



**MINUTES
PLANNING COMMISSION SPECIAL MEETING
WEDNESDAY, September 23, 2020
VIA ZOOM MEETINGS**

Call to Order:

Vice Chairwoman Maier called the meeting to order at 6:02 p.m. and welcomed attendees.

Attendance:

Present: Vice-Chair Maier, Commissioners Townsend, Boring, Smith, Mealer and Eadie. Council Liaison Alvarez, Planning Manager Stevens, Block Grant Coordinator Burden, and Administrative Assistant II Follett were also present.

Approval of Agenda:

Vice-Chair Maier presented the meeting agenda for approval.

COMMISSIONER SMITH MOVED AND COMMISSIONER EADIE SECONDED THE MOTION TO APPROVE THE SEPTEMBER 23, 2020 MEETING AGENDA AS WRITTEN. MOTION CARRIED 6-0.

Approval of Minutes:

Vice-Chair Maier presented the minutes of August 26th for approval.

COMMISSIONER BORING MOTIONED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO APPROVE THE MINUTES OF THE AUGUST 26, 2020 MEETING AS WRITTEN. THE MOTION PASSED 6-0.

Items of Business:

2021 CDBG Project Recommendations

Vice-Chair Maier recognized Block Grant Coordinator Burden to present the staff report.

Ms. Burden reviewed how funds are allocated to the City from HUD and how those funds can be utilized. She also outlined goals contained in the City's CDBG Annual Action Plan and presented a document showing the estimated HUD award for 2021. Ms. Burden also reviewed the project applications for 2021 funding consideration.

At the conclusion of her presentation the item was opened for Commission questions. Commissioners asked about public service caps on fund usage and several questions regarding ADA ramps. Mr. Jensen agreed to contact Public Works staff for answers and provide that information to the Commission by the next meeting.

COMMISSIONER BORING MOVED AND COMMISSIONER TOWNSEND SECONDED THE MOTION TO RECOMMEND THAT COUCIL FUND THE PUBLIC WORKS APPLICATION FOR THE INSTALLATION OF ADA ACCESSIBLE RAMPS TO THE FULL EXTENT AND THE PUBLIC SERVICE APPLICATIONS TO THE FULL EXTENT WITH THE EXCEPTION THAT IF NECESSARY STAFF WOULD REDUCE EACH APPLICATION BY \$417.24 AS RECOMMENDED IN THE STAFF REPORT DOCUMENT. MOTION PASSED 6-0.

Public Participation and Work Plan for 2021 Shoreline Master Program Update

Vice-Chairwoman Maier asked Mr. Stevens to present the staff report. Mr. Stevens outlined the requirements, status of work completed to date and reason for the Public Participation Plan. He also pointed out the City's Critical Areas update was adopted after the last update to the Shoreline Master Program (SMP). As part of his presentation, Mr. Stevens noted the City hired AHBL to complete an initial review and checklist. The completed checklist showed the current SMP needs only minor updates, the most critical being the incorporation of the Critical Areas ordinance in place of the Sensitive Areas ordinance that is currently included.

Mr. Stevens further discussed the draft Public Participation Plan and requirements included in the draft Work Plan, including dates for future public hearings. He noted a change in the review process from previous updates that includes concurrent public comment and review by Ecology.

During discussion, Vice-Chair Maier asked about the relevance of other shoreline issues and how they may impact or influence the Shoreline Plan. Mr. Stevens answered questions and clarified that the Shoreline Master Program is outside those other issues.

COMMISSIONER BORING MOVED AND COMMISSIONER EADIE SECONDED THE MOTION TO RECOMMEND THE CITY COUNCIL ADOPT THE PUBLIC PARTICIPATION AND WORK PLAN FOR THE 2021 SHORELINE MASTER PROGRAM UPDATE, INCLUDING CORRECTION OF NOTED TYPOS AND ADDITION OF THE AUDUBON SOCIETY AND RICHLAND FIRE DEPARTMENT TO THE LIST OF AGENCIES TO BE NOTIFIED. MOTION PASSED 6-0.

Communications:

Councilman Alvarez complimented Commission members on their deliberative process and dedication to asking questions of staff before moving forward with recommendations.

Mr. Stevens notified Commissioners that there would be a special meeting on October 14th and gave a brief overview of items.

Mr. Jensen gave an update on year to date construction activity in the city.

Vice-Chair Maier wished Commissioner Boring well on her interview to fill the Council vacancy.

Commissioner Boring agreed with Councilman Alvarez's comments.

Commissioner Townsend read a quote from Colin Powel and commented on how it applies to city staff and his fellow Commissioners.

Adjournment:

Chairman Palmer adjourned the meeting at 6:56 p.m.

PREPARED BY: Lynne Follett, Administrative Assistant II

REVIEWED BY: Mike Stevens, Planning Manager

2021 CDBG Cycle

Application Open from - August 17, 2020 - September 11, 2020

Public Hearing - Planning Commission - August 26, 2020

Estimated 2021 Award	\$ 305,207.00
Public Service Set-aside 15% Cap	\$ (45,781.05)
Administration 20% Cap	\$ (61,041.40)
Unallocated Available	<u>\$ 198,384.55</u>

Application

Received

INTERDEPARTMENTAL APPLICATIONS

9/11/2020	Public Works Dept. - Installation, Reconstruction of ADA Accessible Ped Ramps	\$ (199,000.00)
	Total Interdepartmental Requested	\$ (199,000.00)
	Unallocated Available	\$ 198,385.00
	PI Receipts through August 2020	\$ 615.00
	Interdepartmental Request shortfall	\$ -

Application

Received

PUBLIC SERVICE APPLICATIONS

9/10/2020	The Arc - Therapeutic Recreational Service Program	\$ (13,800.00)
9/11/2020	Elijah Family Homes Transition to Success (TTS) Program	\$ (18,000.00)
9/11/2020	Elijah Family Homes Transition to Success Youth (TTSY) Program	\$ (10,000.00)
9/11/2020	Sr. Life Resources - Meals on Wheels Program	\$ (10,000.00)
	Total Public Service Requested	\$ (51,800.00)
	Public Service 15% Set-aside	\$ 45,781.05
	Public Service 15% PI - Receipts through August 2020	\$ 4,350.00
	Public Service Request Shortfall	\$ (1,668.95)

Options

Staff - Reduce all Public Service awards by \$417.24

HOUSING

Owner Occupied RL Balance	\$ 49,259.00
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