



**MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, FEBRUARY 26, 2025
Richland City Hall – Council Chambers
625 Swift Boulevard**

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

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

Welcome and Roll Call:

Attendance: Chair Richardson	Absent
Vice-Chair Townsend	Present
Member Hernandez	Present
Member Lambert	Present
Member Nicholson	Present
Member Miller	Present
Member Samuel	Present

Also present were Councilmember VanDyke, Planning Manager Stevens, and Administrative Assistant II Kirkpatrick.

Vice-Chair Townsend noted for the record that Chair Richardson's absent due to travel.

Approval of Agenda:

COMMISSIONER SAMUEL MOVED AND COMMISSIONER MILLER SECONDED THE MOTION TO APPROVE AGENDA AS PUBLISHED. THE MOTION PASSED 6-0. Samuel, Lambert

Approval of Minutes:

1. Approval of the October 23, 2024 Planning Commission Meeting Minutes and the December 11, 2024 Planning Commission Workshop Meeting Minutes

COMMISSIONER NICHOLSON MOTIONED AND COMMISSIONER HERNANDEZ SECONDED THE MOTION TO APPROVE THE MINUTES OF THE OCTOBER 23, 2024, PLANNING COMMISSION MEETING AND THE DECEMBER 11, 2024, PLANNING COMMISSION WORKSHOP MEETING. THE MOTION PASSED 6-0. Lambert and Samuel

Public Comments:

None.

Public Hearing:

Administrative Assistant II Kirkpatrick read the Public Hearing Procedures.

New Business – Public Hearing:

2. PLN-T2-2025-00009 The Redeemer Lutheran Church School on Small Sites Application – 520 Thayer Drive

Planning Manager Stevens reported that Redeemer Lutheran Church applied to construct a 10,844-square-foot school on a site, which is well-below the minimum acreage of a school site outlined in Richland Municipal Code Title 23.42.250. The proposal includes demolishing the existing house on the property to construct a new school. Designed for grades K-5, the school will include six (6) classrooms and is expected to accommodate approximately ninety-eight (98) students based on a state calculation.

School activities will take place on the house parcel, while church activities will remain on the church parcel. The church parking lot may be utilized for larger school events. Additionally, the Church has agreed to adjust its start and end times to ease traffic congestion and avoid conflicts with Carmichael Middle School's traffic flow.

Vice-Chair Townsend confirmed with Mr. Stevens that there were no comments, either negative or positive, and proper public notice was given.

Rachelle Ward, the Board Committee Chair for the Church, spoke on behalf of the applicant and gave an outline of the overall proposal. Vice-Chair Townsend asked about traffic flow, and Ms. Ward clarified the traffic flow would be one way with traffic exiting right out of both exits.

Alexander Eirich spoke on behalf of the applicant to give detail on the church's outreach effort to notify neighbors regarding the project in the surrounding area. He stated the project team received support from New Heights Church and staff from Carmichael Middle School. He also confirmed that the Church mailed information to residents within the three-hundred-foot radius and received no feedback.

Karin Nickola, speaking on behalf of the applicant, acknowledged that the church is located in a populated and congested area of town. She outlined the efforts made in the proposal to reduce and confine traffic to the site itself. She also addressed concerns raised by staff regarding noise, noting that this has been taken into consideration. The proposed playground will be located on the east side of the building, away from the adjacent residential area. Ms. Nickola also addressed concerns about green space, stating that the site is situated on the highest part of Redeemer's property, and they do not anticipate any loss of green space. Additionally, significant landscaping is being proposed. It was also noted that parking on Thayer Street will not be permitted for drop-

offs, and a parent education plan will be implemented to enforce this policy. Vice-Chair Townsend opened and closed the public hearing at 6:30 p.m. No testimony was offered.

Commissioner Lambert asked for clarification from staff regarding the process for the applicant should school head count exceed ninety-eight (98) students. Commissioner Lambert offered an additional condition for addition to the recommendation. "If drop off and pickup activities related to any school functions begin to affect traffic flow on Thayer Drive based on documented complaints received by the City, then the applicant shall contact the City of Richland Public Works Department to determine possible mitigation measures." Mr. Stevens noted staff's agreement to add the amended condition.

Commission members asked questions of staff and applicant to seek additional clarifications regarding the application.

COMMISSIONER NICHOLSON MOVED AND COMMISSIONER SAMUEL SECONDED THE MOTION TO ACCEPT STAFF'S FINDINGS AND CONCLUSIONS, INCLUDING THE AMENDMENT TO CONDITION NUMBER FIVE. THOSE IN FAVOR: VICE-CHAIR TOWNSEND AND COMMISSIONERS HERNANDEZ, LAMBERT, NICHOLSON, MILLER, AND SAMUEL. THOSE OPPOSED: NONE. MOTION CARRIED 6-0.

Council member VanDyke thanked the applicants and presenters and welcomed feedback on their experience.

3. 2025 Planning Commission Chair and Vice Chair Election

Vice-Chair Townsend stated that he communicated with Chair Richardson and confirmed that if nominated, he would be willing to continue serving as Chair of the Planning Commission. Vice-Chair Townsend added that his term will expire at the end of March and will not seek reappointment. As a result, he would abstain from voting in the election.

Commissioner Miller announced that he will be moving out of state and will need to resign in the upcoming months.

Mr. Stevens confirmed that three (3) Planning Commission applicants have been invited to interview for the upcoming vacancies on March 17th. The candidate selected will be submitted to Council for approval at the April 1, 2025 City Council meeting.

Vice-Chair Townsend opened the floor for nominations for Chair. Commissioner Lambert nominated Commissioner Richardson.

No other nominations were made.

Commissioner Nicholson opened the floor for nominations for Vice-Chair. Commissioner Nicholson nominated herself.

No other nominations were made.

Vice-Chair Townsend closed the nominations.

The Planning Commission unanimously reelected Jet Richardson as Chair and elected Heather Nicholson as Vice-Chair.

Communications:

Councilmember VanDyke congratulated Chair Richardson and Vice-Chair Nicholson.

Planning Manager Stevens introduced Ryan Nelson, a new hire for the Planning Department. He also announced that there is currently an opening that is posted for a Senior Planner that he is hopeful to be able to fill in the upcoming months. Mr. Stevens is also working with a consultant for the Comprehensive Plan, and there is an upcoming public hearing on March 11th for the climate portion of the Comprehensive Plan, and that if the Commission would like to attend, information will be posted on the City's website.

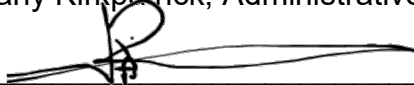
Commissioner Nicholson thanked Vice-Chair Townsend for his years of work and the knowledge he has passed down to the Commission.

Vice-Chair Townsend concluded the meeting by saying thank you for the many years of learning.

Adjournment:

Vice-Chair Townsend adjourned the meeting at 6:55 P.M.

PREPARED BY: Carly Kirkpatrick
Carly Kirkpatrick, Administrative Assistant

APPROVED BY: 
Jet Richardson, Chair

Certificate Of Completion

Envelope Id: C1BD750B-5D21-4665-8649-5F3512BB917D	Status: Completed
Subject: ACTION REQUIRED: Planning Commission Meeting Minutes Approved at the May 28, 2025 Meeting	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Carly Kirkpatrick
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	625 Swift Boulevard
	Richland, WA 99352
	ckirkpatrick@ci.richland.wa.us
	IP Address: 64.184.153.146

Record Tracking

Status: Original	Holder: Carly Kirkpatrick	Location: DocuSign
7/23/2025 4:06:49 PM	ckirkpatrick@ci.richland.wa.us	

Signer Events

Signer Events	Signature	Timestamp
Carly Kirkpatrick		Sent: 7/23/2025 4:19:21 PM
ckirkpatrick@ci.richland.wa.us		Viewed: 7/23/2025 4:19:30 PM
Administrative Assistant II		Signed: 7/23/2025 4:19:35 PM
City of Richland		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 64.184.153.146	

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Jet Richardson		Sent: 7/23/2025 4:19:36 PM
jrichardson@habitat-tcp.org		Viewed: 7/25/2025 9:11:13 AM
Executive Director		Signed: 7/25/2025 9:11:34 AM
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	

Electronic Record and Signature Disclosure:

Accepted: 7/25/2025 9:11:13 AM
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In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

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Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

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Witness Events

Signature	Timestamp
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Notary Events

Signature	Timestamp
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Envelope Summary Events

Status	Timestamps
Envelope Sent	7/23/2025 4:19:21 PM
Certified Delivered	7/25/2025 9:11:13 AM

Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	7/25/2025 9:11:34 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		