



**RIDGEFIELD PLANNING COMMISSION  
MEETING AGENDA**

**Wednesday, November 3, 2021  
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 Commission 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 Clerk prior to the meeting.*
- III. CONSENT AGENDA**
  - 1. Approval of Minutes from Wednesday, 10/6/21 Meeting**
- IV. BUSINESS**
- V. PUBLIC HEARING**
  - 1. 2021 Comprehensive Plan Amendments - Claire Lust, Community Development Director**
- VI. STAFF REPORTS**
- VII. FROM THE COMMISSION**
- VIII. ADJOURN**

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



**CITY OF RIDGEFIELD, WASHINGTON**  
**Planning Commission MEETING MINUTES**  
**October 6, 2021**

**Regular Meeting - 6:30 PM**

**GENERAL SESSION CALL TO ORDER - 6:30 PM**

**Flag Salute - [6:31 PM](#)**

**ROLL CALL - [6:31 PM](#)**

| Attendee Name   | Title        | Status  | Arrived |
|-----------------|--------------|---------|---------|
| Jerry Bush      | Commissioner | Absent  |         |
| Stan Okinaka    | Commissioner | Remote  |         |
| Patrick Flynn   | Chairman     | Present |         |
| Gary Rightenour | Commissioner | Present |         |
| Amanda Swenson  | Commissioner | Present |         |
| Matt Cole       | Commissioner | Present |         |
| John Rose       | Commissioner | Present |         |

Motion made to excuse Jerry Bush made by Commissioner Rightenour, seconded by Commissioner Rose

**3. Oath of Office: John Rose - [6:33 PM](#)**

Clerk Dorothy Harrington conducted the Oath of Office with John Rose for Planning Commission Position #3.

**4. Oath of Office: Matt Cole - [6:34 PM](#)**

Clerk Dorothy Harrington conducted the Oath of Office with Matt Cole for Planning Commission Position #1.

**5. Vice-Chair Appointment - [6:36 PM](#)**

Chairperson Flynn moved, seconded by John Rose to nominate Amanda Swenson to serve as Vice Chair. Ayes: All. Nays: None. Motion passed unanimously.

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                      |
| <b>MOVER:</b>    | Patrick Flynn, Chairman                         |
| <b>SECONDER:</b> | John Rose, Commissioner                         |
| <b>AYES:</b>     | Okinaka, Flynn, Rightenour, Swenson, Cole, Rose |
| <b>ABSENT:</b>   | Bush                                            |

**Late changes to the agenda - [6:37 PM](#)**

There were no late changes to the agenda.

Minutes Acceptance: Minutes of Oct 6, 2021 6:30 PM (CONSENT AGENDA)

**PUBLIC COMMENT - [6:37 PM](#)**

There were no public comments.

**CONSENT AGENDA****1. Approval of Minutes from Wednesday, 8/4/21 Meeting**

Commissioner Swenson moved, seconded by Commissioner Rightenour, to approve the minutes as presented.

**BUSINESS****PUBLIC HEARING****1. Fall 2021 Development Code Updates - [6:42 PM](#)**

Claire Lust, Community Development Director introduced that the Community Development Department is proposing a series of amendments to Title 18 of the Ridgefield Municipal Code (RMC), also known as the Ridgefield Development Code (RDC). The purpose of the proposed amendments is to keep the code up-to-date and to address current development issues in order to better serve the Ridgefield community.

For this round of updates, staff identified three types of proposed code amendments: housekeeping updates, minor policy changes, and major policy changes related to land division.

**Housekeeping:**

In the commercial building design code there is a provision for exposed beam construction that is a requirement as a feature on at least the primary building on a site in commercial developments. Council intended this to be wood beam construction and that is how it has consistently been interpreted, however the code doesn't say wood. The proposal is to clarify that it is exposed wood beam construction.

**Minor Policy Change - Retaining Walls:**

There are currently no design requirements regarding retaining walls. Staff propose to add a provision to 18.740, fences and walls section of the code, that all walls including retaining walls are subject to the basic design requirements of being earth toned and prohibiting CMU blocks. Discussion occurred clarifying which kind of walls would fall under this requirement, whether any walls would be grand fathered in and the basic design requirements of retaining walls.

**Major Policy Changes -**

1. Low Density Residential Zone - allow division of one lot into two lots without needing to meet the minimum density/maximum lot area standards of the underlying zone. This would be a one time exception. Discussion occurred regarding the requirements and tracking of this process.

2. Large Lot Exemption from the subdivision process - subdivide property into two or more lots where resulting lots are each greater than 20 acres so they would be exempt from subdivision processes in the City. This would allow the property owner to get the property surveyed, get the line drawn and then record it with the County. Per State statute cities can write in their code exemptions for lots 5 acres and larger.

3. Large Lot Plat - subdivisions resulting in lots between 5-20 acres. In this case, the property owner would have to go through the appropriate land use approvals, which would provide the city the ability require design and infrastructure improvements, however, would not have to wait 5 years to re-divide the property. Discussion occurred regarding how many parcels in Ridgefield this could apply to.

Commissioner Flynn explained that the Commission is planning to have a vote on whether or not to advance this to the City Council but the Commission has the option to not vote on it. Ms. Lust summarized that the Planning Commission does have the option to continue the hearing if desired, and summarized when the Planning Commission forwards a recommendation of approval to the Council the Commission's comments and questions will be included and staff will address them prior to bringing the matter before Council. Discussion occurred about the disadvantages and advantages of these proposals.

Commissioner Flynn advised the Commission that they have the choice to not vote at this time, vote as is or vote with comments.

PUBLIC HEARING OPENED AT 7:14 PM.

No testimony was provided and the public hearing.

PUBLIC HEARING CLOSED AT 7:15 PM.

Commissioner Flynn requested to tighten up the area of the code to allow the City to set standards.

Commission Cole, moved, seconded by Commissioner Okinaka, to approve the proposed development standards. Ayes: All. Nays: None. Motion passed unanimously.

|                  |                                                |
|------------------|------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                     |
| <b>MOVER:</b>    | Matt Cole, Commissioner                        |
| <b>SECONDER:</b> | Stan Okinaka, Commissioner                     |
| <b>AYES:</b>     | Okinaka, Flynn, Righenour, Swenson, Cole, Rose |
| <b>ABSENT:</b>   | Bush                                           |

#### STAFF REPORTS - [7:16 PM](#)

Claire Lust, Community Development Director advised the Commissioners that Community Development has hired a new Plans Examiner whose main focus will be on residential plan review. She also provided an update regarding several Pre-Applications recently which include: an additional phase of Greely Farms Subdivision, Medical/Dental offices, mixed commercial site and a car dealership.

Ms. Lust informed the Commission that the City is looking for a new platform for a development activity map to replace what was previously on the City's website. The previous one has unfortunately gone under during the pandemic.

#### FROM THE COMMISSION - [7:20 PM](#)

Commissioner Okinaka welcomed John Rose and Matt Cole to the Planning Commission. He then provided an update on the West Main Street tax incentive program and advised that Octoberfest was a great success.

Commissioner Swenson welcomed the new Commissioners and thanked staff for all of their hard work.

Commissioners John Rose and Matt Cole each gave a brief introduction to the Commission, audience and staff.

**ADJOURN - [7:25 PM](#)**

Meeting Adjourned at 7:25 PM.

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Dorothy Harrington

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Patrick Flynn

**CITY OF RIDGEFIELD  
PLANNING COMMISSION PUBLIC HEARING**

**MEETING DATE:** November 03, 2021

**ITEM:**

**AGENDA ITEM TITLE:** 2021 Comprehensive Plan Amendments

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**GOVERNING LEGISLATION:**

RCW 36.70A – Growth Management

**SUMMARY/BACKGROUND:**

The City, in consultation with the property owner, proposes to change the comprehensive plan designation on 4801 S 3<sup>rd</sup> Way, PIN 986052545, from General Commercial (GC) to Urban Medium (UM) and concurrently to change the zoning designation from Commercial Community Business (CCB) to Residential Medium Density 16 (RMD-16). The site is also known as Discovery Ridge Phase 4. This action would facilitate implementation of the Discovery Ridge Master Plan.

See attached staff report for more information.

**MOTION AND RECOMMENDATION TO CITY COUNCIL:**

To forward a recommendation of approval to Council:

**“I move to forward a recommendation of approval of the 2021 Comprehensive Plan Amendment to Council.”**

**STAFF CONTACT:** Claire Lust, Community Development Director

**ATTACHMENTS:** RUACP Updates 2021\_PC Staff Report\_11032021 (PDF)



# THE CITY OF RIDGEFIELD

510 Pioneer Street Ste B | P.O. Box 608 | Ridgefield, WA

## 2021 Proposed Comprehensive Plan Amendment and Concurrent Zone Change Planning Commission Staff Report

### SUMMARY

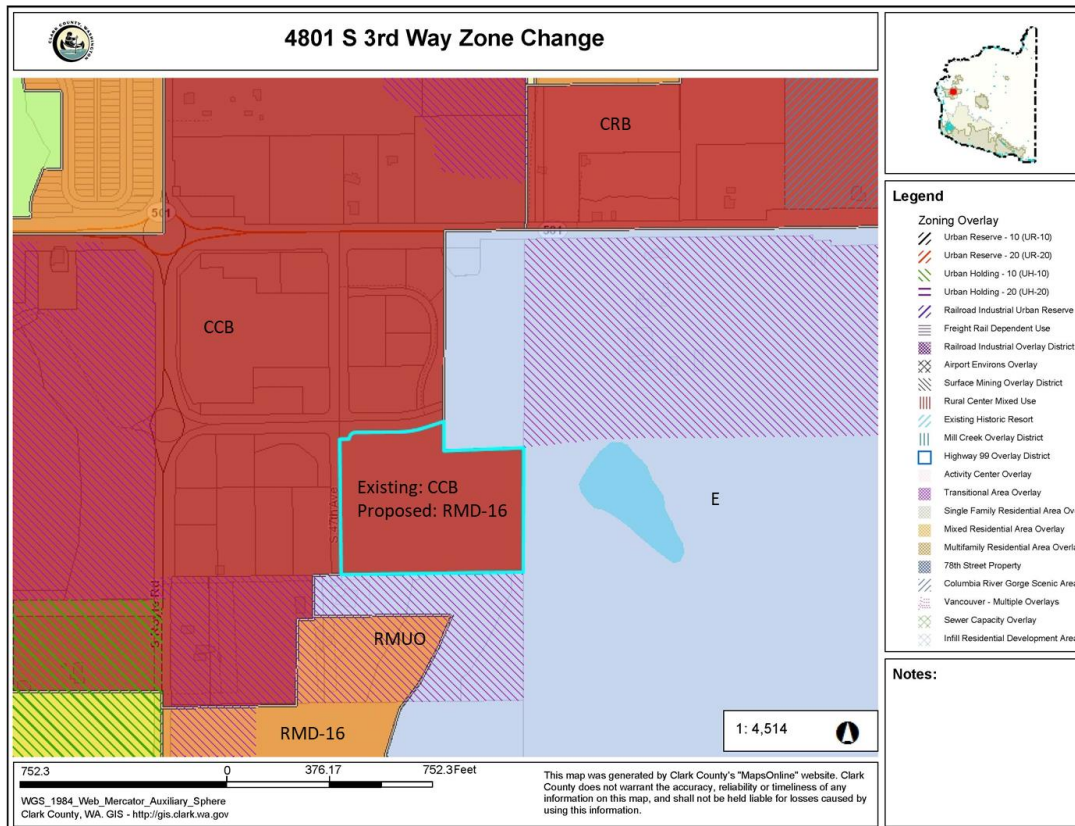
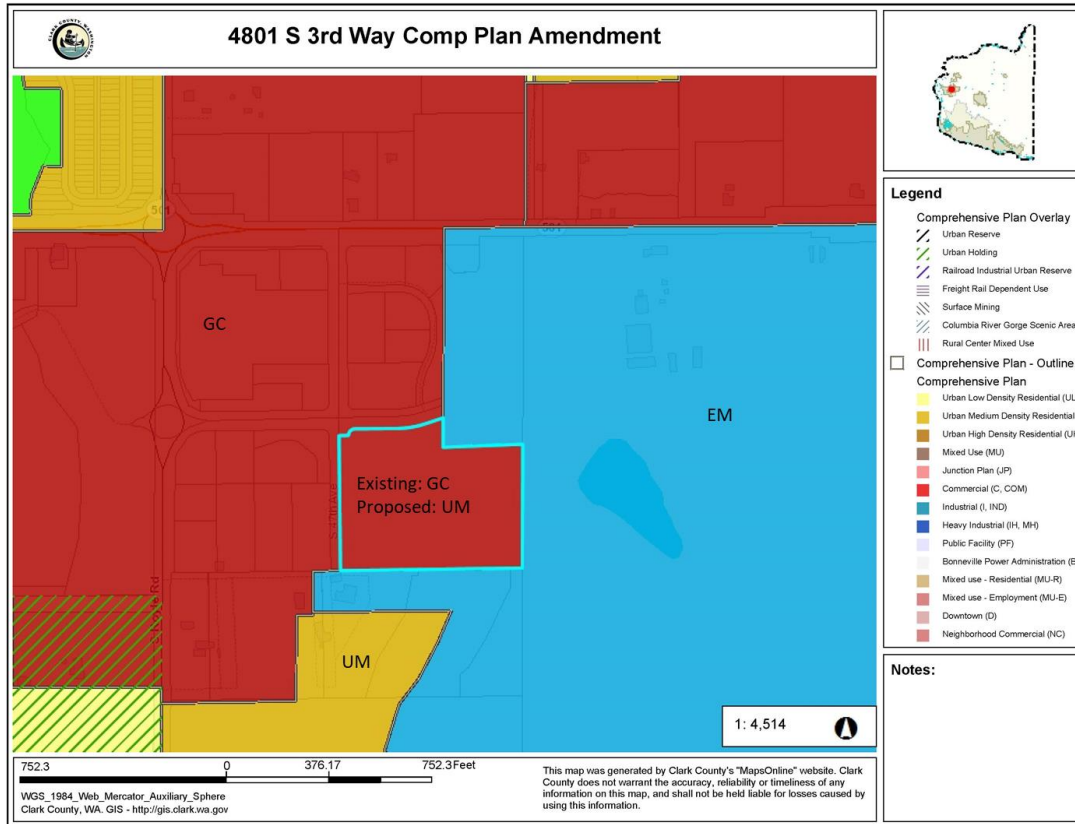
The City, in consultation with the property owner, proposes to change the comprehensive plan designation on 4801 S 3<sup>rd</sup> Way, PIN 986052545, from General Commercial (GC) to Urban Medium (UM) and concurrently to change the zoning designation from Commercial Community Business (CCB) to Residential Medium Density 16 (RMD-16). The site is also known as Discovery Ridge Phase 4. This action would facilitate implementation of the Discovery Ridge Master Plan.

### PROPOSAL

#### Comprehensive Plan Amendment and Zone Change

The City, in consultation with the property owner, proposes to change the zoning designation of the property from CCB to RMD-16 in order to facilitate potential future medium density residential development as set forth in the Discovery Ridge Master Plan, subject to the applicable standards of the Ridgefield Development Code (RDC). In order to achieve this zone change, a comprehensive plan amendment is also required to change the underlying comprehensive plan designation from GC to UM (RDC 18.320.050.A):

| Parcel                                        | Owner               | Existing comp plan designation | Proposed comp plan designation | Existing zoning                     | Proposed zoning                        |
|-----------------------------------------------|---------------------|--------------------------------|--------------------------------|-------------------------------------|----------------------------------------|
| 4801 S 3 <sup>rd</sup> Way /<br>PIN 986052545 | Discovery Ridge LLC | General Commercial (GC)        | Urban Medium (UM)              | Commercial Community Business (CCB) | Residential Medium Density 16 (RMD-16) |



The subject site is 7.64 acres. The eastern portion of the site contains wetlands, riparian habitat areas, and moderate slopes of five to fifteen percent. The site was subject to a 2019 State Environmental Policy Act (SEPA) review for Discovery Ridge Phases 3 and 4 (PLZ-19-0005); the City issued a Determination of Non-Significance based on the extent of the conceptual development submitted by the applicant. Any future development on the site would be subject to critical areas review, and additional SEPA review if the maximum impacts of the conceptual development considered under PLZ-19-0005 are to be exceeded.

The developable (western) portion of the site is currently being used to store dirt removed from Discovery Ridge Phases 1-3 during the grading process. The western portion of the site is adjacent to S 47<sup>th</sup> Avenue on the west and S 3<sup>rd</sup> Way on the north.

Surrounding uses include:

- North and west: Discovery Ridge Phases 1-3. Existing and planned commercial development on CCB parcels.
- East: Lahti property. Single-family residence, agriculture, and natural areas on a large (~80-acre) Employment (E) parcel with the Ridgefield Mixed Use Overlay (RMUO) on its northern ~20 acres.
- South: Legacy Trails apartments. Multifamily apartment buildings and critical areas on split CCB/RMD-16/E parcels with the RMUO.

This proposal considers the comprehensive plan amendment and zone change requests only, and does not consider any site development. However, it is instructive to note that residential development under RMD-16 zoning has a density range of eight to sixteen units per net developable acre. (This differs from RMUO developments, such as the Legacy Trails apartments immediately to the south, which have a density range of eight to twenty-eight units per net developable acre and no density requirements for upper-story residential units over non-residential uses.) Single-family attached townhouses, cottage housing, duplexes, triplexes, and multifamily residential (four or more units of any type on a single lot) are all permitted outright in the RMD-16 zone. Under the existing CCB zone, only multifamily residential is permitted as an upper-story conditional use, with a density range of eight to sixteen units per net developable acre.

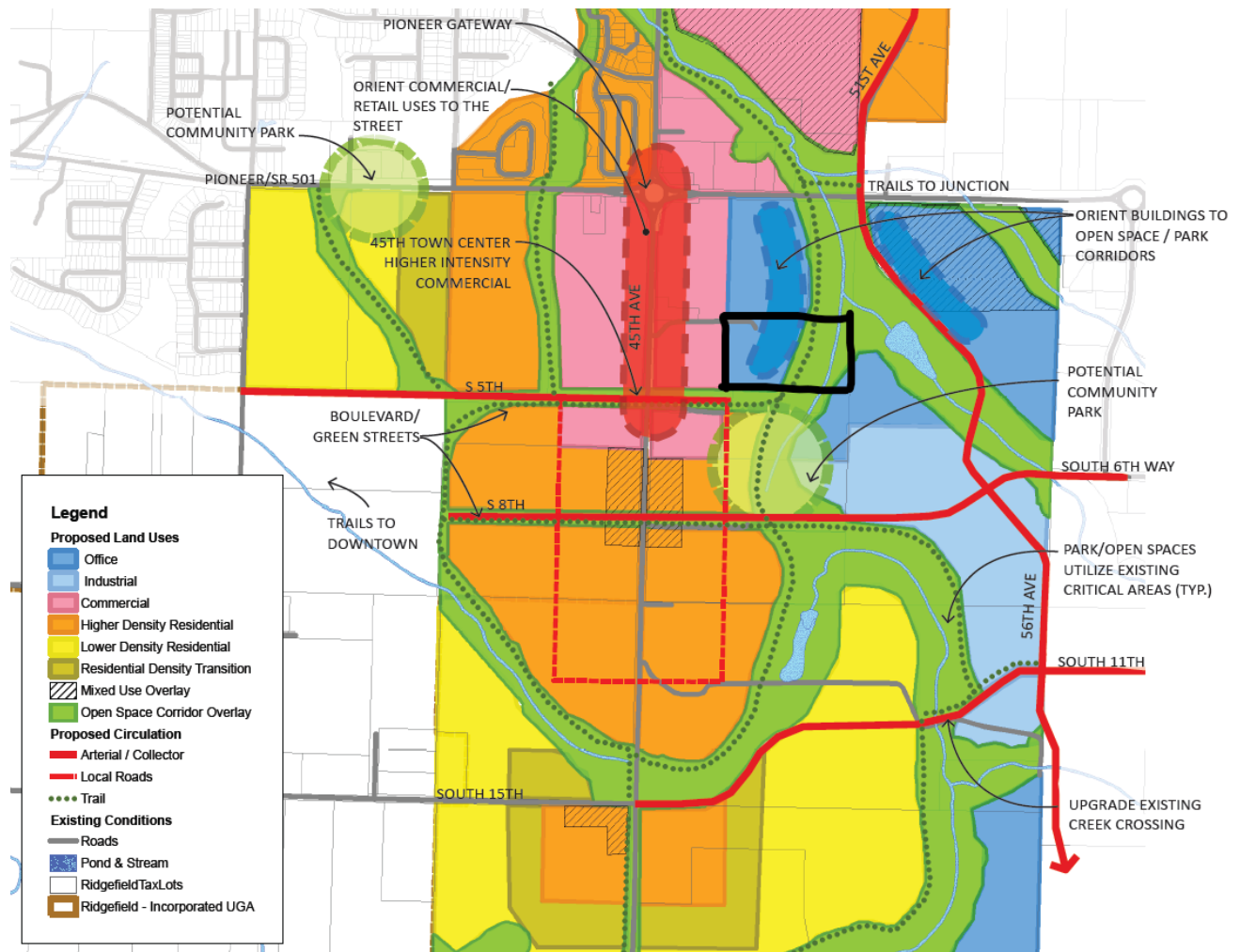
## PLANNING CONTEXT

### Pioneer and 45<sup>th</sup> Subarea Plan

In 2015, the City developed the 45<sup>th</sup> and Pioneer Subarea Plan, which was subsequently adopted into the 2016 Ridgefield Urban Area Comprehensive Plan. Note that 45<sup>th</sup> Avenue has since been renamed Royle Road. The guiding principles developed with stakeholders included creating appropriately scaled and attractive development, creating a walkable community, equitably distributing development opportunities, and offering flexibility to adapt to changing community and market expectations over time.

The subarea zoning plan shows an Office land use on the subject parcel, with a note that buildings should be oriented to open space and park corridors. The Office designation was implemented as the Employment zone in the 2016 Comprehensive Plan. The Pioneer and 45<sup>th</sup> Subarea Plan did not include commercial or residential zoning on the subject parcel.

Excerpt from Pioneer and 45<sup>th</sup> Subarea Plan zoning concept (subject site in black)



### Concomitant Rezone

In 2018, the City entered into a Development Agreement (DA) with Discovery Ridge LLC and Port of Ridgefield, which at the time owned portions of Discovery Ridge. The DA included a concomitant rezone with the stated purposes to eliminate split zoning and to permit siting of a new comprehensive commercial development (Discovery Ridge) on the property. The portions of Discovery Ridge zoned E in the 45<sup>th</sup> and Pioneer Subarea Plan, including the subject site, were rezoned to CCB with a concurrent comprehensive plan designation change from EM to GC. The comprehensive plan amendment and zone change were subject to a Planning Commission public hearing on October 3, 2018 and a City Council public hearing on October 11, 2018. City Council adopted the comprehensive plan amendment and zone change from employment to commercial on November 15, 2018. The current zoning of the site is CCB.

### Discovery Ridge Master Plan

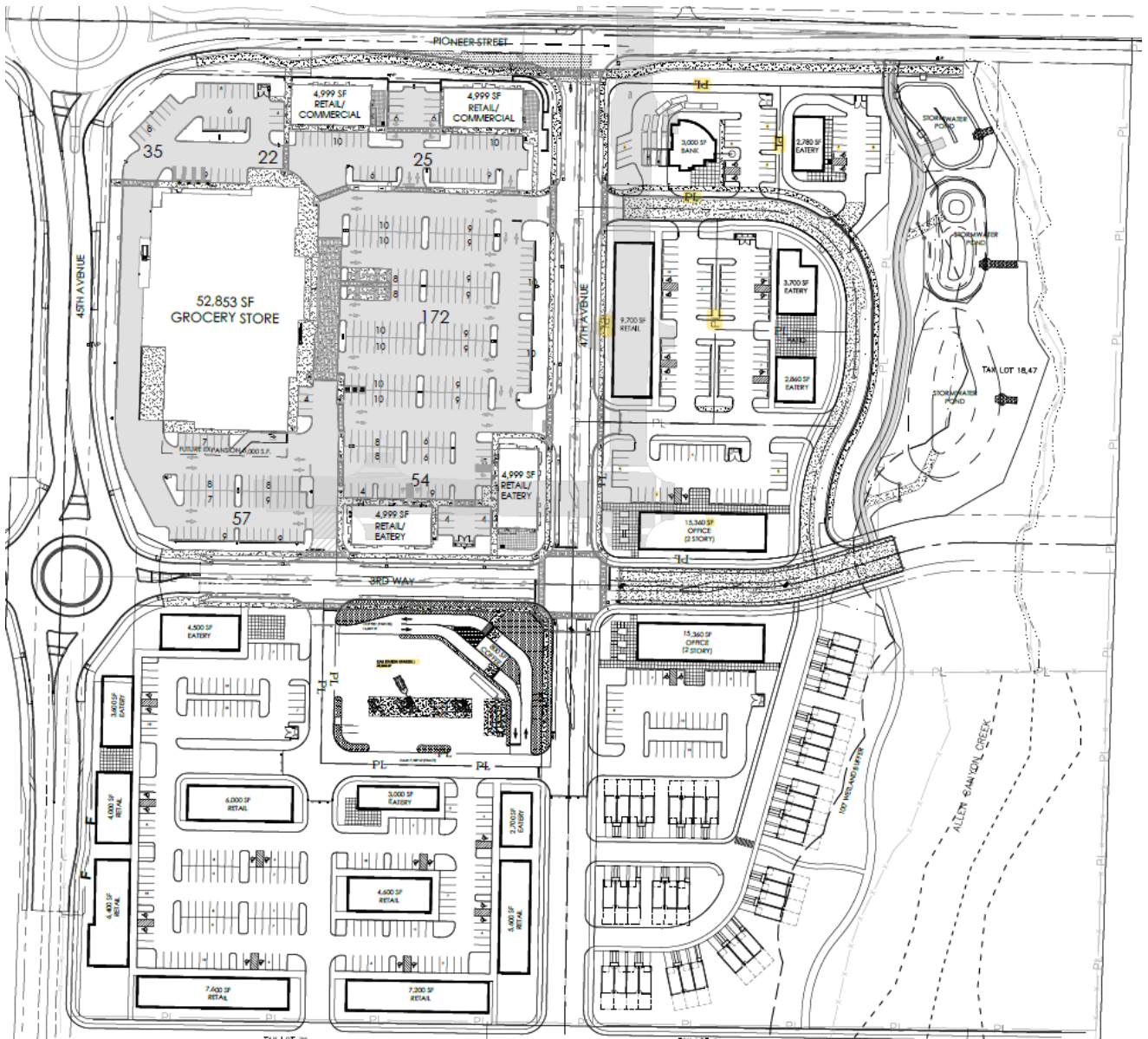
A draft of the Discovery Ridge Master Plan prepared in 2018 identifies the following in Phase 4: a two-story office building, parking area, 41 attached dwelling units in groups of three to five, and a trail between the residential units and the critical areas. The same version of the master plan was submitted to identify the conceptual development analyzed in PLZ-21-0005, Discovery Ridge Phase 3 and 4 SEPA. An updated draft

of Phase 4 prepared in March 2021 identifies 30 attached dwelling units in groups of three to five and a trail between the units and the critical areas. The revisions reflect changing demand for residential versus non-residential tenants.

An approved master plan was not required for Discovery Ridge, and neither the 2018 Discovery Ridge Master Plan nor the 2021 Phase 4 amendment were formally approved under land use permits. However, the developer and City staff have used the Discovery Ridge Master Plan as a guiding document throughout the site development process, with minor changes to respond to changing market conditions. Phase 1 (Rosauers supermarket and four smaller multi-tenant commercial buildings) and portions of Phases 2 and 3 (Columbia Credit Union, Taco Bell, Rosauers Fueling Station, and Brewed Awakenings) have been built as shown on the master plan. Site plans for three additional buildings in Phase 2 have been approved as shown on the master plan. It is the shared intent of the developer and City staff to continue being largely consistent with the master plan for the remaining development in Phases 2, 3, and 4.

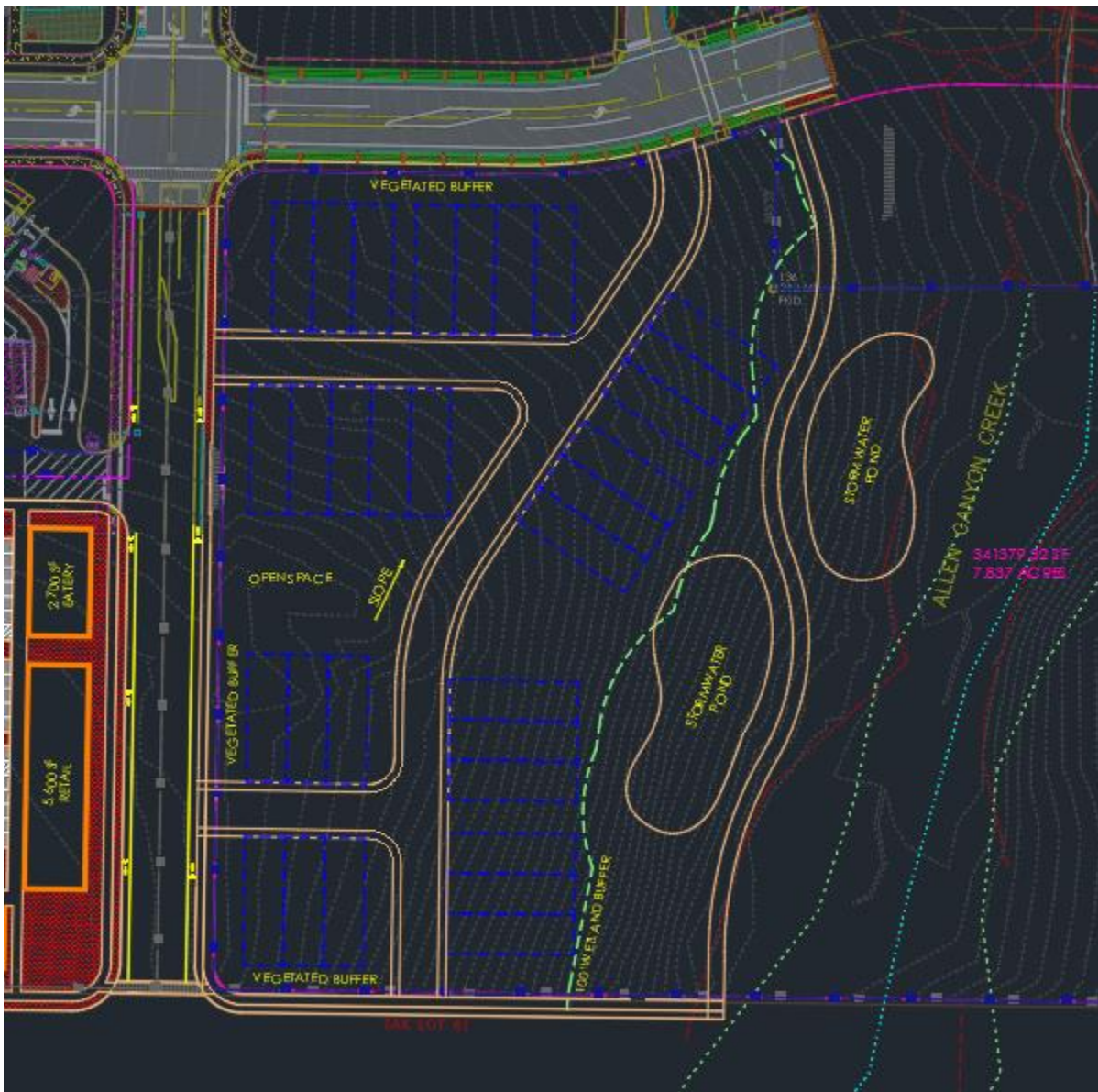
Approximately 3 to 3.5 acres of the site are developable. At RMD-16 density, a minimum of approximately 24-28 and a maximum of approximately 48-56 units could be developed. The 30 residential units shown on the most recent update to the master plan would therefore be permittable. The office shown on the 2018 version of the master plan would no longer be permittable under RMD-16 zoning.

2018 Discovery Ridge Master Plan (subject site in lower right quadrant)



Attachment: RUACP Updates 2021\_PC Staff Report\_11032021 (2021 Comprehensive Plan Amendments)

2021 Discovery Ridge Master Plan Phase 4 revision



## APPROVAL CRITERIA

### RUACP Compliance

RDC 18.320.050.A requires amendments to be consistent with the goals and policies of the 2016 Ridgefield Urban Area Comprehensive Plan (RUACP). The RUACP policies Planning Commission should consider in relation to the proposal include, but are not limited to:

- LU-1 Citywide land supplies. Establish land supplies and density allowances that are sufficient but not excessive to accommodate adopted long-term City of Ridgefield population, public facilities, and employment forecast allocations.

- LU-2 Efficient development patterns. Encourage efficient development throughout Ridgefield. Encourage higher density and more intense development in areas that are more extensively served by facilities, particularly by public schools, transportation and transit services.
- LU-4 Compatible uses. Facilitate development that minimizes adverse impacts to adjacent areas.
- LU-5 Complementary uses. Locate complementary land uses near to one another to maximize opportunities for people to work or shop or play nearer to where they live.
- LU-6 Mixed-use development. Facilitate development that combines multiple uses in single buildings or on integrated sites. Target areas for mixed-use development include the Lake River waterfront and the central city core, with additional opportunities at 45<sup>th</sup> and Pioneer.
- LU-7 Neighborhood livability. Maintain and facilitate development of stable, multi-use neighborhoods that contain a compatible mix of housing, jobs, stores, public schools and open and public spaces in a well-planned, safe pedestrian environment.
- EC-4 Community retail. Promote development of service-oriented businesses to serve residents and reduce the needs to travel out of the community.
- EC-9 45<sup>th</sup> & Pioneer. Implement the 45<sup>th</sup> & Pioneer Subarea Plan to create commercial, office and industrial employment opportunities.
- HO-1 Accommodate growth. Provide a continuous and adequate supply of residential land to meet long-range multifamily and single-family housing needs for the City's anticipated population growth. The City shall adopt policies and regulations to meet the following objectives:
  - New overall density target of six units per acre.
  - No more than 75% of new houses shall be of a single housing type.
- HO-2 Residential development density. Encourage a mix of single-family and multifamily housing that achieves an overall goal of six units per net acre. Six units per acre is approximately 7,000-square-foot lots. However, the goal is to have a variety of housing options so that more dense development of townhomes and apartments balances with some large-lot, single-family residences.
- HO-3 Multifamily development. Provide a variety of multifamily residential development opportunities using multiple strategies:
  - Designate medium density areas sufficient to provides a minimum of 25% of new housing units.
  - Locate primary medium density areas within one-half mile of commercial or employment centers, and along existing or planned transit corridors.
  - Restrict zone changes or legislative approvals which lessen long-term capacity for multifamily residential development.

### Engineering

Per RDC 18.320.050.B-C, comprehensive plan amendments and zone changes must be consistent with the concurrency requirements of the CFP and shall not result in level-of-service deficiency for any capital facility or service identified in the CFP. If the petition necessitates a RUACP text or a CFP project amendment, the applicant shall demonstrate that changed circumstances affecting the public health, safety, and general welfare justifies the amendment.

The subject parcel currently takes access from S 47<sup>th</sup> Place, which is a local street, and S 3<sup>rd</sup> Way, which is a collector. The proposed zone change does not necessitate changes to the RUACP text or a CFP project amendment, and shall not result in a level-of-service deficiency for any capital facility or service identified in the CFP.

### PROPOSED TIMELINE

Adoption of the proposed comprehensive plan designation and concurrent rezone is proposed to occur as follows in compliance with RDC 18.310.090, Type IV procedure:

|                   |                                                         |
|-------------------|---------------------------------------------------------|
| November 3, 2021  | Planning Commission public hearing                      |
| December 2, 2021  | City Council 1 <sup>st</sup> reading and public hearing |
| December 16, 2021 | City Council 2 <sup>nd</sup> reading and adoption       |
| January 1, 2022   | Effective date                                          |