



Agenda
Planning Commission Meeting
Wednesday, July 29, 2020
Via Zoom
Public Telephonic Access: (888) 788-0099 Toll Free, (877) 853-5247 (Toll Free)
Meeting ID No. 980 2054 4043

Note: Governor Inslee's Proclamation 20-28 prohibits meetings from being conducted in person. For this meeting, the Planning Commission will meet remotely. The public may attend this meeting through telephonic access by calling the phone number provided.

Commission Members: Chair Palmer, Vice-Chair Maier, and Commissioners Boring, Eadie, Mealer, Smith and Townsend

Liaisons: Council Liaison Alvarez
Staff Liaison: Planning Manager Stevens

Regular Meeting - 6:00 p.m. (City Hall Council Chambers)

Welcome and Roll Call

Approval of Agenda: (Approved by Motion)

Approval of Minutes: (Approved by Motion)

June 24, 2020 Meeting Minutes

July 8, 2020 Workshop Minutes

Public Comments:

Items of Business:

I. M2020-104 Approval of Sign - Liberty Christian School

Public Hearing Explanation:

New Business - Public Hearing:

I. Title 27 - Sign Code Amendment

Communications:

Adjournment

The next Planning Commission Workshop is August 12, 2020

The next Planning Commission Meeting is August 26, 2020

This meeting is broadcast live on CityView Channel 192 and online at ci.richland.wa.us

Richland City Hall is ADA accessible. Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 942-7389.



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 7/29/2020

Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

Subject:

June 24, 2020 Meeting Minutes

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Motion to approve the minutes of the June 24, 2020 Planning Commission meeting.

Summary:

Attachments:

1. 2020-06-24 Planning Commission Meeting Minutes DRAFT
2. 2020-06-24 Planning Commission Meeting Minutes ATTACHMENT



**MINUTES
PLANNING COMMISSION MEETING
WEDNESDAY, JUNE 24, 2020
VIA ZOOM MEETINGS**

Call to Order:

Vice-Chair Maier called the meeting to order at 6:05 p.m. and welcomed attendees.

Attendance:

Present: Vice-Chair Maier, Commissioners Mealer, Townsend, Boring, and Smith. Chairman Palmer was excused.

Council Liaison Alvarez, Planning Manager Stevens, Public Works Director Rogalsky and Administrative Assistant II Follett were also present.

Approval of Agenda:

Vice-Chair Maier presented the meeting agenda for approval and asked for a motion to approve.

COMMISSIONER TOWNSEND MOVED AND COMMISSIONER MEALER SECONDED THE MOTION TO APPROVE THE JUNE 24, 2020 MEETING AGENDA. MOTION CARRIED 5-0.

Approval of Minutes:

Vice-Chair Maier presented the minutes of the April 24, 2020 special meeting for approval.

COMMISSIONER MEALER MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE APRIL 4, 2020 SPECIAL MEETING. THE MOTION PASSED 5-0.

Vice-Chair Maier presented the minutes of the June 10, 2020 special meeting for approval.

COMMISSIONER MEALER MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE JUNE 10, 2020 SPECIAL MEETING. THE MOTION PASSED 5-0.

Items of Business:

Downtown Connectivity Study

Vice-Chair Maier asked Public Works Director Rogalsky to give the presentation on the Downtown Connectivity Study.

Director Rogalsky introduced the item and the City's consultant, Spencer Montgomery from J-U-B. Mr. Montgomery presented the staff report and reviewed a Power Point presentation (attached) explaining the purpose, process and options. At the conclusion of the presentation the Commission asked questions of both Mr. Rogalsky and Mr. Montgomery. Commissioners also discussed the merits of the study and voiced opinions on the presented materials.

COMMISSIONER BORING MOVED AND COMMISSIONER SMITH SECONDED THE MOTION TO CONCUR WITH THE RECOMMENDATIONS DEVELOPED BY THE DOWNTOWN CONNECTIVITY STUDY AND RECOMMENDS THAT THE CITY COUNCIL ADOPT THE STUDY RECOMMENDATIONS.

VICE-CHAIR MAIER OPENED THE MOTION FOR DISCUSSION.

AFTER DISCUSSION, THE MOTION PASSED 4-1, COMMISSIONERS BORING, MEALER, SMITH, AND TOWNSEND IN FAVOR, VICE-CHAIR MAIER OPPOSED.

New Business – Public Hearing:

Administrative Assistant II Follett read the public hearing procedures.

Zoning Code Amendment – Parking for Recreational Clubs

Vice-Chair Maier asked Planning Manager Stevens to give the staff report.

Planning Manager Stevens outlined the requirement in the current code language and the benefits of the proposed amendment. Mr. Stevens noted no public comments were received and a DNS was issued earlier in the week.

Rick Simon, representing the applicant, Pahlisch Homes spoke in favor of the amendment. He offered details specific to how the proposed amendment would benefit the applicant's swim club development within the neighborhood.

Vice-Chair Maier opened the public hearing at 7:39 p.m. No one expressed a desire to speak so Vice-Chair Maier closed the public hearing at 7:39 p.m. and opened the item for Commission discussion. Commissioners discussed different applications of the proposed amendment and generally agreed that more flexibility was needed. After debate on the merits of different approaches the Commission deferred to Mr. Stevens for the following amendment language.

D. Off-Street Parking. All off-street parking spaces shall be located on the same site as the principal use. There shall be provided one space per ~~2,000~~ 5,000 square feet of designated and improved recreational area gross land area, ~~plus one additional space per two employees. Should the development include an indoor recreational facility or assembly area there shall be provided one additional space per 40 square feet of gross useable floor area.~~; plus one space per 300 square feet of gross floor area for any building used for public assembly and/or for recreational purposes; plus one space per 300 square feet of water surface area of a pool exclusive of hot tubs; provided that 25% of vehicle parking spaces may be converted to bicycle spaces at a rate of three (3) bicycle spaces per one vehicle space.

COMMISSIONER TOWNSEND MOVED AND COMMISSIONERS SMITH AND BORING SECONDED THE MOTION TO CONCUR WITH THE FINDINGS AND CONCLUSIONS SET FORTH IN STAFF REPORT CA2020-102, AND RECOMMEND TO THE CITY COUNCIL ADOPTION OF A PROPOSED CODE AMENDMENT TO RMC SECTION 23.42.210(D) AS STATED BY PLANNING MANAGER STEVENS. MOTION PASSED 5-0

ANX2019-101 – 771 Shockley Road Annexation

Vice-Chair Maier asked for confirmation that all noticing requirements had been met and requested Planning Manager Stevens to give the staff report.

Planning Manager Stevens confirmed noticing requirements had been met and gave the staff report. He outlined the application and location of the proposed annexation. Mr. Stevens further explained the current zoning and what zoning would be consistent with the Comprehensive Plan and noted that surrounding properties were zoned R-1-10, which would be the most appropriate based on surrounding zoning.

Vice-Chair Maier opened the public hearing at 8:15 p.m.

Barry Long with Everstar Realty, representing the applicant and prospective buyer of the subject parcel, offered comments in support of the application.

Owner of the subject property, Bob Zinsli also spoke to support his application.

Having no other testimony, Vice-Chair Maier closed the public hearing at 8:18 p.m.

COMMISSIONER BORING MOVED AND COMMISSIONERS SMITH AND MEALER SECONDED THE MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE 8.52 ACRES OF LAND LOCATED AT 771 SHOCKLEY ROAD BE ZONED R-1-10 ONCE IT IS ANNEXED INTO THE CITY LIMITS. MOTION PASSED 5-0.

Communications:

Commissioner Boring recognized Vice-Chair Maier for a great job running her first Commission meeting and wished everyone a happy 4th of July. Several other Commissioners echoed her praise for Vice-Chair Maier.

Vice-Chair Maier urged everyone to wear a face covering.

Adjournment:

Vice-Chair Maier adjourned the meeting at 8:21 p.m.

PREPARED BY: Lynne Follett, Administrative Assistant II

REVIEWED BY: Mike Stevens, Planning Manager

DRAFT

Downtown Connectivity Study Overview of Presentation Planning Commission June 24, 2020

- ▶ Brief Review
 - ▶ Purpose
 - ▶ Public Process
 - ▶ Alternatives Considered
 - ▶ Evaluation Criteria
- ▶ Open House and Survey Feedback
- ▶ Reconsiderations based on community feedback
- ▶ Planning Commission Discussion/Recommendation

Downtown Connectivity Study

Study Purpose

The purpose of the Downtown Connectivity Study is to advance the City Council's vision for a pedestrian and bicycle-friendly waterfront and downtown, while preserving the needed vehicular circulation capacity through downtown.

Public Engagement Process

- ▶ Stakeholder Interviews
- ▶ Community Advisory Committee (CAC) Formation
 - ▶ CAC Process - 3 meetings with agendas on alternatives development, evaluation criteria, issues/concerns, etc.
 - ▶ 2 CAC Surveys
- ▶ Business Workshops - 3 separate meeting times
- ▶ Study Website
- ▶ General Public Outreach via Public Open House & Survey
- ▶ Additional CAC meeting to synthesize public feedback and refine alternative
- ▶ Additional outreach to Uptown
- ▶ Planning Commission
- ▶ City Council

COMMUNITY ADVISORY COMMITTEE

The Community Advisory Committee (CAC) met three times between October and December to develop a mutual understanding of the study, identify alternatives and develop criteria for alternative selection. The CAC assigned weight to each criteria and in December reviewed the preliminary results of the evaluation of alternatives. The CAC agreed with the alternative ranking created by the study method and that the process and the results it produced was fair, inclusive and collaborative.

CAC Membership (listed alphabetically by organization):

- 20s Plenty
- ADA Committee, City of Richland
- Alliance for a Livable Community
- Ben Franklin Transit
- Bell Furniture
- Bike Tri-Cities
- Boost Build
- Columbia Basin College
- Energy Northwest
- Economic Development Committee, City of Richland
- Emergency Services, City of Richland
- ERA Sun River Realty/ Shareldan Property Management
- Farmer's Market
- Kadlec Regional Medical Center
- Pacific Northwest National Laboratory (PNNL)
- Parks and Recreation Commission, City of Richland
- Youth representative, Parks and Recreation Commission, City of Richland
- Parkway Business Improvement District
- Planning Commission, City of Richland
- Port of Benton
- Red Lion Richland
- Richland School District
- Sterlings Restaurant
- Tri-Cities Regional Chamber
- Uptown Business Improvement District
- US Dept of Energy - Richland Office
- Washington State University
- Visit Tri-Cities
- Project team

ALTERNATIVES CONSIDERED

All alternatives include the opportunity for pedestrian crossing safety features and other amenities.

Couplet Alternative



Description of Alternative: George Washington Way and Jadwin Ave become one-way streets with three lanes each; George Washington Way lanes go North bound and Jadwin Ave lanes go Southbound.

Road Diet Alternative



Description of Alternative: George Washington Way and Jadwin Avenue are narrowed to one-lane each way with a turn lane in the middle.

Jadwin Option Alternative



Description of Alternative: Jadwin Ave becomes the main thoroughfare, with 3 lanes each way plus a turn lane in the middle; George Washington Way becomes a local road, with one lane each way and left-turn lanes at existing intersections.

No Build Alternative



Description of Alternative: No street network changes.

DOWNTOWN, PEDESTRIAN & BICYCLE AMENITIES UNDER CONSIDERATION

DOWNTOWN FEATURES



Bike lanes



Wayfinding



Improved Pedestrian Crossings



On-street parking

BICYCLE INFRASTRUCTURE FACILITIES



Bicycle signals

- ALSO:
- Increased bicycle parking
 - Tire repair stations

CROSSING FEATURES



Pedestrian islands



Curb extensions/bulb-outs



Raised speed hump crosswalks



Additional mid-block crossings



Flashing crosswalks



Wider crosswalks



Pedestrian bridge

SIDEWALK FEATURES



Grassy strips/buffer



Distinct curb



Patio seating



Sidewalk furniture

- ALSO:
- Increased trees
 - Street art
 - Wider sidewalks
 - Increased lighting
 - Increased shade

BIKE LANE FEATURES



Painted bike lanes



Bike lane buffer - raised barrier



Bike lane buffer - landscaping



Bike lane buffer - designated space

EVALUATION CRITERIA

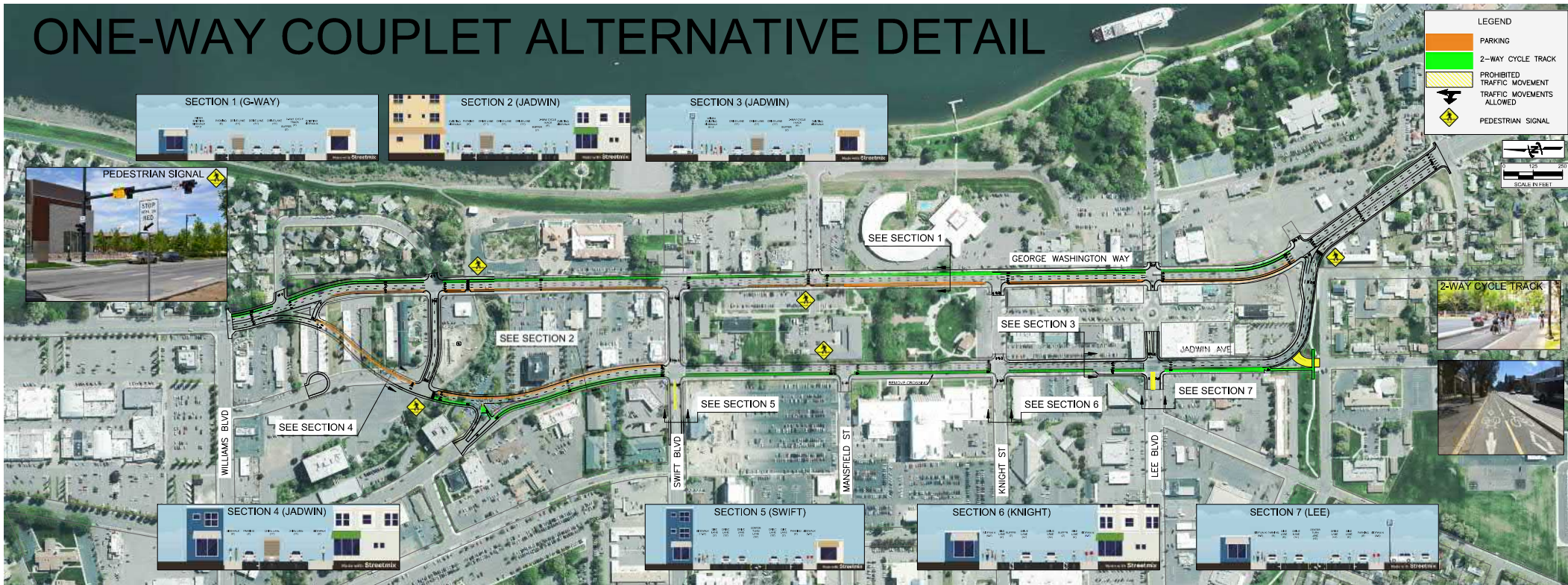
Criteria	Definition	Considerations in the Scoring Process	Weight
Safety	Allows for the safe movement of people in all forms (automobiles, bicycle, pedestrian, transit, disability aid) considering conflict points.	Number of thru/left turn vehicular conflicts; G Way characteristics (number of lanes + speed limit); Pedestrian crossing score (based off lanes to cross); Jadwin characteristics; Jadwin pedestrian crossing score; Bike lane characteristics (number of lanes).	10
Improves Appeal	Attracts visitors, new residents and businesses to the downtown and the adjacent waterfront in support of tourism, small businesses, and residents' experience in the urban environment with natural features (Columbia River).	Area gained for potential alternate modes; Changes in travel patterns; Congestion.	8
Mobility and Connectivity for Alternate Modes	Focus on moving "people" in all forms (bicycle, pedestrian, disabled, transit, etc.), in all directions, in support of the economic vitality, healthy living and healthy environment considering the context of the environment, specifically the ability for residents to safely connect on foot or with disability aid from nearby neighborhoods to the downtown and from downtown to the waterfront.	Potential number of bike lanes; Potential for additional mid-block crossings; Potential for pedestrian refuge; Potential for bulb-outs at intersections (bulb-out = extension of curb at intersection); Potential for wider sidewalks.	8
Property Acquisition Impacts	Number of properties fully and/or partially acquired.	Number of full parcels impacted; Number of partial parcels impacted.	5
Cost	Easier to implement considering right-of-way, engineering and construction of roadway changes.	Low and high range construction cost + right-of-way acquisition cost = total average cost.	4
Move Traffic/Reduce Commute Time	Accommodates the efficient movement of north-south automobile traffic through Richland.	Intersections with a level of service (LOS, ability to move traffic score) of E or F, considered a poor score; movements within intersections with LOS of E or F.	4
Parking	Provides opportunity for additional on-street parking and wayfinding signs to existing available parking lots.	Linear feet gained for potential parking on G Way; Traffic influence on G Way (implies ease of parking use); Linear feet gained for potential parking on Jadwin; Traffic influence on Jadwin.	3
Construction Impacts	Severity of inconvenienced activities during construction.	End point treatments; Impacts on G Way; Impacts on Jadwin Ave.	3

ALTERNATIVES RANKING & RECOMMENDATION

CRITERION	Criteria Weight	ALTERNATIVE							
		A		B		C		D	
		No-Build		Couplet		Jadwin		Road Diet*	
		Raw	Wt.	Raw	Wt.	Raw	Wt.	Raw	Wt.
Cost	4	10.0	40.0	4.6	18.4	0.0	0.0	8.4	33.6
Improves Appeal	8	4.0	32.0	7.5	60.0	7.7	61.6	8.0	64.0
Move Traffic / Reduce Commute Time	4	9.0	36.0	7.5	30.0	8.8	35.0	0.0	0*
Mobility and Connectivity for Alternate Modes	8	3.0	24.0	8.5	68.0	7.5	60.0	10.0	80.0
Parking	3	0.0	0.0	8.0	24.0	4.5	13.5	7.0	21.0
Property Acquisition	5	10.0	50.0	6.5	32.5	0.5	2.5	10.0	50.0
Construction Impacts	4	10.0	40.0	3.0	12.0	1.0	4.0	6.0	24.0
Safety	10	0.5	5.0	8.0	80.0	3.0	30.0	5.0	50.0
TOTAL SCORE		47	227	54	325	33	207	54	323
ALTERNATIVE RANK		4		1		3		2	

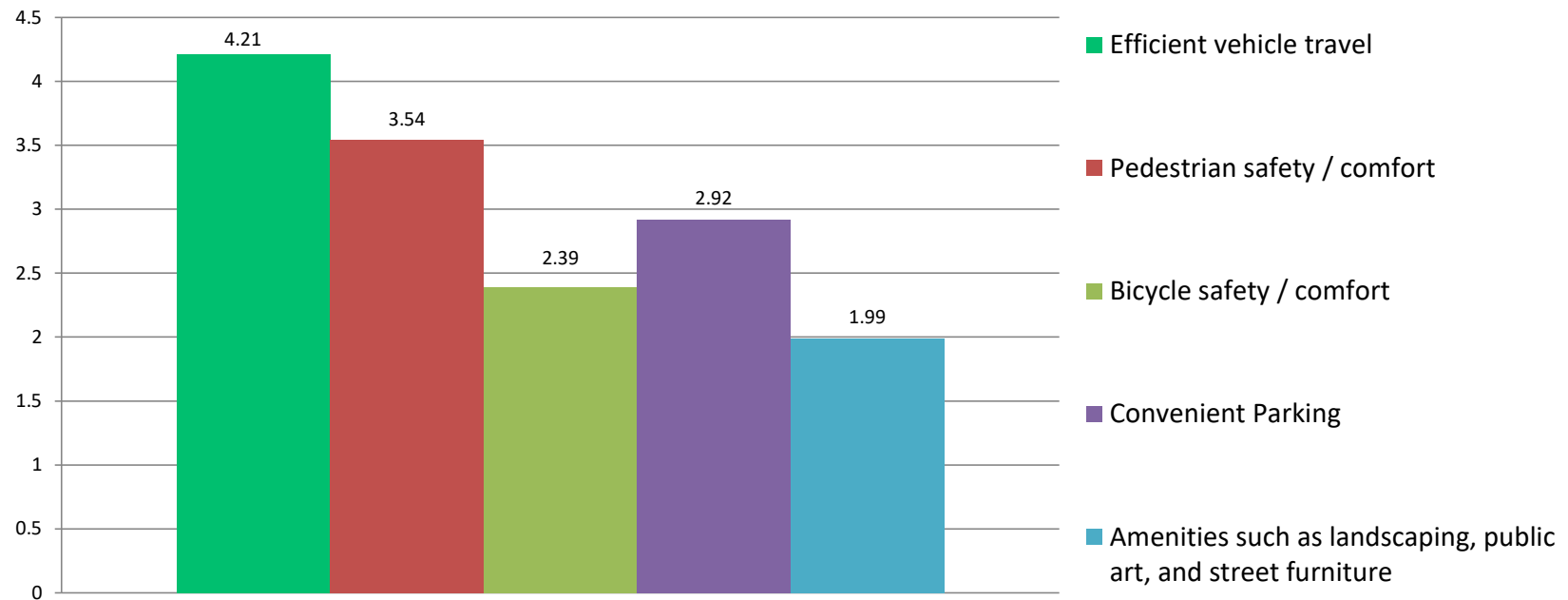
* Note: The Road Diet Scores 0 under the Moves Traffic/Reduce Commute Time due to the failure of 7 intersections that do not meet the Level of Service Standard. This is a fatal flaw of this alternative which goes against one of the main objectives of the study which was to "advance the City Council's vision for a pedestrian-friendly waterfront and downtown, while maintaining or enhancing the vehicular travel flow through downtown". As much as the Road Diet would advance many of the desired bicycle and pedestrian mobility aspects of the study, that alternative cannot be recommended.

ONE-WAY COUPLET ALTERNATIVE DETAIL



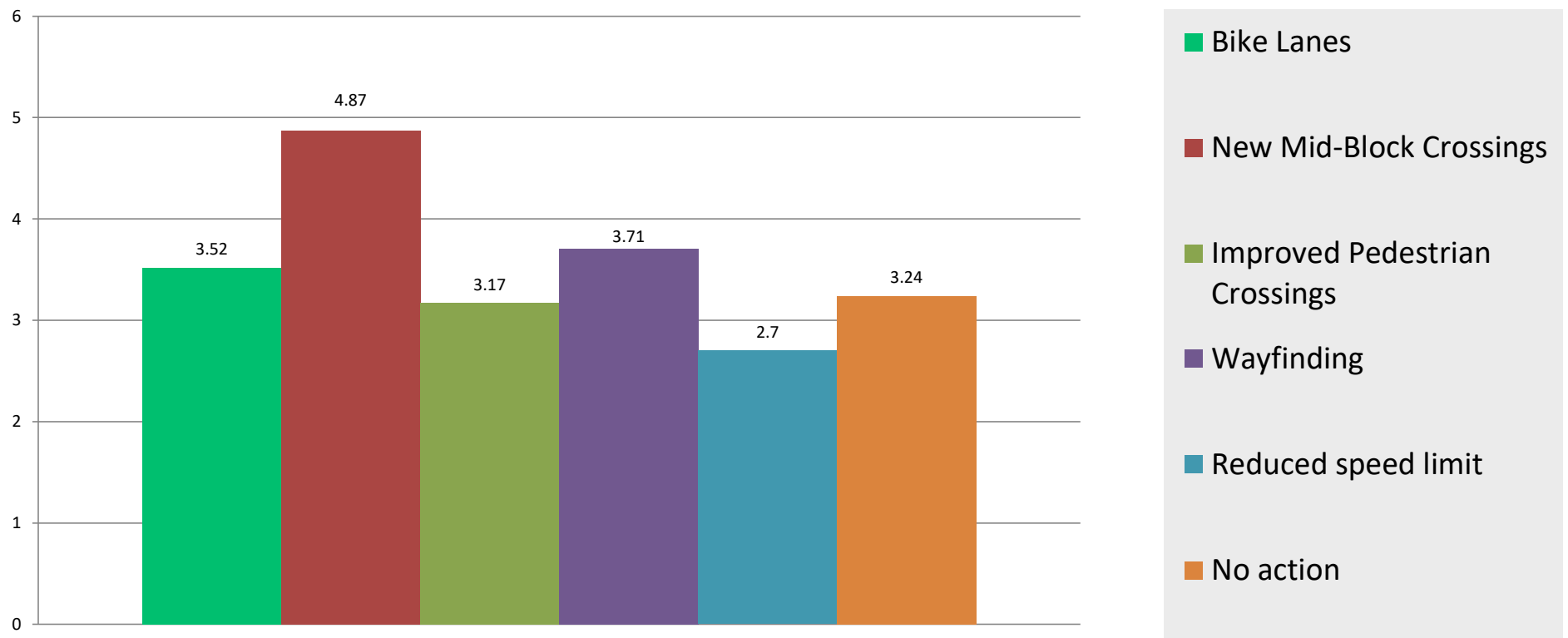
Public Input Overview: Survey Data - Qualities for Downtown

Q4: Respondents Ranked Priorities for the qualities desired for the Downtown Street System.



Public Input Overview: Survey Data - Downtown Features

Q7: Respondents Ranked Importance for Different Downtown Features.



Public Input Overview: Key Takeaways from Survey and Open House



Overall: Couplet can provide a means toward a more walkable, vibrant downtown.



Concerns with Implementation of couplet



Interest to lessen any perceived negative effects

Public Input Overview - Responses Received

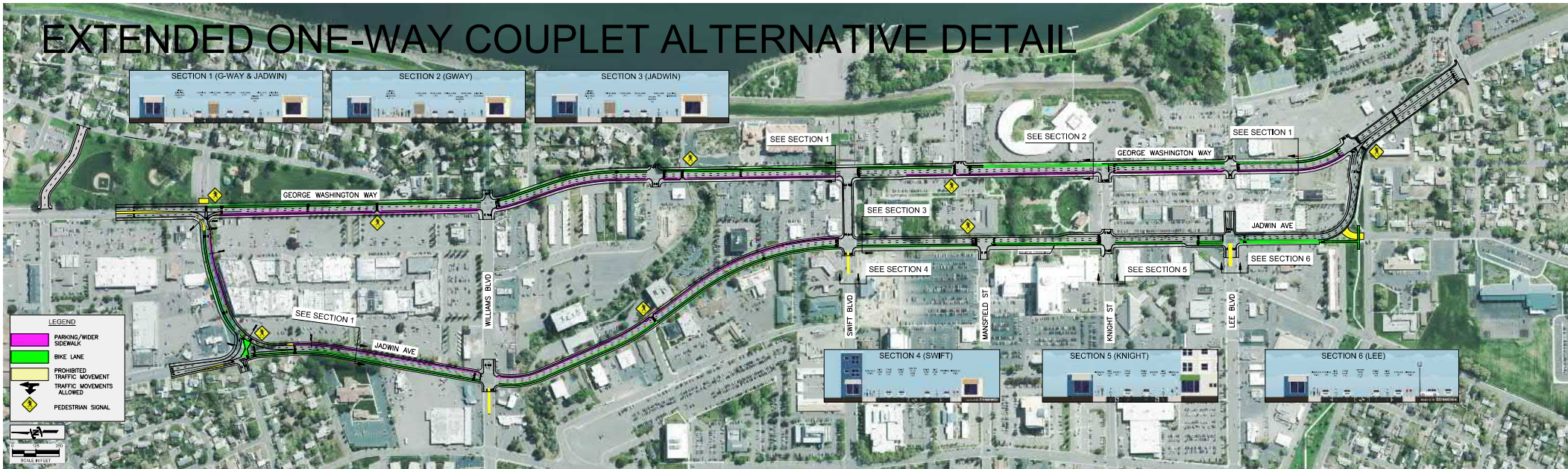
- ▶ Public input data is an aggregate of 1342 comments
- ▶ Survey responses: 1,155
- ▶ Survey Question #6 - Open-ended responses: 650
- ▶ Survey Question #12 - Open-ended responses: 657
- ▶ Open House attendees: 81
- ▶ Open House comments: 33

Public Input Overview: Comment Themes

Downtown Related Comments:

- ▶ Couplet Design:
 - ▶ Congestion downtown
 - ▶ Begin couplet further North
 - ▶ Social impacts and effects on low-income housing
 - ▶ On-street parking
 - ▶ Bicycle and car interaction
 - ▶ Ability to adjust to a couplet
- ▶ Access to businesses/ public spaces
- ▶ Preference for vision of road diet
- ▶ Prefer downtown as commuter corridor
- ▶ Parking as a priority

EXTENDED ONE-WAY COUPLET ALTERNATIVE DETAIL



Bicycle Lane CAC Recommendations

- ▶ One-way
- ▶ including barrier

On-Street Parking and Wider Sidewalks

CAC Recommendation

Recommendation:

Segments	On-street Parking	Wider Sidewalks
GW Way: Jadwin to Knight	On-Street Parking	Widen by 6 feet*
GW Way: Knight to Swift	None	Extra wide sidewalks by 14 feet*
GW Way: Swift to Symons	On-Street Parking	Widen by 6 feet*
Jadwin: GW Way to Swift	None	Widen by 3 feet*
Jadwin: Swift to Symons	On-Street Parking	Wider by 6 feet*

Considerations:

- Separates safety conflicts that could arise from bicycle and parked car interaction.
- Allows new on street parking to orient to the Parkway.
- Parking design keeps future options open around the Uptown.
- Jadwin from GW Way to Swift has the least amount of extra room.
- Decisions can be implemented parcel by parcel.
- *To be modified in detailed design.

Additional Public Outreach on Extended One-Way Couplet Alternative

- ▶ Reached out to the Uptown BID via email with a flyer
- ▶ Direct mailing to building owners.
- ▶ Discussed it at one of the board meetings with the BID
- ▶ A few follow-up phone conversations to discuss additional details and provide project understanding

Questions?

Comments/Discussion

Recommendation to City Council for
their Consideration July 7, 2020



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 7/29/2020

Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

Subject:

July 8, 2020 Workshop Minutes

Request:

Recommended Motion:

Motion to approve the minutes of the July 8, 2020 Planning Commission workshop.

Summary:

Attachments:

1. 2020-07-08 Planning Commission Workshop Minutes DRAFT



MINUTES
PLANNING COMMISSION WORKSHOP
Via Zoom
WEDNESDAY, JULY 8, 2020
6:00 PM

Call to Order:

Chairman Palmer called the workshop to order at 6:02 p.m.

Attendance:

Present: Chairman Palmer, Commissioners, Eadie, Mealer, Smith, and Townsend. Planning Manager Mike Stevens, and Staff Liaison Assistant Follett were also present.

Agenda Items:

Title 27 – Sign Code Amendment

Mr. Stevens briefed the Commission on proposed amendments to Title 27. Commissioners reviewed the draft code language and discussed the implications of the proposed changes. Commissioners also asked questions of Mr. Stevens to clarify application of amendments to government and commercial signs in the right of way and discussed state wayfinding regulations and contents rules.

Adjournment:

Chairman Palmer adjourned the meeting at 8:25 p.m.

PREPARED BY: Lynne Follett, Executive Assistant

REVIEWED BY: Mike Stevens, Planning Manager



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 7/29/2020

Agenda Category: Items of Business

Prepared By: Mike Stevens, Planning Manager

Subject:

M2020-104 Approval of Sign - Liberty Christian School

Request:

Core Focus Area 5 - Maximize Community Amenities

Recommended Motion:

Motion to authorize the Development Services Department to approve the requested sign permit.

Summary:

M2020-104 - Liberty Christian School Sign Authorization

Pursuant to RMC 27.08.040.A.2 Liberty Christian School has requested approval from the Planning Commission for the installation of a freestanding sign on their campus located at 2200 Williams Blvd.

Liberty Christian School is proposing to upgrade their old reader board by purchasing the old City of Richland reader board sign, which is located on George Washington Way at the site of the old City Hall. The applicants are proposing to install the new sign in the same area as their old reader board, but further back on the property to meet setback requirements.

Attachments:

1. M2020-104 Full Staff Report

**CITY OF RICHLAND DEVELOPMENT SERVICES DIVISION
STAFF REPORT TO THE PLANNING COMMISSION**

GENERAL INFORMATION:

PROPOSAL NAME:	Liberty Christian School Reader Board
LOCATION:	2200 Williams Blvd., Richland, WA
APPLICANT:	Liberty Christian School
FILE NO.:	M2020-104
DESCRIPTION:	Requesting Approval by the Planning Commission for a Freestanding Sign
PROJECT TYPE:	Miscellaneous
HEARING DATE:	July 29, 2020
REPORT BY:	Mike Stevens, Planning Manager
RECOMMENDED ACTION:	Approval



Figure 1 - Vicinity Map

DESCRIPTION OF PROPOSAL

Liberty Christian School has requested approval by the Planning Commission for a freestanding sign on their campus pursuant to RMC 27.08.040.A.2. Specifically, Liberty Christian School is proposing to upgrade their old reader board by purchasing the old City of Richland reader board sign, which is located on George Washington Way at the site of the old City Hall. The applicants are proposing to install the new sign in the same area as their old reader board, but further back on the property to meet setback requirements. In addition, they will be removing an existing monument sign that is currently located in front of the school so that they will only have one sign not exceeding 64 square feet in size.

The subject property currently contains the following signs:

- 1- Monument sign (located on Williams Blvd. – to be removed).
- 1- Freestanding reader board (located on Richmond, Street – to be replaced with new reader board).
- 7 – Parking lot directional signs
- 1 – Scoreboard with (Pepsi/Liberty Christian School logo)

ANALYSIS

Pursuant to RMC 27.08.040.A.2, freestanding signs on high school or college campuses may be allowed in addition to those signs permitted under Table 27.10.020(A), subject to the following criteria:

- a. Only one sign, not exceeding 64 square feet in area, may be permitted.

The proponents have indicated that they will remove the existing monument sign in order to meet this requirement. As a result, only the proposed reader board, which is approximately 43.5 square feet in size, will be on the subject property to identify the school.

- b. The sign shall not exceed 20 feet in height.

The overall height of the proposed reader board will be approximately 16'9".

- c. The sign shall meet minimum building setback requirements so that it will not obstruct either pedestrian or automobile traffic.

The base of the sign shall be located at least 20' from the property line adjacent to Richmond Blvd. The current site plan appears to indicate a setback of less than the required 20' setback. Staff recommends that a condition of approval be placed on the sign permit requiring a 20' setback from the property line adjacent to Richmond Blvd.

- d. The sign shall be oriented so that it does not directly face adjacent residential properties.

The sign will be oriented in a manner that will not directly face adjacent residential properties.

- e. If the sign contains an electronic reader board or is otherwise illuminated, all lighting shall be turned off between the hours of p.m. and 7:00 a.m.

The applicants have indicated that the proposed reader board will be turned off from the hours of 10:00 p.m. to 7:00 a.m. in order to be compliant with this requirement.

- f. Notice of the public meeting held to review an application for a freestanding sign shall be provided through posting of the site at the proposed sign location.

A City of Richland Pending Land Use Action sign was posted at the site on Thursday, July 9, 2020.

RECOMMENDATION

Staff recommends that the Planning Commission approve the request to install a new reader board on the subject site subject to the following conditions of approval:

CONDITIONS OF APPROVAL:

1. The base of the proposed reader board sign shall be setback at least 20' from the property line/right-of-way associated with Richmond Blvd. A revised site plan indicating the required setback shall be submitted to the Development Services Department prior to final permit issuance.
2. The reader board shall not be illuminated from 10:00 p.m. to 7:00 a.m.
3. Maximum size of the freestanding sign/reader board shall not exceed 64 square feet.

EXHIBIT LIST

1. School Sign Request and Related Materials
2. Public Notice
3. Site Photos

Exhibit 1



2200 Williams Blvd. Richland, WA 99354 ~ 509-946-0602

To: Planning Commission

Liberty Christian School wants to upgrade our old reader board and purchase the old City of Richland reader board, which is located on George Washington Way. We have agreed on a price with the Purchasing Department on the sale of reader board. We would like to move forward in the process of your approval for installing a new reader board on our school campus. We will be placing the new sign in the same area as the old reader board but place further back on the property line to meet code. In addition, we will be removing a Liberty Christian School monument sign that is also located in front of the school. This will help us comply with city code 27.10.020 (A), with only having one not exceeding 64 square feet in that area. The new reader board will be facing north and south on Richmond St and will not be facing directly toward homes. We will have reader board lights off at 10pm and turned back on after 7am.

Signs around the property include:

- 1- Monument sign (located on Williams, Blvd- will be removed)
- 1- Free standing Reader board (Located on Richmond, St – replaced with upgraded reader board)
- 7- Parking lot directional signs
- 1- Scoreboard with (Pepsi/Liberty logo on it) Scoreboard faces south towards school building.

Brandon Musson

Director of Facilities



City of Richland
Development Services

625 Swift Blvd. MS-35
Richland, WA 99352
(509) 942-7794
(509) 942-7764

Sign Application

Value of Footings/Foundation/
Connection* \$ 1,500

Value of Sign \$ 225.00

PROPERTY OWNER INFORMATION		☒ Contact Person
Owner: <u>Liberty Christian School / Brandon Musson</u>		
Address: <u>2200 Williams Blvd Richland</u>		
Phone: <u>(509) 746-0602</u>	Email: <u>BMusson@Libertychristian.net</u>	
APPLICANT/CONTRACTOR INFORMATION (if different)		☐ Contact Person
Company:	UBI#	
Contact:		
Address:		
Phone:	Email:	
SIGN INFORMATION		
Address and/or Location of sign: <u>2200 Williams Blvd</u>		Value of Sign: <u>225.00</u>
GRAPHIC, SIGN, AND BUILDING DIMENSIONS		
Type of Sign:	Freestanding ☒	Wall ☐ *Projecting ☐ Roof ☐ Canopy ☐ Marquee ☐
Size of Sign Sq. ft.:	Height above grade of lowest part of sign: <u>14'</u>	
Height above grade of highest part of sign: <u>16' 9"</u>	Distance from nearest side line of premises (for projecting Signs):	
Longest Building Wall (ft.):	Building Height (ft.):	Surface Area of Building Wall (sq. ft.):

Building permits are required for Freestanding, pole type or monument signs >6' in height, and for Roof-Top or Wall-Mounted signs that project above the roof. Building permit fee is based on the valuation of the footing/foundation OR the connection to bldg. only. Construction details, including footing details, are required to be submitted with this application. *Roof-Top or Wall-Mounted (projecting above roof or parapet) signs require engineering for the attachment to the roof or building.

The undersigned covenants that the above-mentioned sign for which permit is applied for will be constructed in all respects in accordance with plans and specifications submitted herewith, and in accordance with the provisions and regulations of the Building Code and all other ordinances and codes of the City of Richland applicable hereto in force when construction is commenced; and further agrees that in case of any variances or conflict between the plans and specifications submitted herewith, and the provisions or regulations of any of said ordinances or codes pertaining to such construction, that the provisions or regulations contained in such ordinances or codes shall govern and shall be followed.

PERMANENT SIGN APPLICATION MUST INCLUDE – 1 Application for multiple signs

1. Completed Application and Filing Fee
2. Site Plan
3. 2 color copies (min 8 ½ x 11" / scale 1" = 20')
4. Picture of sign as it will appear on building
5. Weight and Dimensions
6. Provide cross-section view showing foundation, structural members (studs, beam, post etc.) and how sign is attached to building (bolts, screws, lags, weld etc.) and into what framing member
7. Type of material sign is made of, color, and lighted or not
8. Any other information the Administrator deems necessary to determine compliance with applicable codes

TEMPORARY SIGN APPLICATION MUST INCLUDE – 1 Application per sign

1. Completed Application and Filing Fee
2. Site Plan
3. 1 color copy (min 8 ½ x 11" / scale 1" = 20')
4. Purpose of Sign
5. Signature of Property Owner (where sign is to be placed)
6. Sign Dimensions
7. Sketch showing location of sign
8. Any other information the Administrator deems necessary to determine compliance with applicable codes

I authorize employees and officials of the City of Richland the right to enter and remain on the property in question to determine whether a permit should be issued and whether special conditions should be placed on any issued permit. I have the legal authority to grant such access to the property in question.

I also acknowledge that if a permit is issued for land development activities, no terms of the permit can be violated without further approval by the permitting entity. I understand that the granting of a permit does not authorize anyone to violate in any way any federal, state, or local law/regulation pertaining to development activities associated with a permit.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application and have documented all applicable requirements on the site plan.
2. The information provided in this application contains no misstatement of fact.
3. I am the owner(s), the authorized agent(s) of the owner(s) of the above referenced property, or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW or I am exempt from the requirements of the Chapter 18.27 RCW.
4. I understand this permit is subject to all other local, state, and federal regulations.

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of Richland has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

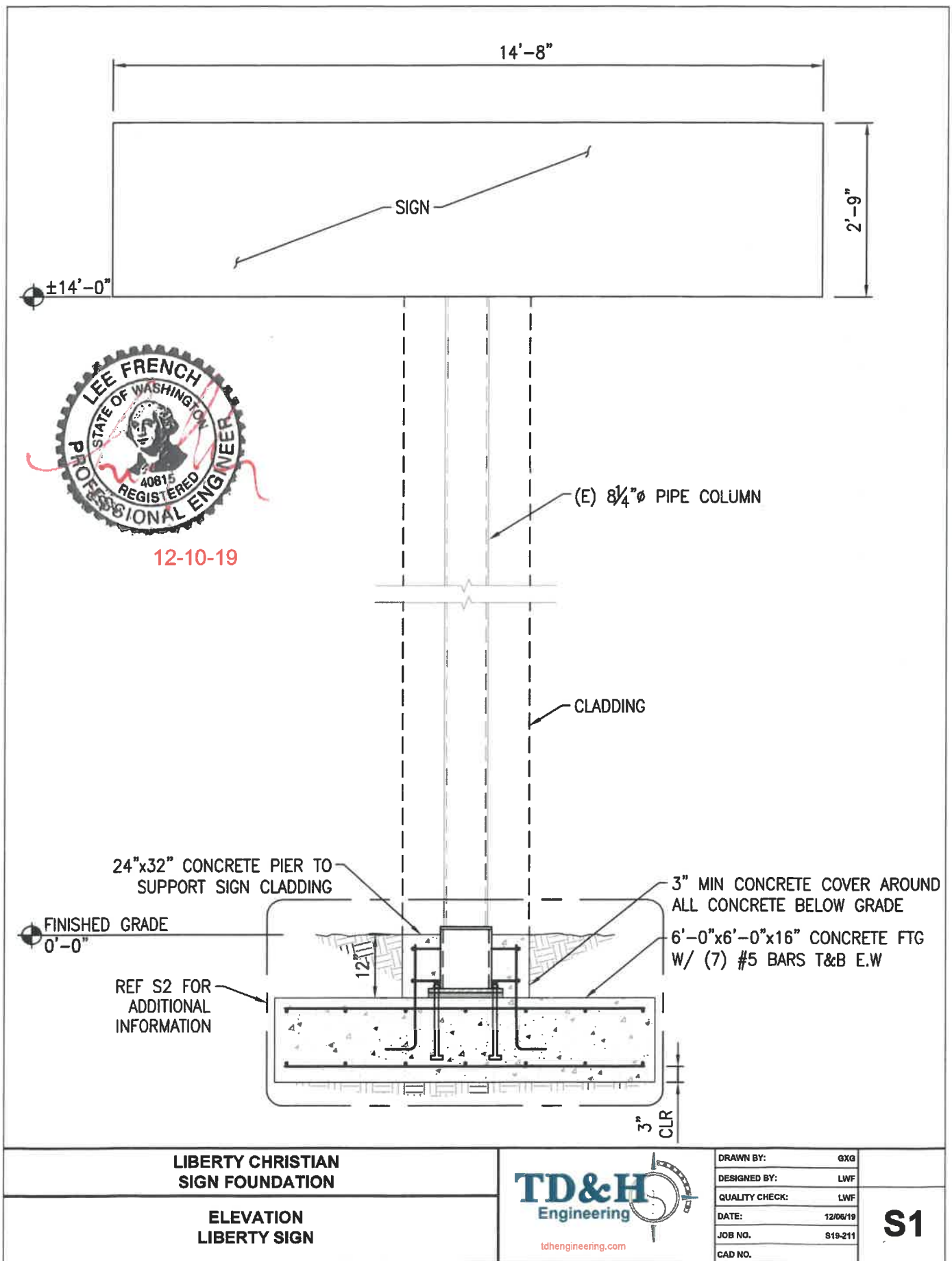
Applicant Printed Name: Brandon Musson

Applicant Signature: [Signature] Date 12-11-19

Property Owner Printed Name: Brandon Musson

Property Owner Signature: [Signature] Date 12-11-19





LIBERTY CHRISTIAN
SIGN FOUNDATION

ELEVATION
LIBERTY SIGN

TD&H
Engineering
tdhengineering.com

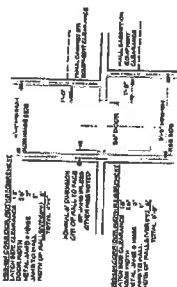
DRAWN BY:	GXG
DESIGNED BY:	LWF
QUALITY CHECK:	LWF
DATE:	12/06/19
JOB NO.	S19-211
CAD NO.	

S1



TD&H
Engineering
tdhengineering.com

S2



MINIMUM DOOR CLEARANCES

8'0" REQUIRED MIN. CLEARANCE CIRCLE
MAX. 4' EXTENDED UNDER SINK/VOLLEY
AND 14" EXT. DOWN SINK

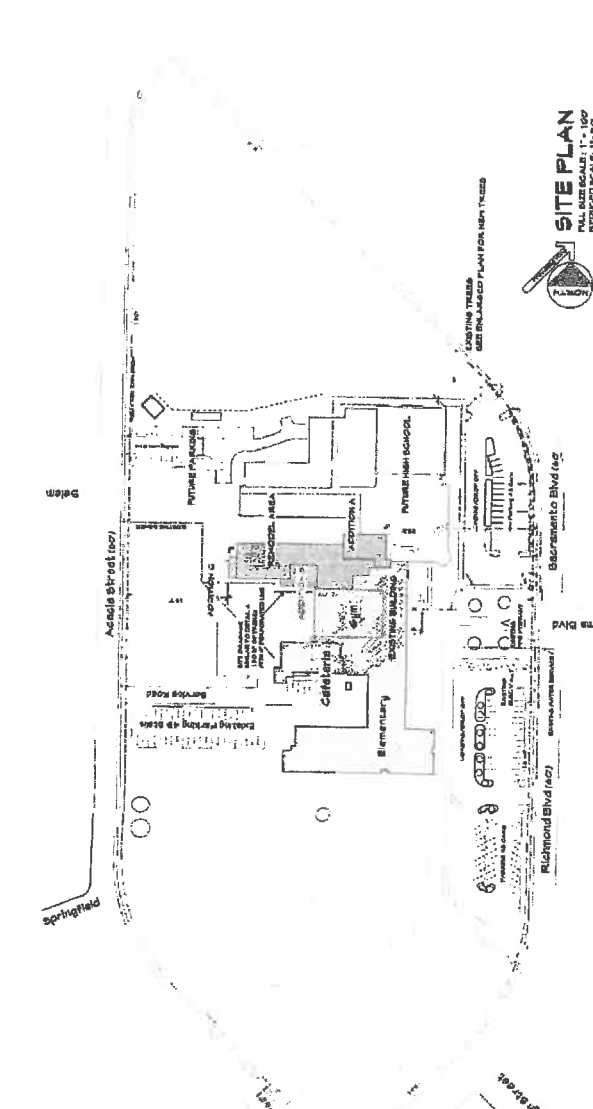


TOILET RAIL CLEARANCES HANDICAP ACCESS REQUIREMENTS

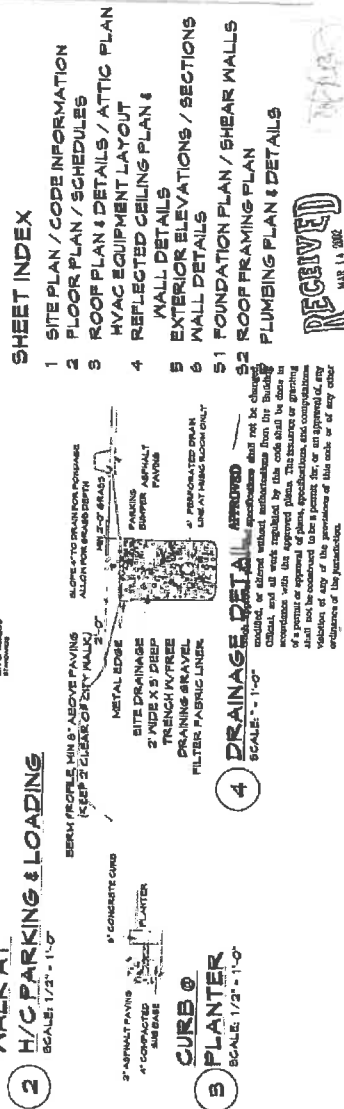
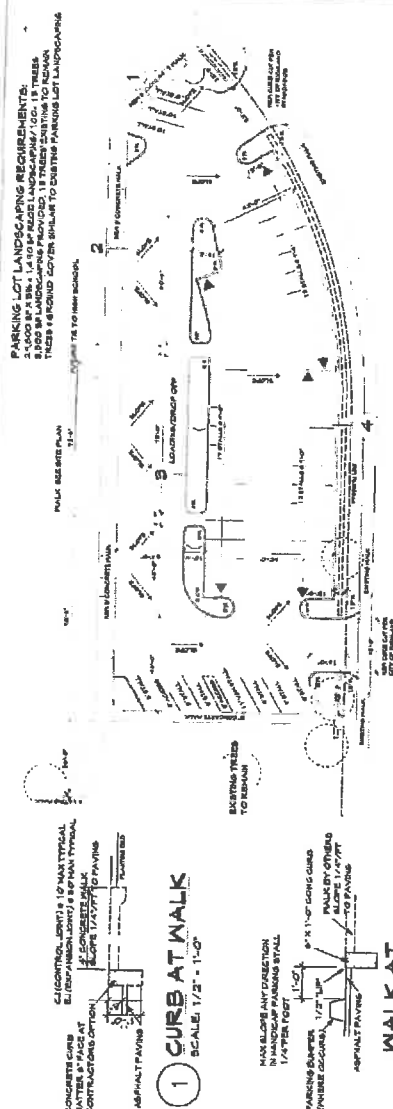
BUILDING CODE INFORMATION

1997 IBC ZONING	PR	existing garage/room occupied	existing building area (sq ft)	existing north area (sq ft)	west building (sq ft)
1997 IBC ZONING	PR	existing garage/room occupied	existing building area (sq ft)	existing north area (sq ft)	existing west building (sq ft)
1997 IBC ZONING	PR	existing garage/room occupied	existing building area (sq ft)	existing north area (sq ft)	existing west building (sq ft)

FLOOR AREAS OF THIS PROJECT	REMODEL ADDITIONS	TOTAL AREA
EAST OF AREA SEPARATION	8,068	8,068
WEST OF AREA SEPARATION	1,158	1,158
EAST ADDN		
WEST ADDN		
TOTAL AREA	10,216	10,216



SITE PLAN
FULL SIZE SCALE 1" = 100'
REDUCED SCALE 1" = 50'



SHEET INDEX

- 1 SITE PLAN / CODE INFORMATION
- 2 FLOOR PLAN / SCHEDULES
- 3 ROOF PLAN & DETAILS / ATTIC PLAN
- 4 REFLECTED CEILING LAYOUT
- 5 WALL DETAILS
- 6 EXTERIOR ELEVATIONS / SECTIONS
- 7 WALL DETAILS
- 8 FOUNDATION PLAN / SHEAR WALLS
- 9 PLUMBING PLAN & DETAILS

RECEIVED
MAR 11 2002
PERMIT AND INSPECTIONS
CITY OF RICHMOND

McCue &
Associates
Architects
& Planners
P.S.

2215 South
Holladay
Richmond
Virginia 23136
Tel: (804) 771-1101
Fax: (804) 771-1102
www.mccueps.com

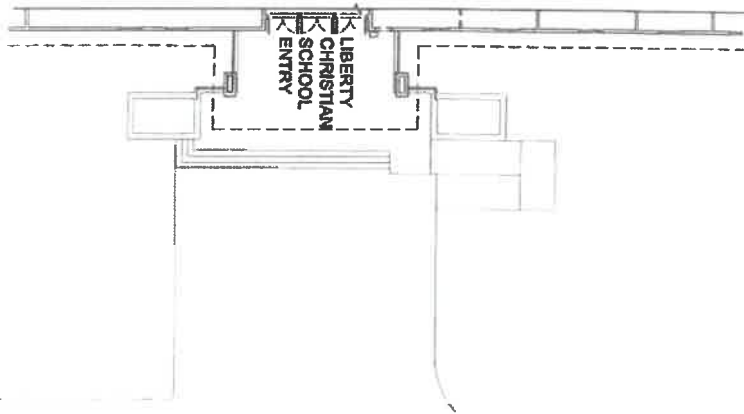
2200 Williams Blvd.
2200 Williams Blvd. Richmond Washington
Phase Two / Northwest Wing
300-2-00530

02-0187



SIGN LOCATION

- SIGN NOTES:**
1. EXISTING SIGN AND SIGN POLE SHALL BE REMOVED AT GRADE. MAINTAIN EXISTING POWER AND CONTROLS FOR HOOK-UP TO NEW SIGN. COORDINATE REMOVAL/DISPOSAL OF EXISTING SIGN WITH OWNER.
 2. NEW SIGN LOCATION, SHOWN DIAGRAMMATICALLY, SHALL BE LOCATED AS SHOWN IN VICINITY OF EXISTING SIGN. COORDINATE HOOK-UP WITH OWNER.
 3. SEE STRUCTURAL DRAWINGS FOR NEW SIGN FOUNDATION AND CONNECTIONS.
 4. REPAIR LAWN AND ADJACENT LANDSCAPING TO MATCH EXISTING SURROUNDING CONDITIONS.



SITE PLAN
1" = 20'-0"



EXISTING SIDEWALK, TYPICAL

EXISTING LAWN

PARKING

EXISTING LAWN

**FLAG
POLE**

EXISTING SIDEWALK, TYPICAL

RICHMOND BLVD

SACRAMENTO BLVD

LIBERTY CHRISTIAN SCHOOL
SITE SIGN
2200 WILLIAMS BLVD | RICHLAND, WA

ARCHIBALD & CO.
ARCHITECTS, P.E.
660 Symons Street
Richland WA 99354
PR 509, 946, 4189
fx 509, 943, 1776
www.archibald.com

ARCHITECTURAL
SITE PLAN

DRUMMOND
A0.1



Image capture: Jun 2017 © 2020 Google

Richland, Washington



Street View











Google Maps 1301 Sacramento Blvd
5,6 of 7 parking lot signs



Image capture: Jun 2017 © 2020 Google

Richland, Washington



Street View



Image capture: Jun 2017 © 2020 Google

Richland, Washington



Street View

Exhibit 2



CITY OF RICHLAND NOTICE OF PERMIT REQUEST (M2020-104)

Notice is hereby given that Liberty Christian School is proposing to install a new reader board on the school campus. Pursuant to RMC 27.08.040.A.2, freestanding signs on high school campuses may be allowed with permission from the Richland Planning Commission.

The Planning Commission will conduct a virtual meeting to act on the request Wednesday, July 29, 2020 at 6:00 pm. Application materials are available to the public and can be viewed at www.ci.richland.wa.us.

Any person desiring to express their views or to be notified of any decisions pertaining to this application should notify Mike Stevens, Planning Manager, 625 Swift Blvd., Richland, WA 99352. Comments may also be faxed to (509) 942-7764 or emailed to mstevens@ci.richland.wa.us.



Existing monument sign to be removed

Existing freestanding
sign to be replaced





**Looking East towards nearby
residential neighborhood**



View: Looking North

Existing freestanding sign and existing monument sign





PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 7/29/2020

Agenda Category: New Business - Public Hearing

Prepared By: Mike Stevens, Planning Manager

Subject:

Title 27 - Sign Code Amendment

Request:

Recommended Motion:

Staff recommends the Planning Commission concur with the findings and conclusions set forth in Staff Report (CA2020-103) and recommend to the City Council adoption of a proposed code amendment to RMC Section 27.04.030 exempting the City, County, State or a Federal Government Agency from having to obtain a sign permit from the City of Richland for emergency warning signs, traffic signs, signs directing the public to points of interest and signs showing the location of public facilities.

Summary:

Joe Schiessl on behalf of the City of Richland's Parks and Public Facilities Department has submitted an application to amend the City's sign code so that separate sign permits are not required for the installation of directional signs within the right of way directing motorists to public facilities and points of interest. The City of Richland has been working for several years in conjunction with the Cities of Pasco, Kennewick and West Richland and with the Visit Tri-Cities Convention and Visitors Bureau to create a region-wide wayfinding signage program. The City of Richland's sign code, as currently written, would prevent the installation of the proposed wayfinding signage.

Attachments:

1. CA2020-103 - Sign Code Full Staff Report

STAFF REPORT

TO: PLANNING COMMISSION
FILE NO.: CA2020-103

PREPARED BY: MIKE STEVENS
MEETING DATE: JULY 29, 2020

GENERAL INFORMATION:

APPLICANT: JOE SCHIESSL ON BEHALF OF THE CITY OF RICHLAND'S
PARKS AND PUBLIC FACILITIES DEPARTMENT

FILE: CA 2020-103

REQUEST: TEXT AMENDMENT TO RMC SECTION 27.04.030 – PERMITS
REQUIRED - EXEMPTIONS. THE PROPOSED TEXT
AMENDMENT WOULD REMOVE THE REQUIREMENT FOR
OBTAINING A SIGN PERMIT FOR ANY SIGN, POSTING OR
NOTICE PLACED OR INSTALLED BY THE CITY, COUNTY, STATE
OR A FEDERAL GOVERNMENT AGENCY.

LOCATION: CITYWIDE

REASON FOR REQUEST

Joe Schiessl on behalf of the City of Richland's Parks and Public Facilities Department has submitted an application to amend the City's sign code so that separate sign permits are not required for the installation of directional signs within the right of way directing motorists to public facilities and points of interest. The City of Richland has been working for several years in conjunction with the Cities of Pasco, Kennewick and West Richland and with the Visit Tri-Cities Convention and Visitors Bureau to create a region-wide wayfinding signage program. The City of Richland's sign code, as currently written, would prevent the installation of the proposed wayfinding signage.

ANALYSIS

As indicated above, the City of Richland has been working for several years in conjunction with the Cities of Pasco, Kennewick and West Richland and with the Visit Tri-Cities Convention and Visitors Bureau to develop a new wayfinding program that would help connect and help direct people new to the area. The City's code, as currently written, would prevent the installation of the proposed wayfinding signage. As a result, Joe Schiessl, Director of the Parks and Public Facilities Department has applied for a proposed text amendment to allow for wayfinding and other forms of governmental signage to be installed without having to obtain a sign permit from the City.

Staff workshopped the proposed code amendment with the Planning Commission on July 8, 2020 and discussed the issue and tentatively agreed on language that would satisfy the City's desire as well as ensure that the signage installed was compliant with the U.S. Supreme Court's 2015 decision in the case of Reed v. Town of Gilbert. Compliance was ensured based upon the following:

Any sign, posting, or notice placed or installed by the city, county, state or a federal governmental agency. Signs located within rights of way shall be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD), shall comply with RMC Chapter 12.11 and be approved by the Richland Public Works Department if located within City of Richland right of way.

Since the July 8, 2020 Planning Commission workshop, staff has learned that not all of the proposed signage to be installed as part of the wayfinding program complies with the MUTCD. The proposed wayfinding signs on the federal and state highways will meet the MUTCD green background, white text, and color boxes required for "guide signs – conventional roads", while the local road signs use a different color configuration, which is not consistent with MUTCD, but is consistent with the regional "MERJE" plan which has been approved by each local jurisdiction. MERJE is a graphic design company that has helped dozens of U.S. cities create wayfinding and interpretive signage.

As a result, staff recommends that the proposed code amendment be revised to include reference to the "MERJE" plan that has been approved by each local jurisdiction. The revised language would read as follows:

Any sign, posting, or notice placed or installed by the city, county, state or a federal governmental agency. Signs located within rights of way shall be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) or locally adopted MERJE plan, shall comply with RMC Chapter 12.11 and be approved by the Richland Public Works Department if located within City of Richland right of way.

PUBLIC NOTICE/ COMMENTS

Notice of the proposed amendment was provided to local and state agencies. Notice was also published in the Tri-Cities Herald, posted at official posting places and on the city's official website. Notice was provided to the Washington State Dept. of Commerce and other state agencies as required by RCW 36.70A.

No substantive comments were received from the public and/or governmental entities as of the date the staff report was prepared.

SEPA

The City of Richland has utilized the Optional DNS Process as outlined in WAC 197-11-355. The end of the public comment period was Thursday, July 23, 2020. A Determination of Non-Significance (DNS) was issued Friday, July 24, 2020.

FINDINGS OF FACT

1. Over time the need for new uses changes within the City of Richland.

2. Joe Schiessl on behalf of the City of Richland's Parks and Public Facilities Department has submitted an application to amend the City's sign code so that separate sign permits are not required for the installation of directional signs within the right of way directing motorists to public facilities and points of interest.
3. RMC Title 27, as currently written, would prevent the installation of wayfinding signage within the City of Richland.
4. The City of Richland has been working for several years in conjunction with the Cities of Pasco, Kennewick and West Richland and with the Visit Tri-Cities Convention and Visitors Bureau to create a region-wide wayfinding signage program.
5. Staff workshopped the proposed code amendment with the Planning Commission on July 8, 2020.
6. The proposed wayfinding signs on the federal and state highways will meet the MUTCD green background, white text, and color boxes required for "guide signs – conventional roads", while the local road signs use a different color configuration, which is not consistent with MUTCD, but is consistent with the regional "MERJE" plan which has been approved by each local jurisdiction.
7. MERJE is a graphic design company that has helped dozens of U.S. cities create wayfinding and interpretive signage.
8. Notice of the proposed amendment was provided to local and state agencies. Notice was also published in the Tri-Cities Herald, posted at the official posting places and on the city's official website. Notice was provided to the Washington State Dept. of Commerce and other state agencies as required by RCW 36.70A.
9. No substantive comments regarding the proposed code amendment were received.
10. The Washington State Department of Commerce received the 60-day Notice of Intent to Adopt Amendment and granted expedited review.
11. The City issued a SEPA Threshold Determination of Non-Significance on July 24, 2020.
12. The City of Richland utilized the Optional DNS Process as outlined in WAC 197-11-355. The end of the public comment period was Thursday, July 23, 2020.

CONCLUSIONS OF LAW

1. The Planning Commission has jurisdiction to hold an open record public hearing and issue a recommendation on the proposed ordinance amendment to the City Council.
2. The proposed code amendment is consistent with the goals and policies of the City's Comprehensive Plan.

RECOMMENDATION

Staff recommends the Planning Commission concur with the findings and conclusions set forth in Staff Report (CA2020-103) and recommend to the City Council adoption of a proposed code amendment to RMC Section 27.04.030 exempting the City, County, State or a Federal Government Agency from having to obtain a sign permit from the City of Richland for emergency warning signs, traffic signs, signs directing the public to points of interest and signs showing the location of public facilities.

ALTERNATIVES

1. Recommend approval of the amendment as proposed;
2. Recommend approval of the amendment, as modified by the Planning Commission.
3. Recommend denial of the amendment;

RECOMMENDED MOTION

I move that the Planning Commission recommend approval of the proposed amendment to RMC Section 27.04.030 as modified by the Planning Commission and based upon the above listed Findings of Fact and Conclusions of Law.

EXHIBITS

1. Application Materials
2. Draft Code Amendment
3. SEPA DNS & SEPA Checklist
4. Department of Commerce Notice
5. Public Notice and Comments Received



Exhibit 1

City of Richland
Development Services

625 Swift Blvd. MS-35
Richland, WA 99352

☎ (509) 942-7794

📠 (509) 942-7764

Code Amendment Application (Non-Zoning)

Note: A Pre-Application meeting is required prior to submittal of an application.

APPLICANT

☐ Contact Person

Company: City of Richland

UBI# n/a

Contact: Joe Schiessl, Director, Parks and Public Facilities Department

Address: 625 Swift Blvd, Richland, WA

Phone: 942.7578

Email: jschiessl@ci.richland.wa

DESCRIPTION OF PROPOSED AMENDMENT

The proposed amendment will permit the placement of directional signs in the right of way to direct motorists to public facilities and points of interest.

APPLICATION MUST INCLUDE:

1. Completed Application and Filing Fee
2. SEPA Checklist (if necessary)

ANSWER QUESTIONS AS COMPLETELY AS POSSIBLE

Section(s) of code proposed to be amended (include code citation):

27.04.030 Permits required – Exemptions.

7. Any sign, posting, or notice placed or installed by the city, county, state or a federal governmental agency. Signs located within rights of way shall be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD), shall comply with RMC Chapter 12.11 and be approved by the Richland Public Works Department if located within City of Richland right of way.

Summary of requested code amendment(s):

The new language will allow for the City of Richland and other governmental entities to install signage necessary to carry out their missions of providing for the public good.

Reason(s) for code amendment(s):

The Cities of Richland, Kennewick and Pasco are planning a “wayfinding” signage program to direct motorists and pedestrians to various points of interest and destinations. The Cities of Pasco and Kennewick have similarly amended their sign codes.

Is the proposed amendment consistent with the applicable provisions of the Comprehensive Plan? Is a Comprehensive Plan amendment necessary to implement the proposed amendment?

Yes, the proposed amendment is consistent with the Comprehensive Plan.

No, a Comprehensive Plan amendment is not necessary.

Does the proposed amendment bear a substantial relation to the public health, safety, welfare and protection of the environment? Please explain:

Yes, conveying information to motorists and pedestrians for points of interest and public facilities is based in the protection of public health, safety, and general welfare of the public.

I hereby certify under penalty of perjury under the laws of the State of Washington that the following is true and correct:

1. I have read and examined this permit application. The information provided in this application contains no misstatement of fact.
2. I am an owner(s), authorized agent(s) of an owner(s), or I am currently a licensed contractor or specialty contractor under Chapter 18.27 RCW, or I am exempt from the requirements of the Chapter 18.27 RCW.

Note: This application will not be processed unless the above certification is endorsed by an authorized agent of the owner(s) of the property in question and/or the owner(s) themselves. If the City of Richland has reason to believe that erroneous information has been supplied by an authorized agent of the owner(s) of the property in question and/or by the owner(s) themselves, processing of the application may be suspended.

Applicant Printed Name: Joe Schiessl, Director of Parks and Public Facilities

Applicant Signature:  Date 4.9.2020

Exhibit 2

ORDINANCE NO. XXX-20

AN ORDINANCE of the City of Richland amending Section 27.04.030, Permits Required - Exemptions, related to signs not requiring a City of Richland sign permit.

WHEREAS, from time to time the City has need to update its development regulations; and

WHEREAS, on July 22, 2020, the Richland Planning Commission conducted a public hearing regarding modifications to the land use table contained within RMC Section 27.04.030; and

WHEREAS, the Richland Planning Commission recommends that the following changes be made to RMC Section 27.04.030.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. RMC Section 27.04.030 of the Richland Municipal Code, as enacted by Ordinance No. XX-XX, and last amended by Ordinance No. XX-XX, is hereby amended to read as follows:

27.04.030 Permits required – Exemptions.

Sign permits are required for most permanent and temporary signs. Permit requirements and exemptions are specified below:

A. Permanent Signs. A separate permit shall be required for a sign or signs for each business entity and/or a separate permit for each group of signs on a single supporting structure installed simultaneously. Thereafter, each additional sign erected on the structure must have a separate permit. A sign permit is not required for the following:

1. Signs required by law.
2. Exterior signs or displays not visible from streets or ways open to the public.
3. Signs in the interior of a building which are not visible from any public property or rights-of-way.
4. Plaques, tablets, or inscriptions which are an integral part of the building structure or are attached flat to the face of the building, which are not illuminated and do not exceed 10 square feet in surface area.
5. Signs less than two square feet in surface area.
6. Signs which are painted or mounted on delivery vehicles or other operable commercial vehicles which are generally and primarily used for transportation of commerce.
7. Any sign, posting, or notice placed or installed by the city, county, state or a federal governmental agency. Signs located within rights of way shall be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD), shall comply with RMC Chapter 12.11 and be approved by the Richland Public Works Department if located within City of Richland right of way.

B. Temporary Signs. The erection, construction, posting, or placement of temporary signs shall require a temporary sign permit. The following temporary signs shall not require a permit:

1. Signs required by law.

2. Sandwich board signs worn by a person while walking the public ways of the city.
3. Changing of a theater marquee or similar sign.
4. Temporary window signs.
5. Signs displayed on a lot with property for sale or rent, provided:
 - a. That only one such sign is permitted for each public street upon which the property for sale or rent fronts;
 - b. That in the event a sign qualifies for this exemption, a second temporary sign is also exempt if located within 1,000 feet, measured as the shortest straight line between the property line of the property for sale or rent and the site of the second exempt sign; and
 - c. That such signs shall not exceed the measurement limitations specified in RMC 27.08.020.
6. Signs displayed on a lot where construction is taking place, provided:
 - a. That they are removed prior to occupancy approval of the building;
 - b. That only one such sign is permitted for each public street upon which the construction project fronts; and
 - c. That such signs shall not exceed the measurement limitations specified in RMC 27.08.020.
7. Noncommercial signs that are made of paper, vinyl, plastic or other nondurable material and which are designed and intended to be displayed for a short period of time; provided, that they conform with the sight obstruction requirements of Chapter 12.11 RMC, do not interfere with or obstruct any traffic control device or in any other manner interfere with the control of traffic on the streets of the city, and are not larger than 32 square feet in area.

C. Number of Signs. Except as provided at RMC 27.08.020, signs not requiring a permit and temporary signs shall not be included as part of the maximum number of signs permitted by this code.

D. Attachments to Signs. Ancillary devices, displays, and attachments not originally a part of the sign for which a permit was issued shall not be added to an existing sign except as provided in this code and pursuant to another sign permit issued by the building inspector. [Ord. 3-89; Ord. 08-19 § 2].

Section 2. This ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the 18th day of August, 2020.

RYAN LUKSON
Mayor

ATTEST:

APPROVED AS TO FORM:

JENNIFER ROGERS, City Clerk

HEATHER KINTZLEY, City Attorney

Date Published: _____

Exhibit 3



File No. EA2020-111

CITY OF RICHLAND **Determination of Non-Significance**

Description of Proposal: Text amendment to RMC Section 27.04.030 – Permits Required - Exemptions. The proposed text amendment would allow various types of governmental signs such as: Emergency warning signs, traffic signs, signs directing the public to points of interest and signs showing the location of public facilities to be installed without permit approval from the City of Richland.

Proponent: Joe Schiessl, Director, City of Richland Parks and Public Facilities Department

Location of Proposal: City-Wide.

Lead Agency: City of Richland

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

() There is no comment for the DNS.

() This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for fourteen days from the date of issuance.

(X) This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.

Responsible Official: Mike Stevens

Position/Title: Planning Manager

Address: 625 Swift Blvd., MS #35, Richland, WA 99352

Date: July 24, 2020

Signature _____

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist:

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for Lead Agencies:

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals:

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

A. Background [HELP]

1. Name of proposed project, if applicable:

**Richland Municipal Code Amendment
Chapter 27.04.030, (Sign) Permits required - exemptions.**

2. Name of applicant:

City of Richland
Joe Schiessl
Parks and Public Facilities Director

3. Address and phone number of applicant and contact person:

City of Richland
625 Swift Blvd
Richland, WA 99352
(509) 942-7578

4. Date checklist prepared:

April 9, 2020

5. Agency requesting checklist:

City of Richland

6. Proposed timing or schedule (including phasing, if applicable):

Upon adoption by Richland City Council

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

No, this is a stand alone text amendment.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None other than this SEPA Checklist. The City of Richland Comprehensive Plan and Zoning Code were prepared through an EIS process.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

N/A as this is a text amendment only.

10. List any government approvals or permits that will be needed for your proposal, if known.

The proposed text amendment will be adopted via ordinance by the Richland City Council.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The proposed text amendment to Chapter 27.04.030 will allow signs directing the public to points of interest and showing the location of public facilities as exempt from sign permit.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or

boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The proposed text amendment will apply to all areas of the City.

B. Environmental Elements [\[HELP\]](#)

1. Earth [\[help\]](#)

a. General description of the site:

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

N/A as this is a text amendment only. There are various geographic features within Richland city limits.

b. What is the steepest slope on the site (approximate percent slope)?

N/A as this is a text amendment only.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

N/A as this is a text amendment only.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

N/A as this is a text amendment only.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

N/A as this is a text amendment only.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

N/A as this is a text amendment only.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

N/A as this is a text amendment only.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

N/A as this is a text amendment only.

2. Air [\[help\]](#)

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

N/A as this is a text amendment only.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

N/A as this is a text amendment only.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

N/A as this is a text amendment only.

3. **Water** [\[help\]](#)

a. Surface Water: [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

N/A as this is a text amendment only. The Columbia and Yakima Rivers are within Richland city limits.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

N/A as this is a text amendment only.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

N/A as this is a text amendment only.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

N/A as this is a text amendment only.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

N/A as this is a text amendment only.

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

N/A as this is a text amendment only.

b. Ground Water: [\[help\]](#)

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

N/A as this is a text amendment only.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

N/A as this is a text amendment only.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

N/A as this is a text amendment only.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

N/A as this is a text amendment only.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

N/A as this is a text amendment only.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

N/A as this is a text amendment only.

4. Plants [\[help\]](#)

a. Check the types of vegetation found on the site:

N/A as this is a text amendment only. Various types of vegetation exist within Richland city limits.

- ☐ deciduous tree: alder, maple, aspen, other
☐ evergreen tree: fir, cedar, pine, other
☐ shrubs
☐ grass
☐ pasture
☐ crop or grain
☐ Orchards, vineyards or other permanent crops.
☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
☐ water plants: water lily, eelgrass, milfoil, other
☐ other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

N/A as this is a text amendment only.

c. List threatened and endangered species known to be on or near the site.

N/A as this is a text amendment only. The Richland Municipal Code has provisions for the protection of threatened and endangered species.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

N/A as this is a text amendment only.

e. List all noxious weeds and invasive species known to be on or near the site.

N/A as this is a text amendment only.

5. Animals [\[help\]](#)

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

N/A as this is a text amendment only. Various birds and other animals are present within Richland city limits.

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other _____

- b. List any threatened and endangered species known to be on or near the site.

N/A as this is a text amendment only.

- c. Is the site part of a migration route? If so, explain.

The City of Richland is located within the Mid-Columbia Flyway.

- d. Proposed measures to preserve or enhance wildlife, if any:

N/A as this is a text amendment only.

- e. List any invasive animal species known to be on or near the site.

N/A as this is a text amendment only.

6. Energy and Natural Resources [\[help\]](#)

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

N/A as this is a text amendment only.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

N/A as this is a text amendment only.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

7. Environmental Health [\[help\]](#)

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

N/A as this is a text amendment only.

- 1) Describe any known or possible contamination at the site from present or past uses.

N/A as this is a text amendment only.

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

N/A as this is a text amendment only.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

N/A as this is a text amendment only.

- 4) Describe special emergency services that might be required.

N/A as this is a text amendment only.

- 5) Proposed measures to reduce or control environmental health hazards, if any:

N/A as this is a text amendment only.

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

N/A as this is a text amendment only.

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)?

Indicate what hours noise would come from the site.

N/A as this is a text amendment only.

- 3) Proposed measures to reduce or control noise impacts, if any:

N/A as this is a text amendment only.

8. Land and Shoreline Use [\[help\]](#)

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

N/A as this is a text amendment only. There are a variety of land uses within Richland city limits.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

N/A as this is a text amendment only.

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

N/A as this is a text amendment only.

- c. Describe any structures on the site.
N/A as this is a text amendment only. There are numerous structures located within Richland city limits.
- d. Will any structures be demolished? If so, what?
N/A as this is a text amendment only.
- e. What is the current zoning classification of the site?
N/A as this is a text amendment only. There are a variety of zoning classifications within Richland city limits.
- f. What is the current comprehensive plan designation of the site?
N/A as this is a text amendment only. There are a variety of land use classifications within Richland city limits.
- g. If applicable, what is the current shoreline master program designation of the site?
N/A as this is a text amendment only. Portions of the City are located within the jurisdiction of the Shoreline Master Program; however, this text amendment will not result in any physical alterations of the land.
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.
N/A as this is a text amendment only. There are a number of critical areas within Richland city limits.
- i. Approximately how many people would reside or work in the completed project?
N/A as this is a text amendment only.
- j. Approximately how many people would the completed project displace?
N/A as this is a text amendment only.
- k. Proposed measures to avoid or reduce displacement impacts, if any:
N/A as this is a text amendment only.
- L. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:
N/A as this is a text amendment only.
- I. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:
N/A as this is a text amendment only.

9. **Housing** [\[help\]](#)

- a. Approximately how many units would be provided, if any? Indicate whether high, mid-
dle, or low-income housing.
N/A as this is a text amendment only.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
N/A as this is a text amendment only.

- c. Proposed measures to reduce or control housing impacts, if any:
N/A as this is a text amendment only.

10. Aesthetics [\[help\]](#)

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?
N/A as this is a text amendment only.
- b. What views in the immediate vicinity would be altered or obstructed?
N/A as this is a text amendment only.
- c. Proposed measures to reduce or control aesthetic impacts, if any:
N/A as this is a text amendment only.

11. Light and Glare [\[help\]](#)

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
N/A as this is a text amendment only.
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
N/A as this is a text amendment only.
- c. What existing off-site sources of light or glare may affect your proposal?
N/A as this is a text amendment only.
- d. Proposed measures to reduce or control light and glare impacts, if any:
N/A as this is a text amendment only.

12. Recreation [\[help\]](#)

- a. What designated and informal recreational opportunities are in the immediate vicinity?
N/A as this is a text amendment only. There are a variety of recreational opportunities within Richland city limits.
- b. Would the proposed project displace any existing recreational uses? If so, describe.
N/A as this is a text amendment only.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:
N/A as this is a text amendment only.

13. Historic and cultural preservation [\[help\]](#)

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.
N/A as this is a text amendment only.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

N/A as this is a text amendment only.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

N/A as this is a text amendment only.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

N/A as this is a text amendment only.

14. Transportation [\[help\]](#)

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

N/A as this is a text amendment only.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

N/A as this is a text amendment only.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

N/A as this is a text amendment only.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

N/A as this is a text amendment only.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

N/A as this is a text amendment only.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

N/A as this is a text amendment only.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

N/A as this is a text amendment only.

- h. Proposed measures to reduce or control transportation impacts, if any:
N/A as this is a text amendment only.

15. Public Services [\[help\]](#)

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

N/A as this is a text amendment only.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

N/A as this is a text amendment only.

16. Utilities [\[help\]](#)

- a. Circle utilities currently available at the site:

N/A as this is a text amendment only.

electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,
other _____

1. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

N/A as this is a text amendment only.

C. Signature [\[HELP\]](#)

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Name of signee: _____

Joe Schiessl

Position and Agency/Organization: Parks and Public Facilities Director

Date Submitted: _____

April 9, 2020

D. Supplemental sheet for nonproject actions [\[HELP\]](#)

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

Proposed measures to avoid or reduce such increases are:

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

3. How would the proposal be likely to deplete energy or natural resources?

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

Proposed measures to protect or conserve energy and natural resources are:

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks,

wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

Proposed measures to protect such resources or to avoid or reduce impacts are:

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

Proposed measures to avoid or reduce shoreline and land use impacts are:

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

Proposed measures to reduce or respond to such demand(s) are:

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.

6. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

N/A as this is a text amendment only. The proposal consists only of an amendment to Chapter 27.04.030, (sign) permits required - exemptions, of the Richland Municipal Code. Any project will comply with all applicable local, state and federal regulations.



Department of Commerce

Notice of Intent to Adopt Amendment / Notice of Adoption Cover Sheet

Pursuant to RCW 36.70A.106, the following jurisdiction provides the following required state agency notice.

1. Jurisdiction Name:	City of Richland – Development Services Dept.
2. Select Submittal Type: Select the Type of Submittal listed. (Select One Only)	☐ 60-Day Notice of Intent to Adopt Amendment. ☒ Request of Expedited Review / Notice of Intent to Adopt Amendment. ☐ Supplemental Submittal for existing Notice of Intent to Adopt Amendment. ☐ Notice of Final Adoption of Amendment.
3. Amendment Type: Select Type of Amendment listed. (Select One Only)	☐ Comprehensive Plan Amendment. ☒ Development Regulation Amendment. ☐ Critical Areas Ordinance Amendment. ☐ Combined Comprehensive and Development Regulation Amendments. ☐ Countywide Planning Policy .
4. Description Enter a brief description of the amendment. Begin your description with “Proposed” or “Adopted”, based on the type of Amendment you are submitting. Examples: <i>“Proposed comprehensive plan amendment for the GMA periodic update.”</i> or <i>“Adopted Ordinance 123, adoption amendment to the sign code.”</i> (Maximum 400 characters).	Proposed amendment to RMC Section 27.04.030.A.7, Permits required - Exemptions. The proposed amendment to Section 27.04.030 would exempt public entities from having to obtain a sign permit from the City of Richland.



Department of Commerce

5. Is this action part of your 8-year periodic update required under RCW 36.70A.130 of the Growth Management Act (GMA)?	☐ Yes ☒ No
6. Proposed Dates: Enter the anticipated public hearing date(s) for your Planning Commission/Planning Board or for your Council/Commission.	Planning Commission: July 29, 2020 City Council: August 18, 2020 & Sept. 1, 2020 Proposed / Date of Adoption: Sept. 1, 2020
7. Contact Information:	
A. Prefix/Salutation: (Examples: "Mr.", "Ms.", or "The Honorable" (elected official))	Mr.
B. Name:	Mike Stevens
C. Title:	Planning Manager
D. Email:	mstevens@ci.richland.wa.us
E. Work Phone:	(509) 942-7596
F. Cell/Mobile Phone: (optional)	
Consultant Information:	
G. Is this person a consultant?	☐ Yes
H. Consulting Firm name?	
8. Would you like Commerce to contact you for Technical Assistance regarding this submitted amendment?	☐ Yes

REQUIRED: Attach or include a copy of the proposed amendment text or document(s). We do not accept a website hyperlink requiring us to retrieve external documents. Jurisdictions must submit the actual document(s) to Commerce. If you experience difficulty, please email the reviewteam@commerce.wa.gov

Questions? Call the review team at (509) 725-3066.



Exhibit 5

CITY OF RICHLAND NOTICE OF APPLICATION, PUBLIC HEARING AND OPTIONAL DNS (CA2020-103 & EA2020-111)

Notice is hereby given that the City of Richland is proposing a text amendment to RMC Section 27.04.030 – Permits Required - Exemptions. The proposed text amendment would allow various types of governmental signs such as: Emergency warning signs, traffic signs, signs directing the public to points of interest and signs showing the location of public facilities to be installed without permit approval from the City of Richland.

Pursuant to Richland Municipal Code (RMC) Section 19.20 the Richland Planning Commission will conduct a virtual public hearing and review of the application at 6:00 p.m., July 29, 2020. All interested parties are invited to attend and present testimony during the virtual public hearing. Access to the virtual public hearing can be obtained by visiting the City of Richland website at www.ci.richland.wa.us.

Environmental Review: The proposal is subject to environmental review. The City of Richland is lead agency for the proposal under the State Environmental Policy Act (SEPA) and has reviewed the proposed project for probable adverse environmental impacts and expects to issue a determination of non-significance (DNS) for this project. The optional DNS process in WAC 197-11-355 is being used. This may be your only opportunity to comment on the environmental impacts of the proposed development. The environmental checklist and related file information are available to the public and can be viewed in the Development Services Division Office or City of Richland website www.ci.richland.wa.us.

Any person desiring to express his views or to be notified of any decisions pertaining to this application should notify Mike Stevens, Planning Manager, 625 Swift Blvd., MS-35, Richland, WA 99352. Comments may also be faxed to (509) 942-7764 or emailed to mstevens@ci.richland.wa.us. Written comments should be received no later than 5:00 p.m. on Thursday, July 23, 2020 to be incorporated into the staff report. Comments received after that date will be entered into the record at the hearing.

Copies of the staff report and recommendation will be available in the Development Services Division Office or City of Richland website www.ci.richland.wa.us beginning Friday, July 24, 2020.

Stevens, Mike

From: Boring, Michael
Sent: Monday, July 13, 2020 9:09 AM
To: Stevens, Mike
Subject: RE: CA 2020-103 City of Richland Sign Code Amendment

Hello Mike,

Please be aware that a building permit maybe needed for monument and pole signs. The IBC does not provide an exception for signs.

Best regards,

Michael

From: Stevens, Mike <mstevens@CI.RICHLAND.WA.US>
Sent: Thursday, July 9, 2020 10:42 AM
To: Anthony Muai <anthony.muai@ci.kennewick.wa.us>; Anthony Von Moos <anthony.vonmoos@co.benton.wa.us>; Ashley Morton <AshleyMorton@ctuir.org>; Badger Mountain Irrigation District <bmidmanager@badgermountainirrigation.com>; Benton County - Segregations <Segregations@co.benton.wa.us>; Webcsr PUD <webcsr@bentonpud.org>; Bill Barlow <bbarlow@bft.org>; Boring, Michael <MBoring@CI.RICHLAND.WA.US>; Boshart, Thomas <tboshart@CI.RICHLAND.WA.US>; Buechler, Ken <KBuechler@CI.RICHLAND.WA.US>; Carrie Thompson <carrie.thompson@bnsf.com>; Catherine Dickson <catherinedickson@ctuir.org>; Clark Posey <clark.posey@co.benton.wa.us>; BCES Hamilton, Craig <c.hamilton@bces.wa.gov>; DAHP SEPA Reviews <sepa@dahp.wa.gov>; Darrick Dietrich <darrick@basindisposal.com>; Dean Kelley <dean.kelley@chartercom.com>; BCES Davis, Deanna <d.davis@bces.wa.gov>; Deborah Rodgers <dxrogers@bpa.gov>; Deskins, John <jdeskins@CI.RICHLAND.WA.US>; Eric Mendenhall <emendenhall@westrichland.org>; Florinda Coleman <florinda.coleman@co.benton.wa.us>; Ghbein, Briana <bghbein@ci.richland.wa.us>; Greg McCormick <gregory.mccormick@ci.kennewick.wa.us>; Greg Wendt <greg.wendt@co.benton.wa.us>; Gregory Goodwin <gregory.l.goodwin@ftr.com>; Gwen Clear <gcle461@ecy.wa.gov>; Hill, Kelly <khill@CI.RICHLAND.WA.US>; USPS Ina N. Beutler <ina.n.beutler@usps.gov>; Jason McShane <jmcsbane@kid.org>; Jennings, Tyler <tjennings@CI.RICHLAND.WA.US>; Jerrod Macpherson <Jerrod.Macpherson@co.benton.wa.us>; Joseph Cichy <joseph.cichy@ftr.com>; Joseph Cottrell <jecottrell@bpa.gov>; Junior Campos <junior.campos@charter.com>; Kelly Cooper <kelly.cooper@doh.wa.gov>; Kevin Knodel <kevin.knodel@rsd.edu>; Kevin Sliger <KSliger@bft.org>; KID Development <development@kid.org>; KID Webmaster <webmaster@kid.org>; Lopez, Brandin <blopez@CI.RICHLAND.WA.US>; M. Deklyne <mjdelyne@bpa.gov>; BCES Map <map@bces.wa.gov>; Pasco99301 <99301PascoWA-Postmaster@usps.gov>; Paul Gonseth <gonsetp@wsdot.wa.gov>; Reathafor, Jason <JReathafor@CI.RICHLAND.WA.US>; Rebecca Hiles <rhiles@kid.org>; Review Team <reviewteam@commerce.wa.gov>; Richard Krasner <richard.krasner@rsd.edu>; USPS Richland Postmaster <99352RichlandWA-Postmaster@usps.gov>; Rick Dawson <rickd@bfhd.wa.gov>; Rob Rodger <rob.rodger@bentoncleanair.org>; Robin Priddy <robin.priddy@bentoncleanair.org>; Roscoe Slade <roscoe@westrichland.org>; BCES Gates, Sarah <s.gates@bces.wa.gov>; Schiessl, Joe <JSchiessl@CI.RICHLAND.WA.US>; SEPA Center <sepacenter@dnr.wa.gov>; SEPA Register <separegister@ecy.wa.gov>; SEPA Unit <sepaunit@ecy.wa.gov>; Seth DeFoe <SDeFoe@kid.org>; South Central Region Planning <scplanning@wsdot.wa.gov>; WA Dept of Fish & Wildlife <lopezlal@dfw.wa.gov>; WA Dept of Fish & Wildlife <rittemwr@dfw.wa.gov>; West, Julie <jwest@ci.richland.wa.us>; Westphal, Nichole <nwestphal@ci.richland.wa.us>; William Simpson <william.simpson@commerce.wa.gov>
Subject: CA 2020-103 City of Richland Sign Code Amendment

Attached to this email you will find a copy of the application and related materials for a proposed amendment to Chapter 27.04.030 of the Richland Municipal Code. The proposed amendment would exempt various forms of governmental agency signs from having to obtain sign permit approval from the City of Richland. The City is utilizing the Optional DNS Method and this may be your only opportunity to comment on the proposed amendment. Please submit any comments back to me by 5:00 pm, Thursday, July 23, 2020.

Please do not reply with "No Comment".

Thank you,



Mike Stevens
Planning Manager
625 Swift Blvd., MS-35 | Richland, WA 99352
(509) 942-7596

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Stevens, Mike

From: Blaine Broberg <BBroberg@kid.org>
Sent: Tuesday, July 14, 2020 3:14 PM
To: Stevens, Mike
Cc: Daniel Tissell; Jason McShane
Subject: RE: CA 2020-103 City of Richland Sign Code Amendment

Mr. Stevens,

The KID supports this amendment. Please call out the Kennewick Irrigation District by name in bullet 7.

Thanks,
Blaine Broberg, EIT
Staff Engineer
Kennewick Irrigation District
2015 S. Ely Street
Kennewick, WA 99337
Office: (509)586-6012 ext. 138
Cell: (509)873-2089

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<lopezlal@dfw.wa.gov>; WA Dept of Fish & Wildlife <rittemwr@dfw.wa.gov>; West, Julie <jwest@ci.richland.wa.us>; Westphal, Nichole <nwestphal@ci.richland.wa.us>; William Simpson <william.simpson@commerce.wa.gov>

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