MINUTES
PLANNING COMMISSION MEETING
City Hall – 550 Swift Boulevard – Council Chamber
WEDNESDAY, OCTOBER 25, 2017
7:00 PM

Call to Order:

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

Attendance:

Present: Chair Wallner, Vice Chair Madsen, Commissioners, Mealer, and Berkowitz, Wise and Boring. Also present were Council Liaison Dori Luzzo-Gilmour, Development Services Manager Rick Simon and Community Block Grant Coordinator Michelle Burden.

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Approval of Agenda:

Chair Wallner presented the meeting agenda for approval and asked for a motion to approve.

COMMISSIONER BORING MOVED AND COMMISSIONER WISE SECONDED THE MOTION TO APPROVE THE OCTOBER 25, 2017 MEETING AGENDA AS WRITTEN. MOTION CARRIED UNANIMOUSLY.

Approval of Minutes:

Chair Wallner presented the meeting minutes of the August 30, 2017 meeting for approval.

COMMISSIONER BORING MOVED AND VICE-CHAIR MADSEN SECONDED THE MOTION TO APPROVE MEETING MINUTES OF AUGUST 30, 2017.

Chair Wallner opened the discussion on the motion**. Commissioner Berkowitz** asked to amend the wording on page 6, paragraph 5 to insert the word 'procedures' after the word exemptions in the first sentence. Having agreement from the Commission, Chair Wallner called for a vote. **MOTION CARRIED UNANIMOUSLY.**

Chair Wallner presented the meeting minutes of the September 27, 2017 for approval.

VICE-CHAIR MADSEN MOVED AND COMMISSIONER BERKOWITZ SECONDED THE MOTION TO APPROVE THE MINUTES OF THE WEDNESDAY, SEPTEMBER 27, 2017 AS PREPARED.

Chair Wallner noted her name was spelled incorrectly on page 2. Having agreement from the Commission to make that change, Chair Wallner called for a vote. **MOTION CARRIED UNANIMOUSLY.**

Chair Wallner presented the meeting minutes of the July 12th, August 9th and October 4th workshop meetings for approval.

COMMISSIONER BORING MOVED AND VICE-CHAIR MADSEN SECONDED THE MOTION TO APPROVE THE MINUTES OF THE WEDNESDAY, JULY 12TH, 2017. MOTION CARRIED UNANIMOUSLY.

COMMISSIONER BORING MOVED AND VICE-CHAIR MADSEN SECONDED THE MOTION TO APPROVE THE MINUTES OF THE WEDNESDAY, AUGUST 9TH, 2017. MOTION CARRIED UNANIMOUSLY.

COMMISSIONER BORING MOVED AND VICE-CHAIR MADSEN SECONDED THE MOTION TO APPROVE THE WORKSHOP MEETING MINUTES OF OCTOBER 4TH, 2017 WITH THE ADDITION OF COUNCILWOMAN LUZZO-GILMOUR ADDED TO THE ATTENDANCE. MOTION CARRIED UNANIMOUSLY.

Public Comment

Chairwoman Wallner asked the recorder to read the public comment procedures. After the procedure was read, **Chair Waller** opened the public comment period at 7:08 p.m.

Having no public come forward for comment, **Chairwoman Wallner** closed the public comment period at 7:08 p.m.

New Business – Public Hearing:

Chair Wallner asked the recorder to read the public hearing explanation. Once read, **Chair Wallner** asked staff to present the first item of business.

1. **2018 CDB Project Recommendations**

   Community Block Grant Coordinator Michelle Burden reviewed the rankings for each applicant. Commission members discussed project ranking and how to determine funding levels for each applicant. During discussion staff recommended adding to the motion that any additional funding received from program income would be used to fully fund projects or add more funding to an existing project.

   VICE-CHAIR MADSEN MOTIONED AND COMMISSIONER BERKOWITZ SECONDED THE MOTION TO APPROVE THE APPLICATIONS AS TABULATED BY MS. BURDEN. (SEE BREAKOUT BELOW) MOTION CARRIED UNANIMOUSLY.

2018 CDBG FUNDING

Senior Life Resources	$ 8,500.00
Elijah Family Homes	$ 32,370.10
Arc of The Tri Cities	$ 10,533.55
COR Parks	$121,499.15
COR Public Works	$101,250.00

2. **Consideration of Zoning Text Amendments to Allow Vehicle Based Food Service in Commercial and Business Zones.**

Development Services Manager Rick Simon presented the draft changes that the Commission discussed during the previous workshop. He pointed out there were a few language changes suggested by the City Attorney's office for consideration.

Chair Wallner opened the public hearing at 7:11 p.m. Having no one come forward, Chair Wallner closed the public hearing at 7:11 p.m. and opened the floor for commission discussion. Commissioners discussed proposed language and asked clarifying questions of staff. During discussion Commissioners proposed the following changes to section 23.42.325 (c) and (e):

(c) - add the clause *or as a use on a vacant property* to the end of the first sentence.
(e) – Change the first sentence to read *Vehicle based food service vendors must ensure onsite or adjacent restroom facility access for employees.*

VICE-CHAIR MADSEN MOTIONED AND COMMISSIONER BERKOWITZ SECONDED THE MOTION TO RECOMMEND THE PLANNING COMMISSION CONCUR WITH THE FINDINGS AND CONCLUSIONS SET FORTH IN STAFF REPORT Z2017-106, AND RECOMMEND TO THE CITY COUNCIL ADOPTION OF THE PROPOSED ZONING CODE AMENDMENT PROVIDING THE VEHICLE-BASED FOOD SERVICE USES IN A NUMBER OF COMERCIAL BUSINESS ZONING DISTRICTS WITH THE CORRECTIONS AND ADDITIONS THAT WE HAVE NOTED TO (C) AND (E). MOTION CARRIED UNANIMOUSLY.

3. **Consideration of Zoning Map Corrections**

Mr. Simon presented the staff report and maps pertaining to the proposed zoning map corrections.

Chair Wallner opened the public hearing at 7:54 p.m. Having no public testimony, **Chair Wallner** closed the public hearing at 7:54 p.m. and opened the floor for commission discussion.

Commissioners discussed the proposed changes and pointed out a few other changes that should be considered in the future.

VICE-CHAIR MADSEN MOTIONED AND CHAIRWOMAN WALLNER SECONDED THE MOTION THAT THE COMMISSION APPROVE FILE ITEM Z2017-104 AS PRESENTED BY CITY STAFF. MOTION CARRIED 5-0, WITH COMMISSIONER BERKOWITZ ABSTAINING.

Communications:

Mr. Simon reminded commissioners of the November meeting date change. Chairwoman Wallner noted the mandatory training on November 16th.

Councilwoman Luzzo-Gilmour provided the commission with a council update.

Commissioner Wise commented on the good job the city has done with Amon Basin and Tapteal Greenway's science stations in Amon Basin.

Commissioner Berkowitz asked if staff had items yet for the November meetings.

Vice Chair Madsen wished all a happy Halloween and noted the success of one of the food truck vendors that has now signed a lease to move into a brick and mortar site in Kennewick.

Chair Wallner thanked everyone on their efforts on the food truck amendments and reminded commissioners that they could suggest topics.

Adjournment:

Chairwoman Wallner adjourned the meeting at 8:11 p.m.

PREPARED BY: Lynne Follett, Executive Assistant

REVIEWED BY: Rick Simon, Secretary Richland Planning Commission