



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, October 2, 2019
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, 9/4/19 Meeting**

IV. BUSINESS

- 1. Work Plan Presentation: Carty Road Subarea Plan - Claire Lust, Associate Planner**

V. PUBLIC HEARING

- 1. Recommendation - 2019 Ridgefield Municipal Code Updates - Louisa Garbo, Community Development Director**

VI. 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.

VII. STAFF REPORTS

VIII. FROM THE COMMISSION

IX. ADJOURN

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



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
September 4, 2019

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

FLAG SALUTE

ROLL CALL

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

MOTION: Commissioner Young moved to excuse Commissioner Okinaka from the meeting.

SECOND: Commissioner Aichele.

Approved Unanimous.

LATE CHANGES TO THE AGENDA

None

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

Darren Wertz - Resident

Suggested procedural change - state the reason of absents when excusing a Commission Member from the meeting.

CONSENT AGENDA - [6:32 PM](#)

1. Approval of Minutes from Wednesday, 8/7/19 Meeting

BUSINESS - [6:32 PM](#)

1. Ridgefield Municipal Code Amendment 2019 Part 2

Louisa Garbo, Community Development Director presented 2019 Code Amendment Update.

As part of the public outreach a list of potential Ridgefield municipal code to amend was posted on the city's website on August 9th, posted on social media, and emailed to the subscribers. The website provided a way for people to submit their comments or send attachments. This public outreach is still

Minutes Acceptance: Minutes of Sep 4, 2019 6:30 PM (CONSENT AGENDA)

open until it is presented to Council in October. Received 7 comments, one related to clarification on HOA exemption and others are issues unrelated to the proposed code sections. Updates will be available on next meeting to vote on recommendations. The Open House was largely attended by elected officials and 3 or 4 residents. Draft copies of the amendments were released online and at the Open House.

2019 Proposed Code update focused on 3 Categories -Housekeeping updates, minor policy changes, and major policy changes

Claire Lust, Planner presented the housekeeping and minor policy changes.

Summarized the proposed housekeeping and minor policy amendments and the goals. Housekeeping updates are meant to reflect updated legislation, correct clerical errors and other minor changes that don't change the content of the code but rather clarify of what is already there. Most of the proposed updates affect Title 18 which is the development code and few that were suggested by department heads, council and police department. Minor policy changes are proposed to add new content to the code and to simply strengthen to implement the policy and goals using the development code.

Louisa Garbo, Community Development Director presented the 2 major policy changes.

Presented the additional uses proposed for the Employment District. Added additional uses on section 18.205.020 land use table for the employment zone for the purpose of looking at job per acre and to increase the number of jobs per acre. Still working on the incentives and bring back to Council at later date.

Name of the uses was specifically recommended by CRUDC under their economic development strategy that they completed for Clark County and cities to consider in increasing economic development. Added Software, Computer and Electronics, Clean Tech, Life Sciences, and Professional Scientific and Technical Services to the employment zone.

Second major policy change is to add new process called "Map of Dedication". Establish a Map of Dedication procedure to ensure timely, organized, and binding dedication of public and private improvements. It's a consolidated agreement and everything is identified on the map which will be recorded on the plat. Changes made will need to be approved by Council. Proposed to be submitted as part of the Subdivision and or PUD application, Type III process. If not proposing a subdivision but would like to make a dedication or an existing development making changes to dedication or similar situation will be considered a Type II process. There will be a submittal guideline to determine if it's a Type II or Type III process.

Drafts are posted and changes will be updated on the website.

2019 RMC Code Updates will be presented at next month Planning Commission Public Hearing, SEPA is ready to be sent for review, comments will be presented to Council on October 10th for 1st reading and October 24th for 2nd reading and adoption.

Staff and Commissioners discussed the proposed amendments.

PUBLIC COMMENT - [7:09 PM](#)

Chris Dudley - Resident

Spoke about climate change, planning for fragile future, and issues dealing with today. Read an article in the May issue for MIT Technology Reviews. We need to be serious in planning for the future and start to look at net zero buildings, draw tech people into towns that care about climate change and address these issues, grow gardens, build parks that have food producing and drought resistant trees, and promote individual saving rain catch man.

STAFF REPORTS - [7:14 PM](#)

Louisa Garbo, Community Development Director acknowledged Cristy for stepping in to help, introduced Angie Suzuki as permit technician, and announced Claire's promotion as Senior Planner. Joint training session with City Council scheduled on October 10th.

Will send a link on short course on planning, very specific to WA state land use planning.

Asked chair to make a motion to appoint a volunteer to sit on the Parks Committee or Stakeholder group to participate in their Parks Master Plan.

Commissioner Aichele volunteered to sit on the Parks Committee.

No motion required.

FROM THE COMMISSION - [7:16 PM](#)

Commissioner Aichele - Back in July staff send us "Housing Memorandum for Issues affecting Housing and Availability, 117 page report. Recommend to staff to add the Affordable Housing and Availability in the 2020 work plan for Planning Commission and suggested 3 things to study. Review the support for affordable housing as outlined in the June 2019 Department of Commerce Housing Memorandum and review the reasonable measures as tools for increasing housing availability and affordability; determine which RM1 through RM38 could apply to the city of Ridgefield; and discuss a plan that would increase the affordable housing and availability

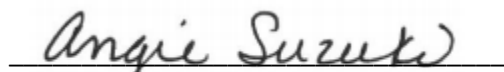
Worked at Clark County Fair for the Ridgefield Lions and raised about \$25,000.

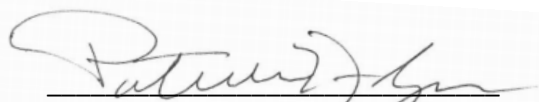
Commissioner Chipman- Would like to continue receiving the Community Development report which was sent via email and was made available with the agenda packet.

Commissioner Carnell - Welcomed Angie and excited for Rosauers and all the development that is happening

Chair Flynn - Congratulated Claire's promotion, welcomed Angie, and thanked Commissioner Aichele for volunteering on the Parks Committee. The Public Outreach event on 8/29 was not able to attend but spoke with people who did and heard that it was underwhelming, wasn't an official program and welcoming environment for citizens. Reiterated to attend meetings for rest of the year and training scheduled for October 10th. Responded to public comment made by Darren Wertz that will do better job of announcing why a Commissioner is not at the meeting.

ADJOURN - [7:25 PM](#)


Angie Suzuki


Patrick Flynn

Minutes Acceptance: Minutes of Sep 4, 2019 6:30 PM (CONSENT AGENDA)

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: October 02, 2019

ITEM:

AGENDA ITEM TITLE: Work Plan Presentation: Carty Road Subarea Plan

SUMMARY/BACKGROUND:

Staff will present the Scope of Work for the Carty Road Subarea Plan.

On June 20, 2019, City Council directed staff to begin a subarea planning process for an approximately 286-acre area along NW Carty Road (Carty Road Subarea). Portions of the subarea had come to Council for the first step of the city's annexation process (Intent to Annex). Council chose to move forward with a subarea plan for the whole area before deciding whether to continue with the next steps in the annexation process. The purpose of the subarea plan is to learn more about residents' preferences for the area, as well as existing land use, infrastructure, and environmental conditions, in order create unique, appropriate standards that would guide future development if all or part of the area annexes. The subarea plan itself does not result in annexation.

Staff issued a Request for Qualifications on July 15, 2019, and reviewed responses from five consultant teams in late August. Based on criteria including personnel expertise, direct and indirect planning experience, and complete understanding of the city's goals for the subarea plan, staff selected WSP to lead the planning process. Community development staff will manage the consultant and support project tasks.

WSP drafted a Scope of Work for the project, and refined the scope based on staff feedback. Work on the Subarea Plan will begin in early October once WSP submits a final Scope of Work and signs a contract with the city.

STAFF CONTACT: Claire Lust, Associate Planner

ATTACHMENTS:

CITY OF RIDGEFIELD PLANNING COMMISSION PUBLIC HEARING

MEETING DATE: October 02, 2019

ITEM:

AGENDA ITEM TITLE: Recommendation - 2019 Ridgefield Municipal Code Updates

SUMMARY/BACKGROUND:

The City is proposing a series of amendments to the Ridgefield Municipal Code (RMC), including the Ridgefield Development Code (RDC), to keep the code up-to-date and to better serve the Ridgefield community.

The proposed amendments intend to update the code to reflect new legislation, to address issues identified when applying the existing code, and issues anticipated for future projects in Ridgefield. There are three types of proposed code amendments (see Exhibit A “Matrix of Development Code Updates” for details):

1. Housekeeping items: address clerical errors, clarify existing code language without substantive changes to the content, and update the code to comply with new legislation.
2. Minor policy changes: add content to strengthen the code with the goal to better implement the Ridgefield Comprehensive Plan and existing City policies and practices.
3. Major policy changes: add substantive change to content, representing new policy directions.

Staff recommends the Planning Commission forward a recommendation of **approval** of the proposed RMC updates to City Council.

STAFF CONTACT: Claire Lust, Associate Planner

ATTACHMENTS: Code Updates 2019_PC Hearing Staff Report_10022019 (PDF)
Exhibit A - 2019 RDC Amendments Part 2 Matrix_PC
Hearing_10022019 (PDF)
Appendix A - Public Comments (PDF)
Appendix B - MAP OF DEDICATION submittal guidelines (PDF)



THE CITY OF RIDGEFIELD

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

Amendment to Ridgefield Municipal Code Planning Commission Staff Report

BACKGROUND

The City is proposing a series of amendments to the Ridgefield Municipal Code (RMC), including the Ridgefield Development Code (RDC), to keep the code up-to-date and to better serve the Ridgefield community.

RECOMMENDATION

Staff recommends the Planning Commission forward a recommendation of **approval** of the proposed RMC updates to City Council.

DISCUSSION

Types of Amendments

The proposed amendments intend to update the code to reflect new legislation, to address issues identified when applying the existing code, and issues anticipated for future projects in Ridgefield. There are three types of proposed code amendments (see Exhibit A “Matrix of Development Code Updates” for details):

1. Housekeeping items: address clerical errors, clarify existing code language without substantive changes to the content, and update the code to comply with new legislation.
2. Minor policy changes: add content to strengthen the code with the goal to better implement the Ridgefield Comprehensive Plan and existing City policies and practices.
3. Major policy changes: add substantive change to content, representing new policy directions.

Summary of Changes

Housekeeping items

§2.64 – Civil Service System: Update code to reflect a change in state statute RCW 41.12.070.

§9.04 – Offenses Against the Public Order: Update code to reflect new fireworks legislation.

§10.12 – Parking: Clarify parking prohibitions.

§18.205 – Uses: Better identify animal kennels as a conditional use and a limited use in the CRB, CCB, and E zones, and to reflect the limitations described in RDC 18.205.030.D.

§18.230 – Commercial Districts: Clarify that local streets are not part of the city’s transportation capital facilities plan.

§18.310 – Procedures: Clarify that post-decision review applies to short subdivisions, subdivisions, and planned unit developments. Existing language could be interpreted as excluding planned unit developments from post-decision review.

§18.500 – Site Plan Review: Remove outdated references to binding site plan review process.

§18.500.040. – Submittal requirements: Match contour line requirements with those required for binding site plan, short plat, subdivision, and planned unit development submittal.

Minor policy changes

§18.010 – General Interpretation

Issue: maintenance on private amenities and facilities within a subdivision.

Solution: requiring covenant recorded against the property to ensure proper maintenance and to allow City to remedy deficiency with all costs to be borne by property owners.

§18.100.010 “A” – Definitions

Issue: no definition on accessory buildings or design requirements.

Solution: better defines accessory buildings and establishes standards for those buildings (complement the primary building design).

§18.100.010 “F” – Definitions

Issue: lacks definition and standards on food trucks.

Solution: provides definition and establishes standards for food trucks.

§18.230 – Commercial Districts, 18.240 – Employment Districts, 18.235 – Mixed-Use Districts, 18.500 – Site Plan Review

Issue: lacks design requirements for exterior building renovation.

Solution: establishes thresholds for bringing site and building design standards up to current code standards.

§18.620 – Procedure for Subdivision

Issue: bonding instead of providing construction of improvements.

Solution: amendment will provide the City Engineer greater discretion to impose applicable conditions on construction of private and public improvements.

§18.620.145 – Homeowners Association:

Issue: applicants can rarely meet the criteria for the exemption in the code.

Solution: Remove exemption.

Major policy changes

§18.205.020 – Master Use Table

Issue: compatibility of gas station in a commercial neighborhood zone.

Solution: Remove gas stations as a permitted use in the CNB zone in response to a moratorium and to be consistent with surrounding jurisdictions.

§18.205.0202 – Master Use Table

Issue: to achieve the goal of increased jobs per acres in the city

Solution: specific high-employment uses in the Employment zone - establish zoning groundwork for an economic incentive program

§18.401 – Planned Unit Developments, §18.500 – Site Plan Review, and §18.620 – Procedure for Subdivision
Issue: Dedicated amenities and infrastructure improvements are identified in development agreements, hearing orders and notes on plats; difficult to track and often negotiated out of those commitments.

Solution:

- Requiring Map of Dedication (to be submitted along with the plat applications) to ensure the locations of all public and private dedication and the provision and equitable disbursement of open space are being clearly identified,
- Part of the PUD and/or subdivision review process (Type III),
- Adoption or amendment is Type III, or a Type II process if it is not associated with a final plat or development agreement, or a Type I if it is deemed minor (e.g., joint access easement between two commercial properties).

PUBLIC OUTREACH AND MEETINGS

<u>Date</u>	<u>Timeline</u>
August 7, 2019	Planning Commission briefing
August 9, 2019	Public comment period opened online, notice to subscribers, stakeholders and on social media
August 29, 2019	Open house
September 4, 2019	Planning Commission work session
September 12, 2019	City Council presentation
October 2, 2019	Planning Commission public hearing
October 10, 2019	City Council public hearing and 1 st reading
October 24, 2019	City Council public meeting and 2 nd reading/adoption

An initial list of code items was introduced to the Planning Commission on August 7, 2019; it was also posted online for public comments on August 9, 2019. A revised list of items along with the proposed code matrix were presented at the open house on August 29, 2019. There were ten attendees on the sign-in sheet for the open house. Three attendees raised concerns with parking restriction on only one side of the road in their community, comments were largely unrelated to the proposed code items.

A list of code items to be amended was finalized shortly after a work-study session with the Planning Commission, the proposed code matrix was presented before City Council on September 12, 2019. Comments from City Council included clarification on the size of an accessory structure, food truck at special event in residential districts, bond requirements for private and public improvements, new employment uses and their definitions. The final code matrix was revised in response to comments generated in the presentation (Exhibit A).

As of the date of this report, staff received eight responses online, comments were general in nature and unrelated to the proposed code amendment (see Appendix A, Public Comments). No additional comments have been received since the Council presentation on September 12, 2019.

ATTACHMENTS

- Exhibit A – Matrix of Development Code Updates
- Appendix A – Public Comments
- Appendix B – Draft Submittal Guidelines

Housekeeping Updates

Code Section	Code Language	Rationale													
2.64 – Civil Service System															
2.64.080 – Civil service positions – Qualifications of applicants.	A. An applicant for a position of any kind under civil service must be a citizen of the United States of America <u>or a lawful permanent resident</u> who can read and write in the English language. B. An applicant for a position of any kind under civil service must be of an age suitable for the position applied for, in ordinary good health, of good moral character, and of temperate and industrious habits; these facts to be ascertained in such manner as the commission may deem advisable. <u>C. An application for a position may be rejected if the Police Department does not have the resources to conduct the background investigation required by state law. Resources means materials, funding, and staff time. Nothing in this section impairs an applicant’s rights under state antidiscrimination laws.</u>	Update code as required pursuant to a change in state law, RCW 41.12.070.													
9.04 – Offenses Against the Public Order															
9.04.030 – Fireworks.	E. Enforcement Violations. The police department is hereby authorized to enforce the provisions of this chapter. If, in the reasonable exercise of its discretion, a police officer believes that a civil violation is warranted, in lieu of prosecution, he or she may issue a civil citation. The penalties are set out in the table below. <table><tr><th rowspan="2">Violation</th><th rowspan="2">Description</th><th colspan="3">Non-Traffic Infraction</th></tr><tr><th>First Violation</th><th>Second Violation</th><th>Subsequent Violations</th></tr><tr><td>Discharge or of Legal Consumer Fireworks Outside of Permissible Time (RCW 70.77.136)</td><td><u>Discharge of consumer fireworks outside of the legally permitted times established as</u></td><td>\$100</td><td>\$250</td><td>\$500</td></tr></table>	Violation	Description	Non-Traffic Infraction			First Violation	Second Violation	Subsequent Violations	Discharge or of Legal Consumer Fireworks Outside of Permissible Time (RCW 70.77.136)	<u>Discharge of consumer fireworks outside of the legally permitted times established as</u>	\$100	\$250	\$500	Update code to reflect new fireworks legislation.
Violation	Description			Non-Traffic Infraction											
		First Violation	Second Violation	Subsequent Violations											
Discharge or of Legal Consumer Fireworks Outside of Permissible Time (RCW 70.77.136)	<u>Discharge of consumer fireworks outside of the legally permitted times established as</u>	\$100	\$250	\$500											

		<u>from nine a.m. to twelve o'clock midnight on July 4th, or any other time designated by the fire marshal, in consultation with the City Manager.</u>				
	Discharge of Illegal Fireworks (RCW 70.77.401)	<u>Discharge of illegal fireworks at any time.</u>	\$250	\$500	\$1,000	
10.12 – Parking						
10.12.021 – Parking restricted.	A. Prohibited Parking. It is a civil infraction to park or stand a motor vehicle in violation of the following parking prohibitions: 1. Curb is red, which shall mean no parking at any time <u>due to fire lane</u>; 2. Curb is yellow, which shall mean no parking due to use such as fire lane or delivery lane <u>or other parking restriction</u>; 3. The area is marked with a city of Ridgefield placed sign that modifies parking permissions; 4. There shall be no parking on either side of the street where the roadway is less than twenty-six feet wide unless otherwise regulated; 5. Parking on one side of the street is permissible on roadways which are twenty-six feet to thirty-two feet wide unless otherwise regulated; the side of the street will be determined by the city engineer based on which side will have the least negative impact on driveways, mailboxes, fire hydrants, and limited sight distances;					Clarify parking prohibitions.

	6. Parking on both sides of the street is permissible on roadways in excess of thirty-two feet wide unless otherwise regulated. B. The traffic engineer shall maintain a list <u>map</u> of streets where parking is regulated based on street widths. Such list shall be on file with the city clerk and posted on the city's website.													
18.205 - Uses														
18.205.020 – Master use table.	<table><tr><th colspan="4">RETAIL/SERVICE</th></tr><tr><th>SPECIFIC LAND USE</th><th>CCB</th><th>CRB</th><th>E</th></tr><tr><td>Animal Kennel and Shelter</td><td>N <u>C-L</u></td><td>L <u>C-L</u></td><td>L <u>C-L</u></td></tr></table>	RETAIL/SERVICE				SPECIFIC LAND USE	CCB	CRB	E	Animal Kennel and Shelter	N <u>C-L</u>	L <u>C-L</u>	L <u>C-L</u>	Show that animal kennels are a conditional use and a limited use in the CRB, CCB, and E zones, to reflect the limitations described in RDC 18.205.030.D.
RETAIL/SERVICE														
SPECIFIC LAND USE	CCB	CRB	E											
Animal Kennel and Shelter	N <u>C-L</u>	L <u>C-L</u>	L <u>C-L</u>											
18.230 – Commercial Districts														
18.230.050 – Site Planning.	B. Types of street frontage. Development standards are differentiated based on two types of street frontages: 1. Pedestrian streets. Pedestrian streets include all collectors and local streets , as classified in the city's transportation capital facilities plan, <u>and all local streets</u> . Pedestrian streets are intended to be developed with a “main street” feel that generally includes on-street parking, wide sidewalks with pedestrian amenities, buildings close to the sidewalk, and pedestrian-scale building design with minimal inactivated space such as parking lots.	Clarify that local streets are not part of the city's transportation capital facilities plan.												
18.310 – Procedures														
18.310.160 – Post-decision review.	A. Applicability. 1. Except for recorded short subdivision, and subdivision, plats and planned unit developments plats , post-decision procedures may modify the development without necessarily subjecting the change to the same procedure as the original application. Such changes may be warranted by ambiguities or conflicts in a decision and by new or more detailed information, permits, or law.	Clarify that post-decision review applies to short subdivisions, subdivisions, and planned unit developments. Existing language could be interpreted as excluding planned unit developments from post-decision review.												
18.500 – Site Plan Review														
18.500.200 – Procedure.	D. Pre-application conference. All applicants for basic or binding site plan review shall participate in a pre-application conference as provided for by Section 18.310.030, prior to submitted the site plan review application. The planning director may waive the pre-application requirement.	Remove outdated references to binding site plan review in Chapter 18.500. RDC 18.550 – Binding Site Plan now governs all binding site plan processes.												

18.500.030 – Site plan review categories.	C. Approved Binding Site Plans. The city shall review modifications to a site under Type II procedures for uses which have received land use approval in the following situations: a. A contract re-zone; b. Conditional use permit; c. Planned unit development; or d. Other plans, not including building plans, which were bound by specific conditions or were approved under the provisions of the final action adopting the plan. D.C. Relationship to Zoning.	
18.500.040 – Submittal requirements.	A. Basic site plan and binding site plan review applications shall be accompanied by one original cope of all required submittal materials, and one electronic copy of all materials.	
18.500.040. – Submittal requirements.	A. 10. Where slopes are equal to or greater than fifteen percent, grading and slope conditions which may affect drainage or construction, with slope contours mapped at two-foot intervals <u>Contour lines at two-foot elevation intervals for slopes less than twenty-five percent and five-foot elevation intervals for slopes equal to or more than twenty-five percent;</u>	Match contour line requirements with those required for binding site plan, short plat, subdivision, and planned unit development submittal.

Minor Policy Changes

Code Section	Code Language	Rationale
18.010 – General Interpretation		
18.010.090 – Conditions of approval.	<u>A. The planning director, planning commission or city council may, within the limit of state or federal law, impose conditions of development approval necessary to either ensure compliance with the purposes of this title, or to preserve and promote the general health, safety and welfare of Ridgefield.</u> <u>B. The City of Ridgefield may require a covenant recorded against the property to assure that all amenities and facilities serving a common purpose will be maintained by the owner according to an approved maintenance plan including the timing for payment or construction of the proportional share of said amenities and facilities. The owner shall</u>	Address issues with lack of maintenance on amenities and facilities within a subdivision.

	<u>record the covenant and name the City as grantee. The covenant shall assure that in the event the owner fails to maintain the common amenity or facility amenity consistent with city standards, the City shall have the right to remedy the deficiency and to assess the owner for the materials and services, including legal fees, required to remedy the deficiency.</u>	
18.100 - Definitions		
18.100.010 – “A” definitions.	<u>Accessory structure.</u> A structure that is incidental and subordinate to principal building located on the same lot. Relates to but does not dominate the site. Accessory structures are not designed for human habitation and <u>are not synonymous with Accessory Dwelling Units (ADU), which are governed by RDC 18.205.030.A. Accessory structures include, but are not limited to, garages, fences, mechanical structures, garden structures, decks, stairways, tennis courts, swimming pools, greenhouses, storage buildings, etc. In addition to the development standards set forth in RDC 18.210.120 and RDC 18.220.130, accessory structures may not exceed one story without a building permit, and any accessory structures greater than 120 square feet in low-density residential districts shall be visually compatible with the principal building.</u>	Define accessory buildings in single-family residential districts such that they are limited in size and required to complement the primary building design.
18.100.014 – “C” definitions.	<u>Computer and Electronics Manufacturing.</u> <u>Uses primarily engaged in manufacturing and/or assembling electronic computers, such as mainframes, personal computers, workstations, laptops, and computer servers, and other similar uses according to the North American Industry Classification.</u>	Define computer and electronics manufacturing to support a proposed addition to the use table.
18.100.020 – “F” definitions.	<u>Food truck.</u> <u>Mobile food services provided in a motorized vehicle, trailer or pushcart on public streets, or on public or private property with permission of the property owners. The services must be provided on wheels, otherwise, will be subject to code requirements for a structure. No food trucks shall take up any required parking spaces and must comply with street parking requirements. Food trucks are prohibited in all residential zones except for when permitted through the City’s special events permitting process.</u>	Identify standards for food trucks.
18.230 – Commercial Districts		

18.230.055 – Building design and features.	A. Applicability. The requirements of section 18.230.055 apply to buildings within the CCB and CRB zoning districts. The requirements of this chapter apply to: 1. New building <u>buildings</u> of any size, and 2. The addition to or remodel of an existing building that increases the gross floor area of the building by five thousand square feet or more <u>square footage of the building by twenty percent</u>, and 3. The addition to or remodel of an existing building where the construction valuation is fifty percent or greater of the existing site and building valuation.	Clarify and establish thresholds for bringing building design features up to the established code standards.
18.235 – Mixed-Use Districts		
18.235.020 – Special provisions for the central mixed use district.	H. Building Design and Features. <u>1. Applicability. The requirements of section 18.235.020.H apply to:</u> a. <u>New buildings of any size,</u> b. <u>The addition to or remodel of an existing building that increases the square footage of the building by twenty percent, and</u> c. <u>The addition to or remodel of an existing building where the construction valuation is fifty percent or greater of the existing site and building valuation.</u>	Establish thresholds for bringing building design features up to the established code standards. Re-number following sections.
18.235.040 – Special provisions for the waterfront low scale (WLS) district.	G. Design Standards. <u>1. Applicability. The requirements of section 18.235.040.G apply to:</u> a. <u>New buildings of any size,</u> b. <u>The addition to or remodel of an existing building that increases the square footage of the building by twenty percent, and</u> c. <u>The addition to or remodel of an existing building where the construction valuation is fifty percent or greater of the existing site and building valuation.</u>	Establish thresholds for bringing building design features up to the established code standards. Re-number following sections.
18.235.060 – Special provisions for the Ridgefield Mixed-Use Overlay.	I. Architectural Design Standards. <u>1. Applicability. The requirements of section 18.235.060.I apply to:</u> a. <u>New buildings of any size,</u> b. <u>The addition to or remodel of an existing building that increases the square footage of the building by twenty percent, and</u>	Establish thresholds for bringing building design features up to the established code standards. Re-number following sections.

	<u>c. The addition to or remodel of an existing building where the construction valuation is fifty percent or greater of the existing site and building valuation.</u>	
18.240 – Employment Districts		
18.240.060 – Site and building design.	A. E District Standards. <u>1. Applicability. The requirements of section 18.235.060.I apply to:</u> <u>a. New buildings of any size.</u> <u>b. The addition to or remodel of an existing building that increases the square footage of the building by twenty percent, and</u> <u>c. The addition to or remodel of an existing building where the construction valuation is fifty percent or greater of the existing site and building valuation.</u>	Establish thresholds for bringing building design features up to the established code standards. Re-number following sections.
18.500 – Site Plan Review		
18.500.030 – Site Plan Review Categories	B. Minor Site Plan Review. The planning director, using Type I procedures, may <u>shall</u> review new uses or modifications to an existing use or structure which involve between one thousand square feet to four thousand nine hundred ninety-nine square feet of new impervious surface area, changes to existing impervious surface areas affecting one thousand to four thousand nine hundred ninety-nine square feet, or removal or fill of one hundred to four hundred ninety nine cubic yards of material. <u>1. If the thresholds in section B are not met but the proposed development is:</u> <u>a. A new building; or</u> <u>b. The addition to or remodel of an existing building that increases the square footage of the building by twenty percent; or</u> <u>c. The addition to or remodel of an existing building where the construction valuation is fifty percent or greater of the existing site and building valuation;</u> <u>Then a standalone Type I architectural design review shall be required based on the building design requirements for the base zone.</u>	Establish Type I architectural design review threshold and process for development proposals that do not require full site plan review.
18.620 – Procedure for Subdivision		

18.620.120 – Final plat requirements	N. The signature of the planning director, city engineer, or appointed representative acting on behalf of the city. Signature by the city representative shall certify that the subdivider has either: 1. Completed all <u>public and private</u> improvements in accordance with these regulations and with the action of the city council, or 2. Submitted a bond or other method of security, <u>approved by the City Engineer, that is sufficient to assure completion of required improvements, whether public or private</u>, in accordance with the provisions of <u>Section 18.620.090 the Ridgefield Municipal Code and all approved plans, sufficient to assure completion of all required improvements; The City Engineer may condition or deny the use of a bond or other security based on the following factors:</u> a. <u>The timeline for construction in light of the deadlines for the final plat and the applicant's progress toward the completion of the facilities to be bonded;</u> b. <u>Whether the improvements necessary for vehicular access, emergency access, stormwater management, and general safety are available to meet the impacts of any permitted construction;</u> c. <u>The potential consequences of any construction of homes or other development before the necessary public facilities are installed and approved;</u> d. <u>The ability of the City to enter the property to construct the improvements; and</u> d. <u>Any other factors that may affect public health and safety.</u>	Give the City Engineer greater discretion to provide applicable conditions to ensure construction of improvements.
18.620.145 – Homeowners' association	B. The land owner or developer may petition for an exemption from the requirement to form a homeowners' association during the preliminary plat approval process if it can be demonstrated that: 1. There are no facilities that will be held in common ownership. 2. There are alternate provisions to ensure maintenance of lots, buildings, and facilities within the subdivision. 3. Waiver of the homeowners' association requirement would not create a burden on the public health, safety, and welfare.	Remove exemption from the requirement that all subdivisions establish a homeowners' association.

Major Policy Changes

Code Section	Code Language	Rationale
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18.100 – Definitions													
18.100.034 – “M” definitions.	Map of Dedication. A map of dedication (MOD) combines the metes and bounds legal descriptions and exhibits of public dedications and private easements into a single document. MOD is processed in conjunction with subdivision, and/or a PUD review, site plan review, or for other land use actions the Community Development Director determines a MOD is appropriate and in the following categories: A. <u>Type III process for actions requiring Ridgefield City Council approval, such as a PUD/subdivision review;</u> B. <u>Type II process if the MOD does not require City Council and is in conjunction with a pending Type II review, such as a site plan review; and</u> C. <u>Type I process if the MOD relates to dedication, easement, covenant or similar restriction that is not associated with a pending Type III or Type II review.</u>											Define map of dedication (MOD) and assign different levels of review based on the type of MOD.	
18.205 - Uses													
18.205.020 – Master use table	RETAIL/SERVICE												Remove gas stations as a permitted use in the CNB zone, in response to a moratorium.
	SPECIFIC LAND USE			CNB									
	Gasoline Service Station			P N									Permit specific high-employment uses in the Employment zone in order to achieve increased jobs per acres in the city. Establish zoning groundwork for an economic incentive program.
	EMPLOYMENT												
SPECIFIC LAND USE	RLD4 RLD6 RLD8	RMD 16	CNB	CCB	CRB	CMU	WMU	WLS	E	P/OS	PF		
Computer and Electronics Manufacturing	N	N	N	N	C	N	N	N	P	N	N		
18.401 – Planned Unit Developments													
18.401.040 – Information requirements.	A. Preliminary PUD application requirements. An application for a preliminary PUD shall include one original copy of all application materials and electronic copies of all materials. The applicant shall provide a proposed site plan which shall include (but is not limited to) the following: <u>9. Map of Dedication showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use, and all easement rights dedicated for private purposes, including, but not limited to, trails, open space, parks, and storm ponds.</u>											Establish Map of Dedication procedures to ensure timely, organized, and binding dedication of public and private improvements.	

18.401.050 – Approval procedures.	E. Final Development Plan. Where the PUD request involves a subdivision of land, the applicant shall submit a final development plan in accordance with the requirements of Section 18.401.040(B), together with the final subdivision plat, <u>Map of Dedication</u> , and any required and SEPA documentation, to the planning director. The final PUD shall be submitted within the subdivision vesting timeframe established by RCW 58.17.140, generally within five years following the approval of the preliminary plan unless qualifying for an exemption under RCW 58.17.140. Where the PUD request does not involve a subdivision of land, within three years following issuance of a final decision on the preliminary plan, the applicant shall submit a final development plan in accordance with the requirements of Section 18.401.040(B), together with any required <u>Map of Dedication and</u> SEPA documentation, to the planning director.	Establish Map of Dedication procedures to ensure timely, organized, and binding dedication of public and private improvements.
18.500 – Site Plan Review		
18.500.040 – Submittal requirements.	A. <u>16. Map of Dedication, if applicable, showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use, and all easement rights dedicated for private purposes, including, but not limited to, trails, open space, parks, and storm ponds.</u>	Establish Map of Dedication procedures to ensure timely, organized, and binding dedication of public and private improvements.
18.620.140 – Final plat – Recording.	All final plats <u>and Maps of Dedication</u> approved by the city council shall be filed for record immediately, or as soon as possible, by the subdivider at the Clark County auditor's office. The subdivider is responsible for all filing fees. Any final plat filed record containing a dedication shall be accompanied by current title report.	Establish Map of Dedication procedures to ensure timely, organized, and binding dedication of public and private improvements.
18.620 – Procedure for Subdivision		
18.620.030 – Application for a subdivision – Requirements.	A. An application for a subdivision may be made by an owner or owners of land, or by an authorized agent of an owner or owners, or by a representative of any governmental agency if the subdivision is sought for a governmental purpose and such application shall be filed with the city. 1. The prospective subdivider shall submit one original copy and three paper copies of application materials, as well as <u>one</u> electronic copies <u>copy</u> of all materials, that include graphic and text files to the city clerk and the <u>The application shall contain the following:</u> i. Parcels of land intended or required to be dedicated for streets or other public purposes; <u>l. Map of Dedication showing all land dedicated to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, or other public use, and all easement rights dedicated for private purposes, including, but not limited to, trails, open space, parks, and storm ponds. If a covenant is required by the City, the verbiage</u>	Establish Map of Dedication procedures to ensure timely, organized, and binding dedication of public and private improvements. Reduce number of paper copies required

	<u>including the timing for payment or construction of the proportional share of said amenities and facilities must be shown on said map. If the city requires a covenant that runs with the land to ensure the construction and maintenance of private improvements identified on the map of dedication, the map of dedication shall include a note describing the timing of payment or construction of the required public or private facilities or improvements and shall also include a note indicating the Grantors proportionate share of the required public or private facilities or improvements.</u>	to match other code sections. Re-letter following items accordingly.
18.620.110 – Conformance with preliminary plat approval.	Each final plat submitted for approval shall be in conformance with the conditions of preliminary plat <u>and Map of Dedication</u> approval. Minor deviations may be permitted by the city council because of unforeseen technical or engineering problems.	Establish Map of Dedication procedures to ensure timely, organized, and binding dedication of public and private improvements.

Claire Lust

From: patrick@patrickhildreth.com <sitemail@ridgefieldwa.us>
Sent: Wednesday, August 14, 2019 7:39 PM
To: Louisa Garbo; Claire Lust
Subject: Community Development Amendments Notification

This is a submission from the Community Development Code Amendments form

Add your comments
Name Joni Burkhart
Your comments Question regarding #13 Does this apply to current subdivisions that do not have HOAs?
Contact Information
Address Washington United States Map It
Email Joni@columbiashoresfinancial.com

Attachment: Appendix A - Public Comments (2019 Ridgefield Municipal Code Updates Part 2)

Claire Lust

From: patrick@patrickhildreth.com <sitemail@ridgefieldwa.us>
Sent: Monday, August 12, 2019 3:02 PM
To: Louisa Garbo; Claire Lust
Subject: Community Development Amendments Notification

Follow Up Flag: Follow up
Flag Status: Flagged

This is a submission from the Community Development Code Amendments form

Add your comments

Name

Elaine Malone

Your comments

Re: #14. 18.600

Please require open spaces in neighborhoods to conform to a similar standard of play structures. There are two multi-family townhouse developments South of my home. The older one, South of Pioneer Canyon Dr off of 33rd Street has NO open spaces. These units are big enough for families with children but there is no play area so naturally children play in the wetlands or in the street. The newer development at Canyon Ridge, off 32nd Street near Smyth Rd have three little open spaces with benches but no play structures or open space to even play with a ball. These townhouses are approximately 1800 square feet and suitable for families but with nothing for children ages 6-14 to do. I think higher density residential areas are good for our environment, and cities, but they must include play structures and open spaces for children and young teens to use. In contrast, there is a new development West of 35th Ave on N 10th Street that are single family homes with backyards and a wonderful little park with climbing structures, slides, swings, a tunnel, hanging rings, and a small picnic table (it needs a garbage can though). When you revise development planning codes please require a minimum amount of open space and at least five or more activity structures for children to play. The areas to my East, in Green Gables and Pioneer Canyon neighborhoods have pocket parks with structures for a variety of ages from the micro size basketball court to different age-suitable structures. I am positive, had the city mandated, both the town home developments South of me had space to provide play structures and even a single soccer goal with space to practice kicking goals. I am sharing photos of the open spaces at Canyon Ridge with just benches (that are seldom or never used) and as a comparison, the nice little park on 10th Street.

Well, I guess I am not sharing photos because your file will not accept iPhone photos (Jpegs) or Pages files. Please send me an email address to provide these comparison photos.

Contact Information

Address

3403 N Pioneer Canyon Dr
 Ridgefield, Washington 98642
 United States
[Map It](#)

Email

ermalone@gmail.com

Claire Lust

From: patrick@patrickhildreth.com <sitemail@ridgefieldwa.us>
Sent: Monday, August 12, 2019 3:02 PM
To: Louisa Garbo; Claire Lust
Subject: Community Development Amendments Notification

This is a submission from the Community Development Code Amendments form

Add your comments

Name

Elaine Malone

Your comments

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Well, I guess I am not sharing photos because your file will not accept iPhone photos (Jpegs) or Pages files. Please send me an email address to provide these comparison photos.

Contact Information

Address

3403 N Pioneer Canyon Dr
 Ridgefield, Washington 98642
 United States
[Map It](#)

Email

ermalone@gmail.com

Claire Lust

From: patrick@patrickhildreth.com <sitemail@ridgefieldwa.us>
Sent: Thursday, August 29, 2019 9:22 PM
To: Louisa Garbo; Claire Lust
Subject: Community Development Amendments Notification

This is a submission from the Community Development Code Amendments form

Add your comments

Name

Lorinda Ficek

Your comments

Street signs for parking on one side of street only!!

1. The safety concern for children and pets running out in the street between all the cars is going to be a significant safety concern as Visibility will be impaired, and someone is going to get hurt.
2. The subdivision I am in has been already established for years, I can see in the new subdivisions you put the signs up before building the homes, at least the home buyer knows what he is getting when buying a home. I however, did NOT have that luxury and I can tell you I would NOT of bought my house with parking only being on one side of the street. If this happens I will be forced to move!
3. Not sure if the change can be put in an established subdivision.?

Contact Information

Address

1649 S 15th Way
 Ridgefield, Washington 98642
 United States
[Map It](#)

Email

Lindylee50@yahoo.com

Claire Lust

From: patrick@patrickhildreth.com <sitemail@ridgefieldwa.us>
Sent: Tuesday, August 13, 2019 12:41 PM
To: Louisa Garbo; Claire Lust
Subject: Community Development Amendments Notification

This is a submission from the Community Development Code Amendments form

Add your comments

Name

Sarah Bancroft

Your comments

Please continue to limit the use of fireworks to the 4th of July only. Our family would prefer a complete fireworks ban, but allowing them only on the 4th was a tremendous improvement over past years.

Contact Information

Address

504 N Allen Creek Dr
 Ridgefield, Washington 98642
 United States
[Map It](#)

Email

S.Jane.Bancroft@gmail.com

Claire Lust

From: patrick@patrickhildreth.com <sitemail@ridgefieldwa.us>
Sent: Tuesday, August 13, 2019 1:33 PM
To: Louisa Garbo; Claire Lust
Subject: Community Development Amendments Notification

This is a submission from the Community Development Code Amendments form

Add your comments
Name
Sheri Rayburn
Your comments
People with rural property should be able to divide the property to family members, grandfathered in , as long as they held the property longer then 10 years back.
Contact Information
Address
3100 NE 221 way Ridgefield, Washington 98642 United States Map It
Email
Sheric.1@netzero.com

Claire Lust

From: patrick@patrickhildreth.com <sitemail@ridgefieldwa.us>
Sent: Tuesday, August 13, 2019 8:30 AM
To: Louisa Garbo; Claire Lust
Subject: Community Development Amendments Notification

This is a submission from the Community Development Code Amendments form

Add your comments
Name Paul Segal
Your comments What is meant by removing HOA exemptions?
Contact Information
Address 4911 S. 19th St. Ridgefield, Washington 98642 United States Map It
Email Paulrn4911@gmail.com

Attachment: Appendix A - Public Comments (2019 Ridgefield Municipal Code Updates Part 2)

Claire Lust

From: patrick@patrickhildreth.com <sitemail@ridgefieldwa.us>
Sent: Tuesday, August 13, 2019 8:23 AM
To: Louisa Garbo; Claire Lust
Subject: Community Development Amendments Notification

This is a submission from the Community Development Code Amendments form

Add your comments

Name

Michael Watts

Your comments

Being able to see the proposed changes would be a good start.

Contact Information

Address

Washington
 United States
[Map It](#)

Claire Lust

From: Elaine Malone <ermalone@gmail.com>
Sent: Monday, August 12, 2019 4:44 PM
To: Louisa Garbo
Subject: Re: code amendment comments

These photos from N10th St., West of 35th Ave show what should become the minimum requirement for open spaces for children in a residential area. Other open spaces for wildlife habitat and wetlands should be in addition to play spaces.

Clearly this park is much better than the ones with just a bench. Sadly, this park is next to homes that also have back yards for kids to play in and the park with a bench is near townhouses with minimal or no back yards in which to play.

Elaine

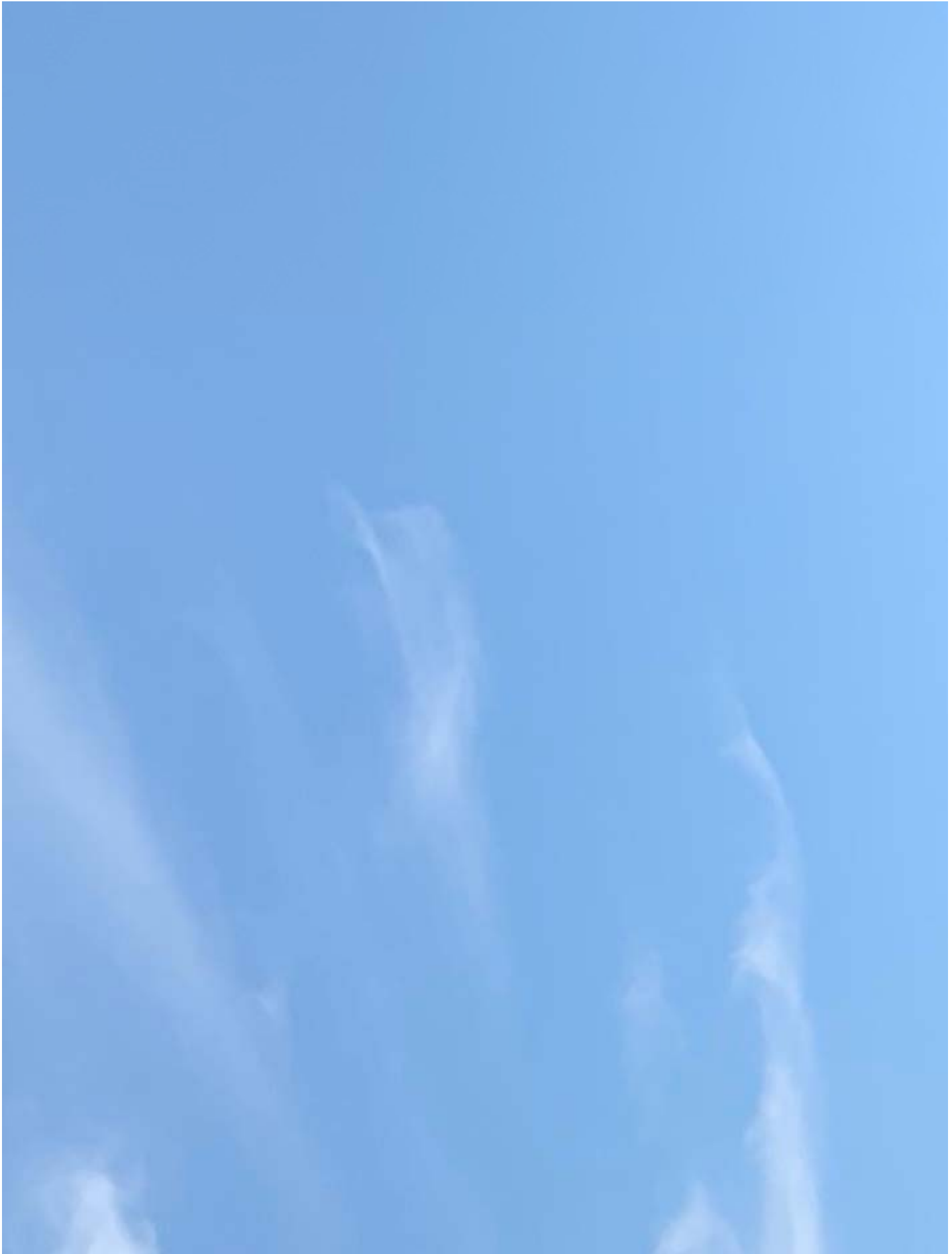


On Mon, Aug 12, 2019 at 4:37 PM Elaine Malone <ermalone@gmail.com> wrote:
Louisa,

Thank you for your message. My primary purpose in commenting is to ensure that town home and apartment developments provide for the children who will inevitably be living in their complexes. I have found that as a community we either provide opportunities for children, especially ages 6-14, to play and socialize appropriately, or they can easily find trouble. In my neighborhood, I would rather see many smaller playgrounds and to give kids something to do rather than to play in and destroy our wetlands.

The first photos are from 32nd St ., South of Pioneer Canyon Dr. in Canyon Ridge.





Elaine Malone

On Mon, Aug 12, 2019 at 3:46 PM Louisa Garbo <Louisa.Garbo@ci.ridgefield.wa.us> wrote:

Ms. Malone,

Thank you for your comments on our code amendment. We will include your comments in our record. You can submit photos to me or our planner, Claire Lust, who is copied in this message.

Louisa



Louisa Garbo

AICP | J.D. | LEED GA | Q.Med

Community Development Director

(360) 887-3908

www.ci.ridgefield.wa.us

[510 Pioneer Street Suite B](#) | PO BOX 608 | Ridgefield, WA 98642

Claire Lust

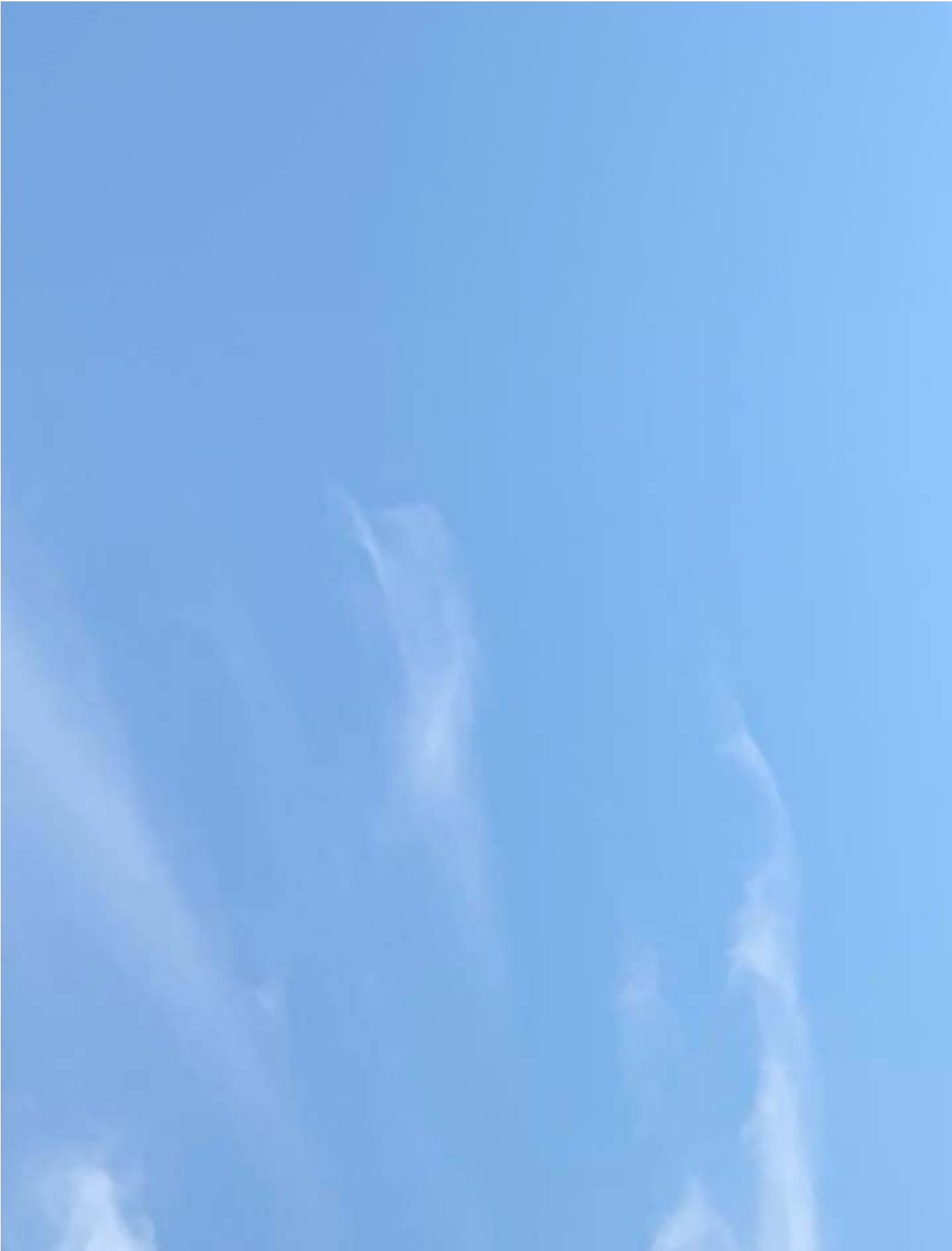
From: Elaine Malone <ermalone@gmail.com>
Sent: Monday, August 12, 2019 4:38 PM
To: Louisa Garbo
Subject: Re: code amendment comments
Attachments: IMG_3797.jpg; IMG_3800.jpg; IMG_3796.jpeg

Louisa,

Thank you for your message. My primary purpose in commenting is to ensure that town home and apartment developments provide for the children who will inevitably be living in their complexes. I have found that as a community we either provide opportunities for children, especially ages 6-14, to play and socialize appropriately, or they can easily find trouble. In my neighborhood, I would rather see many smaller playgrounds and to give kids something to do rather than to play in and destroy our wetlands.

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Elaine Malone

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Louisa



Louisa Garbo

AICP | J.D. | LEED GA | Q.Med

Community Development Director

(360) 887-3908

www.ci.ridgefield.wa.us

[510 Pioneer Street Suite B](#) | PO BOX 608 | Ridgefield, WA 98642

Exhibit A

MAP OF DEDICATION SUBMITTAL GUIDELINES

Map of Dedication may be used to dedicate land to the public for the purpose of roadway, drainage, flood control, utility line, emergency or service vehicle access, parks, critical areas, or other public use. A map of dedication may also secure easement rights for private purposes, including, but not limited to, trail, open space, parks, and storm pond. The City may also require a covenant that runs with the land to ensure the construction and maintenance of private improvements identified on the map of dedication. The map of dedication shall include a note describing the timing of payment or construction of the required public or private facilities or improvements. The map of dedication shall also include a note indicating the Grantors proportionate share of the required public or private facilities or improvements.

A map of dedication (MOD) combines the metes and bounds legal descriptions and exhibits of public dedications and private easements into a single document. A MOD may be a required element for a subdivision, and/or a PUD site plan review, or site plan. Adoption of a MOD is a Type III process requiring approval by the Ridgefield City Council, or, a Type II process if it is not associated with a final plat or development agreement.

Submittal Requirements:

1. One 24-inch by 36-inch copy of the map of dedication to the city for review.
2. All maps need to conform to land survey requirements.
3. Submit a commitment for title insurance (dated within 30 days prior to submittal date) identifying the City of Ridgefield as the proposed insured, with the map of dedication.
4. A dedication statement is required for all road rights-of-way and easements to be dedicated to the public, and for any and all private roadways and easements. A Notary Public or other authorized officer, as set forth in Revised Code of Washington, must acknowledge the signature of the owner. (See Map of Dedication Example for general format of dedication language.)
5. A dedication requires the following warranty statement: Owner warrants to the City of Ridgefield that it is the sole owner of the property on this map, and that every lender, easement holder, or other person having any interest in the property adverse to or inconsistent with the dedications, conveyances or other property interests created or transferred by this map has consented to or joined in this map, as evidenced by the instruments, which are recorded in the Clark County Recorder's Office or which the owner will record not later than the date on which this map is recorded.
6. If a deed of trust, mortgage, or property interest agreement encumbers any of the property, the lender must ratify (consent to and approve) the map. The ratification must reference the date the lien was recorded and the docket and page in which the instrument was recorded by the Clark County Recorder's office (the Map of Dedication Example).
 - a. If the lender is a corporation, submit a certified copy of a resolution showing who is authorized to sign on behalf of the corporation with the map to the city for recording.
 - b. If a partnership and/or a joint venture is involved, submit a copy of the partnership or the joint venture agreement to the city for review. If either agreement does not designate an individual to sign on behalf thereof, include a resolution defining this responsibility.
 - c. A Notary Public must acknowledge the lender's signature.
7. Each map of dedication must have an approval signature block for the Project Coordinator and the Community Development Director.
8. Submit three 4-mil photo Mylar signed original drawings or one original 4-mil Mylar plat drawing and two 4-mil photo Mylar copies to the city for approval signatures from the Project Coordinator and the Community Development Director. All signatures must be in black ink.
9. Recording a Map of Dedication, like the recording of a subdivision plat, is the responsibility of the Grantor
10. Provide the Community Development Director with a copy of the recorded instrument and covenant.