



**MINUTES
PLANNING COMMISSION SPECIAL MEETING
WEDNESDAY, SEPTMEBER 27, 2023
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, Vice-Chair Richardson, and Members Eadie, Nicholson, and Townsend.

Also, present: Council Member VanDyke, Development Services Director Jensen, Planning Manager Stevens, Senior Planner Howie, Planner Hendricks, and Permit Technician Hogan.

Approval of Agenda:

Chairperson Maier presented the meeting agenda for review and approval.

VICE-CHAIR RICHARDSON MOVED TO APPROVE THE AGENDA WITH THE AMENDMENT TO SWITCH THE ORDER OF NEW BUSINESS AND COMMISSIONER TOWNSEND SECONDED THE MOTION. THE MOTION PASSED 5-0.

Approval of Minutes:

Chairperson Maier presented the minutes for the May 10, 2023, and August 9, 2023, Planning Commission Workshops and September 13, 2023, Planning Commission Special Meeting.

VICE-CHAIR RICHARDSON MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE MAY 10, 2023 AND AUGUST 9, 2023 PLANNING COMMISSION WORKSHOPS AND SEPTEMBER 13, 2023 PLANNING COMMISSION SPECIAL MEETING. THE MOTION PASSED 5-0.

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.

New Business – Public Hearing:

Mike Stevens was recognized by Chair Meier and advised that the item for the Columbia Park Trail Height request is not a legislative item and the appeal process for this would go to Hearing Examiner instead of City Council.

2. M2023-113 1154 Columbia Park Trail Height Request

- Matthew Howie, Senior Planner

Matthew Howie presented the proposal for increased height for 1154 Columbia Park Trail project.

AT 6:12 P.M. CHAIRPERSON MAIER OPENED THE PUBLIC HEARING.

Tim Allred-Applicant presented his proposal for height increase for 1154 Columbia Park Trail project.

AT 6:25 P.M. CHAIRPERSON MAIER CLOSED THE PUBLIC HEARING.

AT 6:25 P.M. COMMISSIONER NICHOLSON MADE A MOTIONED TO APPROVE THE HEIGHT INCREASE ALLOWANCE PRESCRIBED BY RICHLAND MUNICIPAL CODE 23.22.040 FOOTNOTE 12 AND 20.38.080A COMMISSION AND VICE CHAIR RICHARDSON SECONDED. THE MOTION PASSED 5-0.

3. 2024 CDBG Application Presentation

- Toni Lehman, CDBG / HOME Administrator

Toni Lehman presented CDBG Public Service Grant Application review.

Public Service Grant Applicants were each given 5 minutes to present.

Christine Stacy Program Director for Elijah Family Homes presented their application.

Carla Martinez from Senior Life Resources, Meals on Wheels presented their application.

Donna Tracy from ARC of Tri Cities presented their application.

Chad Mitchell from Boys and Girls club presented their application.

The Planning Commission members discussed and scored applications for Public Service Grants.

Toni Lehman presented CDBG Public Facility Grant Application review.

Public Facility Grant Applicants were each given 5 minutes to present.

Carlo Dalessandro presented for the Public Works grant application.
Lynne Follet presented for the Economic Development grant application.
Shannon Snap presented for Domestic Violence Services grant application.
Toni Lehman presented for Development Services grant application.

Kerwin Jensen commented that from the City's standpoint, with the four public facility projects, it has been priority through the adoption of the budget each year with City Council that that we fund the Public Works request in full.

Toni Lehman entered information into spreadsheet with scoring and allocations of funds from Planning Commission members for Public Service Grant applications.

AT 7:56 P.M. VICE-CHAIR RICHARDSON MOTIONED THAT THE PLANNING COMMISSION FULLY FUND ARC OF TRI CITIES AND CHAIRPERSON MAIER SECONDED. THE MOTION PASSED 4-1.

AT 8:02 P.M. VICE-CHAIR RICHARDSON MOTIONED THAT THE PLANNING COMMISSION ALLOCATE THE FUNDS FOR THE PUBLIC SERVICE GRANTS AS SHOWN ON THE SPREADSHEET (\$9,030 TO ELIJAH FAMILY HOMES, \$8,030 TO SENIOR LIFE RESOURCE, \$10,450 TO ARC AND \$14,530 TO BOYS AND GIRLS CLUB) AND COMMISSIONER TOWNSEND SECONDED. THE MOTION PASSED 5-0.

AT 8:03 P.M. CHAIRPERSON MAIER MOTIONED THAT THE PLANNING COMMISSION AMEND THE MOTION AND ALLOCATE THE FUNDS FOR THE PUBLIC SERVICE GRANTS AS UPDATED ON THE SPREADSHEET (\$10,030 TO ELIJAH FAMILY HOMES, \$8,030 TO SENIOR LIFE RESOURCE, \$10,450 TO ARC AND \$13,530 TO BOYS AND GIRLS CLUB) AND COMMISSIONER NICHOLSON SECONDED. THE MOTION PASSED 5-0.

AT 8:06 P.M. CHAIRPERSON MAIER MOTIONED FOR CONTIGENCY PLAN FOR THE PUBLIC SERVICE GRANTS TO SPLIT BETWEEN ALL FOUR EQUALLY IF THERE IS SHORTAGE AND TO DIVIDE THE SURPLUS EQUALLY TO ELIJAH FAMILY HOME, SENIOR LIFE RESOURCE AND THE BOYS AND GIRLS CLUB IF THERE IS A SURPLUS AS ARC ALREADY FULLY FUNDED AND VICE-CHAIR RICHARDSON SECONDED. THE MOTION PASSED 4-1.

The Planning Commission members discussed and scored applications for Public Facility Grants.

Councilmember VanDyke spoke regarding budget talks at City Council and importance of sidewalks.

AT 8:19 P.M. CHAIR MAIER MOTIONED THAT THE PLANNING COMMISSION ALLOCATE THE FUNDS FOR THE PUBLIC FACILITY GRANTS AS SHOWN ON THE SPREADSHEET (\$100,000 TO OWNER OCCUPIED REHAB, \$197,168 TO ADA COMPLIANCE \$0 TO ECONOMIC DEVELOPMENT REVITALIZATION, \$30,000 TO DOMESTIC VIOLENCE SERVICES) AND COMMISSIONER EADIE SECONDED. THE MOTION PASSED 5-0.

AT 8:27 P.M. COMMISSIONER NICHOLSON MOTIONED TO RECOMMEND TO CITY COUNCIL THAT THEY APPROVE THE 2024 PROJECT FUNDING IN THE AMOUNTS AND TO THE RECIPIENTS IN THE COMMISSIONS PRIORITY RANKING CHAIRPERSON MAIER SECONDED. THE MOTION PASSED 5-0.

Communications:

Chairperson Maier asked if there were any communications.

No communications.

Adjournment:

Chairperson Maier adjourned the meeting at 8:28 p.m.

PREPARED BY: Jodi Hogan
Jodi Hogan, Permit Technician

REVIEWED BY: Mike Stevens
Mike Stevens, Planning Manager

APPROVED BY: Francesca Maier
Francesca Maier, Chairperson