



**RIDGEFIELD PLANNING COMMISSION  
MEETING AGENDA**

**Wednesday, December 6, 2017  
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 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 Minutes from November 1, 2017 Meeting**

**IV. BUSINESS**

- 1. 2018 Work Program - Jeff Niten, Community Development Director**

**V. 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.*

**VI. STAFF REPORTS**

**VII. FROM THE COMMISSION**

**VIII. ADJOURN**

**CITY OF RIDGEFIELD  
PLANNING COMMISSION**

**MEETING DATE:** December 06, 2017

**ITEM:**

**AGENDA ITEM TITLE:** Approval of Minutes from November 1, 2017 Meeting

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**SUMMARY/BACKGROUND:**

**STAFF CONTACT:** Lisa Blake, Administrative Assistant

**ATTACHMENTS:** 11-1-17 (PDF)



**CITY OF RIDGEFIELD, WASHINGTON**  
**Planning Commission MEETING MINUTES**  
**November 1, 2017**

**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 |
|-----------------|--------------|---------|---------|
| Jerry Bush      | Commissioner | Excused |         |
| Jason Carnell   | Chair        | Present |         |
| Stan Okinaka    | Commissioner | Present |         |
| Victoria Haugen | Commissioner | Excused |         |
| Whitney Jones   | Commissioner | Present |         |
| Paul Young      | Commissioner | Excused |         |
| Jen Lindsay     | Commissioner | Present |         |

**LATE CHANGES TO THE AGENDA**

Jeff asked to rearrange the order of the Business/Public hearing topics

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

Ron Onslow  
 195 N 1st Ave  
 Ridgefield, WA 98642

**CONSENT AGENDA - [6:35 PM](#)**

**1. Planning Commission - Regular Meeting - Oct 4, 2017 6:30 PM - [6:35 PM](#)**

**BUSINESS/PUBLIC HEARING - [6:36 PM](#)**

**1. 1423 : Green Building Standards - Public Hearing - [6:36 PM](#)**

Jeff Niten Provided a staff report to the Commission

Open Hearing 6:39PM

Close Hearing 6:39PM

Commissioners asked where the 10% rebate came from and why 10% was chosen as the starting point. They also asked if other jurisdictions were offering this standard and what their rebate percentage was. Jeff answered that we starting with 10% because increasing the incentive is better

that decreasing it. He also said other Jurisdictions have these standards but not the rebate. Commission then asked about visit-ability incentives and if this was added to the code would there be any negative feedback. Jeff said that the feedback has been positive and this additional incentive would not be a hindrance.

Motion to recommend green building standards to go to council with the added 10% visit-ability incentive to be included.

|                  |                                  |
|------------------|----------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>       |
| <b>MOVER:</b>    | Whitney Jones, Commissioner      |
| <b>SECONDER:</b> | Stan Okinaka, Commissioner       |
| <b>AYES:</b>     | Carnell, Okinaka, Jones, Lindsay |
| <b>EXCUSED:</b>  | Bush, Haugen, Young              |

## 2. 1440 : RDC Updates - Public Hearing - [6:52 PM](#)

Claire Lust provided a staff report

Open Hearing 7:05PM

Close Hearing 7:05PM

Commission asked about restricting the library to mixed use area and how would that affect the Clark College library if they would like to build off 65th street? Jeff will amend that code to state that an educational facility does not apply to this code update. Commission also asked for clarification on design standards and why there is a fairly big chunk taken out.

Motion to send the RDC updates to City Council.

|                  |                                  |
|------------------|----------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>       |
| <b>MOVER:</b>    | Stan Okinaka, Commissioner       |
| <b>SECONDER:</b> | Jen Lindsay, Commissioner        |
| <b>AYES:</b>     | Carnell, Okinaka, Jones, Lindsay |
| <b>EXCUSED:</b>  | Bush, Haugen, Young              |

## 3. Growth Management Act - [7:11 PM](#)

Jeff provided a power point presentation to the Commission

Commission asked who sets the target densities and what happens to a City who doesn't follow these density requirement? Commission also asked what would happen if the citizens would like to change the comp plan after it has been updated?

Jeff answered their questions

### PUBLIC COMMENT - [7:39 PM](#)

None

### STAFF REPORTS - [7:39 PM](#)

#### 1. Community Development Report - [7:39 PM](#)

Jeff provided a report to the Commission

#### 2. Volunteer for City Council - [7:40 PM](#)

Jeff asked for a Volunteer for City Council to provide the quarterly report.

Chair Carnell will talk with Commissioners and get back to Jeff within a week.

**FROM THE COMMISSION**

Commissioner Okinaka - Main Street Association Update

Commissioner Lindsay - Parks Board Update

Commissioner Carnell - No Update

Commissioner Jones - No Update

**ADJOURN** - [7:45 PM](#)

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Lindsay Regan

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Jason Carnell

Attachment: 11-1-17 (Approval of Minutes)

**CITY OF RIDGEFIELD  
PLANNING COMMISSION**

**MEETING DATE:** December 06, 2017

**ITEM:**

**AGENDA ITEM TITLE:** 2018 Work Program

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**SUMMARY/BACKGROUND:**

Each year Community Development staff develops a work program of anticipated projects for the upcoming calendar year. Attached is work program for Planning Commission review.

**STAFF CONTACT:** Jeff Niten, Community Development Director

**ATTACHMENTS:** 2018 Work Program - DRAFT (DOCX)

**2018 Community Development Work Program****\*DRAFT\*****Approved: XXXXXXXX***On-going and Annual Programs*

Project Name                      Project Description                                              Project Manager/Budgeted amount

|                                    |                                                                                                                                                                                                                                                                                                                                               |       |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Planning Commission Administration | The Planning Commission is implemented by RCW 35.63 and Ridgefield Municipal Code 2.12. Administration includes scheduling work sessions and hearings, compilation of staff reports and public comment, and coordination for meeting rooms.                                                                                                   | Niten |
| Updates to RMC Title 18            | Occasionally during the course of our work we find inconsistencies within Title 18, and/or suggestions from outside parties that should be corrected within the code. It is our intention to bundle these minor, non-policy related inconsistencies and present strengthened language for review to the Planning Commission and City Council. | Niten |

*2018 Major Projects*

Project Name                      Project Description                                              Project Manager/Budgeted amount

|                                     |                                                                                                                           |                  |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------|
| Annexations                         | Pursue strategic annexations to implement a coherent City boundary.                                                       | Niten            |
| Hillhurst – S. 9 <sup>th</sup> Ave. | Implement a street name change for S. 9 <sup>th</sup> Ave. south of Pioneer to make the entire alignment S. Hillhurst Rd. | Niten            |
| Code                                | Create regulatory design for accessory buildings on residential property (sheds).                                         | Niten            |
| Golf Cart Event                     | Create event involving golf carts to help educate community about the benefits associated with the Golf Cart zone.        | Niten/Knottnerus |

Project Name                      Project Description                      Project Manager/Budgeted amount

|                     |                                                                                                                                                                                  |       |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Arts District       | Designate Arts District boundary, and if awarded NEA grant, pursue place making activities (community mural) and art installation on Pioneer/I-5 overpass and Railroad overpass. | Niten |
| Boat and RV storage | Develop code language for regulation of boat and RV storage.                                                                                                                     | Niten |
| Heritage Trees      | Create the initial Heritage Tree inventory and submit to City Council at a public hearing.                                                                                       | Niten |
| Jobs per Acre       | Develop language to require a minimum number of jobs per acre on employment land.                                                                                                | Niten |

*Internal Efficiency efforts*

Project Name                      Project Description                      Project Manager/Budgeted amount

|                                          |                                                                                                                                                                                                                                                                                                               |       |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Department personnel additions           | Integrate new departmental Administrative Assistant.                                                                                                                                                                                                                                                          | Niten |
| Initiate Continuous Process Improvements | LEAN principles have been implemented for PUD/preliminary sub-division submittals, and other Type III submittals in 2017. In 2018 Community Development will begin the transition to on-line permit submittal and on-line plan review for land use applications and residential building permit applications. | Niten |