MINUTES
PLANNING COMMISSION MEETING
CITY HALL – 625 SWIFT BOULEVARD – COUNCIL CHAMBER
WEDNESDAY, AUGUST 28, 2019
6:00 PM

Call to Order and Welcome:

Chair Palmer welcomed the public and called the meeting to order at 6:00 p.m.

Attendance

Present: Chair Palmer, Vice-Chair Boring, Commissioners Eadie, Maier, and Mealer.

Also present were Council Liaison Alvarez, Development Services Director Jensen, Planning Manager Stevens, Block Grant Coordinator Burden and Administrative Assistant II Follett.

Approval of Agenda

Chair Palmer presented the agenda for review and approval.

VICE CHAIR BORING MOVED AND COMMISSIONER MAIER SECONDED THE MOTION TO APPROVE THE AUGUST 28, 2019 MEETING AGENDA AS WRITTEN. MOTION CARRIED 5-0.

Approval of Minutes

Chair Palmer presented the minutes of the July 24, 2019 meeting for approval.

COMMISSIONER MAIER MOVED AND COMMISSIONER MEALER SECONDED THE MOTION TO APPROVE THE MINUTES OF THE JUNE 26, 2019 MEETING. MOTION CARRIED 5-0.

Chair Palmer presented the minutes of the August 14, 2019 workshop for approval.

COMMISSIONER MAIER MOVED AND COMMISSIONER MEALER SECONDED THE MOTION TO APPROVE THE MINUTES OF THE AUGUST 14, 2019 WORKSHOP. MOTION CARRIED 5-0.

Public Comment

Chair Palmer asked the recorder to read the Public Comment Procedures. After the reading of the procedure, Chair Palmer opened the public comment period at 6:03 p.m.

Having no one offer comments, Chair Palmer closed the public comment period at 6:03 p.m.

Presentations

1. 2020 Community Block Grant Application Presentations

CDBG/HOME Administrator Michelle Burden provided the Commission with details regarding the amount of funding and confirmed that all applicants meet the criteria for funding.

Donna Tracy**,** Arc of the Tri Cities, introduced a few of the *Partners and Pals* program recipients. She also spoke to the Commission about the number of families helped by the program and provided information about volunteer hours. Shawn Hales then introduced his son, Cameron, and spoke about the impact the program had on his son.

Byron Talbot, Elijah Family Homes, thanked the Commission for past support and shared details about the current year's application for *Transition to Success*. He spoke about the opportunities the program provides to residents in need. Additionally, Mr. Talbot provided details about program goals and outcomes. He noted the program graduated five families in the last year.

Byron Talbot, Elijah Family Homes, also spoke about the application for their *Youth Activities Program*, which benefits school age children in the *Transition to Success* program. Mr. Talbot spoke about the number of children served and benefits of the program for recipients.

Kristi Thien, Sr. Life Resources – *Meals on Wheels*, shared stories about how many meals served per day, the number of recipients, and how their volunteers help recipients. She also talked about winter weather challenges and how the program provides services during weather events.

Mandy Wallner, City of Richland Marketing Specialist, presented information on a proposed loan program to encourage businesses to locate in low to moderate income areas and create new full time jobs. She provided clarifying information on award program criteria and answered Commission questions.

John Deskins, City of Richland Traffic Engineer, presented a Power Point presentation detailing safety improvements and ADA accessibility provided by CDBG funding. His presentation provided Commissioners with details about demographics and residential neighborhoods served by the planned improvements.

Anneke Rachinski and Tammy Sanderson, representing Columbia Basin College Foundation, provided the new dental clinic mission and target patient demographic. They also talked about how the program will target low to moderate income residents in Richland. Tammi noted students currently fund some supplies out of pocket and through fund raising activities.

At the conclusion of the presentations Block Grant Coordinator Burden reminded the Commission of next steps and clarified that deliberations and recommendations would be made at next month's meeting.

Unfinished Business – Public Hearings

1. Draft Title 23 Update (Continued)

Mr. Stevens reviewed past meetings on this matter and detailed the need for the code amendment. He stated that without the code amendment, Code Enforcement does not currently have any enforcement authority since the Municipal Code does not expressly prohibit storage containers (conex boxes) upon residential properties. As part of his presentation, Mr. Stevens also discussed the positive and negative aspects of requiring design standards as previously requested by the Commission.

Commissioners asked questions about applicability of the proposed code amendment and discussed the various options.

COMMISSIONER BORING MOVED AND COMMISSIONER EADIE SECONDED THE MOTION TO CONCUR WITH THE FINDINGS AND CONCLUSIONS SET FORTH IN THE AUGUST 28, 2019 STAFF REPORT, CA2019-101 AND RECOMMEND TO THE CITY COUNCIL ADOPTION OF THE PROPOSED AMENDMENTS TO RMC TITLE 23, SUBSECTION 23.38.020 ACCESSORY BUILDINGS IN RESIDENTIAL ZONING DISTRICTS AND TITLE 23, SUBSECTION 23.06.222 DEFINITIONS.

As a point of order, Mr. Stevens asked for concurrence that the motion referred to the first draft of the ordinance and included the change from Board of Adjustment to Hearing Examiner as the hearing body. After concurrence and brief discussion, the **MOTION PASSED 5-0.**

Communications:

Mr. Jensen mentioned the Council update he provided at the last meeting and shared development numbers for the year.

Chairman Palmer reminded Commissioners about the upcoming workshop and meeting.

Commissioner Maier thanked the public in attendance.

Adjournment:

Chairman Palmer adjourned the meeting at 7:06 p.m.

PREPARED BY: Lynne Follett, Executive Assistant
REVIEWED BY: Mike Stevens, Planning Manager