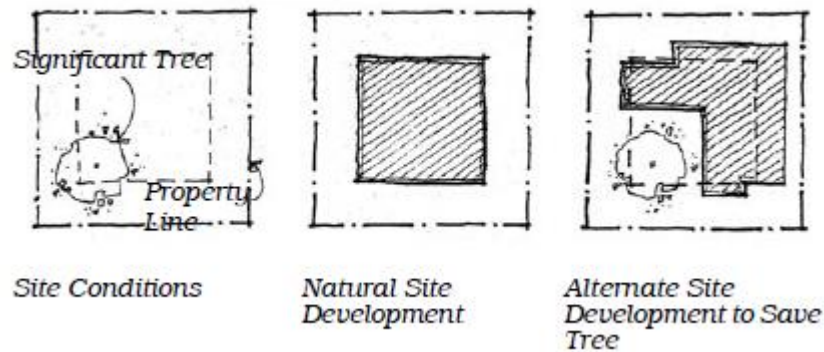
A Purpose. Landscaping shall be integrated into the site in the form of landscaping in off-street parking areas, as buffers between uses, within street planter strips, and to soften the appearance of large building elevations, and shall comply with the requirements of this chapter and RDC 18.725. Landscaping shall include a combination of existing vegetation and new plant materials.



Natural vegetation may meet on-site tree requirements.

B. Existing Vegetation. While it is inevitable that some existing vegetation will be removed with new development, existing vegetation should be preserved where practicable or otherwise replanted in required landscape areas. All new developments

and redevelopment projects should be designed to preserve existing, mature vegetation as part of the site and shall protect all existing vegetation that is outside of planned building and parking areas.



1. Existing vegetation shall consist of all healthy, existing trees having a diameter at breast height (dbh) of six inches or greater, and shall be identified and marked on the existing conditions site plan.
2. A minimum of 20 percent of existing vegetation shall be incorporated into the required landscaping areas and preserved. The applicant may reduce required building setbacks by up to 20 percent, exempt from the requirements for an administrative adjustment in RDC 18.350, if such a reduction can be shown to allow greater retention of existing vegetation.
3. Existing vegetation that is not within building envelopes and not within areas that are required to be graded or excavated (e.g., for public improvement requirements, utilities, foundations, and parking areas) shall be integrated into the project's landscape design to the greatest extent practicable, and may exceed the minimum 20 percent retention required.
4. If the applicant proposes an adjustment or variance consistent with RDC 18.350 to reduce the existing vegetation retention requirements of this section, the applicant must provide mitigation planting of equivalent inches of tree diameter. For example, if the applicant proposes to remove an existing 12-inch dbh tree, it must be replaced with tree(s) totaling 12 inches diameter. The minimum size for replacement trees is three inches dbh.

18.230.100 Fences and walls.

- A. Fences shall meet the requirements of Chapter 18.740.
- B. Fence and wall materials.

1. Fences shall be consistent with the overall building design and constructed of wood, wrought iron, brick, stone or concrete block (CMU). Smooth-faced concrete block must have a veneer finish on the side(s) visible to public view. Other materials which have the general appearance and visual quality of approved fence materials may be approved by the Planning Director. However, the use of plywood or composite sheeting as a fence material is not permitted.
2. Chain link fences are discouraged and may only be used in areas not visible from any public right-of-way, adjacent property, or onsite common open area. If used, black, dark brown or dark-toned coated chain link fencing with matching posts and rails shall be required.
3. Barbwire and razor wire fences shall not be used except for specific condition where the applicant demonstrates they are required for security reasons and that they will not be visible from adjacent rights-of-way.

C. Fences and walls facing pedestrian streets shall not be allowed and fences and walls facing major corridors shall be discouraged unless the applicant demonstrates the fences or walls are necessary for business safety, screening the development from adjacent residential uses, or screening the parking area, service areas, or drive-through lanes. If fences or walls facing public streets are used, they shall be set back 10 feet from sidewalk or right-of-way and shall provide landscaping within the setback area at an L2 standard.

18.230.110 - Outdoor storage, seating and events.

A. Outdoor storage or display areas, excluding outdoor seating or event areas, shall occupy an area no larger than ten percent of gross floor area except for plant sales that shall occupy no more than seventy-five percent of gross floor area.

B. Permanent outdoor seating and event areas, cumulatively, are limited to twenty percent of the gross site area, excluding uses in the public right-of-way. The planning director may issue a temporary use permit for the use of up to thirty percent of the gross site area for temporary outdoor seating and event space consistent with Section 18.205.015(F).

C. Outdoor uses such as outdoor seating, sidewalk sales, or special events in the public right-of-way must be approved through either site plan review for permanent uses per RDC 18.500 or temporary use review consistent with RDC 18.205.015(F). A minimum 6-foot-wide pedestrian zone must be maintained within the right-of-way. Outdoor seating within the right-of-way must be separated from the pedestrian zone by means of movable separation 36 to 48 inches tall such as planters, bollards, fence, or similar. Use of the public right-of-way is discretionary and must be approved by the Public Works Director.

RDC 18.725 – LANDSCAPING

18.725.050 Screening and buffering.

Table 18.725.050-1

LANDSCAPING, SCREENING AND BUFFERING MATRIX

Zone or Use	Setback by Type of Adjacent Use					
	Street	Commercial	IND or OFF	PF or POS	Residential	CMU or WMU or WLS
CRB Site Parking Area	10'/L2 (2) 10'/L2	5' L2 10'/L2	5' L2 10'/L2	20'/L2 10'/L3	20'/L4 20'/L4	20'/L3 20'/L3
CCB Site Parking Area	10'/L2 (2) 10'/L2	5' L2 10'/L2	5' L2 10'/L2	10'/L3 10'/L3	20'/L4 20'/L4	10'/L2 10'/L3
CNB Site Parking Area	5'/L2 (2) 10'/L2	0' 10'/L2	0' 10'/L2	10'/L3 10'/L3	10'/L4 10'/L4	10'/L2 10'/L3

Table Notes:

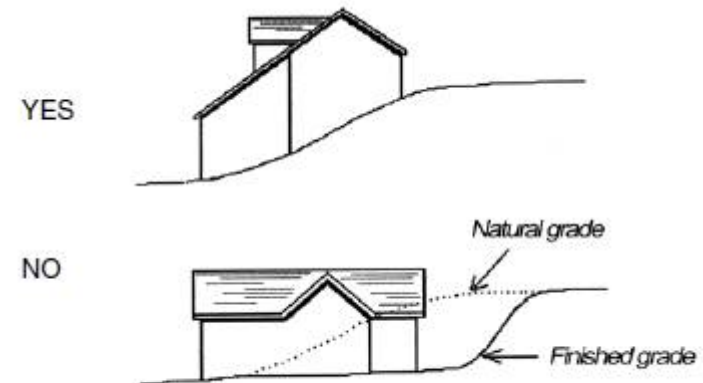
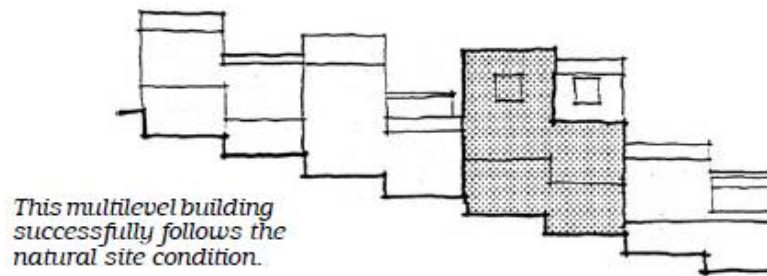
(2) Along a pedestrian street, the landscaping buffer for front and street side yards may be reduced to 0 feet if the building is located within 10 feet of the property line.

Ridgefield Commercial Design Standards

Site Design and Architectural
Standards

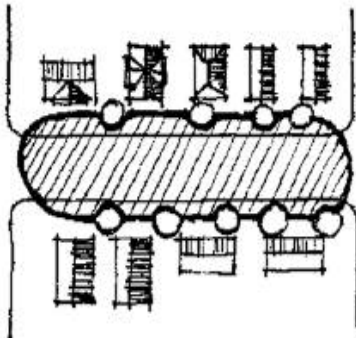
City Council October 13, 2016

Maintain Natural Topography

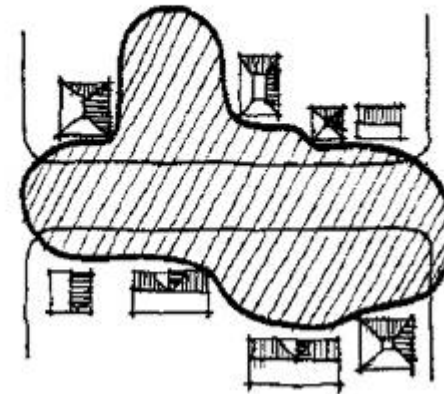


Commercial Setbacks

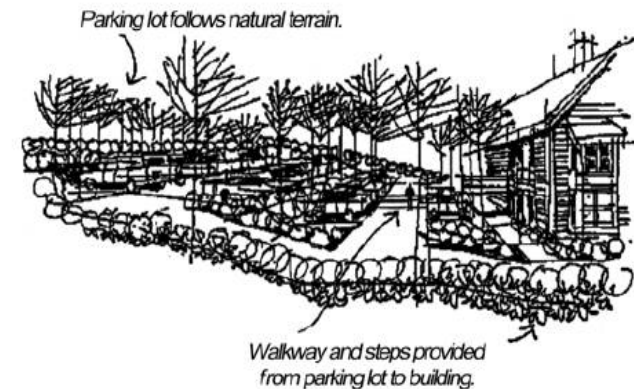
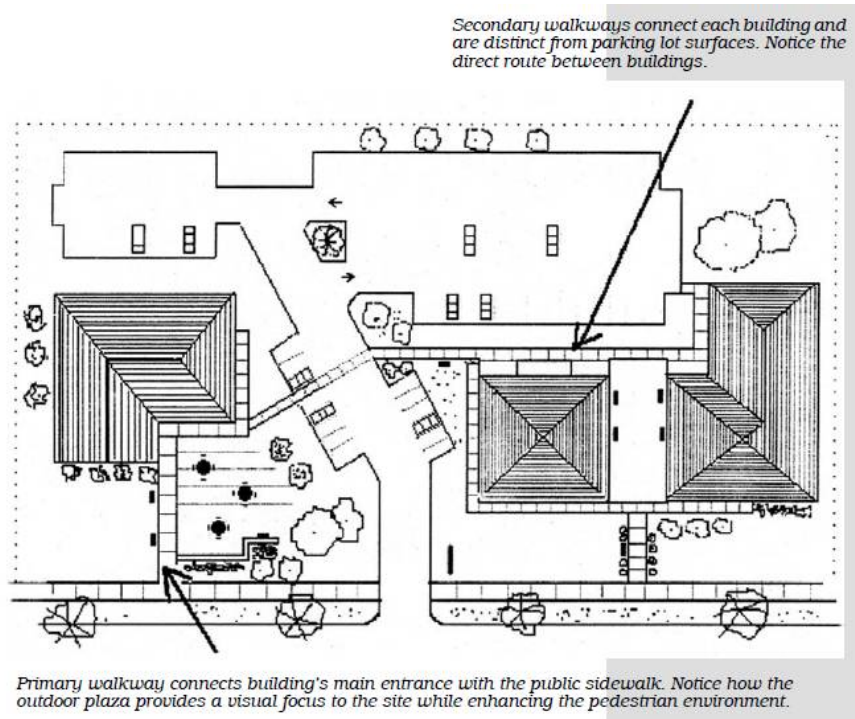
Consistent streetfront setback produces organized spatial enclosure.



Inconsistent setback and site design produces irregular and often incoherent enclosure.



Primary and Secondary Walkways



Outdoor Common Area Standards



Outdoor Furnishings



Mass and Scale



Mass and Scale continued



Hierarchy in Building Design



Prominent Facades

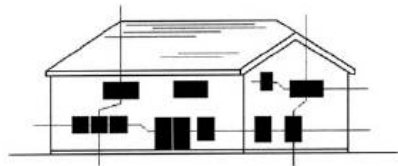


Windows and Doors

ACCEPTABLE



The careful alignment of windows provides visual balance to this facade. Notice that it is not always necessary to center windows on a wall plane. Usually, however, noncentered windows look better below a hip than below a gable.



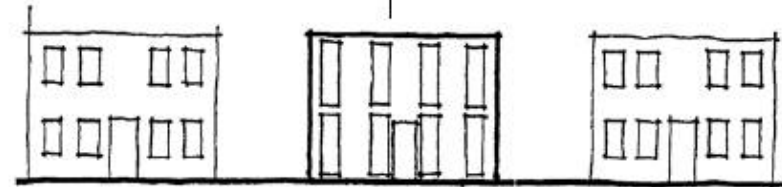
UNACCEPTABLE

The scattered and haphazard arrangement of windows on this facade result in poor balance in the overall building design.



UNACCEPTABLE

UNACCEPTABLE



ACCEPTABLE



Referring to the pattern and organization of windows on existing structures can achieve a higher level of compatibility.

Siding and Trim



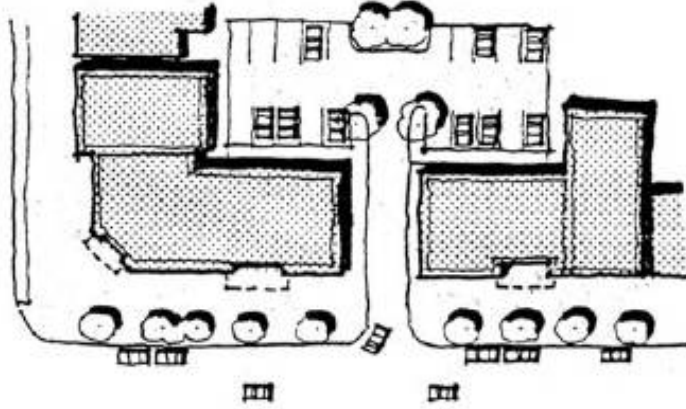
Roofing Materials



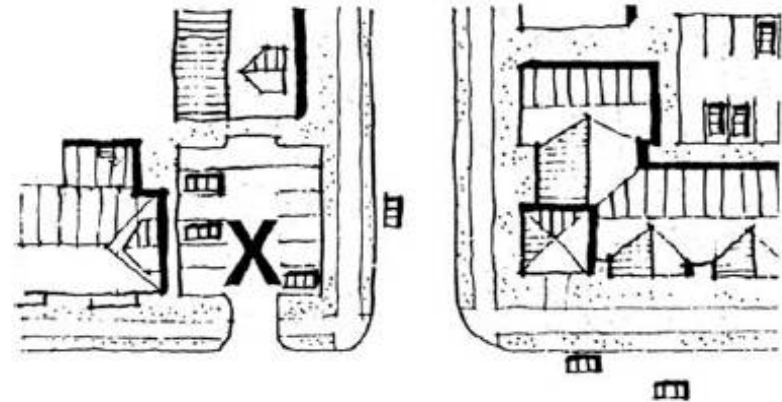
Parking Lot Standards

ACCEPTABLE

Parking behind shops

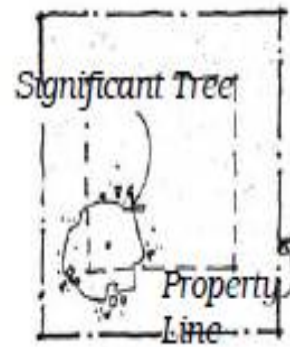


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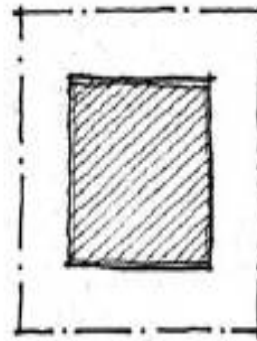


Street corners are not appropriate locations for parking lots.

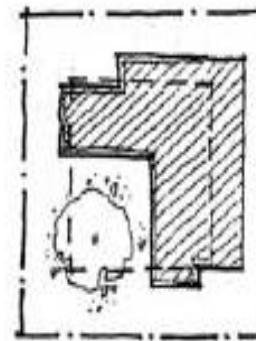
Landscaping



Site Conditions



*Natural Site
Development*



*Alternate Site
Development to Save
Tree*

ORDINANCE NO. 1220**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON
AMENDING CHAPTERS WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL
CODE**

AMENDING CHAPTERS 18.100 (DEFINITIONS), 18.230 (COMMERCIAL DISTRICTS),
AND 18.725 (LANDSCAPING).

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

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

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

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

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

WHEREAS, the Ridgefield Planning Commission, after conducting public meetings and public hearings on the revisions to Title 18 on September 7, 2016, forwarded recommendations to amend Title 18 to the City Council; and

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on August 15, 2016 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on September 20, 2016 the City of Ridgefield issued a Determination of Non-significance (DNS, PLZ-16-0076) regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the public comment period expired for PLZ-15-0002 on October 5, 2016 and the City addressed all comments received; and,

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the amendments to Title 18 during a regularly scheduled City Council meeting held on October 13, 2016; and

WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments to Title 18 during a regularly scheduled meeting held on October 27, 2016; and

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

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt amendments to Title 18 to ensure that the City's development and zoning regulations continue to implement the Ridgefield Urban Area Comprehensive Plan.

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

Amends Title 18, Chapters: 18.100, Definitions; 18.230, Commercial Districts; and 18.725, Landscaping.

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
27TH DAY OF OCTOBER, 2016.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Basarab,
Deputy City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: October 13, 2016

Second Reading/Passage: October 27, 2016

Date of Publication:

Effective Date:

EXHIBIT A:

Amendments of Title 18 of the Ridgefield Municipal Code

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: October 13, 2016

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: Public Hearing and First Reading of Ordinance No. 1219 -
Ridgefield Mixed Use Overlay

GOVERNING LEGISLATION:

RCW 36.70A

PREVIOUS COUNCIL ACTION TAKEN:

None

SUMMARY/BACKGROUND:

One of the implementation items for the Ridgefield Comprehensive Growth Management Plan was the creation of a Mixed Use Overlay for areas of property identified in the Ridgefield Junction sub-area plan and the 45th and Pioneer sub-area plan. Staff asked elected and appointed officials, property owners in the areas under consideration, other citizens, design professionals, and developers to participate in a stakeholder process to design a Mixed Use code that would fit Ridgefield's unique needs. The stakeholder group met three times during the summer months to discuss the form the optional overlay should take. Major themes discussed by the stakeholder group included site design, architectural design, residential density, and types of uses preferred in a Mixed Use development.

The purpose of the Ridgefield Mixed Use Overlay is to encourage development of mixed-use nodes outside the central city in the Pioneer & 45th and Ridgefield Junction subareas. There is the potential to apply the proposed overlay elsewhere in the city on sites 10 acres or larger if requested by the property owner. Mixed-use sites are intended to combine commercial, residential and office uses on sites distinguished by high-quality architectural and site design that integrate common open areas, connections between uses and to adjacent sites, and a sensitive response to environmental features.

BUDGET/FINANCIAL IMPACTS:

None

Approved to be placed on City Council Agenda:

RECOMMENDED ACTION OR MOTION:

None. Second reading of the ordinance scheduled for October 27, 2016.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: DRAFT RMUO code (DOCX)
Council presentation 10_13 (PPTX)
ORD 1219 RMUO (DOCX)

RDC Chapter 18.235: MIXED USE DISTRICTS

18.235.010 – Purpose

A. The purpose of the downtown and waterfront mixed-use districts is to encourage multiple uses within the unique areas that make up Ridgefield's central downtown and waterfront areas. The mixed-use districts include the older commercial and residential core of Ridgefield, the waterfront business center and a waterfront residential area that accommodates floating homes. The three districts are tied together by geography, varying proximity to Lake River, transportation links and public infrastructure. Each district has a distinct character and opportunities, to be emphasized through use and design standards tailored to each of the three districts.

B. The downtown and waterfront mixed-use districts shall allow for a mix of uses in a single building or across an integrated site of multiple buildings, and across the district more broadly. Mixed-use developments are intended to allow for efficient use of land and public services in an urban setting; encourage human interaction and sense of place; create safe, attractive and convenient environments; and increase development flexibility.

C. Views of the Lake River shoreline and the Ridgefield National Wildlife Refuge are prominent visual features in the central core of Ridgefield. It is the intent of the Lake River View Protection Overlay District (LRVP) to protect these views in order to provide for a unifying feature across all ~~three~~ the downtown and waterfront mixed-use districts.

D. The purpose of the Ridgefield Mixed Use Overlay is to encourage development of mixed-use nodes outside the central city in the Pioneer & 45th and Ridgefield Junction subareas. Mixed-use sites are intended to combine commercial, residential and office uses on sites distinguished by high-quality architectural and site design that integrate common open areas, connections between uses and to adjacent sites, and a sensitive response to environmental features.

18.235.060 – Special provisions for the Ridgefield Mixed-Use Overlay (RMUO) Proposed

A. Purpose. The RMUO is intended to create mixed-use nodes to implement the subarea plans for Pioneer & 45th and the Ridgefield Junction by:

1. Providing flexible development opportunities by allowing an optional mix of commercial, residential, and office uses.
2. Creating vibrant, livable, and attractive communities through sustainable design, distinct architecture and site design that respond to the site context.
3. Creating walkable communities with connections within and between sites.
4. Promoting sensitive treatment of environmental features including critical areas and vegetation.

5. Creating and maintaining usable open spaces for the enjoyment of residents, patrons, employees and the public, that connect to natural features on and off site.
6. Managing transitions between uses on sites and neighboring properties to avoid conflicts between potentially incompatible uses.

B. Applicability.

1. The RMUO is an optional overlay to may be applied within the Pioneer & 45th and Ridgefield Junction subareas, as defined in the current adopted subarea plans for the districts, when initiated by the property owner through an approved master plan, through procedures outlined in RDC 18.235.060.Q.
 - a. The provisions of this section may be applied to any parcel or aggregation of contiguous parcels under an applicant's common ownership or control of 10 acres or greater.
 - b. RMUO master plans may be applied to parcel(s) with CNB, CCB, CRB, E or RMD-16 zoning.
2. In the event of conflict between the base zone standards and the standards of this section, the provisions of this section shall apply.

C. Uses

1. The use regulations for the underlying zone for permitted, limited, conditional and prohibited uses in RDC 18.205 shall apply with the exceptions and additions noted in this section. Use categories are as defined in RDC 18.100 unless otherwise defined or amended in this section.
2. The following additional uses are allowed as permitted uses under the RMUO overlay:
 - a. On RMUO sites with CRB, CCB, CNB base zoning:
 - i. Single-Family Attached Residential
 - ii. Cottage Homes meeting the standards of RDC 18.210.150. All other Single-Family Detached Residential uses are prohibited.
 - iii. Home Occupation
 - iv. Multifamily Residential
 - v. Hotel and Motel
 - vi. Community Recreation and Social Facility
 - vii. Conference Center
 - viii. Nursing and Personal Care Facility
 - ix. Self-storage. Must be located on a RMUO site with residential use, limited to no more than 20 percent of the gross site area, and located to the rear or side of the site such that it does not occupy more than 20 percent of the street frontage. All other Warehousing uses are prohibited.
 - b. On RMUO sites with E base zoning:

- i. Single-Family Attached Residential
 - ii. Cottage Homes meeting the standards of RDC 18.210.150. All other Single-Family Detached Residential uses are prohibited.
 - iii. Home Occupation
 - iv. Multifamily Residential
 - v. Community Residential Facility
 - vi. Hotel and Motel
 - vii. Artisan and Specialty Goods Production as a limited use consistent with limitations in RDC 18.205.030.
 - viii. General Retail Trade/Services
 - ix. Eating and Drinking Establishment
 - x. Indoor Entertainment Facility
 - xi. Nursing and Personal Care Facility
 - xii. Self-storage. Must be located on a RMUO site with residential use, limited to no more than 20 percent of the gross site area, and located to the rear or side of the site such that it does not occupy more than 20 percent of the street frontage. All other Warehousing uses are prohibited.
- c. On RMUO sites with RMD-16 base zoning:
- i. Bed and Breakfast
 - ii. Hotel and Motel
 - iii. General Retail Trade/Services
 - iv. Eating and Drinking Establishment
 - v. Artisan and Specialty Goods Production as a limited use consistent with limitations in RDC 18.205.030.
 - vi. Office
 - vii. Community Recreation and Social Facility
 - viii. Conference Center
 - ix. Religious Institution
 - x. Cultural Institution
 - xi. Medical Clinic/Laboratory
 - xii. Nursing and Personal Care Facility as a permitted use
 - xiii. Self-storage. Must be located on a RMUO site with residential use, limited to no more than 20 percent of the gross site area, and located to the rear or side of the site such that it does not occupy more than 20 percent of the street frontage. All other Warehousing uses are prohibited.

3. Prohibited uses within a RMUO site include:

- a. Motor Vehicle Related Use
- b. Gasoline Service Station
- c. Drive-up, drive-in and drive-through facilities in connection with any General Retail Trade/Services, Eating and Drinking Establishment, or other use.
- d. Animal Kennel and Shelter
- e. Recreational Vehicle Park
- f. Freight/Cargo Movement and Storage
- g. Fleet Service
- h. Warehousing, except self-storage.
- i. Wholesale Retail
- j. Public Agency or Utility Yard
- k. Broadcasting and Telecommunications Facility
- l. Interim Recycling Facility, except for drop-box facilities for the collection and temporary storage of re-usable materials as an accessory use.
- m. Waste-Related Facility
- n. Bus Base

D. Required Mix of Uses. Each RMUO site must include a mix of uses within a single unified development that incorporates the planned integration of commercial, employment and residential land uses. Mixed-use projects may be vertically oriented in one or more buildings, or geographically distributed across a development site.

- 1. For RMUO sites in the CRB, CCB, CRB underlying zones, the site must include a minimum of 20 percent and a maximum of 60 percent of uses included within the 'Residential General' or 'Group Residences' category of RDC Table 18.205.020-1 as measured by net developable acres or gross floor area.
- 2. For RMUO sites in the E underlying zone, the site must include a minimum of 20 percent and a maximum of 60 percent of uses other than those included within the 'Employment' category of RDC Table 18.205.020-1 as measured by net developable acres or gross floor area.
- 3. For RMUO sites in the RMD-16 underlying zone, the site must include a minimum of 20 percent and a maximum of 60 percent of uses other than those included within the 'Residential General' or 'Group Residences' category of RDC Table 18.205.020-1 as measured by net developable acres or gross floor area.

E. Lot Requirements. The following lot requirements supersede those of the base zones.

- 1. Minimum lot size for residential uses, regardless of base zone, is 2,000 square feet with a minimum lot width of 20 feet.

2. Minimum lot size for all non-residential uses and upper-story residential above non-residential uses, regardless of base zone, is 5,000 square feet with a minimum lot width of 50 feet.
3. Flag lots are specifically discouraged unless there is no practicable alternative as determined by the City Engineer.

F. Dimensional Standards. The following dimensional standards supersede those of the base zones.

	Residential uses	Non-residential uses and upper-story residential above non-residential uses
Maximum height	3 stories up to 45 feet, or 4 stories if first floor is used for parking with no residential units	45 feet in RMD-16, CNB base zones 65 feet in CCB, CRB, E zones
Ground floor minimum structural ceiling height	n/a	13 feet
Minimum front and street side yard setback	10 feet	0 feet
Maximum front and street side yard setback	20 feet	10 feet on pedestrian streets, as defined in RDC 18.230.050.B.1 20 feet on major corridors, as defined in RDC 18.230.050.B.2
Minimum side setback	5 feet, or 0 feet for attached single-family residential use	10 feet plus 1 foot for every 2 feet of height above 35 feet from adjacent RLD, RMD or P/OS zones 0 feet for all others
Minimum rear setback	5 feet	
Minimum residential garage setback ¹	18 feet	n/a
Maximum building coverage	65%	80%
Maximum impervious surface coverage	75%	90%

Notes:

1. For garages oriented towards the front or street side property line, as measured from the property line. No minimum setback applies to garages oriented towards a rear alley.

G. Density.

1. The minimum density for RMUO sites is 8 units per net developable acre and the maximum is 28 units per net developable acre, based on total net developable acres developed for residential use.
2. Upper-story residential use above a non-residential use, other than parking, is exempt from the minimum and maximum density standards.

H. Site Design Standards.

1. Development under the RMUO shall comply with the site design standards in RDC 18.230.050 for commercial districts, with the following exceptions:
 - a. In lieu of compliance with RDC 18.230.050.F, open spaces shall be developed consistent with RDC 18.235.060.J.
 - b. All references to fence regulations in RDC 18.230.100 listed in RDC 18.230.050.G shall instead reference the fence regulations in RDC 18.235.060.P.
 - c. RDC 18.230.050.H does not apply because drive-throughs are not permitted in the RMUO per RDC 18.235.060.C.3.c.

I. Architectural Design Standards.

1. Development under the RMUO shall comply with the architectural design standards in RDC 18.230.055 for commercial districts, with the following exceptions:
 - a. In lieu of the applicability standards in RDC 18.230.055.A, the remainder of RDC 18.230.055 shall apply to development in the RMUO that includes new buildings of any size and to the addition to or remodel of an existing building that increases the gross floor area of the building by 5,000 square feet or more.
 - b. In addition to the articulation methods listed in RDC 18.230.055.C.1.c, ground-floor residential uses may employ the following methods:
 - i. Landscape planting bed at least five feet wide or a raised planter bed at least two feet high and three feet wide in front of the wall. Such planting areas shall include planting materials that are sufficient to obscure or screen at least 60 percent of the wall surface within three years. Planting beds may include a vertical trellis with climbing vines or other plant materials to contribute to the plant coverage requirement.
 - ii. Covered front porches or patios for individual dwelling units with a minimum dimension of six feet and minimum total size of 64 square feet.
 - iii. Window patterns and/or entries that reinforce the pattern of individual dwelling units; e.g. groups of windows and/or entries that repeat no more than once per dwelling unit as opposed to a uniform row or “ribbon” of windows.
 - c. Doorways for individual dwelling units are exempt from compliance with RDC 18.230.055.C.1.d.

d. All references to outdoor common area standards in RDC 18.230.050.F listed in RDC 18.230.055.D.2 shall instead reference the open space regulations in RDC 18.235.060.J.

e. In lieu of compliance with RDC 18.230.055.E.3, windows and transparent doors shall constitute at least 15 percent of the total wall area of prominent façade wall planes for building with entirely residential use.

f. Ground-floor residential uses are exempt from complying with the transparency zone standards in RDC 18.230.055.E.4.

J. Open Space Requirements.

1. Not less than 10 percent of the net developable area shall be designated for open space for community or site-user activity. Such activity space may be planned and designed for recreational use or involvement by residents, employees, site visitors and/or the general public.
2. Critical areas and buffers, stormwater facilities, and interior parking lot landscaping required by RDC 18.720.040.C.2 may not be counted towards the required open space. However, the integration of critical areas and buffers and stormwater facilities with the open space areas is encouraged to provide an enhanced site design and cultivate a relationship to the site's environmental amenities.
3. The minimum size for an open space area is 250 square feet, with a minimum dimension of 10 feet. Fewer, larger open space areas are strongly preferred over multiple, smaller areas.
4. Open space areas shall be in high pedestrian traffic locations within the development such as along street frontages, on lot corners, along internal or external pedestrian connections, or near building entrances. Open space areas shall not be located in isolated or undevelopable space where low pedestrian traffic is anticipated.
4. Open space areas must be accessible to users of the site but do not need to be made accessible to the general public.
5. Open space areas must be accessible by internal and/or external pedestrian connections as required by RDC 18.230.050.D.
6. Easements or dedications for system trails identified in the Parks & Recreation Comprehensive Plan must be provided across the site and may count towards the open space requirements. All portions of the site shall be connected to any system trail via internal and/or external pedestrian connections as required by RDC 18.230.050.D. All trail corridors and trail development shall comply with the Engineering Standards.
7. Open space may include plazas and outdoor dining areas; gardens and landscaped areas; parks or park features such as playground equipment or sport courts, trails, and other active recreation facilities as defined in RDC 18.100; community gardens; common roof decks, balconies, and patios; and other areas deemed materially similar by the Planning Director.
8. Open space amenities may include benches and outdoor seating including moveable seating such as for outdoor dining, water features, drinking fountains, raised landscaping

planter beds, public art, distinctive paving, and/or other similar features. All outdoor furnishings shall be commercial grade designed for heavy public use.

9. Pedestrian-scaled lighting is required at a level averaging at least 2 foot candles throughout the area. Lighting may be free-standing or building-mounted and shall not be mounted higher than 14 feet.

10. The following are not allowable as part of open space areas:

- a. Asphalt pavement.
- b. Adjacent and unscreened chain link fences, dumpsters or service areas.
- c. Unscreened blank walls.

K. Outdoor Uses.

1. Active outdoor uses such as café seating, outdoor vending such as food or beverage carts, and display of goods for purchase are encouraged and may occupy up to 20 percent of the net developable site area. Outdoor uses may be located within open space required under RDC 18.235.060.J.

2. Outdoor storage may not exceed 10 percent of the net developable site area and shall be screened by a fence or landscaping to a value of eighty percent year-round opacity from public view.

3. Outdoor uses in the public right-of-way require approval by the Public Works Director through the master plan or site plan review process. The sidewalk area may be used for outdoor dining, sales areas or similar use provided a six-foot wide pedestrian zone is maintained. Outdoor uses shall be defined relative to the pedestrian zone with movable planters, bollards, movable fence, or other similar means of separation.

L. Signs. All signs shall comply with the standards of RDC 18.710 relative to the site's base zone, with the following exceptions:

1. Non-residential uses on a RMUO site in the RMD-16 base zone shall comply with the standards for signs in the CNB zone per RDC 18.710.050.B.

2. Additional entry or gateway signs shall be permitted along the perimeter of the mixed-use development identifying the development, with a maximum allowed sign area for each sign of ten square feet times the total gross acreage for the mixed-use development not to exceed 250 square feet.

- a. One sign may be located at each of the entrances into a mixed-use development, or two signs at both sides of an entrance.
- b. One sign may be located at each public street intersection on which the mixed-use development has street frontage.
- c. One sign may be oriented to the I-5 freeway (if applicable).
- d. Maximum sign height shall not exceed 25 feet.

M. Lighting. All lighting shall comply with the standards of RDC 18.715.

N. Off-Street Parking and Loading. All off-street parking and loading shall comply with the standards of RDC 18.720, with the following exceptions:

1. Parking requirements for the RMUO site shall be calculated separately for the proposed uses under RDC 18.720.030 but the applicant is encouraged to develop a plan for joint use of facilities under RDC 18.720.020.B. to reduce the total amount of parking needed. The Planning Director shall consider the mixed-use nature of the site and the potential for users of the site to access more than one use without generating additional parking needs when reviewing the joint use of facilities proposal.
2. On-street parking on public streets adjacent to the development may be counted towards the minimum required parking spaces under RDC 18.720.030.
3. Slip lane parking lots are permitted along the street frontage of major corridors, as defined in RDC 18.230.050.B.2, and are exempt from the 50 percent street frontage limitation for parking lots in RDC 18.720.040.C.1.
 - a. 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 44 feet.
 - b. Slip lane parking lots shall include a sidewalk with a minimum width of 5 feet between the parking lot and the interior of the site, running the full length of the slip lane parking lot.
 - c. Along a minimum of 75% of the length of the slip lane parking lot, buildings shall be set back no more than 5 feet from the back edge of the required sidewalk.
 - d. Buildings fronting the slip lane parking lot shall provide a primary pedestrian entrance directly facing the parking lot.
 - e. Where practicable, slip lane parking lots shall extend to the edge of the property line to allow seamless continuation along the adjoining properties.
 - f. Slip lane parking lots shall only be allowed if the Public Works Director approves access onto the major corridor, which may include limitations on driveway spacing and restricted turn movements.

O. Landscaping.

1. Residential portions of RMUO sites shall provide 25 percent of the site area as landscaping.
2. Non-residential portion of RMUO sites shall provide 10 percent of the site area as landscaping.
3. Total landscaping required for the project may be averaged across the site provided the requirements for the residential and non-residential portions are met and the landscaping is arranged so that there is physical and visual access from all portions of the site.

4. The exterior perimeter of RMUO sites shall include a 10-foot landscaping buffer to an L2 standard along the side and rear property lines and along any parking areas along the front or street side property lines.
5. Any natural areas to be retained as part of the required landscaping shall be maintained with their existing native vegetation and/or enhanced with supplemental plantings of native tree, shrub, and ground cover species as listed in RDC 18.830 to provide scenic, environmental and wildlife habitat value.

P. Fences. Fences shall comply with the standards of RDC 18.740 with the following additional standards:

1. Fences shall be compatible with the overall building design, such as repetition of the building material on fence columns and/or stringers, and constructed of wrought iron, brick, stone or concrete block (CMU). Smooth-faced concrete block must have a veneer finish on the side(s) visible to public view. Other materials which have the general appearance and visual quality of approved fence materials may be approved by the Planning Director. However, the use of wood, vinyl, plywood or composite sheeting as a fence material is not permitted.
2. Chain link fences are discouraged and may only be used in areas not visible from any public right-of-way, adjacent property, or onsite common open area. If used, black, dark brown or dark-toned coated chain link fencing with matching posts and rails shall be required.
3. Barbed wire, razor wire, electric and similar dangerous fences shall not be used except for specific condition where the applicant demonstrates they are required for security reasons and that they will not be visible from adjacent rights-of-way.
4. Fences and walls facing pedestrian streets, as defined in RDC 18.230.050.B.1, shall not be allowed and fences and walls facing major corridors, as defined in RDC 18.230.050.B.2 shall be discouraged unless the applicant demonstrates the fences or walls are necessary for business safety, screening the development from adjacent residential uses, or screening the parking area, or service areas. If fences or walls facing public streets are used, they shall be set back 10 feet from sidewalk or right-of-way and shall provide landscaping within the setback area at an L2 standard.

Q. Procedure.

1. A pre-application conference is required for a RMUO master plan per RDC 18.310.030.
2. The RMUO master plan shall be reviewed through a Type III procedure per RDC 18.310.080. The master plan may be reviewed concurrently with any related applications such as subdivision or site plan review. Master plan applications must include:
 - a. Boundaries of the Site and Existing Conditions. The master plan must show the boundaries of the master plan area 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 development concept for the master plan area, and responds

to all of the applicable standards in this chapter and elsewhere in the RDC. The statement shall include calculations of total gross acres; approximate net developable acres, gross floor area and residential density, if proposed, of proposed uses; area of public rights-of-way and other infrastructure; area of common open space and landscaping; and area of critical areas.

c. A SEPA Checklist.

d. Master Plan. The master plan must generally show the proposed division of land and distribution of proposed uses. The plan must include:

- i. The location of all existing and proposed buildings, structures and other improvements, indicating proposed use category (e.g. residential, commercial).
- ii. The location and size of all areas to be conveyed, dedicated or reserved as common open spaces, public parks or trails, recreation areas, and similar public or semipublic uses.
- iii. The existing and proposed circulation system of streets, including off-street parking areas, service areas, loading areas and major points of access to public rights-of-way.
- iv. The existing and proposed pedestrian circulation system.
- v. The existing and proposed utility systems, including sanitary sewers, stormwater facilities, and water.
- vi. The proposed treatment of the perimeter of the master plan area, including materials and techniques used such as screens, fences and walls.
- vii. The existing and proposed landscaping, including natural areas to be retained, and critical areas and buffers.

e. Development Standards. The applicant may propose modifications to development standards in this section or the base zone standards for development under the master plan. The applicant must detail how the proposed modifications contribute to creation of a better site and meet the purpose and approval criteria for this overlay, in lieu of review under RDC 18.350.

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.

g. Transportation and Parking. The applicant shall provide information on the following items for each phase:

- i. Projected Transportation Impacts. Provide a traffic impact analysis that 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.
- ii. Parking Plan. Provide an estimate of parking needs and locations including opportunities to reduce overall parking for the site through joint use of facilities.

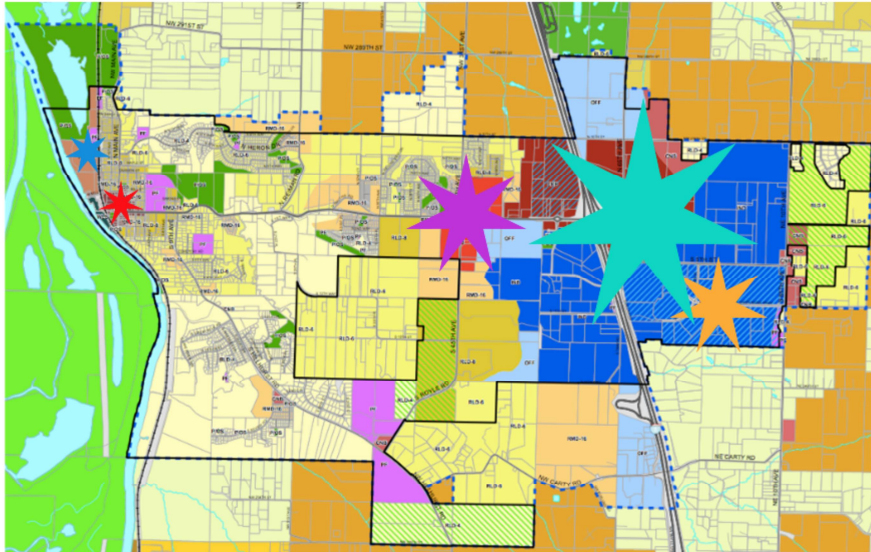
3. Site plan review consistent with RDC 18.500 is required for development of individual sites within the master plan area. Development must demonstrate compliance with the approved master plan as part of the site plan review.
4. A RMUO master plan shall expire five years from the date of final approval thereof. For master plans approved as multi-phased development, approval for the first phase of development shall expire after five years from the date of final approval of the master plan and each subsequent phase must be completed within five years after. For purposes of this section, recording of a final plat, issuance of a site plan approval, or issuance of a building permit for the phase of development described in the approved master plan shall constitute completion of a phase.
5. Extensions. A master plan may be extended for a period of up to two years upon application. Approval of the extension shall be done by the City Council through a development agreement. Extensions are subject to the following criteria and conditions:
 - a. The applicant must make written requests for an extension at least sixty days prior to the expiration of the preliminary plat approval;
 - b. There have not been any substantial changes in the laws governing the development of the site with which lack of compliance would be contrary to public health, safety and welfare;
 - c. The applicant shall demonstrate that the applicant has pursued final platting in good faith in light of surrounding circumstances but has been delayed:
 - i. By extensive environmental permitting times;
 - ii. Extensive studies required by conditions of approval which took longer than anticipated; or
 - iii. There are specific verifiable extenuating circumstances or conditions beyond the control of the applicant as deemed appropriate by the City Council.
5. Amendments to approved master plans shall be reviewed through the post-decision review process per RDC 18.310.160.

Ridgefield Mixed-Use Overlay

45th & Pioneer / Junction Subareas



Ridgefield Context



Three existing mixed use areas in town, downtown, the waterfront and Union Ridge. We can look at those for some general ideas about what works, what doesn't and how to balance the specific environments created in each mixed-use area to complement rather than compete with each other.

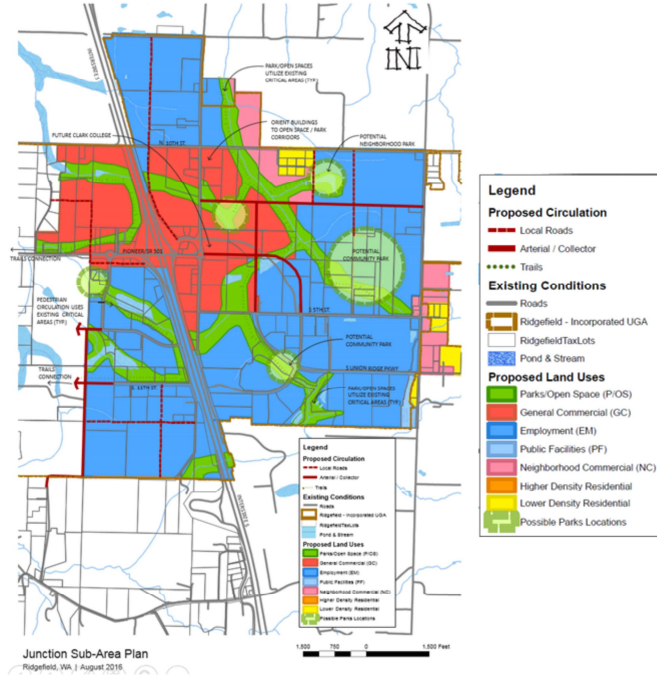
Goal of this overlay is add two new options for mixed use at 45th & Pioneer and the Junction.

I like to think of this as a spectrum of three unique concentrations gradually increasing in intensity along Pioneer St from west to east: starting with existing downtown and waterfront area, the historic center with a mix of retail and later employment along the river, then commercial/residential/employment mixed use at 45th primarily focused on the needs of the surrounding communities, and then the most intense mix of uses at the Junction to accommodate regional-scale commercial and employment. As the Junction develops, it will be important to incorporate the Union Ridge area with its relative employment strengths.

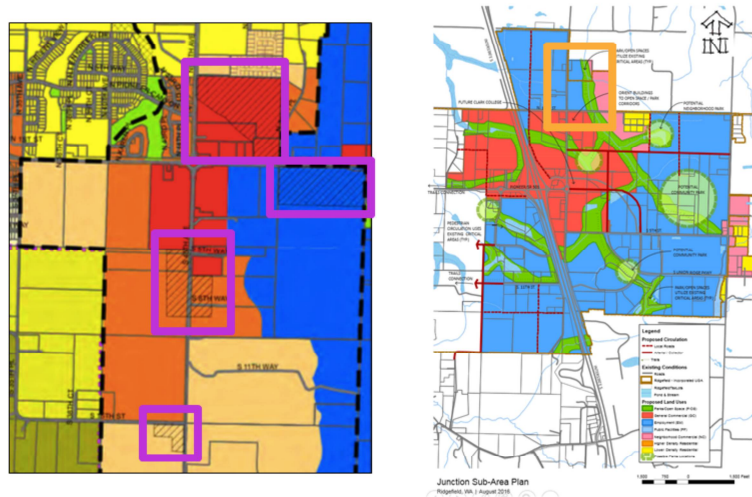
45th & Pioneer Subarea

Area currently has primarily residential development north of Pioneer Street, and the subarea is expected to see significant residential development south of Pioneer in the next 5 years. We've got several large projects in the development pipeline. What will make this neighborhood unique, though, is the significant commercial development planned around the 45th roundabout with additional office development planned on the eastern edge of the subarea.

Junction Subarea



Geographic Extent



There have been some areas already identified for potential mixed use development, again, keeping in mind that these are areas that would have the option to develop under the overlay but would not be required to, could develop under base zoning instead.

At the 45th area, portion of northeast corner of the roundabout is seen as a possibility to blend the residential development to the north with the commercial development. Another opportunity in the employment zone on Pioneer St to the east, around 50th. Another opportunity for mix of multifamily housing and some commercial at 5th Way and 45th Ave.

Opportunity identified in plan for area on S 15th Street, but no longer recommended because of the zone change and PUD plans for Royle property here as all single-family development.

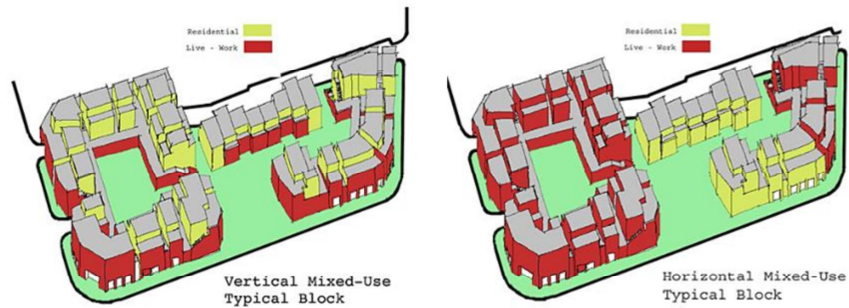
In the Junction subarea, the only area pre-identified for mixed use development is in light tan, up at the corner on N 65th Ave at N 10th St, would be north of Clark College and the existing fire station.

These are seen as initial opportunities, but the intention is to allow additional property owners within the subareas to opt-in to the overlay through a master planning process. It would likely be restricted to properties of a certain size, say 10 acres or more, and we are looking at which base zones would be best suited for such development. Parcels surrounded by single-family development, for example, might not be the most compatible, and likewise, a mixed commercial and residential project might not fit well in a heavily industrial area.

Mixed-Use Overlay Concept

- Applicability: Optional overlay
- Implemented through master plan
- May be applied in commercial, employment or medium-density residential zones
- Works in tandem with base zones to provide additional flexibility
- Design standards to align with commercial code under development

Horizontal Mixed Use



Concept for the overlay is primarily horizontal mixed use, to allow mixing of uses on a single site as shown in the right-hand picture, but not necessarily mixing uses in the same buildings known as vertical mixed use, shown in the left. Vertical mixed use is more typical of downtowns and urban areas, the classic model of commercial and retail spaces on the ground floor and residential units above. Vertical mixed use won't be prohibited in the overlay, but the market analysis done with the subarea plans shows that it isn't likely to be economically feasible in the Ridgefield market.

Code Outline

Purpose	
Applicability	Commercial, employment, multifamily zones, 10+ acre sites
Uses	Builds off base zones, generally allows mix of commercial, office and residential Multifamily, SF attached and cottage housing allowed, not SF detached Prohibit inactive, vehicle-dependent uses
Mix of Uses	Residential sites: Minimum 20%, maximum 60% non-res Non-residential sites: Minimum 20%, maximum 60% res
Lot requirements	Residential: 2,000 SF Non-residential: 5,000 SF
Dimensional standards	3 stories plus optional parking or 45 feet in RMD-16 Similar to base zones for compatibility
Density	8-28 units per acre, bonus for upper-story residential
Site & building design	To be tied to commercial design standards under development

Code Outline, ctn'd

Open space requirements	10% designated for open space for active uses Connections to trails required In addition to critical areas, stormwater, and minimum landscaping
Outdoor uses	Active commercial uses allowed up to 20% of site Outdoor storage limited to 10% of site
Signs	Tied to base zones
Parking	Encourage joint use between uses on site to minimize parking requirements Opportunity for slip lane parking lots along frontages
Landscaping	Residential: 25%, non-residential 10%, may be averaged
Fences	Quality materials and/or screening required, 6 feet
Procedure	Type III master plan to implement PMUO 5-year term, developable in phases Type II site plan for development of individual sites

ORDINANCE NO. 1219**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON
AMENDING CHAPTERS WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL
CODE****AMENDING CHAPTERS 18.235 (MIXED USE DISTRICTS).**

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

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

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

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

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

WHEREAS, the Ridgefield Planning Commission, after conducting public meetings and public hearings on the revisions to Title 18 on September 7, 2016, forwarded recommendations to amend Title 18 to the City Council; and

WHEREAS, the City of Ridgefield submitted notice of the proposed amendments to the Washington State Department of Commerce on August 15, 2016 consistent with RCW 36.70A; and

Attachment: ORD 1219 RMUO (1108 : Ridgefield Mixed Use Overlay)

WHEREAS, consistent with WAC 197-11-340(2), on September 20, 2016 the City of Ridgefield issued a Determination of Non-significance (DNS, PLZ-16-0076) regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the public comment period expired for PLZ-15-0002 on October 5, 2016 and the City addressed all comments received; and,

WHEREAS, the Ridgefield City Council conducted a public hearing and the first reading of the amendments to Title 18 during a regularly scheduled City Council meeting held on October 13, 2016; and

WHEREAS, the Ridgefield City Council conducted a second ordinance reading on the proposed amendments to Title 18 during a regularly scheduled meeting held on October 27, 2016; and

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

Section 1. Public Interest. The Ridgefield City Council finds it to be in the public interest to adopt amendments to Title 18 to ensure that the City's development and zoning regulations continue to implement the Ridgefield Urban Area Comprehensive Plan.

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

Amends Title 18, Chapters: 18.235, Mixed Use Districts.

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
27TH DAY OF OCTOBER, 2016.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Basarab,
Deputy City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: October 13, 2016

Second Reading/Passage: October 27, 2016

Date of Publication:

Effective Date:

Attachment: ORD 1219 RMUO (1108 : Ridgefield Mixed Use Overlay)

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

Attachment: ORD 1219 RMUO (1108 : Ridgefield Mixed Use Overlay)

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: October 13, 2016

ITEM: BUSINESS

AGENDA ITEM TITLE: Resolution 515 - Approval of Parks and Trail Standards

GOVERNING LEGISLATION:
RCW 36.70A, Growth Management

PREVIOUS COUNCIL ACTION TAKEN:
Adoption of 2014 Parks and Recreation Plan via Resolution 458 on April 24, 2014

SUMMARY/BACKGROUND:

Over the past year the Parks Board and City Staff have been working to develop standards for the acquisition and development of neighborhood parks and trails. Over the next 10 to 20 years the City will be looking to acquire 13 neighborhood park sites and 14 miles of trails. Many of these projects will be dedicated and/or constructed by developers as the properties are developed. These standards are intended as a tool for developers to use in identifying locations and amenities for parks and trails, and as a guide for discussions between the City and developers to ensure that the projects will best meet the City's long-term recreation needs.

The design and acquisition standards will be implemented as an appendix to the existing Ridgefield Parks & Recreation Comprehensive Plan to replace the existing appendix titled "Park and Trail Design Considerations for Private Facilities" which is intended for information purposes only. Supporting technical information will also be included in the City's Engineering Standards.

BUDGET/FINANCIAL IMPACTS:
None

RECOMMENDED ACTION OR MOTION:
Staff recommends that City Council review the proposed standards and provide

Approved to be placed on City Council Agenda:

Bryan Kast	Completed	10/07/2016 5:04 PM
Steve,		
Steve Stuart	Completed	10/10/2016 9:48 AM
City Council	Completed	10/13/2016 6:30 PM

feedback to staff. If the Council wishes to adopt the standards a recommended motion would be:

“I move to adopt resolution 515 as presented”

STAFF CONTACT: Bryan Kast, Public Works Director

ParksPlan_AppendixB (PDF)

ATTACHMENTS: Park and trail Standards 10-6-16(PDF)

Resolution No.515**RESOLUTION 515 - APPROVAL OF PARKS AND TRAIL STANDARDS**

WHEREAS, the Ridgefield City Council adopted the Ridgefield Parks and Recreation Comprehensive Plan via Resolution No. 329 on December 7, 2006; and

WHEREAS, the Ridgefield City Council adopted an update to the Ridgefield Parks and Recreation Comprehensive Plan via Resolution No. 458 on April 24, 2016; and

WHEREAS, the Ridgefield City Council desires to amend the Ridgefield Parks and Recreation Comprehensive Plan to incorporate more detailed standards for parks and trails development; and

WHEREAS, to facilitate development of the standards for parks and trails development, the City of Ridgefield Parks Board reviewed the standards at multiple public meetings including meetings held April 15, 2015; May 13, 2015; July 8, 2015; November 18, 2015; March 9, 2016; April 13, 2016; May 11, 2016; July 13, 2016; August 10, 2016; and September 14, 2016; and

WHEREAS, the Ridgefield Parks Board voted unanimously at its November 18, 2015 regularly scheduled meeting to recommend to the Ridgefield City Council approval of the Neighborhood Park Acquisition Standards included in Exhibit 1;

WHEREAS, the Ridgefield Parks Board voted unanimously at its July 13, 2016 regularly scheduled meeting to recommend to the Ridgefield City Council approval of the Trail System Acquisition & Design Standards included in Exhibit 1;

WHEREAS, the Ridgefield Parks Board voted unanimously at its September 14, 2016 regularly scheduled meeting to recommend to the Ridgefield City Council approval of the Neighborhood Park Design Standards included in Exhibit 1;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RIDGEFIELD, WASHINGTON HEREBY RESOLVES AS FOLLOWS:

1. Adoption of Appendix B of the Ridgefield Parks & Recreation Comprehensive Plan (see Exhibit 1).
2. Deletion of the previous Appendix B of the Ridgefield Parks & Recreation Comprehensive Plan.

ADOPTED AT THE REGULAR SESSION OF THE CITY COUNCIL OF THE CITY OF
RIDGEFIELD, WASHINGTON THIS 13TH DAY OF OCTOBER, 2016.

CITY OF RIDGEFIELD

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Basarab
City Clerk

EXHIBIT 1:

Ridgefield Parks and Recreation Comprehensive Plan

Appendix B: Design & Acquisition Standards for Parks & Trails

Appendix B: Design & Acquisition Standards for Parks & Trails

Standards for Neighborhood Parks

In the coming 20 years, the City of Ridgefield is forecast to grow by over 19,000 people. Growth will spur development across the city, converting vacant or low-density property into neighborhoods and businesses. It is imperative that the City acquires parkland across the city during this period of physical and population growth, both to secure land rather than see it developed, and to provide parks for the growing population.

Decisions about where, what, and how much land to acquire for parks, and how to develop the lands, impact how effective a city's investment in parks can be in fulfilling the promise of park benefits. The opportunity to acquire parkland is a one-time opportunity: once land is developed as homes or businesses, it is very unlikely that it will be converted to park use. However, the city must use its limited funds wisely to acquire key properties. Development must be done thoughtfully to ensure parks meet the needs of all residents today and into the future.

Neighborhood parks are the primary building block of the City's planned park system, providing the most convenient access to parks for families with opportunities to play and gather. Acquisition of parkland for neighborhood parks must be targeted within developing neighborhoods, to ensure parks are a central, unifying neighborhood feature rather than an afterthought.

Development of these parks, whether by developers or the City, should be planned to meet a broad range of community needs. The guiding principles for park design are to provide a variety of features and experiences accessible to all, promote creativity within a safe space for play and relaxation, and reduce long-term maintenance costs and vandalism.

Acquisition Standards for Neighborhood Parks

The following criteria are intended as a tool to assess the long-term potential for a specific parcel to be developed as a neighborhood park and to help City staff and elected officials make the best possible decisions when selecting future neighborhood park locations and investing limited funds. The tool can be used to analyze the merits of a single parcel, or to compare several parcels in order to identify the preferred option. This is also intended as a tool for developers to use for siting parks and recreation features in new developments. While no one parcel will likely meet all of the criteria, preferred parcels should meet many of the criteria and should offer ample and unique opportunities for development as a neighborhood park.

Criteria	Considerations
Size	2-4 acres total size. May be acquired in several pieces and assembled. For smaller parcels, consider ability to acquire adjacent property. Avoid creating undersized "orphan" parcels that cannot be expanded.
Development Potential	At least one acre developable for active recreation. Include at least 10,000 SF of roughly rectangular area for development as open turf area with slopes less than 2 percent, or capable of being graded to less than 2 percent. Also, include at least 4,000 SF of space suitable

Criteria	Considerations
	for development as active space. (See required Minimum Design Features for neighborhood parks in Appendix B2.) Minimize slopes greater than 3:1 to improve access and ease of maintenance. Consider minimum size and configuration needed to accommodate desired park amenities. Critical areas and buffers may be included within the park boundaries, but should not make up more than half of the park area.
Configuration	Parcels should be roughly rectangular, unless a particular concept lends itself to an irregular shape such as a linear park. Dimensions should allow for development of desired park amenities. Parcel should be contiguous, without narrow bottlenecks or convoluted boundaries that isolate park users or create hidden, dead space. Ample buffer space around critical areas should be provided so that critical areas do not cut across the park.
Location	Located to serve a park service area of 1,000 to 2,000 people within ½-mile radius. Located within a gap area identified in the Parks & Recreation Comprehensive Plan. Centrally located within park service area. May be located to serve one large subdivision or several smaller subdivisions, to help integrate subdivisions into a neighborhood. No natural or manmade barriers to entry should limit access from a portion of the service area, such as a ravine or freeway.
Vehicle Connection	Provide minimum roadway frontage of 100 feet. Preference for frontage along residential streets, rather than arterials or collectors with high traffic volumes unless safety provisions are incorporated. Preference for on-street parking opportunities along the park frontage and opposite side of the street.
Pedestrian Connection	Locate so that multiple pedestrian entry points can be provided, to reduce travel distance to the park for users. Provide sidewalks in the vicinity of the park and along primary access routes to the park.

Criteria	Considerations
	If park service area extends across arterials or collectors, provide crosswalks. Connect park to existing and planned trail networks, both city system trails and local trails within subdivision. Design adjoining streets and pedestrian connections to minimize walking distance from homes or businesses to the park, ¼ mile preferred, ½ mile allowed.
Infrastructure	Develop transportation network to serve site at time of park development, including auto, bike and pedestrian networks. Develop water and sewer systems to serve site at the time of park development. Consider opportunities for innovative stormwater at the site.
Adjoining Land Uses	Preference for locations near residential uses. Preference for locations that can be separated from immediate residential uses by rights-of-way, landscaping, setbacks, fencing, natural areas, or other types of buffering so that homes do not back up directly on to parks. Locations near low-scale commercial or institutional uses such as schools or churches may be appropriate as well, depending on the intended users of the park.
Environmental	Site can be developed with minimal impact to critical areas and buffers. Consider incorporating distinctive natural amenities such as a pond, tree grove, or stream into the park design, provided they do not unduly limit the development potential for the park.

Neighborhood Park Design Standards

The following criteria are intended to shape neighborhood park development with a mixture of specific requirements and optional elements to provide flexibility. All parks should be designed with the overarching design criteria in mind, and must incorporate the minimum design features. Additional design features should be incorporated based on site-specific opportunities to create distinct parks that contribute to the broader City parks system.

General Design Criteria

Criteria	Considerations
Variety	Individual parks should provide a variety of experiences to satisfy users of all ages. Creative and unique park features are encouraged.

Criteria	Considerations
	Individual parks should be designed within the context of other park and recreation facilities city-wide to provide additional opportunities distinct from existing facilities, so that together the City park system provides a full range of recreation opportunities.
Context sensitive	Develop parks in relation to needs of users within ½ mile of the park, including anticipated demographics and housing unit types over the long term. Park design should incorporate features like substantial vegetation, waterways, and rolling topography. Develop parks to provide continuity between parks and natural amenities such as critical areas, open spaces, and stormwater facilities.
Accessibility	Design parks to comply with Final Guidelines for Outdoor Developed Areas, United States Access Board. Design individual features to meet Americans with Disability Act (ADA) requirements. Promote spirit of inclusivity for persons of all abilities.
Safety	Design parks to comply with Handbook for Public Playground Safety, Consumer Product Safety Commission. Play equipment and surfacing must meet ASTM and National Playground Safety Institute standards. Design parks to provide clear lines of sight and incorporate other Crime Prevention Through Environmental Design (CPTED) guidelines.
Maintenance needs	Select materials and features with low-maintenance needs, such as metal or recycled plastic in place of wood. Configure fields and placement of amenities to allow access by maintenance vehicles including mowers. Select and install standard furnishings models for items such as benches, trash receptacles and picnic tables to simplify long-term maintenance and repairs. Design features that are resistant to vandalism.

Minimum Design Features

All neighborhood parks must incorporate the following minimum design features.

Criteria	Description & Requirements
Frontage improvements	Develop park frontage along public streets with full frontage improvements, including sidewalk and on-street parking that meets requirements of City Engineering Standards.
Entrances & connections	Provide a main entrance to the park along the primary street frontage that includes an identifying sign, paved pathway

Criteria	Description & Requirements
Signage	connection to sidewalk, and curb ramp onto adjacent street for ADA and bicycle access. Provide secondary entrances along any secondary street frontages or a second entrance along the primary frontage if the frontage is greater than 300 feet long. Provide direct connections between trail segments and internal park pathways. Provide entryway signage at each park entrance identifying the park and rules signage, including hours of operation, at high-traffic points and/or near amenities covered by the rules. All signage must comply with sign standards for parks. Only commercial signs complying with city park sponsorship policies are permitted in parks.
Internal pedestrian paths	Develop primary and secondary pathway systems through the park. The primary pathway system must: • Connect all entrances to the main park features, such as play areas and sports facilities. Depending on park configuration, a loop option is preferred. • Be paved and meet ADA standards for access, including maximum slopes and cross-slopes. • Be a minimum of 6 feet wide, 8 feet preferred. • Connect to any trail segments that access the park. The secondary pathway system must: • Provide alternative routes through the park to explore additional features. • Be constructed of alternative materials such as gravel to provide a lower-impact, more natural feel. • Be a minimum of 4 feet wide.
Water fountains	Provide a minimum of one water fountain at a central location such as play areas or sport courts, and additional water fountains at locations with high pedestrian traffic such as trail connections, park entrances or sports fields. Select standard water fountain equipment and design water connection to meet City Engineering Standards.¹
Benches	Provide a minimum of two benches at areas of high demand such as along primary pathways or near play areas and sport courts. Additional benches may be required depending on demand. Locate at least one bench in a shaded area facing the play area to provide a convenient location for caregivers to observe the play area. At least one of the required benches must be ADA compliant.

Criteria	Description & Requirements
Picnic tables	Select standard bench equipment and install consistent with City Engineering Standards. Any alternative bench models must provide similar functionality while providing distinct aesthetic or identity values, and be approved by the Public Works Director prior to installation.¹ Provide a minimum of two picnic tables. Picnic tables should be sited within 100 feet of a trash receptacle. At least one of the required picnic tables must be ADA compliant, and be accessible via an ADA compliant route. Select standard picnic tables and install consistent with City Engineering Standards. Any alternative picnic table models must provide similar functionality while providing distinct aesthetic or identity values, and be approved by the Public Works Director prior to installation.¹
Bike racks	Provide bike racks with capacity for a minimum of four bikes. Locate bike racks at areas of high demand such as along primary pathways, trail intersections, or near play areas and sport courts. Additional bike racks may be required depending on demand. Select standard bike racks and install consistent with City Engineering Standards.¹ Any alternative bike rack models must provide similar functionality while providing distinct aesthetic or identity values, and be approved by the Public Works Director prior to installation. Wave-style racks are prohibited.
Trash receptacles	Provide a minimum of one trash receptacle, one recycling receptacle, and one dog waste disposal station at areas of high demand such as near picnic tables and benches or near play areas and sport courts. Select standard trash receptacles and install consistent with City Engineering Standards. Any alternative trash receptacle models must provide similar functionality while providing distinct aesthetic or identity values, and be approved by the Public Works Director prior to installation.¹
Lighting	Provide lighting at main entrances, along primary pathways, and main features. Lighting must be designed at an appropriate scale for park users and to minimize impacts to neighboring properties. All lighting shall use LED technology or equivalent. Lighting shall be fully shielded, aimed downwards, and prevent light trespass, in full compliance with standards in RDC 18.715.
Active space	Provide a minimum of 4,000 SF active space. Active space may be comprised of one or a combination of the following features, as described below in the additional design features: play areas, sport fields, sport courts, fitness stations,

Criteria	Description & Requirements
	mountain bike pump tracks, skate parks, spraygrounds, or other equivalent features as approved by the Public Works Director. Active spaces for individual parks should provide opportunities for users of various ages, and should be selected based on anticipated long-term neighborhood needs as well as citywide needs. While an individual park may not encompass opportunities for every age group, spaces should be designed in relation to available facilities at nearby parks to ensure that the broader network of parks provides opportunities for all ages and types of users.
Open turf area	Provide a minimum 10,000 SF open turf area for unstructured play in a rectangular configuration with no dimension less than 50 feet. Area must be level with maximum slope of 2%. Turf area must be planted with grass and irrigated.
Landscaping	Install at least two shade trees near the play area, selecting species from the City's approved tree list. Provide landscape buffer screening between park and any adjacent residential lots.

¹ In addition to standard furnishing models identified in the City Engineering Standards, parks may incorporate memorial donations as furnishings consistent with the City's adopted policies for memorial donations.

Additional Design Features

Neighborhood parks should incorporate additional design features appropriate and desired for individual parks. If the following features are incorporated into a park, they must meet the following standards.

Criteria	Description & Requirements
Restroom	Restrooms must incorporate toilets, water faucets, stall doors, hand air dryers, sinks, trash receptacles, lights and ventilation system. Because of additional maintenance needs, all restrooms must be approved by the Public Works Director. Must be ADA compliant, including pathway to access restroom.
Off-street parking area	Paved off-street parking area, to meet standards in RDC 18.720 for dimensions and design. No minimum or maximum number of spaces required. Parking areas and driveways should be located to minimize conflicts with park users, by locating parking areas around the perimeter of the park. However, parking areas should not dominate the street frontage and reduce visibility of the park itself. Off-street parking is not required for neighborhood parks, but may be appropriate for sites with popular amenities such as an off-leash dog area or sports fields, or parks that offer connections to the trail

Criteria	Description & Requirements
Picnic shelter	system. Covered picnic area with minimum 400 SF area with picnic tables and optional cooking facilities such as barbeques. Must incorporate trash receptacles. If provided, picnic tables included at the shelter may meet requirement for minimum picnic tables in park.
Play areas	Minimum total size of 4,000 SF, which may be divided into multiple play areas on the site. Play equipment shall meet ASTM and Consumer Product Safety Commission standards. Play equipment shall be composed of high-quality, durable materials designed to be vandal-resistant such as recycled plastics and powder-coated metals. Untreated metal and wood equipment are not permitted. Select equipment designed for toddlers through elementary school-aged children, and provide for a variety of opportunities to appeal to children of all ages, such as crawling, pulling/pushing, balancing, swinging, climbing, spinning, sliding, and imaginative play opportunities. When two or more play areas are provided on one site, provide distinct separation between preschool-age play areas (2-5 years) and school-age play areas (5-12 years) using pathways, seating areas or landscaped buffers. Post signage designating age levels and rules of use. Play areas shall be accessible via ADA-compliant routes and play equipment shall be ADA compliant. Play area shall be centrally located to ensure visibility and ease of access from other locations within the park. Provide for visibility of play area from primary street frontage. Locate play area a minimum of 50 feet in all directions from hazards such as streets, parking lots, bike paths, barbeques, and tripping hazards. If play areas are located closer than 50 feet from streets, provide a 3 to 4-foot tall non-sight obscuring fence or equivalent barrier between play area and street.
Play area surfacing	If play areas are provided, incorporate surfacing that meets ASTM and National Playground Safety Institute Standards. Poured-in-place rubberized safety surfacing, loose rubber fill, interlocking rubber pavers or engineered wood fiber are preferred materials, and pea gravel and sand are not permitted. Enclose play areas with a minimum 4-foot-wide concrete sidewalk with sunken play area providing adequate depth for surfacing materials. Surfacing shall be well drained with an adequate subgrade.

Criteria	Description & Requirements
	Surfacing is ADA compliant.
Sport field	Fields meeting minimum dimensions for youth soccer, lacrosse, T-ball, baseball and/or softball, or similar sports suitable for practices. Not intended as competition sites. Sports fields must be irrigated. If provided, may substitute in part or full for required open turf area.
Off-leash dog area	Open area with minimum 25,000 SF size for exercising dogs off leash. Separate spaces for small and large dog areas are recommended if space allows. Site should be general level with slopes no greater than 5% with good drainage. Area must be enclosed with a minimum 4-foot tall fence including a double-entry gate, and rules including hours of use must be posted at gate entrance. Off-leash areas should be surfaced with pervious surfaces such as grass or splinter-less wood chips. Off-leash areas should not be located adjacent to residential properties to minimize noise impacts. Must incorporate a dog waste disposal station and water fountain to provide drinking water for humans and dogs.
Sport court	Smooth-surfaced area for sports, such as half or full-court basketball, tennis, handball, or similar activities. Court should be level with adequate drainage system. Courts should be finished with markings and equipment such as backboards and nets appropriate for intended sport. May be covered.
Alternative recreation court	Provide facility for alternative sports such as bocce ball, horseshoes, lawn bowling, etc.
Fitness stations	Apparatuses for fitness use such as pull-up bars or balance beams, primarily intended for teen and adult park users. Collocate several apparatuses together to increase their utility, such as along a fitness path with multiple stations.
Disc golf course	Design a course with a minimum nine holes including tee pads, tee signs and baskets. Select heavy-duty baskets intended for extended outdoor use. Include signage with course layout and applicable course rules. Design course with sufficient buffers from active areas within park such as pedestrian pathways and play areas to minimize potential conflicts between flying discs and park users.
Mountain bike pump track	Mountain bike course for riders with features to practice basic

Criteria	Description & Requirements
Skate park	skills of mountain biking such as pumps, rollers, berms and jumps. Provide tracks and features suitable for a range of abilities. Develop long-term maintenance plan with local volunteer groups and the Public Works Department to ensure specialized facility can be maintained, to be approved by the Public Works Director. Dedicated areas and features for skateboarders such as bowls, halfpipes, rails, and ramps. Permanent, cast-in-place concrete features are strongly preferred, and prefabricated components may only be used with approval of Public Works Director for specialized applications with an approved long-term maintenance and replacement plan. Install benches and trash receptacles around the perimeter of the skate park.
Community garden plots	Provide a minimum of 10 plots meeting the minimum plot size requirements in the <i>Community Garden Standards</i>. Garden area should be relatively flat, have good solar access, drain well, and have good quality soil. Minimum required amenities should include hose bib(s), yard debris collection area, and equipment storage area for common use. Yard debris and storage areas shall be screened from view of other park users and adjacent properties. Install 4-foot tall, non-sight-obscuring fence with gate around garden perimeter. Post rules for usage at garden entrance, including hours of operation.
Ornamental gardens	Special landscaping areas within park with a particular focus such as a rose garden, pollinator garden, scent garden, or native garden. Provide pedestrian pathways and benches within the garden for access. Work with Public Works Director on plant selection and long-term maintenance plans prior to installation.
Natural amenities and interpretive signage	Dedicated areas for observing or interacting with natural features such as wetlands, streams, significant views, and wildlife areas including bird watching opportunities with educational signage.
Water feature	Active water features may include fountains or spraygrounds that provide opportunities to play in the water. Spraygrounds should be a minimum of 2,000 SF with a variety of features for a range of ages. Interchangeable parts are encouraged for future flexibility. Locate spraygrounds near play areas for continuity of play. Incorporate benches, picnic tables and shade into the sprayground perimeter for caregivers.

Criteria	Description & Requirements
	Passive amenities may include ponds or streams designed as a visual focal point. Stormwater facilities may be developed into water features if designed to provide aesthetic and functional benefits.
Public art	Incorporate sculpture, murals, and other public art. Art should be durable and designed to weather the elements with low maintenance needs.
Additional features	Additional amenities for passive and active recreation are encouraged, to be approved by the Public Works Director.

Additional Resources

- Consultant's Guide to Park Design and Development; Park and Recreation Department, City of San Diego, CA.
- Design Standards for Park and Trail Development (Specifications); Park and Recreation Department, City of Bellingham, WA.
- Final Guidelines for Outdoor Developed Areas; United States Access Board.
- Handbook for Public Playground Safety; Consumer Product Safety Commission.

Standards for Trail System Acquisition & Design

The *Parks & Recreation Comprehensive Plan* prioritizes creation of a recreational trail system as part of the City's network of park and recreation opportunities, and these standards provide additional guidance to ensure development of a quality trail system. Securing trail corridors through neighborhoods as they develop will be particularly important in the upcoming decades of growth forecast for the city. The trail network will also provide additional transportation options to supplement the traditional transportation system detailed in the City's *Transportation Capital Facilities Plan*. The trail network is intended to accommodate a range of trail users, though specific trails within the network will be better suited to some user groups than others. Anticipated trail user groups include:

- Pedestrians, including walkers, runners and those with dogs or strollers
- Cyclists, including road biking and mountain biking
- Equestrians
- People with disabilities

These standards are intended to provide greater detail and specificity to guide development of the trail network mapped in this plan (see page 91) and the general principles for recreational trails (see pages 22-23). The standards in this section are intended to help guide trail development through the land use development process governed by the Ridgefield Development Code (RDC) and trail development initiated by the City. This section describes the general principles for trail corridor alignment and design, with specific design and construction standards for trails further detailed in the *Ridgefield Engineering Standards for Public Works Construction* (Engineering Standards).

Trail Corridor Acquisition Criteria

These criteria set minimum standards for acquisition of land or easements for trail construction through either purchase or dedication.

Criteria	Considerations
Minimum Widths	Optimum corridor width is 44 to 50 feet to provide ample screening of the trail to enhance the user experience and minimize impacts on neighboring properties. Corridor should provide minimum width of 20 to 30 feet depending on trail type, consistent with the Engineering Standards. Easement width should be sufficient to ensure access and to provide for trail turning radii. Wider easements should be considered as needed for: steeply sloped areas, stormwater facilities associated with the trail, guardrails, benches and other trailside amenities.
Access Points	Locate trail corridors and connecting trails to provide public access to trails at regular intervals of one to two miles. Public access may be provided at locations where the trail corridor crosses a public road, via a short spur perpendicular to the main

Criteria	Considerations
Public Access	easement, or a developed trailhead. Trail rights-of-way should ensure and prioritize public access. Preferred option is City ownership of the trail corridor through land dedication or purchase. As an alternative, rights-of-way should be established through easements exclusively for public access as the primary use. Exceptions may be made for rights-of-way with overlapping easements, such as utility corridor or access easements, if utility or other uses will not unduly interfere with trail use or if no other practicable alternative exists.
Critical Areas	Right-of-way for trail development should not be located within wetlands, streams, steep slopes or other critical areas, or their associated buffers, as defined in RDC 18.280. Exceptions may include right-of-way for trails that are mitigated, permitted and approved by City, State and Federal regulatory agencies. Exceptions may also include right-of-way for which additional suitable property is dedicated to the City for mitigation required by RDC 18.280.
Topography	Trail rights-of-way should be sited to avoid extreme grades, in order to facilitate trail construction that conforms to the maximum grades specified in the Engineering Standards. This may require deviation from a straight-line, shortest path alignment to better contour along a steep slope, or provision of a wider easement to allow for switchbacks or other trail construction techniques to minimize trail grade.
Adjacent Uses	Locate corridors through parks and open spaces as a first priority. If corridors are located adjacent to residential uses, evaluate residential lot size and easement width and buffering provided by fences and/or vegetation to provide adequate separation. Corridors located adjacent to commercial and industrial uses shall provide adequate easement width combined with fencing and/or vegetative buffers to minimize impacts on trail users.
Trail Setbacks from Property/Easement Lines	Trail corridors should be sited so that the trail surface itself can be located roughly in the middle of the easement or property, to provide setbacks on either side. The alignment should allow a 5-10-foot setback from the easement or property line to the edge of trail surfacing on both sides. A reduced setback on one side may be appropriate if the corridor is adjacent to open space or parkland, or in other cases where perpetual development restrictions prohibit development of adjacent land next to the trail right-of-way.

Criteria	Considerations
	Trail amenities such as benches or guardrails may be located within the setback.
Roadway Separation	Rights-of-way for trails should be located away from streets, except at trailheads and where the trail crosses the street. Trails generally should be separated from nearby streets by at least one developable lot, or open space corridor with a minimum 20-foot width that provides a similar level of buffering. If no practicable alternative exists to locate the trail away from a parallel street alignment, the right-of-way should be physically separated from motor vehicle traffic by a minimum 6-foot wide landscaping strip or a minimum 4-foot tall fence or similar barrier.

Trail Design Standards and Criteria

These criteria for the three trail types provide an overview of design considerations and are supplemented by the Engineering Standards.

Type	Description	Application Criteria
Type 1 Regional Trails	Multiuse trail intended for heavy use, primarily for pedestrians and cyclists with potential opportunities for equestrian use. Paved trail with a minimum 10-12-foot wide trail surface within a minimum 30-foot easement.	Appropriate for trails outside of critical areas, or where adequate mitigation and permitting can be accomplished. Appropriate for trails intended to form the backbone of the city trail network with connections to secondary trails within the city and to regional trails. Appropriate for trails intended to meet transportation objectives in addition to recreational needs.
Type 2 Connector Trails	Multiuse trail intended for moderate use, primarily for pedestrians with accommodations for cyclists. Potential opportunities for equestrian use if additional easement width is provided. Paved trail with a minimum 8-10-foot wide trail surface within a minimum 25-foot easement.	Appropriate for alignments within critical areas or buffers where a slightly narrower trail is more feasible to develop. Appropriate for trails that connect to Type 1 trails but do not connect onwards to regional trails. Not appropriate for trails intended to serve a transportation function.
Type 3 Local Trails	Trail intended for light to moderate use by pedestrians. Paved trail with a minimum 6-8-foot wide trail surface within a minimum 20-foot easement; exception for unpaved trails in natural settings where there is no feasible option for	Appropriate for trails within neighborhoods that serve a limited service area, and trails that connect from those areas to Type 1 and 2 trails. Appropriate for trails within critical areas or buffers with required permitting and

Type	Description	Application Criteria
	pavement.	mitigation. Appropriate for recreational use but not appropriate for trails intended to serve a transportation function.

Trail types for planned system trails are identified in Figure B-1, Trail System Plan Map by Trail Type. Additional trails, particularly trails proposed within new development to connect to system trails, should be typed according to the application criteria above.

Special Design Considerations

Accessibility for Persons with Disabilities: Design of the trail system must incorporate access for persons with disabilities, though not every trail will be appropriate for all persons with all disabilities. Accessibility along Type 1 and 2 trails should be prioritized, and system design should prioritize continuous lengths of accessible trail and avoid creating disconnected accessible trail segments interrupted by barriers. Trail amenities should support use by persons with disabilities, including ADA-compliant parking spaces at trailheads, restrooms, benches and other furnishings. Trail signage should incorporate detailed information about trail conditions to allow users with disabilities to make informed decisions about how to use the trails.

Critical Areas: In most cases, trail corridors should be sited outside of critical areas and buffers to avoid environmental impacts. However, there may be circumstances where critical areas and buffers cannot be avoided or a route through critical areas and buffers provides opportunities for interesting trail alignments along natural features such as creeks and canyons. Trails should be located in buffers rather than critical areas where feasible, and should only cross critical areas themselves when no practicable alternative exists.

Trail segments that are located in buffers and critical areas should be designed to minimize and mitigate all impacts, and to comply with city, state and federal permitting requirements. Trails should also be designed to accommodate the anticipated use level, which requires selecting low-impact trail construction techniques with high durability factor. Soft-surface trails such as bark chips are not acceptable because of the high annual maintenance costs. Trails shall be designed as boardwalks, bridges or other innovative techniques to provide a durable, low-maintenance, accessible trail surface that minimizes impacts to resources.

Reference *Wetland Trail Design and Construction*, (Forest Service Document #0123-2833-MTDC) for additional trail design techniques.

Equestrian Access: Portions of the trail system should be designed to accommodate and encourage equestrian use. Additional trail design considerations should include a maximum average grade of 10% and additional easement width to accommodate a 5-foot crushed gravel or similar surfaced shoulder for equestrian traffic. Type 1 and 2 trails will likely be most appropriate for equestrian trails. Along the trail, equestrian-specific amenities should include signage on yielding right-of-way to horses. Trailheads should include trailer parking spaces and hitching rails. Reference the *Equestrian Design Guidebook for Trails, Trailheads and Campgrounds* (Forest Service Document #0723-2816-MTDC) for additional design considerations.

Design Criteria for Trail Amenities

These criteria work in concert with the Engineering Standards to guide development of supporting trail features to enhance the user experience.

Criteria	Considerations
Trailheads	Primary trailheads should be located at major trail access points as designated on the trail system map, and may be collocated with parks. Trailhead amenities should include: parking, trailer parking at equestrian trailheads, restrooms, water fountains, signage and trail system maps, trash receptacles, dog waste stations, lighting, bike racks, and benches and/or picnic tables, as feasible or desirable for each specific trailhead. Secondary trailheads should be developed at other trail access points, including where the trail crosses a road. Secondary trailheads should include any of the above amenities deemed necessary, and should include signage and lighting at a minimum.
Roadway Crossings	Provide signage and lighting at locations where trail corridors cross any roadway and provide any additional trailhead amenities consistent with a secondary trailhead as appropriate for the site. Provide pedestrian crossings wherever trails cross an arterial or collector street. Use appropriate design tools for the traffic volume of the roads, whether a simple striped crosswalk or a pedestrian-activated signal.
Signage	Develop and install consistent signage at trailheads, trail junctions, and other trail access points.
Benches	Provide benches and landings at regular intervals along trails, approximately every mile to half-mile. Precise location and spacing should be determined based on opportunities for viewpoints, location of trailheads, and terrain. If benches are sited along a stretch of trail with a grade greater than 5%, the bench and landing area should be located on the uphill side of the trail. Benches and landings should be configured to provide adequate clear space adjacent to the bench to maneuver a wheelchair or other assistance devices. Landings should be surfaced with similar materials as the trail surface. Bench type shall be as specified in the Engineering Standards.
Trash Receptacles	Trash receptacles should be located at trailheads and other locations where they can be easily accessed for maintenance. Dog waste stations should be collocated with trash receptacles.

Criteria	Considerations
Bicycle Racks	Trash receptacle type shall be as specified in the Engineering Standards. Bicycle racks should be located at trailheads along trails expected to attract significant bicycle use. Bicycle racks should be located on a paved area with adequate maneuvering area to allow bike parking. Bicycle racks should be constructed of a secure material and bolted to the ground, and be located in a well-lit area. Bicycle rack type shall be as specified in the Engineering Standards. Staple-style racks are preferred and wave-style racks are prohibited.
Lighting	Pedestrian-scale lighting should be located at trailheads and road crossings, unless existing streetlights provide adequate illumination. Lighting should not be installed along the trail corridor to avoid light and glare impacts to adjacent property owners and to preserve the natural environment along the trail corridor, with the exception of lighting deemed desirable for security. Lighting poles and fixtures shall use LED technology and be as specified in the Engineering Standards.
Fencing	Use fencing to provide separation from adjacent uses where needed, such as to prevent trespassing on private property or access to sensitive areas such as stormwater facilities. Design fencing to minimize its visual prominence as well as to minimize maintenance needs and reduce vandalism potential. Materials such as black or green-vinyl coated chain link are preferred. Solid materials that create a canyon-like effect along the trail corridor should be avoided, such as wood slats, bricks or masonry, and features like barbed wire and razor wire should be avoided. Fence height should be as low as feasible to accomplish separation or screening objectives. Preferred height is four feet up to a maximum of six feet.

Standards for Park and Trail Development

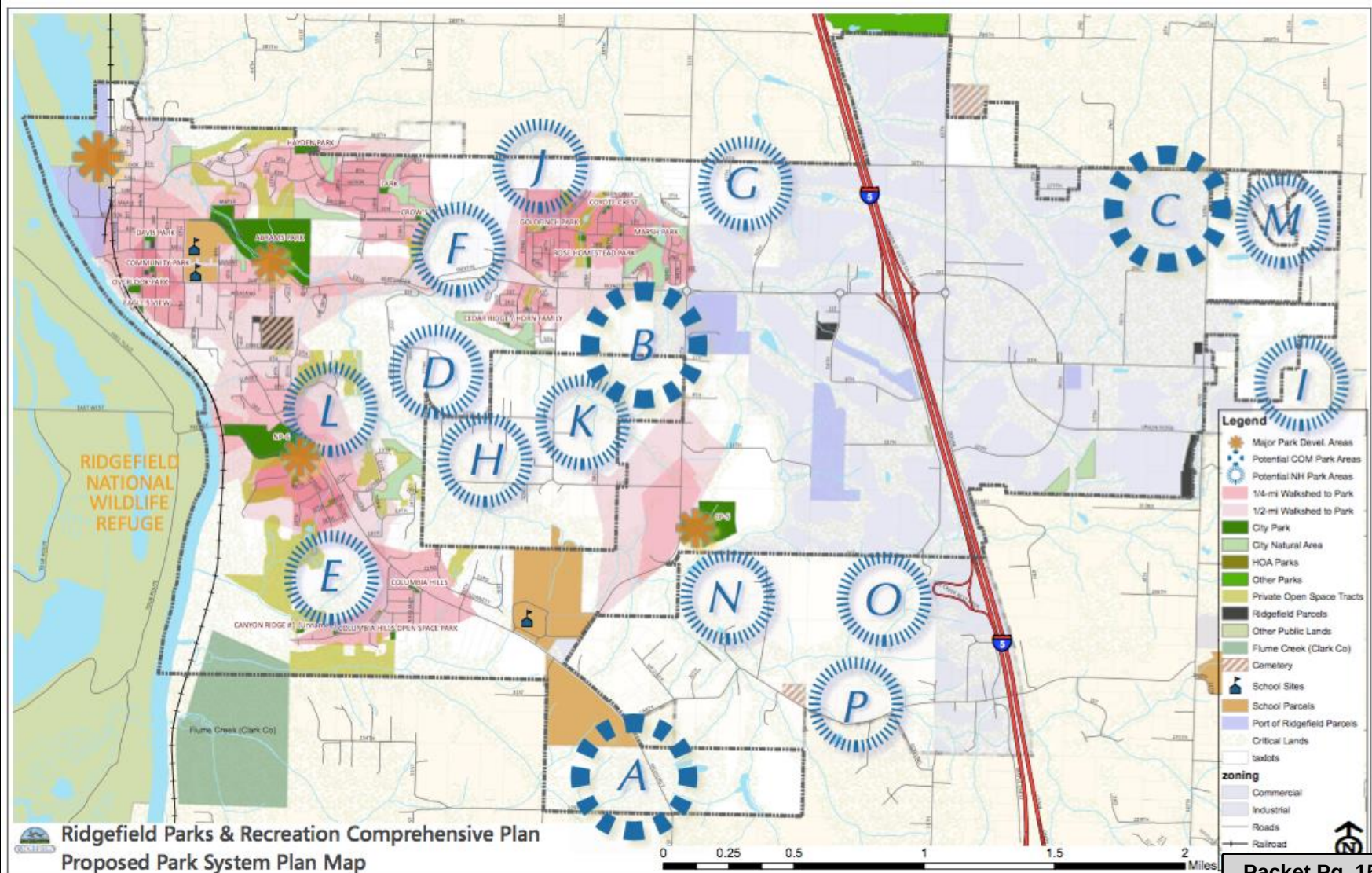


City of Ridgefield City Council
October 13, 2016

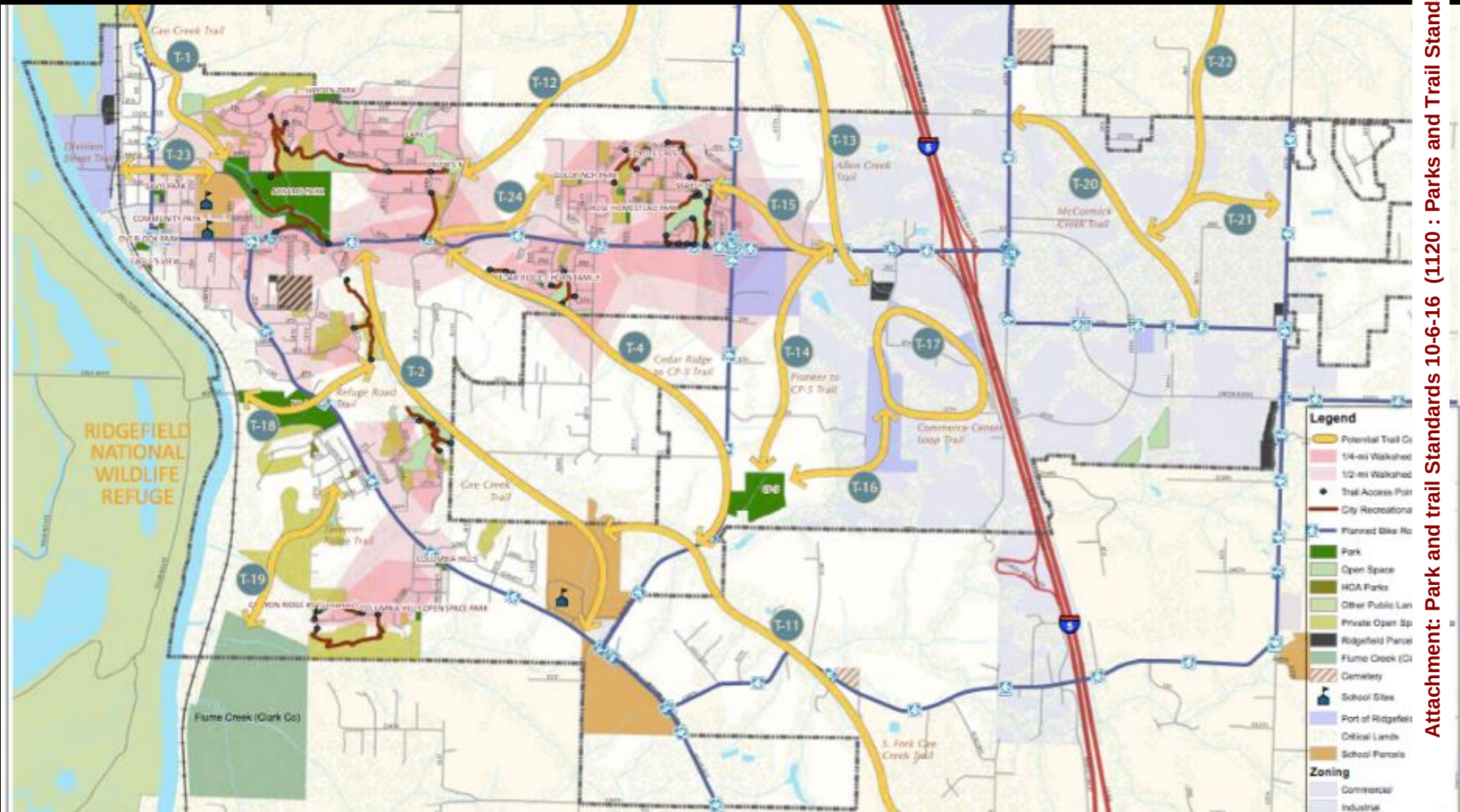
Goal for Park Standards

- Develop tool to guide City acquisition and development of park and trail facilities that:
 - Prioritizes acquisition opportunities
 - Ensures quality development
 - Guides discussions with land developers

Neighborhood Parks Map



Trails Map



Use of Standards

- Tool for design of new developments
- Starting point for discussions between City and developers
- Standards for land use reviews, through RDC
- Guide for potential parkland purchases

Typical Process

- Preliminary PUD plat application
- Requirements for:
 - 25% open space, 12.5% to be developable for parks and trails
 - Main facility, most likely to meet standards for system improvements
 - Dispersed facilities, likely to be local improvements
- Dedication of system improvements at time of final plat, if built to City standards and accepted

Format for Standards

- Appendices to Parks Plan
 - Acquisition criteria for neighborhood parks
 - Development standards for neighborhood parks
 - Development standards for trails
- Combination of minimum standards and guidelines for optional amenities
- Technical elements in Engineering Standards

Park Acquisition Criteria

Characteristics:

Size: 2-4 acres

Configuration:
Minimize slopes

Location: Consistent
with parks plan

Connections:

Vehicle connection:
100-feet of frontage
with on-street
parking

Pedestrian
connection: Connect
to sidewalk and trail
network

Compatibility:

Infrastructure:
Utilities available to
site

Land Uses: Residential
areas preferred

Environment:
Minimize impacts to
critical areas

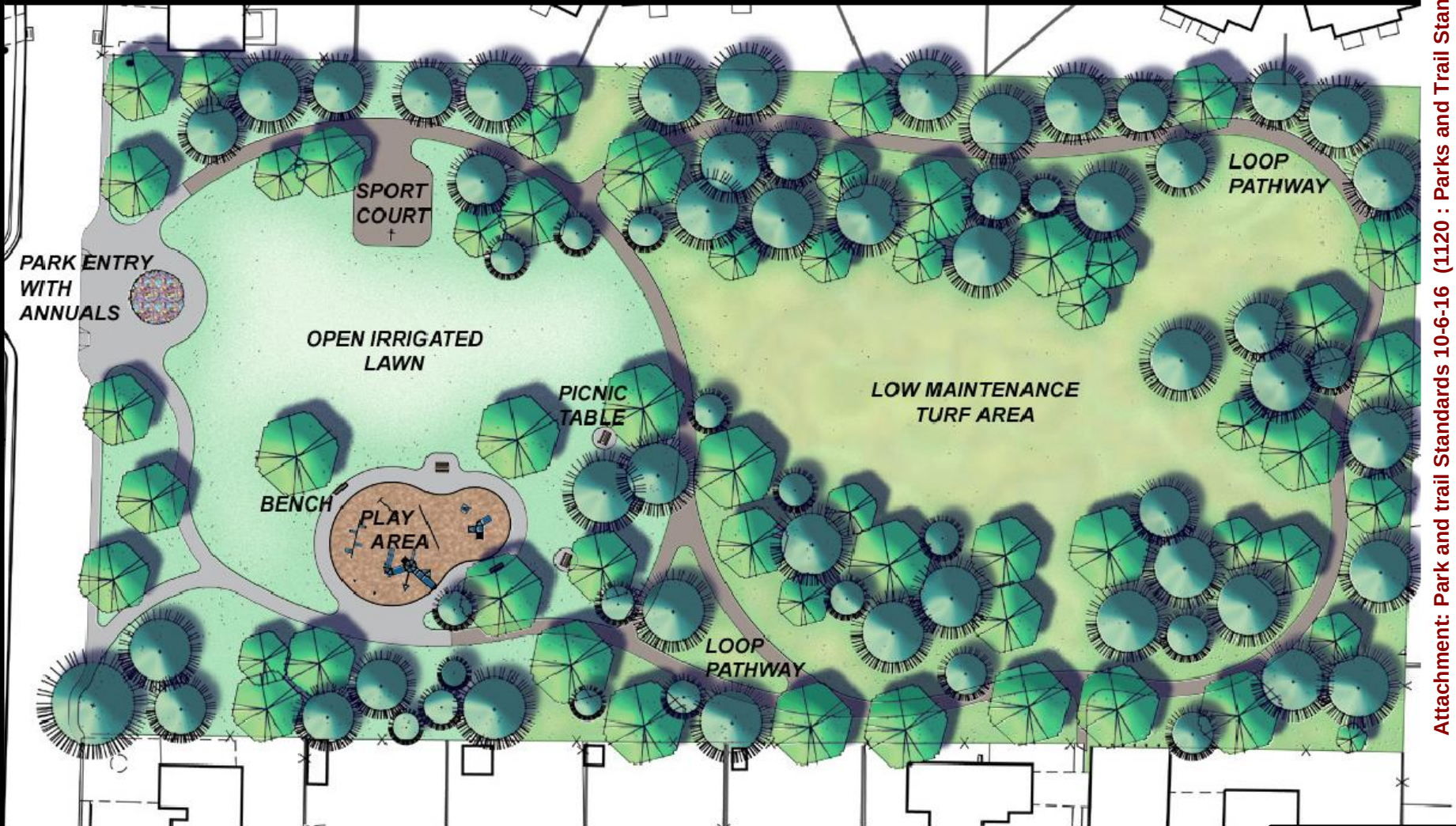
Minimum Park Design Features

- Site improvements: frontage, entrances, signage and landscaping
- Pedestrian pathways: primary and secondary
- Required Furnishings
 - Water Fountain
 - Benches
 - Trash receptacles
 - Picnic tables
 - Lighting

Optional Amenities

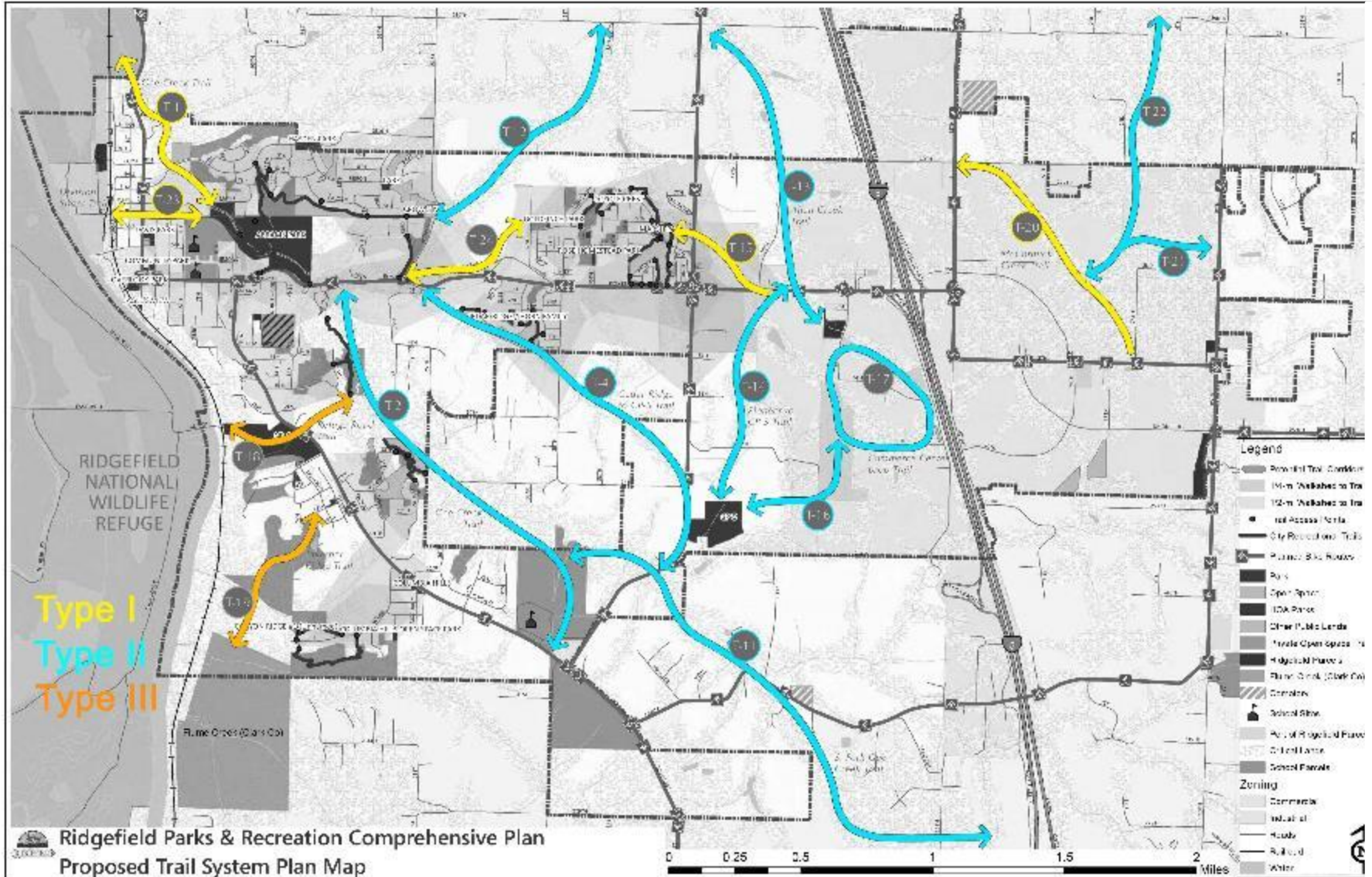
- Restroom
- Off-street parking area
- Picnic shelter
- Play Area
- Sport field
- Off-leash dog area
- Sport court
- Alternative recreation court
- Fitness stations
- Disc golf course
- Mountain bike pump track
- Skatepark
- Community garden plots
- Ornamental gardens
- Natural amenities
- Water features, spraygrounds
- Public art

Balance of features



Trail Design Standards

Trail Type	Characteristics	Trail Description
Trail Type 1: Regional	Provides major community and regional connections Most heavily used	Paved 10-12 ft width 2 ft shoulders 30-foot easement Publicly owned
Trail Type 2: Connector	Provides community connections Moderate use Primarily pedestrian use, with some cycle traffic	Paved on unpaved, depending on context 8-12 ft width 2 ft shoulders 25-foot easement Publicly owned
Trail Type 3: Local	Appropriate for trails within subdivisions and linking to the trails More localized use	Paved or unpaved 6-8 ft width 1 ft shoulders 20-foot easement



Conclusion & Wrap-Up

- Resolution to adopt standards into Parks Plan
- Complementary Engineering Standards
- Partnership between City and developers to implement through development process
- Opportunity to build high-quality facilities

Questions?