



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, December 7, 2016
Ridgefield Community Center
210 N. Main, 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 Commission regarding items not on the agenda may come forward at this time. Please state your name and address. Comments are limited to three minutes. Written comments may be submitted to the City Clerk prior to the meeting.

III. CONSENT AGENDA

- 1. Minutes**

IV. BUSINESS

- 1. Knowledge Capital Presentation - Brent Grening, Port of Ridgefield**
- 2. Planning Commission Accomplishments Presentation to City Council - Jeff Niten, Community Development Director**
- 3. Election of Planning Commission Officers - Jeff Niten, Community Development Director**

V. PUBLIC COMMENT

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

VI. STAFF REPORTS

- 1. CDD Report**

VII. FROM THE COMMISSION

VIII. ADJOURN

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: December 07, 2016

ITEM:

AGENDA ITEM TITLE: Minutes

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: 11-2-2016 (DOC)



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
November 2, 2016

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
Mark Burton	Commissioner	Present	
Jerry Bush	Chair	Present	
Jason Carnell	Commissioner	Present	
Stan Okinaka	Commissioner	Present	
Victoria Haugen	Commissioner	Absent	
Whitney Jones	Commissioner	Present	
Jen Lindsay	Commissioner	Present	

3. Swearing in of Jen Lindsay

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

PUBLIC COMMENT - [6:32 PM](#)

CONSENT AGENDA - [6:33 PM](#)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Whitney Jones, Commissioner
SECONDER:	Stan Okinaka, Commissioner
AYES:	Burton, Bush, Carnell, Okinaka, Jones, Lindsay
ABSENT:	Haugen

1. Minutes - [6:33 PM](#)

BUSINESS - [6:34 PM](#)

1. RDC Updates - [6:34 PM](#)

From time to time items within our development code come to light that are unnecessary, contradictory, or could be done more efficiently. These updates are part of the continuous improvement the city has undertaken to make our regulations consistent, efficient, and more predictable. This is the second round of updates to the R.D.C. for this year, some of the revisions in this version are items the Planning Commission saw in May of this year, and that the City Council asked staff to continue to revise.

Jeff provided a staff report to the Commission

Open public hearing [6:39 PM](#)

Close public hearing [6:40 PM](#)

Commission discussed the fencing requirement for new construction and the cost for each type of fencing material – stone, brick, metal. All in agreement that the minimum requirement will be a 6 foot fence and shall be earth tones for all new construction .

Commissioner Carnell “I move to approve the updates to RDC as presented and recommend approval to the City Council.”

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jason Carnell, Commissioner
SECONDER:	Whitney Jones, Commissioner
AYES:	Burton, Bush, Carnell, Okinaka, Jones, Lindsay
ABSENT:	Haugen

2. Employment (E) Zone - [6:53 PM](#)

Part of the adopted Comprehensive Growth Management Plan included an Employment (E) zone. The concept behind the Employment zone concept was to combine both the light industrial zoning category, and the Office category and create additional flexibility while still maintaining the standards Ridgefield has adopted for employment uses in the city. The standards for the two zones for lot sizes, frontage requirements, building setbacks, etc. have not changed. The only change in this new proposed combined code is the setback provision for adjacent lots. In the current code adjacent lots with the same zone could reduce the side setback to zero feet. In the new proposed code there is a concern that outdoor storage areas could be located directly adjacent to an office development. The proposal seeks to mitigate that concern by requiring a 10 foot wide landscape buffer for any area that is proposed for outdoor storage. The main revisions for this item are contained in RDC 18.240.

Jeff provided a staff report to the Commission

Open public hearing [6:57 PM](#)

Close public hearing [6:57 PM](#)

The Commission discussed their safety concerns regarding the fencing/landscape buffer used and the possibly of people climbing the fence depending on what the fence is made out of. Through discussion Jeff informed the commission that the fencing will range from 6 feet to 8 feet in height and it will be a solid fence which should deter climbing. The Commission also discussed landscaping in regards to tree requirements – minimum caliper, minimum height requirements, and minimum years before a tree reaches maturity.

Commissioner Carnell “I move to approve revisions to Title 18 to create an Employment Zone and recommend approval to City Council.”

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jason Carnell, Commissioner
SECONDER:	Stan Okinaka, Commissioner
AYES:	Burton, Bush, Carnell, Okinaka, Jones, Lindsay
ABSENT:	Haugen

3. Sign Code RDC 18.710 - [7:03 PM](#)

Cities around the country are amending their sign ordinances to comply with a recent U.S. Supreme Court decision, Reed v. Town of Gilbert. The basic premise municipalities must follow is that sign regulations must be content neutral. In other words, a municipal government must regulate signs in a way which doesn't require reading the content. The Association of Washington Cities has developed a model sign ordinance which will regulate signs in our community in a manner which we believe is compliant with the decision issued by the Supreme Court. Staff has tailored the model ordinance to match our community needs and also match previous work the Planning Commission has done on ordinances including the Commercial Design Standards and the optional Mixed Use overlay.

Jeff provided a staff report to the Commission

Open public hearing [7:10 PM](#)

Close public hearing [7:10 PM](#)

Commission discussed that the sign code presented does not address the length of time for temporary signs and they expressed the need for this time requirement. During their discussion Commissioners brainstormed how to monitor temporary signs –

- Through right of way permits,
- Have the City apply stickers to all temporary signs that are color coded have an expiration date of when they need to be removed; City Staff will remove these signs if they are past their expiration date,
- Get a 60-90 day permit through the City, this permit will allow a certain number of signs to be placed on City right of way for a total of 60-90 days a year. Excluding State roads.

After discussion the Commission agreed that there should be a duration of time set for temporary and special event signs. A 60 calendar day limit was suggested for temporary signs.

As the discussion progressed from temporary signs to illuminated and free standing signs Jeff discussed that the City does not have a limit on illumination for some signs such as freeway billboards and that this could prove a loophole allowing someone to have a bright sign. Commission was in agreeance that this is an issue and that this code needs to be corrected. After this was determined the Commission moved onto the maximum height for free standing signs and monument signs. The Commission agreed on a 12 foot high max free standing sign and a 6 foot high max monument sign.

There was also discussion on how the City cannot read the sign because the City needs to be content neutral on all signage

Commissioner Carnell "I move to approve the revisions to RDC 18.710 as presented and recommend approval to the City Council."

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Jason Carnell, Commissioner
SECONDER:	Whitney Jones, Commissioner
AYES:	Burton, Bush, Carnell, Okinaka, Jones, Lindsay
ABSENT:	Haugen

PUBLIC COMMENT - [8:12 PM](#)

Elizabeth An - Citizen
410 Pioneer St.
Ridgefield, WA 98642
Asked about permitting signs via the internet

Jeff Niten – Community Development Director
We are getting a new system that will allow online submittal

STAFF REPORTS - [8:14 PM](#)

1. Community Development Report

FROM THE COMMISSION - [8:14 PM](#)

Commissioner Young - Port of Ridgefield - Working on scheduling the port to come in to give a presentation on knowledge centers.

Commissioner Carnell - Ridgefield Business Association - Met with the board of Main Street and how to coordinate together.

Commissioner Okinaka - Main Street Association - Submitted application for affiliation, holding annual retreat on November to work on next year's work plan.

Commissioner Jones - City Council – First reading of ordinances on approved parks and trail standards.

ADJOURN - [8:20 PM](#)

Lindsay Regan

Jerrold Bush

Attachment: 11-2-2016 (1173 : Minutes)

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: December 07, 2016

ITEM: BUSINESS

AGENDA ITEM TITLE: Knowledge Capital Presentation - Brent Grening, Port of Ridgefield

SUMMARY/BACKGROUND:

Knowledge Capital Presentation by Brent Grening – Port of Ridgefield Chief Executive Officer

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS:

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: December 07, 2016

ITEM:

AGENDA ITEM TITLE: Planning Commission Accomplishments Presentation to City Council

SUMMARY/BACKGROUND:

The Planning Commission quarterly report to the City Council is scheduled for December 15 at 6:30 pm.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: PC_UpdateforCouncil_12_15_2016 (DOCX)

**City of Ridgefield Planning Commission
Quarterly Update to City Council
December, 2016**

The Planning Commission has several major implementation items to report since our last quarterly update in September.

Ridgefield Development Code updates:

- Our October and November meetings focused on updates to the Ridgefield Development Code for to streamline code language and eliminate inconsistencies. The Planning Commission also looked at new code sections concerning the employment zone and sign code updates.
- The Planning Commission, at our November meeting, held public hearings on all three of these items and recommended approval to the Council.
- We welcomed two new members to the Commission, Paul Young in September and Jennifer Lindsay in November, and they have participated enthusiastically in discussions about the future of Ridgefield and are welcome additions to the team.
- During our last meeting on December 7th we elected our Chair and Vice Chair for the next two years. Our Chair will be _____ and our Vice Chair will be _____. The Commission is well prepared to face the challenges of next year.

Future Planning Commission work items:

- We have an ambitious agenda for work items in 2017. We'll be discussing our work program in January, but several items on the agenda include will be reviewing a code to address the prospect of Tiny Homes in Ridgefield, a sub-area plan for the Gee Creek Plateau, and expansion of the golf cart zone in our city, along with several other items.

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: December 07, 2016

ITEM:

AGENDA ITEM TITLE: Election of Planning Commission Officers

SUMMARY/BACKGROUND:

Pursuant to Section 2.3 (b) of the Planning Commission rules of procedure election of officers is to take place at the December meeting of each even numbered calendar year. Past practice has been to hold a voice vote to elect a Chair person and Vice Chair person to lead the Planning Commission through the next biennium.

STAFF CONTACT: Jeff Niten, Community Development Director

ATTACHMENTS: Planning Commission Rules of Procedure Rev Jan 2010 (DOC)

RULES OF PROCEDURE FOR THE PLANNING COMMISSION IN THE CITY OF RIDGEFIELD, WASHINGTON

1. DEFINITIONS

1.1 Definitions

“Applicant” means a person who is the owner of the subject property or the authorized representative of the subject property, and who applies for a permit or approval to do anything governed by the ordinance of the City.

“City” means the City of Ridgefield, Washington.

“Ridgefield Urban Area Comprehensive Plan” (RUACP) means all policies, capital facilities plan, transportation plan, general plan of the City that governs or applies to land use within the City and its urban area.

“Council” means the City Council of the City of Ridgefield.

“RMC” means the Ridgefield Municipal Code.

“Ex parte communication” means written or oral communications to a decision-maker about a matter pending before the decision-maker not included in the public record and made outside of a public hearing.

“Interested Person” means any individual, partnership, corporation, association, or public or private organization of any character that may be affected by proceedings before the decision-maker and shall include any party in a contested case.

“Party of record” means a person who testifies at a hearing or submits written comments prior to or at the hearing or subsequent to the hearing.

“Planning Commission” means the Planning Commission of the City of Ridgefield established pursuant to Chapter 2.12 of the Ridgefield Municipal Code.

“Presiding Officer” means the Chairperson of the Planning Commission or when the Chairperson is not in attendance, the Vice-Chairperson of the Planning Commission.

“Public Hearing” means a meeting of the Planning Commission, announced and advertised in advance and open to the public, who may make public comment, to consider specific legislative matters for purposes of making recommendations to the Ridgefield City Council.

“SEPA” means the State Environmental Policy Act, which has been codified locally under Ridgefield Municipal Code 18.810.

2. MEMBERSHIP AND STRUCTURE

2.1 Members

The City of Ridgefield has created a Planning Commission of seven (7) members. These members are appointed by the Mayor and confirmed by the City Council, and may be removed pursuant to Ridgefield Municipal Code 2.12.040.B.

2.2 Meetings

- a. All meetings will be held at the Ridgefield Community Center, unless otherwise directed by the Presiding Officer of the Planning Commission. A regular meeting shall be held on the first Wednesday of each month at 6:30 p.m. and shall be open to the public. A second regular meeting may be held, as needed, on the third Wednesday of each month at 6:30 p.m.
- b. Work-Study Sessions may be held on an as-needed basis.
- c. Special meetings shall be at the call of the Presiding Officer or by request of another Planning Commission member and approved by the chair. Special meetings require a minimum of a 24 hour notice.
- d. When a regular meeting falls on a legal holiday, the regular meeting shall occur on the next Wednesday following the scheduled meeting date unless otherwise designated by the Presiding Officer.
- e. If no matters over which the Planning Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled by Notice of the Presiding Officer.
- f. Except as modified by these Rules of Procedure, Robert's Rules of Order, Newly Revised, shall govern the conduct of the meetings.
- g. No meetings shall be permitted to continue beyond 10:00 p.m. without approval of majority of the Commission members present.

2.3 Election of Officers

- a. The officers of the Commission shall consist of a Chairperson, and Vice-Chairperson elected from the appointed members of the Commission and such other officers as the Commission may, by majority vote, approve and appoint.
- b. The election of officers shall take place biennially at a meeting in December of each even-numbered calendar year. The term of office of each officer shall run until a subsequent election of officers.
- c. The vacancy of an office caused by the resignation or removal of any officer of the Commission during his or her term of office shall be filled pursuant to RMC Chapter 2.12.

2.4 Quorum

A majority of the appointed members shall constitute a quorum for the transaction of all Planning Commission business except work-study sessions where a quorum need not occur to conduct said session. The Chairperson or Vice-Chairperson need not be present to constitute a quorum. The Ridgefield Planning Commission can transact all necessary business whenever a quorum is present; provided, however, that all formal actions of the Commission shall require a majority vote of the quorum to be approved.

2.5 Agenda

a. Work-Study Sessions

An agenda for work-study sessions of the Planning Commission shall be prepared for each meeting consisting of the following order of business:

1. Roll Call – Request by Presiding Officer for verbal identification of member attendance;
2. Review of Work-Study Items – Presiding Officer identifies the work-study item, directs staff to give a brief overview of the item and associated issues and requests Planning Commission discussion on the item(s). At the discretion of the presiding officer, the public may be allowed to provide comments on work study items;
3. Reports/Information – Presentation by staff to Planning Commission on issues of interest or concern to the Commission; and,
4. Adjournment – Presiding Officer adjourns the meeting.

b. Regular Meetings

An agenda for a public hearing shall be prepared for each meeting consisting of the following order of business:

1. Roll Call – Request by Presiding Officer for verbal identification of member attendance;
2. Approval of Minutes – Request by Presiding Officer for motion to approve the minutes of a previous meeting(s);
3. Communications – Presiding Officer provides members of the public, other Planning Commission members and staff the opportunity to speak on issues not on the agenda for the meeting being held. Presentations by members of the audience are to have a general time limit of 3 minutes, unless otherwise authorized by the Presiding Officer;
4. Public Hearings – Planning Commission conducts scheduled public hearings on legislative issues;
5. Old Business – Issues from a previous meeting that are to be further considered by the Planning Commission, excluding continued public hearings;

6. New Business – New issues not previously discussed by the Planning Commission identified in advance or at the meeting by the Presiding Officer, other Planning Commission members or staff;
7. Reports/Information – Presentation by staff to Planning Commission on issues of interest or concern to the Commission; and,
8. Adjournment – Presiding Officer adjourns the meeting.

2.6 Record of Meetings

- a. Work-study sessions may be recorded. No written record of the sessions will be produced.
- b. All regular meetings and public hearings shall be recorded and summary minutes produced. All recordings are to be kept on file at the City of Ridgefield and made available to the public upon request. All recordings and summary minutes shall be produced according to Section 3.4.

3. NATURE OF PUBLIC HEARINGS

3.1 Expeditious Proceedings

It is the policy of the City that, to the extent practicable and consistent with the requirements of law, public hearings shall be conducted expeditiously. In the conduct of such proceedings the Planning Commission and all parties, or their agents, shall make every effort at each state of a proceeding to avoid delay and repetition.

3.2 Frequency

Hearings will be scheduled during regularly scheduled meetings.

3.3 Format

The format for a public hearing before the Planning Commission will be as follows:

- a. Presiding Officer identifies the Public Hearing Item and opens the Public Hearing;
- b. Presiding Officer directs staff to give Staff Report;
- c. Presiding Officer opens the Public Hearing and provides the opportunity for parties wishing to comment. The presiding officer may limit testimony to three (3) minutes per party;
- d. Presiding Officer requests staff to provide any additional comments;
- e. Presiding Officer closes the public hearing;
- f. Presiding Officer returns the subject to the commission for discussion and/or motion. All motions are to be in the form of an affirmative motion. Affirmative motions are used to prevent “approval by default” of a failed negative motion.
- g. Have motion made and seconded;
- h. Presiding Officer requests discussion among Planning Commission on motion;
- i. Presiding Officer asks for yes votes on motion;
- j. Presiding Officer asks for no votes on motion;

- k. Presiding Officer asks for any abstentions on motion; and,
- l. Presiding Officer declares decision.

3.4 Record of Hearing

- a. Hearings shall be recorded and such recordings shall be a part of the official record. Copies of the recordings, or transcripts thereof, of a particular proceeding shall be made available to the public on request and the reasonable cost of such copying or transcript shall be paid by the requester. Summary minutes of the hearing will be kept on file at Ridgefield City Hall.
- b. Copies of any written materials in the record may be obtained by any interested person, provided that said person shall be responsible for paying the cost of reproducing such material.

3.5 Notice Requirements of Hearings and Filings

- a. All notice and time requirements and methods of notification shall be consistent with the provisions as set forth in Ridgefield Municipal Code Chapter 1.16 and Ridgefield Development Code Section 18.310.090.

- b. Affidavit of Notice:

An affidavit attesting to the notice given of a public hearing (including dates and places of publication, list of those mailed to, and where posted) shall be made a part of each official case record.

4. PRESIDING OFFICIALS

4.1 Presiding Officials

- a. Meetings and hearings shall be presided over by the Presiding Officer.
- b. The Presiding Officer shall have all of the authority and duties as granted in state statutes and city ordinances. Included in the duties of the Presiding Officer are the following: to conduct fair and impartial hearings, to take all necessary action to avoid delay in the disposition of proceedings, and to maintain order. He or she shall have all powers necessary to that end, including the following:
 1. To question any member of the Commission if they have any appearance of fairness concerns that he or she would like to disclose at this time?;
 2. To administer oaths and affirmations;
 3. To regulate the course of the hearings and the conduct of the parties and their agents;
 4. To question any party presenting testimony at the hearing;
 5. To consider and rule upon all procedural and other motions appropriate to the proceedings; and,
 6. To direct staff to file recommendations with the City Council.

4.2 Presence of Legal Counsel at Public Hearings or Meetings

- a. Although representation by legal counsel is not required at hearings, all parties participating in the hearings may be represented at the hearings by legal counsel of their choice.
- b. At the request of any department and/or at the request of the Presiding Officer, a representative of the City's Attorney's Office may be present at the public hearings or meetings to advise on matters of law and procedure.
- c. All forms of legal materials including briefs, staff reports and other legal memoranda upon which a party of record will be relying or presenting at the hearing should be submitted to the Community Development Department office at least ten business days in advance of the scheduled hearing date. The above-mentioned documents should be available to the public at least seven business days in advance of the scheduled hearing date.

5. CONDUCT OF PUBLIC HEARINGS

5.1 Content of the Record

The record of a hearing conducted by the Planning Commission shall include, but not be limited to, the following materials:

- a. The departmental staff reports;
- b. All evidence received, which shall include all exhibits and other materials admitted as evidence;
- c. A statement of all matters officially noticed;
- d. A recommendation to the City Council;
- e. Recordings made on electronic equipment; and,
- f. An environmental determination made pursuant to the State Environmental Policy Act of 1971 (SEPA) [if applicable].

5.2 Development of Record

- a. The record of a public hearing before the Planning Commission shall be developed pursuant to Section 3.4 of these rules.
- b. All public hearings are to be electronically recorded and summary minutes of the proceedings of the hearing are to be produced.

5.3 Content and Form of Staff Reports

Staff reports to the Planning Commission on legislative issues shall contain the minimum following information:

- a. Background information identifying the issue(s) for consideration inclusive of key dates, concerns and procedural information.
- b. Identification of Planning Commission options for making recommendation(s) to the City Council.

- c. The result of the determination pursuant to the State Environmental Policy Act, if applicable.
- d. Staff recommendation(s).
- e. Exhibits containing written and/or plan information necessary to assist the Planning Commission in developing recommendations.

The staff report shall be distributed to the Planning Commission and parties of record no less than three calendar days prior to the scheduled hearing and made available to the public as required by the Ridgefield Municipal Code.

5.4 Continuance of Hearings

If, in the opinion of the Planning Commission, more information is necessary to make a recommendation or decision or if a member(s) is unable to hear all of the public comments on the matter, or if information is received at such late time that the Planning Commission feels it cannot make a rational decision based on that information, but deems the information to be relevant, the Planning Commission may continue the hearing to a time and date certain upon a majority vote of the members present at the hearing. The hearing date must be continued to a specific time and place, and posted at City Hall; however, no further notice of that hearing need be given.

Additional information for a continued hearing may be submitted by an interested party or City staff prior to the continued hearing date, provided that such information shall be submitted to the City and distributed to the Planning Commission a minimum no less than three calendar days before the date of the continued public hearing to ensure thorough consideration of the hearing item.

5.5 Evidence

- a. Admissibility. The hearing generally will not be conducted according to technical rules relating to evidence and procedure. Any relevant evidence shall be admitted if it is the type, which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs. The rules of privilege shall be effective to the extent recognized by law. A Presiding Officer shall retain discretion on the admissibility of all evidence.
- b. Testimony. All persons to present testimony shall be asked to sign in, provided, however, that failure to sign in will not preclude any citizen from giving testimony. When presenting to the Planning Commission, all persons shall state their name clearly and give their address and phone number and designate whom they represent, if any.
- c. Copies. Documentary evidence may be received in the form of copies of excerpts, if the original is not readily available. Upon request, parties shall be given an opportunity to compare the copy with the original.
- d. Evidence received subsequent to the hearing or procedural errors. If additional evidence is submitted after the public hearing or procedural errors are identified after the hearing, said evidence will be considered only upon a showing of significant relevance and good cause for delay in its submission.

and said procedural errors shall be based on adopted City procedures or other applicable law. All parties of record will be given notice of the consideration of such evidence and granted an opportunity to review such evidence and file rebuttal arguments.

- e. All parties will be allowed opportunity to make a record of evidence admitted or denied during the course of the hearing. This record shall include offers of proof.

6. RECOMMENDATIONS AND DECISIONS

6.1 Written Recommendations

All legislative matters before the Planning Commission shall be reviewed by the Commission and a recommendation developed on the proposed action to the City Council. Staff shall, in its Staff report to the City Council, report on the recommendation of the Planning Commission. A recommendation to the City Council shall be forwarded from the Planning Commission for Council consideration at the earliest possible convenient time and shall contain the complete record of the proceeding before the Planning Commission.

6.2 Procedure for Reconsideration and Reopening Hearing

- a. At any time prior to the final recommendation, the Presiding Officer may reopen the proceeding for the reception of further evidence. All parties of record shall be given notice of the consideration of such evidence and granted an opportunity to review such evidence and file rebuttal arguments.
- b. If within five business days after the Public Hearing any party of record petitions the Presiding Officer for a reopening of the hearing, the Presiding Officer shall have discretion to reopen the hearing to consider new testimony or new evidence that was unavailable for cause per Section 5.5.e at the time of the hearing.
- c. Reconsideration. Any interested person may file a written request with the Presiding Officer for reconsideration within five business days of the Planning Commission's adopted recommendation to the City Council. The request shall explicitly set forth procedural errors or new evidence not received at the hearing. The Presiding Officer shall act within five business days after the date of the filing of the request for reconsideration by either denying the request, or calling for an additional public hearing. If an additional hearing is called for, the notice of said hearing shall be mailed to all parties prior to the hearing date.

7. EX PARTE COMMUNICATION

- 7.1 All ex parte communication by any member of the Commission shall be disclosed at the beginning of a public hearing or any other proceeding involving the development of a recommendation to the City Council or other decision-making body of the City.

The Presiding Officer in consultation with the other Planning Commission members may direct that the member disclosing ex parte communication be excused from participation in the proceedings on an issue based on this disclosure.

8. PROCEDURES FOR AMENDING COMMISSION RULES

- 8.1 On an annual basis, the Planning Commission, at a regular meeting, shall as necessary, review its adopted rules and identify any necessary amendments to its procedural rules for conformity with legal requirements, City policies and procedures.
- 8.2 During a calendar year, the Chairperson or a member of the Planning Commission may identify necessary amendments to the Planning Commission's procedural rules.
- 8.3 During a calendar year, the Community Development Director or designee may identify necessary amendments to the Planning Commission and request to the Chairperson that consideration of the potential amendments be brought before the entire commission.
- 8.4 The Chairperson shall direct staff to prepare changes in the Commission's procedural rules for review and discussion by the Commission at a regular meeting.
- 8.5 The Planning Commission shall be notified a minimum of three business days prior to formal consideration of any amendments to the Planning Commission's rules.
- 8.6 The Commission shall adopt any amendments to the Planning Commission's rules by motion.
- 8.7 A request to the Chairperson that consideration of the potential amendments be brought before the entire commission.

APPROVED by the Ridgefield Planning Commission at a regular meeting held on January 20, 2010.

Jerry Bush, Presiding Officer

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: December 07, 2016

ITEM:

AGENDA ITEM TITLE: CDD Report

SUMMARY/BACKGROUND:

STAFF CONTACT: Lindsay Regan, Permit Technician

ATTACHMENTS: November 2016 (PDF)



RIDGEFIELD COMMUNITY DEVELOPMENT DEPARTMENT

301 N 3rd Ave / PO Box 608
Ridgefield, WA 98642
Tel: (360) 887-3908 / Fax: (360) 887-2507
www.ci.ridgefield.wa.us
Contact: Jeff Niten/Community Development Director
(360)887-3908/jeff.niten@ci.ridgefield.wa.us

6.1.a

DEVELOPMENT SUMMARY: November 2016

Building Division

Summary of Building Permits by Year

Building Permits	2012	2013	2014	2015	2016 (YTD)	November
Total Permits	359	435	378	594	657	17
Commercial/ Industrial Permits	0	4	2	1	2	0
New Home Permits	122	165	104	216	309	7
Miscellaneous Permits	235	266	272	366	348	10
Building Permit Application and Review Fees	\$575,461	\$1,102,631	\$636,561	\$1,001,785	\$1,208,764	33,907

COMMERCIAL/INDUSTRIAL BUILDING PERMITS

Month (2016)	Project	Square Footage	Building Valuation	Status
January	Well Reservoir	4,778	\$997,901	Issued
February	Abrams Park Bathroom	600	\$24,372	Closed
July	Port of Ridgefield – Washington Fish and Wildlife Building	39450	\$3,706,763.95	Under Review

Totals for Approved Commercial/Industrial Buildings YTD: 3 projects

Month (2015)	Project	Square Footage	Building Valuation	Status
October	ICD Coatings Phase 2	12,240	\$725,850	Closed
May	South 11 th Project	112,569	\$4,799,942.16	Approved
Totals for Approved Commercial/Industrial Buildings 2015: 2 projects		124,809	\$5,525,792.16	

PENDING PERMITS

Type of Permit	Total
Home permits approved & ready for issuance:	19
Home permits undergoing plan check:	8

Attachment: November 2016 (1174 : CDD Report)

Type of Permit	Total
Commercial/Industrial:	16
Misc.:	2
Grand Total for all Pending Permits:	45

SUBDIVISIONS WITH ISSUED BUILDING PERMITS

Subdivision	Issued Permits	Total Lots
Canterbury Trails	54	69
Canyon View	57	59
Cassini View	34	51
Hawks Landing	31	57
Pioneer Canyon Ph. 4	58	93
Taverner Ridge Ph. 4	37	63
Taverner Ridge Ph. 7	16	29

Planning Division

PRE-APPLICATION CONFERENCES

Name	Description	Size	Location	Date of Conference	Status
Clark PUD Enterprise Transmission Line (PLZ-16-0080)	High electric transmission lines	NA	Near R-O-W from Dollar Tree north	Nov 22	Finalize pre-app notes
Union Ridge Lot 1 (PLZ-16-0081)	Site plan for 51,000 S.F. warehouse, office and MFG space	3.98 ac	SE corner S 5 th St &	Oct 25	Working with applicant
RORC	Outdoor recreation facility	??	S Hillhurst	Nov 22??	Finalize pre-app notes
Ridgefield East (Walker-Roher) pre-app (PLZ-16-0091)	91 unit SF-detached Subdivision/PUD; 2 Ac park	22.5 ac	NE 10 th Ave south of NE 279 th St	Dec 13 - 1:00 PM	Notice sent Nov 16

PROJECTS UNDER REVIEW

Name	Description	Size	Location	Key Dates	Status
Ridgecrest PUD (PLZ-16-0035, 36 & 37) Preliminary Subdivision Plat, Preliminary PUD, SEPA, Critical Areas	Divide 143 acres into 339 lots with infrastructure, parks and trail improvements	143 acres	1288 S 45 th Ave	Hearing Examiner approved	Completed

Attachment: November 2016 (1174 : CDD Report)

Name	Description	Size	Location	Key Dates	Status
Ridgefield Heights/ Kemper Subdivision (PLZ-16-0049) Type III Post-Decision Review	Modify access ; Applicant pursuing PDR as alternative to DA and plat changes	67.4 acre site	NE corner of S 25 th Pl and S 10 th Way	Hearing set for Nov 30	Applicant requested postponing hearing
Cedar Creek Estates (PLZ- 15-0050) Type II Post-Decision Review	Amend 2007 subdivision approval to increase number of lots from 29 to 31, adjust road circulation, sewer	10.1 acre site	764 N 32 nd Ct	Issued Decision	Completed
North Junction Pump Station & Trunk Sewer (PLZ-16-0051, 57 & 58) Basic Site Plan, SEPA, Critical Areas	Install 4,100 LF sewer main, 800 LF sewer force main, and 4,000 SF pump station	Varies	Vicinity of N 10 th St between N 45 th and 65 th Aves	Applicant supplemented information	Completed
Union Ridge Self Storage (PLZ-16-0052, 53 & 54) Basic Site Plan, SEPA, Critical Areas	Construct self-storage facility with related site improvements	3.3 ac site, 40,852 SF building	SE corner of S Union Ridge Pkwy & S 10 th St	Public comment period ends Sept 21	Completed
Taverner Ridge PH 10 & 11 (PLZ 16-0059, 60) Preliminary PUD, Preliminary Subdivision Plat, SEPA Review	Develop 115 medium density residential lots	16.72 ac	S Sevier Rd & S Hillhurst Rd	Hearing date Jan 5, 2017	Requested additional information for staff report
19th St Cottages CAR & SEPA (PLZ-016-0065 & 66)	Geo tech report for tri- plex and 4 units	39,204 SF	Pioneer St & 19 th Ct	SEPA DNS issued Oct 19	Completed, Soil work on hold during rainy season
Gee Creek Trail PLZ-16- 0070, 71) Shoreline, Critical Areas Review and SEPA	Construct trail extension along Gee Creek	2,100 LF	Abrams Park to Heron Dr	Hearing Examiner approved	Pending Ecology review – Due by Dec 23
Timm Road Industrial (PLZ-16-0072, 73 & 74) Preliminary Short Plat, Critical Areas, SEPA	Nine lots division with frontage and utility improvements	11.45 acres	S Timm Rd & S 13 th St	TC Oct 6	Review pending
WSDOT Pioneer Street Emergency Repairs (PLZ- 16-0075) Type II Critical Areas Permit	Mitigation for emergency repairs	NA	SR 501, MP 18.8	Received Sept 13; NOD issued Sept 26	Completed
Timm Road Grading (PLZ- 16-0077)	Mass site grading	15.91 acres	1317 S Timm Rd	Application on Sept 20	Clarify wetland and buffer discrepancies
Bella Noche Final Plat (PLZ-16-0078)	Final Plat approval	7.22 ac	177 N 34 th Ave	Oct 5	Completed
Teal Crest (PLZ-16-0083 & 0084) Type III	Subdivision	72.62 ac	S Sevier Road	TC complete	Review pending; Hearing date TBD

Attachment: November 2016 (1174 : CDD Report)

Name	Description	Size	Location	Key Dates	Status
Rail Overpass (PLZ-16-0087 & 0089) Type III	Shoreline Substantial Development Permit	NA	West end of Pioneer Street	Hearing Date Jan 5	Prepare notice; Confirm design w/City
Cloverhill Farm PUD (PLZ-16-0088, 89 & 90)	453 units PUD	125.86 ac	Royle Rd	Nov 23, Incomplete	Applicant to supplement materials
Pioneer Place Final Plat (PLZ-16-0092)	Record 7 S.F. lots	9.38 ac	N 35 th	Application on 4	Final due Dec 4
Wray BLA (PLZ-16-0093)	Boundary Line Adjustment	RLD-6 zone	297 & 299 Riverview Dr	Application on Nov 7	Completed
35th & Pioneer Round-about SEPA (PLZ-16-0094)	SEPA	NA	35 th & Pioneer right-of-way	Application on Nov 9	Prepare SEPA DNS and circulate
Pioneer PS SPR (PLZ-16-0095)	RLD-6 zone; Site plan for Pump Station	10.3 ac	Cedar Creek /Pioneer Place	Application on Nov 10	TC due by Dec 7

Engineering Division

PROJECTS UNDER REVIEW

Name	Description	Size	Location	Status
S 11th St Industrial Building	warehouse building and site improvements	7.5 acres	5504, 5602, 5664 S 11th St	3rd Engineering Review Complete. Waiting on final plans and storm agreement
Pioneer Place	Residential development	46 Lots	N. 35 th Ave	Engineering Review Complete
Cedar Creek	Residential development	31 Lots	N. 35 th Ave	Engineering Review Complete
Bella Noche	Residential development	34 Lots	N. 35 th Ave	Engineering Review Complete
Taverner Ridge Ph. 8 and 9	Residential development	Ph. 8: 54 lots Ph. 9: 11 lots	South of existing phases	Engineering Review Complete
Fish and Wildlife (WDFW)	Commercial Building, and Site Improvements	10.6 Acres	5525 S 11 th St	Engineering Review Complete
19th Street Cottages	Residential Development	7 lots	19 th CT and Pioneer St	Grading Review complete pending SEPA. Engineering review not yet submitted.

PROJECTS UNDER CONSTRUCTION

Name	Description	Size	Location	Status
Hawk's Landing	Residential development	57 Lots	Hillhurst Rd, across from High School	Construction substantially complete

Bella Noche	Residential development	34 Lots	N. 35 th Ave	Utility Installation is Complete; Contractor completing punch list
Pioneer Place	Residential development	46 Lots	N. 35 th Ave	Utility Installation Underway
Taverner Ridge Ph. 8 and 9	Residential development	Ph. 8: 54 lots Ph. 9: 11 lots	South of existing phases	Grading Underway
Cedar Creek	Residential development	31 Lots	N. 35 th Ave	Grading Underway
Ridgecrest	Residential development	330 lots	S. 45 th Ave	Grading Underway