



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
December 2, 2020

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

ROLL CALL - [6:40 PM](#)

Attendee Name	Title	Status	Arrived
Jerry Bush	Commissioner	Absent	
Jason Carnell	Commissioner	Absent	
Stan Okinaka	Commissioner	Present	
Paul Young	Commissioner	Present	
Patrick Flynn	Chairman	Present	
Judy Chipman	Commissioner	Present	
Gary Rightenour	Commissioner	Present	

Late changes to the agenda - [7:11 AM](#)

Chairperson Patrick Flynn requested if there were any changes to the agenda. The Clerk, Dorothy Harrington indicated that the only change is to add "Public Comments" to the Agenda and reminded the Commission that the comment received from a Citizen was distributed to the Commissioners and Staff earlier in the week.

After the agenda item for the 2021 Draft Planning Commission Work Program, Patrick Flynn introduced as part of the Public Comment Section added to the Agenda, the email from Brad Wiltfong dated November 25, 2020, into the record. Chairperson Flynn summarized the comments received stating the concerns of this citizen regarding safe routes for walking and biking to connect the downtown and Hillhurst neighborhoods and within the City in general. There were no attendees or further comments received.

Discussion occurred on the email from the Citizen Brad Wiltfong and on the City's Trails Capital Facilities Plan that addresses the planning of trails within the City.

Chairperson Patrick Flynn stated that he appreciated these comments and the willingness for this person to be an advocate for safe walking and biking trails.

CONSENT AGENDA

1. Approval of Minutes from Wednesday, 11/4/20 Meeting

Commissioner Judy Chipman made a motion to approve the 11/4/20 meeting minutes. Commissioner Gary Rightenour seconded the motion. All in favor, motion passed unanimously.

BUSINESS

1. 2021 Draft Planning Commission Work Program - [6:44 PM](#)

Community Development Director Claire Lust introduced the Community Development Work Program for the 2021 year that staff has developed based on Council goals and other directives and welcomed any suggestions or other ideas to add to the 2021 work program.

Ms. Lust further summarized that the current draft proposes to complete housing code updates to increase residential building capacity, complete Shoreline Master Program updates, develop code language regulating short term rentals, complete a spring and fall round of general code updates, create a Community Development public participation plan, discuss the beginning stages of the 2024 Comprehensive Plan update process, present the department's new online permitting system, and coordinate a joint development tour with City Council.

Discussion occurred regarding the Housing Code item and the Commissioners requested the results of the recent housing survey sent out by the City on November 19th, 2020.

Discussion occurred on the Short Term Rentals like Air B & B regarding licensing and how they are taxed.

Discussion occurred on Public Participation Plan and various ways to engage a wide range of attendance in our planning projects.

Discussion occurred on the Transportation Capital Facilities Plan component within the Comprehensive Plan.

Commissioner Rightenour addressed his concerns about having the knowledge of what is going on regarding streets and driveway standards. Ms Lust indicated that she would send the Commissioners a copy of the Transportation Capital Facilities Plan Map and would provide the Public Works Director contact information for specific questions.

Ms. Lust updated the Commissioners on the current electronic migration process for permit and land use applications allowing the public to apply for these on the online permit portal.

Discussion occurred on a City Tour in 2021 so they could see the new development and the development codes on architectural and design standards in action. Chairperson Patrick Flynn indicated that he attended the last City Tour and highly recommended all the Commissioners attend this.

Discussion occurred on the roles of the Planning Commission and the expectation from the public for them to know what new developments are occurring in the City. Discussion also occurred between Ms. Lust and the Commission on the best methods of informing the Commissioners on current development and how to respond to the public when inquiries on current development occur.

STAFF REPORTS - [7:21 PM](#)

Community Development Director Claire Lust updated the Commission on the current permitting volumes despite the COVID pandemic and summarized some of the commercial activity within the City.

FROM THE COMMISSION - [7:23 PM](#)

Commissioner Judy Chipman inquired what the results of City Council were on the Comprehensive Plan Amendments brought to the Commission in November. Claire Lust, Community Development Director summarized the City Council's actions.

Stan Okinaka updated what is occurring with the Ridgefield Main Street and summarized the challenges in 2021, how it works and some examples of what has been done with the money received from the Tax Incentive Program.

Chairperson, Patrick Flynn thanked Commissioner Jason Carnell for his service as a Planning Commission Member. He also emphasized that the Commissioners should take advantage of any type of training and be involved in the upcoming Tour mentioned previously by Ms Lust. Commissioner Flynn also took this opportunity to remind the Commission of the upcoming April public hearing on the Housing Code Update and stated that he is excited to hear the comments received on the housing survey. In addition, he updated the Commission about his discussion with Ms. Lust regarding his concerns on the safety of the traffic cones on Pioneer and lastly wanted to take the time to recognize the staff for their hard work on organizing and putting these meetings together.

Community Development Director, Claire Lust thanked all of the Commissioners for their time as well.

ADJOURN - [7:40 PM](#)

Dorothy Harrington

Patrick Flynn