



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, October 12, 2017
Ridgefield Community Center
210 N. Main, Ridgefield, WA 98642**

I. STUDY SESSION - 6:00 P.M.

- 1. 2018 Preliminary Budget Presentation - 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 all items not subject to a specific Public Hearing 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 Claims And/Or Payroll**
- 2. Approval of Minutes from the September 21 and 28, 2017 Meeting**

V. PRESENTATION

- 1. Clark County Arts Commission Update - Barbara Wright**
- 2. Complete Streets Update - Bryan Kast, Public Works Director**

VI. BUSINESS

- 1. Second Reading of Ordinance No. 1241 – Heritage Trees-Jeff Niten, Community Development Director**
- 2. Motion - Approval Award of Citywide Pavement Repair - Bryan Kast, Public Works Director**

VII. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and First Reading of Ordinance No. 1245 – Self-Storage Regulations -Jeff Niten, Community Development Director**

VIII. PUBLIC COMMENT

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

IX. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

- 1. Council**

2. Mayor

Proclamation - National Disability Employment Awareness Month

Proclamation - National Red Ribbon Week

3. City Manager

X. EXECUTIVE SESSION

1. Collective Bargaining pursuant to RCW - 42.30.140(4)(a)

XI. FROM THE COUNCIL

XII. ADJOURN

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: October 12, 2017
ITEM: STUDY SESSION - 5:30 P.M.
AGENDA ITEM TITLE: 2018 Preliminary Budget Presentation

GOVERNING LEGISLATION:

PREVIOUS COUNCIL ACTION TAKEN:

SUMMARY/BACKGROUND:

BUDGET/FINANCIAL IMPACTS:

RECOMMENDED ACTION OR MOTION:

STAFF CONTACT: Kirk Johnson, Finance Director
ATTACHMENTS: 2018 Preliminary Budget - Draft 10.12.17 (PDF)



2018 Budget Preliminary Budget - Draft

October 12, 2017



2018 Budget Agenda

- Budget Calendar
- Budget Adjustments
- 2018 Preliminary Budget Summary
- Utility Rate Change Options
- Next Steps



2018 Budget Calendar

Week of	May	June	July					Aug				Sept				Oct					Nov				Dec			
			3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25
City Council Goals/Retreat		6/12/2017																										
Management Initiatives/Goals Retreat		6/22/2017																										
Update Equipment Replacement Model		Completed																										
Update Indirect Cost Plan		Completed																										
Review Budget and Financial Policies		No Changes																										
Review Economic Conditions						27th																						
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																		12th										
Adopt Final Budget																												
Conduct Hearing on Revenue Sources																			2nd									
Draft Final Budget																												
Adopt Property Tax Levy																				2nd		16th						
Update Utility Rates																				2nd		16th						
Final Budget and Conduct Hearings																						16th			7th			
Executive Management Meetings						25th					31st				26th			17th										
Budget Advisory Committee Meetings (2pm)							3rd					7th				5th			26th									
City Council Work Sessions								10th						21st			12th			2nd								



2018 Preliminary Budget Adjustments

- Removed initiative request for a Plans Review Specialist from Community Development Operating Budget and adjusted revenue estimate
 - Justification – Due to City of La Center not wanting to sign a long term agreement for inspection services
- Reallocated the request for a temporary staff position for trail maintenance to operating expense for RORC
 - Justification – Due to RORC completion August 2018. City will be responsible for 60% of operating cost
- Remove Police Department Facility expansion
 - Justification - Due to initial cost estimates
- Working on final numbers for carry over for 35th & Pioneer Roundabout Construction



2018 Preliminary Budget Recommendations from Budget Advisory Committee

- Add an additional \$10,000 to the events budget for one-time capital purchases
- Recommend additional discussion on removal of the capital project item for the Police Department Facility expansion



2018 Preliminary Budget

		<i>Beginning Fund Balance</i>	<i>2018 Budgeted Revenue</i>	<i>2018 Budgeted Expense</i>	<i>Ending Fund Balance</i>
Operating Funds					
001	General Fund	\$ 2,467,353	\$ 6,458,490	\$ 6,206,427	\$ 2,719,417
101	Street Fund	36,946	652,830	683,732	6,043
406	Water Operating	1,326,914	2,010,217	1,862,371	1,474,760
407	Sewer Operating	210,252	739,058	739,008	210,302
408	Stormwater Operating	440,083	610,718	777,568	273,234
Total Operating		4,481,548	10,471,313	10,269,105	4,683,755
Special Revenue Funds					
105	Real Estate Excise Tax	4,768,027	1,010,000	5,158,000	620,027
111	Drug Fund	4,392	1,075	-	5,467
114	Park Impact Fee	3,678,121	754,577	4,426,000	6,698
115	Traffic Impact Fee	233,971	698,920	900,000	32,891
416	Water Utility SDC	4,431,709	1,072,050	2,298,090	3,205,670
Total Special Revenue		13,116,219	3,536,622	12,782,090	3,870,752
Debt Service Fund					
200	Debt Service	910,000	410,224	1,320,224	-
Total Debt Service		910,000	410,224	1,320,224	-
Capital Project/Equipment Replacement Funds					
300	General Capital Projects	595	17,509,050	17,509,000	645
410	Water Utility Capital Projects	9,283	2,080,010	2,080,000	9,293
412	Storm Utility Capital Projects	-	350,000	350,000	-
501	Equipment Replacement (ERF)	163,029	118,410	88,400	193,039
Total Capital/ERF		172,907	20,057,470	20,027,400	202,977
Total Budget		\$ 18,680,674	\$ 34,475,628	\$ 44,398,819	\$ 8,757,483



2018 Preliminary Budget

Water Utility Rate Change Options

- Average based on 1,600 cf of usage per bi-monthly billing. Water rates include funding for operations and repair and replacement of existing capital
- Water rate change per existing rate model, 3% for inflation. Revenue increase of \$48,812. General Fund tax increase of \$3,905. Average bi-monthly increase of \$1.68 including tax
- Buy down water rate increase due to growth, 1.5%. Revenue increase of \$24,406. General Fund tax increase \$1,952. Average bi-monthly increase of \$0.84 including tax
- No rate change due to continued growth in 2018. Potential for higher than inflationary rate changes in the future



2018 Preliminary Budget

Monthly Water Utility Rate Comparison Clark County

Agency	Water	Utility Tax	Monthly Avg.	Notes
Ridgefield 2018	25.96	8.00%	28.14	a
Ridgefield 2018	25.57	8.00%	27.72	b
Ridgefield 2018	25.18	8.00%	27.30	c
Battle Ground	25.20	16.00%	29.23	
Camas	23.40	0.00%	23.40	
Clark County Unincorporated	23.80	0.00%	23.80	d
La Center	23.80	3.00%	24.51	d, e
Vancouver	24.37	24.90%	24.37	f
Washougal	30.97	10.00%	30.97	g

a) Option 1 - Per rate model inflationary rate increase of 3%

b) Option 2 - Buy down rate increase using growth. 1.5% increase.

c) Option 3 - Buy down rate increase using growth. No rate increase in 2018

d) Water offered through Clark Public Utilities

e) La Center approved addition of utility tax effective October 2017

f) The City of Vancouver includes taxes in the rates and does not break them out externally

g) The City of Washougal includes taxes in the rates and does not break them out externally



2018 Preliminary Budget

Storm Water Utility Rate Change Options

- Storm Water rates include funding for operations, repair and replacement and new capital projects. Utility taxes not assessed on Storm Water rates
- Storm Water rate change per existing rate model, 5.25% to \$17.32 per bi-monthly billing. Revenue increase of \$78,849. Average bi-monthly increase of \$0.86 per EDU
- Storm Water rate increase of 6.3 % to \$17.50 per bi-monthly billing. Proposed in conjunction with buy down of water rates to 1.5% or no increase. Revenue increase of \$84,809. Average bi-monthly increase of \$1.04 per EDU



2018 Preliminary Budget

Monthly Storm Water Utility Rate Comparisons Clark County

Agency	Storm	Utility Tax	Monthly Avg	Notes
Ridgefield 2018 a	8.66	0.00%	8.66	a
Ridgefield 2018 b	8.75	0.00%	8.75	b
Battle Ground	9.83	16.00%	11.40	
Camas	11.16	0.00%	11.16	
Clark County Unincorporated	3.92	0.00%	3.92	c
La Center	-	0.00%	-	
Vancouver	9.65	24.90%	9.65	e
Washougal	15.74	0.00%	15.74	f

a) Option 1 - Per rate model increase of 5.25%

b) Option 2 - Companion to water rate buy down. Increase of 6.3%

c) Storm Water rate inside urban growth area of unincorporated Clark County

d) The City of Vancouver includes taxes in the total rates and does not break them out externally



2018 Baseline Budget Next Steps

- November
 - Final draft of budget available to public
 - Revenue hearings 11/2 6:30 PM
 - Property tax levy and utility rates 11/2 and 11/16 6:30 PM
 - Conduct public hearing on budget 11/16 6:30 PM
- December
 - Conduct public hearing on budget 12/7 6:30 PM
 - Adopt 2018 operating and capital budget
 - Transmit 2018 budget to MRSC and State Auditor



THANK YOU

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: October 12, 2017
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 12 2017 Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: October 12, 2017

4.1.a

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ALLEGIANCE FLEX ADVANTAGE	2453	0000219013	Genl Govt/Facilities	Medical FSA	98.92
		931596658	Genl Govt/Facilities	Medical FSA	7.63
		932137646	Genl Govt/Facilities	Medical FSA	143.00
		932174891	Genl Govt/Facilities	Medical FSA	192.00
		204823736	Genl Govt/Facilities	Medical FSA	148.51
ALLEGIANCE FLEX ADVANTAGE Total					590.06
AMERICAN WATER WORKS ASSOCIATION	27	7001419153	Public Works	American Water Works Assoc. Renewal-Brunson	345.00
AMERICAN WATER WORKS ASSOCIATION Total					345.00
ARAMARK UNIFORM SERVICES	32	863090063	Genl Govt/Facilities	City Hall/PD/PW/CDD Floor Mats	7.09
			Public Safety	City Hall/PD/PW/CDD Floor Mats	4.47
			Public Works	City Hall/PD/PW/CDD Floor Mats	3.91
			Community Development	City Hall/PD/PW/CDD Floor Mats	3.92
		863100396	Genl Govt/Facilities	City Hall/PD/PW/CDD Floor Mats	7.09
			Public Safety	City Hall/PD/PW/CDD Floor Mats	4.47
			Public Works	City Hall/PD/PW/CDD Floor Mats	3.91
			Community Development	City Hall/PD/PW/CDD Floor Mats	3.92
		863100397	Genl Govt/Facilities	PW Uniforms and Floor Mats	2.00
			Public Works	PW Uniforms and Floor Mats	44.53
			Community Development	PW Uniforms and Floor Mats	0.70
			863090064	Genl Govt/Facilities	PW Uniforms and Floor Mats
		Public Works		PW Uniforms and Floor Mats	44.53
		Community Development		PW Uniforms and Floor Mats	0.70
ARAMARK UNIFORM SERVICES Total					133.24
B AND L PAPER COMPANY	2165	24889	Genl Govt/Facilities	City Hall Paper Towels/TP/Hand Soap	239.00
B AND L PAPER COMPANY Total					239.00
BLAIRCO INC	1493	17-88364	Genl Govt/Facilities	707 Abrams Park Rental House Maintenance	379.13
BLAIRCO INC Total					379.13
BYBEE BRETT	UB*00044	4	Genl Govt/Facilities	Refund Check	28.93
BYBEE BRETT Total					28.93
CITY OF BATTLE GROUND	92	941	Judicial	Public Defender Costs	500.00
CITY OF BATTLE GROUND Total					500.00
CLAIRE LUST	2782	2782-201710-01	Community Development	Mileage Reimbursement - APA WA Planning Conf.	151.94
		2782201709-01	Community Development	Meals Per-diem - APA WA Planning Conf.	84.00
CLAIRE LUST Total					235.94
CLARK AND SONS EXCAVATING INC.	2848	2848-GCT-2	Genl Govt/Facilities	Gee Creek Trail Project - Less 5% Retainage	(7,226.15)
			Public Works	Gee Creek Trail Project - Less 5% Retainage	156,662.93
CLARK AND SONS EXCAVATING INC. Total					149,436.78
CLARK COUNTY	102	130008050	Public Works	August 2017 - Lab Analysis & Biosolids Disposal	6,069.34
		31010000	Public Safety	4th Qtr 2017 Per Capita Fees	1,469.75
CLARK COUNTY Total					7,539.09

Attachment: October 12 2017 Claims Report (Approval of Claims And/Or Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: October 12, 2017

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CLARK COUNTY TREASURERS OFFICE	554	214026000-2017	Public Works	2nd Half 2017 Tax - 214026000	163.50
		214014000-2017	Public Works	2nd Half 2017 Taxes - 5054 Pioneer St	91.39
CLARK COUNTY TREASURERS OFFICE Total					254.89
CLARK PUBLIC UTILITIES	110	110-201710-05	Public Works	109 W Division St - Electricity	2,661.26
		110-201710-09	Public Works	City Park/Water Well	3,825.07
		110-201710-04	Public Works	109 W Division St - Electricity	121.18
		110-201710-08	Public Works	301 N 3rd Ave	98.94
			Community Development	301 N 3rd Ave	77.74
		110-201710-02	Genl Govt/Facilities	230 Pioneer Ave	215.86
		110-201710-03	Public Works	N 1st Cir & N 65th Ave - Park & Ride	62.66
		110-201710-01	Public Safety	116 N Main Avenue	173.90
		110-201710-10	Public Works	214 S Riverview Dr	34.66
		110-201710-06	Public Works	400 N Abrams Park Rd	1,282.64
		110-201710-07	Public Works	N Abrams Park/E Division	144.03
CLARK PUBLIC UTILITIES Total					8,697.94
COMDATA NETWORK INC.	1101	20277221	Genl Govt/Facilities	PW/CDD Fuel - XN173	66.32
			Public Works	PW/CDD Fuel - XN173	1,199.63
			Community Development	PW/CDD Fuel - XN173	266.69
		20277224	Public Safety	PD Fuel - XN795	943.22
COMDATA NETWORK INC. Total					2,475.86
COMPULINK MANAGEMENT CENTER INC.	2648	20170930PS	Genl Govt/Facilities	Professional Service Work - Finance/CDD/HR	(1,334.42)
			Public Works	Professional Service Work - Finance/CDD/HR	6,500.96
			Community Development	Professional Service Work - Finance/CDD/HR	4,868.59
			Information Technology	Professional Service Work - Finance/CDD/HR	5,850.87
COMPULINK MANAGEMENT CENTER INC. Total					15,886.00
CORE & MAIN LP	2906	H860452	Public Works	Meter Replacement Program Supplies	1,509.79
CORE & MAIN LP Total					1,509.79
CORRECT EQUIPMENT INC.	2891	36077	Genl Govt/Facilities	707 Abrams Park Rental House Maintenance	3,830.31
CORRECT EQUIPMENT INC. Total					3,830.31
DEPARTMENT OF ECOLOGY	144	2018-WAR305145	Public Works	35th Ave Roundabout-Stormwater Construction Permit	1,089.00
		2018-WA0023272	Public Works	2018 Semi-Annual Wastewater Permit Fee	2,373.84
DEPARTMENT OF ECOLOGY Total					3,462.84
DEPARTMENT OF LICENSING	0154	RG0000204-2017	Genl Govt/Facilities	CPL Fees - Michaelson	18.00
DEPARTMENT OF LICENSING Total					18.00
DEPARTMENT OF LICENSING	154	RG0000205-2017	Genl Govt/Facilities	CPL Fees - Kenworthy	18.00
DEPARTMENT OF LICENSING Total					18.00
DIANA & RALPH MCKENZIE	2902	PLZ-17-0102	Genl Govt/Facilities	Refund PLZ-17-0102	150.00
DIANA & RALPH MCKENZIE Total					150.00
DKS ASSOCIATES	1565	64586	Public Works	On Call Services - RORC	340.00
			Community Development	On Call Services - Ridgefield Middle School	340.00
DKS ASSOCIATES Total					680.00
EASTTY GARY & MARYANN	UB*00041	2	Genl Govt/Facilities	Refund Check	50.09
EASTTY GARY & MARYANN Total					50.09
ELITE COLLISION CENTER INC.	2878	17406	Genl Govt/Facilities	Vehicle Repair - 2015 F-350 - Crockford	28.80

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ELITE COLLISION CENTER INC.	2878	17406	Public Works	Vehicle Repair - 2015 F-350 - Crockford	1,411.08
ELITE COLLISION CENTER INC. Total					1,439.88
FERGUSON ENTERPRISES INC # 8423	181	0582243-4	Public Works	Water Meters - Meter Replacement Program	10,261.47
		606065	Public Works	Water Meter Supplies	72.50
FERGUSON ENTERPRISES INC # 8423 Total					10,333.97
FRED CRIPPEN	191	0191201710-01	Public Works	Meals Per-diem - Advanced Electrical Controls	51.00
FRED CRIPPEN Total					51.00
FRIX TECHNOLOGIES	2824	17092803	Community Development	CDD Document Scanning	41,536.59
FRIX TECHNOLOGIES Total					41,536.59
H.D. FOWLER COMPANY	2036	C419234B	Public Works	Repayment of credit that was used twice in error.	57.43
		I4647207	Public Works	Stormwater Supplies	488.89
H.D. FOWLER COMPANY Total					546.32
HAMER ELECTRIC INC	213	40010	Public Works	Smoke Detector Installation - Abrams Well	293.76
HAMER ELECTRIC INC Total					293.76
HARRY'S LAWN AND POWER EQUIPMENT	214	128250	Public Works	Storm Equipment Maintenance	132.69
HARRY'S LAWN AND POWER EQUIPMENT Total					132.69
HERON RIDGE HOA	UB*00042	7	Genl Govt/Facilities	Refund Check	398.18
HERON RIDGE HOA Total					398.18
HONEY BUCKETS	223	550359690	Genl Govt/Facilities	Credit - Big Paddle Port-a-Potty's	(234.14)
		550436510	Genl Govt/Facilities	Credit - Big Paddle Port-a-Potty's	(85.15)
		550373819	Genl Govt/Facilities	Credit - Big Paddle Port-a-Potty's	(149.00)
		550357268	Genl Govt/Facilities	Big Paddle Port-a-Potty's	1,139.29
HONEY BUCKETS Total					671.00
INDX INC.	1755	2017249	Genl Govt/Facilities	Storage Unit Monthly Rent	450.00
INDX INC. Total					450.00
INTOXIMETERS INC.	2904	575769	Public Safety	Alcohol Testing Equipment	500.27
INTOXIMETERS INC. Total					500.27
J.L. STOREDAHL AND SONS	558	223049	Public Works	Water & Streets - 3/4" Rock	178.67
J.L. STOREDAHL AND SONS Total					178.67
JAMES STRICKLER	489	0489-201710-01	Public Works	Reimbursement for Exam Fee & Testing - WWTP	185.00
JAMES STRICKLER Total					185.00
JESSICA KIPP	2099	2099-201710-01	Genl Govt/Facilities	Mileage Reimbursement - Events	51.25
JESSICA KIPP Total					51.25
JOHN BROOKS	2793	2793201710-01	Public Safety	Meals Per-diem - FBI National Academy Training	38.00
JOHN BROOKS Total					38.00
KITTELSON AND ASSOCIATES INC.	2441	90738	Public Works	5th Avenue Improvements	3,050.94
KITTELSON AND ASSOCIATES INC. Total					3,050.94
L.N. CURTIS AND SONS	2828	INV127727	Public Safety	Police Department Supplies	454.39
L.N. CURTIS AND SONS Total					454.39
LARCH CORRECTIONS CENTER	2088	LCC1708.534	Public Works	Parks/Streets/Storm Area Clean Up	1,657.62
LARCH CORRECTIONS CENTER Total					1,657.62
LES SCHWAB TIRES WOODLAND	272	42600254810	Community Development	CDD Vehicle Maintenance - 2012 F150	111.22
LES SCHWAB TIRES WOODLAND Total					111.22
LINDSAY REGAN	2238	2238201709-01	Community Development	Meals Per-diem - WSAPT Fall Conf.	161.00

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City of Ridgefield
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LINDSAY REGAN Total					161.00
LYNCH JANITORIAL AND CLEANING LLC	2197	2032	Genl Govt/Facilities	Janitorial Service - September 2017	202.67
			Public Safety	Janitorial Service - September 2017	159.92
			Public Works	Janitorial Service - September 2017	113.98
			Community Development	Janitorial Service - September 2017	163.10
LYNCH JANITORIAL AND CLEANING LLC Total					639.67
MALLORY SAFETY AND SUPPLY LLC	285	4328597	Genl Govt/Facilities	Rain Gear - Arends/Kauffman/Crockford	55.26
			Public Works	Rain Gear - Arends/Kauffman/Crockford	673.22
MALLORY SAFETY AND SUPPLY LLC Total					728.48
MARIUS L MALATTIA	1817	1817-201710-01	Community Development	Commercial Plan Reviews	907.50
MARIUS L MALATTIA Total					907.50
MARK O BROWN	567	2017-10	Genl Govt/Facilities	Lobbyist - September 2017	1,500.00
MARK O BROWN Total					1,500.00
MARY ANN STALTER	2903	2903-201710-01	Genl Govt/Facilities	Park Refundable Deposit	100.00
MARY ANN STALTER Total					100.00
MERCHANT TRANSACT	2901	27826290	Public Works	July 2017 Merchant Transact gateway fees	37.96
		27850718	Public Works	August 2017 - Merchant Transact gateway fees	107.11
		27800358	Public Works	June 2017 - Merchant Transact gateway fees	64.34
		27878084	Public Works	September 2017 - Merchant Transact gateway fees	36.03
MERCHANT TRANSACT Total					245.44
MINUTEMAN PRESS	1432	78860	Finance	Notary Stamp - Giles	38.40
MINUTEMAN PRESS Total					38.40
MORRIS RICK	UB*00046	5	Genl Govt/Facilities	Refund Check	137.70
MORRIS RICK Total					137.70
MUNICIPAL CODE CORP.	1185	295677	Genl Govt/Facilities	Codification	213.96
MUNICIPAL CODE CORP. Total					213.96
NAPA AUTO PARTS	498	7080	Genl Govt/Facilities	Vehicle Maint - Brunson	1.05
			Public Works	Vehicle Maint - Brunson	20.03
		6709	Public Safety	PD Vehicle Maint - King's Vehicle	21.08
		7066	Public Works	Parks Equip Maint & Streets Supplies	83.42
NAPA AUTO PARTS Total					125.58
NEW DAY ARBORIST	2557	2557-201710-01	Public Works	Deadwood Removal from 5 Black Walnuts - Overlook	6,070.40
NEW DAY ARBORIST Total					6,070.40
NORTHSTAR CHEMICAL INC.	1019	109915	Public Works	Chemicals - Sodium Hypochlorite	1,355.27
NORTHSTAR CHEMICAL INC. Total					1,355.27
NORTHWEST NATURAL GAS	315	315-201710-02	Public Works	PW Shop - Natural Gas	24.55
		315-201710-01	Public Safety	Police Department - Natural Gas	15.90
NORTHWEST NATURAL GAS Total					40.45
NORTHWEST STAFFING	522	4080743	Public Works	Temp Services - Lopez - Week Ending 9/17/2017	1,049.44
		4080943	Public Works	Temp Services - Lopez - Week Ending 9/24/2017	1,049.44
NORTHWEST STAFFING Total					2,098.88
OFFICIAL PAYMENTS CORPORATION	1701	INT00000051636	Public Works	E-pay Fees	13.65
OFFICIAL PAYMENTS CORPORATION Total					13.65
ON-HOLD CONCEPTS INC	2217	439898	Information Technology	On Hold Music Service	24.95

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ON-HOLD CONCEPTS INC Total					24.95
PACIFIC OFFICE AUTOMATION	1564	56219209	Public Works	PW FTE/CDD Copier Lease	163.63
			Community Development	PW FTE/CDD Copier Lease	163.64
		56219621	Genl Govt/Facilities	City Hall Copier/PW Printer Lease	732.22
			Public Works	City Hall Copier/PW Printer Lease	46.79
			Community Development	City Hall Copier/PW Printer Lease	1.61
PACIFIC OFFICE AUTOMATION Total					1,107.89
PALADIN DATA SYSTEM CORPORATION	668	2401120	Community Development	SMARTConnect Merchant Svcs. Connect/Ann. Maint Fee	4,148.45
PALADIN DATA SYSTEM CORPORATION Total					4,148.45
PBS ENGINEERING AND ENVIRONMENTAL	342	0071069.000-1	Public Works	S. 45th/Royle Rd. Improvements	14,195.50
		0070940.001-10	Public Works	RORC - Phase II	81,079.28
		HDJ4083.002-19	Public Works	35th Avenue Roundabout Design Phase 2	17,350.41
PBS ENGINEERING AND ENVIRONMENTAL Total					112,625.19
PETTY CASH	495	0495-201710-01	Genl Govt/Facilities	Petty Cash Reimbursement	35.02
PETTY CASH Total					35.02
PRAIRIE ELECTRIC	350	331702	Public Safety	Police Department Electrical Work	155.01
PRAIRIE ELECTRIC Total					155.01
REFLECTOR	369	100512	Community Development	Notice of Type II Review - 11th St. - Ad#100512	102.73
		100240	Community Development	Public Hearing Notice - Green Building - Ad#100240	97.40
		100196	Genl Govt/Facilities	Public Hearing - Heritage Trees - Ad#100196	61.71
		100239	Community Development	Public Hearing Notice - Self Storage - Ad#100239	96.32
		100342	Community Development	Public Hearing - Gee Creek - Ad# 100342	81.16
		100336	Community Development	SEPA DNS - Union Ridge - Ad #100336	113.63
		100045	Community Development	Public Hearing - Kemper	127.71
REFLECTOR Total					680.66
RHOADS TOM	UB*00047	1	Genl Govt/Facilities	Refund Check	175.57
RHOADS TOM Total					175.57
ROTH STEVEN	UB*00043	3	Genl Govt/Facilities	Refund Check	94.41
ROTH STEVEN Total					94.41
RPM NORTHWEST	2832	3871	Public Works	Crane Truck Maintenance	188.23
RPM NORTHWEST Total					188.23
S&P GLOBAL RATINGS	2892	11336662	Public Works	Analytical services - Bonding	15,000.00
S&P GLOBAL RATINGS Total					15,000.00
SKAMANIA COUNTY SHERIFF'S OFFICE	1554	1554-201709-01	Public Safety	Jail Beds	55.00
SKAMANIA COUNTY SHERIFF'S OFFICE Total					55.00
SULLIVAN TAMMIE	UB*00045	6	Genl Govt/Facilities	Refund Check	121.35
SULLIVAN TAMMIE Total					121.35
SW WASHINGTON CHAPTER - ICC	646	0646201710-03	Community Development	SWWICC Annual Fall Seminar Reg - Newbill	175.00
		0646-201710-01	Community Development	SWWICC Fall Seminar Reg - Perry	175.00
		0646-201710-02	Community Development	SWWICC Annual Fall Seminar Reg - Wilson	175.00
SW WASHINGTON CHAPTER - ICC Total					525.00
TAPANI INC	420	15778	Public Works	RORC Mass Grading and Utilities	1,285,520.97
TAPANI INC Total					1,285,520.97
TEST AMERICA LABORATORIES INC	825	58106973	Public Works	WWTP Lab Analysis	304.50

Attachment: October 12 2017 Claims Report (Approval of Claims And/OR Payroll)

City of Ridgefield
Claims Payment Report
For Approval on: October 12, 2017

4.1.a

TEST AMERICA LABORATORIES INC Total					304.50
THE GOODYEAR TIRE AND RUBBER COMPANY	1857	44934888	Public Safety	PD Vehicle Maintenance	1,167.36
THE GOODYEAR TIRE AND RUBBER COMPANY Total					1,167.36
THE MASTERS TOUCH LLC	1786	5170565	Public Works	Utility Billing Envelopes Stock	267.31
THE MASTERS TOUCH LLC Total					267.31
THE PARR COMPANY	964	26381947	Public Works	Water Supplies - Sign Backing	34.85
		26381381	Public Works	Trails Supplies	9.76
		26380934	Public Safety	PD Shed Maint & Trails Supplies	139.55
			Public Works	PD Shed Maint & Trails Supplies	12.89
		26381194	Public Works	Trails Supplies	12.89
		26381654	Public Works	Parks Supplies	140.91
		26382338	Public Works	Streets Supplies	6.70
		26382273	Public Works	Trails Supplies	11.56
		26382003	Public Works	Water Supplies - Sign Post	41.48
		26380945	Public Works	Streets Supplies	6.70
		26381379	Public Works	Streets Supplies	16.75
		26381272	Public Works	Trails Supplies	12.89
THE PARR COMPANY Total					446.93
TRACY BLEHM	809	0809-201710-02	Human Resources	Mileage Reimbursement - Blehm - HR Conf. in Bend	185.11
		0809-201710-01	Human Resources	Mileage Reimbursement - Blehm	86.96
TRACY BLEHM Total					272.07
TRIBECA TRANSPORT LLC	747	COR-1711	Public Works	Sludge Hauling	1,525.00
TRIBECA TRANSPORT LLC Total					1,525.00
UNIT PROCESS COMPANY	1819	220/55004430	Public Works	Well Maintenance	915.76
		220/55004397	Public Works	Well Maintenance	3,432.21
UNIT PROCESS COMPANY Total					4,347.97
USA BLUEBOOK	444	367756	Genl Govt/Facilities	PW Shop & Water Supplies	4.24
			Public Works	PW Shop & Water Supplies	464.35
			Community Development	PW Shop & Water Supplies	2.36
		367199	Public Works	Chemicals - Water	232.69
		363850	Public Works	Water Supplies	87.98
USA BLUEBOOK Total					791.62
WA STATE DEPARTMENT OF TRANSPORTATION	688	RE44JD15670L014	Public Works	35th Ave Roundabout - Review & Inspection	289.64
WA STATE DEPARTMENT OF TRANSPORTATION Total					289.64
WASHINGTON CITIES	732	14004	Public Safety	Notary Bond - Steele-Hoots	40.00
WASHINGTON CITIES Total					40.00
WASHINGTON STATE PATROL	463	I18001355B	Genl Govt/Facilities	CPL Background Checks	48.00
WASHINGTON STATE PATROL Total					48.00
WESTLIE FORD INC.	1639	FOCS105465	Community Development	CDD Vehicle Maint - 2012 F150	641.70
WESTLIE FORD INC. Total					641.70
Grand Total					1,703,517.82

Attachment: October 12 2017 Claims Report (Approval of Claims And/Or Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: October 12, 2017

ITEM: CONSENT AGENDA

AGENDA ITEM TITLE: Approval of Minutes from the September 21 and 28, 2017 Meeting

AGENDA ITEM TITLE:

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

GOVERNING LEGISLATION:

Not applicable

PREVIOUS COUNCIL ACTION TAKEN:

Not applicable

SUMMARY/BACKGROUND:

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

BUDGET/FINANCIAL IMPACTS:

Not applicable

RECOMMENDED ACTION OR MOTION:

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

1. "I move to approve the consent agenda"

STAFF CONTACT: Julie Ferriss, City Clerk

ATTACHMENTS: 09-21-2017 (PDF)
09-28-2017 (PDF)



CITY OF RIDGEFIELD, WASHINGTON
City Council MEETING MINUTES
September 21, 2017

Special Meeting - 5:30 PM

GENERAL SESSION CALL TO ORDER - 5:30PM

Flag Salute - [5:31 PM](#)

ROLL CALL

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

LATE CHANGES TO THE AGENDA

BUSINESS

1. Presentation: 2018 Budget - Initiatives and Capital Projects - [5:32 PM](#)

Finance Director Kirk Johnson presented 2018 budget initiatives and capital projects to City Council.

ADJOURN - [7:06 PM](#)

Julie Ferriss, City Clerk

Ron Onslow, Mayor

Attachment: 09-21-2017 (Approval of Minutes)



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

September 28, 2017

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

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

ROLL CALL

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

LATE CHANGES TO THE AGENDA

Consideration of a letter to Clark County Community Planning regarding removal of Jefferson Davis Highway Marker from Clark County Historic Register.

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

Jim Routing - HOA President with Gee Creek Estates
Working with John Girad on Quill Hill development
Agreement reached in regards to the fence between phase 2 and recreation area

David Mason - Resident in Gee Creek Estates
Clarification in regards to Quill Hill development - confirming that business today is just in regards to phase 1
Understanding that phase 2 and 3 have not be submitted yet

Sandy Schill - Resident/Main Street Program/Octoberfest Organizer
Thank you to the City for partnership on Octoberfest event

James Guild - Resident
Resident since 2005
Have 18' fishing boat parked in the 3rd car slab
Citation was received regarding the parking of the boat in the driveway
Storage is limited in town

Attachment: 09-28-2017 (Approval of Minutes)

Please consider reviewing the code and accommodating residents

Alan Moditz - Resident

Have a travel trailer

We don't have good storage area in this area

Trailer is not blocking any views

This whole issue is between two neighbors and dragged the whole neighborhood into it

Please consider reviewing the code

Dennis Stclair - Resident

Concerns regarding the same issue

Never received copies of the Ordinance and was not aware of the code

I can't park my boat in my driveway

There's no place to store boats/trailers in Ridgefield or that I can afford

I don't like getting letters and being threatened by the City I support

Michael Fogoros - Resident

Concerns regarding the same issue

Received 2 letter because of my travel trailer that's parked in my driveway

Requesting council to revised the code to have trailers/boats in the driveway

Tom Griebe - Resident

Reviewed the Ordinance prior to moving in and only found that trailers could not be parked out in the street

Received notification from the City regarding my trailers being parked in the driveway

Code is not clear and not in the right place

Setback concerns

Don't understand the rational for this, this is not a health or safety issue

Please revise the code

Steve Jackson - Non Resident

Questioning of Paradise Found Estates concept proposal

Wetlands buffer concerns

Lots density concerns

Like the idea of the park, what about parking?

What's the maintenance and management of the park?

Improvement of the dam

Things need to be thought out

Nathan McCann - School Superintendent

Invitation to City Council - dedication of the art installation on the Union Ridge B building at 2pm on October 7th

Kathy Winters - Resident

Invitation to City Council - Garden Club dedication of the monolith and plaque, October 7th at 10AM

Chris Dudle - Resident

Statement read into the record regarding the Clark County Historic Preservation Commission to discuss de-listing the Jefferson Davis Park

Meeting to consider de-listing will be held on Tuesday, October 3rd at 6PM, Vancouver City Hall

Staff Response - The original adoption of the code which prohibits boats/trailers in the driveways was adopted in 1995, Ordinance No. 676

CONSENT AGENDA - MOTION APPROVE AS PRESENTED

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

1. Approval of Claims And/Or Payroll
2. Approval of Minutes from September 14, 2017 Meeting

PRESENTATION - [7:00 PM](#)

1. Pioneer North Concept Plan

Section 5 of the annexation and development agreement required the submittal of a conceptual plan within one year of the effective date of the annexation. The owner agreed to submit a conceptual plan showing location of future homes, conceptual phasing plan, location of park and trails, streets, water, sanitary sewer, and other public improvements.

Jamie Howsley Attorney/Representative presented the concept plan to City Council.

City Council conducted discussion on the Pioneer North concept plan and provided feedback.

BUSINESS - [7:24 PM](#)

1. Second Reading of Ordinance No. 1244 –Amendment to Ridgefield Municipal Code Chapter 10.12 (Parking)-John Brooks, Police Chief

After recognizing that our current city ordinance is static and does supply room for growth despite the growth of the community. Additionally, the ordinance does not provide for a method to deal with abandoned or derelict vehicles. There have been three meetings involving members of the community to help refine the parking ordinance in a way that is useful for citizens and reasonable in its application. Once the parking stakeholders completed their process, the ordinance was reviewed by the city attorney and then the planning commission prior to being submitted to the City Council for approval.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1244 AS PRESENTED.

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

2. Motion - Approval of Quail Hill Final Plat - [7:30 PM](#)

Quail Hill phase 1 received preliminary plat approval (PLZ-07-0024) on July 11, 2007 and requested an extension of approval in early 2017. Extension of the preliminary plat approval was granted by City Council with the adoption of Ordinance 1228 in March, 2017. The Ridgefield Hearing Examiner issued a Final Order approving the preliminary plat for Quail Hill Subdivision in Union Ridge (PLZ-07-0024). The plat is subject to the Union Ridge Master Plan Development Agreement effective June 30, 2005. The plat is also subject to the development agreement made between the city of Ridgefield and Quail Construction, LLC. The project proposes to subdivide the 9.02-acre parcel into 61 townhouse lots ranging from 3,238 sq. ft. to 5,772 sq. ft. The Final Plat must demonstrate compliance with the findings and conditions of approval in the Final Order, post-decision reviews and with applicable City regulations and

standards. The private improvements required for the subdivision are complete and the applicant is required to post a bond equal to 120% of the remaining public improvements. The bond amount is \$745,045.23. Other conditions of approval are listed in the memo.

MOTION: MOVED TO APPROVE QUAIL HILL FINAL PLAT AS PRESENTED.

Council member Wertz - This is a misappropriation of job intended land, nothing negative in regards to the process of the development or the developer.

RESULT:	ADOPTED [6 TO 1]
MOVER:	David Taylor, Councilor
SECONDER:	John Main, Councilor
AYES:	Onslow, Taylor, Wells, Stose, Main, Day
NAYS:	Wertz

PUBLIC HEARING/BUSINESS

1. Public Hearing and First Reading of Ordinance No. 1241 – Heritage Trees-Jeff Niten, Community Development Director

Part of the 2017 Planning Commission work program included research and development of a Heritage Tree ordinance for the city. Staff has undertaken research into various tree protection and Heritage Tree ordinances throughout the state to find qualities of those regulations that would fit Ridgefield's unique character and goals. During the May 3rd Planning Commission meeting Commission members and staff discussed various provisions and applicability to Ridgefield. The Planning Commission held a Public Hearing on June 7, 2017 and recommended approval of a draft code. After the Public Hearing on July 13 and second reading on July 27 the Council directed staff to research various aspects of the draft code, and offered suggestions about improvements to the draft. Staff has completed the requested changes and prepared a new draft for Council to consider.

Mayor opened the hearing: 7:51PM

Kathy Winters - Resident

Concerns about this idea - trees have a life

Having a heritage tree is a great idea but what if its rotten and falls down

Roy Garrison - Resident

I'm aware of a stump on a cedar tree that they used springboard to fall it, it's on public property. Could that be concerned heritage situation?

Sharol Mitchell - Resident

What about heritage buildings?

Mayor closed the hearing: 7:55PM

First reading conducted.

PUBLIC COMMENT - [7:55 PM](#)

Cynthia Carlson - Non Resident

Copy of the comments submitted into the record regarding Paradise Found

Concerns regarding notifications regarding this meeting, previously noted deficiencies from the pump station, Pioneer Place and Cedar Creek subdivision

Also concerns regarding no vehicle ingress or egress, water, landscape, screening and buffers, N 35th Avenue, trailmaking through my property

Janis Myev - Non Resident

My property is above phase 2 of the proposed Paradise Found

I don't want the paradise to be lost within the development

Questions regarding the extension of 35th Avenue North

I would like the development not to happen

Please walk the property

Barb Kusic - Non Resident

Concerns regarding the stormwater run off

COUNCIL/PRESIDING OFFICER/STAFF REPORTS

Council - 8:08 PM

Council member Main - Attended briefing with City Manager.

Council member Taylor - Attended pipeline safety committee, staffed lions club booth at Experience Ridgefield, briefing with City Manager.

Council member Stose - Kudos to Jeff Niten and staff for Gee creek sub area plan open house.

Council member Day - Attended CREDC board meeting, briefing with City Manager.

Council member Wertz - Attended Gee Creek sub area plan open house, briefing with City Manager.

Council member Wells - Attended 7 meeting and DCWA meeting.

Mayor

Mayor - Attended budget meeting, AWC Mayor's exchange conference.

City Manager

City Manager Steve Stuart - letter regarding Removal of Jefferson Davis Highway Marker from Clark County Historic Register addressed to Clark County Community Planning read into the record.

City Council discussion; Council member Wertz suggested removal of the first sentence of the second paragraph.

MOTION: Council member Main moved to approve letter addressing Removal of Jefferson Davis Highway Marker from Clark County Historic Register as presented.

SECOND: Council member Taylor

Yes: Council Main, Day, Stose, Taylor and Mayor Onslow

No: Council member Wells and Wertz

Motion passed

City Attorney Janean Parker - Growth Management Hearings Board is scheduled for October 3rd, 9AM at the Ridgefield Community Center.

Community Development Jeff Niten - Gee creek plateau sub area plan public hearing with Planning Commission is October 4th, arts district grant application submitted.

Public Works Director Bryan Kast- New water conservation sign posted on Pioneer.

Finance Director Kirk Johnson - Investment portfolio report presented, Abrams house purchase closing update, budget meeting is on October 5th, Finance Department Kaizen is scheduled for next week.

Deputy City Manager Lee Knottnerus - no report.

Police Chief John Brooks- Thank you for the approval of the parking Ordinance, coffee with cops is scheduled on October 4th at Liberty Theater.

FROM THE COUNCIL

ADJOURN - [8:30 PM](#)

Julie Ferriss, City Clerk

Ron Onslow, Mayor

Attachment: 09-28-2017 (Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: October 12, 2017
ITEM: PRESENTATION
AGENDA ITEM TITLE: Complete Streets Update

GOVERNING LEGISLATION:

Title 12 of the Ridgefield Municipal Code

PREVIOUS COUNCIL ACTION TAKEN:

Approval of Resolution 495 – Complete Streets Policy

SUMMARY/BACKGROUND:

“Complete Streets” refers to a policy and planning approach that ensures that streets are planned, designed, constructed and maintained in a way that accommodates users of all forms of transportation including pedestrians, cyclists and users of public transportation. In 2011 Washington State passed a Complete Streets Bill (HB 1071) creating a program that would provide grants to communities that met appropriate criteria, including having an adopted Complete Streets Policy. In September of 2015 the City adopted a Complete Streets Policy. The Complete Streets policy requires the Public Works Department, as lead agency, to submit an annual report detailing the City’s progress toward implementation and realization of the goals of the Complete Streets Policy. The attached report addresses the reporting requirements stated in the policy.

BUDGET/FINANCIAL IMPACTS:

None

RECOMMENDED ACTION OR MOTION:

Staff requests that the Council discuss and provide feedback on the City’s Complete Streets Policy and annual report.

STAFF CONTACT: Bryan Kast, Public Works Director
ATTACHMENTS: 2017 Complete Streets Annual Report (DOCX)

Complete Streets Annual Report

The City of Ridgefield adopted a Complete Streets Policy by Resolution 495 (Resolution) on September 10, 2015. The Complete Streets Resolution requires the Public Works Department, as lead agency, to submit an annual report detailing the City's progress toward implementation and realization of the goals of the Complete Streets Policy. The three sections below address the reporting requirements stated in the Resolution.

1. Baseline and Updated Performance Measures

Performance Measures 1-4

Most new infrastructure in the City is development driven, due to Standards that require all new development comply with the City's Complete Streets policy. Table 1 below provides a summary performance measures 1 through 4, as described in Section F of the Resolution.

Table 1 Updated Performance Measures			
Project	New Bicycle Infrastructure (ft)	New Pedestrian Infrastructure (ft)	New Curb Ramps
Cedar Creek	250	3,466	4
Pioneer Place	1,200	3,750	10
Quail Hill Phase 1	0	4,358	11
Total	1,450	11,574	25

Performance Measure 5

Performance measure 5 requires bicycle and pedestrian counts at key locations, including high need areas. High need areas are defined as:

- Any census tract in which the median household income is less than 80% of the statewide average median based on the most current census tract-level data from the U.S. Census Bureau American Community Survey.
- Any area within one mile of a school.
- Any area that has high use by pedestrian and/or bicycles.

A map showing all areas within a 1 mile radius of a school is included as Figure 1 in Appendix A. These areas encompass most of Ridgefield and include all other areas meeting the definition of a high need area as defined above.

Since the high need areas encompass most of the City, counts have not yet been conducted. Counts may be conducted in the future as part of the planning process for specific improvements within the defined high need areas.

Performance Measure 6

Performance measure 6 is the commute mode percentages as provided by the American Community Survey conducted by the U.S. Census Bureau. The survey estimated that Ridgefield had 2,539 workers, age 16 and over, commuting to work in 2015, the most recent year for which data is available. This is actually a slight decrease from the 2,556 workers estimated in the 2014 data. The mean commute time for a Ridgefield worker was 33.1 minutes, a slight decrease from the 2014 estimate of 33.5 minutes. Table 2 summarizes the estimated numbers and percentages of workers commuting by various means of transportation.

Table 2				
Commute Mode Percentages				
	2014		2015	
Description	Total	Percentage (%)	Total	Percentage (%)
Total Workers	2,556	100	2,539	100
Car, Truck, Van-drove alone	2,188	85.6	2,015	79.4
Car, Truck, Van- carpooled	198	7.7	340	13.4
Public Transportation	0	0.0	0	0.0
Walked	16	0.6	15	0.6
Other means	16	0.6	0	0.0
Worked at home	138	5.4	170	6.7

Performance Measure 7

Performance measure 7 is the percentage of transit stops accessible via sidewalks and curb ramps. Currently, Ridgefield has only two transit stops, one located in downtown and the other at the park and ride near I-5. Both transit stops are ADA accessible.

Performance Measure 8

Performance measure 8 is the number, locations, and cause of collisions, injuries, and fatalities, by mode of transportation. The data available from the Ridgefield Police Department includes number and locations of collisions, and if there were injuries or fatalities. No information regarding the cause of collisions or if bicycles or pedestrians were involved is available.

During the period of October 1, 2016 through October 1, 2017 there were a total of 45 collisions, with 11 resulting in injury. No fatalities were reported. Generally, the collisions were spread throughout the City, however Table 3 lists intersections that had multiple collisions in either the 2016 or 2017 reporting periods, or both:

Table 3 Intersections with Multiple Collisions				
	10/1/2015-10/20/2016		10/1/2016-10/1/2017	
Intersection	# of Collisions	# of Injury Collisions	# of Collisions	# of Injury Collisions
Mill Street and Railroad Ave	0	0	2	0
Pioneer Street and 4 th Ave	3	0	0	0
Pioneer Street and 45 th Ave	2	1	2	0
Pioneer Street and 56 th Place	3	1	4	0
Pioneer Street and 65 th Ave	2	0	2	0
Pioneer Street and I-5	2	0	1	1
Union Ridge Parkway and S 85 th Ave	4	2	1	1
Union Ridge Parkway and S 5 th Street	0	0	4	2
S Timm Road and S 6 th Street	0	0	2	1

The full collision report is included in Appendix B.

Performance Measures 9 and 10

Measures 9 and 10 are:

- The total number or rate of children walking or bicycling to school as data is available
- Vehicle Miles Traveled (VMT) or Single Occupancy Vehicle (SOV) trip reduction as data is available

Coordination with the local school district through the Safe Routes to School program will be the source of the rate of children walking or bicycling to school. An estimate of children walking or bicycling to the High School was obtained as part of early planning for the Hillhurst Trail (project is currently on hold, pending funding). It was estimated that only 14 children walk or bike to the high school.

The City established a vehicle miles traveled reduction policy, which incorporates a commute Trip Reduction program, in the 2016 Comprehensive Plan Update. Data is not yet available on the results of these policies.

2. Summaries

The second reporting requirement of the Resolution requires a summary of various aspects of implementation. Each item requiring a summary is listed below in bold, with the summary directly following.

- a. All Transportation Projects planned or undertaken and their status, including a full list and map, with clear identification of which projects are located in High Need Areas.**

Current transportation projects are summarized in Table 4. Maps showing the location of the listed project are included as Figures 2 through 6 in Appendix A.

Table 4 Project Summary		
Project	Status	High Need Area
N. 4 th Place Improvements	Complete	Yes
Main Avenue Overlay	Complete	Yes
Gee Creek Trail-Abrams Park to Heron Drive	Under Construction	Yes
Gee Creek Trail-Heron Drive to Main Street	Pre-Design	Yes
John Hudson Trail	Pre-Design	Yes
Downtown Access Project	Design	Yes
Smythe Road Trail	Design	No
Reiman Road Guardrail	Complete	Yes
Pioneer/35 th Roundabout	Under Construction	No
S.45 th Avenue/ S. Royle Road Improvements	Design	Partial
S 5 th Avenue Improvements	Complete	Yes
Hillhurst Improvements	Design	Yes
Hillhurst and Royle Intersection Improvements	Design	Yes

b. All exceptions granted pursuant to Section E of this Policy, including identification of exceptions granted in High Need Areas

No exceptions to the policy have been granted.

c. The progress made in achieving the benchmarks for High Need Areas developed pursuant to Section D(5)

Section D(5) of the Resolution requires that Public Works shall identify an existing process or develop a new process that allows for public participation in decisions concerning the design, planning, and use of streets and roadways covered by the Complete Streets Policy.

The City recently completed the Comprehensive Plan Update, the Multimodal Transportation Plan, and the Downtown Circulation Plan. During the updates to these plans, public participation was invited by holding community meetings. Public input was incorporated into the formation of the policies established by these Plans. No further public participation is specifically sought for small projects that comply with the objectives and policies established in the Plans. Additional community meetings and public comment periods are held for large projects.

d. Updates to street design standards, internal department and agency manuals and procedures, zoning and municipal codes, and land use plans, pursuant to Sections D(1)-(3)

Sections D(1)-(3) address the incorporation of the Complete Streets Policy into all City codes, standards, plans and staff training.

As mentioned above, the City has completed the Comprehensive Plan Update, the Multimodal Transportation Plan, and the Downtown Circulation Plan in the last year. The Comprehensive Plan incorporated the Complete Streets Policy, and the Multimodal and Downtown Circulation Plans were created specifically to implement the Complete Streets Policy. The ideas and philosophy behind the Complete Streets Resolution have been a part of the City's development code and engineering standards for some time.

Public works staff has completed training offered by the funding agencies for the Complete Streets Program and the Safe Routes to School Program.

e. All funding acquired for projects that enhance the Complete Streets network

Funds have been acquired for the 35th Avenue Roundabout, which will include bicycle and pedestrian improvements. A Community Development Block Grant has been secured for the Downtown Access Project, which targets adding sidewalks and ADA ramps in the residential neighborhood adjacent to downtown. A Federal Lands Access Program grant has been secured for the John Hudson Trail between the City and the Wildlife Refuge. Local funds have been budgeted for the design of the Smythe Road Trail, and 45thAve/Royle Road improvements, and for the construction of the Gee Creek Trail- Abrams to Heron Drive, and Hillhurst Improvements projects. A private donation was also received for the Smythe Road Trail.

All staff trainings and professional development provided pursuant to Section D(4)

Staff trainings are addressed in Section D(3) of the Resolution. As discussed above, public works staff has completed training offered by the funding agencies for the Complete Streets Program and the Safe Routes to School Program.

3. Recommendations

The final reporting requirement for the Complete Streets Resolution asks for recommendations for improving the implementation of the Policy. Implementation of the policy has been successful, and all City Street projects include consideration of pedestrian and bicycle access.

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: October 12, 2017

ITEM: BUSINESS

AGENDA ITEM TITLE: AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON
ADDING Chapters Within Title 18 of the Ridgefield Municipal
Code ADDING CHAPTER 18.840 (HERITAGE TREES).

PREVIOUS COUNCIL ACTION TAKEN:

City Council held a Public Hearing on July 13, 2017 and a second reading on July 27, 2017 for Ordinance 1241. The revised draft was before City Council in a Public Hearing and First Reading before on September 28, 2017.

SUMMARY/BACKGROUND:

Part of the 2017 Planning Commission work program included research and development of a Heritage Tree ordinance for the city. Staff has undertaken research into various tree protection and Heritage Tree ordinances throughout the state to find qualities of those regulations that would fit Ridgefield's unique character and goals. During the May 3rd Planning Commission meeting Commission members and staff discussed various provisions and applicability to Ridgefield. The Planning Commission held a Public Hearing on June 7, 2017 and recommended approval of a draft code.

City Council held a Public Hearing on July 13 and second reading on July 27. the Council directed staff to research various aspects of the draft code, and offered suggestions about improvements to the draft. Staff has completed the requested changes and prepared the attached draft.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

Staff recommends Council adopt Ordinance No. 1241 by making the following motion:

"I move to adopt Ordinance No. 1241, as presented."

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: Heritage Tree Ordinance V.7 (DOCX)
Main and Maple (JPG)
Main and Division (JPG)
Oak (JPG)
Old_apple_tree (JPG)

ORDINANCE NO. 1241**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON ADDING CHAPTERS WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL CODE ADDING CHAPTER 18.840 (HERITAGE TREES).**

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, 1178, 1230, and 1232; and

WHEREAS, the Ridgefield Planning Commission, after conducting public meetings and public hearings on the additions to Title 18 on June 7, 2017, 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 May 24, 2017 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on May 23, 2017 the City of Ridgefield issued a Determination of Non-significance regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the public comment period expired on June 7, 2017 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 July 13, 2017; 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 July 27, 2017; 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 adds certain Chapters to Title 18 set forth below in the manner set forth in Exhibit A, attached hereto and incorporated by this reference:

Adds Title 18, Chapters: 18.840, Heritage Trees.

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 12th DAY OF OCTOBER, 2017.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Basarab,
Deputy City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: September 28, 2017

Second Reading/Passage: October 12, 2017

Date of Publication:

Effective Date:

EXHIBIT A:

Amendments of Title 18 of the Ridgefield Municipal Code

HERITAGE TREES

18.840.010 – Purpose and Intent

The purpose of this Chapter is to ensure that the City and any areas that may become part of the City will continue to realize the benefits provided by its heritage trees, and to establish a process and standards which will minimize uncontrolled cutting or destruction of heritage trees.

18.840.020 - Heritage Tree Inventory

- A. The City shall develop an inventory of Heritage Trees that shall satisfy the criteria of this section. The initial inventory shall be the responsibility of the Community Development Director (Director) and shall be updated annually. The City Council, Planning Commission, Parks Board, Homeowner Association, a property owner, or any person may recommend to the City that a tree be designated a Heritage Tree.
- B. The Heritage Tree designation may be applied to a tree or grove of trees.
- C. The City Council shall hold at least one public hearing on the proposed designations. The City shall notify each property owner by certified or registered mail when a tree on the owner's property has been proposed for designation to the Heritage Tree Inventory. The notice and a response form shall be mailed at least 30 calendar days prior to the public hearing. The owner of the property may object to such designation in writing to the City Council prior to the public hearing or at the public hearing.
- D. After the City Council completes its hearing, it shall establish a list of Heritage Trees based on the criteria found in this section. Decisions of the City Council may be appealed to the Hearings Examiner by any aggrieved party.

18.840.030 - Criteria

- A. For any individual tree or grove of trees to be listed as a Heritage Tree(s), it must be in an apparently healthy growing condition and one or more of the following exist:
 - 1. The tree has a diameter (at breast height) of 36 inches or greater;
 - 2. The tree has a distinctive size, shape, or location, or is of a distinctive species or age which warrants a Heritage Tree status;
 - 3. The tree possesses exceptional beauty which warrants a Heritage Tree status;
 - 4. The tree is distinctive due to a functional or aesthetic relationship to a natural resource, such as trees located along stream banks or trees located along ridge lines; OR
 - 5. The tree has a documented association with a historical figure, property, or significant historical event.
- B. A grove may be considered for Heritage Grove Status if it is apparently in a healthy growing condition and one or more of the following criteria:
 - 1. The grove is relatively mature and is of a rare or unusual nature containing trees that are distinctive either due to size, shape, species or age;

2. The grove is distinctive due to a functional or aesthetic relationship to a natural resource, such as trees located along stream banks, or trees located along ridge lines; OR

3. The grove has documented association with a historical figure, property, or significant historical event.

18.840.040 - Heritage Trees Development Review

A. When development is proposed for property which may contain a Heritage Tree, and the Director determines that the proposed development may affect a Heritage Tree, the property owner must have a tree preservation plan prepared by a qualified professional demonstrating how the Heritage Tree will be protected and preserved. A Heritage Tree shall be preserved unless the City Council determines that the tree may be removed based on the removal criteria for Heritage Tree in the following section.

B. A tree preservation plan shall be composed of the following:

1. A site plan indicating the location of Heritage Trees.
2. The methods to be used to preserve the Heritage Trees.
3. If a Heritage Tree is proposed for removal, a narrative statement outlining the reasons why the Heritage Tree should be removed.
4. A mitigation plan indicating the replacement trees or additional new trees to be placed on the site. The mitigation plan should demonstrate, to the extent possible, that the character of the site will not substantially change as the result of development.

C. Site design adjustments may be allowed in some cases, as follows:

1. The Director may grant a variance to front, side, and/or rear yard setback standards by up to 20 percent to retain a Heritage Tree(s). The adjustment shall be the minimum necessary to accomplish preservation of trees on site and shall not conflict with the Uniform Building Code or other adopted ordinances or conditions placed on the property.
2. The Director may grant a 10 percent variance to the lot size and/or a ten percent variance to the lot width and/or lot depth standards in approving a short plat or other land division if necessary to retain Heritage Trees. The Director may accept a preliminary plat application and recommend approval to the hearing body of a plat which provides for similar variance to lot size, width and depth standards if necessary to retain Heritage Trees.

18.840.050 Removal of a Heritage Tree.

A. Except for the provisions in this section, no person may cut or remove a Heritage Tree without obtaining approval from the City Council. The tree removal permit shall be approved if one of the criteria is satisfied:

1. Retention of the tree would make reasonable use of the property allowed under the current zoning impractical or impossible in that the development would not be allowed to meet the maximum density allowed by the applicable zoning or would require special design features that would significantly increase the cost of development by 10 percent or more.

2. The removal is necessary to accommodate a new improvement, structure or remodeled structure, and no alternative exists for relocation of the improvement on the site, or that variances to setback provisions of the Development Code will not allow the tree to be saved or will cause other undesirable circumstances on the site or adjacent properties.

3. The tree is hazardous, diseased or storm damaged and poses a threat to the health, safety or welfare of the public.

4. The tree has lost its importance as a Heritage Tree due to damage from natural or accidental causes, or is no longer of historic or natural significance.

5. The tree needs to be removed to accomplish a public purpose and no practical alternative exists.

B. The limb structure, or crown, of a Heritage Tree may be pruned in any one year period without obtaining approval from the Director, provided that at least 80 percent of the existing tree crown remains undisturbed. Any person who wishes to prune a Heritage Tree in excess of 20 percent of the existing crown shall obtain approval from the Director subject to the following conditions:

1. The protected tree shall be pruned following acceptable arboricultural standards.

2. The tree shall be pruned in a manner which ensures safety to public and private property and shall be done by a qualified professional.

3. Any other conditions necessary to ensure compliance with the requirements of the community development plan.

18.840.060 Non-Compliance, Penalty, and Enforcement.

Any violation of the terms of Chapter 18.840 shall be independent. Each tree involved in the violation constitutes a separate offense. Upon discovery of a violation, the City shall notify the violator of the alleged violation and of the procedures and potential penalties associated with said violations.

The City Manager, or designee, shall make a determination of whether the violation was knowing, willful and intentional on the part of the violator. If the City Manager determines that there is ample reason to believe that the violation was accidental or unintentional, the violator shall be permitted the opportunity to mitigate the violation through voluntary compliance process as found in subsection (1) of this section. Intentional violators shall be subject to penalties as listed on subsection (2) of this section as well as the tree replacement requirements of subsection (1)(a) of this section.

A. Voluntary Compliance Process. A voluntary compliance agreement shall contain the following:

1. A commitment by the violator to submit and carry out a tree replacement program that is approved by the City Manager, or designee. The agreement shall require at minimum the planting of replacement trees at a 1:1 inch per inch (DBH) ratio to the trees removed in violation of this Chapter. The size and quality of the mitigation nursery stock shall be approved by the City. If the applicant's property is deemed inadequate in size to accommodate the replacement trees, then a fee may be paid into a fund dedicated to parks maintenance at the minimum rate for installation of a 1.75 inch caliper tree to City standards.

2. Trees that have been planted as part of a mitigation planting will not be covered by the minimum thresholds for trees requiring a permit for removal.
- B. Penalties. Any person or organization causing the illegal removal of a tree who does not enter into a voluntary compliance agreement may be fined a sum not to exceed the equivalent of three times the appraised value of the tree based on the latest revision of the Council of Tree and Landscape Appraisers evaluation method but in any case an amount not less than \$500.00 per violation.







6.1.e

Attachment: Old_apple_tree (Heritage Trees)

Packet Pg. 48

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: October 12, 2017

ITEM: BUSINESS

AGENDA ITEM TITLE: Motion - Approval Award of Citywide Pavement Repair

GOVERNING LEGISLATION:

Revised Code of Washington Title 35 – Cities and Towns

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The City's annual budget includes funds for street repair. This year the majority of these funds will be dedicated to patching work to repair damage caused by the winter freeze/thaw cycle. The work will be concentrated on main S. 9th and Hillhurst, S. 5th Street and N. 65th Ave in decreasing order of priority. Bids on the project were due on October 4th, and the City received two bids.

BUDGET/FINANCIAL IMPACTS:

The Precision Paving Plus bid of \$67,066.25 is significantly lower than the budgeted amount. Based on the favorable bid price staff recommends that the amount of work be increased to allow more repair work to be completed. Based on the budget and the bid prices approximately 2,000 square yards of repair will be able to be completed.

RECOMMENDED ACTION OR MOTION:

Staff recommends awarding the construction contract to Precision Paving Plus and authorizing staff to execute a change order to expand the amount of work to a total contract amount not to exceed \$125,000. A suggested motion is:

“I move to award the Citywide Pavement Repair project Precision Paving Plus in the amount of \$67,066.25 and authorize staff to execute a change order to bring the total contract to an amount not to exceed \$125,000”

STAFF CONTACT: Bryan Kast, Public Works Director

ATTACHMENTS: City Wide Road Repair Project (PDF)

City Of Ridgefield
City Wide Road Repair Project

Bid Opening Date: Wednesday, October 4, 2017
Location: City Hall
Bid Opening Time: 4PM

Clark & Sons Excavating, Inc

Battle Ground, WA 98604

CCB #CLARKSE851OJ

Precision Paving Plus LLC

Battle Ground, WA 98604

CCB #PRECIPP855DC

Engineer's Estimate

Item No.	Quantity	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	1	LS	Mobilization	\$ 14,000.00	\$ 14,000.00	\$ 10,000.00	\$ 10,000.00	\$ 9,250.00	\$ 9,250.00
2	260	Ton	HMA CL. 1/2 In. PG 64-22	\$ 150.00	\$ 39,000.00	\$ 139.00	\$ 36,140.00	\$ 120.00	\$ 31,200.00
3	1200	SY	Pavement Repair Excavation Including Haul (Dig outs to 4 inches)	\$ 50.00	\$ 60,000.00	\$ 30.00	\$ 36,000.00	\$ 7.00	\$ 8,400.00
4	135	CY	Crushed Base Course	\$ 45.00	\$ 6,075.00	\$ 100.00	\$ 13,500.00	\$ 72.00	\$ 9,720.00
5	1	LS	Erosion and Sediment Control	\$ 10,000.00	\$ 10,000.00	\$ 3,500.00	\$ 3,500.00	\$ 1,000.00	\$ 1,000.00
6	15	CY	Unsuitable Foundation Excavation including Haul	\$ 40.00	\$ 600.00	\$ 140.00	\$ 2,100.00	\$ 19.75	\$ 296.25
7	1	LS	Temporary Traffic Control	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	\$ 7,200.00	\$ 7,200.00
Totals					\$ 139,675.00		\$ 109,240.00		\$ 67,066.25

Bids Tabulated by: Cristy May
Bids Reviewed by: Lisa Blake

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: October 12, 2017

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON
Amending Chapters 18.100 (DEFINITIONS); and 18.205 (USES)
Within Title 18 of the Ridgefield Municipal Code RELATING TO
ZONING REGULATIONS FOR STORAGE FACILITIES AND FURTHER
REPEALING THE MORATORIUM IN EFFECT ON SUCH USES

GOVERNING LEGISLATION:
R.C.W. 36.70A

PREVIOUS COUNCIL ACTION TAKEN:
Ordinance 1238 adopted by City Council on June 22, 2017.

SUMMARY/BACKGROUND:

During City Council consideration of Ridgefield Development Code updates the topic of self-storage facilities was discussed and identified as a concern by several council members. Since July 2016 two self-storage facilities have been permitted in the city, and staff has been approached regarding permit requirements for at least three additional facilities. Because of the rapid expansion of self-storage facilities contemplated in the city and the need for council to consider the overall impact of self-storage uses city wide council adopted Ordinance 1238 which immediately implemented a moratorium on the acceptance, processing or approval of any new self-storage facilities in Ridgefield. The adoption of a moratorium is permitted for 6 months, provided a public hearing is held within 60 days of adoption. Ordinance 1238 was adopted in June, 2017 and the moratorium will end in December, 2017.

A draft of proposed zoning controls applicable to self-storage facilities is attached. The draft has been shared with Columbia River Economic Development Council and staff has not received any comments. The main changes from previous regulatory designs include a limit of 8.32 square feet of self-storage space for each person expected to reside within the city limit over the planning horizon. Today's population estimate under the currently adopted Comprehensive Plan is 25,494 people by 2035. This draft regulatory framework would allow up to 212,111 square feet of self-storage space within the corporate boundary of Ridgefield. There are two facilities under development currently that total 112,172 square feet of self-storage space.

Another feature of the draft proposal requires a Conditional Use permit application to show the facility design meets requirements contained in the draft (no doors facing outward, etc.). A Conditional Use permit application is a public hearing before the Hearings Examiner.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

None. Second reading is scheduled with City Council on November 2, 2017.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: Self storage code update v2 (DOCX)
18.205.020___Master_use_table. Ex B v2 (DOCX)
18.205.030___Limitations. Ex C v2 (DOCX)

ORDINANCE NO. 1245**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON AMENDING CHAPTERS 18.100 (DEFINITIONS); AND 18.205 (USES) WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL CODE RELATING TO ZONING REGULATIONS FOR STORAGE FACILITIES AND FURTHER REPEALING THE MORATORIUM IN EFFECT ON SUCH USES**

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, 1178, 1225, and 1234; and

WHEREAS, the City adopted Ordinance No. 1238 imposing a six-month moratorium self-storage facility land uses on June 22, 2017; and

WHEREAS, the Ridgefield Planning Commission, after conducting a public meeting and public hearing on the revisions to Title 18 on October 4, 2017, and 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 September 1, 2017 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on March 29, 2017 the City of Ridgefield issued a Determination of Non-significance regarding the proposed Ridgefield Development Code update; and,

WHEREAS, the public comment period expired on October 26, 2017 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 12, 2017;

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

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

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

Amends Title 18, Chapter: 18.100, Definitions; and

Amends Title 18, Chapter: 18.205, Uses;

Section 3. Repeal of Moratorium. The moratorium imposed under Ordinance No. 1238 relating to self-storage facility land uses is hereby repealed in its entirety, with effective date of the repeal being the same date as the effective date of the amendments adopted in Section 2.

Section 4. 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 2nd DAY OF NOVEMBER, 2017.

Ron Onslow, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,
City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading/Passage: October 12, 2017

Second Reading/Passage: November 2, 2017

Date of Publication:

Effective Date:

EXHIBIT A:

Amendments of Title 18 of the Ridgefield Municipal Code

Self Storage Code update

Notes to interpret the matrix:

- Revisions noted in legislative format, underline and ~~strikeout~~.
- For reference, there is a link to the existing code on the City's webpage at: <http://www.ci.ridgefield.wa.us/cd/page/planning-division>.

Code Section	Code Language	Rationale
RDC 18.100 – Definitions		
18.100.034	<u>Mini-Storage: See Self Storage.</u>	Reference where definition can be found.
18.100.046	<u>Self-Storage: Of, relating to, or being a commercial facility in which customers can rent space to store possessions.</u>	Define term.
18.100.054	Warehousing. The storage of large quantities of materials or products indoors and/or outdoors. Includes self-storage and storage of shipping containers. <u>Does not include self-storage.</u>	Remove self-storage from warehousing definition, to reflect recommendation that self-storage facilities do not exceed 8.32 square feet per adopted population estimate during the planning horizon.

EXHIBIT B

18.205.020 - Master use table.

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

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

Table 18.205.020-1

EMPLOYMENT											
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF
Office	N	N	P	P	P	P	P-L	P	P	N	P
Light Manufacturing	N	N	N	N	C	C	N ¹	C	P	N	N
Research and Development	N	N	N	C	C	C	P	N	P	N	N
Freight/Cargo Movement and Storage	N	N	N	C	C	N	N	N	C	N	N
Heavy Equipment and Truck Related Use	N	N	N	N	N	N	N	N	N	N	N

Fleet Service	N	N	N	C	C	C	N	N	C	N	N
Warehousing	N	N	N	N	N	N	N	N	C	N	N
Wholesale Retail	N	N	N	N	N	N	N	N	P	N	N
Marijuana Processing	N	N	N	N	N	N	N	N	N	N	N
Marijuana Production	N	N	N	N	N	N	N	N	N	N	N
Medical Cannabis Collective Gardens	N	N	N	N	N	N	N	N	N	N	N
<u>Self-storage</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>C</u>	<u>N</u>	<u>N</u>

Table Notes:

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

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1163, § 2(Att.), 10-23-2014; Ord. No. 1164, § 2(Att.), 10-23-2014; Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1226, § 2(Exh. A), 12-15-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017)

18.205.030 - Limitations.

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

A. Accessory Dwelling Unit.

1. No lot may have more than one accessory dwelling.
2. The accessory dwelling unit may be located in the principal residence or in a detached structure on a lot that is at least five thousand square feet in area.
3. Accessory dwellings, whether attached or detached, shall be designed in the same style as the primary dwelling and shall use like kind materials on exterior elements.
4. The accessory dwelling unit shall not be larger than fifty percent of the living area of the primary residence.
5. An accessory dwelling unit in a detached structure shall be located behind the primary street facade of the primary dwelling.
6. The accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the primary residence.
7. The planning director shall process a request for accessory dwelling approval as Type II review consistent with Section 18.310.070.
 - i. An application for an accessory dwelling shall include a dimensioned site plan showing the location of the proposed dwelling on the subject property and its relationship to all property lines and easements on-site.
 - ii. In addition to the notice requirements of RDC 18.310.070, the city shall provide the applicable homeowner's association and/or the neighborhood association with notice of the application for accessory dwelling.
 - iii. Prior to approval of an accessory dwelling the planning director shall make the following findings:
 - a. The location of the accessory dwelling complies with the underlying zoning district setbacks, height restrictions, lot area coverage requirements, and other applicable zoning district standards.
 - b. Location of the accessory dwelling shall not interfere with any proposed public facilities or services or with private easements.
 - c. The proposed accessory dwelling does not adversely affect public health, safety, or welfare.
8. In the RMD-16 zone, only ADUs established prior to the adoption of this ordinance are permitted. When an ADU exists, it shall be counted as one unit for the purposes of density calculations.

B. Adult Use Facility.

1. Adult use facilities are subject to a Type I limited use review.
2. Adult use facilities are prohibited within four hundred feet of any residential zone, other adult use facility, school, licensed daycare, public park, community center, public library or church which conducts religious or educational classes for minors.

C. Artisan and Specialty Goods Production.

1. All uses require a Type I limited use review and shall provide a public viewing or a customer service space as defined below.

- a. Public viewing shall be accomplished with windows or glass doors covering at least twenty-five percent of the front of the building face abutting the street or indoor wall, allowing direct views of manufacturing; openings between the display or lobby area and manufacturing/work space may be reduced below twenty-five percent where fire rated separation requirements restrict opening size as determined by the planning official, or;
 - b. A customer service space includes, a showroom, tasting room, restaurant, or retail space.
 - c. Drive-through facilities are prohibited.
- D. Animal Kennel and Shelter.
 - 1. In the CRB and IND zones, animal kennels and shelters are allowed subject to a Type I limited use review provided the following standards are met:
 - a. Run areas shall be completely surrounded by an eight-foot solid wall or fence;
 - b. Kennels and shelters shall be on sites of thirty-five thousand square feet or more, and buildings used to house animals shall be a minimum distance of fifty feet from property lines abutting residential zones.
 - 2. In the CCB and CMU zones, animal kennels and shelters are allowed conditionally. The standards in RDC 18.205.030.D.1.a and b must be met.
- E. Bed and Breakfast.
 - 1. In the RLD and RMD zones, bed and breakfasts are allowed conditionally provided that the proposed use meets the following requirements:
 - a. The use is an accessory to the permanent residence of the operator.
 - b. Serves only breakfast and only to paying lodgers.
 - c. On-site sign size is limited to one non-illuminated identification sign, not exceeding four square feet.
 - 2. In the CNB, CCB, CRB, CMU, WMU and WLS zones, bed and breakfasts are permitted only as an accessory to residences lawfully established prior to the effective date of this code. Overnight lodging that does not include a permanent residence for the operator may be allowed as a hotel or motel.
- F. Boarding Houses. In an RLD-4, RLD-6, or RLD-8 zone, a maximum of two rooms may be rented to a maximum of two persons other than those occupying a single-family dwelling.
- G. Community Recreation and Social Facility.
 - 1. In the residential zones, any lighted facilities shall be set back a minimum of fifty feet from abutting residentially zoned property.
- H. Community Residential Facility (CRF).
 - 1. In the RLD-4, RLD-6, and RLD-8 zones, CRF-I are a conditionally permitted use. CRF-I are required to be a single-family structure compatible with the surrounding area. CRF-II are a prohibited use.
 - 2. In the CNB, CCB, and CMU zones, CRF-I and CRF-II are permitted uses, provided that uses are located in upper stories. No ground floor residential uses are allowed.
 - 3. Household arrangements that consist of six or fewer people, including small group homes, are included in the definition of 'family' in RDC 18.100. In a group home the number of people includes residents and each twenty-four staff hours.
- I. Conference Center.

1. A conference center is permitted conditionally in the residential zones and permitted outright in the CNB zone within a building listed on the National Register of Historic Places, the Washington Heritage Register, or the Clark County Heritage Register.
- J. Daycare facility.
1. Daycare I facilities are permitted in residential zones only as an accessory to residential use, subject to the following:
 - i. No outdoor play areas may be located within the front setback. All play areas shall be completely enclosed, with no openings except for gates, by a fence with a minimum height of forty-two inches.
 - ii. Hours of operation shall be restricted to ensure compatibility with surrounding development.
 - iii. Exterior alterations shall be in keeping with the residential character of the neighborhood.
 - iv. The site must provide a passenger loading area that is determined adequate by the Department of Early Learning (DEL) or other applicable state licensor.
 - v. Applicant shall obtain a city business license and concurrently obtain any required state license with the Washington State Department of Licensing with approval from the Washington State Department of Early Learning
 - vi. The permitted facility may display one sign, with a sign area of no greater than two square feet. The owner must obtain a sign permit per RDC 18.710.
 2. Daycare II facilities are permitted conditionally in residential zones, provided the applicant:
 - i. Completely encloses all outdoor play areas, with no openings except for gates, and a minimum height of six feet; and
 - ii. Sets back outdoor play equipment a minimum of twenty feet from property lines adjoining residential zones.
 - iii. Restrict the hours of operation to ensure compatibility with surrounding development.
 3. In the WLS zone, daycare I facilities are permitted only as an accessory to multifamily residential use, provided provisions of subsection (1) are met.
- K. Detention and Post-Detention Facility.
1. No work release facility shall be located closer than one mile from any public or private school servicing kindergarten through grade twelve students.
 2. SCTFs are permitted as an SCTF Special Use-Type III action granted by the city council, in the CRB and E zones provided:
 - a. The maximum number of residents in an SCTF shall be three persons, excluding resident staff.
 - b. SCTFs should be located in relationship to transportation facilities in a manner appropriate to their transportation needs.
 - c. In addition to meeting the noticing requirements specified in RDC 18.310.120, noticing for SCTF special use permit applications also includes mailing the notice of application to both residents and owners of real property located within one-half mile of the site.
 - d. In no case shall an SCTF be sited adjacent to, immediately across a street or parking lot from, or within six hundred feet of unobstructed sight distance or two hundred feet of risk potential activities or facilities as defined in this title in existence at the time a site is listed for consideration; provided, the two hundred-foot criteria shall not apply if the

state department of social and health services determines it is not needed to protect public safety.

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

- e. Each SCTF shall provide on-site dining, on-site laundry or laundry service, and on-site recreation to serve the residents.
- f. Applicants shall submit the following items in addition to the standard permit application:
 - i. The siting process used for the SCTF, including alternative locations considered.
 - ii. An analysis showing that utmost consideration was given to potential sites such that siting of the facility will have no undue impact on any one racial, cultural, or socioeconomic group, and that there will not be an over concentration of similar facilities in the city or a particular neighborhood.
 - iii. Proposed mitigation measures including the uses of extensive buffering from adjoining uses.
 - iv. Demonstration of an approved interlocal agreement between DSHS and the city of Ridgefield regarding security and operational procedures.
 - v. A schedule and analysis of all public input solicited during the siting process.
- g. Decision Criteria. A secure community transitional facility special use permit shall be granted by the city, only if the applicant demonstrates that:
 - i. The secure community transitional facility will not materially endanger the health, safety and welfare of the community;
 - ii. The siting of an SCTF shall not create an over-concentration within the city of Ridgefield, a particular neighborhood, or community of such uses as defined by Chapter 71.09 RCW, work release facilities, pre-release facilities or similar facilities including Level 1, 2, and 3 registered sex offender housing;
 - iii. The location, size and height of buildings, structures, walls and fences, and screening vegetation for the essential public facility shall not hinder or discourage the appropriate development or use of neighboring properties; and
 - iv. The essential public facility will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding areas or conditions can be established to mitigate adverse impacts.
- L. Duplex.
 - 1. In the RMD-16 zone, two or more duplexes must comply with either the multifamily standards in RDC 18.220 or the townhouse development standards in RDC 18.220.140.
- M. Eating and Drinking Establishment.
 - 1. In the RMD-16 district the use must abut a public collector or arterial street. Access is not permitted through a residential local street.
 - 2. In the E zone up to fifteen percent of the gross area of a property may be dedicated to eating and drinking establishments. The eating and drinking establishment shall be an accessory use to a primary use allowed outright or conditionally in the zone.
 - 3. In the WMU zone, drive-through restaurants are prohibited.
- N. Electric Vehicle Infrastructure. In the residential, CMU, WMU, WLS and P/OS zones, Level 1 and Level 2 charging is permitted as an accessory use to a lawfully established primary use. Rapid charging stations and battery exchange stations are prohibited.

- O. Emergency Services. In the residential and CNB zones:
1. Any buildings from which firefighting equipment emerges onto a street shall maintain a distance of thirty-five feet from the street;
 2. Outdoor storage is not permitted; and
 3. If a fire facility abuts both an arterial and a non-arterial street, all access and egress shall be via the arterial.
- P. Funeral Home/Crematorium/
Columbarium/Cemetery.
1. In the residential zones:
 - a. Funeral homes, crematoria, columbaria, and cemeteries are allowed conditionally as an accessory to a church or other religious use, provided that the area dedicated to the use may not be counted toward the required landscaping.
 - b. Permanent structures must be set back a minimum of one hundred feet from adjoining residential zones and uses.
 2. In the P/OS and PF zones, funeral homes, crematoria, columbaria and cemeteries are permitted outright, provided permanent structures are setback a minimum of one hundred feet from adjoining residential zones and uses.
- Q. General Retail Trade/Services.
1. In the E zone no more than fifteen percent of the gross area of a property may be dedicated to general retail uses. The retail use is permitted outright as an accessory use to a primary use allowed outright or conditionally in the zone. All other retail uses are permitted conditionally.
 2. In the WMU zone, high-impact commercial uses such as outdoor nurseries, lumber and building materials, farm equipment and similar uses that have large outdoor storage areas, significant truck traffic, and often rely on heavy equipment are prohibited. Other retail uses are allowed outright.
- R. Home occupation. Residents of a dwelling unit may conduct one or more home occupations as an accessory use(s), provided:
1. Exempted home occupations. Home occupations that occupy less than 25 percent of a residence (up to one thousand square feet of combined space) and generate no more than an average of one additional vehicle trip per day associated with the home occupation use, including trips by customers, delivery vehicles, employee vehicles for employees not residing at the residence, and vehicles used in association with the home occupation use excluding the residents' personal vehicles, are exempt from the home occupation permitting requirements of this section. The home occupation development standards of this section and the Ridgfield business license requirement still apply.
 2. Type I review. The planning director shall review the following home occupation requests through a Type I process, unless otherwise exempt, provided there are no on-site sales associated with the use and the home occupation is located outside of the WMU zone.
 - a. Offices, including but not limited to architects, engineers, lawyers, real estate agents, religious persons, salesmen, or authors.
 - b. Studios, including but not limited to artists, tailors, composers, crafts such as wood work or weaving.
 - c. Specialized instruction schools academic tutoring, foreign languages, art, dance, music, cooking, yoga, martial arts and related disciplines that do not exceed four students at any one time.

- d. Uses the planning director finds to be materially similar to the above-listed uses.
3. Type II Review.
- a. The planning director shall review all home occupation requests not described in subsections (1) or (2) as a Type II process for compliance with subsection (4) and other requirements of this section.
 - b. The planning director may elevate a home occupation request described in subsection (2) to a Type II review process if the proposed use involves an issue of broad public interest warranting public notice.
 - c. In addition to the notice requirements of RDC 18.310.070, the planning director shall provide notice of the pending application to:
 - i. Any developer or active homeowners association for the subdivision in which the dwelling is located; and
 - ii. Any neighborhood association registered with the city clerk's office, whose geographic boundaries include the subject dwelling.
 - d. The planning director shall review all home occupation requests located in a dwelling within the WMU zone as a Type II process. For consideration of a home occupation in the WMU zone, a resolution in support of the proposed use adopted by the port commission stating the use is consistent with the master plan shall be required.
4. Site and Use Limitations. In addition to the applicable base zone standards, all home occupations are subject to the following limitations:
- a. The principal operator of the home occupation must be a full-time resident of the dwelling.
 - b. A home occupation use may not employ more than one full-time equivalent employee who is not a resident of the dwelling unit.
 - c. Except for articles produced on the premises, no stock in trade shall be displayed or sold on the premises.
 - d. All home occupation business activity, including storage, shall be conducted indoors within the dwelling or accessory structures, except for plants and materials directly needed for the cultivation of plants essential to the home occupation use. No outdoor display of goods or outside storage of equipment or materials used in the home occupation shall be permitted.
 - e. The total area devoted to all home occupation activity shall not exceed twenty-five percent of the combined floor area of the dwelling, garage and accessory structures, or one thousand square feet, whichever is less.
 - f. No alteration to the exterior of the principal residential building shall be made which changes the residential character of a dwelling.
 - g. The home occupation use may not increase vehicular traffic flow or on-street parking by more than two nonresident vehicles per hour, or an average of six total vehicles per day. Nonresident vehicles include customers, delivery vehicles, employee vehicles for employees not residing at the residence, and vehicles used in association with the home occupation use excluding the residents' personal vehicles.
 - h. Vehicles used in association with the home occupation use and stored at the residence shall be restricted to standard non-commercial cars, trucks, and vans. Only one such vehicle is allowed per home occupation. Such vehicles shall park in a legal on-site parking space and may not park within any required setback areas of the lot or on adjacent streets.

- i. The permitted home occupation use may display one sign, with a sign area of no greater than two square feet. The owner must obtain a sign permit per RDC 18.710.
- 5. The following activities are prohibited as home occupations:
 - a. Activities which use fireworks, ammunition or explosives on site;
 - b. Repair, sales, parking, or storage of automobiles, trucks larger than two tons, heavy equipment or boats, including auto body work or painting;
 - c. Overnight lodging;
 - d. Kennels and catteries;
 - e. Marijuana production, processing, or retail;
 - f. Medical cannabis collective gardens.
- 6. A home occupation shall not use electrical or mechanical equipment that results in:
 - a. A change to the fire rating of the structure used for the home occupation, unless approved by the building department;
 - b. Visual or audible interference in radio or television receivers, or electronic equipment located off-premises;
 - c. Fluctuations in line voltage off-premises; or
 - d. Emissions such as dust, odor, bright lighting or noises greater than what is typically found in a neighborhood setting.
- 7. Business License Required. The operator of a home occupation use shall apply annually for a Ridgefield business license. A home occupation use permit shall expire if the business license is not renewed within two months of its expiration.
- 8. A home occupation permit shall expire if the home occupation for which it is granted does not operate as a business for a period of twelve consecutive months.
- S. Hospital.
 - 1. In the CCB, CRB, and E zones, hospitals are allowed only following city council approval of a development agreement between the applicant and the city. A development agreement is required to describe mitigation for potential impacts on neighboring uses and public services consistent with any land use and environmental approvals and permits. The development agreement shall meet the requirements of RDC 18.310.150, address the full range of impacts of the proposed use and may address other matters associated with the hospital use, including but not limited to:
 - i. Description of proposed uses and facilities, including building sites, size and bulk.
 - ii. Circulation, transportation and parking plans.
 - iii. Any requested variances to the RDC.
 - iv. Plans for minimizing impacts on neighboring users.
 - v. Plans for storage and disposal of hazardous materials meeting the applicable requirements of RCW 70.105.
 - vi. Trip reservation.
 - vii. Vesting.
 - viii. System development charge and impact fee credits.
 - ix. The development agreement shall also include a site plan satisfying all requirements of RDC 18.500.040 if the proposed project requires site plan approval.

2. When located in the CMU and CNB zones, hospitals are allowed only as a re-use of a nonresidential facility; and burning of refuse or hazardous waste is prohibited.
- T. Interim Recycling Facility.
1. In the RLD-4, RLD-6, RLD-8, RMD-16, CNB and CMU zones, only drop box facilities accessory to a public or community use such as a school, fire station or community center shall be allowed as a permitted use.
 2. In the CCB, CRB, OFF, E and PF zones:
 - a. Drop box facilities for the collection and temporary storage of recyclable materials are allowed outright as an accessory use.
 - b. For all other facilities, all processing and storage of material shall be within enclosed buildings. Yard waste processing is not permitted. Proposed facilities shall be processed as a Type II limited use review.
 3. In the E and PF zones, any other facilities not meeting the standards of subsection (2) may be permitted conditionally.
- U. Motor Vehicle Related Uses. In the WMU and WLS zones, only sales, rental, leasing, repair and service of watercraft are permitted outright. Sales, rental, leasing, repair and service of automobiles, light trucks, mobile homes, and recreational vehicles are prohibited.
- V. Multifamily Residential.
1. In the CNB, CCB, and OFF zones, residential uses are allowed conditionally. Residential uses are limited to upper stories and shall achieve a minimum density of eight dwelling units per acre and a maximum density of sixteen dwelling units per acre.
 2. In the CMU and WLS zones, residential uses are limited to upper stories and shall achieve a minimum density of eight dwelling units per acre and a maximum density of sixteen dwelling units per acre.
 3. In the WMU zone, no ground floor residences or residential uses are permitted. Multifamily residential uses are permitted only as upper story living units, not less than four units per net acre nor more than eighteen units per net acre.
- W. Office.
1. In the WMU zone, drive-through banks are prohibited.
- X. Park and Ride Lots.
1. In the RLD-4, RLD-6, RLD-8, RMD-16, CNB and CMU zones, park and ride lots are subject to a Type I limited use review and must meet the following standards:
 - a. Park and ride lots may be sited on an existing parking lot or in conjunction with a publicly owned or nonprofit facility (i.e., church, social service agency, etc.) as a permitted use.
 - b. New park and ride lots (not including new park and ride facilities located on existing parking lots) are subject to site plan review pursuant to RDC 18.500 and shall:
 - i. Be limited to fifty stalls in the RLD or RMD zones;
 - ii. Provide screening and/or landscaping on interior setbacks that abut residentially zoned properties; and
 - iii. Provide additional landscaping along street frontages; and
 - iv. Direct lighting to the interior of the site and away from adjacent residentially zoned properties, as required by RDC 18.715.
- Y. Public Agency or Utility Yard.

1. In the CRB, WLS and E zones, utility yards are permitted only when co-located with utility offices.
 2. In the WMU zone, public agency and utility yards may include storage of port-related machinery and equipment, and production and assembly of materials and equipment for port business. Port-related use may include fabrication of parts and storage of materials for use in fabrication of parts as a permitted use.
- Z. Recreational Vehicle (Single). Persons may occupy a recreational vehicle (RV), parked on a lot, for up to two weeks per year with the permission of the property owner. The following standards apply:
1. Only one RV may be occupied on a lot at any time.
 2. Occupancy is subject to the city's animal, public health, and nuisance standards.
 3. An occupied RV shall be parked on-street or in allowed off-street parking areas outside of required setbacks.
 4. Commercial activity is not permitted in the RV.
 5. RVs shall not use generators while parked in a residential zone.
 6. Unoccupied RVs may be parked off-street in any zone in any parking areas meeting the requirements of RDC 18.720. In the RLD zones, RV parking is subject to the provisions of RDC 18.210.030.C.3.
- AA. Recreational Vehicle Parks. In the WMU zone, recreational vehicle parks are limited to no more than twenty-five percent of the total area zoned WMU, whether in a single location or multiple locations within the zone.
- BB. School: Elementary/Middle/High. In the PF zone, schools are a permitted use. Modular classroom units shall be reviewed through a Type I limited use review and site plan review, consistent with RDC 18.500.
- CC. Self-Storage.
1. Self-Storage facilities within the Ridgefield corporate boundary shall not exceed 8.32 square feet per capita based on the expected population during the planning horizon. This calculation is to be construed as the total allowable self-storage space within Ridgefield, not on a single site basis.
 2. The planning horizon population numbers shall be updated during the Comprehensive Land Use Plan periodic update.
 3. In addition to Conditional Use Permit criteria found in RDC 18.340 a Conditional Use review for self-storage shall include the following:
 - a. Self-Storage units shall gain access from the interior of the building(s) or site – no unit doors may face public right-of-way.
 - b. Self-Storage facilities shall not be located on a principal or minor arterial street or a corner where a principal or minor arterial street intersects with another road of a different classification. Self-Storage facilities shall not be located adjacent to, or visible from, Interstate 5.
 - c. Self-storage facilities shall comply with all design requirements in the Employment (E) zone.
 4. Manufacturing, fabrication, or processing of goods, service or repair of vehicles, engines, appliances, or other electrical equipment, or any other industrial activity is prohibited.
 5. Conducting garage or estate sales is prohibited. This does not preclude auctions or sales for the disposition of abandoned or unclaimed property.

6. Storage of flammable, perishable, or hazardous materials or the keeping of animals is prohibited.
7. Outdoor storage is prohibited. All goods and property stored at a self-storage facility shall be stored in an enclosed building. No outdoor storage of boats, RV's, vehicles, or similar, or storage pods or shipping containers is permitted.
8. Boats, Recreational Vehicles and other similar vehicles may be stored in a covered area. Any covered area must have a least three sides and a roof. Any covered area proposed as part of an application for a self-storage facility shall encompass no more than 35% of the net site acreage and shall be located at the furthest practicable point from any right-of-way.

DD-CC. Single-Family Attached Residential.

1. Single-family attached dwellings in the RLD-4, RLD-6, RLD-8 and RMD-16 zones must meet the standards of RDC 18.220.140.
2. In the RLD-4, RLD-6, RLD-8, and RMD-16 zones, single-family attached residential development must meet the density standards of the zone.
3. In the CMU and WMU zone, only live/work units where the associated business is allowed as a permitted or limited use are allowed, provided the residence is not located on the ground floor. No ground floor residences or residential uses are permitted.

EE-DD. Single-Family Detached Residential.

1. In the RMD zone, single-family detached residential development shall only be approved if the minimum density standard of the RMD-16 zone are met.

FF-EE. Specialized Instruction and Vocational School.

1. In the RLD-4, RLD-6, RLD-8 and RMD-16 zones, specialized instruction schools are permitted conditionally provided:
 - a. The number of students is limited to twelve at one time; (Schools serving four or fewer students are permitted as a home occupation.)
 - b. Fifty percent or more of the instruction area shall be within an enclosed structure; and
 - c. Structures and areas used for instruction must be set back a minimum of twenty-five feet from property lines.

GG-FF. Tent Cities.

1. The use shall be authorized by a temporary and revocable use permit reviewed through a Type II decision, not to exceed ninety days during one calendar year.
2. A minimum of two weeks prior to application submittal, the applicant shall hold a neighborhood information meeting on, or as close to as possible, the site on which the tent city will be located. The city manager shall approve the time and location of the meeting and the applicant shall notify all property owners within one thousand feet of the proposed site by U.S. Mail at least fourteen days prior to the information meeting. This meeting shall supersede the notification required for a Type II review by RDC 18.310.070.
3. The applicant shall provide sanitary portable toilets, potable water, trash receptacles, hand-washing facilities, and food and security facilities sufficient to satisfy applicable local and county health regulations.
4. Tent cities are not permitted in critical areas or buffers.
5. Permanent structures are prohibited.
6. The maximum size of a tent city is one hundred occupants. The city may limit the size of the tent city based upon site conditions and public health and safety regulations.

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

HHGG. Utility Facility.

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

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

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

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

(Ord. No. 1132, § 2(Exh. A), 7-11-2013; Ord. No. 1163, § 2(Att.), 10-23-2014; Ord. No. 1164, § 2(Att.), 10-23-2014; Ord. No. 1178, § 2(Exh. A), 2-12-2015; Ord. No. 1226, § 2(Exh. A), 12-15-2016; Ord. No. 1232, § 2(Exh. A), 4-27-2017)