

City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. This meeting will be held remotely via Zoom. Members of the public may attend this meeting by selecting the Zoom link or by calling the phone numbers provided.



Agenda
Planning Commission Workshop
Wednesday, May 12, 2021
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 932 5084 5057

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

Liaisons: Council Liaison Alvarez
Staff Liaison: Planning Manager Stevens

Regular Workshop - 6:00 p.m. via Zoom

Call to Order/Attendance:

Agenda Items:

1. 2022-2027 Transportation Improvement Program
- Pete Rogalsky, Public Works Director
2. CA2021-102 Text Amendment to RMC 23.22.030
- Mike Stevens, Planning Manager
3. CA2021-105 Text Amendment to RMC 22.10
- Mike Stevens, Planning Manager
4. CA2021-106 Text Amendment to RMC 23.70.070 - 23.70.110
- Mike Stevens, Planning Manager

Adjournment

The next Planning Commission Workshop is June 9, 2021

The next Planning Commission Meeting is May 26, 2021

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: 5/12/2021

Agenda Category: Agenda Items

Prepared By: Pete Rogalsky, Public Works Director

Subject:

2022-2027 Transportation Improvement Program

Request:

Core Focus Area 2 - Manage & Maintain Infrastructure & Facilities

Recommended Motion:

No action is being sought at this meeting.

Summary:

The City is required, by state law, to prepare an update to its Transportation Improvement Program each year. The City's program contributes to a state-wide program. To provide agency coordination and public engagement at all levels, local, region, and state, the City is required to adopt its program by July 1 of each year. The City is required to hold a public hearing before the City Council considers the program for adoption. A long-standing practice in Richland is to hold public meetings and solicit recommendations from both the Planning Commission and the Parks and Recreation Commission prior to finalizing the program for Council consideration. This workshop discussion will prepare the Commission for its business meeting later this month when it is asked to develop a recommendation for Council.

Attachments:



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 5/12/2021

Agenda Category: Agenda Items

Prepared By: Mike Stevens, Planning Manager

Subject:

CA2021-102 Text Amendment to RMC 23.22.030

Request:

Core Focus Area 3 - Increase Economic Vitality

Recommended Motion:

Summary:

The City of Richland Planning staff is proposing a text amendment to RMC section 23.22.030, "Commercial use districts permitted land uses" and to RMC 23.22.040, "Site requirements and development standards for commercial use districts." If approved, the proposed amendment: (1) adds public parks as a permitted use to the Waterfront zoning district; and (2) increases the maximum density of multifamily dwellings, from 1 unit per 1,500 square feet to 1 unit per 1,000 square feet.

Attachments:

1. Fact Sheet

FACT SHEET

Waterfront Zoning District Amendment

Applicant: City of Richland
File No: CA2021-102
Project: Code Amendment
Location: Citywide
Timing: May 26, 2021 – Planning Commission
June 15 & July 6, 2021 – City Council

Notes: Amend RMC Title 23.22:

Amend the Commercial Use Table in Subsection 23.22.030 to allow public parks as a permitted use within the Waterfront Zoning District and increase the multi-family unit density from 1:1,500 s.f. to 1:1,000 s.f.



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 5/12/2021

Agenda Category: Agenda Items

Prepared By: Mike Stevens, Planning Manager

Subject:

CA2021-105 Text Amendment to RMC 22.10

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Summary:

The City of Richland Planning staff is proposing a text amendment to RMC Chapter 22.10 Critical Areas: Article I – General Information; Article II Definitions; Article VI – Critical Aquifer Recharge Areas Program; and Article VII General Information. The amendment is comprised of minor changes to incorporate comments received from the Washington State Department of Health including current standards, word choice, and terminology.

The update of this Chapter is necessary in order to improve the review of Critical Aquifer Recharge Areas (CARAs), to improve the permitting processes and procedures, to ensure compliance with state laws, and also to aid in diminishing the City's risk.

Attachments:

1. Fact Sheet

FACT SHEET

Aquifer Recharge Area Update (Critical Areas)

Applicant: City of Richland
File No: CA2021-105
Project: Code Amendment
Location: Citywide
Timing: May 26, 2021 – Planning Commission
July 6 & July 20, 2021 – City Council

Notes: Amend RMC Title 22.10 :

Deborah Johnson, Wellhead Protection Specialist with the Washington State Dept. of Health, reviewed the City's Aquifer Recharge Area regulations as a result of several SEPA Checklists and Determinations of Non-Significance that did not include Hydrology Reports. Ms. Johnson volunteered to review the City's Aquifer Recharge Area regulations and provided some potential edits to the code that make it more in line with Best Available Science and Growth Management Act requirements.

The proposed amendment will update several existing definitions and will clarify and/or refer to correct citations. The proposed amendments are minor in nature and should not result in much public comment.



PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 5/12/2021

Agenda Category: Agenda Items

Prepared By: Mike Stevens, Planning Manager

Subject:

CA2021-106 Text Amendment to RMC 23.70.070 - 23.70.110

Request:

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

Recommended Motion:

Summary:

The City of Richland planning staff is proposing a text amendment to three subsections of RMC Chapter 23.70 relating to administrative variances. The proposed text amendment adds criteria for review and a process for approval/denial of administrative (minor) variances as well as appeals.

The update of this Chapter is needed to improve the variance processes and procedures in Richland while aid in diminishing the City's risk. The administrative variance is authorized in the current code without any criteria or a clear process for review.

Attachments:

1. Fact Sheet

FACT SHEET

Administrative Variance Update

Applicant: City of Richland
File No: CA2021-106
Project: Code Amendment
Location: Citywide
Timing: May 26, 2021 – Planning Commission
July 6 & July 20, 2021 – City Council

Notes: Amend RMC Title 23.70.070 and 23.70.080:

The proposed amendments will update the code to clarify that interpretations of Title 23 may be taken by any aggrieved person to the Hearing Examiner (Title 23.70.070). The proposed amendment will also allow the administrative official the ability to grant administrative (minor) variances (Title 23.70.080) without notice to setbacks, lot width and/or depth and increases in lot coverage and building height up to a maximum of ten (10) percent subject to the following:

- The minor variance may not be used to violate or invalidate any other portions of the municipal code or easements.
- No minor variance shall be issued when there is an existing violation of this title.
- Application. An application for a minor variance must be made in writing to the administrative official with the specific degree of variance requested and be accompanied with necessary materials for review as determined by the administrator, including but not limited to a plot plan of the property showing location and dimensions of existing and proposed improvements. The applicant must demonstrate how the proposal meets the criteria in RMC 23.70.110 (See below). The application shall be accompanied by such fees as required by RMC 19.80.010.
- Review. The burden of proof is on the applicant. The application must be supported by clear and convincing evidence that the minor variance conforms to the applicable elements of the City's development regulations and the comprehensive plan. A minor variance shall be denied unless the applicant demonstrates with clear and convincing evidence that the requested minor variance meets the criteria in RMC 23.70.110.
- Decision. To grant or deny a minor variance, the administrative official shall issue a written decision stating the precise zoning requirements for which a minor variance is sought and the degree of variance, along with specific written findings showing compliance with this section and addressing the criteria in RMC 23.70.110. If granted, the administrative official's written decision shall also include a finding that the reasons set forth in the application justify granting the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, structure, or buildings. The administrative official shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this title, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

23.70.110 Variances – Applications.

A variance from the terms of this title shall not be granted by the board of adjustment unless and until a written application for variance is submitted demonstrating:

A. That special conditions and circumstances exist which are peculiar to the land, structures, or building involved and which are not applicable to other lands, structures, or buildings in the same district.

- B. That literal interpretation of the provisions of this title would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this title.
- C. That the special conditions and circumstances do not result from the actions of the applicant.
- D. That granting the variance requested will not confer on the applicant any special privilege that is denied by this title to other lands, structures, or buildings in the same district.