



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, September 2, 2020
Teleconference
N/A, Ridgefield, WA 98642**

- I. GENERAL SESSION CALL TO ORDER - 6:30 PM**
 - 1. Roll Call**
 - 2. Late changes to the agenda**
- II. CONSENT AGENDA**
 - 1. Approval of Minutes from Wednesday, 2/5/20 Meeting**
- III. PUBLIC HEARING**
 - 1. 2020 Ridgefield Development Code Updates - Claire Lust, Community Development Director**
- IV. STAFF REPORTS**
- V. FROM THE COMMISSION**
- VI. ADJOURN**

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



CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
February 5, 2020

Regular Meeting - 6:30 PM

GENERAL SESSION CALL TO ORDER - 6:30 PM

Flag Salute - [6:30 PM](#)

ROLL CALL

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

PUBLIC COMMENT

1. Late changes to the agenda

No changes to the agenda

CONSENT AGENDA

1. Approval of Minutes from Wednesday, 1/15/20 Meeting

Commissioner Bush moved, seconded by Commissioner Young to accept the minutes of January 15, 2020. Ayes all. Motion passed.

PUBLIC HEARING

1. Proposed Amendment to Title 18 of Ridgefield Municipal Code - [6:35 PM](#)

Louisa Garbo, Community Developer Director, introduced and reviewed the proposed series of amendments to Title 18 of the Ridgefield Municipal Code to keep the code up to date and to address current development issues in order to better serve the Ridgefield community.

Discussion occurred on Master Planning requirements when a developer desires to do a master plan for mixed use development.

Louisa discussed the additional items added to the matrix.

Public Hearing opened.

Minutes Acceptance: Minutes of Feb 5, 2020 6:30 PM (CONSENT AGENDA)

No public comments were received.
Public Hearing closed.

Discussion occurred on fencing requirements of Ridgefield Municipal Code in relation to HOA regulations.

Commissioner Okinaka moved, seconded by Commissioner Young, to forward to the Council recommendation to approve the proposed amendments to Title 18. Ayes. All. Motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Stan Okinaka, Commissioner
SECONDER:	Paul Young, Commissioner
AYES:	Bush, Carnell, Okinaka, Young, Flynn, Chipman, Rightenour

PUBLIC COMMENT - [6:46 PM](#)

NO PUBLIC COMMENTS

STAFF REPORTS

Louisa Garbo, Community Development Director, expressed the importance of prior knowledge on attendance so a quorum can be established for meetings.

Ms. Garbo also summarized a grant application that she is working on for affordable housing.

Ms. Garbo introduced Dorothy Harrington, the new Permit Technician to the Commission.

FROM THE COMMISSION - [6:52 PM](#)

Commissioner Carnell discussed the option of having a second email account. Louisa advised that she would look into that and get back to the commissioners.

Commissioner Young suggested that for Public Hearings maybe sending out a calendar reminder invite. Louisa indicated that staff will send out calendar invites to the Commissioners for the entire year and another one specifically for the public hearings.

Commissioner Okinaka discussed ability for various Main Street organizations to raise funds for tax incentive programs, where each community is allocated 95k a year and stated that more than 60% of the donations are coming from far outside the City of Ridgefield and the next step will be to trying to solicit sponsorship from the Ridgefield businesses.

Discussion occurred on when the Shoreline Master Program will come before the Commission.

Chair person Flynn expressed his gratitude on the progress being made regarding the landscaping, fencing and affordable housing. He also advised the Commission and staff that he will not be at the next months meeting.

ADJOURN - [7:02 PM](#)

Dorothy Harrington

Patrick Flynn

Minutes Acceptance: Minutes of Feb 5, 2020 6:30 PM (CONSENT AGENDA)

**CITY OF RIDGEFIELD
PLANNING COMMISSION PUBLIC HEARING**

MEETING DATE: September 02, 2020

ITEM:

AGENDA ITEM TITLE: 2020 Ridgefield Development Code Updates

SUMMARY

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.

Types of Amendments

The proposed amendments intend to update the code to address issues identified when applying the existing code and issues anticipated for future projects in Ridgefield. For this round of updates, staff identified two types of proposed code amendments: housekeeping updates and minor policy changes. No major policy changes have been proposed at this time:

1. Housekeeping items: address clerical errors and clarify existing code language without substantive changes to the content.
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.

MOTION AND RECOMMENDATION TO CITY COUNCIL:

Staff recommends the Planning Commission forward a recommendation of **approval** of the proposed Ridgefield Municipal Code Title 18 amendments to City Council.

STAFF CONTACT: Claire Lust, Community Development Director

ATTACHMENTS: 2020 RDC Amendments_Staff Report_PC (DOCX)
Attachment A. 2020 RDC Amendments Matrix_PC (DOCX)



THE CITY OF RIDGEFIELD

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

Amendments to Title 18 of the Ridgefield Municipal Code Planning Commission Staff Report September 2, 2020

BACKGROUND

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.

DISCUSSION

Types of Amendments

The proposed amendments intend to update the code to address issues identified when applying the existing code and issues anticipated for future projects in Ridgefield. For this round of updates, staff identified two types of proposed code amendments: housekeeping updates and minor policy changes. No major policy changes have been proposed at this time (see Attachment A, 2020 RDC Amendments Matrix, for details):

1. Housekeeping items: address clerical errors and clarify existing code language without substantive changes to the content.
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.

Summary of Changes

Housekeeping items:

<u>Code section(s)</u>	<u>Reason(s) for amendment</u>
18.100.034, 18.100.050	Define Map of Dedication; clarify accessory use definition.
18.205.030	Remove outdated references to the Office (OFF) zone.
18.230.100	Clarify that permitted wood fences shall be treated for durability.
18.340.040	Fix a typo.
18.395.040, 18.395.070	Fix typos.

18.710.030	Eliminate conflicting language about flags to clarify that they are exempt from sign permitting.
18.725.030	Remove reference to street trees in a table about trees in private landscape buffers.

Minor Policy Changes:

<u>Code section(s)</u>	<u>Reason(s) for amendment</u>
18.100.036	Define NAICS codes as an additional way to define uses.
18.100.040	Acknowledge final binding site plan as a type of final plat.
18.100.046	Allow rental of moving vehicles as a secondary use associated with self-storage businesses.
18.205.015	Create uniformity in the interpretation of unlisted uses by establishing NAICS as a reference.
18.210.120, 18.210.060	Provide an alternative to the requirement for garages to be recessed by four feet, which has been found to limit variety in home designs. Update/modernize menus of structural and decorative architectural design elements, and format to be more legible. Eliminate conflict between two sets of single-family attached townhouse garage standards.
18.230.055	Provide alternative methods of creating a more welcoming and interesting streetscape when strict numerical adherence to the sixty percent transparency standard is not practical.
18.235.060	Allow wood fences so long as they are treated for durability. Allow residential uses in mixed-use developments to be fenced subject to fence design standards.
18.240.080	Avoid pushing large industrial buildings closer to the street in the employment zone, where pedestrian activity is unlikely between sites.
18.240.095	Make Employment zone fence standards more consistent with commercial fence standards, while allowing for chain link and barbed wire/razor wire fences when they are appropriate for the associated use.
18.280.040	Remove reference to final site plan.
18.280.070	Provide additional guidance for critical area density transfer procedures.
18.310.150	Impose clear limits on the term of development agreements, to avoid situations where multi-phased projects are bound to outdated standards many years after an agreement was initially recorded.

18.350.030	Make explicit the goal to get a clear benefit in exchange for granting and administrative adjustment.
18.395.030, 050, 060, 080, 090	Streamline code enforcement procedures to eliminate redundant steps and clarify the path from initial notice to penalty.
18.500.080	Remove the final site plan procedure, which is cumbersome to implement and enforce. Instead, check compliance with approved preliminary site plans at engineering submittal, building submittal, and final occupancy.
18.710.040	Prohibit cabinet signs made of cheap materials that do not age well.
18.710.235, 290	Establish standards for ranch-style archway signs, based on interest to use such signs at subdivision entries. Define ranch-style archway signs, based on interest to use such signs at subdivision entries.
18.725.080	Enhance landscape screening to minimize headlight glare into the right-of-way.

Many of the proposed minor policy changes intend to add provisions to ensure high quality development or to streamline processes.

To ensure high quality development as the city grows, the proposed changes include updated garage standards offering more options to achieve good single-family residential architectural design. Updated commercial design standards would require alternate welcoming façade features when achieving 60 percent transparency is not feasible. Increased landscaping standards would reduce headlight glare onto public streets. A new provision to prohibit cabinet signs with acrylic, plastic-faced material, and development standards for ranch-style archway signs are proposed in the sign code.

In terms of streamlining development review, staff proposes to amend the code enforcement, final site plan, and development agreement processes. The code enforcement proposal combines the Notice of Corrective Action and Notice of Civil Penalty in order to reduce the steps in the compliance process. The final site plan proposal eliminates the confusing, inconsistent final site plan process in favor of strengthened land use compliance checks at engineering review and final occupancy. The Development Agreement (DA) proposal imposes limits on the terms of DAs so staff and applicants can avoid navigating outdated standards during project review.

PROCESS

<u>Date</u>	<u>Milestone</u>
August 19, 2020	Notice of public hearing published in the Columbian and posted at City Hall
August 25, 2020	Draft amendments posted online
September 2, 2020	Planning Commission public hearing
September 10, 2020	City Council public hearing and 1 st reading
September 24, 2020	City Council public meeting and 2 nd reading/adoption

Staff have received no public comments as of the date of this report. Staff did coordinate with local builders and incorporated much of their feedback in drafting the proposed garage design updates to RDC 18.210.060 and 18.210.120.

RECOMMENDATION

Staff recommends the Planning Commission forward a recommendation of **approval** of the proposed Ridgefield Municipal Code Title 18 amendments to City Council.

ATTACHMENTS

- A. Attachment A – 2020 RDC Amendments Matrix

2020 Ridgefield Municipal Code Proposed Amendments – Planning Commission 9/2/2020

Title 18 – Development Code

Housekeeping Updates

Code Section	Code Language	Rationale
18.100 - Definitions		
18.100.034 – “M” definitions.	Map of Dedication. A map that delineates all public and private dedications in a single document, to be reviewed in conjunction with a subdivision, Planned Unit Development, binding site plan, site plan, or with other land use actions for which the Community Development Director determines a Map of Dedication is appropriate.	Previous code amendment adopted map of dedication procedures but did not include a definition.
18.100.050 – “U” definitions.	Use definitions. Accessory use. A use or activity which is subordinate <u>in area, extent, and/or purpose</u> to a primary use, and which is clearly incidental to a primary use on a site.	Clarify meaning of “subordinate” in reference to accessory uses.
18.205 - Uses		
18.205.030 – Limitations.	U. Interim Recycling Facility. 2. In the CCB, CRB, OFF , E and PF zones: (...)	Replace references to the Office (OFF) zone, which no longer exists, with the Employment (E) zone, which replaced the OFF zone in 2017.
	W. Multifamily Residential. 1. In the CNB, CCB, and OFF E zones, residential uses are allowed conditionally.	
18.230 – Commercial Districts		
18.230.100 – Street Fences and Walls.	B. Fence and wall materials. 1. Fences shall be consistent with the overall building design and constructed of <u>treated</u> wood, wrought iron, brick, stone or concrete block (CMU).	Clarify that permitted wood fences shall be treated for durability.
18.340 – Nonconforming and Conditional Uses		
18.340.040 – Determination of nonconforming uses and development.	A. The planning director, though <u>through</u> a Type II review process, shall determine whether the use of development is lawfully nonconforming consistent with 18.340.020.	Fix typographical error.
18.395 – Enforcement Procedures and Penalties		

18.395.040 – Violation types.	A. Violations under this chapter may be either civil or criminal offenses as set forth in this section. 1. Civil Offense. These code violations are those that do not present and immediate or impending threat to the health, safety or general welfare of those living or working in the immediate vicinity of the violation or the general public. In addition, these offenses are typically easily remedied through a permitting procedure or alteration of a structure. These violations are typically not wilful<u>willful</u>. B. The above criminal penalty may also be impose for any other violation of Titles 12, 13 or<u>for</u> 18 for which corrective action is not possible and for any wilful<u>willful</u>, intentional or bad faith failure or refusal to comply with the standards or requirements of Titles 12, 13 or 18.	Fix typographical errors.						
18.395.070 – Criminal prosecution.	A. Any person, firm or corporation which repeatedly violates any section of the development code or Titles 12 or 13 or violates the prohibitions found in Section 18.395.040(A)(2) shall be guilty of a gross misdemeanor unless otherwise stated. Said violators shall be prosecuted under the laws of the state <u>State</u> of Washington and/or the Ridgefield Municipal Code Chapter 9.01 and shall be fined or imprisoned as provided by the law of the state <u>State</u> of Washington.							
18.710 – Signs								
18.710.030 – Exemptions	The following signs or activities relating to signs are exempt from the permitting requirements of this chapter. F. Flags. Any flags, provided that they conform to all provisions of this chapter for signs the vertical staff to which they are attached conforms to all applicable building code standards and base zone standards for structures.	Eliminate conflicting language.						
18.725 – Landscaping								
18.725.030 – Types of landscaping	A. The types of landscaping required by this chapter are articulated in Table 18.725.030-1 and further illustrated in Figure 18.725.030-1. Table 18.725.030-1 Screening and Buffering Standards <table border="1"> <thead> <tr> <th>Screening and Buffering Type</th><th>Required Plant Units in Separation in Feet on Center (o/c)</th><th>Structure Description (See Table 18.725.040-1)</th></tr> </thead> <tbody> <tr> <td>L1</td><td>Street trees @ 25' & lawn or groundcover</td><td>None</td></tr> </tbody> </table>	Screening and Buffering Type	Required Plant Units in Separation in Feet on Center (o/c)	Structure Description (See Table 18.725.040-1)	L1	Street trees @ 25' & lawn or groundcover	None	Eliminate confusion between trees required in landscape buffers on private property which are regulated under 18.725, and street trees in the public right-of-way which are subject to engineering standards.
Screening and Buffering Type	Required Plant Units in Separation in Feet on Center (o/c)	Structure Description (See Table 18.725.040-1)						
L1	Street trees @ 25' & lawn or groundcover	None						

	L2	Street trees @ 25' & shrubs @ 5' & lawn or groundcover	None	
	L3	Street trees @ 25' & dense shrubbery & lawn or groundcover	S1 or S2	
	L4	Street trees @ 25' & shrubs @ 5' & lawn or groundcover	B-1	
	L5	Street trees @ 25' & understory trees & 8' & lawn or groundcover	S2	

Minor Policy Changes

Code Section	Code Language	Rationale
18.100 – Definitions		
18.100.036 – “N” definitions.	<u>NAICS.</u> The North American Industry Classification System (NAICS) is the standard for use by federal statistical agencies in classifying business establishments (uses). NAICS groups businesses into industries according to similarity in the means used to produce goods and services. The City of Ridgefield will refer to NAICS to determine whether unlisted uses that are similar to listed uses shall be allowed.	Use NAICS codes as an additional way to define uses.
18.100.040 – “P” definitions.	Plat, final. A map of all or a portion of a subdivision <u>or binding site plan</u> that is presented to the city council <u>or review authority</u> for final approval.	Acknowledge final binding site plan as a type of final plat. Align code language for final plat approval with state statutes.
18.100.046 – “S” definitions.	Self-storage. Of, relating to, or being a commercial facility in which customers can rent space to store possessions. <u>Rental of moving vehicles may be included as an accessory use at a self-storage facility.</u>	Allow rental of moving vehicles as a secondary use associated with self-storage businesses.
18.205 – Uses		

18.205.015 – Use types.	E. Unlisted Uses. 1. Recognizing that there may be uses not specifically listed in this title, either because of advancing technology or any other reason, the director may permit of condition such use upon review of an application for Code interpretation for an unlisted use (RDC 18.310.060, Type I Action) and by considering <u>the NAICS classification of the use as well as</u> the following factors: i. The physical characteristics of the unlisted use and its supporting structures, including but not limited to scale, traffic, hours of operation, and other impacts, and ii. Whether the unlisted use complements or is compatible in intensity and appearance with the other uses permitted in the zone in which it is to be located.	Create uniformity in the interpretation of unlisted uses by establishing NAICS as a reference.
18.210 – Residential Low Density Districts		
18.210.120 – Accessory structures and dwellings.	A. Accessory structures and dwellings must meet the lot requirements and dimensional standards in Sections 18.210.030 and 18.210.040 with the following exceptions: 1. Garages. b. For single-family detached dwellings, garages or carports either detached from or attached to the main structure, <u>the applicant shall select one of the following:</u> i. <u>The garage or carport shall be set back from the front building facade, including covered porches, by a minimum of four feet; or</u> ii. <u>The garage or carport shall meet the enhanced architectural design standards in Section 18.210.060 D.2; or</u> iii. <u>The applicant shall develop under the National Green Building Standards (NGBS) as specified in RMC 14.32.</u> c. To qualify as a porch under this subsection, the porch must extend along a minimum of fifty percent of the street-facing building facade that is not devoted to the garage, and must be at least four feet wide. Garage doors may be located forward of the front face of the residential structure and be located in up to fifty percent of the front yard setback if placed so their entrance doors are perpendicular to the right-of-way; and provided that they have windows, man-doors or other architectural treatments covering at least thirty percent of the wall facing the street.	Provide an alternative to the requirement for garages to be recessed by four feet, which has been found to limit variety in home designs.

18.210.060 – Neighborhood design standards.	D. Architectural design. 2. Front façade features. Every front façade shall contain a minimum of three elements from the lists below to include a minimum of one element from the structural elements list and at least one element from the decorative elements list. <u>In order for a dwelling to meet the enhanced architectural design requirement in RDC 18.210.120.A.1.b, the front façade shall contain a minimum of six elements from the lists below to include a minimum of two elements from the structural elements list and at least two elements from the decorative elements list.</u> a. Structural elements. Porches, dormers, gables, hipped/pitched roof, bay window, eupolas/towers, sixteen-inch offset, balconies, unique roofline via orientations (structure, pitch, etc.), vertical breaks/horizontal walls • <u>Covered porch area with a minimum of 15 square feet</u> • <u>Dormers</u> • <u>Gables</u> • <u>Hipped, gable, gambrel, mansard or similar pitched roof</u> • <u>Bay windows</u> • <u>Twelve-inch offset from one exterior wall to another</u> • <u>Balconies</u> • <u>Roofline offset of at least 2 ft from the top surface of one roof to the other</u> • <u>Vertical breaks/horizontal walls</u> • <u>Recessed building entry at least 2 ft deep by 4 ft wide</u> b. Decorative elements. Decorative garage doors, pillars/posts, decorative finish, contrasting materials, brick/rock accents, variable siding materials, shutters, plan reversal, other architectural elements, other than color, glass or lighting, including varying texture and materials within the same building, or massing, or window voids. The community development director may authorize another feature in lieu of one or more of the foregoing based on fact-specific analysis in the director's sole discretion. • <u>Decorative garage doors</u> • <u>Pillars/posts</u> • <u>Decorative eave or barge boards with two material variations</u>	Provide an alternative to the requirement for garages to be recessed by four feet, which has been found to limit variety in home designs. Update/modernize menus of structural and decorative architectural design elements, and format to be more legible.
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	• <u>Decorative shingles or varied siding in gables</u> • <u>Decorative siding (shingles, shake, batten board, wainscoting, or similar)</u> • <u>Brick, stone or cedar accents covering at least 10% of the front facade wall surface area</u> • <u>Variable siding; the use of 2 or more types of siding</u> • <u>Fiber-cement horizontal lap siding between 3 and 7 inches wide</u> • <u>Shed roof above window(s)</u> • <u>Belly Band cladding</u> • <u>Functional shutters or louvers</u> • <u>Corner boards/ posts</u> • <u>Knee or eave braces</u> • <u>Enlarged trim on garage door headers at least 6" wide</u> • <u>Other architectural elements, other than color, glass or lighting, approved by the community development director</u>	
18.210.120 – Accessory structures and dwellings.	ed. For single-family attached dwellings, detached garages or and all carports either detached from or attached to the main structure shall not protrude beyond the front building façade. <u>Attached garages shall be subject to the townhouse garage standards in RDC 18.220.140.C.3.</u>	Eliminate conflict with the single-family attached townhouse garage standards in RDC 18.220.140, which all townhouses in low density and medium density residential zones also must meet.
18.230 – Commercial Districts		
18.230.055 – Building design and features.	E. Windows and doors. 4. Transparency Zone. The transparency zone regulations apply to building facades which front pedestrian streets. The purpose of transparency requirements is to maintain “eyes on the street” for safety of pedestrians and to create a more welcoming and interesting streetscape and give an indication of the types of uses and activities occurring in buildings. Transparent windows and doors may be used to meet transparency requirements. Glazed windows, where visibility is obscured, shall not be used to meet transparency standards. b. A minimum of sixty percent window and door transparency is required within the transparency zone. <u>The transparency requirement may be reduced to a minimum of</u>	Provide alternative methods of creating a more welcoming and interesting streetscape when strict numerical adherence to the sixty percent transparency standard is not practical.

	<u>forty-eight percent (a twenty percent reduction) without application for an administrative adjustment if the applicant demonstrates that:</u> <u>i. It is not practical to meet the minimum sixty percent transparency requirement due to existing conditions or proposed interior uses.</u> <u>ii. A more welcoming and interesting streetscape is achieved by implementing all four façade articulation methods in RDC 18.230.055.C.1.c or at least three of the entry enhancement features in RDC 18.230.050.E.1.</u>	
18.235 – Mixed Use Districts		
18.235.060 – Special provisions for the Ridgefield Mixed Use Overlay (RMUO).	P. Fences. Fences shall comply with the standards of RDC 18.740 with the following additional standards. 1. Fences shall be compatible with the overall building design, such as repetition of the building material on fence columns and/or stringers, and constructed of wrought iron, brick, stone or concrete block (CMU). Smooth-faced concrete block must have a veneer finish on the side(s) visible to public view. Other materials which have the general appearance and visual quality of approved fence materials may be approved by the planning director. However, the use of <u>untreated</u> wood, vinyl, plywood or composite sheeting as a fence material is not permitted. <u>Where applicable, the fence standards in RDC 18.210.065.C supersede.</u> 4. Fences and walls facing pedestrian streets, as defined in RDC 18.230.050.B.1, shall not be allowed <u>for non-residential uses, and fences</u> Fences and walls <u>for non-residential</u> uses facing major corridors, as defined in RDC 18.230.050.B.2, shall be discouraged unless the applicant demonstrates the fences or walls are necessary for business safety, screening the development from adjacent residential uses, or screening the parking area, or service areas. If fences or walls facing public streets are used, they shall be set back 10 feet from sidewalk or right-of-way and shall provide landscaping within the setback area at an L2 standard.	Allow wood fences so long as they are treated for durability. Allow residential uses in mixed-use developments to be fenced subject to fence design standards.
18.240 – Employment District		
18.240.080 – Off-street parking and loading.	B. No more than fifty percent of a lot abutting an arterial, minor arterial or collector street may be dedicated to parking area along the arterial or collector street frontage. <u>1. Sites with the following primary uses are exempt from the requirement in (B) when such a primary use occupies at least 100,000 square feet: Light manufacturing, research and</u>	Avoid pushing large industrial buildings closer to the street in the employment zone, where

	<u>development, freight/cargo movement and storage, fleet service, warehousing, wholesale retail, and computer and electronics manufacturing.</u>	pedestrian activity is unlikely between sites.
18.240.095 – Fences.	B. Fences designed for privacy, security, and/or screening shall be made of material that is compatible with the building design. For example, the building material may be repeated on fence columns and/or stringers. <u>1. Chain link fences are discouraged and may only be used in areas not visible from any public right-of-way, adjacent property, or onsite common open area. If used, black, dark brown or dark-toned coated chain link fencing with matching posts and rails shall be required.</u> <u>2. Barbed wire, razor wire, electric and similar dangerous fences shall not be used except for specific conditions where the applicant demonstrates they are required for security reasons. Landscaping may be required, as determined by the planning director, to reduce the visual impact of barbed wire, razor wire, electric and similar dangerous fences to the public.</u>	Make Employment zone fence standards more consistent with commercial fence standards, while allowing for chain link and barbed wire/razor wire fences when they are appropriate for the associated use.
18.280 – Critical Areas Protection		
18.280.040 – Approval process.	J. Financial Assurances. 1. When mitigation required pursuant to a development proposal is not completed prior to the city final permit approval, such as final plat approval, final site plan approval, final building inspection or final occupancy issuance, the city shall require the applicant to provide security in a form and amount deemed acceptable by the city. If the development proposal is subject to mitigation, the applicant shall provide security in a form and amount deemed acceptable by the city to ensure mitigation is fully functional subject to the following:	Remove reference to final site plan.
18.280.070 – Density transfer allowance.	E. Requirements. 2. Critical areas and buffers from which density is transferred shall be enhanced to improve their functions and restore native species. Such enhancement activities may include, but are not limited to, landscaping using native plants, removal of invasive species, additional treatment of stormwater, and implementation of best management practices. Proposed critical areas enhancement shall be detailed in the applicant's critical areas report required by RDC 18.280.050. <u>The burden is on the applicant to demonstrate the enhancements are proportionate to the increase in density.</u>	Provide additional guidance for critical area density transfer procedures.
18.310 – Procedures		
18.310.150 – Development agreements.	J. Recording. Within thirty days after approval by city council, the city shall ensure that a development agreement is recorded within the real property records of Clark County. During the term of the development agreement, the agreement is binding on the parties and their successors, including successor jurisdictions. The term of the agreement shall be <u>no longer</u>	Impose clear limits on the term of development agreements, to avoid situations where multi-

	<u>than five (5) years from the date of recording. The city council may extend the term of the agreement up to a maximum of fifteen (15) years if the council finds that extension of the term of the agreement will provide substantial benefit to the whole community as defined by the Council, such length as to be reasonable and shall be agreed to by both the applicant and the city.</u>	phased projects are bound to outdated standards many years after an agreement was initially recorded.
18.350 – Modifications to Standards		
18.350.030 – Decision standards for adjustments.	F. The proposed adjustment is the minimum necessary to resolve the identified problem; and G. The proposed adjustment is no greater than twenty percent of the relevant numeric standard; or; and <u>H. The proposed adjustment shall demonstrate how the development provides, through the design of the building or development site, greater benefit to the community as a result of granting an adjustment to a code standard, or</u> H]. The adjustment is required to comply with other regulatory schemes, for example, state licensing, and subsections (B), (C), (D), and (G), and (H) of this section are satisfied.	Make explicit the goal to get a clear benefit in exchange for granting and administrative adjustment.
18.395 – Enforcement Procedures and Penalties		
18.395.030 – Determination of violation.	There shall be designated <u>appointed</u> by the city council, or designee, of one or more a “code enforcement officers.” The code enforcement officers shall determine if a violation of the development code has occurred. Such determination shall be based upon factual information that a clear violation of rule, regulation, procedure, or standard, terms of any permit or approval granted per the Ridgefield Development Code, or any condition imposed on such a permit or approval has been violated in the course of permitting, construction or occupancy of a land use or development. It shall be the duty of the code enforcement officer to enforce this chapter. The code enforcement officer may call upon the police, fire, building, planning, public works or other appropriate city department and employees of the city to assist in enforcement of the development code.	Broaden ability to designate code enforcement officers. Specify additional violation scenarios.
18.395.050 – Procedures.	A. Procedures. Unless otherwise specifically provided for within each chapter, the enforcement of the development code of the city shall govern code enforcement actions. Code enforcement actions within the city shall follow the procedures set forth in this section. Code enforcement actions fall into five primary steps: initial notice, corrective order, notice of civil penalty, notice to abate and citation follow the steps in subsections (1) – (3). 1. Initial Notice. Upon receipt of a valid written complaint or observation of a violation by the code enforcement officer, the director shall give an initial notice <u>Initial Notice</u> in writing	Streamline code enforcement procedures to eliminate redundant steps and clarify the path from initial notice to penalty.

	to the property owner or violator. The initial notice <u>Initial Notice</u> shall comply with Section 18.395.080 – <u>Contents of notices</u>. The Initial Notice is not appealable. a. Service. Such initial notice <u>Initial Notice</u> shall be sent via U.S. mail or delivered by personal service. b. Time Frames for Compliance. i. Any violator shall have a maximum of seven days to initiate steps toward compliance (i.e., application for permit, physical correction of violation), and shall have fourteen days from the date of the initial notice <u>Initial Notice</u> to complete correction of the violation. Depending on the nature of the violation, the time frames indicated for an Initial Notice may be adjusted by the officer to provide a reasonable time for compliance not to exceed thirty (30) days following from the date of the Initial Notice. If remedy of the violation is pursued within established time frames, then there are not punitive consequences associated with an initial notice. (a) If remedy of the violation is pursued within established time frames, then there are not punitive consequences associated with an Initial Notice. (b) If the violation is not corrected, then a Corrective Order and Notice of Potential Civil Penalty will be issued. ii. Depending on the nature of the violation, the time frames indicated for an initial notice may be extended by the officer for a reasonable time for compliance.	
	2. Stop Work Order in Addition to Initial Notice. The initial notice may be supplemented by a stop work order if the public works supervisor, or planning director, or building official, or code enforcement officer. The City may issue an emergency Stop Work Order, either concurrent with the Initial Notice or at any time during the code enforcement process, if the City finds that the violation poses an immediate threat to the general health, safety or general welfare or the public or, if continued, would result in damage to public or private property or the environment. Such stop work order <u>The Stop Work Order shall contain the information set forth above in RDC 18.395.080, and shall be in full force and effect until the code enforcement officer or its designee determines that sufficient compliance has been achieved to warrant removal of the stop work order</u> <u>Stop Work Order. Any continued work in violation of the Stop Work Order shall be subject to criminal prosecution in accordance</u>	

	<u>with this chapter. A Stop Work Order may be appealed per Section 18.395.090 provided that such an appeal shall not stay the effect of the Stop Work Order.</u> 3. <u>Notice of Corrective Order and Notice of Potential Civil Penalty.</u> a. <u>Following the end time frame for compliances identified in the initial notice and if the violation is not corrected within said the time frame established in the Initial Notice, the code enforcement officer shall issue a corrective order Corrective Order and Notice of Potential Civil Penalty. Contents of the corrective order Corrective Order and Notice of Potential Civil Penalty shall contain the information in the foregoing section RDC 18.395.080, as well as the following:</u> <u>i. Copies of all prior formal written correspondence advising the property owner of the violation and corrective measures;</u> <u>ii. Date by which correction must be initiated and the date by which violation must be corrected.</u> <u>iii. A statement that the city may pursue additional civil or criminal remedies or abatement authority if the violation is not corrected within the time frames specified in the corrective order, and a citation of the regulatory authority in the Ridgefield Municipal Code authorizing such actions.</u> b. <u>Service. Such corrective order Corrective Order and Notice of Potential Civil Penalty shall be sent via certified U.S. mail or delivered via personal service.</u> c. <u>Time Frames for Compliance. Any violator shall have a maximum of seven days to initiate steps toward compliance (i.e., application for permit, physical correction of violation), and shall have a maximum of fourteen days following the corrective order Corrective Order and Notice of Potential Civil Penalty to complete correction of the violation. Depending on the nature of the violation, the code enforcement officer may file an extension of a reasonable time for compliance not to exceed thirty (30) days following the Corrective Order and Notice of Potential Civil Penalty.</u> <u>i. If remedy of the violation is pursued within established time frames, then there are not further punitive consequences associated with a Corrective Order and Notice of Potential Civil Penalty.</u>	
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	<u>ii. If the violation is not corrected within the time frames established in the Corrective Order and Notice of Potential Civil Penalty, the City may impose a civil penalty per RDC 18.395.060.</u> d. Depending upon the nature of the violation the code enforcement officer may file an extension of a reasonable time for compliance not to exceed thirty days. e. If the violation is not corrected within the time frames established with the corrective order, the code enforcement officer shall issue a notice of civil penalty pursuant to the following section and Section 18.395.060. fd. A corrective order <u>Corrective Order and Notice of Potential Civil Penalty</u> may be appealed as provided for in Section 18.395.090.	
	4. Notice of Civil Penalty. a. Following the end time frame for compliance identified in the corrective order, the code enforcement officer shall issue a notice of civil penalty. The notice of civil penalty shall contain the information required by Section 18.395.080, as well as the following: i. Copies of all prior formal written correspondence advising the property owner of the violation and corrective measures; ii. Date by which correction must be initiated and the date by which violation must be corrected; iii. A statement that the city may pursue abatement authority to address the violation if not corrected within the time frames specified in the notice of civil penalty, and a citation of the regulatory authority in the Ridgefield Municipal Code authorizing such abatement; iv. A statement that the city may issue a civil citation if the violation is not corrected within the time frames identified in the notice of civil penalty and a statement of the potential amount of the civil penalty under this chapter; v. Contact person and phone number for additional information. b. Service. Such notice of civil penalty shall be sent via certified U.S. mail or personal service.	

	c. Time Frames for Compliance. To avoid imposition of the civil penalty, the violator shall take immediate steps toward initiating compliance (i.e., application for permit, physical correction of violation) and shall have a maximum of fourteen days following the service of notice of civil penalty to complete correction of the violation. d. Depending upon the nature of the violation, the time to complete the correction of the violation may be extended by the code enforcement officer not to exceed fifteen days. e. Civil penalties may be imposed by the code enforcement officer in accordance with Section 18.395.060 retroactive to the date of the initial notice. f. A notice of civil penalty may be appealed pursuant to Section 18.395.090.	
18.395.060 – Civil penalty, injunctive relief, <u>abatement</u> , revocation and suspension of applicable permits, <u>liens</u> , and other remedies.	D. Stop Work Order. Whenever the public works supervisor, planning director, building official, or code enforcement officer finds that a violation poses an immediate threat to the general health, safety or general welfare of the public or, if continued, would result in damage to public or private property or the environment, they shall issue a “stop work order.” The stop work order shall be in in full force and effect until the code enforcement officer or his or her designee determines that sufficient compliance has been achieved to warrant removal of the stop work order. Any continued work in violation of the stop work order shall be subject to criminal prosecution in accordance with this chapter.	Remove language that appears earlier in the chapter. Re-letter following sections.
18.395.080 – Contents of notices.	A. Whenever the code enforcement officer issues an initial notice, a notice of corrective order, a stop work order, a notice of civil penalty or notice of abatement notice or order pursuant to this chapter, such notice it shall contain the following: 1. The name and address of the person or persons to whom the notice of violation is directed; 2. The street address when available or a legal description sufficient for the identification of the building, structure, premises or land upon which or within which the violation is occurring; 3. A brief and concise description of the history of the violation, including dates of initial notice, written warning and corrective notice, prior notices and/or orders and the name of the officer involved in each of these prior steps; 4. Copies of all prior formal written correspondence advising the property owner of the violation and corrective measures;	Put all information regarding the language required in notices and orders in one subsection for ease of reference.

	<u>5. A concise description of the nature of the violation;</u> <u>56. A statement of the action(s) required to be taken as determined by the official officer and a the date(s) for correction as set forth in the applicable sections of this chapter;</u> <u>7. For an Initial Notice: A statement that the City will issue a Corrective Order and Notice of Potential Civil Penalty pursuant to RDC 18.395.050.A.3 if the violation is not corrected in the established time frame.</u> <u>8. For a Corrective Order and Notice of Potential Civil Penalty: A statement that the City may impose a civil penalty pursuant to RDC 18.395.060 if the violation is not corrected in the established time frame.</u> <u>69. For a Corrective Order and Notice of Potential Civil Penalty: A statement that a maximum cumulative civil penalty in the amount of one thousand dollars (\$1,000) per violation per day shall be assessed against the person to whom the notice of violation is directed for each and every day following the date set for correction on which the violation continues, and a statement of the section of the Ridgefield Municipal Code authorizing such penalty;</u> <u>710. For a Stop Work Order or a Corrective Order and Notice of Potential Civil Penalty: A statement that the code enforcement officer's determination of violation may be appealed by to the City's hearing examiner pursuant to Section 18.310.100 and that the penalty shall not accrue while an administrative appeal is pending, but that mitigation or abatement may be sought required to relieve eminent an immediate threat to the health, safety and general welfare of the community or environment.</u> <u>11. Staff contact information for additional information.</u>	
18.395.090 – Appeals.	Appeals of stop work orders, corrective orders or notice of civil penalty <u>A Stop Work Order or a Correction Order and Notice of Potential Civil Penalty may be appealed to the Ridgefield hearing examiner pursuant to Section 18.310.100. Appeals of criminal citations under this title shall be processed in accordance with applicable state and municipal laws. Written notice of appeal must be filed with the city clerk and the code enforcement officer within the time stated in the respective notice of compliance action fourteen days of the date on the order or notice to be appealed.</u>	Update language and identify appeal period.
18.500 – Site Plan Review		

18.500.080 – Final site plan review.	A. — An applicant shall file for a final site plan prior to expiration of the preliminary site plan established in RDC 18.500.070.C and after submittal of plans for final engineering review. B. — Final site plan for all preliminary site plan approvals shall be reviewed through a Type I procedure. C. — All final site plan applications shall contain complete site plans drawn to scale and produced in such a way as to clearly indicate compliance with all applicable zoning and site design standards, and shall include the following: 1. — Dimensions and orientation of the parcel; 2. — Locations of existing and proposed buildings and structures; 3. — Location and layout of off-street parking and loading facilities; 4. — Curb cuts and internal traffic circulation; 5. — Location of walls and fences, indication of their height and construction materials; 6. — Existing and proposed exterior lighting, meeting the submittal requirements of RDC 18.715.070; 7. — Location and size of exterior signs and outdoor advertising, if proposed; 8. — General location and configuration of proposed landscaping, meeting the submittal requirements of RDC 18.725.070; 9. — General location and configuration of proposed open space and recreation areas, if required; 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; 11. — Height and conceptual appearance of building facades for all buildings and structures; 12. — Indication of proposed use of all buildings; 13. — The location of any historically or archaeologically significant feature; or natural feature, including stream corridors, wetlands, wildlife habitat areas, well head protection areas, geologically unstable areas, constrained and unbuildable land, areas with native vegetation, areas with tree cover, rock outcroppings or similar natural or historic features; and	Remove the final site plan procedure, which is cumbersome to implement and enforce. Instead, check compliance with approved preliminary site plans at engineering submittal, building submittal, and final occupancy.
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	14. Other architectural or engineering data which may be necessary to determine compliance with applicable regulations. D. The review authority shall approve a final site plan if he or she finds: 1. It complies with the decision approving the preliminary site plan; 2. The applicant has fulfilled all conditions of approval of the preliminary site plan and the requirements of this title; and 3. The final site plan application complies with the submittal requirements of this section. (Ord. No. 1207, § 2(Exh. A), 5-26-2016; Ord. No. 1290, § 2(Exh. A), 4-25-2019)	
18.710 - Signs		
18.710.040 - Prohibited Signs.	<u>M. Backlit cabinet signs fabricated from acrylic, plexiglass®, plastic-faced, or injection molded panels with translucent vinyl, film, painted graphics, and/or integrally colored polycarbonate materials.</u>	Prohibit cabinet signs made of cheap materials that do not age well.
<u>18.710.235 - Ranch-style archway signs.</u>	<u>Ranch-style archway signs are subject to applicable building permits, and no sign permit shall be issued which does not comply with the following standards:</u> <u>A. In any residential zone, one nonilluminated or externally illuminated ranch-style archway sign is allowed per approved access point to a residential property or master-planned residential subdivision.</u> <u>B. The ranch-style archway shall not exceed a height of eighteen feet to the peak of the arch measured from the ground below the peak of the arch.</u> <u>C. Any ranch-style archway shall not exceed a maximum sign area of forty-eight square feet over an approved access point.</u> <u>D. Ranch-style archways and their supports shall be constructed of natural materials such as brick, sandstone, treated-wood, stucco, textured concrete masonry, wrought iron, or other similar materials.</u> <u>E. No plastic material may be used for an archway sign.</u>	Establish standards for ranch-style archway signs, based on interest to use such signs at subdivision entries.
18.710.290 - Definitions	<u>“Ranch-style archway signs” means a sign that spans between two independent support structures and has individual lettering located in front of an open horizontal cross-support.</u>	Define ranch-style archway signs, based on interest to use such signs at subdivision entries.

18.725 - Landscaping		
18.725.080 - Installation	E. Shrubs shall be supplied in a minimum one-gallon containers or eight-inch burlap balls with a minimum spread of twelve inches, <u>except for shrubs used for screening vehicle areas, which shall be supplied in a minimum five-gallon container.</u> Reduction in the minimum size may be permitted if certified by a landscape architect that the reduction shall not diminish the plant materials' chance of survival or intended effect.	Enhance landscape screening to minimize headlight glare into the right-of-way.
	G. <u>When landscape materials are used to screen vehicle areas, the landscaped area shall provide opacity sufficiently to screen vehicle headlights from public rights-of-way at the time of planting. If such landscaping is not practicable, other mitigation measures may be permitted subject to review and approval by the Community Development Director.</u>	