



APRIL 17, 2020: OFFICIAL RIDGEFIELD ORDER IMPLEMENTING WASHINGTON GOVERNOR INSLEE STATEWIDE PROCLAMATION NO. 20-25 and NO. 20-25.1

I. Background

On March 23, 2020, Governor Inslee issued Proclamation No. 20-25 which ordered that from midnight March 25, 2020 to midnight April 6, 2020, all non-essential businesses would be prohibited from conducting all but basic minimum operations and all essential businesses were allowed to continue operations so long as appropriate social distancing, sanitation, and worker safety measures were implemented. In its listing of essential businesses, the Order includes language related to construction workers as essential workers in the following circumstance:

“Construction workers who support the construction, operation, inspections, and maintenance of construction sites and construction projects (including housing construction) for all essential facilities, services and projects included in this document, and for residential construction related to emergency repairs and projects that ensure structural integrity.”

On March 25, 2020, the Governor issued a memorandum clarifying that, in general, commercial and residential construction is not authorized under the Proclamation because construction is not an essential activity, except for construction related to essential activities described in the order, to further a public purpose, to “prevent spoliation and avoid damage or unsafe conditions”, or emergency repairs.

Most recently, on April 2, 2020, the Governor issued Proclamation No. 20-25.1, extending the Stay Home – Stay Healthy Order until 11:59PM May 4, 2020. The Order extended all the provisions of “Proclamation No. 20-25 and all amendments thereto”.

II. Ridgefield Interpretation and Action

First and foremost, Proclamation No. 20-25.1 extended the City’s restrictions on building and development activities through May 4, 2020. These City restrictions will continue until the restrictions in the Governor’s Order have been lifted. Amended restrictions are defined within this Order and **take effect immediately**.

As referenced in the March 26, 2020 City Order implementing State Proclamation No. 20-25, “if the Governor’s Order is extended, our staff will work with you to re-evaluate additional measures necessary to prevent spoliation and avoid damage or unsafe conditions that may occur given the extended order’s time frame.” To that end, and while continuing to recognize the urgent nature of the Stay at Home Order, the City of Ridgefield is updating restrictions on construction as follows:

- 1) For **single-family and multi-family residential development and building projects**, all site work **MUST STOP**, EXCEPT work which qualifies under section 2 of this Order or work necessary to prevent spoliation and avoid damage of partially erected structures. For the purposes of this Order:
 - a. “Partially erected structures” are defined as those where post and beam has already been installed. Call in for associated post and beam and underfloor plumbing inspections if those have not already occurred.
 - b. “To prevent spoliation and avoid damage” is limited to:
 - i. Framing;
 - ii. Windows;
 - iii. House wrap;
 - iv. Temporary construction doors;
 - v. Roofing (including shingles);
 - vi. Plumbing necessary to extend vents through roofing so roofers can flash the vent pipes;
 - vii. Siding; and
 - viii. Securing garage entries with plywood sheeting.
 - c. NO additional work is authorized beyond the list above.
 - d. All authorized work must be completed in a timely fashion in order to fulfill the word and intent of the Governor’s Stay at Home Order.
 - e. It is the responsibility of the builder to secure the site against theft while working within the requirements and restrictions of this Order.
 - f. ALL BUILDERS ARE REQUIRED to provide Ridgefield Building Official John Wilson a list of addresses of homes being worked on under the terms of this Order, including the allowed work to be completed for each home, and expedited timelines for when the work will be completed.
 - g. All work which is not specifically authorized within this Order **SHALL STOP IMMEDIATELY** until the Governor’s Stay At Home Order – Proclamation 20-25.1 – is lifted.
- 2) **For single-family residential building projects which meet all of the criteria in 2(a)-2(c) below**, site work **MAY** continue **ONLY IF ALL OF THE FOLLOWING CONDITIONS ARE MET BEFORE WORK PROCEEDS**:
 - a. Only those homes which are certified by the Ridgefield Building Official as “partially erected structures” as of April 3, 2020, as defined in section 1(a) of this Order, are eligible for work under this section of the Order.
 - b. A Purchase and Sale Agreement must be provided to the Ridgefield Building Official and City Manager showing that the subject home was pre-sold prior to March 26, 2020.
 - c. Evidence must be provided to the Ridgefield Building Official and City Manager proving that at least one of the named purchasers is “an essential employee performing work for an essential business as identified in the “Essential Critical Infrastructure Workers” list (WA Resolution 20-25 section 1(b)).” Evidence may include a letter from named purchaser’s employer, customers, or other method sufficient for City to confirm purchaser meets the Governor’s requirements above.
 - d. The City retains the right to evaluate the evidence submitted and determine whether a home satisfies the provisions of this section of the City’s Order. No work covered under this section of the Order shall commence until written approval is sent by the City Manager to applicable builder.
 - e. Authorized work on residences which are covered under this section must establish and implement social distancing and sanitation measures established by the United States Department of Labor’s Guidance on Preparing Workplaces for COVID-19 at <https://www.osha.gov/Publications/OSHA3990.pdf> and the Washington State Department of Health Workplace and Employer Resources & Recommendations at <https://www.doh.wa.gov/Coronavirus/workplace>.

- 3) For **residential remodel construction on premises which have already been granted an occupancy permit**, all site work MUST STOP, EXCEPT project or site work necessary for “emergency repairs and projects that ensure structural integrity”.
- 4) For **commercial/industrial development and building projects**, only those projects which directly involve any of the thirteen essential facilities, services, or projects listed in the governor’s order **MAY CONTINUE** with site work.
 - a. ALL OTHER commercial/industrial development and building project sites, submittals, and inspections MUST STOP, EXCEPT project or site work necessary to prevent spoliation and avoid damage, which includes activities necessary to temporarily close down and secure a site for protection of the structure and the public safety.
- 5) Permit submittals/drop-offs/pickups, and inspections are subject to the rules and operational controls set forth in **Appendix A** of this Order.

Again, thank you all for your input and your help in complying with these necessary measures and restrictions. Stay safe and healthy, and let us know if you have additional questions.

Thank you,

A handwritten signature in black ink, appearing to read "Steve Stuart", with a long horizontal flourish extending to the right.

Steve Stuart
City Manager

APPENDIX A: Community Development Operations

Effective April 20, 2020 through May 4, 2020:

Members of the public may not enter the RACC. Business shall be conducted via phone, email, and dropboxes located outside of the RACC door. Staff must take proper actions to reduce the spread of disease, including maintaining 6 feet of separation at all times, using disinfectant, and wearing gloves. Staff is available by phone and email during normal working hours. Scheduling appointments to submit, drop off, and pick up materials is at staff members' discretion during the hours specified below.

For building permits, schedule appointments with Dorothy Harrington, Dorothy.harrington@ci.ridgefield.wa.us, 360-857-5011.

For land use and engineering permits, schedule appointments with Cristy May, cristy.may@ci.ridgefield.wa.us, 360-857-5027.

Single-family and multi-family residential building, land use, and engineering permits

- **The City will accept new submittals and drop-offs.**
- **All pick-ups are suspended except for projects subject to Section 2 of the April 9 City Building and Construction Order, those providing emergency repairs, or work necessary to ensure structural integrity.**
- Permitted building permit submittal by appointment M 8am-12pm; Permitted land use and engineering permit submittal by appointment M-F 8am-12pm; Drop-off and pickup by appointment M-F 8am-12pm.
- New residential single-family building permit submittal:
 - o Accepting new permits for pre-sold homes only.
 - o Accepting 5 new single-family residential permit submittals per builder per week.
 - o Intake cycles will occur weekly. Email staff an electronic version of the application on Monday by 12pm. **Provide evidence that the home is pre-sold.**
 - o Staff will process the application and send an invoice between 12pm on Monday and 12pm on Friday.
 - o If paying by credit card, call to make the payment.
 - o Schedule hard copy submittal with staff (T-F 8am-12pm).
 - o Submit a hard copy of the application materials (and check, if paying by check) in the designated submittal box outside of the RACC. Knock or call/email staff to let them know the materials have been submitted, then move at least 6 feet away. Staff will pick up the materials and check immediately.
- New residential multifamily, land use, and engineering permit submittal:
 - o Email staff an electronic version of the application.
 - o Staff will process the application and send an invoice. If paying by credit card, call to make the payment.
 - o Schedule hard copy submittal with staff (M-F 8am-12pm).
 - o Submit a hard copy of the application materials (and check, if paying by check) in the designated submittal box outside of the RACC. Knock or call/email staff to let them know the materials have been submitted, then move at least 6 feet away. Staff will pick up the materials and check immediately.
- Drop-off:
 - o Schedule drop-off with staff (M-F 8am-12pm).
 - o Bring materials to the pickup/drop-off box outside the RACC, then move at least 6 feet away.
 - o Knock or call/email staff to let them know the materials have been dropped off. Staff will take in the materials immediately.
- Pickup:
 - o Schedule pickup with staff (M-F 8am-12pm). If paying by credit card, make the payment with staff over the phone at this time.

- Call or email staff when you are in the RACC parking lot. Staff will place the materials to be picked up on the drop-off/pickup box outside the RACC then return indoors. If paying by check, replace the materials with a check which staff will pick up immediately after you've moved 6 feet away.

Commercial and industrial building, land use, and engineering permits

- **The City will accept new submittals and drop-offs.**
- **All pick-ups are suspended except those for projects which directly involve any of the thirteen essential facilities, services, or projects listed in the governor's Proclamation 20-25.**
 - These essential facilities, services, and projects include but are not limited to health care, emergency services, grocery stores, restaurants and food service, and fueling facilities. See <https://www.governor.wa.gov/sites/default/files/WA%20Essential%20Critical%20Infrastructure%20Workers%20%28Final%29.pdf>.
- Staff will continue processing permit applications which have already been submitted.
- Permitted submittal, drop-off, and pick-up are by appointment M-F 8am-12pm.
- Submittal:
 - Email staff an electronic version of the application.
 - Staff will process the application and send an invoice. If paying by credit card, call to make the payment.
 - Schedule hard copy submittal with staff (M-F 8am-12pm).
 - Submit a hard copy of the application materials (and check, if paying by check) in the designated submittal box outside of the RACC. Knock or call/email staff to let them know the materials have been submitted, then move at least 6 feet away. Staff will pick up the materials and check immediately.
- Drop-off:
 - Schedule drop-off with staff (M-F 8am-12pm).
 - Bring materials to the pickup/drop-off box outside the RACC, then move at least 6 feet away. Knock or call/email staff to let them know the materials have been dropped off. Staff will take in the materials immediately.
- Pickup:
 - Schedule pickup with staff (M-F 8am-12pm). If paying by credit card, make the payment over the phone at this time.
 - Call or email staff when you are in the RACC parking lot. Staff will place the materials to be picked up on the drop-off/pickup box outside the RACC then return indoors. If paying by check, replace the materials with a check which staff will pick up immediately after you've moved 6 feet away.

Building inspections are restricted to new construction and unoccupied structures that have been vacant for more than two weeks. Building inspectors must take proper actions to reduce the spread of disease in the field, including maintaining 6 feet of separation at all times, using disinfectant, and wearing gloves. Workers on site must be following CDC guidelines for social distancing and hygiene, including maintaining 6 feet of separation at all times, using disinfectant, and wearing PPEs including gloves and masks. If, at any time, building inspectors arrive to inspect a site and these measures are not in effect, the building inspector will immediately stop the inspection and it will have to be rescheduled after adequate precautions are ensured.

- **Inspection of housing construction (defined as the construction of new single- and multi-family homes) is suspended with limited exceptions.**
 - Site work and inspections for single-family residential building projects MAY continue ONLY if evidence that ALL of the following requirements per the amended Ridgefield Building and Construction Order [link to order] are met AND evidence to prove the requirements are met is submitted to the City before work proceeds:

- Pre-sold prior to March 26, 2020;
- Partially erected structure (as defined in the Order) as of April 3, 2020; AND
- Sold to a named party who is an essential employee performing work for an essential business identified in the governor’s list of “Essential Critical Infrastructure Workers.”
- Final inspections for single-family residential Certificate of Occupancy may proceed for homes with no further site work required.
- Inspection of other residential construction (defined as construction to existing homes for which a certificate of occupancy has been previously issued) will occur only for projects providing emergency repairs or work necessary to ensure structural integrity.
- Inspection of commercial/industrial construction will occur only for projects involving, in whole or in part, any of the essential facilities, services, or projects listed in the governor’s order.
 - These essential facilities, services, and projects include but are not limited to health care, emergency services, grocery stores, restaurants and food service, and fueling facilities. See <https://www.governor.wa.gov/sites/default/files/WA%20Essential%20Critical%20Infrastructure%20Workers%20%28Final%29.pdf>.

Code enforcement is restricted to cases where no physical interaction is required.