



**RIDGEFIELD PLANNING COMMISSION
MEETING AGENDA**

**Wednesday, August 7, 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, 6/5/19 Meeting**

IV. BUSINESS

- 1. Motion - Accept of Planning Commission 2019 Work Plan - Louisa Garbo, Community Development Director**
- 2. Briefing - Ridgefield Development Code Amendments 2019 - Louisa Garbo, Community Development Director**
- 3. Briefing - Design Quality Program Follow-Up - 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/>**

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CITY OF RIDGEFIELD, WASHINGTON
Planning Commission MEETING MINUTES
June 5, 2019

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	
Rob Aichele	Commissioner	Present	
Judy Chipman	Commissioner	Present	

LATE CHANGES TO THE AGENDA

None.

PUBLIC COMMENT

None received.

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

COMMISSIONER BUSH MOTIONED TO APPROVE THE 5/1/19 MINUTES. COMMISSIONER YOUNG SECONDED THE MOTION. THE APPROVAL VOTE WAS UNANIMOUS.

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

BUSINESS

1. Discussion and Review of the 2019 Draft Planning Commission Work Program - [6:32 PM](#)

Community Development Department and the Planning Commission developed a draft "Planning Commission Work Plan 2019" at the beginning of this year; Staff would like to propose a revision to the Work Plan to accomplish tasks that can be done before the end of the year. Staff will present a proposed revised draft of the 2019 Work Plan at the Planning Commission meeting.

Staff will like to review and finalize the draft with the Planning Commission and determine what can be accomplished before the end of the year.

Community Development Director, Louisa Garbo discussed 3 business items on the agenda which are

Minutes Acceptance: Minutes of Jun 5, 2019 6:30 PM (CONSENT AGENDA)

open for discussion and are non-action items.

First item of discussion is the 2019 Draft Planning Commission Work Plan. The original planning commission work plan was not done and was not compared to council's goals that was listed in a business plan. She discussed a proposed updated planning commission work plan which was handed out. She discussed the process improvement work plan and the goals for the department for 2019. She encouraged the commissioners to go through the process improvement and provide feedback. She discussed 4 potential projects that may happen - job per acre in an Employment area, Shoreline Master Program, Carty Road Subarea Plan and Public Engagement Program.

The Commissioners and staff discussed the business item.

2. Discussion - Planning Commission Meeting Procedures - 6:45 PM

Staff would like to discuss standard meeting procedures with the Commissioners.

Community Development Director, Louisa Garbo discussed the business item, including training on Robert's Rules.

City Clerk and Deputy City Manager will set up a training on Robert's Rules on the proper procedures of Planning Commission Meeting. Date to be determined.

The Commissioners and staff discussed the business item.

3. Discussion - Training Opportunities for Planning Commission

Staff and Commissioners discussed topics for training.

Community Development Director, Louisa Garbo discussed looking into local planning conferences to attend. Will need to develop a process and take turns to attend due to limited budget. Ms. Garbo mentioned that the Washington local planning association is interesting which talks about all jurisdiction issues. Staff will arrange training to help with decision making and/or recommendation.

PUBLIC COMMENT

Richard Amermon - Resident

There's a rule in the development plan or development codes right now that requires that all new developments that I believe a certain size have an HOA.

There's a requirement for an HOA to be in place and it's a fantastic rule and I think there's probably multiple reasons behind it. One of the key ones was having one a single point of contact, having a better way of communication between a new group of people and a community entity.

The physical essence of that affect the community and both the city and the public. And it also helps quite about the logistics with dealing with the developer itself and puts a constraint on the developer outside of the standard development rules.

Would love to see the Planning Commission and the City work towards some-kind of recommended guideline. And I've been dealing with my own HOA and there's just huge resistant to changing anything even though the language is just literally wrong in many places.

There is not a lot of barriers to making changes to those documents in your HOA. There's a lot of misconceptions and again in the documentation provided by the Planning Commission and the City, there could be to provide resources to clarify a lot of these misconceptions and misunderstanding so these HOAs which are kind of building blocks of the future community of Ridgefield.

STAFF REPORTS

FROM THE COMMISSION

Commissioner Bush - commented living at Heron Ridge and discussed his experience with dealing with a management group. They were run by a management group and had a negative experience. They made the transition to establish an HOA and it was smooth and had no problems.

Commissioner Aichele - shared and discussed the 2 Pre-Application Conference Meetings he attended in May, The Pioneer Village and The Bluff. Shared the plans and the vision ideas of the 2 projects.

Commissioner Carnell - commented that won't live in Ridgefield due to HOA.

Commissioner Chipman - no comment.

Commissioner Okinaka - discussed the Ridgefield Main St with the recent infusion of significant money from the tax incentive program. Ridgefield Main St Day will be celebrated on 7/12 in downtown, followed by the Raptor's Main St Day which will be the following Sunday. In process of planning the Octoberfest which is scheduled for Saturday, 9/14 to be held at the RORC.

Commissioner Young - no comment

Chair Flynn - no comment

ADJOURN - [7:13 PM](#)

Yonya Deshiell

Patrick Flynn

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: August 07, 2019

ITEM:

AGENDA ITEM TITLE: Motion - Accept of Planning Commission 2019 Work Plan

SUMMARY/BACKGROUND:

STAFF CONTACT: Louisa Garbo, Community Development Director

ATTACHMENTS: 2019 PC Work Plan (PDF)

2019 Planning Commission Work Program**Motion to Accept by Planning Commission: August 7, 2019***Ongoing and Annual Programs*

Project Name	Project Description	Timeline
Process Improvements	- Identify process improvement needs and address using LEAN principles. - Website update - Online submission and inspection	On-going
Code Updates	- Housekeeping updates to Title 18 - PUD lot frontage - Design standards for accessory buildings - Jobs/ac in employment area	Late 2019
Shoreline Master Program	Write required updates to the Ridgefield Shoreline Master Program (SMP), including better integration with the RDC.	2019-2020
Carty Road Subarea Plan	Develop a subarea plan for the Carty Road annexation area.	Late 2019
Public Engagement program	Establish formal program to provide effective and meaningful public outreach on long-range planning projects	Late 2019
Design quality program	Development Review and Inspection Process to address design quality	Late summer
Annual training	Conflict of interest, perception of bias and parliamentary procedure (Robert's Rules)	Late summer

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: August 07, 2019

ITEM:

AGENDA ITEM TITLE: Briefing - Ridgefield Development Code Amendments 2019

SUMMARY/BACKGROUND:

STAFF CONTACT: Louisa Garbo, Community Development Director

ATTACHMENTS: Proposed Code Updates 2019 (PDF)

RMC/RDC UPDATES

	Code section(s)	Reason(s) for amendment	Notes
1	18.500	Clean out binding site plan references	housekeeping
2	18.500.040.A, 18.610.020.B, 18.550.020.B, 18.620.030.A.1	Match contour line requirements	housekeeping
3	2.64.080	Civil Service Qualification Requirements - changes in the law	housekeeping
4	18.230.050.B	Pedestrian street definition	housekeeping
5	10.12.021	Housekeeping updates to parking standards (see below)	housekeeping
6	18.310.160.A	Remove PUDs from list of projects to which PDR doesn't apply, since PUD modification process was eliminated (2017)	housekeeping
7	9.04.030.E	Update fireworks code (see below)	housekeeping
8	18.205.020	Show kennels as C-L in use table instead of just L (one of the limitations is that they are a conditional use)	housekeeping
9	To be determined	Address lack of maintenance of private improvements	• E.g. storm pond • 20% two years standard similar to public improvements • Minor policy?
10	Definition	Development standards for Food Trucks	Check Vancouver/parklet Minor policy
11	18.100	Add development standards for accessory structures in single-family districts	• shed/pre-fab • Size (between shed and ADU) and plumbing or stove that trigger new standards • Minor policy

12	18.230.055 Building Design and Features	Threshold to trigger design standards on renovation of buildings	• Maybe based on cost of construction • Minor Policy?
13	18.620.145	Remove HOA exemptions	Minor policy
14	18.401.040 Information requirements §18.401.040.A.9 Chapter 18.620 “Procedure for Subdivision”: §18.620.030.A.i “Application for a subdivision – Requirements” 18.401.050 – “Approval procedures” §18.401.050.E 18.620.110 “Conformance with preliminary plat approval” 18.620.140-Final plat-Recording	Address issues with parks and trails infrastructure improvement not being provided until the last phase of the subdivision	• 25% of the improvement to be spread throughout the development • Map of dedication • Major policy
15	To be determined	PUD lot coverage	• Max lot coverage that will encourage green standard • Major policy
16	To be determined	jobs/ac in employment district	• Economic development tools such as criteria to incentivize Jobs/ac • Perhaps use table in Title 18 • Major Policy?

**CITY OF RIDGEFIELD
PLANNING COMMISSION**

MEETING DATE: August 07, 2019

ITEM:

AGENDA ITEM TITLE: Briefing - Design Quality Program Follow-Up

SUMMARY/BACKGROUND:

STAFF CONTACT: Louisa Garbo, Community Development Director

ATTACHMENTS: design and building quality program (PDF)

City of Ridgefield Design Quality Program

The intent of the program is to provide a robust implementation program to help enhancing the design and building qualities in the city, to support economic development while responding to the characteristics, context and the high design expectation of the community.

Description	Process	Implementation action	Timeframe
Architectural design compliance	Requiring architectural drawing to demonstrate compliance with DA and Title 18	• Provide hard copies of DA at building permit • Reminder at Pre-app • Conditions of approval	Immediately
Design review	Review building drawings at building permit	• Planner/intern to review building elevations	Immediately
Design Appeal Board	Appoint an appeal board consisting of landscape architect, architect, engineer and chaired by a council member to hear applicant's appeal to administrative decision on site, landscape and elevation design	Code amendment	Upon code adoption
Design inspection	Requiring a set of approved site, landscape and elevation plans to be provided on site. Staff will inspect to ensure site, landscape and elevation design elements are built to approved plan.	Inspection on site, landscape and building design	Immediately
Building quality on single-family development	Track monthly # of inspections and correction notices - the least amount of code correction notices as well as the highest pass-inspection record	Publish on Dept homepage	Upon creation of dashboard
Design standards	Comprehensive review of the design standards in Title 18	Amendment to Title 18	By spring 2020

How was drainage resolved in Clover Hill – elevate the roof drain, bring in fills, catch on building plan

What causes the issues – they hauled more dirt out without notified the city

Prefer builders list will go against the legal principle of treating like business differently by showing preferential treatments, and intervene with business expectation.

Just posting the empirical statistic to show performance is sufficient. Providing incentive will still be against legal principle of not showing preference. Not increasing impact fee for one year will be a nightmare in collecting various fees.