



**MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, OCTOBER 23, 2024
Richland City Hall – Council Chambers
625 Swift Boulevard – Council Chamber**

Planning Commission Regular Meeting – 6:00 p.m.

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

Attendance:

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

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

Approval of Agenda:

Chair Richardson presented the meeting agenda for review and approval.

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

Approval of Minutes:

Chair Richardson presented the minutes for the September 25, 2024 Planning Commission Meeting, and the October 9, 2024 Planning Commission Workshop.

COMMISSIONER SAMUEL MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 25, 2024 PLANNING COMMISSION MEETING, AND THE OCTOBER 9, 2024 PLANNING COMMISSION WORKSHOP. THE MOTION PASSED 5-0.

Public Comments:

Chair Richardson opened public comment at 6:05 pm. With no public comments, he closed the comment period at 6:05 pm.

New Business – Public Hearing:

2. 2025 Community Development Block Grant (CDBG) Application Presentation

CDBG/HOME Administrator Lehman provided the Commission with an overview of the 2025 CDBG applications and went over that there is approximately \$44,250.00 available for Public Services and \$197,750.00 available for Public Facilities/Rehabilitation.

The applications for Public Service total \$80,350.0 with 5 applicants. The following representatives gave a presentation outlining their public service project and amount of grant funding requested.

Elijah Family Homes – Christine Stacy (\$10,000)

Senior Life Resources – Steven Davis (\$20,000)

ARC of Tri-Cities – Donna and Wayne (\$10,450)

Support, Advocacy and Resource Center – Rosanna and Anna (\$20,000)

Domestic Violence Services of Benton and Franklin Counties – Shannon (\$19,900)

At the conclusion of each presentation, commissioners asked questions of applicants. At the conclusion of Public Services presentations, commissioners discussed priorities and provided rankings to CDBG and HOME Administrator Lehman. After providing priority rankings, Commissioners debated funding amounts and strategies due to the lower amount of funding.

VICE-CHAIR TOWNSEND MOVED AND COMMISSIONER SAMUEL SECONDED THE MOTION TO FORWARD THE AMOUNTS AS INDICATED IN THE SPREADSHEET TO CITY COUNCIL AS THE RECOMMENDED DISTRIBUTION OF THE AVAILABLE GRANT FUNDS WITH THE OVER OR UNDER FUNDING TO BE DISTRIBUTED EQUALLY AMONG THE APPLICANTS. MOTION CARRIED 5-0.

Councilmember VanDyke requested Mrs. Lehman to inform commissioners and applicants what the next steps are and the timeline of when they will see the funding. Chair Richardson requested that moving forward the Planning Commission packets include the applicants operating budgets, tax returns and page 8 of 990 form be included.

The Public Facilities/Rehabilitation applications total \$298,000.00 and \$191,750.00 in funding is available. The following representatives gave presentations outlining their Public Facility project and amount of grant funding requested.

Sheldon Williams – Public Works (\$198,000)

Toni Lehman – CDBG & HOME for Owner Occupied Rehab (\$100,000)

At the conclusion of Public Facilities/Rehabilitation presentations, commissioners asked

questions and discussed their appreciation of Owner-Occupied Rehabilitations and funding amounts. Commissioners debated funding amounts and strategies due to the lower amount of funding.

COMMISSIONER MILLER MOTIONED TO GIVE ONE HUNDRED PERCENT OF WHAT CITY OF RICHLAND DEVELOPMENT SERVICES IS REQUESTING AND FOR THE REMAINDER TO GO TO THE CITY OF RICHLAND PUBLIC WORKS WITH ANY OVERAGE GETTING ADDED TO THE OWNER-OCCUPIED REHABILITATION AND ANY UNDERFUNDING TAKEN FROM PUBLIC WORKS ADA PROJECTS VICE-CHAIR TOWNSEND SECONDED. MOTION CARRIED 5-0.

3. Proposed Code Amendment – Horn Rapids Employment Overlay

Planning Manager Stevens gave a brief overview of the proposed code amendment regarding mini-storage units within the Horn Rapids Industrial Park. This is a region that has been dedicated to being an employment center, and the Economic development staff would like to keep it as it was intended to be used.

Economic Development Manager Wallner gave a brief review of the application with the purpose being to preserve the intention of the Industrial Park as an employment center.

Vice-Chair Townsend discussed current amounts of mini storage in the area, and what happens with applicants, current. Further discussion amongst staff and planning commission occurred, and with no further discussion, Chair Richardson moved for a motion.

AT 7:50 P.M. CHAIR RICHARDSON OPENED THE PUBLIC HEARING. HAVING NO ONE PRESENT FOR THE PUBLIC HEARING HE CLOSED IT AT 7:50 P.M.

COMMISSIONER NICHOLSON MOTIONED THAT THE PLANNING COMMISSION RECOMMEND APPROVAL OF CA2024-102 TO CITY COUNCIL AND COMMISSIONER SAMUEL SECONDED. THE MOTION PASSED 5-0.

4. Proposed Amendment to RMC Title 23.22 – Overlay District (Columbia Point North)

Planning Manager Stevens gave a brief overview of the proposed amendment to the RMC 23.22 to the waterfront zoning district that would first establish the Columbia Point North District and would also allow for an increase in building height within the district. At the conclusion of the presentation Mr. Stevens answered questions from the Commission.

AT 7:55 P.M. CHAIR RICHARDSON OPENED THE PUBLIC HEARING.

Economic Development Manager Wallner spoke as the applicant and gave her appreciation of the compromise with Planning Commission and the developer and appreciates the Planning Commissions time. Commissioner Samuel asked for next steps and timelines with this moving forward.

CHAIR RICHARDSON CLOSED THE PUBLIC HEARING AT 7:57 PM

COMMISSIONER NICHOLSON MOTIONED THAT THE PLANNING COMMISSION RECOMMEND APPROVAL OF T4-2024-00002 TO THE CITY COUNCIL FOR ADOPTION COMMISSIONER SAMUEL SECONDED. THE MOTION PASSED 5-0.

Communications:

Vice-Chair Townsend thanked staff for their diligence and patience with the Planning Commission with comments and concerns and looks forward to a more comprehensive address of height restrictions in the future.

Councilmember VanDyke topics included:

- Code enforcement
- Waving permitting fees and getting staff feedback
- Cascadia update
- ADA ramps
- Planning Commission Involvement

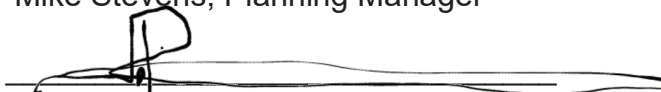
Planning Manager Stevens and Economic Development Manager Wallner both expressed that they have positions that are open and need to be filled.

Adjournment:

Chair Richardson ended the meeting at 8:04 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

Envelope Id: 976AE252-6DDD-435F-9E18-C7651F595EC5

Status: Completed

Subject: ACTION REQUIRED: Planning Commission Meeting Minutes Approved at the February 26 Meeting

Source Envelope:

Document Pages: 5

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

Carly Kirkpatrick

AutoNav: Enabled

625 Swift Boulevard

Envelopeld Stamping: Enabled

Richland, WA 99352

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

ckirkpatrick@ci.richland.wa.us

IP Address: 10.131.119.39

Record Tracking

Status: Original

Holder: Carly Kirkpatrick

Location: DocuSign

3/12/2025 9:58:27 AM

ckirkpatrick@ci.richland.wa.us

Signer Events

Signature

Timestamp

Carly Kirkpatrick

ckirkpatrick@ci.richland.wa.us

Administrative Assistant II

City of Richland

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 10.131.119.39

Sent: 3/12/2025 10:01:46 AM

Viewed: 3/12/2025 10:01:56 AM

Signed: 3/12/2025 10:02:01 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Mike Stevens

MStevens@ci.richland.wa.us

Planning Manager

City of Richland

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 10.131.119.162

Sent: 3/12/2025 10:02:02 AM

Viewed: 3/12/2025 11:18:15 AM

Signed: 3/12/2025 11:19:11 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Jet Richardson

jrichardson@habitat-tcp.org

Executive Director

Jet Richardson, Tri-County Partners Habitat for
Humanity

Security Level: Email, Account Authentication
(None)

Signature Adoption: Drawn on Device
Using IP Address: 68.116.12.130

Sent: 3/12/2025 11:19:12 AM

Viewed: 3/12/2025 3:33:27 PM

Signed: 3/12/2025 3:33:46 PM

Electronic Record and Signature Disclosure:

Accepted: 3/12/2025 3:33:27 PM

ID: f1ba174c-3910-49a7-962b-9d524a716e2a

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/12/2025 10:01:46 AM
Certified Delivered	Security Checked	3/12/2025 3:33:27 PM
Signing Complete	Security Checked	3/12/2025 3:33:46 PM
Completed	Security Checked	3/12/2025 3:33:46 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--