

**KENNEWICK PLANNING COMMISSION
JUNE 3, 2024
MEETING MINUTES**

1. CALL TO ORDER

Chairman Morris called the meeting to order at 6:30 p.m.

Chairman Morris made the following statement:

“Tonight’s meeting will be conducted through a hybrid platform which allows commissioners and the public to participate in the meeting both in person and through an online meeting platform. Should an individual Planning Commissioner become unexpectedly disconnected from the virtual platform, please rejoin the meeting at your first opportunity. The record will reflect your attendance. The meeting will proceed as long as a quorum of Planning Commissioners are present.”

Community Planning Administrative Assistant Melinda Didier called the roll and found the following present:

PRESENT: Commissioners Tina Gregory, Ken Short, Nikki Griffith, Vice Chair Thomas Helgeson, and Chairman Victor Morris. (*Commissioner Nikki Griffith joined remotely*).

ABSENT: Commissioners James Hempstead, Lola Franklin.

STAFF: Steve Donovan, AICP Development Services Manager; Matt Halitsky, AICP Senior Planner; Melinda Didier, Community Planning Administrative Assistant.

Ms. Didier declared a quorum was established.

Chairman Morris led the Pledge of Allegiance.

2. CONSENT AGENDA

- a. Approval of the minutes dated May 6, 2024.
- b. Approval of the agenda.
- c. Motion to enter Staff Report(s) into the Record.

MOTION: Commissioner Helgeson moved to approve the Consent Agenda; Commissioner Gregory seconded the motion.

DISCUSSION: None.

VOTE: The motion passed on a unanimous roll call vote.

3. PUBLIC HEARINGS:

Chairman Morris stated “Good evening and welcome. There is no Public Hearing portion of the meeting tonight as there are no applications requiring public testimony. The Planning Commission will be reviewing the 2024 Comprehensive Plan amendment Docket (Item #6a “New Business” on tonight’s agenda).”

- a. **VISITORS NOT ON AGENDA:** None

4. OLD BUSINESS:

- a. None

5. NEW BUSINESS:

2024 Annual Comprehensive Plan Amendment Docket:

Mr. Donovan gave an overview of the annual Comprehensive Plan process including docket review, workshops and public hearing & comments.

Mr. Donovan reviewed tonight's procedure for the 2024 Annual Comprehensive Plan Amendment Docket Review.

Comprehensive Plan Amendment (CPA) #2024-0001, Comprehensive Plan Amendment to change the land use designation of 1.13 acres from LOW DENSITY RESIDENTIAL (LDR) to INDUSTRIAL (I). Address: 803 S. Steptoe Street.

Mr. Donovan gave a brief overview of the proposal.

Planning Commission questions: Is there any other Industrial zoning in that area (across the street; Commercial or Industrial zone there for many years, this business has been there for many years).

Commissioner Gregory moved that the Planning Commission concur with the conclusions in staff report **CPA #2024-0001** and recommend that City Council **ACCEPT** the application for processing. Commissioner Helgeson seconded the motion.

Planning Commission discussion: None.

Motion passed unanimously on a roll call vote.

Comprehensive Plan Amendment (CPA) #2024-0002, Comprehensive Plan Amendment to change the land use designation of 0.5348 acres from LOW DENSITY RESIDENTIAL (LDR) to MEDIUM DENSITY RESIDENTIAL (MDR). Address: 2219 W. 13th Avenue.

Mr. Halitsky gave a brief overview of the request.

Planning Commission questions: Are these functionally land-locked lots (yes, this amendment if approved would give applicant opportunity to combine 3 lots that he uses); are the lots all touching (yes, and the lots will be combinable with CPA approval).

Commissioner Griffith moved that the Planning Commission concur with the conclusions in staff report **CPA #2024-0002** and recommend that City Council **ACCEPT** the application for processing. Commissioner Short seconded the motion.

Planning Commission discussion: None.

Motion passed unanimously on a roll call vote.

Comprehensive Plan Amendment (CPA) #2024-0003, Comprehensive Plan Amendment to change the land use designation of .55 acres from COMMERCIAL (C) to LOW DENSITY RESIDENTIAL (LDR). Address: 1200 N Irving Place.

Mr. Donovan gave a brief overview of the request.

Planning Commission questions include: The location of the request; is the property north and adjacent to it Lexar (yes).

Commissioner Helgeson moved that the Planning Commission recommend that City Council **ACCEPT** application **CPA #2024-0003** for processing. Commissioner Short seconded the motion.

Planning Commission discussion: None.

Motion passed unanimously on a roll call vote.

Comprehensive Plan Amendment (CPA) #2024-0004; Comprehensive Plan Text Amendment to add the expansion of the Convention Center to the Capital Facilities Plan list of projects.

Mr. Halitsky gave a brief overview of the request and mentioned this an application by the City.

Planning Commission questions include: None.

Commissioner Gregory moved that the Planning Commission recommend that City Council **ACCEPT** application **CPA #2024-0004** for processing. Vice Chairman Helgeson seconded the motion.

Planning Commission discussion: None.

Motion passed unanimously on a roll call vote.

6. REPORTS, COMMENTS, OR DISCUSSION OF COMMISSIONERS AND STAFF:

Mr. Donovan reviewed the next steps in the 2024 Comprehensive Plan Amendment process:

6/18/24 – Council Docket Review & Decision
June-August – Formal Processing begins
8/5/24 – Planning Commission Workshop
8/19/24 – Planning Commission Public Hearings
September – City Council Workshop
October – City Council Decisions

City Council Updates – Mr. Donovan reported on the Code Amendment for U-Haul mini-storages, Planning Commission recommendation was to deny, City Council denied the application. They directed staff to look into possible future amendments for that type of product but gave no other direction as to date or specific content.

Ms. Didier reminded the Planning Commission that all communication for City business is via their City-issued email accounts.

7. ADJOURNMENT: The meeting concluded at 6:56 p.m.