



**MINUTES  
PLANNING COMMISSION SPECIAL MEETING  
Wednesday, January 10, 2024  
Richland City Hall - Council Chambers  
625 Swift Boulevard**

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**Call to Order:**

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

**Attendance:**

**Present:** Chair Maier, Vice-Chair Richardson, and Members Eadie, Miller, Nicholson, and Townsend.

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

**Approval of Agenda:**

Chair Maier presented the meeting agenda for review and approval.

**VICE-CHAIR RICHARDSON MOVED AND COMMISSIONER MILLER SECONDED THE MOTION TO APPROVE THE JANUARY 10, 2024, PLANNING COMMISSION MEETING AGENDA. THE MOTION PASSED 6-0.**

**Approval of Minutes:**

Chair Maier presented the minutes for the December 13, 2023, Planning Commission Workshop, and December 13, 2023, Planning Commission Special Meeting.

**COMMISSIONER EADIE MOTIONED AND COMMISSIONER NICHOLSON SECONDED THE MOTION TO APPROVE THE MINUTES OF THE DECEMBER 13, 2023, PLANNING COMMISSION WORKSHOP, AND DECEMBER 13, 2023, PLANNING COMMISSION SPECIAL MEETING. THE MOTION PASSED 4-0 WITH VICE-CHAIR RICHARDSON AND COMMISSIONER TOWNSEND ABSTAINING FOR BEING ABSENT.**

**Public Comments:**

Chair Maier opened public comment at 6:03 pm, with no community members present.

Chair Maier closed the public comment period at 6:03 pm.

**Unfinished Business:**

**COMMISSIONER MILLER MADE A MOTION THAT THE PLANNING COMMISSION TAKE THE WATERFRONT HEIGHT AMENDMENT OFF THE TABLE COMMISSIONER TOWNSEND SECONDED. THE MOTION PASSED 6-0.**

## **2. Waterfront Height Amendment - (Tabled on December 13, 2023)**

Chair Maier recognized Development Director Jensen who gave a brief introduction, and wanted to note that Management and the City Manager's office are in support of the height amendment.

Economic Development Manager Wallner provided an overview of the proposed Waterfront Height Amendment, and provided a zoning map to identify areas that will be influenced. The driver of this project is density and continuity and was a desire in the last strategic plan and where the city is looking to go in the future since sprawl is not an option.

Commissioner Townsend questioned why the 85 feet, and why only the waterfront district and no other areas of the city. Ms. Wallner went over other zones, and why the waterfront and using a step-down approach, and interest in the waterfront zone. The 85 feet is the restriction and limitation for mass timber framing that can be done on an alternative building type that is upcoming.

Vice-Chair Richardson requested that Ms. Wallner point out all areas that are undeveloped on the map that would be immediately impacted. He was concerned that the proposal wasn't a larger amendment to include more than just the waterfront. Mr. Jensen stated that there are ongoing meetings internally with staff that are having discussions on area of codes that need revised that will be coming later to the Planning Commission.

Chair Maier wanted to generally ask what other elements of codes staff are looking at changing to increase density and has concern with parking requirements with the height change. Ms. Wallner confirmed that Economic Development department engaged in a parking study and are near the end and will work with planning to hopefully bring to committees, and it's the intention of the economic development team to look at more creative parking. Discussion about parking continued between commissioners.

**VICE-CHAIR RICHARDSON MADE A MOTION THAT THE PLANNING COMMISSION RECOMMENDS TO COUNCIL THE ADOPTION OF THE PROPOSED CODE AMENDMENTS AS DISCUSSED BY PLANNING COMMISSION WITH ADDITIONAL REQUIREMENTS FOR ATTAINABLE HOUSING, GROUND FLOOR MIXED USE AND INTERIOR OR UNDERGROUND PARKING. COMMISSIONER TOWNSEND SECONDED THE MOTION.**

Discussion on motion by Planning Commission.

Chair Maier brought up that the current City of Richland codes does not have reference to short term rentals and Mr. Jensen responded that he has an email to the city Attorney regarding that topic.

**VICE-CHAIR RICHARDSON WITHDREW THE PREVIOUS MOTION.**

More discussion took place regarding amendment.

**VICE-CHAIR RICHARDSON MOVED THAT THE PLANNING COMMISSION RECOMMEND ADOPTION OF THE PROPOSED CODE AMENDMENTS TO THE CITY COUNCIL WITH REQUIREMENTS FOR GROUND FLOOR MIXED USE SUCH AS RETAIL AND RESTAURANTS WITH FINDINGS AND CONCLUSIONS AS PRESENTED IN THE STAFF REPORTS.**

Planning Commission continued discussions on motions.

Mr. Stevens recommended to the Planning Commission that they move to continue to give staff time to help craft motion.

**VICE-CHAIR RICHARDSON MADE A MOTION TO WITHDRAW ALL THE PREVIOUS MOTIONS COMMISSIONER TOWNSEND SECONDED. THE MOTION PASSED 6-0.**

**VICE-CHAIR RICHARDSON MADE A MOTION TO CONTINUE THIS ITEM TO THE MEETING ON JANUARY 24<sup>TH</sup>, 2024. CHAIR MAIER SECONDED. THE MOTION PASSED 6-0**

**New Business-Public Hearing:**

### **3. Election of Officers**

Chair Maier opened the floor for nominations for Chair.

Commissioner Townsend nominated Vice-Chair Richardson to be Chair. No other nominations were made. Vice-Chair Richardson is Chair.

Chair Maier opened the floor for nominations for Vice-Chair.

Commissioner Nicholson nominated Commissioner Townsend to be Vice-Chair. No other nominations were made. Commissioner Townsend is now Vice-Chair.

### **Communications:**

Vice-Chair Townsend will not be able to attend the next meeting on January 24<sup>th</sup>.

### **Adjournment:**

Chair Maier adjourned the meeting at 7:00 p.m.

PREPARED BY:

Jodi Hogan  
Jodi Hogan, Permit Technician

REVIEWED BY:

Mike Stevens  
Mike Stevens, Planning Manager

APPROVED BY:

Jet Richardson  
Jet Richardson, Chair