



**CITY OF RIDGEFIELD, WASHINGTON
PLANNING COMMISSION MEETING MINUTES
FEBRUARY 4, 2026**

Regular Meeting - 6:30 PM

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

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

Present:

Vice Chair Patrick Flynn
Chair Mark Tyler
Commission Member Niall Glavin
Commission Member Jeffrey Borchardt
Commission Member Steven Moylan
Commission Member Justin Raczak
Commission Member Heather Gordon

3. Late changes to the agenda

No late changes to the agenda.

II. PUBLIC COMMENT

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

No public comments provided.

III. CONSENT AGENDA

1. Approval of Minutes from the 01/07/2026 Meeting

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

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| RESULT: | (UNANIMOUS) |
| MOVER: | Commission Member Borchardt |
| SECONDER: | Commission Member Gordon |
| AYES: | Vice Chair Flynn, Chair Tyler, Commission Member Glavin, Commission Member Borchardt, Commission Member Moylan, Commission Member Raczak, Commission Member Gordon |

IV. BUSINESS

1. Presentation and Request for Recommendation: Rental Assistance Program - Claire Lust, Community Development Director, Kirk Johnson, Finance Director

Claire Lust, Community Development Director, and Kirk Johnson, Finance Director, presented the Rental Assistance Program.

Discussion occurred regarding the rent being paid directly to the landlord rather than the tenant.

Discussion occurred regarding what is considered an affordable rental at 60% AMI.

Discussion occurred regarding tracking the rental assistance that is provided per family.

Discussion occurred regarding how much rental assistance the City is planning to provide annually.

Discussion occurred regarding which jurisdictions agreed to participate in the rental assistance program.

Discussion occurred regarding how much it will cost the City to implement this program.

Discussion occurred regarding the City's ability to handle numerous requests for rental assistance.

Discussion occurred regarding the qualifying criteria to receive rental assistance.

Discussion occurred regarding how many potential applicants the City is expecting to have.

Discussion occurred regarding Area Median Income (AMI) and how many individuals living within Ridgfield meet 60% AMI.

Discussion occurred regarding counseling services for rental assistance applicants.

Discussion occurred regarding whether other jurisdictions have set limits on how much rental assistance they will provide applicants.

Discussion occurred regarding how long the approval process will take.

Discussion occurred regarding the eligibility requirements to receive rental assistance.

Vice Chair Flynn moved that all notes taken at this meeting be submitted to City Council. Seconded by Commissioner Borchardt. Ayes all. Motion passed unanimously.

V. PUBLIC COMMENT

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

No public comments provided.

VI. STAFF REPORTS

1. Critical Areas Ordinance Update - Stakeholder Interview Summary and Next Steps - Claire Lust, Community Development Director

Claire Lust, Community Development Director, advised that the critical areas update will be discussed at the March Planning Commission meeting. She advised that she uploaded a document for the Commission to review before that meeting. She advised that the State of the City is March 17th, and she is looking for volunteers to work at the Planning Commission table prior to the meeting.

VII. FROM THE COMMISSION

Commissioner Gordon is interested and willing to serve at the State of the City.

Vice Chair Flynn thanked the members of the public, City staff and a special thank you to Mr. Johnson.

Commissioner Glavin volunteered to serve at the State of the City. He thanked Mr. Johnson for the rental assistance presentation.

Commissioner Raczak is excited to see the rental assistance program on the agenda.

Chair Tyler enjoyed serving at the State of the City last year and volunteered to serve again. He advised that he attended the January 22nd City Council meeting and helped present the 2026 Planning Commission work plan. He thanked the City staff, Mr. Johnson and members of the public.

Commissioner Moylan is looking forward to attending the March meeting in person.

VIII. ADJOURN



Trina Siebert, Planning Commission Clerk



Mark Tyler, Chair