



**MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, SEPTMEBER 25, 2024
City Hall – 625 Swift Boulevard – Council Chamber
6:00 p.m.**

Call to Order:

Vice-Chair Townsend called the meeting to order at 6:00 p.m.

Attendance:

Present: Vice-Chair Townsend, Members Hernandez, Lambert, Miller, and Samuel.

Also present were Councilmember VanDyke, Development Services Director Jensen, Planning Manager Stevens, CDBG/HOME Administrator Lehman and Administrative Assistant II Kirkpatrick.

Approval of Agenda:

Vice-Chair Townsend presented the meeting agenda for review and approval.

COMMISSIONER HERNANDEZ MOVED AND COMMISSIONER SAMUEL SECONDED THE MOTION TO APPROVE AGENDA AS PUBLISHED. THE MOTION PASSED 5-0.

Approval of Minutes:

Vice-Chair Townsend presented the minutes for the August 28, 2024 Planning Commission Meeting.

COMMISSIONER SAMUEL MOTIONED AND COMMISSIONER MILLER SECONDED THE MOTION TO APPROVE THE MINUTES OF AUGUST 28, 2024 PLANNING COMMISSION MEETING AS PRESENTED. THE MOTION PASSED 5-0.

Public Comments:

Vice-Chair Townsend opened public comment at 6:04 pm. With no public comments, he closed the comment period at 6:04 pm.

New Business – Public Hearing:

2. Public Hearing to Accept Comments on 2025 Community Development Block Grant and Housing Funds

CDBG/HOME Administrator Lehman provided the Commission with an overview of the annual process and the purpose of the public hearing to accept comment. She went over the amount asked by applicants and the anticipated amount that will be awarded. Applicants will be coming to the next Planning Commission meeting. Vice-Chair asked Ms. Lehman to

confirm that proper notice was given, and she confirmed because it was part of the HOME consortium that it had also been posted on the City of Pasco and Kennewick's websites.

AT 6:08 P.M. VICE-CHAIR TOWNSEND OPENED THE PUBLIC HEARING. HAVING NO ONE PRESENT FOR THE PUBLIC HEARING HE CLOSED IT AT 6:08 P.M.

3. 2024 Comprehensive Plan and Development Regulations Annual Amendments

Planning Manager Stevens gave a brief overview of the 2024 Comprehensive Plan Amendment process and confirmed that proper notice was given. There were two applications this year. The first one was for J-U-B Engineers on behalf of HP Pasco, LLC to amend the Comprehensive Plan map for approximately 2.13 acres of land from High-Density Residential to Commercial with staff recommendation is to have it rezoned to waterfront. The property is currently zoned for High Density Residential which allows for both R-3 zones and Commercial Limited Business district. The second application is from Richland Properties, LLC, and they are proposing to change the Comprehensive Plan Land Use designations upon property that is approximately 12.62 acres in size by relocating/swapping the locations of the existing commercial and low-density residential comprehensive plan designations to create one larger commercial zone. The difference in size of the two parcels are 3000 square feet apart in size and zoning would match adjacent properties.

Jason Madoxx, on behalf of PBS Engineering & Environmental spoke to commission regarding Richland Properties LLC and their proposal to swap properties to consolidate into one single commercial section.

AT 6:22 P.M. VICE-CHAIR TOWNSEND OPENED THE PUBLIC HEARING. HAVING NO ONE PRESENT FOR THE PUBLIC HEARING HE CLOSED IT AT 6:22 P.M.

Commissioner Samuel asked why staff is recommending waterfront zoning. Planning Manager Stevens went over uses and reason staff is recommending waterfront zoning including the small footprint of the property, and a brief history of the Shoreline Master Program that also would be included in this property. Further discussion amongst staff and planning commission occurred regarding the first application, and with no further discussion, Vice-Chair moved for a motion.

COMMISSIONER SAMUEL MOTIONED THAT THE PLANNING COMMISSION ADOPT THE FINDINGS, CONCLUSIONS, AND RECOMMENDATION FOUND IN THE STAFF REPORT AND RECOMMEND THAT THE CITY COUNCIL APPROVE THE 2024 COMPREHENSIVE PLAN POLICY AND MAP, AND CODE AMENDMENT DOCKET AND COMMISSIONER LAMBERT SECONDED. THE MOTION PASSED 5-0.

COMMISSIONER SAMUEL MOTIONED THAT THE PLANNING COMMISSION ADOPT THE FINDINGS, CONCLUSIONS, AND RECOMMENDATION FOUND IN THE STAFF REPORT AND RECOMMEND THAT THE CITY COUNCIL APPROVE THE ASSOCIATED REZONES AND COMMISSIONER LAMBERT SECONDED. THE MOTION PASSED 5-0.

Communications:

Councilmember VanDyke spoke regarding a workshop that Council had the night before where the Veteran Affairs (VA) proposed a cemetery at the end of Horn Rapids that could come forward to the Planning Commission.

Development Services Director Jensen reminded the Planning Commission about the upcoming Boards and Commission Appreciation Reception that the city is hosting.

Planning Manager Stevens informed the Commission that staff is on its fourth month with not being fully staffed. They are continuing their effort to fill positions and appreciate the Planning Commission's patience. Hoping to have someone on board by end of month.

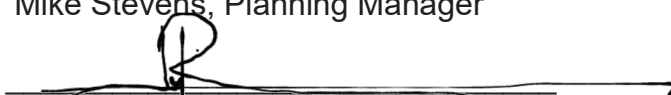
Vice-Chair Townsend spoke about being more proactive and holding additional workshops to be more supportive to the overall city goals. Councilmember VanDyke gave a few examples of topics that could be workshopped, and how other committees engage.

Adjournment:

Vice-Chair Townsend ended the meeting at 6:39 P.M.

PREPARED BY: Carly Kirkpatrick
Carly Kirkpatrick, Administrative Assistant

REVIEWED BY: Mike Stevens
Mike Stevens, Planning Manager

APPROVED BY: 
Jet Richardson, Chair

Certificate Of Completion

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Carly Kirkpatrick

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Administrative Assistant II

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Mike Stevens



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MStevens@ci.richland.wa.us

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Planning Manager

Signed: 11/18/2024 7:47:18 AM

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Jet Richardson



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jrichardson@habitat-tcp.org

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Executive Director

Signed: 11/18/2024 9:41:13 AM

Jet Richardson, Tri-County Partners Habitat for
Humanity

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