



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.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Patrick Flynn, Chairman
SECONDER:	John Rose, Commissioner
AYES:	Okinaka, Flynn, Rightenour, Swenson, Cole, Rose
ABSENT:	Bush

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

There were no late changes to the 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.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Cole, Commissioner
SECONDER:	Stan Okinaka, Commissioner
AYES:	Okinaka, Flynn, Righenour, Swenson, Cole, Rose
ABSENT:	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](#)

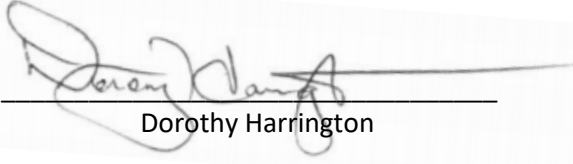
Commissioner Okinaka welcomed John Rose and Matt Cole to the Planning Commission. He then provided an update on the West Main Street tax incentive program and advised that Octoberfest was a great success.

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

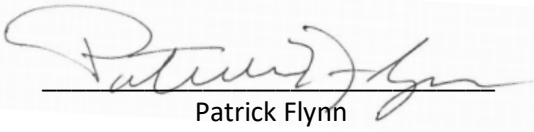
Commissioners John Rose and Matt Cole each gave a brief introduction to the Commission, audience and staff.

ADJOURN - [7:25 PM](#)

Meeting Adjourned at 7:25 PM.



Dorothy Harrington



Patrick Flynn