

**GRANDVIEW PLANNING COMMISSION
REGULAR MEETING MINUTES
MAY 27, 2015**

1. CALL TO ORDER

Commissioner Don Olmstead, Jr., called the meeting to order at 6:00 p.m., in the Council Chambers at City Hall.

Planning Commissioners present were: Dale Burgeson, Dennis Byam, Kathy Gonzalez and Don Olmstead Jr. Commissioner Jan McDonald was absent.

Staff present were: City Clerk/Secretary Anita Palacios and Senior Planner Shawn Conrad with the Yakima Valley Conference of Governments.

2. MINUTE APPROVAL – REGULAR MEETING

On motion by Commissioner Byam, second by Commissioner Gonzalez, the Commission unanimously approved the January 29, 2014 regular meeting minutes.

3. ACTIVE AGENDA

A. Growth Management Periodic Update Overview

The Growth Management Act (GMA) required that all cities review and update their planning documents which include comprehensive plans, development regulations and critical areas ordinance every eight (8) years, as outlined in the GMA (RCW 36.70A.130). These updates would be due for the City of Grandview on June 30, 2017. It would be very important to meet this deadline which could affect the City's ability to apply for state infrastructure funding.

The essential steps to the periodic update process included:

- Review and update (if needed) the Comprehensive Plan, Development Regulations and Critical Areas Ordinance
- Public process
- Council adoption with findings by June 30, 2017
- Submittal to the Department of Commerce within 20 days of adoption

B. Comprehensive Plan Update

- **Public Participation Plan**

Senior Planner Conrad presented the Comprehensive Plan Update Public Participation Plan, as follows:

Background

The Growth Management Act (GMA) required fully planning jurisdictions to review and update their comprehensive plans, development regulations, and critical areas ordinance, every eight years as established by RCW 36.70A.130(5)(c). Grandview's next GMA periodic update was due June 30, 2017. After this date, without a completed update, Grandview would be unable to access Washington State road and water/wastewater infrastructure grants and loans.

Citizen Participation Plan

RCW 36.70A.140 established that "Each county and city that is required or chooses to plan under RCW 36.70A.040 shall establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans." The Comprehensive Plan Update Public Participation Plan outlined a process of public participation throughout the Comprehensive Plan update.

Findings & Conclusions

1. The proposed Public Participation Plan was in keeping with the requirements of the GMA and the City of Grandview's policies.
2. The public use and interest would be served.

Recommendation

The Yakima Valley Conference of Governments, acting as staff for the City of Grandview, recommended that the Grandview Planning Commission recommend approval of the Comprehensive Plan Update Public Participation Plan to the Grandview City Council.

On motion by Commissioner Byam, second by Commissioner Gonzalez, the Commission unanimously recommended approval of the Comprehensive Plan Update Public Participation Plan to the City Council.

- **Administration and Utilities Elements**

Senior Planner Conrad presented the Comprehensive Plan Update: Draft Administration and Utilities Elements, as follows:

Background

The Growth Management Act (GMA) required fully planning jurisdictions to review and update their comprehensive plans, development regulations, and critical areas ordinance, every eight years as established by RCW 36.70A.130(5)(c). Grandview's next GMA periodic update was due June 30, 2017. After this date, without a completed update, Grandview would be unable to access Washington State road and water/wastewater infrastructure grants and loans.

To start this GMA periodic update process, staff reviewed and updated the current Grandview Comprehensive Plan. Once the Comprehensive Plan review was completed, staff would request a recommendation from Planning Commission to City Council on the entire plan and then begin review of the development regulations and the critical areas ordinance for updates.

The updated Comprehensive Plan would consist of eight chapters:

- Administration Element
- Physical Character Element
- Utilities Element
- Housing Element
- Land Use Element
- Capital Facilities Element

- Transportation Element
- Parks, Recreation and Open Space Element

Staff was beginning this process with the review and update of the Administration and Utilities Elements.

Administration and Utilities Elements Review

Administration Element

The Administration Element addressed Comprehensive Plan amendment processes and maintaining consistency with development regulations, in accordance with the requirements of the Washington State Growth Management Act, including RCW 36.70A.106, 36.70A.120, 36.70A.130 and 36.70A.140.

The Administration Element was developed in accordance with the Yakima Countywide Planning Policy. The Administration Element specifically considered the process for Comprehensive Plan amendments including timing, procedures, public participation, consistency with other City fiscal and regulatory processes and State review of amendments.

Recommended changes to the Administration Element included:

- Added clarification on processing Comprehensive Plan emergency amendments.
- Requirement that complete applications for amending the Comprehensive Plan be received by the Planning Commission up until 60 days prior to the Planning Commission's public hearing on proposed amendments.
- Clarification regarding criteria the Planning Commission shall use in granting changes to the Future Land Use Map of the Comprehensive Plan.
- Other minor clarifications/corrections.

Utilities Element

The currently adopted Grandview Comprehensive Plan did not include a Utilities Element. Since this was a requirement of the GMA as per RCW 36.70A.070(4), a Utilities Element was developed for consideration.

The Utilities Element was developed in accordance with Section 36.70A.070 of the GMA to address utility services in the City of Grandview and its Urban Growth Area (UGA). It represented the community's policy plan for growth during the next 20 years. The Utilities Element described how the goals in the other Comprehensive Plan elements would be implemented through utility policies and regulations.

The Utilities Element was also developed in accordance with the Yakima Countywide Planning Policy, and would be integrated with all other planning elements to ensure consistency throughout the Comprehensive Plan.

Public Hearing

Notice of hearing and the nature of the proposed change shall be given by publication in the official newspaper of the City at least 10 days prior to the date of the hearing.

The Planning Commission would hold a public hearing on any such amendments, supplements, or modification of this plan, whether initiated by petition or motion. No decisions would be made

by the City Council on the recommendations for amendment until after the initial sixty (60) day State comment and review period has expired. Once all Comprehensive Plan elements were recommended to the City Council by the Planning Commission, a public hearing before the City Council would be held on all elements of the Comprehensive Plan together to consider the cumulative effect of the entire Comprehensive Plan.

Findings & Conclusions

1. The proposed Administration and Utilities Elements of the City of Grandview Comprehensive Plan were in keeping with the requirements of the GMA and the City of Grandview's policies.
2. The public use and interest would be served.
3. State Environmental Policy Act (SEPA) review would be conducted prior to Grandview City Council adoption of Comprehensive Plan updates.

Recommendation

None – review and discussion only.

Following discussion, staff was directed to amend the Administration Element to change Planning Commission to Hearing Examiner for recommended site specific amendments and Planning Commission for recommended community-wide or neighborhood-wide amendments.

4. **UNFINISHED AND NEW BUSINESS** – None
5. **REPORTS** – None
6. **ADJOURNMENT**

The meeting adjourned at 7:10 p.m.

Commissioner Don Olmstead, Jr.

Anita Palacios, City Clerk