MINUTES
PLANNING COMMISSION MEETING
City Hall – 550 Swift Boulevard – Council Chamber
WEDNESDAY, SEPTEMBER 27, 2017
7:00 PM

Call to Order:

Chair Wallner called the meeting to order at 7:02 p.m.

Attendance:

Present: Chair Wallner, Vice Chair Madsen, Commissioners, Mealer, and Berkowitz, Wise and Palmer. Also present were Council Liaison Phil Lemley, Community Development Director Kerwin Jensen, and Development Services Manager Rick Simon.

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Approval of Agenda:

Chair Wallner presented the meeting agenda for approval.

COMMISSIONER MADSEN MOVED AND COMMISSIONER PALMER SECONDED THE MOTION TO APPROVE THE SEPTEMBER 27, 2017 MEETING AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

Approval of Minutes:

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

COMMISSIONER MADSEN MOVED AND COMMISSIONER BERKOWITZ SECONDED THE MOTION TO APPROVE THE MINUTES OF THE WEDNESDAY, AUGUST 30, 2017 MEETING BUT WANTED TO NOTE SOME CHANGES.

CHAIR WALLNER opened the discussion on the motion**. Commissioner Berkowitz** proposed the following changes:

- The vote on the urban recreation motion, including approved amendments should read "CHAIRMAN WALLNER CALLED FOR A ROLL CALL VOTE ON THE ORIGINAL MOTION WITH AMENDMENTS WHICH PASSES 5-1, WITH COMMISSIONER WISE ABSTAINING.
- Remove the current comment from Dirk Peterson and insert a corrected comment that reflects his suggestions to change wording contained in the exemption for KID.
- Check the recording for the actual wording for Commissioner Berkowitz's motion to amend section 23.10.360 regarding exemptions (page 6, paragraph 4)

CHAIR WALLNER MOTIONED AND COMMISSIONER BERKOWITZ SECONDED THE MOTION TO ACCEPT THE CHANGES AS PRESENTED ONCE VERIFIED BY MRS. FOLLETT. MOTION PASSED UNANIMOUSLY.

Chair Wallner presented the meeting minutes of the September 13, 2017 Workshop for approval.

COMMISSIONER MADSEN MOVED AND COMMISSIONER PALMER SECONDED THE MOTION TO APPROVE THE MINUTES OF THE WEDNESDAY, SEPTEMBER 13, 2017 WORKSHOP AS WRITTEN. MOTION CARRIED UNANIMOUSLY.

Public Comment

Chairman Wallner asked the recorder to read the public comment procedures. After the procedure was read, **Chair Wallner** opened the public comment period at 7:12 p.m.

Having no public come forward for comment, **Chairman Wallner** closed the public comment period at 7:12 p.m.

Presentations:

1. 2018 Community Development Block Grant Applicant Presentations

   Community Block Grant Coordinator Michelle Burden introduced the presentations.

   Ryan Washburn, president of Elijah Family Homes, spoke to the Commission about the services Elijah Family Homes provides. Cindy Hanna, Executive Director of Elijah Family Homes, thanked the Commission for their previous support and added comments to those of Mr. Washburn. Commissioner Wise commented on the work done by Elijah Family Homes.

   Marci Woffinden, Director of the local Meals on Wheels program, spoke to the Commission about the Meals on Wheels program. Ms. Woffinden included statistics on the program from the previous year.

   Donna Tracy, Acting Director for the Arc of Tri Cities, spoke to commissioners about the mission of the Arc and how the funding is spent. Ms. Tracy also highlighted the volunteer hours that support their program.

   Phil Pinnard presented the parks public project request to update Goethals Park. He highlighted needed ADA upgrades. Commissioners asked a few questions and provided comments related to funding from Complete Streets to Mr. Pinnard.

   Jeff Peters, Public Works, talked to Commissioners about the focus areas for 2018 to make ADA ramp improvements. Mr. Peters provided a map of areas that would be upgraded, including a request from a resident for sidewalk on Swift. Commissioner Madsen inquired about the cost of the additional sidewalk request for Swift.

Chairman Wallner closed the presentations portion of the meeting and asked Mr. O'Neill to give the staff report for the first item of business.

New Business – Public Hearing:

1. M2017-101 – Request for Deviation from Central Business District Design Standards

   Chairman Wallner introduced the item and asked staff to present the staff report. Senior Planner Shane O'Neill presented details on the application for deviation.

   Joe Scheisll, Parks and Public Facilities Director, spoke to the Commission about the reasons for the deviation request. He also provided an update on the City Hall project.

   The Commission held a brief discussion and commented on the design and request.

   COMMISSIONER MADSEN MOTIONED AND COMMISSIONER WISE SECONDED THE MOTION TO CONCUR WITH THE FINDING AND CONCLUSIONS SET FORTH IN STAFF REPORT M2017-101 AND RECOMMEND TO APPROVE THE REQUEST FOR DEVIATION FROM THE CDB DESIGN STANDARDS AS SUBMITTED SUBJECT TO THE CONDITIONS OUTLINED IN ITEM NUMBER 1 AND EXHIBITS 1 THROUGH 5. MOTION CARRIED UNANIMOUSLY.

2. Complete Streets Ordinance

   Transportation Manager Jeff Peters presented the staff report for the proposal to add a Complete Streets ordinance the Richland Municipal Code. Mr. Peters highlighted funding sources that the city would be eligible to apply for one the city has a Complete Streets ordinance in place.

   Chairman Wallner opened the public hearing at 8:28 p.m. Having no one come forward, Chairman Wallner closed the public hearing at 8:29 p.m. and opened commission discussion. Commissioners discussed the merits of the proposed ordinance and asked some clarifying questions of staff.

   COMMISSIONER MADSEN MOTIONED AND COMMISSIONER WISE SECONDED THE MOTION TO RECOMMEND COUNCIL ADOPT THE COMPLETE STREETS ORDINANCE WITH THE PROPOSED ADDITION OF A NEW SECTION, 12.06 – COMPLETE STREETS POLICY, TO THE RICHLAND MUNICIPAL CODE.

   Chari Wallner opened the floor for commission discussion.

   Commissioner Wise suggested and the commission discussed making the following amendments:

   - 12.06.010 on the last sentence, where it says "operation shall be identified", add the words "and implemented".
   - 12.06.050 under the best practice criteria, add references to the American Disabilities Act (ADA), Complete Streets Coalitions, WSDOT and Highway

Capacity Manual of the Transportation Research Board, Manual on Uniform Traffic Control Devices (MUTCD)

COMMISSIONER MADSEN MOVED AND COMMISSIONER WISE SECONDED THE MOTION TO INCORPORATE THE CHANGES THAT COMMISSIONER WISE PROPOSED. MOTION PASSED UNANINMOUSLY

The Commission and staff engaged in further discussion on additional suggested changes.

COMMISSIONER MADSEN ASKED CHAIR WALLNER TO CALL THE ORIGINAL QUESTION, TO INCLUDE THE PREVIOUSLY PASSED AMENDMENTS AS WELL AS AN AMENDMENT TO SECTION 12.06.020, PART C, TO REMOVE THE ACTIVITY OF RESURFACING FROM THE LIST OF EXCEPTIONS. COMMISSIONER PALMER SECONDED. CHAIR WALLNER ASKED FOR A ROLL CALL VOTE. MOTION PASSED UNANIMOUSLY

Communications:

Discussion of November and December Meeting Dates

Mr. Simon brought up the possibility of moving meeting dates in November and December due to holidays.

The commission agreed to move the November meetings to November 8^{th} (Workshop) and November 15^{th} (regular meeting). The December meetings will be on December 13^{th} (workshop) and December 20^{th} (regular meeting).

Chair Wallner and Commissioner Madsen both stated they would not be available on November 11^{th}. The Commission agreed to move the October workshop from the 11^{th} to the 4^{th}.

Adjournment:

Chairman Wallner adjourned the meeting at 9:12 p.m.

PREPARED BY: Lynne Follett, Executive Assistant

REVIEWED BY: Rick Simon, Secretary Richland Planning Commission