



Agenda  
Planning Commission Meeting  
Wednesday, February 24, 2021  
Zoom (206-377-9723 or (253) 215-8782  
Meeting ID 939 0409 3882

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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 Eadie, Mealer, Palmer, Ridley, 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**

Election of Officers for 2021

**Approval of Agenda:** (Approved by Motion)

**Approval of Minutes:** (Approved by Motion)

January 27, 2021 Meeting Minutes

**Public Comments:**

**Public Hearing Explanation:**

New Business - Public Hearing:

- I. Declaring Certain Real Property Located at 840 Northgate Dr. Surplus to the City's Needs

**Communications:**

**Adjournment**

**The next Planning Commission Workshop is April 14, 2021**

**The next Planning Commission Meeting is March 24, 2021**

This meeting is broadcast live on CityView Channel 192 and online at [ci.richland.wa.us](http://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: 2/24/2021

Agenda Category: Approval of Minutes

Prepared By: Mike Stevens, Planning Manager

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**Subject:**

January 27, 2021 Meeting Minutes

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**Request:**

Core Focus Area I - Promote Financial Stability & Operational Effectiveness

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**Recommended Motion:**

Approve the minutes of the Planning Commission meeting held on January 27, 2021.

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**Summary:**

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**Attachments:**

1. 2021-01-27 Planning Commission Meeting Minutes DRAFT



**MINUTES  
PLANNING COMMISSION MEETING  
WEDNESDAY, JANUARY 27, 2021  
VIA ZOOM MEETINGS**

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**Call to Order:**

**Chairman Palmer** called the meeting to order at 6:00 p.m. and welcomed attendees.

**Attendance:**

Present: Chairman Palmer, Vice-Chair Maier, Commissioners Eadie, Mealer, Ridley and Smith. Council Liaison Alvarez, Director Jensen, Director Schiessl and Administrative Assistant Follett were also present. Commissioner Townsend was absent.

**Approval of Agenda:**

**Chairman Palmer** presented the meeting agenda for approval.

**VICE-CHAIR MAIER MOVED AND COMMISSIONER MEALER SECONDED THE MOTION TO APPROVE THE JANUARY 27, 2021 MEETING AGENDA AS WRITTEN. MOTION CARRIED 6-0.**

**Approval of Minutes:**

**Chairman Palmer** presented the minutes of the October 28<sup>th</sup> meeting for approval.

**VICE-CHAIR MAIER MOTIONED AND COMMISSIONER SMITH SECONDED THE MOTION TO APPROVE THE MINUTES OF THE OCTOBER 28, 2020 MEETING AS WRITTEN. THE MOTION PASSED 6-0.**

**Chairman Palmer** presented the minutes of the November 18<sup>th</sup> workshop for approval.

**COMMISSIONER MEALER MOTIONED AND VICE-CHAIR MAIER SECONDED THE MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 18, 2020 WORKSHOP AS WRITTEN. THE MOTION PASSED 6-0.**

## Public Hearing Explanation

Chairman Palmer asked the recorder to read the public hearing explanation.

### New Business:

#### **1. Declaration of Approximately 3,000 Square Feet of City-Owned Property as Surplus and Vacation of a Public Access Easement**

Chairman Palmer introduced the item and asked if proper notice had been given. Mr. Jensen affirmed and then Mr. Schiessl gave the staff report. During his presentation, Mr. Schiessl showed maps and explained how the current rough trail alignment impacts homes in the Falconcrest development. He further described and pointed out how future alignment would not be impacted by the surplus of the subject property. His presentation also included future trail plans in the area and relevant trail planning efforts for the Ridges to River trail project.

At the conclusion of Mr. Schiessl's presentation Chair Palmer asked if there were any members of the public present to comment. Having no public testimony, Chairman Palmer closed the public hearing at 6:16 p.m. and opened the item for commission discussion. Vice-Chair Maier voiced support for the surplus action and thanked Mr. Schiessl for work on the presentation.

**COMMISSIONER MAIER MOVED AND COMMISSIONER MEALER SECONDED THE MOTION TO RECOMMEND THAT THE RICHLAND CITY COUNCIL DECLARE APPROXIMATELY 3,000 SQUARE FEET OF PARCEL NUMBER 102882070000069, WITHIN THE PLAT OF REATA HEIGHTS, CONSISTENT WITH THE ASSOCIATED EXHIBIT MAP, AS SURPLUS TO THE CITY PURSUANT TO RMC 3.06. MOTION PASSED UNANIMOUSLY ON A ROLL CALL VOTE.**

### Communications:

**Councilman Alvarez** voiced his appreciation for the work the Commission does and shared his experience with the COVID-19.

Commissioner Ridley commented on her first commission meeting.

Commissioner Mealer thanked Mr. Schiessl for his detailed presentation.

Commissioner Smith welcomed Commissioner Ridley as did Commissioner Eadie

Mr. Jensen announced he would be providing City Council with his Development Services 2020 review at their next meeting. He shared with the commission that 2020 was another record year for number of new single-family home permits.

**Adjournment:**

**Chairman Palmer** adjourned the meeting at 6:26 PM.

PREPARED BY: Lynne Follett, Administrative Assistant II

REVIEWED BY: Mike Stevens, Planning Manager

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## PLANNING COMMISSION AGENDA ITEM COVERSHEET

Meeting Date: 2/24/2021

Agenda Category: New Business - Public Hearing

Prepared By: Joe Jacobs, Economic Development Manager

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**Subject:**

Declaring Certain Real Property Located at 840 Northgate Dr. Surplus to the City's Needs

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**Request:**

Core Focus Area 3 - Increase Economic Vitality

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**Recommended Motion:**

Motion to recommend to Council the approval of surplus of certain real property located at 840 Northgate Dr., Richland WA

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**Summary:**

The City owns a +/- 0.68 acre (29,800 square feet) site with a 26,805 square foot office building located at 840 Northgate Drive in Richland. The building was formerly used by the Department of Energy (DOE) and was later used as City of Richland offices up until May/June of 2019 when city staff moved into the new city hall building located at 625 Swift Blvd.

DOE donated the subject property to the City of Richland in 2000 and the agreement between the Department of Energy and the City of Richland limits the use of the property to public, noncommercial uses.

Columbia Basin College (CBC) has expressed interest in purchasing the subject property and they have submitted a letter of interest to purchase the building as part of their expansion plans for their downtown campus. In order to dispose of any city-owned property, action must first take place to surplus the property. Any future action to sell the property will then be brought to the Economic Development Committee and ultimately the City Council for consideration at a future date.

City staff is recommending approval of this surplus action.

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**Attachments:**

1. Aerial and Front Views

# Aerial and Front Views

**AERIAL VIEW**



**LOOKING NORTHWEST FROM THE SOUTHEAST CORNER**

