



Agenda
Planning Commission Meeting
Wednesday, October 26, 2022
Richland City Hall ~ Council Chambers
625 Swift Boulevard

Commission Members: Chair Maier, Vice-Chair Mealer and Members Eadie, Nicholson, Richardson, Smith and Townsend

Liaisons: Council Liaison: Mayor Alvarez
Council Liaison Alternate: Jones
Staff Liaison: Stevens

Regular Meeting - 6:00 p.m.

Welcome and Roll Call

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

- I. September 28, 2022 Planning Commission Meeting Minutes
 - Carly Kirkpatrick, Administrative Assistant II

Public Hearing : Please limit public hearing comments to 3 minutes. Comments must speak only to the item for which the hearing is convened. Records intended for the Planning Commission's consideration must be submitted to the Planning Manager by 4:00 p.m. the day of the meeting for distribution.

Unfinished Business - Public Hearing:

2. CA2021-1018 Badger Mountain South LUDR Amendments (continued)
3. Amended Application for Domestic Violence Services to Address Urgent Needs
 - Toni Lehman, CDBG / HOME Administrator

New Business - Public Hearing:

Public Comments: Please limit public comments to 2 minutes. The public comment period is not an opportunity for dialogue with the Planning Commission, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering and deliberation. For this reason, the Planning Commission will accept comments, but will not directly respond to comments, questions or concerns during public comment. Records intended for the Planning Commission's consideration must be submitted to the Planning Manager by 4:00 p.m. the day of the meeting for distribution.

Communications:

Adjournment

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/26/2022

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:

September 28, 2022 Planning Commission Meeting Minutes

Request:

Core Focus Area 3 - Increase Economic Vitality

Recommended Motion:

Approve the meeting minutes from the Planning Commission regular meeting held on September 28, 2022.

Summary:

Draft minutes from the September 28, 2022 Planning Commission regular meeting are presented for the Commission's consideration and approval.

Attachments:

1. 2022.09.28 Planning Commission Meeting Minutes DRAFT



**MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, SEPTEMBER 28, 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.

Attendance:

Present: Chairperson Maier, Commissioners Townsend, Nicholson, and Richardson. Also present: Mayor Alvarez, Development Services Director Jensen, Planning Manager Stevens, Senior Planner Howie, Planner Hendricks, and Staff Assistant Damrell.

Absent: Vice-chair Mealer, Commissioner Eadie, and Commissioner Smith were excused.

Approval of Agenda:

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

COMMISSIONER RICHARDSON MOVED AND COMMISSIONER NICHOLSON SECONDED THE MOTION TO APPROVE THE SEPTEMBER 28, 2022 MEETING AGENDA. THE MOTION CARRIED 4-0.

Approval of Minutes:

Chairperson Maier presented the minutes from the September 14, 2022 Planning Commission meeting for approval.

COMMISSIONER TOWNSEND MOTIONED AND COMMISSIONER NICHOLSON SECONDED THE MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 14, 2022 PLANNING COMMISSION MEETING. THE MOTION PASSED 4-0.

Old Business – Public Hearing:

1. CA2021-108 Badger Mountain South LUDR Amendments (continued)

Chairperson Maier recognized Mr. Stevens regarding the continuation of this item. It was indicated that the applicant and the City agreed to continue the item to the next meeting.

AT 6:03 P.M. COMMISSIONER NICHOLSON MOTIONED TO CONTINUE THE ITEM CA2021-108 BADGER MOUNTAIN SOUTH LUDR AMENDMENTS TO THE NEXT PLANNING COMMISSION MEETING. COMMISSIONER RICHARDSON SECONDED. THE MOTION PASSED 4-0.

New Business – Public Hearing:

1. Proposed Land Surplus – A Portion of the Municipal Parking Lot Located at the Southwest Corner of Lee Boulevard and Jadwin Avenue.

Chairperson Maier recognized Mr. Jensen who presented the Proposed Land Surplus. He explained how the situation occurred and 3 possible solutions. The preferred solution that Mr. Jensen presented was to surplus and sell the land to 3 Margaritas. The Commissioners asked questions regarding the usual process when this sort of situation occurs. Their main concern was setting a precedent.

AT 6:18 P.M. COMMISSIONER RICHARDSON MOVED TO RECOMMEND TO CITY COUNCIL TO SURPLUS THE LAND AND MAKE IT AVAILABLE TO SELL TO 3 MARGARITAS. COMMISSIONER TOWNSEND SECONDED.

AT 6:19 P.M. CHAIRPERSON MAIER CLOSED THE PUBLIC HEARING.

AT 6:19 P.M. THE MOTION PASSED 4-0.

2. M2022-114 Atkins Technology Center, Building Height Increase

AT 6:19 P.M. CHAIRPERSON MAIER OPENED THE PUBLIC HEARING.

Chairperson Maier recognized Mr. Hendricks who explained the request and provided staff's recommendation of approval.

Shane O'Neill of Clover Planning, 6904 Rogue Dr, Pasco, WA, then spoke, representing Baker Architecture. He explained that he felt the request met the requirements needed for approval.

Commissioners asked questions of Mr. Hendricks and Mr. O'Neill and discussed the request.

AT 6:35 P.M. CHAIRPERSON MAIER CLOSED THE PUBLIC HEARING AND MOVED

TO RECOMMEND APPROVAL OF THE REQUEST TO ALLOW A HEIGHT OF 70 FEET FOR THE ATKINS BUILDING. COMMISSIONER RICHARDSON SECONDED. THE MOTION PASSED 4-0.

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. Mayor Alvarez mentioned a groundbreaking to connect Gage and Tapteal today. He also thinks the collaboration Atkins Nuclear Technology Center will be a good one.

Mr. Stevens mentioned that this will most likely be the last Planning Commission for Mr. Damrell as he has accepted an offer of employment elsewhere. Congratulations were extended.

Adjournment:

Chairperson Maier adjourned the meeting at 6:39 p.m.

PREPARED BY: _____
Kevin Damrell, Permit Technician

REVIEWED BY: _____
Mike Stevens, Planning Manager

APPROVED BY: _____
Francesca Maier, Chairperson



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/26/2022

Agenda Category: Unfinished Business - Public Hearing

Prepared By: Mike Stevens, Planning Manager

Subject:

CA2021-1018 Badger Mountain South LUDR Amendments (continued)

Request:

Core Focus Area 3 - Increase Economic Vitality

Recommended Motion:

Summary:

Attachments:



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 10/26/2022

Agenda Category: Unfinished Business - Public Hearing

Prepared By: Toni Lehman, CDBG / HOME Administrator

Subject:

Amended Application for Domestic Violence Services to Address Urgent Needs

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Recommend Council approves the 2023 project funding of \$35,000 for DVS.

Summary:

As part of a request to seek funding from the Community Development Block Grant (CDBG) program, Domestic Violence Services (DVS) originally applied for \$275,000 for the purchase or renovation of a house in Richland that was to be converted into a duplex. At a public hearing held on September 14, 2022, the Planning Commission recommended funding the project in the amount of \$150,000.

It was later determined that although the subject property and surrounding neighborhood is zoned for duplexes, the actual lot size of this parcel does not meet the minimum lot size requirements for duplexes within the zoning district. As city staff continued to work with the applicant, it was determined that there were a number of other uncertainties relative to the original application, particularly the timing of if/when DVS would actually acquire the property and the timing of the overall project itself.

At this time, DVS has decided to pursue funding for their current shelter, which will allow them to better utilize funding in 2023. This amended application reflects this change in course. The perimeter privacy fence that is located at the current shelter is in need of replacement. The condition of the current privacy fence allows those on the outside of the property the ability to see through the fence due to the warping and instability of the fence, causing a safety concern for residents. In order to address the fence and some additional landscaping needs on the property, DVS is requesting \$35,000 in CDBG funding.

Once a clear plan is developed for the other house in Richland, the CDBG/HOME Administrator and DVS will be pursuing HOME ARP (HOME Investment Partnerships American Rescue Plan) funds. The HOME ARP funds are primarily for those experiencing homelessness and also victims of domestic violence. Furthermore, the HOME ARP funds will not expire at the end of the calendar year, allowing for additional time to develop a clear plan and to complete the project in a more timely fashion.

Staff is supportive of the amended application that has been submitted by DVS and is recommending that the Planning Commission forward a favorable recommendation to the City Council.

Attachments:

1. CDBG Richland 2023 2
2. Deliberation Worksheet 2023 round 2

Community Development Block Grant Application 2023 Program Year

Applicant: Domestic Violence Services

Address: 3311 W Clearwater Ave., Ste C-140, Kennewick, WA 99336

Project Name: Emergency Shelter Improvement & Beautification

Contact Person: M. Angie Pacheco

Telephone: 509-735-1295

Email: angie.p@dvsbf.org

Federal Tax ID #: 87-0704852

Leverage of other funds: 25,000.00

Requested CDBG Funding Amount:
35,000.00

-
1. What type of CDBG project/activity are you applying? (choose one)

- ☒ Public Facilities or Improvements
☐ Public Service – Complete **Attachment 1**

2. Describe your project and its proposed location, including what exactly the CDBG funds will be used for, a description of the persons you will be serving and why the project is needed. Include site plan with

The DVSBF emergency shelter improvement includes repairs and beautification for a home that serves as a safe place for victims fleeing domestic and intimate partner abuse. The home is located at 1211 Fitch in Richland. This is a former City of Richland property that was sold to DVSBF for a low and charitable price (\$1). The CDBG funds will be used to replace the current fence with vinyl/wood fencing. The fence is currently unstable and due to warping has gapping which becomes a safety hazard to victims residing in the shelter. If funding allows, painting the exterior and landscaping (adding gravel, low-maintenance greenery and replacing broken edging around trees and the supporting wall along the sidewalk) will be included. This project is needed in order to provide a comfortable and safe environment for the residents and to be a good neighbor on the block. Sometimes homes like these have a negative reception; by keeping the area maintained and improved we help

keep the quality of life nice for the community and the vulnerable residents of the home.

3. Describe the unmet need in the community using statistics, demographics or other factual information.

DVSBF operates in Benton & Franklin Counties and operates the only intimate partner emergency shelter in the bi-county region. Franklin County has a population of 52% Hispanic, which is the highest concentration of Hispanic/Latino in Washington. 29% of the population has limited English proficiency, and approximately 7.2% of the population has a disability. DVSBF's internal statistics mirror the population of these two counties. The shelter can house up to 8 families. Although domestic violence crosses all socioeconomic lines, the people that seek assistance are historically marginalized populations due to race, culture, homelessness, or financial status. They are the ones lacking the support and financial ability to leave a violent situation. The crisis shelter provides safety, and housing stability while the client gets back on their feet.

4. Refer to **Attachment 2** - Allocation Policy, what is your projects priority?

☐ High ☒ Average ☐ Low ☐ None

Explain how your project satisfies the priority checked:

The DVSBF emergency shelter improvement and beautification project expands on and preserves a safe, comfortable and inviting place for special needs and at-risk population.

5. Refer to **Attachment 3** - Community Priority Needs, what Strategy, Goal, Objective and Outcome does your project fulfill?

Goal #	Strategy #	Objective #	Outcome #
III	1	2	3

6. How does your application meet the National Objective of benefiting low and moderate-income persons? (Check only one box – a, b, c, d) – The project must be limited to serving a predominantly low- and moderate-income clientele (choose one of a, b, c or d)

- ☐ a. You receive income data verification from each participant in the program.
- ☐ b. Your project/activity serves only a low-income area which is proven by the 2015 American Community Survey (ACS) FY 21 data for Richland, WA:
Census Tract #:
Block Group #:
- ☒ c. Your project serves only the following clientele: (check only one box)
☐ Elderly persons ☐ Homeless persons ☐ Severely disabled adults
☐ Illiterate persons ☐ Abused children ☐ Persons living with AIDS/HIV
☒ Battered spouses ☐ Migrant farm workers
- ☐ d. Barrier Removal (outside of Area Benefit (b)) – Projects which reconstruct or rehabilitate existing facilities or public infrastructure in order to remove material or architectural barriers to the mobility of seniors or severely disabled adults.

7. Provide program benchmarks you hope to achieve in 2023. For example, how many unduplicated persons will be served, how many homes assisted, how many jobs created or retained. *Do not inflate your estimates – the numbers provided will be used to assess your proposed project's success.*

**Public Service / Housing – Unit of measure is people *Homebuyer – Unit of measure is households*

**Rehabilitation – Unit of measure is houses *Economic Development – Unit of measure is FTE jobs and / or businesses*

	Number Served	Unit of Measure	CDBG Cost Per Unit	CDBG Total Cost
1 st Quarter	67	people	130.60	8750.00
2 nd Quarter	67	people	130.60	8750.00
3 rd Quarter	67	people	130.60	8750.00
4 th Quarter	67	people	130.60	8750.00
TOTAL	268	people		35,000.00

8. Of the total “number served” listed in Question 7 above (table), please categorize your clientele by the following criteria, using the 2022 income table below:

Number of clients to be served:	
Below 30% area median income	225
Below 50% area median income	43
Below 80% area median income	
Total Richland residents served	

The following are the area median income (AMI) limits, per household size, for 2023 CDBG funded programs (80% is the maximum eligible). Incomes are updated annually by the U.S. Department of Housing and Urban Development (HUD) and are subject to change within the next 12 months.

2022 Gross AMI Limited, Per Household Size								
30%	\$18,350	\$21,000	\$23,600	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
50%	\$30,600	\$34,950	\$39,300	\$43,650	\$47,150	\$50,650	\$54,150	\$57,650
80%	\$48,900	\$55,900	\$62,900	\$69,850	\$75,450	\$81,050	\$86,650	\$92,250

Effective June 1, 2022

9. What is the dollar amount of CDBG funds your agency has received in the past four years?

	2022	2021	2020	2019
Kennewick	0	0	0	0
Richland	\$14,200.00	0	0	0
Pasco	0	0	0	0

10. What impact will your project have in the community? How will you measure your success?

The impact of the DVSBF emergency shelter project will improve quality of life for the residents and improve the curb appeal for the neighborhood. This section might be for a program or service grant. However, we will measure success of our emergency shelter by the number of non-returning clients/families.

11. Give a detailed breakdown of the total budget for this project. Based on the proposed project, complete either A. Public Services or B. Public Facilities. Show where the CDBG funds you are requesting will be applied toward the listed expenses. List any other sources of funds you will use to match with the CDBG funds. Your total expenses should equal the amount of CDBG funds requested and all other source funds.

A. Public Service Proposals				
	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
Direct Client Service				

Wages (of personnel providing direct client services)				
Material/Supplies				

Other (providing a direct benefit to client)				
Marketing/Outreach				
Program Administration Includes overhead and general staffing necessary to administer the program (accounting, management, grant administration) but that does not provide direct benefits to the client	CDBG Funds are not available for program administration			
TOTAL PROJECT COST				
Number of low to moderate income individuals to be served directly (by the grant)				
Cost Benefit Ratio (Total amount requested divided by number of persons served)				

OR

B. Public Facilities				
Expense	Requested CDBG Funds	Other Funds	Source of Other Funds	TOTAL BUDGET
CONSTRUCTION Engineering Materials Labor / Contracts	\$35,000.00	25,000.00	Fundraising/reserves	60,000.00
PROPERTY Purchase Price Closing Costs	0	0	0	0
OTHER (Describe)	0	0	0	0
TOTAL PROJECT COST	\$35,000.00	25,000.00		60,000.00
Number of low to moderate income individuals to be served directly (by the grant)				268
Cost Benefit Ratio (Total amount requested divided by number of persons served)				223.88

12. Are the above "other sources" of funds secured? Please describe:
Yes, the reserve is currently secured, Board approval will be necessary to utilize the reserves if not covered by fundraising.

13. If you do not receive the requested funds or receive only a portion of what you request, how will your proposed project move forward?

Continue with grant applications and fundraising, priority will be towards fencing.

14. If your request includes recurring costs such as staff time, supplies, etc., what is your plan to secure funds for these needs in the future? (The purpose of CDBG funds is not to fund projects that are the general responsibility of government or to maintain the operation or salaries of a non-profit organization.)

N/A

15. Description of Organization and Overall Capacity:

A. Describe the capacity and history of your organization in administering funds from HUD.

DVSBF has administered “2160” grants from Franklin County for three years. The shelter home was donated by the City of Richland.

B. Briefly highlight the organization’s significant achievements, including the capacity to complete current projects and development activities.

DVSBF has applied for 57 new grants and received 47, mostly restricted for direct client services.

C. Provide the names, titles, experience and training for all full and part-time employees who will work on this project, including the percentage of time spent on this project.

Not a service project. However, the Executive Director, Mary A. Pacheco, has over 20 years of experience managing federal, HUD, rural development grants and affordable housing bonds, and 5.5 years of CBDG experience.

D. Discuss your organization structure, including your record keeping and financial/auditing system, policies and procedures and program evaluation.

Our organization structure includes a Board of Directors, Executive Director, Financial Director and a Program Director for emergency shelter, as pertains to this grant. Records are kept as required by law, are audited as required by law and all grant requirements are met for each award. The Executive Director has over 20 years of experience managing federal, HUD, rural development grants and affordable housing bonds, and 5.5 years of CBDG experience.

E. Description of any financial default or involvement in legal actions during the last 3 years. This would include back taxes, bankruptcy, client issues, and violations of building, zoning, and environmental codes.

None

16. Capital Improvement Projects are subject to the following contract requirements. Please consider these when planning your proposal.

DAVIS-BACON FEDERAL LABOR STANDARDS PROVISIONS: Capital projects which utilize CDBG funds for new construction, alteration, or rehabilitation are subject to Federal labor standards provisions including Davis-Bacon wage rates. These regulations require that construction contractors paid with CDBG funds pay a wage which is typically higher than those paid for projects which are not federally assisted. All construction work is covered even in instances where only a small portion of the work is actually paid for with CDBG funds.

SECTION 3: Projects awarded \$200,000 or more in CDBG will be required to comply with Section 3 regulations at 24 CFR Part 75. These regulations require that a minimum benchmark for Section 3 workers is set at 25% or more of the total number of labor hours worked by all workers on a Section

3 project. The benchmark for Targeted Section 3 workers is set at five percent or more of the total number of labor hours worked by all workers on a Section 3 project. This means that the five percent is included as part of the 25% threshold.

COMPETITIVE PROCUREMENT: Agencies which use CDBG funds to purchase goods or services, including consultant services and construction services, must select the vendor, consultant or construction firm based on a competitive process. Agencies shall take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible.

17.

Assessment Questions	Yes	No
Is the subrecipient new to the CDBG program?	☒	☐
Is this a new activity for the subrecipient?	☐	☒
a. Has this activity been completed successfully in prior years?	☒	☐
b. Have CDBG performance goals been met in prior years?	☒	☐
Does the subrecipient have unresolved audit findings?	☐	☒
Is staff responsible for the CDBG project new or inexperienced?	☒	☒
Does your project displace or relocate any individual or business?	☐	☒
Does your project involve capital improvements, construction/renovation?	☒	☐
a. Do you own the property?	☒	☐
b. Does your organization have experience with:		
Davis-Bacon federal labor and wage requirements?	☒	☐
Section 3 requirements?	☒	☐

18. **Marketing Strategy:** Briefly describe your strategies and methods for marketing your program and the target population of your efforts. Example, if you have a large population of non-English speaking persons, how are you effectively communicating with this population?

Our project is not a program.

2023 CDBG APPLICANT AND FUNDING REQUEST												
			Chair	V. Chair								
Name of Applicant/Project	Amount Requested		Francesca Maier	Michael Mealer	Phillip Townsend	Heather Nicholson	Jet Richardson	Eric Smith	Douglas Eadie	Priority Rating Total	Amount Recommended	
PUBLIC SERVICE												
ARC of Tri Cities - Therapeutic Recreation												
	\$ 9,400.00	Priority Score									\$ 14,100.00	
Senior Life Resources - Meals on Wheels Program												
	\$ 10,000.00	Priority Score									\$ 15,000.00	
****Total Public Service \$ 19,400.00 **** NOTE - MAXIMUM RECOMMENDED ALLOWABLE FOR PUBLIC SERVICE IS \$44,100 \$ 29,100.00												
PUBLIC FACILITIES												OPTION:
City of Richland, Public Works - Removal of Material & Architectural Barriers												
	\$ 199,690.50	Priority Score	2	4	2	3	1		4	16	\$ 84,100.00	199,100
Elijah Family Homes-remaining cost to purchase a duplex												
	\$ 90,000.00	Priority Score	1	1	1	1	2		1	7	\$ -	0
Elijah Family Homes - renovation of said property												
	\$ 30,000.00	Priority Score	3	3		2	4		3	15	\$ 30,000.00	30,000
Domestic Violence Services - shelter improvement and beautification												
	\$ 35,000.00	Priority Score	4	2	3	4	3		2	18		35,000
TOTAL PUBLIC FACILITIES \$ 354,690.50 total available \$264,100 \$ 114,100.00												264,100.00