



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, September 4, 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, 8/7/19 Meeting**

IV. BUSINESS

- 1. Development Code Amendment 2019 - Louisa Garbo, Community Development Director**

V. 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.

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
August 7, 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	Absent	
Stan Okinaka	Commissioner	Present	
Paul Young	Commissioner	Absent	
Patrick Flynn	Chairman	Present	
Rob Aichele	Commissioner	Absent	
Judy Chipman	Commissioner	Present	

COMMISSIONER OKINAKA MOVED TO EXCUSE COMMISSIONER CARNELL, YOUNG AND COMMISSIONER AICHELE FROM THE MEETING.
 COMMISSIONER BUSH SECOND THE MOTION.
 APPROVED UNANIMOUS.

LATE CHANGES TO THE AGENDA

NONE

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

NONE

CONSENT AGENDA

1. **Approval of Minutes from Wednesday, 6/5/19 Meeting**

BUSINESS - [6:32 PM](#)

1. Motion - Accept of Planning Commission 2019 Work Plan

Louisa Garbo, Community Development Director presented the Planning Commission 2019 Work Plan

Brief update on the work plan which was presented in the past meetings. Process improvement was delayed but back on track due to hire a new Permit Technician. Received \$16,800 funding from the Department of Ecology to update the Shoreline Master Program. Plan is to recruit for a temporary associate planner to do the job and to help with long range and current planning program. Carty Road

Minutes Acceptance: Minutes of Aug 7, 2019 6:30 PM (CONSENT AGENDA)

Subarea Plan, there was a request for annexation and council recommended to hold off until a Subarea Plan was done, to look at how it will impact the city. We sent a request for qualification and deadline coming up so will know more at the next meeting. Public Engagement Program is in progress. We use the code amendment public outreach that we are currently establishing as we go to develop the foundation for more structured program moving forward. There will be joint training with City Council.

Commissioner Bush - What is the lean principle? CDD Director responded, it's an acronym which originated from a Japanese cellphone company. They created this process where they looked at their manufacturing process from the beginning to end. They looked at how they can eliminate any waste and to streamline process to be leaner and more efficient.

Commissioner Okinaka - What is the status on the Donut Hole annexation? CDD Director responded, not familiar with the Donut Hole and will look into it. The Subarea Plan is completed and will go through the same process when someone wants to annex. A comprehensive annexation guide was created and was provided to the council. Will forward to the commissioners.

Chair Flynn - Regarding the annual training, is there a reason why these 3 topics were included in the training? CDD Director responded, it's typical to have an annual training for all appointed and new members and these 3 topics are always listed.

MOTION TO APPROVE 2019 WORK PLAN AS PRESENTED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Stan Okinaka, Commissioner
SECONDER:	Jerry Bush, Commissioner
AYES:	Bush, Okinaka, Flynn, Chipman
ABSENT:	Carnell, Young, Aichele

2. Briefing - Ridgefield Development Code Amendments 2019

Louisa Garbo, Community Development Director presented the Proposed Development Code Amendments 2019.

List is not finalized, and the department is still evaluating additional issues which may be added to the code. Briefed the proposed 16 items listed on the table. Target to be done in September and get to Council by October. An Open House is set for August 29th and will hit media sometime this week.

Commissioner Chipman - Is it possible to have standardized HOA requirements throughout the city? Community Development Director responded, HOA is not standardized and there is a reason for that. Every private subdivision has their own desire and want to do different things. HOA and CC&R's is essentially a private contract and the city does not really enforce the content. The reason city is interested in HOA and CCR's is to address anything related to public health and safety well-being. It is reviewed by the city and attorney for approval.

Commissioner Bush - Heron Ridge have trails and a lot of it is maintained by the city. The trails maintained by the city and not the HOA, who is responsible for liability? Community Development Director responded, don't have an answer, will look into it. Some of the trails depends on the development agreement, when it was developed. Not all trails are dedicated to the city. There are no consistent subdivision standards, they are very individualized.

3. Briefing - Design Quality Program Follow-Up

Louisa Garbo, Community Development Director presented the Design Quality Program.

Discussed the items on the program, the process and how it will be implemented. The intent of the program is to make sure the quality is up to community's expectations. Will start to focus on scrutinizing the design quality with the development agreement which was not done. Still working to finalize and tighten up the review process. It'll be a department effort and will train inspectors to look at the design on single family residential homes.

PUBLIC COMMENT - [7:02 PM](#)

NONE

STAFF REPORTS - [7:03 PM](#)

NONE

FROM THE COMMISSION - [7:03 PM](#)

Commissioner Bush - Made recommendation to staff to call commissioners to remind them about upcoming meeting to meet the quorum.

Commissioner Chipman- Attended the Main Street meeting, Raptors Games.

Commissioner Okinaka - Main Street is extremely busy. Getting several requests for facade improvements for the Main Street area. Another big event coming up that is involved with is the Oktoberfest held in conjunction with Experience Ridgefield which will be held on Saturday, 9/14 at the RORC.

Chair Flynn - Like the idea of having an open house for the Code Amendment which will be held on 8/29 530PM-730PM. Reminder to the commissioners to attend the upcoming meetings. National Night Out was the best one he attended in the last 4-5 years. Training on 10/10 is important and critical. Notice given for the gas station development up on Hillhurst, City Council contacted the developer to slow down and to have more community buy in.

ADJOURN - [7:10 PM](#)

Angie Suzuki

Patrick Flynn

Minutes Acceptance: Minutes of Aug 7, 2019 6:30 PM (CONSENT AGENDA)

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: September 04, 2019

ITEM:

AGENDA ITEM TITLE: Development Code Amendment 2019

Ridgefield Development Code Amendment 2019

STAFF CONTACT: Louisa Garbo, Community Development Director

ATTACHMENTS: 2019 RDC Amendments Part 2 Matrix_PC work session_09042019
(002) (PDF)

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 from nine a.m.</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 from nine a.m.</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 from nine a.m.</u>	\$100	\$250	\$500											

		<u>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; 6. Parking on both sides of the street is permissible on roadways in excess of thirty-two feet wide unless otherwise regulated.					Clarify parking prohibitions.

	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.	RETAIL/SERVICE		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.		
	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, and all local streets . 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 <u>subdivision, plats</u> and planned unit developments <u>plats</u> , 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. DC. 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.	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>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 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</u>	Address issues with lack of maintenance on amenities and facilities within a subdivision.

	<u>materials and services, including legal fees, required to remedy the deficiency.</u>	
18.100 - Definitions		
18.100.010 – “A” definitions.	Accessory structure. Incidental 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 include, but are not limited to, garages, fences, mechanical structures, garden structures, decks, stairways, tennis courts, swimming pools, greenhouses, storage buildings, etc. <u>1. Accessory buildings such as garages, storage buildings, workshops, pool houses, etc. which in low-density residential districts shall complement the appearance of the principal building.</u> <u>2. Other accessory structures such as fences, mechanical structures, garden structures, decks, stairways, tennis courts, swimming pools, etc.</u> <u>As defined in this section, accessory structures do not include accessory dwelling units (ADU) which are governed by RDC 18.205.030.A.</u>	Define accessory buildings in single-family residential districts such that they are required to complement the primary building design.
18.100.020 – “F” definitions.	Food truck. <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. Food trucks are prohibited in all residential zones and must comply with street parking requirement.</u>	Identify standards for food trucks.
18.230 – Commercial Districts		
18.230.020 – Applicability	C. Full site improvements are required for parking, lighting, landscaping, walkways, storage space, and service areas, and other site planning and building design features required in this chapter if a development proposal is: 1. New development; 2. Expanding the square footage of an existing structure by twenty percent; or 3. The construction valuation is fifty percent of the existing site and building valuation.	Establish thresholds for bringing site and building design features up to the established code standards.
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:	Establish thresholds for bringing building design features up to the established code standards.

	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, and 3. The addition to or remodel of an existing building where the <u>construction valuation is fifty percent or greater of the existing site and building valuation.</u>	
18.235 – Mixed-Use Districts		
18.235.020 – Special provisions for the central mixed use district.	B. Applicability. Full site improvements are required for parking, lighting, landscaping, walkways, storage space, and service areas, and other site planning and building design features required in this chapter if a development proposal is: 1. New development; 2. Expanding the square footage of an existing structure by twenty percent; or 3. The construction valuation is fifty percent of the existing site and building valuation.	Establish thresholds for bringing site and building design features up to the established code standards.
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 gross floor area of the building by five thousand square feet or more, 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.
18.240 – Employment Districts		
18.240.015 – Applicability.	B. Full site improvements are required for parking, lighting, landscaping, walkways, storage space, and service areas, and other site planning and building design features required in this chapter if a development proposal is: 1. New development; 2. Expanding the square footage of an existing structure by twenty percent; or	Establish thresholds for bringing site and building design features up to the established code standards.

	3. The construction valuation is fifty percent of the existing site and building valuation.	
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 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 in accordance with the provisions of Section 18.620.090 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; 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
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	Establish Map of Dedication procedures to ensure timely, organized, and binding

	fees. Any final plat filed record containing a dedication shall be accompanied by current title report.	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 electronic copies copy</u> of all materials, that include graphic and text files to the city clerk and the The application shall contain the following: i. Parcels of land intended or required to be dedicated for streets or other public purposes; <u>1. 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 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>	Establish Map of Dedication procedures to ensure timely, organized, and binding dedication of public and private improvements. Reduce number of paper copies required 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.