



Agenda
Planning Commission Meeting
Wednesday, August 23, 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)

Meeting Minutes for the March 8, 2023 and April 12, 2023 Workshops, and May 24, 2023 Meeting.

Public Hearing : Please limit public comments to 3 minutes.

2. Public Hearing to Accept Comments on 2024 Community Development Block Grant Community and Housing Needs
 - Toni Lehman, CDBG / HOME Administrator

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.

Unfinished Business - Public Hearing:

New Business - Public Hearing:

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: 8/23/2023

Agenda Category: Approval of Minutes

Prepared By:

Subject:

Meeting Minutes for the March 8, 2023 and April 12, 2023 Workshops, and May 24, 2023 Meeting.

Request:

Recommended Motion:

Move to approve the March 8, 2023 and April 12, 2023 Planning Commission workshop minutes, and the May 24, 2023 Planning Commission meeting minutes.

Summary:

Draft minutes from the May 24, 2023 Planning Commission regular meeting, March 8, 2023 and April 12, 2023 Planning Commission workshop meeting are attached for review and consideration.

Attachments:

1. 2023.03.08 Planning Commission Workshop Minutes DRAFT
2. 2023.04.12 Planning Commission Workshop Minutes DRAFT
3. 2023.05.24 Planning Commission Meeting Minutes DRAFT



**MINUTES
PLANNING COMMISSION WORKSHOP
CITY HALL – 625 SWIFT BOULEVARD – COUNCIL CHAMBER
WEDNESDAY, MARCH 8, 2023
6:00 P.M.**

Call to Order:

Chair Maier called the meeting to order at 6:00 p.m.

Attendance:

Present: Chair Maier, Vice Chair Richardson, Commissioner Members Eadie, Nicholson, and Townsend, Development Services Director Jensen, and Planning Manager Stevens

Agenda Item:

1. Richland Land Division Ordinance Update

Planning Manager Stevens presented the Land Division Ordinance Update and answered questions from the commission.

Adjournment:

Chairwoman Maier adjourned the meeting at 7:10 p.m.

PREPARED BY:

Jodi Hogan, Permit Technician

REVIEWED BY:

Mike Stevens, Planning Manager

APPROVED BY:

Francesca Maier, Chairwoman



**MINUTES
PLANNING COMMISSION WORKSHOP
CITY HALL – 625 SWIFT BOULEVARD – COUNCIL CHAMBER
WEDNESDAY, APRIL 12, 2023
6:00 P.M.**

Call to Order:

Chair Maier called the meeting to order at 6:00 p.m.

Attendance:

Present: Chair Maier, Vice Chair Richardson, Commissioner Members Eadie, Nicholson, and Townsend, Development Services Director Jensen, and Planning Manager Stevens

Agenda Item:

1. Zoning Height Standards Discussion

Development Services Director Jensen presented the Zoning Height Standards Discussion and answered questions from the commission.

Adjournment:

Chairwoman Maier adjourned the meeting at 7:35 p.m.

PREPARED BY:

Jodi Hogan, Permit Technician

REVIEWED BY:

Mike Stevens, Planning Manager

APPROVED BY:

Francesca Maier, Chairwoman



**MINUTES
PLANNING COMMISSION SPECIAL MEETING
WEDNESDAY, MAY 24, 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, Vice-Chair Richardson, Commission Members Miller, Eadie, and Townsend, Development Services Director Jensen, Economic Development Manager Wallner, Planner Arrasmith, and Permit Technician Hogan.

Approval of Agenda:

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

COMMISSIONER MILLER MOVED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MAY 24, 2023, MEETING AGENDA. THE MOTION CARRIED UNANIMOUSLY 5-0.

Approval of Minutes:

Chairperson Maier presented the minutes from the April 19, 2023, Planning Commission meeting for approval.

COMMISSIONER TOWNSEND MOTIONED AND COMMISSIONER MILLER SECONDED THE MOTION TO APPROVE THE MINUTES OF THE APRIL 19, 2023, PLANNING COMMISSION MEETING. THE MOTION PASSED 3-0. WITH COMMISSIONERS RICHARDSON AND EADIE ABSTAINING.

Public Comments:

Chairperson Maier opened public comment at 6:03 pm, with community members present Chairperson Maier confirmed that they were there to speak on an item of business. With no public comments, she closed the comment period at 6:03 pm.

Old Business – No Public Hearing:

New Business – Public Hearing:

2. Proposed Surplus of Property Adjacent to 999 Queensgate Drive
- Darin Arrasmith, Planner

Mr. Arrasmith presented surplus of City property along Keene Rd Trail intersection of Queensgate drive and Keene Rd 7693 sq ft. owner of Chevron Station would like to purchase. Economic Development expressed no need for property. Took to Parks Commission and EDC recommended approval for surplus as did City Staff. Through City Code recommend negotiation with adjacent property owner.

AT 6:06 P.M. CHAIR MAIER OPENED THE PUBLIC HEARING.

Questions from commission.

AT 6:08 P.M. CHAIRPERSON MAIER CLOSED THE PUBLIC HEARING.

AT 6:08 P.M. VICE CHAIR RICHARDSON MOTIONED TO RECOMMEND FORWARDING A RECOMMENDATION TO CITY COUNCIL FOR THE APPROVAL OF THE SURPLUS OF APPROXIMATELY 7693 SQ FT OF REAL PROPERTY ALONG KEENE RD TRAIL AND 999 QUEENSGATE DRIVE AND PURSUE NEGOTIATIONS WITH THE ADJACENT PROPERTY OWNER. COMMISSIONER EADIE SECONDED. THE MOTION PASSED 5-0.

3. Proposed Surplus of Property Located at 1900 Jadwin Ave.
- Darin Arrasmith, Planner

Mr. Arrasmith presented surplus of property 21150 sq ft of property and building. Former fire station was relocated. No longer in use. Boys and Girls Club expressed interest in leasing property. This went through EDC recommended elicit public response from any interested party that would like to make proposal. City Staff agreed.

AT 6:11 P.M. CHAIR MAIER OPENED THE PUBLIC HEARING.

Discussion regarding the surplus. Mr. Jensen explained the recommendation. Planning Commission was asked by Mr. Jensen to bring their own recommendation to City Council.

AT 6:17 P.M. CHAIRPERSON MAIER CLOSED THE PUBLIC HEARING.

AT 6:18 P.M. VICE CHAIR RICHARDSON MOTIONED TO RECOMMEND FORWARDING A RECOMMENDATION TO CITY COUNCIL FOR THE APPROVAL OF THE SURPLUS PROPERTY OF APPROX 21152 SQ FT OF REAL PROPERTY LOCATED AT 1900 JADWIN AVE AND TO PURSUE NEGOTIATIONS WITH INTERESTED PARTY. COMMISSIONER MILLER SECONDED. THE MOTION

PASSED 5-0.

4. 2024-2029 Transportation Improvement Program Presentation
- Carlo D'Alessandro, Transportation and Development Manager

Mr. D'Alessandro presented Transportation Improvement Program.

AT 6:30 P.M. CHAIR MAIER OPENED THE PUBLIC HEARING.

Discussion regarding pedestrian overpass and other items on TIP.
Discussion regarding what recommendation to Council could be.
Councilmember Van Dyke advised the pedestrian overpass project was on Council's radar.

AT 6:51 P.M. CHAIRPERSON MAIER CLOSED THE PUBLIC HEARING.

AT 6:51 P.M. COMMISSIONER RICHARDSON MOTIONED TO RECOMMEND FORWARDING A RECOMMENDATION TO CITY COUNCIL TO APPROVE 2024-2029 TRANSPORTATION IMPROVEMENT PROGRAM AS PRESENTED BY STAFF, COMMISSIONER MILLER SECONDED. THE MOTION PASSED 5-0.

Communications:

Councilmember VanDyke thanked Commissioners and Staff for all the hard work. Chair Maier was appreciative of all the safety projects on the TIP.

Adjournment:

Chairperson Maier adjourned the meeting at 7:04 p.m.

PREPARED BY: _____
Jodi Hogan, Permit Technician

REVIEWED BY: _____
Mike Stevens, Planning Manager

APPROVED BY: _____
Francesca Maier, Chairperson