



Moses Lake Planning Commission

REMOTE ACCESS ONLY

Citizens can join this meeting via phone by calling the numbers listed at the bottom of the agenda or by audio only option online: <https://cityofml.zoom.us/j/95434179725>

Thursday March 11, 2021 @ 6PM

Regular Meeting Agenda

Call to Order – 6 p.m.

Roll Call

Agenda Items:

1. Approval of Minutes from February 11, 2021 Meeting
2. Draft Neighborhood Meeting Ordinance-
Melissa Bethel

Staff and Commission Questions and Comments

Adjourn

Call In: 1 253 215 8782 ID: 954-3417-9725



MOSES LAKE PLANNING COMMISSION MINUTES OF FEBRUARY 11, 2021

Commissioners Present (Virtually): Nathan Nofziger (Chair), Charles Hepburn (Vice Chair), Gary Mann, Anne Henning, Eric Skaug,

Commissioners Absent:

Staff Present: Community Development Director Melissa Bethel, Planning Manager Vivian Ramsey, Planning Permit Technician Michelene Torrey

The meeting was called to order at 7:00 p.m.

Motion:

Minutes for January meeting were motioned to approval by Gary Mann and seconded by Charles Hepburn.

Item # 1 (Draft Neighborhood Meeting Ordinance)

Melissa Bethel drafted and supplied a sample Neighborhood Meeting Ordinance that would require certain projects to hold a neighborhood meeting for an upcoming project. There was discussion about the locations of the meetings as well as the cost.

Public Comment: Danielle Escamilla (Western Pacific Engineering)

Item #2 Homeless Sleep Shelter Presentation- Taylor Burton:

Housing and Grants Coordinator Taylor Burton presented a slideshow on the Homeless Sleep Center that is currently up and running within the City of Moses Lake. His presentation touched on the use of the facility as well as the current homeless

population using the facilities nightly. There was discussion regarding the private sector and how the code is written currently.

Item #3 Code Amendment- Vivian Ramsey- PUBLIC HEARING

Planning Manager Vivian Ramsey presented a slideshow on the Code Amendment for MLMC 18.30.030 to change the Commercial 2 to add Sleep Shelters in lodging and assembly.

Motion to Open the Public Hearing- Nathan Nofziger

No comment was made from the public

Charles Hepburn moved to Close the Public Hearing, seconded by Gary Mann.

commission requested adding the WAC 51-16-030

(<https://apps.leg.wa.gov/wac/default.aspx?cite=51-16-030>) Exemptions for indigent housing guidelines to the footnote that was proposed for code amendment.

Action Taken: Ms. Henning moved to Approve and Recommend to City Council MLMC Amendment with updated WAC 51.16.030 for sleep shelters- Seconded by Mr. Hepburn

Planning Commission Questions and Comments:

Director Melissa Bethel thanks the commission for their comments on the neighborhood meeting and told the commission about the short course planning training in the coming months. She talked briefly about the comprehensive plan and the timeline for completion.

.

Meeting adjourned at 8:22 PM by Chair Nofziger.

Nathan Nofziger Chair,



STAFF REPORT

To: Planning Commission
From: Melissa Bethel, CDD
Date: March 11, 2021
Proceeding Type: Discussion
Subject: Neighborhood Meeting Ordinance

Legislative History:

- | | |
|------------------------|---------------------------------|
| • First Presentation: | Discussions PC 2/11/21; 3/11/21 |
| • Second Presentation: | |
| • Action: | |
-

Overview

Commissioners,

On February 11th the Planning Commission discussed and suggested changes to the attached Ordinance for the requirement of neighborhood meetings for new development when adjacent to residential zoning. Discussion revolved around narrowing down the specific land uses which would trigger the requirement and creating a mechanism possibly related to traffic counts which would trigger neighborhood meetings. Staff researched creating a mechanism which would rely on traffic counts and after discussion with the City Engineer, it was determined traffic counts would not be a good mechanism in all cases. The City Engineer explained traffic counts may not capture the true impact of a development. For example, Love's Truck stop might not have risen to the level of peak hour traffic count numbers for peak use in creating a number for a neighborhood meeting, however the impact is great as traffic is continual throughout the day and night. In addition, other impacts such as odors, noise and site obstructions could be great and not relevant to traffic impact.

Staff has narrowed the list of land uses down which would trigger the meeting requirement. In addition, the requirement for the meeting to be within the city limits was added to help be as accommodating as possible.

Council Committee Reviews

The City Finance Committee will review the Ordinance on March 9, 2021.

Legal Review

Type of Document	Title of Document	Date Reviewed
Ordinance	Neighborhood Meeting Ordinance	January 27, 2021

ORDINANCE – First Presentation

**AN ORDINANCE AMENDING CHAPTER 20.09 TITLED
“REVIEW AND APPROVAL PROCESS” TO ADD A NEW
SECTION 20.09.015 TITLED “NEIGHBORHOOD MEETINGS”**

Recitals:

1. The City of Moses Lake is currently undergoing a Comprehensive Plan update; and
2. Neighborhood meetings as part of a Land Use Application are commonplace among cities; and,
3. The City of Moses Lake is experiencing unprecedented growth; and,
4. Neighborhood meetings provide the public and nearby residents an opportunity for the applicant to inform the neighborhood about the project early in its planning stages and ensure early citizen participation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOSES LAKE,
WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Moses Lake Municipal Chapter 20.09, “Review and Approval Process”, is amended to add a new section 20.09.015, titled “Neighborhood Meetings”, as follows:

20.09.015 Neighborhood meetings.

A. The purpose of neighborhood meetings is to:

1. Provide a forum for interested individuals to meet with the applicant to learn about the proposal early in the review process.
2. Provide an opportunity for meaningful public input.
3. Provide a dialogue between the applicant, citizens, and city officials whereby issues can be identified.
4. Provide an opportunity for applicants to address concerns generated by individuals and incorporate possible changes.

B. A neighborhood meeting will be required for the following when adjacent to or in residential zoning:

1. ~~Conditional use permits;~~
2. Infill development;
3. Planned residential developments; PUD’s, PURD’s

4. Mixed use developments;
5. ~~Preliminary plats~~; Subdivisions, ~~Short Plats~~
6. Commercial Developments

C. When a neighborhood meeting is required, it shall be conducted within the city limits by the applicant prior to submittal of a counter complete application. The applicant shall notify the city of the date and time of the meeting. At least one representative from city staff shall be in attendance. The applicant shall mail notice of the neighborhood meeting to the same individuals to whom notice is required for the notice of application Section 20.07.020 at least fourteen calendar days in advance of the meeting. The applicant shall provide the city with an affidavit of mailing. A sign-in sheet shall be provided at the meeting, giving attendees the option of establishing themselves as a party of record. A summary of the attendees and comments received by the applicant shall be included in the application submittal.

D. Applicants may choose to hold additional neighborhood meetings in order to provide an opportunity to address concerns generated, provide additional information, propose changes to plans, or provide further resolution of issues. If the applicant holds additional meetings, there is no specific requirement of notice or city attendance. However, the city shall make effort to attend meetings where appropriate and when the applicant has notified the city that additional meetings are taking place.

Section 2. Severability. If any section of this ordinance is found to be unconstitutional or invalid as written or as applied to any particular person or circumstances, no other section of the ordinance shall be deemed to be invalid, but rather, should be deemed to have been enacted independently and without regard to the section affected.

Section 3. Effective Date. This ordinance shall take effect and be in force five (5) days after its passage and publication of its summary as provided by law.

Adopted by the City Council of the City of Moses Lake, WA and signed by its Mayor on _____, 2021.

David Curnel, Mayor

ATTEST:

Debbie Burke, City Clerk

APPROVED AS TO FORM:

Katherine L. Kenison, City Attorney

Vote:	Riggs	Liebrecht	Myers	Jackson	Curnel	Eck	Hankins
Aye							
Nay							
Abstain							
Absent							

Date Published:

Date Effective: