



**RIDGEFIELD CITY COUNCIL
MEETING AGENDA**

**Thursday, May 9, 2019
RACC - Columbia Assembly Room
510 Pioneer Street, Ridgefield, WA 98642**

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

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

II. 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.

III. CONSENT AGENDA

- 1. Approval of Claims And/Or Payroll**
- 2. Approval of Minutes from April 25, 2019 Meeting**

IV. PROCLAMATION

- 1. National Police Week**

V. PRESENTATION

- 1. Salary Commission Update - Clyde Burkle, Chair**
- 2. First Quarter 2019 Financial Report - Kirk Johnson, Finance Director**

VI. PUBLIC HEARING/BUSINESS

- 1. Public Hearing and First Reading of Ordinance No. 1291 – Ridgefield Development Code Addition - Binding Site Plan - Steve Stuart, City Manager**

VII. 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.

VIII. COUNCIL/PRESIDING OFFICER/STAFF REPORTS

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

IX. EXECUTIVE SESSION - CITY MANAGER PERFORMANCE EVALUATION PURSUANT TO RCW 42.30.110(1)(G)

X. ADJOURN

**City Council Agenda Packet is available at the following link:
<http://ridgefieldwa.iqm2.com/Citizens/>**

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 09, 2019
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: May 09 2019 Claims Report (PDF)

City of Ridgefield
Claims Payment Report
For Approval on: May 9th, 2019

Sum of Amount					
Vendor Name	Vendor Number	Invoice Number	Resp. Department	Description	Total
ACCURATE AUTOMOTIVE	9	4375	Public Safety	PD Vehicle Maint - 2012 Police Interceptor	1,078.09
ACCURATE AUTOMOTIVE Total					1,078.09
ADVANCED EXCAVATING SPECIALISTS LLC	2066	2066-18080-2	Public Works	S. 8th Avenue Improvements	106,450.16
ADVANCED EXCAVATING SPECIALISTS LLC Total					106,450.16
ARAMARK UNIFORM SERVICES	32	863934106	Genl Govt/Facilities	City Hall Floor Mats	7.09
			Public Safety	PD Floor Mats	4.47
			Public Works	CDD/PW Floor Mats	3.90
			Community Development	CDD/PW Floor Mats	3.93
	863944237	Genl Govt/Facilities	PW Floor Mats	1.22	
			PW Uniforms	1.15	
			Public Works	PW Floor Mats	16.85
			PW Uniforms	27.73	
	863934105	Community Development	PW Floor Mats	9.66	
			Genl Govt/Facilities	PW Floor Mats	1.22
			PW Uniforms	1.14	
			Public Works	PW Floor Mats	16.85
	863944238	Public Works	PW Uniforms	27.44	
			Community Development	PW Floor Mats	9.66
			Genl Govt/Facilities	Floor Mats - City Hall/PW/CDD/PD	7.09
			Public Safety	Floor Mats - City Hall/PW/CDD/PD	4.47
		Public Works	Floor Mats - City Hall/PW/CDD/PD	3.90	
			Community Development	Floor Mats - City Hall/PW/CDD/PD	3.93
ARAMARK UNIFORM SERVICES Total					151.70
Cedars Construction LLC	UB*00201	(blank)	Genl Govt/Facilities	Refund Check 011444-011 1190 S Quail Crossing Pl	48.65
Cedars Construction LLC Total					48.65
CHMELIK SITKIN & DAVIS	3294	92869	Genl Govt/Facilities	Park Laundry Eval Remediation	770.00
CHMELIK SITKIN & DAVIS Total					770.00
CHYANNE CREWSE	3307	3307-201905	Genl Govt/Facilities	Park Refundable Deposit - Crewse	50.00
CHYANNE CREWSE Total					50.00
CITY OF BATTLE GROUND	92	INV00118	Judicial	March 2019 Court Costs	9,605.00
CITY OF BATTLE GROUND Total					9,605.00
CLARK COUNTY	102	CI001244	Judicial	1st Qtr. 2019 Limited Court Services	140.00
CLARK COUNTY Total					140.00
Clark Kenneth & Sheila	UB*00194	(blank)	Genl Govt/Facilities	Refund Check 007057-000 1901 N 5Th Way	69.85
Clark Kenneth & Sheila Total					69.85
CLARK PUBLIC UTILITIES	110	7206-555-0-05092019	Public Works	109 W Division St - Electricity	120.67
		7206-605-3-05092019	Public Works	N 1st Cir & N 65th Ave - Park & Ride	43.58
		7206-580-8-05092019	Public Works	301 N 3rd Ave	22.05

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CLARK PUBLIC UTILITIES	110	7206-580-8-05092019	Community Development	301 N 3rd Ave	22.05
		7206-456-1-05092019	Public Safety	116 N Main Avenue	120.28
		7206-644-2-05092019	Public Works	City Park/Water Well	548.19
		7206-694-7-05092019	Public Works	255 S 56th Pl - Electricity	1,242.06
		7206-645-9-05092019	Public Works	N Abrams Park/E Division	135.76
		7206-648-3-05092019	Public Works	Municipal Lighting Lease	6,752.30
		7206-643-4-05092019	Public Works	400 N Abrams Park Rd	848.97
		7206-578-2-05092019	Genl Govt/Facilities	230 Pioneer Ave	89.80
		7206-552-7-05092019	Public Works	214 S Riverview Dr	10.37
CLARK PUBLIC UTILITIES Total					9,956.08
CLEAN WORLD MAINTENANCE INC	3105	43278	Genl Govt/Facilities	Janitorial Service April 2019	351.29
			Public Safety	Janitorial Service April 2019	230.40
			Public Works	Janitorial Service April 2019	169.99
			Community Development	Janitorial Service April 2019	65.86
CLEAN WORLD MAINTENANCE INC Total					817.54
Columbia Pacific Construction	UB*00205	(blank)	Genl Govt/Facilities	Refund Check 011006-002 Hydrant Meter	371.56
Columbia Pacific Construction Total					371.56
COLUMBIAN PUBLISHING	116	10726	Genl Govt/Facilities	Ord. No. 1280 - Budget	43.20
COLUMBIAN PUBLISHING Total					43.20
Conklin Anton & Jennifer	UB*00215	(blank)	Genl Govt/Facilities	Refund Check 011700-000 216 N 34Th Ct	77.37
Conklin Anton & Jennifer Total					77.37
DAN'S TRACTOR	134	974506	Public Works	Parks Equip Repair	5.05
		974383	Public Works	Parks Equip Repair	9.79
		974167	Public Works	Parks Equip Repair	10.14
DAN'S TRACTOR Total					24.98
DARREN WERTZ	1839	1839-201905	Council	Parking Reimbursement - Wertz	10.00
DARREN WERTZ Total					10.00
DEPARTMENT OF LICENSING	154	RG0000334-2019	Genl Govt/Facilities	CPL License - Fahey	18.00
		RG0000330-2019	Genl Govt/Facilities	CPL License - Noonan	18.00
DEPARTMENT OF LICENSING Total					36.00
DICK'S TIRE FACTORY	158	D24087	Public Safety	PD Vehicle Maint.	41.21
DICK'S TIRE FACTORY Total					41.21
DJ'S Electrical Inc.	UB*00163	(blank)	Genl Govt/Facilities	Refund Check 011810-000 Hydrant Meter	31.24
DJ'S Electrical Inc. Total					31.24
DKS ASSOCIATES	1565	69821	Community Development	On Call Services - March 2019	1,666.25
DKS ASSOCIATES Total					1,666.25
EFFICIENT COMMUNICATION SOLUTIONS	2126	25182	Public Works	Engineer Intern Phone	186.43
			Community Development	Engineer Intern Phone	209.74
			Information Technology	Engineer Intern Phone	69.91
		25181	Public Works	Phone for EIT Position	186.43
			Community Development	Phone for EIT Position	233.04
			Information Technology	Phone for EIT Position	46.61

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EFFICIENT COMMUNICATION SOLUTIONS	2126	25180	Public Works	Phone for RACC Conference Room	57.79
			Community Development	Phone for RACC Conference Room	317.31
			Information Technology	Phone for RACC Conference Room	90.98
EFFICIENT COMMUNICATION SOLUTIONS Total					1,398.24
FERGUSON ENTERPRISES INC # 8423	181	757146	Genl Govt/Facilities	Water Meters/Supplies	(648.96)
			Public Works	Water Meters/Supplies	8,374.62
FERGUSON ENTERPRISES INC # 8423 Total					7,725.66
Fosdick Jordan	UB*00214	(blank)	Genl Govt/Facilities	Refund Check 010607-000 4538 N Noble Loop	6.42
Fosdick Jordan Total					6.42
Geehan Tiffany & Kieran	UB*00193	(blank)	Genl Govt/Facilities	Refund Check 010203-000 4013 N 5Th Way	123.67
Geehan Tiffany & Kieran Total					123.67
Grasham Ben & Michelle	UB*00210	(blank)	Genl Govt/Facilities	Refund Check 006268-000 401 Maple St	57.81
Grasham Ben & Michelle Total					57.81
Green Gables Construction Nw Llc	UB*00199	(blank)	Genl Govt/Facilities	Refund Check 009727-000 205 N 33Rd Ct	100.45
Green Gables Construction Nw Llc Total					100.45
Gridley Toni	UB*00204	(blank)	Genl Govt/Facilities	Refund Check 009892-000 600 N Helens View Dr	42.70
Gridley Toni Total					42.70
GROVER ELECTRIC AND PLUMBING	210	HA89900	Genl Govt/Facilities	Operational Supplies	1.81
			Public Works	Operational Supplies	25.18
			Community Development	Operational Supplies	1.19
GROVER ELECTRIC AND PLUMBING Total					28.18
H.D. FOWLER COMPANY	2036	I5110863	Public Works	Water Supplies	12.33
		C460650	Public Works	Returned Water Supplies	(8.86)
H.D. FOWLER COMPANY Total					3.47
Harris Mike & Brenda	UB*00202	(blank)	Genl Govt/Facilities	Refund Check 007981-000 1516 S Dusky Dr	978.42
Harris Mike & Brenda Total					978.42
HARRY'S LAWN AND POWER EQUIPMENT	214	157015	Public Works	Streets/Parks Tools	502.93
		157968	Public Works	Equipment Maint	58.86
		157478	Public Works	Parks/Streets/Storm Equip Repair	27.61
		156917	Public Works	Storm/Parks Equip Repair	126.86
		156918	Public Works	Storm Equipment Maintenance	23.84
HARRY'S LAWN AND POWER EQUIPMENT Total					740.10
HOME DEPOT CREDIT CARD SERVICES	1805	6060353	Genl Govt/Facilities	PW Shop Supplies	2.09
			Public Works	PW Shop Supplies	29.01
			Community Development	PW Shop Supplies	1.37
		3630425	Public Works	Parks/Streets Supplies	64.97
		7092539	Public Works	RORC Supplies	21.99
		7611736	Public Works	RORC Supplies	101.60
HOME DEPOT CREDIT CARD SERVICES Total					221.03
Hundley Jared	UB*00217	(blank)	Genl Govt/Facilities	Refund Check 009630-000 329 N 33Rd Ct	36.95
Hundley Jared Total					36.95
J & S Caldera Estate Llc	UB*00207	(blank)	Genl Govt/Facilities	Refund Check 009731-000 203 N 33Rd Ct	63.35

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J & S Caldera Estate Llc Total					63.35
J.L. STOREDAHL AND SONS	558	270518	Public Works	Crushed Rock - Streets	208.40
		270613	Public Works	Crushed Rock - Streets	220.52
J.L. STOREDAHL AND SONS Total					428.92
J2 BLUE PRINT SUPPLY	243	AR65343	Community Development	CDD Supplies	38.36
		AR65946	Genl Govt/Facilities	Big Paddle Supplies	739.29
J2 BLUE PRINT SUPPLY Total					777.65
Jaquez Luis	UB*00208	(blank)	Genl Govt/Facilities	Refund Check 010442-000 184 N 43Rd PI	171.79
Jaquez Luis Total					171.79
JEFF PETTIT	488	0488-20190426	Public Safety	Meals per-diem - Handgun Re-certification	190.00
JEFF PETTIT Total					190.00
JENNIFER LINDSAY	3116	3116-05092019	Council	Mileage Reimbursement - Lindsay	120.64
JENNIFER LINDSAY Total					120.64
JESSICA KIPP	2099	2099-201905-01	Genl Govt/Facilities	Mileage Reimbursement - Kipp	114.30
			Human Resources	Mileage Reimbursement - Kipp	12.86
JESSICA KIPP Total					127.16
Kingston Homes LLC	UB*00213	(blank)	Genl Govt/Facilities	Refund Check 010504-066 1226 S Fieldcrest Dr	86.97
Kingston Homes LLC Total					86.97
Koehler Austin	UB*00203	(blank)	Genl Govt/Facilities	Refund Check 010437-000 192 N 43Rd PI	67.83
Koehler Austin Total					67.83
Larson Karl & Debbie	UB*00197	(blank)	Genl Govt/Facilities	Refund Check 007114-000 2302 N 5Th Way	66.27
Larson Karl & Debbie Total					66.27
LEE KNOTTNERUS	1765	1765-201905	Human Resources	Emp Reimb-Knottnerus-Baggage/Trans-NPERLA Training	78.00
LEE KNOTTNERUS Total					78.00
LENNAR NORTHWEST INC	2976	BLD-19-0006	Genl Govt/Facilities	Refund BLD-19-0006	9.90
		BLD-18-0193	Genl Govt/Facilities	Refund BLD-18-0193	20,257.97
		BLD-18-0194	Genl Govt/Facilities	Refund BLD-18-0194	20,551.97
LENNAR NORTHWEST INC Total					40,819.84
MARIE BOUVIER	3306	3306-201905	Public Works	Mileage Reimbursement - Bouvier - Parks Event	27.73
MARIE BOUVIER Total					27.73
MAUL FOSTER ALONGI INC.	834	34809	Genl Govt/Facilities	March 2019 Park Laundry Grant Assistance	2,042.50
		34551	Genl Govt/Facilities	Feb 2019 Park Laundry Grant Assistance	3,048.75
MAUL FOSTER ALONGI INC. Total					5,091.25
Mcdonald Excavating Inc	UB*00211	(blank)	Genl Govt/Facilities	Refund Check 011004-001 Hydrant Meter	297.44
Mcdonald Excavating Inc Total					297.44
MILL PLAIN ELECTRIC	3308	14311	Genl Govt/Facilities	Temp Power at RORC for Octoberfest	3,130.59
MILL PLAIN ELECTRIC Total					3,130.59
MINUTEMAN PRESS (NORTH)	3278	941	Genl Govt/Facilities	SC - Spring Cleanup Mailers & Signs	2,491.86
MINUTEMAN PRESS (NORTH) Total					2,491.86
MJB CONSULTING INC	3117	1823	Genl Govt/Facilities	State Lobbyist - April 2019	2,500.00
MJB CONSULTING INC Total					2,500.00
Mourikis Aaron	UB*00216	(blank)	Genl Govt/Facilities	Refund Check 007431-000 2311 N Heron Dr	80.76

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City of Ridgefield
Claims Payment Report
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3.1.a

Mourikis Aaron Total					80.76
MUNICIPAL CODE CORP.	1185	326443	Genl Govt/Facilities	Codification	364.21
MUNICIPAL CODE CORP. Total					364.21
NAPA AUTO PARTS	498	113422	Genl Govt/Facilities	Parks Vehicle Maint. & PW Shop Supplies	5.80
			Public Works	Parks Vehicle Maint. & PW Shop Supplies	114.59
			Community Development	Parks Vehicle Maint. & PW Shop Supplies	3.80
NAPA AUTO PARTS Total					124.19
NORTHWEST STAFFING	522	4100853	Public Works	Temp Services - Riccardo	419.76
		4100646	Public Works	Temp Services - Riccardo	536.36
NORTHWEST STAFFING Total					956.12
OREGON NURSERY SALES	3283	23915	Genl Govt/Facilities	Overlook Park Trees	(126.00)
			Public Works	Overlook Park Trees	1,626.00
OREGON NURSERY SALES Total					1,500.00
OTAK INC.	1787	41900377	Genl Govt/Facilities	Discovery Corridor Economic Vision	1,221.00
OTAK INC. Total					1,221.00
PACIFIC OFFICE AUTOMATION	1564	63389485	Genl Govt/Facilities	Copier Leases - City Hall/PW/CDD	547.78
			Public Works	Copier Leases - City Hall/PW/CDD	340.69
			Community Development	Copier Leases - City Hall/PW/CDD	274.66
		63380277	Genl Govt/Facilities	Copier Leases - City Hall/PW/CDD	547.78
			Public Works	Copier Leases - City Hall/PW/CDD	340.69
			Community Development	Copier Leases - City Hall/PW/CDD	274.66
PACIFIC OFFICE AUTOMATION Total					2,326.26
Pauls Jelena & Christopher	UB*00212	(blank)	Genl Govt/Facilities	Refund Check 009636-000 321 N 33Rd Ct	71.90
Pauls Jelena & Christopher Total					71.90
PBS ENGINEERING AND ENVIRONMENTAL	342	0071272.000-10	Community Development	Developer Plan Reviews - March 2019	3,571.25
		0071069.000-17	Public Works	S. 45th/Royal Rd. Improvements	4,551.22
		0070940.001-29	Public Works	RORC Phase II	3,832.50
PBS ENGINEERING AND ENVIRONMENTAL Total					11,954.97
PIONEER PEST MANAGEMENT	2040	303087	Genl Govt/Facilities	City Hall Pest Control	129.00
PIONEER PEST MANAGEMENT Total					129.00
PLATT ELECTRIC SUPPLY	766	U986947	Public Works	Water Supplies	67.87
PLATT ELECTRIC SUPPLY Total					67.87
Property Max	UB*00206	(blank)	Genl Govt/Facilities	Refund Check 011865-000 808 Pioneer St	23.22
Property Max Total					23.22
Proudfoot Stephanie	UB*00196	(blank)	Genl Govt/Facilities	Refund Check 006174-000 405 N 1st Ave	77.55
Proudfoot Stephanie Total					77.55
PUBLIC SAFETY TESTING	354	PST119-0066	Public Safety	Background Check	297.50
PUBLIC SAFETY TESTING Total					297.50
PURCHASE POWER	356	0356-201905	Genl Govt/Facilities	Postage	500.00
PURCHASE POWER Total					500.00
Romaniv Sergy	UB*00195	(blank)	Genl Govt/Facilities	Refund Check 010484-000 151 N 44Th Pl	7.38
Romaniv Sergy Total					7.38

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SANDY'S SIGN AND DESIGN	556	085-19	Public Works	Street Sign - Sage Organics	32.52
SANDY'S SIGN AND DESIGN Total					32.52
SIMPLIFILE	2962	E5600479	Community Development	Recording Fees - Concomitant Rezone Agrmt Troy Dev	120.84
SIMPLIFILE Total					120.84
STELLAR J	3045	Ridgefield01	Public Works	Skateboarding Deterrence - Overlook Park	542.00
STELLAR J Total					542.00
THE MASTERS TOUCH LLC	1786	P63150	Public Works	Utility Statements Postage - April 2019	216.00
		63266	Public Works	Delinquent Notices	303.95
		63150	Public Works	Delinquent Utility Statements - April 2019	309.81
		P63266	Public Works	Delinquent Stmt's Postage April 2019	108.00
THE MASTERS TOUCH LLC Total					937.76
THE PARR COMPANY	964	26452009	Genl Govt/Facilities	Big Paddle Supplies	99.99
		26451402	Genl Govt/Facilities	PW Dir Supplies	0.97
			Public Works	PW Dir Supplies	6.27
			Community Development	PW Dir Supplies	2.41
		26449037	Public Works	Parks Equipment	11.79
		26450755	Public Works	RORC Const. Tools	12.88
THE PARR COMPANY Total					134.31
TIREHUB LLC	3067	7428470	Public Safety	PD Tires - 213 Interceptor	294.68
TIREHUB LLC Total					294.68
TRACY BLEHM	809	0809-20190501	Human Resources	Mileage Reimb - Blehm	161.77
TRACY BLEHM Total					161.77
TRAFFIC SAFETY SUPPLY	432	INV012215	Genl Govt/Facilities	Street Signs	(28.14)
			Public Works	Street Signs	363.14
TRAFFIC SAFETY SUPPLY Total					335.00
USA BLUEBOOK	444	866342	Public Works	Water Supplies	191.93
USA BLUEBOOK Total					191.93
Van Der Laan Mary	UB*00200	(blank)	Genl Govt/Facilities	Refund Check 011772-000 132 N 41St Pl	57.71
Van Der Laan Mary Total					57.71
Voorhes Lisa	UB*00198	(blank)	Genl Govt/Facilities	Refund Check 010460-000 136 N 43Rd Pl	101.75
Voorhes Lisa Total					101.75
Weitz Melissa	UB*00209	(blank)	Genl Govt/Facilities	Refund Check 010872-000 27318 Ne 10Th Ave	16.51
Weitz Melissa Total					16.51
YONYA DESHIELL	2954	2954-20190510	Community Development	Mileage Reimb - DeShiell - WSAPT Spring Conf	313.20
		2954-20190426	Community Development	Meals per-diem - WSAPT Conf.	105.00
YONYA DESHIELL Total					418.20
ZW USA INC.	3063	274945	Genl Govt/Facilities	Parks - Dog Waste Bags	(18.06)
			Public Works	Parks - Dog Waste Bags	233.01
ZW USA INC. Total					214.95
Grand Total					222,701.13

Attachment: May 09 2019 Claims Report (Approval of Claims And/OR Payroll)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 09, 2019

ITEM:

AGENDA ITEM TITLE: Approval of Minutes from April 25, 2019 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: 04-25-2019 (PDF)



CITY OF RIDGEFIELD, WASHINGTON

City Council MEETING MINUTES

April 25, 2019

Regular Meeting - 6:30 PM

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

FLAG SALUTE

ROLL CALL

Attendee Name	Title	Status	Arrived
Ron Onslow	Councilor	Absent	
David Taylor	Councilor	Present	
Lee Wells	Councilor	Present	6:37 PM
Don Stose	Mayor	Present	
Darren Wertz	Councilor	Present	
Sandra Day	Councilor	Absent	
Jen Lindsay	Councilor	Present	

MOTION: Council Member Taylor moved to excuse Council Member Day and Council Member Onslow from the meeting.

SECOND: Council Member Wertz.

Vote - Yes: Council Member Taylor, Wertz, Lindsay, and Mayor Stose.

Vote - No: None

Motion Passed.

LATE CHANGES TO THE AGENDA

Add: Proclamation - Community Development Week.

PUBLIC COMMENT

CONSENT AGENDA - MOTION TO APPROVE AS PRESENTED

RESULT:	ADOPTED [4 TO 0]
MOVER:	David Taylor, Councilor
SECONDER:	Darren Wertz, Councilor
AYES:	Taylor, Stose, Wertz, Lindsay
ABSENT:	Onslow, Day
AWAY:	Wells

1. Approval of Claims And/Or Payroll
2. Approval of Minutes from the April 11, 2019 Meeting

PROCLAMATION - COMMUNITY DEVELOPMENT WEEK**PRESENTATION****1. ClearGov Financial Transparency Tool****BUSINESS****1. Second Reading of Ordinance No. 1290 - Ridgefield Municipal Code Updates 2019 Part 1 - Steve Stuart, City Manager**

The City is proposing a series of housekeeping amendments and changes to the Ridgefield Municipal Code, including the Ridgefield Development Code, which establishes zoning regulations for residential and nonresidential development throughout the City. This update to the code focuses on code refinements to clarify the interpretation of certain sections, adjust the details of a policy, reflect desired design standards, or simplify review procedures. The majority of updates relate to issues identified by staff and code users during implementation over the past year, or looking ahead to future applications.

MOTION: MOVED TO ADOPT ORDINANCE NO. 1290 AS PRESENTED.

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

2. Motion - Approval of Ridgefield School District Final Short Plat - [7:23 PM](#)

The City of Ridgefield Issued an administrative decision approving the preliminary Short Plat on December 27, 2017. The applicant proposed to divide existing property into three lots of 1.92, 7.18 and 35.93 acres for public facilities development. Two developments have already been approved on the lot: the Ridgefield Intermediate/View Ridge Middle Schools project (PLZ-17-0023) in the southern portion of the site, and the Ridgefield Outdoor Recreational Complex (RORC) (PLZ-17-0041) in the northern portion of the site. Proposed Lot 3 at 35.93 acres would encompass the Schools development and a portion of the RORC and would remain under RSD ownership. Proposed Lot 2 at 7.18 acres would include the remaining portion of the RORC and would be transferred to City ownership. No development has been proposed or approved for the northwest corner of the site, proposed Lot 1 at 1.92 acres, which is proposed to be deeded to Clark County Fire & Rescue.

City Council discussion.

MOTION: MOVED TO APPROVE RIDGEFIELD SCHOOL DISTRICT FINAL SHORT PLAT AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Taylor, Councilor
SECONDER:	Jen Lindsay, Councilor
AYES:	Taylor, Wells, Stose, Wertz, Lindsay
ABSENT:	Onslow, Day

PUBLIC COMMENT - [7:33 PM](#)**COUNCIL/PRESIDING OFFICER/STAFF REPORTS****Council**

Council Member Taylor - Attended Recovery Village 3rd anniversary.

Council Member Wertz - Attended CREDC luncheon, YMCA Good Friday breakfast, Main Street meeting,

Spring cleanup, property tour for potential park.

Council Member Wells - Attended City Manager briefing, chamber of commerce meeting, Recovery Village 3rd anniversary, Port of Ridgefield meeting.

Council Member Lindsay - Attended CREDC luncheon Ilani fueling station grand opening, HOA council meeting, Main Street meeting.

Mayor

Attended Spring cleanup day.

City Manager

City Manager Steve Stuart - Kudos to staff for another great spring cleanup, Army Corps permitting session is Friday, April 26, coalition of governments tri-meeting with Port of Ridgefield and Ridgefield School District is Tuesday, April 30.

Finance Director Kirk Johnson - Investment portfolio report provided.

Public Works Director Bryan Kast- Parks Foundation grant award update, 8th avenue project update.

Deputy City Manager Lee Knottnerus - First Saturday event update for May 4, new employee hires update.

Police Chief John Brooks - Officer Ferriss received recognition award from Recovery Village Center.

ADJOURN - [7:47 PM](#)

Julie Ferriss, City Clerk

Don Stose, Mayor

Attachment: 04-25-2019 (Approval of Minutes)

**CITY OF RIDGEFIELD
REQUEST FOR COUNCIL ACTION**

MEETING DATE: May 09, 2019
ITEM: PRESENTATION
AGENDA ITEM TITLE: First Quarter 2019 Financial Report

GOVERNING LEGISLATION:

City of Ridgefield Financial Policy #07: Budget

PREVIOUS COUNCIL ACTION TAKEN:

Reviewed quarterly financial reports

SUMMARY/BACKGROUND:

1st quarter 2019 financial report – budget to actual

BUDGET/FINANCIAL IMPACTS:

None

RECOMMENDED ACTION OR MOTION:

No action requested

STAFF CONTACT: Kirk Johnson, Finance Director

ATTACHMENTS: 1 Qtr 2019 Budget Report (PDF)



1st Quarter 2019 Budget Report



2019 Reserves Per Policy

	O&M	Revenue Stab.	Debt Service	Capital	Capital Repair & Replace	2019 Reserves	2018 Reserves	% Change
General Fund	680,023	542,302	20,224	572,365	-	1,814,914	1,480,890	22.56%
Building & Permitting	349,153	225,425	-	-	-	574,578	394,376	45.69%
Water Fund	334,517	-	-	147,128	206,572	688,217	531,686	29.44%
Storm Fund	90,358	-	-	111,722	73,648	275,728	207,729	32.73%
Total	1,454,051	767,727	20,224	831,215	280,220	3,353,437	2,614,681	28.25%
Capital Repair and Replacement Minimum Target (2% of Historical Cost)								
	Historical	Target	Total	Balance	Variance	% Target		
Water Fund	18,575,191	2%	371,504	206,572	(164,932)	56%		
Storm Fund	11,903,449	2%	238,069	73,648	(164,421)	31%		



1st Quarter 2019 General Fund Revenue

Revenue	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Property Taxes	\$ 80,902	\$1,260,000	6.4%	\$ 76,840	5.3%
Retail Sales Taxes	282,067	2,143,500	13.2%	156,385	80.4%
Utility and Other Taxes	132,588	1,103,148	12.0%	127,695	3.8%
Licenses and Permits	264,848	1,050,010	25.2%	162,512	63.0%
Planning and Development	218,732	860,393	25.4%	192,429	13.7%
Fines Forfeits and Restitution	13,038	72,675	17.9%	10,431	25.0%
Charges for Goods and Services	1,361	4,950	27.5%	4,875	-72.1%
Interfund Charges for Goods and Service	134,432	537,730	25.0%	132,749	1.3%
Intergovernmental/Grants/Other	47,816	357,466	13.4%	29,628	61.4%
Total General Fund Revenue	\$ 1,175,784	\$7,389,872	15.9%	\$ 893,544	31.6%



1st Quarter 2019 General Fund Expense

Expense	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Department					
City Council	\$ 22,010	\$ 88,748	24.8%	\$ 23,174	-5.0%
Judicial	22,735	136,896	16.6%	18,170	25.1%
Executive	49,059	274,370	17.9%	45,890	6.9%
Finance	82,826	456,935	18.1%	75,522	9.7%
Legal	4,000	40,000	10.0%	3,650	9.6%
Human Resources	44,400	199,958	22.2%	34,627	28.2%
Administration	65,025	414,682	15.7%	63,061	3.1%
General Government/Facilities	376,936	807,225	46.7%	315,912	19.3%
Information Tech	20,911	116,559	17.9%	9,124	129.2%
Public Safety	369,967	1,884,125	19.6%	353,000	4.8%
Cemetery	6,073	32,110	18.9%	1,847	228.8%
Community Development	342,044	1,667,801	20.5%	321,943	6.2%
Parks	84,715	635,538	13.3%	86,691	-2.3%
Transfer to Equip Replace Fund	-	53,051	0.0%	-	0.0%
Transfers Out - To Street Fund	131,882	527,530	25.0%	93,956	40.4%
Transfers To Capital - Streets	-	139,000	0.0%	-	0.0%
Transfers To Capital - Parks	-	-	0.0%	-	0.0%
Total General Fund Expense	\$ 1,622,583	\$7,474,528	21.7%	\$ 1,446,567	12.2%
Total Net Revenue (Loss)	\$ (446,799)	\$ (84,656)	527.8%	\$ (553,023)	-19.2%



1st Quarter 2019

General Fund - Fund Balance

Fund Balance	1Q 2019 YTD Actual	2019 Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Beginning Balance	\$ 3,163,140	\$3,163,140	\$ 2,342,372	35.0%
Net Increase (Decrease)	(446,799)	(84,656)	(553,023)	-19.2%
Ending Balance	2,716,341	3,078,484	1,789,349	51.8%
Less: Reserved Amounts *	2,389,492	2,389,492	1,875,266	27.4%
Net Ending and Available Balance	\$ 326,849	\$ 688,992	\$ (85,917)	-480.4%
* Includes Street Fund Reserves				



1st Quarter 2019 Street Fund

Revenue	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Tax/Franchise Fees	\$ 4,037	\$ 75,186	5.4%	\$ 9,277	-56.5%
Vehicle Motor Fuel Tax	17,303	179,604	9.6%	15,960	8.4%
Permits	5,048	14,000	36.1%	6,143	-17.8%
Transfer In - General Fund	131,882	527,530	25.0%	93,956	40.4%
Other Revenue	1,303	2,525	51.6%	255	411.0%
Total Street Fund Revenue	\$ 159,573	\$ 798,845	20.0%	\$ 125,591	27.1%
Expense	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Street Fund	\$ 98,687	\$ 798,841	12.4%	\$ 80,982	21.9%
Total Street Fund Expense	\$ 98,687	\$ 798,841	12.4%	\$ 80,982	21.9%
Total Net Revenue (Loss)	\$ 60,886	\$ 4	1522150.0%	\$ 44,609	36.5%
Fund Balance	1Q 2019 YTD Actual	2019 Budget		1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Beginning Balance	\$ 5,449	\$ 5,449		\$ 39,740	-86.3%
Net Increase (Decrease)	60,886	4		44,609	36.5%
Ending Balance	66,335	5,453		84,349	-21.4%
Less: Reserved Amounts *	-	-		-	
Net Ending and Available Balance	\$ 66,335	\$ 5,453		\$ 84,349	-21.4%
*Reserves Maintained in General Fund					



1st Quarter 2019

Drug Fund & Debt Service Fund

Drug Fund	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Revenue	\$ 219	\$ 1,075	20.4%	\$ 235	-6.8%
Expense	-	8,791		-	
Total Net Revenue (Loss)	\$ 219	\$ (7,716)	-2.8%	\$ 235	-6.8%
Fund Balance	1Q 2019 YTD Actual	2019 Budget		1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Beginning Balance	\$ 9,213	\$ 9,213		\$ 7,210	27.8%
Net Increase (Decrease)	219	(7,716)		235	-6.8%
Ending Fund Balance	\$ 9,432	\$ 1,497		\$ 7,445	26.7%
Debt Service Fund	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Revenue	\$ 20,224	\$ 808,499	2.5%	\$ 20,862	-3.1%
Expense	20,224	808,499	2.5%	553,983	-96.3%
Total Net Revenue (Loss)	\$ -	\$ -		\$ (533,121)	
Fund Balance	1Q 2019 YTD Actual	2019 Budget		1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Beginning Balance	\$ -	\$ -		\$ 1,666,656	
Net Increase (Decrease)	-	-		(533,121)	
Ending Fund Balance	-	\$ -		\$ 1,133,535	



1st Quarter 2019

REET and Impact Fee Funds

Real Estate Excise Tax (REET)	1Q 2019		2019	1Q % of	1Q 2018	1Q 2019 v
	YTD	Actual	Budget	Budget	YTD Actual	1Q 2018
Revenue	\$	314,286	\$	25.2%	\$ 285,176	10.2%
Expense		-	983,275	0.0%	10,610	-100.0%
Total Net Revenue (Loss)	\$	314,286	\$ 263,565	119.2%	\$ 274,566	14.5%
Fund Balance	1Q 2019		2019		1Q 2018	1Q 2019 v
	YTD	Actual	Budget		YTD Actual	1Q 2018
Beginning Balance	\$	1,194,540	\$		\$ 4,726,037	-74.7%
Net Increase (Decrease)		314,286	263,565		274,566	14.5%
Ending Fund Balance		1,508,826	1,458,105		5,000,603	-69.8%
Debt Service Reserve		787,425	787,425		788,275	100.0%
Ending Available Fund Balance	\$	721,401	\$		\$ 4,212,328	-82.9%
Park Impact Fee (PIF)	1Q 2019		2019	1Q % of	1Q 2018	1Q 2019 v
	YTD	Actual	Budget	Budget	YTD Actual	1Q 2018
Revenue	\$	209,794	\$	23.9%	\$ 154,514	35.8%
Expense		-	476,000	0.0%	229,163	-100.0%
Total Net Revenue (Loss)	\$	209,794	\$ 400,318	52.4%	\$ (74,649)	-381.0%
Fund Balance	1Q 2019		2019		1Q 2018	1Q 2019 v
	YTD	Actual	Budget		YTD Actual	1Q 2018
Beginning Balance	\$	-	\$		\$ 3,321,028	-100.0%
Net Increase (Decrease)		209,794	400,318		(74,649)	-381.0%
Ending Fund Balance	\$	209,794	\$		\$ 3,246,379	-93.5%
Traffic Impact Fee (TIF)	1Q 2019		2019	1Q % of	1Q 2018	1Q 2019 v
	YTD	Actual	Budget	Budget	YTD Actual	1Q 2018
Revenue	\$	130,393	\$	3.6%	\$ 79,423	64.2%
Expense		-	-		60,633	-100.0%
Total Net Revenue (Loss)	\$	130,393	\$ 3,610,800	3.6%	\$ 18,790	593.9%
Fund Balance	1Q 2019		2019		1Q 2018	1Q 2019 v
	YTD	Actual	Budget		YTD Actual	1Q 2018
Beginning Balance	\$	-	\$		\$ 817,073	-100.0%
Net Increase (Decrease)		130,393	3,610,800		18,790	593.9%
Ending Fund Balance	\$	130,393	\$		\$ 835,863	-84.4%



1st Quarter 2019

General Capital & Equipment Replacement Funds

General Capital Projects	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Revenue	\$ 56,252	\$ 1,131,280	5.0%	\$ 1,027,083	-94.5%
Expense	922,587	1,011,000	91.3%	1,078,157	-14.4%
Total Net Revenue (Loss)	\$ (866,335)	\$ 120,280	-720.3%	\$ (51,074)	1596.2%
Fund Balance	1Q 2019 YTD Actual	2019 Budget		1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Beginning Balance	\$ 127,635	\$ 127,635		\$ 47,921	366.3%
Net Increase (Decrease)	(866,335)	120,280		(51,074)	1596.2%
Ending Fund Balance	\$ (738,700)	\$ 247,915		\$ (3,153)	23528.5%

Equipment Replacement (ERF)	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Revenue	\$ 11	\$ 135,775	0.0%	\$ -	100.0%
Expense	-	82,800	0.0%	-	
Total Net Revenue (Loss)	\$ 11	\$ 52,975	0.0%	\$ -	100.0%
Fund Balance	1Q 2019 YTD Actual	2019 Budget		1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Beginning Balance	\$ 180,246	\$ 180,246		\$ 169,503	6.3%
Net Increase (Decrease)	11	52,975		-	
Ending Fund Balance	\$ 180,257	\$ 233,221		\$ 169,503	6.3%



1st Quarter 2019

Water and Storm Water Operating Funds

Water Utility O&M	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Revenue	\$ 240,972	\$ 2,063,521	11.7%	\$ 179,365	34.3%
Expense	330,014	2,220,952	14.9%	253,582	30.1%
Total Net Revenue (Loss)	\$ (89,042)	\$ (157,431)	56.6%	\$ (74,217)	20.0%
Fund Balance	1Q 2019 YTD Actual	2019 Budget		1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Beginning Balance	\$ 1,063,562	\$ 1,063,562		\$ 1,280,445	-16.9%
Net Increase (Decrease)	(89,042)	(157,431)		(74,217)	20.0%
Ending Balance	974,520	906,131		1,206,228	-19.2%
Less: Reserved Amounts	688,217	688,217		531,686	29.4%
Net Ending and Available Fund Balance	\$ 286,303	\$ 217,914		\$ 674,542	-57.6%
Stormwater Utility O&M	1Q 2019 YTD Actual	2019 Budget	1Q % of Budget	1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Revenue	\$ 101,039	\$ 669,470	15.1%	\$ 89,975	12.3%
Expense	119,719	633,932	18.9%	77,155	55.2%
Total Net Revenue (Loss)	\$ (18,680)	\$ 35,538	-52.6%	\$ 12,820	-245.7%
Fund Balance	1Q 2019 YTD Actual	2019 Budget		1Q 2018 YTD Actual	1Q 2019 v 1Q 2018
Beginning Balance	\$ 225,855	\$ 225,855		\$ 407,330	-44.6%
Net Increase (Decrease)	(18,680)	35,538		12,820	-245.7%
Ending Balance	207,175	261,393		420,150	-50.7%
Less: Reserved Amounts	275,728	275,728		207,729	32.7%
Net Ending and Available Fund Balance	\$ (68,553)	\$ (14,335)		\$ 212,421	-132.3%



1st Quarter 2019

Water SDC and Utility Capital Fund

Water SDC	1Q 2019	2019	1Q % of	1Q 2018	1Q 2019 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2018
Revenue	\$ 297,130	\$ 1,325,086	22.4%	\$ 296,265	0.3%
Expense	2,535	2,267,383	0.1%	1,402	80.8%
Total Net Revenue (Loss)	\$ 294,595	\$ (942,297)		\$ 294,863	-0.1%
Fund Balance	1Q 2019	2019		1Q 2018	1Q 2019 v
	YTD Actual	Budget		YTD Actual	1Q 2018
Beginning Balance	\$ 6,351,935	\$ 6,351,935		\$ 4,894,610	29.8%
Net Increase (Decrease)	294,595	(942,297)		294,863	-0.1%
Net Ending and Available Fund Balance	\$ 6,646,530	\$ 5,409,638		\$ 5,189,473	28.1%

Water Utility Capital Projects	1Q 2019	2019	1Q % of	1Q 2018	1Q 2019 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2018
Revenue	\$ 1	\$ 2,481,181	0.0%	\$ 1,590	-99.9%
Expense	16,261	2,481,181	0.7%	1,590	922.7%
Total Net Revenue (Loss)	\$ (16,260)	\$ -		\$ -	-100.0%
Fund Balance	1Q 2019	2019		1Q 2018	1Q 2019 v
	YTD Actual	Budget		YTD Actual	1Q 2018
Beginning Balance	\$ 16,528	\$ 16,528		\$ 16,525	0.0%
Net Increase (Decrease)	(16,260)	-		-	-100.0%
Net Ending and Available Fund Balance	\$ 268	\$ 16,528		\$ 16,525	-98.4%

Storm Utility Capital Projects	1Q 2019	2019	1Q % of	1Q 2018	1Q 2019 v
	YTD Actual	Budget	Budget	YTD Actual	1Q 2018
Revenue	\$ -	\$ 345,000	0.0%	\$ -	0.0%
Expense	-	345,000	0.0%	-	0.0%
Total Net Revenue (Loss)	\$ -	\$ -		\$ -	0.0%
Fund Balance	1Q 2019	2019		1Q 2018	1Q 2019 v
	YTD Actual	Budget		YTD Actual	1Q 2018
Beginning Balance	\$ -	\$ -		\$ -	0.0%
Net Increase (Decrease)	-	-		-	0.0%
Net Ending and Available Fund Balance	\$ -	\$ -		\$ -	0.0%



1st Quarter 2019 City Investments

- Total investment portfolio \$8,492,950
 - Municipal bonds \$1,116,340
 - US Agency bonds \$3,352,067
 - Clark County investment pool \$2,937,895
 - Washington State local government investment pool \$1,086,648
- Current yield on investment 1.96%
- Weighted average maturity 13.74 months
- All investments within policy limits



THANK YOU

CITY OF RIDGEFIELD REQUEST FOR COUNCIL ACTION

MEETING DATE: May 09, 2019

ITEM: PUBLIC HEARING/BUSINESS

AGENDA ITEM TITLE: AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON
ADDING Chapters Within Title 18 of the Ridgefield Municipal
Code ADDING CHAPTER 18.550 (BINDING SITE PLAN).

GOVERNING LEGISLATION:

RCW 36.70A, RCW 58.17.035

PREVIOUS COUNCIL ACTION TAKEN:

None.

SUMMARY/BACKGROUND:

The City is proposing an addition to the Ridgefield Development Code establishing a binding site plan process.

The binding site plan is an alternative procedure of land division established under RCW 58.17.035 and intended to promote orderly and efficient development. The division of property by the binding site plan process may be used only for a) the division of land for the sale or lease of commercial, industrial, or other non-residentially zoned property; or b) the division of land involving improvements constructed or to be constructed that will be one or more condominiums or owned by an associated or other legal entity.

The binding site plan process is substantially similar to the short plat process, with certain exceptions intended to facilitate efficient commercial and industrial development. There is not a limit on the total number of lots created using a binding site plan. In addition, binding site plans may be amended using a Type I process to allow flexible phased development.

BUDGET/FINANCIAL IMPACTS:

None.

RECOMMENDED ACTION OR MOTION:

None. Second reading is scheduled before City Council on May 23, 2019.

STAFF CONTACT: Claire Lust, Associate Planner

ATTACHMENTS: RDC 18.550 Binding Site Plan proposed code (DOC)

ORDINANCE NO. 1291**AN ORDINANCE OF THE CITY OF RIDGEFIELD, WASHINGTON ADDING CHAPTERS WITHIN TITLE 18 OF THE RIDGEFIELD MUNICIPAL CODE ADDING CHAPTER 18.550 (BINDING SITE PLAN).**

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, 1232, 1234, 1253, 1260, 1271, and 1290; and

WHEREAS, the Ridgefield Planning Commission, after conducting public meetings and public hearings on the additions to Title 18 on May 1, 2019, forwarded recommendations to amend Title 18 to the City Council; and

WHEREAS, the City of Ridgefield submitted notice of the proposed additions to the Washington State Department of Commerce on April 26, 2019 consistent with RCW 36.70A; and

WHEREAS, consistent with WAC 197-11-340(2), on April 30, 2019 the City of Ridgefield issued a Determination of Non-significance regarding the proposed Ridgefield Development Code addition; and,

WHEREAS, the public comment period expired on May 14, 2019 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 May 9, 2019; 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 May 23, 2019; 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: 18.550, Binding Site Plan.

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 23rd DAY OF MAY, 2019.

Don Stose, Mayor

ATTEST/AUTHENTICATED:

Julie Ferriss,
Deputy City Clerk

APPROVED AS TO FORM:

Janean Parker, City Attorney

First Reading: May 9, 2019

Second Reading/Passage: May 23, 2019

Date of Publication:

Effective Date:

EXHIBIT A:

Addition to Title 18 of the Ridgefield Municipal Code

CHAPTER 18.550 - BINDING SITE PLAN

18.550.010 – Purpose and applicability.

- A. The purpose of the Binding Site Plan is to establish an alternative procedure of land division in lieu of other provisions of Title 18. The intent of the binding site plan process is to promote orderly and efficient community growth consistent with the provisions of RCW 58.17.035. The division of property by the binding site plan process may only be used for the following:
 - 1. Division of land for the sale or lease of commercial, industrial or other non-residentially zoned property; or
 - 2. The division of land involving improvements constructed or to be constructed that will be one or more condominiums or owned by an association or other legal entity.
- B. Binding Site Plans will not be approved unless appropriate provisions and dedications of public rights-of-way, utilities, and easements are made to meet infrastructure provisions per City standards. The City may require a development agreement to be in place for the property for future development.
- C. Administration and application.
 - 1. Pre-application review is required prior to preliminary binding site plan submittal.
 - 2. Preliminary binding site plans shall be reviewed under a Type II review consistent with RDC 18.310.070.
 - 3. Final binding site plans shall be reviewed under a Type I review consistent with RDC 18.310.060.

18.550.020 – Preliminary binding site plan application.

- A. An application for a binding site plan may be made by an owner or owners of land, or by an authorized agent of an owner or owners.
- B. The applicant shall submit one original copy of all application materials and electronic copies of all materials. The application shall contain the following:
 - 1. The entire lot or parcel constituting the applicants land;
 - 2. Proposed name of the binding site plan (if any);
 - 3. Accurate and complete legal description of the proposed binding site plan;
 - 4. Scale, north arrow and date;
 - 5. Boundary lines based upon a recent land survey of the land proposed to be divided and boundary lines of all proposed lots and streets;
 - 6. Location and size of water and sewer lines utility easements; and drainage system proposed to serve the lots within the proposed binding site plan and their point of connections with existing services;
 - 7. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
 - 8. Location of any streets, rights-of-way or easements proposed to serve the lots within the proposed binding site plan with a clear designation of their size, purpose and nature;
 - 9. Parcels of land intended or required to be dedicated for streets, open space, or other public purposes;
 - 10. Contour lines at two-foot elevation intervals for slopes less than 25 percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;
 - 11. Accurate mapping of critical areas, including wetlands, stream corridors, slopes of fifteen to twenty-four percent, slopes of twenty-five percent and greater, floodplains and slope hazard areas;

12. Name, mailing address and telephone number owner and/or developer and/or preparer of information;
13. Environmental checklist, if required by RDC 18.810;
14. Names and addresses of adjacent land owners shown on the records of the Clark County assessor located within three hundred feet of any portion of the boundary of the binding site plan;
15. Modifications or variations requested, if any; and
16. Copy of the binding site plan reduced to fit on eight and one-half by eleven-inch paper.

18.550.030 – Preliminary binding site plan approval criteria.

- A. The review authority shall approve a preliminary binding site plan if he or she finds that the following standards are satisfied by the proposed binding site plan:
 1. The binding site plan conforms with the provision of Title 18, including the zoning district standards in which the binding site plan is located;
 2. The binding site plan conforms with the RUACP;
 3. The binding site plan conforms with the binding site plan requirements of RDC 18.550;
 4. The binding site plan conforms with all design and improvement requirements applicable to standard subdivisions, as specified in RDC 18.630 and the City of Ridgefield Engineering Standards for Public Works, including but not limited to, appropriate provisions for:
 - a. Public health, safety and welfare.
 - b. Open spaces, parks and recreation, and playgrounds.
 - c. Drainage systems for stormwater retention and detention.
 - d. Streets, sidewalks, alleys and other public ways, transit stops, and other features that assure safe walking conditions for students.
 - e. Potable water supplies, and
 - f. Sanitary waste disposal.
 5. Unbuildable portions of a preliminary binding site plan lot are protected from development through conservation easements, dedications, or other appropriate means approved by the City.
 6. Based upon subsections (A)(1) through (A)(5) of this section, that the public use and interest will be served and not burdened.

18.550.040 – Final binding site plan application.

- A. An applicant may file for a final binding site plan within five years of the date of approval of the preliminary binding site plan.
- B. An applicant for a final binding site plan shall submit to the City the requisite fee and the following information:
 1. The binding site plan, including the following:
 - a. The entire lot or parcel constituting the applicant's land;
 - b. Binding site plan name (if any);
 - c. North arrow and scale;
 - d. The taxation parcel number or numbers as assigned to the land proposed to be divided by the Clark County assessor;

- e. The names or recording numbers of any contiguous subdivisions, short subdivisions, or binding site plans;
- f. Lot corners and lines marking the division of the land;
- g. Location, size, purpose and nature of existing roads, streets, rights-of-way, and easements adjacent to, or across, the land;
- h. Location of any roads, rights-of-way, or easements proposed to serve the lots within the binding site plan with a clear designation of their size, purpose and nature, as well as street names;
- i. Tracts (if any) and the purpose of each;
- j. The acknowledged signatures of all fee simple owners and other parties having interest in the lands being subdivided as enumerated in subsections (ii)(A) and (B) below, as well as the acknowledged signatures of all owners of property over which access or utility easements pass unless such easements are previously or simultaneously recorded by separate instrument in the county auditor's office, certifying the following:
 - i. In case of a binding site plan not containing a dedication:
 - (A) A full and correct legal description of the land to be divided as it appears on the binding site plan;
 - (B) A statement of free consent in substantially the following form, the reference to easements to be omitted where not applicable:

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

(Name)

(Name)

- ii. In the case of a binding site plan containing a dedication or easement:

- (A) A full and correct legal description of the land to be divided as it appears on the binding site plan;
- (B) A statement of free consent and waiver of claims for damages in substantially the following form:

DEDICATION AND WAIVER OF CLAIMS

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

(Name)

(Name)

iii. If an offer of dedication includes, or is required to include, a waiver of direct access to any street from any property, the appropriate certificate shall additionally recite said waiver;

k. A certificate by a surveyor certifying to the accuracy of the survey and binding site plan in substantially the following form:

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

(Surveyor's Signature, seal and number):

I. Signature blocks for the:

i. City engineer;

ii. Public works director;

iii. Community development director;

iv. Mayor;

v. County auditor; and

vi. County assessor.

18.550.050 – Final binding site plan approval criteria.

A. The review authority shall approve a final binding site plan if they find:

1. It complies with the decision approving the preliminary binding site plan;
2. The applicant has fulfilled all conditions of approval of the preliminary binding site plan and the requirements of this title; and
3. The binding site plan application complies with the submittal requirements of RDC 18.550.040.

18.550.060 – Roads and rights-of-way.

A. The City Engineer will review each application to determine if there is or may be a need for public access through or abutting a proposed binding site plan. If such a need does or may exist, they may recommend that any approval be conditioned upon the dedication of right-of-way and the construction of needed streets to city standards. If the proposed binding site plan abuts an existing right-of-way, the City Engineer may recommend that additional right-of-way be dedicated to obtain one-half the required width of the street as established by any street plan and that the right-of-way be improved to city standards.

18.550.070 – Allowance of bond for public improvements in lieu of actual construction of improvements prior to approval of final binding site plan.

A. The applicant may, as an alternative to actual construction of required public improvements, provide a surety bond or other secure method providing for and securing to the city the actual cost of construction of required public improvements within a specified period of time and expressed in the bond or other method of security. Any bond or other method of security shall specify the improvements covered and the schedule for completion.

- B. The bond or other method of security shall be subject to approval by the city engineer prior to approval of the final binding site plan by the administrator. In no case shall the amount of the bond or other method of security be less than one hundred twenty percent of the actual estimated cost of the improvements.
- C. All improvements to be privately improved and maintained must be fully constructed prior to approval of the final binding site plan.
- D. The applicant shall provide the city with a maintenance bond with a two-year term valued at twenty percent of the actual construction costs, subject to review and approval by the director of public works.

18.550.080 - Recording.

- A. All approved binding site plans shall be filed for record in the office of the Clark County Auditor. The applicant shall be responsible for payment of all filing fees. The lots, parcels, or tracts created through this procedure are legal lots of record. All provisions, conditions, and limitations on the binding site plan are binding on the owner, purchaser, or any other person acquiring a lease or other interest of any lot, parcel, or tract created pursuant to the binding site plan. Any sale, transfer, or lease of any lot, tract, or parcel created pursuant to the binding site plan, without a binding site plan approval, is a violation of RCW 58.17 and this Title and shall be restrained by injunctive action and be illegal as provided in RCW 58.17.

18.550.090 - Alteration.

- A. When any person desires the alteration of an approved binding site plan or portion thereof, an application shall be filed with the City on forms provided by the City. The application must include the signatures of a majority of the owners of the lots, tracts, parcels, sites or divisions in the division or portion to be altered and include a list of all owners within the division. If the division is subject to restrictive covenants, which were filed at the time of the approval of the division and the alteration would result in the violation of a covenant, the application must be signed by all parties subject to the covenants. The alteration procedure is as follows:
 1. Upon receipt of a completed application, the Administrator shall notify all owners of property within the binding site plan.
 2. Any proposed modification which would amend conditions established administratively shall be circulated to affected agencies for review and comment. An amended decision or amended conditions of approval may be required based on comments received from affected agencies.
 3. The Administrator may review the proposed alteration using a Type I process if it is determined that the proposed modification would not have a substantial impact on adjacent properties or conditions of approval, or if the Administrator determines that the public use and interest will be served by the alteration. This process shall not apply to amending site plans or conditions thereof established by a hearing body that would constitute a change of condition.

18.550.100 - Vacation.

- A. A binding site plan may be vacated in accordance with RDC 18.620.150 and RDC 18.620.160.