



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

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](#)

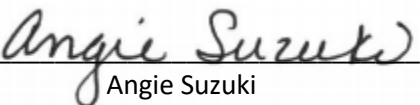
Commissioner Bush - Made recommendation to staff to call commissioners to remind them about upcoming meeting to meet the quorum.

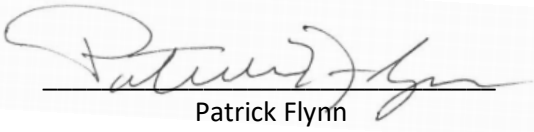
Commissioner Chipman- Attended the Main Street meeting, Raptors Games.

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