



MINUTES
PLANNING COMMISSION MEETING
City Hall – 550 Swift Boulevard – Council Chamber
WEDNESDAY, March 23, 2016
7:00 p.m.

Call to Order:

Chair Madsen called the meeting to order at 7:00 p.m.

Attendance:

Present: Commissioners, Boring, Clark, Palmer, Wise, Vice-Chair Wallner and Chair Madsen. Also present were Block Grant Coordinator, Michelle Burden, Development Services Manager Rick Simon and Recorder Pam Bykonen.

Approval of Agenda:

Chair Madsen presented the February 24, 2016 meeting agenda for approval.

The March 23, 2016 meeting agenda was approved as presented.

Approval of Minutes

Chairman Madsen presented the meeting minutes of the February 24, 2016 meeting for approval. Chairman Madsen noted a correction regarding Commissioner Boring incorrectly listed as absent and excused.

A motion was made by Commissioner Boring and seconded by Vice-Chairman Wallner to approve the meeting minutes of the February 24, 2016 meeting as amended.

The motion carried unanimously.

Public Comment

Chairman Madsen asked if any members of the public would like to comment on an item not on the agenda. Seeing none, he closed this portion of the meeting.

PUBLIC HEARING

New Business

- 1. 2015 CDBG/HOME CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (Public Hearing)**

Chairman Madsen opened the Public Hearing at 7:06.

Ms. Burden gave an overview of the Consolidated Annual Performance and Evaluation Report (CAPER) which is submitted to HUD each year. She explained that the report is a recap of 2015 CDBG and HOME funding expenditures

The public hearing marked the final process of the citizen participation comment period required prior to the submission.

Chairman Madsen closed the Public Hearing at 7:16.

2. REALLOCATION OF 2015 CDBG FUNDS TO LUTHER SR. CENTER

Public Hearing opened at 7:21

Ms. Burden provided a summary of the requirements of HUD to spend program income in the amount of \$106,000. She answered questions of the commission regarding what other entities would be eligible for funds and explained the urgency of spending the funds in a timely manner to avoid impacting future grant funds from HUD. It is recommended that this program income be reallocated to Luther Sr. Center for the purchase of two duplexes immediately adjacent to existing Luther Sr. Center property. Luther Sr. Center had previously been approved for CDBG funding for 2016 that is anticipated to be awarded mid-year after the federal budget is approved. The funds cannot be used for additional community services as that funding category is capped at 15% of the total annual award.

The reallocation of program income would allow Luther Sr. Center to quickly move forward with the purchase of the property. This reallocation is considered a substantial amendment to the 2016 CDBG Annual Plan and is subject to a 30-day public comment period.

The public hearing was closed at 7:30 p.m.

A motion was made by Commissioner Clark and seconded by Commissioner Wise to recommend City Council approve the reallocation of CDBG 2015 program income in the amount of \$106,000 to Luther Sr. Center.

The motion carried 6-0.

3. TEXT AMENDMENTS TO RMC 23.22.020 – BUFFER STANDARDS FOR C-1 NEIGHBORHOOD RETAIL ZONING (Z2016-101)

Mr. Simon presented the staff report related to text amendments to RMC 23.22.020, Buffer Standards for C-1 Neighborhood Retail Zoning. This item had been discussed with the Commission at their monthly workshops. Mr. Simon summarized the proposed changes and recommended approval of the text amendments.

Chairman Madsen opened the public hearing at 7:33 p.m.

Chairman Madsen closed the public hearing at 7:33 p.m.

Discussion:

The commissioners asked for clarification regarding appeal process and Special Use Permits that Mr. Simon explained to their satisfaction.

A motion was made by Commissioner Boring and seconded by Commissioner Wallner that the Planning Commission concur with the findings and conclusions set forth in Staff Report Z2016-101 and recommend the City Council adopt the proposed zoning code amendments to Richland Municipal Code Section 23.22.020(B)(7-8).

Discussion

None.

The motion carried 6-0.

Communications:**Mr. Simon**

- Reminded all of the next workshop on April 13th workshop and the next regular meeting scheduled for April 27th.

Commissioner Palmer

- Noted the 10-Year Anniversary of the Tri-Cities Regional Chamber of Commerce.

ADJOURNMENT:

The March 23, 2016 Richland Planning Commission Regular Meeting was adjourned at 7:40 p.m.

PREPARED BY: Pam Bykonen, Recorder, Planning and Development

REVIEWED BY:



Rick Simon, Secretary
Richland Planning Commission