



Agenda
Planning Commission Meeting
Wednesday, August 26, 2020
Via Zoom 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)
Meeting ID 951 0286 5402

Pursuant to Resolution No. 100-20, this meeting will be conducted remotely via Zoom. The public may attend remotely by calling one of the numbers listed above.

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)

July 29, 2020 Meeting Minutes

August 12, 2020 Workshop Minutes

Items of Business:

1. Street Light Standards Update and Retrofit Plan

Public Hearing Explanation:

Public Hearing:

1. Public Hearing to accept public input on the use of 2021 Community Development Block Grant (CDBG)/HOME federal funding.

Communications:

Adjournment

The next Planning Commission Workshop is September 9, 2020

The next Planning Commission Meeting is September 23, 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: 8/26/2020

Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

Subject:

July 29, 2020 Meeting Minutes

Request:

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Approve the minutes of the Planning Commission special meeting held on July 29, 2020.

Summary:

Attachments:

1. 2020-07-29 Planning Commission Special Meeting Minutes DRAFT



**MINUTES
PLANNING COMMISSION SPECIAL MEETING
WEDNESDAY, JULY 29, 2020
VIA ZOOM MEETINGS**

Call to Order:

Chairman Palmer called the meeting to order at 6:02 p.m. and welcomed attendees.

Attendance:

Present: Chairman Palmer, Vice-Chair Maier, Commissioners Mealer, Townsend, Boring, Smith and Eadie. Planning Manager Stevens, Park & Public Facilities Director Schiessl and Administrative Assistant II Follett were also present.

Approval of Agenda:

Chair Palmer presented the meeting agenda for approval.

COMMISSIONER MEALER MOVED AND COMMISSIONER BORING SECONDED THE MOTION TO APPROVE THE JULY 29, 2020 MEETING AGENDA AS WRITTEN. MOTION CARRIED 7-0.

Approval of Minutes:

Chairman Palmer presented the minutes of the June 24, 2020 meeting for approval.

VICE CHAIR MAIER MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE JUNE 24, 2020 MEETING. THE MOTION PASSED 7-0.

Chairman Palmer presented the minutes of the July 8, 2020 workshop for approval.

VICE CHAIR MAIER MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE JULY 8, 2020 WORKSHOP. THE MOTION PASSED 7-0.

Items of Business:

M2020-104 Approval of Sign – Liberty Christian School

Chairman Palmer asked Planning Manager Stevens to give the staff report.

Mr. Stevens provided the staff report. He outlined the applicable code requiring the Planning Commission's approval of the free-standing sign proposed by Liberty Christian School. Mr. Stevens further detailed the specific criteria and how the applicant met the criteria as well as requesting approval subject to 3 conditions listed in the written staff report.

VICE CHAIR MAIER MOVED AND COMMISSIONER BORING SECONDED THE MOTION TO AUTHORIZE DEVELOPMENT SERVICES TO APPROVE APPLICATION M2020-104 APPROVAL OF SIGN – LIBERTY CHRISTIAN SCHOOL SUBJECT TO THE 3 CONDITIONS OF APPROVAL LISTED IN THE STAFF REPORT.

Chairman Palmer opened the motion for discussion. Commissioners discussed options for the applicant to keep the existing monument sign. After determining no amendment to the motion or the applicant's application were needed to allow the existing sign to remain, the commission voted to approve.

MOTION PASSED 7-0.

New Business: (Public Hearing)

Title 27 – Sign Code Amendment

Chairman Palmer asked Planning Manager Stevens to give the staff report.

Mr. Stevens gave the staff report and updated commissioners on updates made to the draft amendment based on feedback from the city's attorney. He noted in the current draft that the transit authority, for purposes of this ordinance, is considered a public entity.

Chairman Palmer opened the Public Hearing at 6:26 p.m.

During discussion Parks and Public Facilities Director Schiessl showed examples of signs and planned locations.

Chairman Palmer closed the Public Hearing at 6:39 p.m. and opened the item for commission discussion. Several commissioners asked questions and commented on the proposed wayfinding signage plan. Mr. Schiessl also provided information about the timing of implementation.

COMMISSIONER EADIE MOVED AND COMMISSIONER MEALER SECONDED THE MOTION TO RECOMMEND COUNCIL APPROVE THE SIGN CODE AMENDMENT AS PRESENTED DURING THE PLANNING COMMISSION MEETING OF JULY 29, 2020 AS PREPARED BY THE CITY ATTORNEY. MOTION PASSED 7-0.

Communications:

None

Adjournment:

Chairman Palmer adjourned the meeting at 6:52 p.m.

PREPARED BY: Lynne Follett, Administrative Assistant II

REVIEWED BY: Mike Stevens, Planning Manager



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 8/26/2020

Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

Subject:

August 12, 2020 Workshop Minutes

Request:

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Approve the minutes of the Planning Commission Workshop held on August 12, 2020.

Summary:

Attachments:

1. 2020-08-12 Planning Commission Workshop Minutes DRAFT



**MINUTES
PLANNING COMMISSION WORKSHOP
VIA ZOOM
WEDNESDAY, AUGUST 12, 2020
6:00 PM**

Call to Order:

Chairman Palmer called the meeting to order at 6:00 p.m.

Attendance:

Present: Chairman Palmer, Vice Chair Maier, Commissioners, Boring, Mealer, Smith, Townsend and Eadie. Planning Manager Stevens, and Councilman Alvarez, Transportation and Development Manager West and consultant Adam Miles were also present.

Agenda Items:

Street Light Study

Mrs. West briefed the Commission on the objectives of the study and progress to date toward implementation. After Mrs. West's presentation, commission members asked questions and held a brief discussion with staff and Mr. Miles.

Adjournment:

Chairman Palmer adjourned the meeting at 7:20 p.m.

PREPARED BY: Lynne Follett, Executive Assistant

REVIEWED BY: Mike Stevens, Planning Manager



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 8/26/2020

Agenda Category: Items of Business

Prepared By: Julie West, Transportation and Development Manager

Subject:

Street Light Standards Update and Retrofit Plan

Request:

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Recommended Motion:

Motion to recommend council adopt the draft Street Lighting policy.

Summary:

At the August 12th workshop the Commission was presented the preliminary findings of the Street Lighting Standards and Retrofit Study. The Study's objectives were to update the City's comprehensive street lighting policy and to prepare a plan for converting all street lights in the City to Light Emitting Diode (LED) technology.

The conversion is intended to take advantage of the energy conservation, improved reliability, reduced maintenance burden, improved community safety, and adjustable nature of the LED technology. The City first implemented Light Emitting Diode (LED) street lighting standards back in 2014, that most recent time that the street light policy and standards were updated. Since the 2014 work the City has been installing LEDs on all new light installations and for maintenance replacements. Approximately 30 percent of the existing street light inventory use LED technology. The community's experience of LED lights installed under the 2014 policy has provided valuable feedback to City staff.

Council approved a 2020 budget allocation to enable the Study as part of its Strategic Plan objectives to achieve improve efficiency and safety. After discussion with the Commission earlier this month Public Works and its consultant have developed a draft policy document and seek a recommendation to the City Council to adopt the draft policy.

Attachments:



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 8/26/2020

Agenda Category: Public Hearing

Prepared By:

Subject:

Public Hearing to accept public input on the use of 2021 Community Development Block Grant (CDBG)/HOME federal funding.

Request:

Core Focus Area 1 - Promote Financial Stability & Operational Effectiveness
Core Focus Area 6 - Enhance Neighborhood & Community Safety

Recommended Motion:

Summary:

The purpose of the Public Hearing for 2021 CDBG/HOME federal funding is to allow for public comments on community and housing needs.

Attachments: