



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
December 7, 2022

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

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

ROLL CALL - [6:30 PM](#)

Attendee Name	Title	Status	Arrived
Stan Okinaka	Commissioner	Present	
Patrick Flynn	Chairman	Present	
Gary Rightenour	Commissioner	Present	
Amanda Swenson	Commissioner	Present	
Richard Amerman	Commissioner	Present	
Katie Favela	Commissioner	Present	
John Rose	Commissioner	Excused	

Commissioner Okinaka moved to excuse Commissioner Rose, seconded by Commissioner Favela. Ayes all. Motion passed unanimously.

Late changes to the agenda - [6:31 PM](#)

No late changes to the agenda.

PUBLIC COMMENT - [6:31 PM](#)

No public comments provided.

CONSENT AGENDA

1. Approval of Minutes from Wednesday, 11/2/22 Meeting

Commissioner Okinaka moved to accept the Consent Agenda as presented, seconded by Commissioner Favela.

BUSINESS - [6:32 PM](#)

Claire Lust, Community Development Director gave a presentation regarding Code Updates related to fees. Each fall, staff reviews the City of Ridgefield Master Fee Schedule (fee schedule) and proposes the updates to ensure cost recovery, comply with new legislation, implement current or best practice and address issues that have come up during permitting processes. Some of these updates require concurrent code updates. This year, three topics would require concurrent updates to the Ridgefield Development Code (RDC).

1. Administrative Adjustment (RDC 18.350.020-030)

2. School Impact Fee Code Reference (RDC 18.070.060)
3. School Impact Fee Formula (RDC 18.070.100)

Discussion occurred regarding the Administrative Adjustment and whether or not the City currently has a minor review process.

Ms. Lust presented two formula options for calculating the School Impact Fee.

Option A: Minimum adjustment factor

The school impact fee shall be calculated using the following formula: $SIF = C(SF) - (TC) - (FC) \times A$

"A" means an adjustment for the portion of anticipated additional tax revenues, resulting from a development that is pro rata to system improvements contained in the capital facilities plan. The adjustment for school impacts is determined to be a minimum of eighty-five percent.

Option B: Don't quantify adjustment factor

The school impact fee shall be calculated using the following formula: $SIF = C(SF) - (SM) - (TC) - (FC) \times A$

"A" means an adjustment for the portion of anticipated additional tax revenues, resulting from a development that is pro rata to system improvements contained in the capital facilities plan. The adjustment for school impacts shall be determined by the City Council during its periodic review of the capital facilities plan and impact fee calculation ~~is determined to be eighty-five percent.~~

Discussion occurred regarding the difference between Option A and Option B.

PUBLIC HEARING

1. Code Amendments Re: Fees - 6:51 PM

PUBLIC HEARING OPENED AT 6:51 PM

No public comments provided.

PUBLIC HEARING CLOSED AT 6:51 PM

Discussion occurred regarding the 85/15 formula is how other jurisdictions calculate SIF rates and whether changing from this formula would cause legal issues for the City.

Discussion occurred regarding the frequency of periodic reviews, how often City Council is going to adjust this and under what circumstances would they adjust it.

Discussion occurred regarding the benefits to the City if Option B is used.

Ms. Lust provided an example of the benefit of using Option B over Option A.

Discussion occurred regarding the lowest that Option B could go.

Commissioner Amerman moved to recommend approval of the amendments to Title 18 with preference toward Option A, seconded by Commissioner Rightenour. Ayes all. Motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Amerman, Commissioner
SECONDER:	Gary Rightenour, Commissioner
AYES:	Okinaka, Flynn, Rightenour, Swenson, Amerman, Favela
EXCUSED:	Rose

STAFF REPORTS - [7:08 PM](#)

Ms. Lust thanked Commissioners Rightenour and Okinaka for their years of service and presented them with a Certificate of Appreciation. The City Council meeting on December 15th at 6:30 PM will include a time to thank departing commissioners and board members.

FROM THE COMMISSION - [7:11 PM](#)

Commissioner Flynn thanked commissioners Rightenour and Okinaka for their years of service.

Commissioner Amerman thanked commissioners Rightenour and Okinaka for their service.

Commissioner Swenson advised that The Ridge has their annual giving tree going on now.

Commissioner Favela thanked commissioner Rightenour and Okinaka for their service. The elementary schools have giving trees and she advised there has been an influx of foster children in the district.

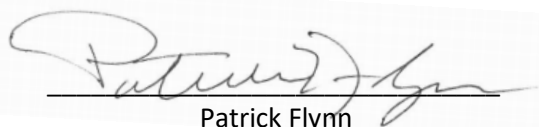
Commissioner Rightenour said it has been a pleasure to work with everyone.

Commissioner Okinaka advised that Ridgefield Mainstreet raised almost \$150,000 in 2022. He said that it has been an honor to serve this community.

ADJOURN - [7:18 PM](#)



Trina Siebert



Patrick Flynn