



Agenda
Planning Commission Meeting
Wednesday, May 24, 2023
Richland City Hall ~ Council Chambers
625 Swift Boulevard

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

Liaisons: Council Liaison: VanDyke
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. April 19, 2023 Planning Commission Meeting Minutes
- Carly Kirkpatrick, Administrative Assistant II

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.

Public Hearing: Please limit public comments to 3 minutes.

Unfinished Business - Public Hearing:

New Business - Public Hearing:

2. Proposed Surplus of Property Adjacent to 999 Queensgate Drive
- Darin Arrasmith, Planner
3. Proposed Surplus of Property Located at 1900 Jadwin Ave.
- Darin Arrasmith, Planner
4. 2024-2029 Transportation Improvement Program Presentation
- Carlo D'Alessandro, Transportation and Development Manager

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: 5/24/2023

Agenda Category: Approval of Minutes

Prepared By: Carly Kirkpatrick, Administrative Assistant II

Subject:

April 19, 2023 Planning Commission Meeting Minutes

Request:

Recommended Motion:

Move to approve the April 19, 2023 Planning Commission Meeting Minutes.

Summary:

April 19, 2023 Planning Commission Meeting Minutes are attached for review and consideration.

Attachments:

1. 2023.04.19 Planning Commission Meeting Minutes Draft



**MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, April 19, 2023
City Hall – 625 Swift Boulevard – Council Chamber
6:00 p.m.**

Call to Order:

Chair Maier called the meeting to order at 6 p.m.

Attendance:

Present: Chair Maier, and Members Miller, Nicholson, and Townsend

Also, present: Development Services Director Jensen and Permit Technician Hogan

Approval of Agenda:

COMMISSIONER MILLER MOVED AND COMMISSIONER NICHOLSON SECONDED THE MOTION TO APPROVE THE APRIL 19, 2023, MEETING AGENDA. THE MOTION PASSED UNANIMOUSLY 4-0.

Approval of Minutes:

COMMISSIONER TOWNSEND MOVED AND COMMISSIONER MILLER SECONDED THE MOTION TO APPROVE THE MARCH 22, 2023 MINUTES AS PRESENTED. THE MOTION PASSED 4-0.

Public Comments:

Chair Maier opened public comment at 6:03 pm, with no one present to comment she closed the comment period at 6:03 pm.

Old Business – Public Hearing:

- 1. Proposed surplus of property located at 150 Keene Road**
 - Amanda Wallner, Economic Development Manager

Economic Development Manager Wallner presented the proposal to surplus property at 150 Keene Road to sell to owner of adjacent property as there is no access from Keene Road. Parks & Recreation Commission and Economic Development Committee both approved the surplus at their meetings. No comments from the public have been

received. After presentation Commissioners discussed the proposed surplus.

COMMISSIONER TOWNSEND MOVED AND COMMISSIONER NICHOLSON SECONDED THE MOTION TO RECOMMEND TO CITY COUNCIL THE APPROVAL OF SURPLUS PROPERTY AND GIVE SPECIAL CONSIDERATION TO THE ADJACENT PROPERTY OWNER IN NEGOTIATING THE FUTURE LAND SALE. THE MOTION PASSED 4-0.

New Business - Public Hearing:

2. Proposed Surplus of Property Adjacent to 2619 and 2623 Falcon Lane

- Darin Arrasmith, Planner

Planner Darin Arrasmith presented the proposal to surplus property at 2619 and 2623 Falcon Lane that consists of 1651 square feet. This surplus was approved by both Parks & Recreation Commission, and Economic Development Committee. There was Discussion about fencing or re-routing trail by property.

Chair Maier opened public hearing at 6:14 pm

Parks and Public Facilities Director Laura Hester gave information on new trail plan for area adjacent to 2619 and 2623 Falcon Lane.

Chair Maier closed public hearing at 6:17 pm

COMMISSIONER NICHOLSON MOVED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO RECOMMEND TO CITY COUNCIL THE APPROVAL OF THE SURPLUS OF APPROXIMATELY 1651 SQUARE FEET OF REAL PROPERTY LOCATED ADJACENT TO 2619 AND 2623 FALCON LANE AND PURSUE NEGOTIATIONS WITH ADJACENT PROPERTY OWNERS. THE MOTION PASSED 4-0.

Communications:

Chair Maier asked if there were any communications.

Development Services Director thanked the Planning Commission for coming in for a special meeting.

Council Member Van Dyke welcomed new Planning Commissioner Miller.

Adjournment:

Chair Maier adjourned the meeting at 6:19 p.m.

PREPARED BY: _____
Jodi Hogan, Permit Technician

REVIEWED BY: _____
Mike Stevens, Planning Manager

APPROVED BY: _____
Francesca Maier, Chair

DRAFT



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 5/24/2023

Agenda Category: New Business - Public Hearing

Prepared By: Darin Arrasmith, Planner

Subject:

Proposed Surplus of Property Adjacent to 999 Queensgate Drive

Request:

Core Focus Area 3 - Increase Economic Vitality

Recommended Motion:

Motion to recommend to the City Council the approval of the surplus of approximately 7,693 square feet of real property located between the Keene Road Trail and 999 Queensgate Drive and pursue negotiations with the adjacent property owner.

Summary:

The City owns approximately 7,693 square feet of property located along the north side of the Keene Road trail at the northwest corner of Keene Road and Queensgate Drive. The area of the proposed surplus is adjacent to the Chevron gas station property located at 999 Queensgate Drive.

The City-owned property is currently vacant and the City has no plans to construct or install any trail improvements or amenities at this location. The owner of the Chevron gas station desires to purchase this property and landscape it to improve the entrance and frontage features of the business.

The area adjacent to the trail proposed for surplus is not needed for municipal purposes. The Parks and Recreation Commission considered this item on May 11, 2023, consistent with Richland Municipal Code (RMC) 3.06, and recommended that the Council sell the area as requested by the owner(s) of 999 Queensgate Drive. The Economic Development Committee considered this item on May 15, 2023, consistent with RMC 3.06, and also recommended that the Council sell the area as requested by the owner(s) of 999 Queensgate Drive. Per the RMC, the Parks and Recreation Commission, Planning Commission and Economic Development Committee must each provide a recommendation to the Richland City Council for a final decision. The Planning Commission shall also hold a public hearing.

The process includes two steps according to RMC 3.06 (attached). Consideration to surplus the property must first take place, as per RMC 3.06.010 C 1-4. Once the property is declared surplus by the Council, consideration is then given to whether the property should be sold or leased and to whom. RMC 3.06.040 outlines two options; direct negotiation with an interested party or sealed bid available to any interested party. In this case, item 3.06.040 B (direct negotiation) would apply since the adjacent owner has requested to purchase the property, and the property alone is too small to develop.

If approved, the City will enter into negotiations with the owner of the Chevron gas station for the purchase and sale of 7,693 square feet of City-owned property, which will be brought before the City Council for consideration at a future date.

Attachments:

1. Site Map - Keene-Queensgate Surplus
2. Chapter 3.06 SALE OR LEASE OF CITY REAL PROPERTY



Chapter 3.06

SALE OR LEASE OF CITY REAL PROPERTY

Sections:

3.06.010 Purpose – Policy – Objectives.

3.06.020 Authority.

3.06.030 Declaration of surplus.

3.06.040 Sale or lease procedures.

3.06.050 Conveyance procedures.

3.06.060 Exceptions.

3.06.010 Purpose – Policy – Objectives.

A. Purpose. The purpose of this chapter is to establish policies and procedures regarding the surplusing and the sale or lease of certain real property owned or otherwise controlled by the city.

B. Policy. It shall be the policy of the city to consider sale or lease of real property owned or controlled by the city when such property is determined to be surplus to the needs of the city, and where it is demonstrated to the satisfaction of the city council that sale or lease will best serve the public interest. For purposes of this chapter, the public interest will best be served when a transaction accomplishes one or more of the objectives listed in subsection (C) of this section.

C. Objectives. The purpose and policies of this chapter are intended to accomplish the following basic objectives, which should be achieved in a balanced manner to ensure that none are over-emphasized to the detriment of the others:

1. Stimulate the development of the city's economic base to provide employment opportunities and tax revenues for the city and other local taxing entities;
2. Meet the financial obligations resulting from prior property transactions of the city;
3. Provide capital for economic development purposes, for parkland operations (planning, acquisition, design, construction and maintenance and operation), and such other purposes as the council determines are necessary and appropriate; and

4. Provide a source of general revenue to the city over and above the tax yields from such real property. [Ord. 24-84].

3.06.020 Authority.

Whenever it is determined by the city council that it is in the best interest of the city that real property owned by the city should be sold or leased, the council may authorize the sale or lease and conveyance of such real property, upon any terms and conditions which it deems appropriate. In taking such action, the council may reserve, sell or lease mineral or other resources on any such real property separate and apart from the land in the same manner and upon the same terms and conditions as provided for in this chapter. [Ord. 24-84].

3.06.030 Declaration of surplus.

Prior to the sale or lease of any city-owned real property, the city council shall determine that the property is excess to the present and future municipal needs of the city.

A. In making such a determination, the council shall utilize the following criteria:

1. Conformance with the city's comprehensive plan as provided in RMC Title [23](#);
2. Recommendations from the economic development board and the physical planning commission, and, as deemed appropriate and requested by the council, recommendations from other city boards and commissions such as the utility advisory board and the parks and recreation commission;
3. Input from the public at a duly advertised public hearing;
4. Recommendations within the 1973 report prepared for the council by the land sale/lease policy committee entitled, "Proposed Policy for the Sale or Lease of Excessed City Owned Property," and adopted as a guideline by council by resolution (No. 64-84); and
5. Other forms of input determined appropriate or desirable by the council.

B. If the council determines the property to be no longer necessary for present and future municipal use, it may declare by resolution the property to be surplus. Upon making such declaration of surplus, the council may also make the following determinations:

1. Whether the parcel should be sold or leased;
2. Whether special consideration should be given to abutting land owners;

3. Whether special covenants or restrictions should be placed on the real property as a condition of sale or lease;
4. Whether the parcel should be sold or leased by sealed bid;
5. What formality of appraisal is necessary to set the minimum acceptable price to achieve reasonable value.

C. Upon declaration of surplus by the council, the city manager or designee shall undertake disposal of the parcel(s) in accordance with the council's directives. [Ord. 24-84].

3.06.040 Sale or lease procedures.

Sale or lease procedures may be initiated following one of two events: a determination by the city council that economic indicators favor sale or lease or upon specific request by a firm or individual to lease or purchase city property. In determining which process to utilize, the council shall give consideration to the findings and recommendation of the economic development board.

A. Sealed Bid Process. If the council requires the real property to be sold or leased upon competitive bids, the following procedures shall be utilized:

1. The city clerk shall give notice that the city will invite bids for purchase or lease of the property by one publication in the official newspaper of the city, posting in a conspicuous place in the City Hall and on the subject real property, and/or such other notification or advertising determined to be appropriate. The publication and posting shall be at least 10 calendar days before the final date for submitting bids;
2. Publication and posting for bids shall particularly describe the property or portion thereof proposed to be sold or leased, shall designate the place and the time of the bids to be opened, and shall set forth any terms and minimum price, if any, established by the council;
3. Bids shall be opened in public at the time and place stated; and
4. The council may reject any and all bids, or the bid for any one or more of the parcels included in the advertisement for bids, and reserves the right to waive any irregularities in the bid process.

B. Negotiation Process. The council may determine that property should be sold or leased through negotiations, either as a result of a specific request, or as a result of city-initiated advertising or other solicitation. In either event, sale or lease consideration shall proceed as follows:

1. All requests shall be directed to the city manager or his designee;
2. The city manager or his designee shall schedule the request for review and consideration by the economic development board, along with a report discussing the following:
 - a. Status of the surplus property;
 - b. Whether the property should be considered for public bid offerings;
 - c. Whether, and for what reason(s), sale or lease would be advantageous to the city; and
 - d. Any other special considerations which apply to and which will aid the board in considering the request;
3. The economic development board shall review the request and make findings, based on the policy and objectives and the criteria provided in this chapter, for the council's consideration;
4. The council shall act on the request, with due consideration to the findings and recommendation of the economic development board and, as appropriate, other boards, commissions, or individuals. [Ord. 24-84].

3.06.050 Conveyance procedures.

Upon receipt of an acceptable bid or negotiated offer for sale or lease of city real property, the city manager or his designee shall submit a report and recommendation to the city council for action. The council shall proceed as follows:

- A. The council may solicit additional information it deems necessary and appropriate, including input from the public at a duly advertised public hearing, prior to taking action to accept or reject any sale or lease offer.
- B. Upon determination of an acceptable bid or offer, the council shall authorize the city manager to cause the necessary instruments to be prepared and executed.
- C. Copies of such instruments shall be filed with the Benton County assessor's office by the city clerk.
- D. The title to any sold city real property shall not be transferred until the purchase price therefor has been fully paid and any applicable terms or conditions have been fully satisfied.
- E. The net receipts from sold city real property, not designated for other purposes, shall be deposited into the capital improvement fund. [Ord. 24-84; Ord. 41-93].

3.06.060 Exceptions.

This chapter shall not apply to the following dispositions of real property:

- A. When selling to another governmental agency, in which event the transfer is approved by the court as provided by law; and
- B. When provisions of the RCW impose conditions for the disposition of municipal property, those laws shall be treated as limited exceptions to this chapter. Exceptions include, but are not limited to, the following as they may from time to time be amended:
1. RCW [35.21.660](#) through [35.21.680](#) and [35.31.725](#) through [35.31.755](#) relating to transfers to corporations charter by the city;
 2. Chapter [35.94](#) RCW relating to surplus utility property; and
 3. Chapters [39.33](#) and [39.34](#) RCW relating to intergovernmental transactions.
- C. Sale of properties that have been acquired by the city by means of foreclosures of real estate sales contracts or for nonpayment of LID or other assessments and whether by deed in lieu of foreclosure or by judgment of foreclosure and attendant sheriff's deed. [Ord. 24-84].

The Richland Municipal Code is current through Ordinance 2023-02, passed February 7, 2023.

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PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 5/24/2023

Agenda Category: New Business - Public Hearing

Prepared By: Darin Arrasmith, Planner

Subject:

Proposed Surplus of Property Located at 1900 Jadwin Ave.

Request:

Core Focus Area 3 - Increase Economic Vitality

Recommended Motion:

Motion to recommend to the City Council the approval of the surplus of approximately 21,152 square feet of real property located at 1900 Jadwin Avenue at the northeast corner of Jadwin Avenue and McMurray Street and pursue negotiations with an interested party.

Summary:

City staff recommends that a city-owned parcel and building be declared as surplus to the City's needs. The subject property is approximately 21,152 square feet and is the former and original location of Fire Station No. 73 at the northeast corner of Jadwin Avenue and McMurray Street.

The former fire station was originally built in 1958 and was the smallest of the four original fire stations in the City. The 65-year-old building has reached its end of life. In October 2021, the City opened a replacement Fire Station No. 73 at 2120 Jadwin Avenue and discontinued utilizing the 1900 Jadwin Avenue location as a fire and emergency response facility.

Consideration by the Planning Commission must be consistent with Richland Municipal Code (RMC) Section 3.06 (attached). Per the RMC, the Physical Planning Commission and Economic Development Committee must each provide a recommendation to the Richland City Council for a final decision. The Planning Commission shall also hold a public hearing.

The process includes two steps according to RMC 3.06 (attached). Consideration to surplus the property must first take place, as per RMC 3.06.010 C 1-4. Once the property is declared surplus by the Council, consideration is then given to whether the property should be sold or leased and to whom. RMC 3.06.040 outlines two options; direct negotiation with an interested party or sealed bid available to any interested party. The Boys & Girls Club of Benton and Franklin counties has expressed formal interest in leasing the former fire station.

The Economic Development Committee (EDC) considered this item on May 15, 2023, consistent with RMC 3.06, and favorably recommended approval of the surplus and also recommended public advertisement of the property. Staff is recommending that the Planning Commission recommend approval of the surplus and also recommend that the city pursue negotiations with the Boys & Girls Club of Benton and Franklin counties.

Attachments:

1. 1900 Jadwin Surplus - Site Map
2. Chapter 3.06 SALE OR LEASE OF CITY REAL PROPERTY



THE TIMBERS APARTMENTS

LUTHER

SENIOR

CENTER

CHEVRON

1900 JADWIN AVENUE (FORMER FIRE STATION #73)
PROPOSED SURPLUS

EL DORADO TOWNHOUSES

JADWIN STEVENS APARTMENTS

O'REILLY AUTO PARTS



Chapter 3.06

SALE OR LEASE OF CITY REAL PROPERTY

Sections:

3.06.010 Purpose – Policy – Objectives.

3.06.020 Authority.

3.06.030 Declaration of surplus.

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PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 5/24/2023

Agenda Category: New Business - Public Hearing

Prepared By: Carlo D'Alessandro , Transportation and Development Manager

Subject:

2024-2029 Transportation Improvement Program Presentation

Request:

Recommended Motion:

Recommend approval of the proposed 2024-2029 Transportation Improvement Program

Summary:

RCW 35.77.010 requires local jurisdictions to prepare and adopt a perpetual six-year Transportation Improvement Program (TIP). The City's TIP is combined with other state and local agency TIPs into a state-wide STIP. The STIP is used primarily to manage expenditure of state and federal funds. For the City, the TIP indicates the priority transportation improvements for which the City intends to apply for state and federal grant funding. Richland's long-standing practice of preparing its TIP involves multiple public involvement opportunities that include involvement of the Parks & Recreation Commission and Planning Commission. The draft TIP is posted on the City's website with an opportunity to provide comments. Public meetings to consider the TIP will be held by the Parks & Recreation Commission and the Planning Commission. The Planning Commission is requested to vote to recommend approval of the proposed TIP. Barring any compelling public testimony to the contrary, staff will recommend a resolution for adoption of the TIP if recommended by the Parks and Recreation Commission and the Planning Commission.

The TIP documents are located online at <https://www.ci.richland.wa.us/departments/public-works/traffic-and-streets/transportation-planning>.

Attachments: