



**MINUTES
PLANNING COMMISSION SPECIAL MEETING
Wednesday, March 27, 2024
Richland City Hall - Council Chambers
625 Swift Boulevard**

Call to Order:

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

Attendance:

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

Also present were Councilmember VanDyke, Development Services Director Jensen, Planning Manager Stevens, Senior Planner Howie and Administrative Assistant II Kirkpatrick.

Approval of Agenda:

Chair Richardson presented the meeting agenda for review and approval.

COMMISSIONER NICHOLSON MOVED AND VICE-CHAIR TOWNSEND SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. THE MOTION PASSED 5-0.

Approval of Minutes:

Chair Richardson presented the meeting minutes for the January 10, 2024, Planning Commission Special Meeting, and the January 24, 2024, Planning Commission Meeting for review.

COMMISSIONER NICHOLSON MOVED AND COMMISSIONER MILLER SECONDED THE MOTION TO APPROVE THE MEETING MINUTES FOR THE JANUARY 10, 2024, MEETING AND THE JANUARY 24, 2024, MEETING. THE MOTION PASSED 5-0.

Public Comments:

Chair Richardson opened public comment at 6:02 pm. Having no one come forward Chair Richardson closed the public comment at 6:02.

New Business – Public Hearing:

1. M2024-103 1750 McMurray Avenue Jason Lee Elementary School

Chair Richardson recognized Senior Planner Howie who gave a brief introduction and went over the request from the Richland School District to upgrade their existing freestanding signage located at Jason Lee Elementary School. The request is for the sign to be in the

same location of the existing sign; however, the code is for residential setbacks that are 20 feet that the sign does not meet. It is up to the commission to determine if they will approve the sign in the same location or approve the sign with the setback requirements.

Chair Richardson requested confirmation that proper notice was given. Mr. Howie confirmed that the proper steps were taken for this item to come to the commissioners.

Vice-Chair requested confirmation that there were no public comments received, and Mr. Howie confirmed that there was not.

Richard Krasner with the Richland School District spoke in support of approval of the new sign in place of where the existing sign is placed.

COMMISSIONER TOWNSEND MOVED AND COMMISSIONER NICHOLSON SECONDED THE MOTION TO APPROVE THE REQUEST TO INSTALL A NEW READER BOARD ON THE SUBJECT SITE IN THE CURRENT LOCATION WITHOUT THE SETBACK REQUIREMENT. MOTION PASSED 5-0.

Communications:

Planning Manager Stevens addressed the commission regarding an upcoming project that the planning staff is currently working on. It was conveyed that this project would be presented to the Planning Commission in the future. Additionally, it was noted that there would be no meetings scheduled for the month of April to allow ample time for review of the item. However, the Planning Manager indicated the possibility of convening a special meeting in May if necessary. Vice-Chair Townsend sought clarification regarding the potential readiness of the project before the anticipated timeline. Mr. Stevens confirmed the possibility of an early completion but mentioned his unavailability due to a conference scheduled during the regular April meeting.

Commissioner Nicholson wanted to express her gratitude to both the commissioners and the staff. She acknowledged the possibility that this meeting might be her last because her term is expiring and not sure if she will be reappointed. Councilmember VanDyke confirmed that interviews were held on Monday the 25th and that the selection will be on the upcoming Council agenda for approval.

Adjournment:

Chair Richardson adjourned the meeting at 6:14 p.m.

PREPARED BY: Carly Kirkpatrick
Carly Kirkpatrick, Administrative Assistant II

REVIEWED BY: Mike Stevens
Mike Stevens, Planning Manager

APPROVED BY: 
Jet Richardson, Chair