

ORDINANCE NO. 54-18

AN ORDINANCE of the City of Richland amending Chapter 2.16 of the Richland Municipal Code related to the Planning Commission.

WHEREAS, the City has need, from time to time, to update the Richland Municipal Code to bring it into alignment with current practices and to eliminate conflict and ambiguity; and

WHEREAS, over time, disparate regulations have been codified for the City's various boards, commissions and committees which make consistent and clear administration difficult; and

WHEREAS, on May 15, 2018, Council approved Ordinance No. 21-18, which amended RMC 2.04.110 to lend consistency to the overall administration of the City's boards, commissions and committees, and to bring the Richland Municipal Code into alignment with current practices; and

WHEREAS, in the process of adopting Ordinance No. 21-18, the City created temporary conflicts in existing individual board, commission and committee code sections that now require amendment; and

WHEREAS, an element of the City's strategic plan is to ensure that proper foundational authorities are in place to allow for successful government.

NOW, THEREFORE, BE IT ORDAINED by the City of Richland as follows:

Section 1. Richland Municipal Code Chapter 2.16, entitled Planning Commission, as first enacted by Ordinance No. 23, and last amended by Ordinance No. 14-15, is hereby amended as follows:

**Chapter 2.16
PLANNING COMMISSION**

Sections:

- 2.15.005 Purpose.**
- 2.16.010 Planning commission created – Membership.**
- ~~**2.16.020 Removal – Vacancies.**~~
- ~~**2.16.030 Meetings, officers, records, and quorum.**~~
- ~~**2.16.040 Expenditures – Budget.**~~
- 2.16.050 Duties.**
- ~~**2.16.060 Reports.**~~
- 2.16.070 Severability.**

2.16.005 Purpose.

The purpose and intent of this chapter is to establish a planning commission pursuant to state law to advise the City Council on the long range growth and development of Richland, including changes to the City's land use regulations. The Richland Planning Commission conducts public hearings and other forums throughout the year to seek public input on items under consideration.

2.16.010 Planning commission created – Membership.

There is created a planning commission (hereinafter referred to as the “commission”) composed of seven members appointed by the city council. Members shall ~~serve~~ ~~be appointed for a term of~~ staggered six years ~~terms~~ and until their successors are appointed and confirmed. ~~Members shall be selected without regard to political affiliation and shall serve without compensation. The terms of the three representatives from other city committees will be terminated at the end of 2005. Three new planning commission members will be appointed to the commission by January 2006. The three members shall have initial staggered terms of two, four and six years respectively based upon their time of appointment. Thereafter, all planning commission members shall be appointed for a term of six years. Selection of members shall follow established procedures as set forth in RMC 2.04.120. Each appointee shall commit to attending meetings and workshops and to do the necessary preparation for such position.~~ General requirements of participation on the planning commission include:

- A. General knowledge of the council’s community priorities;
- B. A strong desire to be involved with land use development on behalf of the city of Richland;
- C. The following backgrounds are desirable: urban planning, architecture, transportation, civil engineering, geology, or economic development;
- D. Participation in community activities and time availability will also be considered.

2.16.020 Removal – Vacancies.

~~Vacancies occurring as a result of expiration of term, resignation or otherwise shall be filled in the manner used for regular appointments to the commission. The commission may, by majority vote, recommend to the city council removal of an appointed member upon such grounds as inefficiency, neglect of duty or malfeasance in office. The council, by majority vote, may remove any appointed member of the commission and declare the position vacant. Workshops shall be excluded from the definition of “meetings” for purposes of this section.~~

2.16.030 Meetings, officers, records, and quorum.

~~The commission at its first regular meeting of February of each year shall elect a chairperson and vice-chairperson and create and fill such other offices as it may determine it requires.~~ The commission shall hold at least one regular meeting in each month of the year, unless cancelled by the chairperson as a result of having no business to conduct or for other good cause. ~~The commission shall adopt rules for transaction of~~

~~business, and shall keep a record of meetings, resolutions, transactions, findings and determinations, which record shall be open to public inspection.~~ Each new commissioner will be required to participate in city-provided training for planning commissioners within the first six months of ~~their~~ appointment. Some travel for such training may be required. Quorum shall be determined by RMC 2.04.110(M), except to the extent that RMC 23.70.210 controls.

~~Four members of the commission shall constitute a quorum for the transaction of business. In the event of a vacancy (or vacancies), a quorum shall be not less than three members, except as provided in RMC 23.70.210.~~

2.16.040 Expenditures – Budget.

~~The expenditures of the commission, exclusive of gifts, shall be limited to appropriations made to the city planning office by the city council for the planning function of the city. The services and facilities of the city planning office shall be utilized by the commission in performing its duties, except that services of outside consultants may be obtained for a temporary period of time when authorized by the city council. All programs requiring appropriations shall be submitted through the city planning office budget.~~

2.16.050 Duties.

The commission shall perform the following duties:

- A. Serve as an advisor to the city council in order to promote the orderly physical development and growth of the city;
- B. Prepare a comprehensive plan for the orderly physical and social development of the city. The physical dimension of the comprehensive plan, for which the planning commission is responsible, shall include among its purposes and be designed to:
 1. Encourage the most appropriate use of land throughout the municipality;
 2. Lessen traffic congestion and accidents;
 3. Secure safety from fire;
 4. Provide adequate light and air;
 5. Prevent overcrowding of land;
 6. Avoid undue concentration of population;
 7. Provide for the preservation of clean air, clean water and the natural, scenic, historic and aesthetic qualities of the environment;
 8. Promote a coordinated development of undeveloped area;

9. Encourage the formation of neighborhood and community units;
10. Secure an appropriate allotment of land area in new developments for all requirements of community life;
11. Conserve and restore natural beauty and other natural resources;
12. Analyze flood protection;
13. Address the identification and preservation of historical buildings and places and archaeologically significant areas; and
14. Consider garbage, sewage treatment and solid waste disposal.

The comprehensive plan shall become the official plan of the city when approved by the city council and filed with the county auditor. The comprehensive plan shall be reviewed on an annual basis by the planning commission to consider updates and changes, and provide those recommendations to the city council. The commission may recommend to the city council the plan prepared as a whole, or may recommend parts of the plan by successive recommendations, the parts corresponding with geographic or political sections, divisions or subdivisions of the city, or with functional subdivisions of the subject matter of the plan. The commission shall comply with requirements of notice and public hearing provided by law in initiating and recommending the whole or parts of the comprehensive plan;

C. Recommend, or prepare and recommend, for the adoption by the city council, regulations, amendments, extensions or additions to such regulations or plans for the physical development of the city in the interest of health, safety, ~~morals~~ or general welfare, including, but not limited to, the following:

1. The use of buildings and land for residence, trade, industrial and other purposes;
2. The height, number of stories, size, construction and design of buildings and other structures;
3. The size of yards, courts and other open spaces on the lot or tract;
4. The density of population;
5. The setback of buildings along highways, parks or public water frontages; and
6. The subdivision and development of land;

D. Act as a research and fact-finding agency of the city. The commission shall cause to be made such surveys, analyses, studies and reports as are generally authorized or requested by the city council;

~~E. Advance planning for public works programs and the long range capital budget therefor;~~

EF. Establish such other work project priorities as the city council may direct;

~~G. Review, discuss and analyze all planning commission work products and projects, as well as the work products, projects and recommendations of the board of adjustment, when appropriate, and the parks and recreation commission, to ensure that the board of adjustment and the parks and recreation commission, as well as other boards, commissions and committees, have an opportunity to consider a given project in light of their specific knowledge and expertise.~~

~~Any project or recommendation received by the planning commission from the board of adjustment or parks and recreation commission shall be reviewed by the planning commission and, where appropriate, forwarded to such other boards, commissions or committees as may have an interest in the subject matter. Any projects or recommendations so forwarded shall contain a copy of the original recommendation or project report received by the planning commission, together with planning commission comments, and shall direct that the project report or recommendation be returned to the planning commission within 30 days, with appropriate comments by the board, commission or committee to which referral was made.~~

~~Following review by the planning commission, and the receipt of recommendations and comments from other boards, commissions or committees, if such comments were requested and supplied within the 30-day period, the planning commission shall forward the original project or recommendation, through staff, to the city council, together with any planning commission comments or recommendations, and comments or recommendations of any other boards, commissions or committees;~~

FH. Review, discuss and analyze such work products and projects as may be referred to the commission by the council, or staff, ~~and ensure that any such work products or projects are referred to the board of adjustment or parks and recreation commission, in instances wherein those boards, commissions or committees would have an interest in the subject matter, and are referred to other city boards, commissions or committees through staff, where such other boards, commissions or committees would have an interest in the subject matter;~~

GI. Form, subject to advance approval of the city council, ad hoc committees from within as well as outside its membership, to study specific problems or projects which may arise from time to time. The planning commission shall at all times be available for citizen input concerning any matter which the commission is considering, or may consider;

HJ. Evaluate and monitor the sensitive area policies and regulations to determine whether they are effective and, if not, how they should be improved to effectively protect the functions and values of critical areas; ~~The administrative staff of the city as assigned by the city manager shall provide staff assistance and serve as liaison between the planning commission and those boards, commissions or committees not represented on the~~

~~planning commission, and shall also serve to facilitate communication by the planning commission to the city council;~~

IK. Review and make recommendations to the city council on the city's consolidated planning strategy and on the housing element of the city's comprehensive plan;

JL. Provide recommendations to city council regarding Community Development Block Grant (CDBG) and Tri-Cities HOME Consortium funding awards.

1. Review federal requirements for the administration of the Community Development Block Grant (CDBG) and HOME programs and make recommendations on program procedures to the city council;

2. Review applications for Community Development Block Grant (CDBG) funds and make recommendations on project funding to the city council.

~~2.16.060 Reports.~~

~~The commission, at or before its first regular meeting of February of each year, except 1959, shall make a full report in writing to the council of its transactions during the preceding year, with such general recommendations as it may deem proper.~~

2.16.070 Severability.

The invalidity of any chapter, section, subsection, provision, clause or portion thereof, or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of this chapter or the validity of its application to other persons or circumstances.

Section 2. This ordinance shall take effect the day following its publication in the official newspaper of the City of Richland.

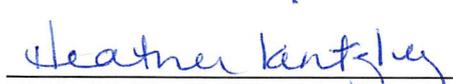
PASSED by the City Council of the City of Richland, Washington, at a regular meeting on the 20th day of November, 2018.


ROBERT J. THOMPSON
Mayor

ATTEST:

APPROVED AS TO FORM:


MARCIA HOPKINS, City Clerk


HEATHER KINTZLEY, City Attorney

Date Published: November 25, 2018