MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, SEPTEMBER 14, 2022
City Hall – 625 Swift Boulevard – Council Chamber
6:00 p.m.

Call to Order:

Chairperson Maier called the meeting to order at 6:00 p.m. and welcomed attendees.

Attendance:

Present: Chairperson Maier, Vice-Chair Mealer, Commissioners Eadie, Townsend, Nicholson, and Richardson. Also present: Development Services Director Jensen, Transportation and Development Manager D'Alessandro, CDBG/Home Administrator Lehman, and Staff Assistant Damrell.

Absent: Commissioner Smith was excused.

Approval of Agenda:

Chair Maier presented the meeting agenda for approval and asked for a motion to approve.

VICE-CHAIR MEALER MOVED AND COMMISSIONER RICHARDSON SECONDED THE MOTION TO APPROVE THE SEPTEMBER 14, 2022 MEETING AGENDA. MOTION CARRIED 6-0.

Approval of Minutes:

Chairperson Maier presented the minutes from the August 24, 2022 Planning Commission meeting and the May 11, 2022 Planning Commission Workshop for approval.

COMMISSIONER RICHARDSON MOTIONED AND COMMISSIONER NICHOLSON SECONDED THE MOTION TO APPROVE THE MINUTES OF THE AUGUST 24, 2022 PLANNING COMMISSION MEETING AND THE MAY 11, 2022 PLANNING COMMISSION WORKSHOP. THE MOTION PASSED 6-0.

New Business – Public Hearing:

1. 2023 CDBG Application Presentation

Chairperson Maier recognized Ms. Lehman who explained that applicants for the 2023 Community Development Block Grant Community and Housing Needs program would speak. First would be the applicants for Public Service Requests. After they present, Public Facilities applicants would be heard.

Donna Tracy, representing the ARC of the Tri-Cities, 9904 Winthrop Dr, Pasco, WA and friend Jeff Morris, who regularly participates in a program at the ARC of the Tri-Cities. Ms. Tracy explained what ARC does for the community and expressed their financial needs. Commissioners asked questions of Ms. Tracy and discussed the needs.

Kyra, representing Senior Life Meals on Wheels, 1824 Fowler St, Richland, spoke regarding the financial needs of the Meals on Wheels program. She explained the cost of each meal and how they have used CDBG funds in the past. She explained how they would use the funds if they were granted to the organization. Commissioners then asked questions and discussed the funding needs.

Ms. Lehman then indicated that the applicants for Public Facilities would present their requests, starting with the City of Richland's Public Works Department.

Mr. D'Alessandro presented two projects where intersections needed to be upgraded to ADA standards. Commissioners discussed the requests and asked Mr. D'Alessandro questions.

Lisa Godwin, Executive Director of Elijah Family Homes, 1721 W Kennewick Ave, Kennewick, presented her first proposal to request reimbursement for a portion of the purchase price of a duplex they had purchased.

Carissa Lieberman, Transition to Success Program Director for Elijah Family Homes, explained several steps about how they help members of the community. She then presented their request for funding for renovating the duplex that was purchased from the previous request. Commissioners asked questions and discussed the funding needs.

Angie Pacheco of Domestic Violence Services of Benton and Franklin Counties 3311 W. Clearwater Ave, Kennewick, WA and a confidential location in the city of Richland spoke about the needs of DVS. Her request for funding is to purchase a duplex in Richland.

Brad Bricker, 1976 Birch Ave, Richland, is part of the development team for the duplex that DVS is hoping to purchase. He explained how he and his team are trying to help DVS.

Ken Bricker, 5408 Fern Loop, West Richland, explained why they wanted to partner with DVS.

Commissioners then discussed how to allocate the funding for Public Service Requests.

AT 7:46 P.M. CHAIRPERSON MAIER MOTIONED TO FULLY FUND THE PUBLIC SERVICE GRANT APPLICATIONS.

There was further discussion about the motion.

AT 7:50 P.M. CHAIRPERSON MAIER ENTERED A SUBSTITUTE MOTION TO FUND THE PUBLIC SERVICE GRANT APPLICATIONS AT 150% OF THE APPLICATION AMOUNT AND REALLOCATE THE DIFFERENCE TO PUBLIC FACILITIES GRANTS. COMMISSIONER RICHARDSON SECONDED THE MOTION. THE MOTION CARRIED 6-0 ON A ROLL-CALL VOTE.

Commissioners the discussed how to allocate the funding for Public Facilities requests.

AT 7:56 P.M. CHAIRPERSON MAIER MOTIONED TO RECOMMEND THAT THE CITY DOES NOT FUND ELIJAH FAMILY HOMES' PARTIAL COST TO PURCHASE A DUPLEX APPLICATION. COMMISSIONER RICHARDSON SECONDED THE MOTION.

Commissioners discussed the motion.

AT 8:01 P.M. A VOTE WAS TAKEN AND THE MOTION CARRIED 6-0 ON A ROLL-CALL VOTE.

AT 8:02 P.M. CHAIRPERSON MAIER MOTIONED TO RECOMMEND THAT THE CITY OF RICHLAND FUND $30,000 TO THE RENOVATION OF THE ELIJAH FAMILY HOMES PROPERTY. COMMISSIONER RICHARDSON SECONDED THE MOTION.

Commissioners discussed the motion.

AT 8:13 P.M. A VOTE WAS TAKEN AND THE MOTION CARRIED 5-1 ON A ROLL-CALL VOTE WITH COMMISSIONER TOWNSEND BEING OPPOSED.

AT 8:14 P.M. COMMISSIONER TOWNSEND MOTIONED TO RECOMMEND THE CITY OF RICHLAND FUND $150,000 TO THE DVS REQUEST AND $84,100 TO THE CITY OF RICHLAND ADA ACCESSIBILITY PROGRAM. COMMISSIONER RICHARDSON SECONDED THE MOTION.

Commissioners then discussed the motion.

AT 8:18 P.M. A VOTE WAS TAKEN AND THE MOTION CARRIED 6-0 ON A ROLL-CALL VOTE.

Mr. Brad Bricker clarified to the Commissioners that the funding would be for the purchase of the house, but if administratively it couldn't be used for the purchase, they could use it for renovation.

AT 8:23 P.M. CHAIRPERSON MAIER MOVED THAT THEY RECOMMEND TO THE CITY OF RICHLAND AWARD FUNDS TO DOMESTIC VIOLENCE SERVICES FOR THE PURCHASE OF THE PROPERTY, BUT IF THE FUNDS CANNOT BE AWARDED FOR ADMINISTRATIVE REASONS, THAT THEY ARE AWARDED FOR THE SAME AMOUNT FOR THE RENOVATION OF THE HOME. COMMISSIONER RICHARDSON SECONDED THE MOTION. THE MOTION CARRIED 6-0 ON A ROLL-CALL VOTE.

Commissioners discussed how to distribute funds if there are additional funds or if there is a shortfall of funds.

AT 8:24 P.M. COMMISSIONER TOWNSEND MOVED THAT ALL REMAINING FUNDS AFTER ANY OVERAGES OR UNDERAGES AFTER ALL FUNDS ARE APPLIED ARE ADDED OR DEDUCTED FROM THE CITY OF RICHLAND PROJECTS. COMMISSIONER RICHARDSON SECONDED THE MOTION.

Commissioners discussed the motion.

AT 8:26 P.M. CHAIR MAIER MADE A SUBSTITUTE MOTION THAT ANY ADJUSTMENTS TO THE AWARD AMOUNT NEEDED BASED ON THE FINAL GRANT FUNDING ARE APPLIED TO THE CITY OF RICHLAND PUBLIC WORKS PROJECTS. COMMISSIONER RICHARDSON SECONDED THE MOTION. THE MOTION CARRIED 6-0 ON A ROLL-CALL VOTE.

AT 8:28 P.M. CHAIR MAIER MOVED TO RECOMMEND TO COUNCIL THAT THE CITY OF RICHLAND APPLIES FUNDING PER THE FUNDING REQUEST SPREADSHEET AND IF ANY FUNDING ADJUSMENTS ARE REQUIRED THAT THEY ARE APPLIED ONLY TO THE CITY OF RICHLAND FUNDING AMOUNT. COMMISSIONER TOWNSEND SECONDED THE MOTION. THE MOTION CARRIED 6-0 ON A ROLL-CALL VOTE.

At 8:28 p.m., Chairperson Maier closed the public hearing.

Public Comments:

Chairperson Maier noted that nobody signed up for, or was in attendance, to provide any public comments.

Communications:

Chairperson Maier asked if there were any communications. There were none.

Adjournment:

Chairperson Maier adjourned the meeting at 8:29 p.m.

PREPARED BY: Kevin Damrell
Kevin Damrell, Permit Technician

REVIEWED BY: Mike Stevens
Mike Stevens, Planning Manager

APPROVED BY:
Francesca Maier, Chairperson