

**CITY OF RITZVILLE
PLANNING HISTORIC COMMISSION AGENDA
April 10, 2024**

1. CALL TO ORDER
2. ADDITIONS OR CORRECTIONS TO THE AGENDA
3. APPROVAL OF THE MINUTES:
 - March 13, 2024
4. CORRESPONDENCE
5. PLANNING COMMISSION SCHEDULED ITEMS:
 - 1008 S. Palouse Street Vacation Public Hearing, Resolution 2024-03
6. HISTORIC COMMISSION SCHEDULED ITEMS:
No scheduled items.
7. ADJOURNMENT

**PLANNING HISTORIC COMMISSION MAY ADD AND OR DELETE AND TAKE ACTION ON ANY
ITEM NOT ON THIS AGENDA**

CALL INFORMATION

1-253-215-8782 United States Toll

Meeting Number: 273 377 5980

Password: 1930

Join Meeting Online:

<https://us02web.zoom.us/j/2733775980?pwd=SU14WTVqdGJpYnVMeEYzV1pJOEFOQT09>

NEXT MEETING May 8, 2024 at 7:00pm.

OPENING OF MEETING

Planning Historic Commissioner Chairman Rick Koss opened the meeting at 7:01 p.m. Present were Commissioners Rick Sawyer, John Rankin, Jeff Kissler, and Colonel Collie. City staff present were City Clerk-Treasurer Julie Flyckt and Deputy Clerk Treasurer Michelle Keefer. Audience members were City Council Member Dennis Chamberlain and community members David Chapman, Derek Schafer, and Susan Schafer. SCJ consultant Aren Murcar attended via zoom.

APPROVAL OF THE AGENDA:

The agenda was approved as presented.

APPROVAL OF THE MINUTES:

Minutes of the February 14, 2024, Planning Historic Commission meeting were approved as presented.

CORRESPONDENCE: No correspondence.

PLANNING COMMISSION SCHEDULED ITEMS:

- **Comprehensive Plan, Land Use, and Zoning Periodic Update Public Hearing, Resolution No. 2024-02:** The public hearing opened at 7:02 pm. Derek Schafer thanked everyone involved in the process and they have continued to plan their project using the comprehensive plan as the guidebook. They are working with DOT for permit access and will continue planning. Mixed use was part of the conversation, and it seems that the mixed-use zone will take a little longer for the council to adopt that process. If they progressed before the council approved the mixed zone use, they would ask for variance. No were no other public comments. The public hearing portion of the periodic update was now closed at 7:06pm. Commissioner Sawyer moved to approve Resolution 2024-02, approving the comprehensive plan, land use, and zoning periodic update, and send it to Council for their review and approval. Commissioner Kissler seconded the motion. Motion passed 5-0.

HISTORIC COMMISSION SCHEDULED ITEMS:

- **Richter Building: Casciato Mural Permit Certificate of Appropriateness:** Commissioner John Rankin stepped down from his commissioner role and presented the Richter Building project through his Flying Arts Ranch business. The project includes three painted wall signs on the south side of the building advertising Rehn Motor Company. On the alley side there will be a clear coat as a historic piece. Commissioners reviewed the staff report and had no further questions. Commissioner Sawyer motioned to approve the certificate of appropriateness for the Richter Building. Commissioner Kissler seconded the motion. Motion passed 4-0.
- **German American Bank: Ritzville Public Development Authority Mural Permit Certificate of Appropriateness:** Rankin with Flying Arts Ranch shared that technically the work is not on the German American Bank but the Dorman building. The project will use 1/8 plexiglass and 1x4 wood to replicate the 205 W Main storefront, located next door. He is unsure if there will be a cash machine coming in the future as there are not a lot of shoppers downtown. The flat panels and the section of stucco will be blocked and painted with four large windows in black and eight smaller windows on top. The stucco will be painted black, and the windows will be covered with plexiglass and then an awning later. Behind the big windows will be shadowy figures, so it looks like people in the store, imitating the past. The commissioners reviewed the staff report and there were no questions from the commissioners. Commissioner Kissler motioned to approve the certificate of appropriateness for the Dorman Building's RPDA project. Commissioner Sawyer seconded the motion. Motion passed 4-0.

- **D’s on Main Sign Permit Certificate of Appropriateness (non-contributing building):** John Rankin with Flying Arts Ranch stated there will be two new 6x6 sign faces and sliding in the sign in after taking the Mi Jalisco signs out. The structure is already there. The commissioners reviewed the staff report and there were no questions from the commissioners. Commissioner Sawyer motioned to approve the certificate of appropriateness. Commissioner Kissler seconded the motion. Motion passed 4-0.

Clerk-Treasurer Flyckt reported the following:

- In the city’s comprehensive plan an action step was included to add the historic element to the plan. Part of that element can include doing a historic building inventory. Right now, the inventory is in a hard copy only. Next year the city can apply for a grant to support adding the historic element and she will have further discussion with the commission as to what should be included in that element. Chamberlain shared that he is attending a workshop demonstrating like-kind materials substituted for historic elements.
- Clerk-Treasurer Flyckt spoke to Maverik’s project manager, and they are waiting for their WSDOT access permit before they can break ground. Derek Schafer stated that Maverik does plan to start the dirt work in April, and they have been waiting 36 months since the first conversation with WSDOT.

ADJOURNMENT: Commissioner Koss asked if there was any further business. Since there is no further business, the meeting was adjourned at 7:33pm.

Michelle Keefer, Recorder

Rick Koss, Chairperson

CIRCULATED AND APPROVED
10th day of April 2024

Completeness Review – Kragt Street Vacation

The City of Ritzville has reviewed the Kragt Street Vacation application for 1008 S. Palouse Street (parcel 1935230615109) and has determined the application is complete. The street vacation is for the purpose of vacating the 15 feet of Palouse Street, next to lots 9 & 10, block 51 for the Adams County Land Company addition to extend Kragt's property line. The city would retain the 45 feet of Palouse Street.

Application Information

Application Received: 3/6/2024

Application #/Name: Kragt Street Vacation

Application type: Street Vacation

Petitioner/Owner: John and Kellie Kragt

Zoning: Single Family Residential (R-1)

Parcel #: 1935230615109

Location of Property: Lots 9 & 10, Block 51 & Vacated 11th Avenue, Adams County Land Company Addition to the town of Ritzville.

Pre-application conference date: N/A



RCC 11.235 Vacation and Alternation

11.235.010 Purpose.

The purpose of a vacation and alteration procedure is to allow for the deletion or alteration of a dedicated right-of-way or easement.

11.235.020 Action by review authority.

A. A vacation and alteration shall be subject to a Type III review consistent with RCC 11.245.090.

B. The city council at a public hearing may approve of a vacation and alteration request, with or without conditions, if all of the following findings of fact can be made in an affirmative manner:

1. The alteration to the previously approved subdivision is in compliance with the Ritzville Comprehensive Plan and this title.
2. The public use will be served by the alteration to the previously approved subdivision.

11.235.030 Approval and recordation.

After approval of an alteration request, a revised plat shall be filed with the county department of records upon receipt of the county's filing fee from the applicant.

STAFF REPORT

The administrator shall prepare a report and recommendation on the proposed amendment or action summarizing the comments and recommendations of city departments, affected agencies and special districts, and evaluating the amendment's consistency with the requirements of this title, the Ritzville Comprehensive Plan, other applicable city regulations, and applicable state and federal laws and regulations. The staff report shall include findings, conclusions, and proposed recommendations for the disposition of the development application.

Overview:

The right of way is located next to Lots 9 & 10, Block 51 of the Adams County Land Company Addition and the vacation will include 15 feet of the street right of way. The abutting properties include the Ritzville Golf Course and the Ritzville School District. The requested 15 feet is gravel, whereas the remainder of the street is paved. The property owners are requesting a vacation to formally recognize how the 15 feet has been maintained by them since they purchased the home in 2011 and to extend the boundary lines that have existed well before their time of owning the home.

1. **Water and Sewer Utilities:** The city water and sewer utilities are located in the alley, which is known as vacated 11th Street.

2. **Public Safety:** There are no access concerns from the fire department as the structures can be accessed from the city streets.
3. **Lack of Use:** The street is used by the property owners, city personnel and contractors to access the golf course and the maintenance shed. The reduced street width will not cause an issue with how the street is used today.
4. **Street Access:** There are no concerns from the city's public works and fire department about vacating 15 feet of the 60 feet street, as all buildings and structures can be accessed from the street.
5. **City Comprehensive Plan:** The city's current adopted comprehensive plan does not address street vacations. In the soon to be adopted city comprehensive plan, there is a goal to allow more flexibility for development of middle housing. While this project is not new housing, it provides the flexibility to add onto the current home.

RCC 11.245 Type III, Legislative Review Process

	Requirement	Status
A.	A Type III, legislative, review shall require a review and recommendation from the planning commission and a review including a public hearing before the city council.	Planning Commission review April 10, 2024. City Council Public Hearing April 16, 2024.
B.	The administrator shall prepare a report and recommendation on the proposed amendment or action summarizing the comments and recommendations of city departments, affected agencies and special districts, and evaluating the amendment's consistency with the requirements of this title, the Ritzville Comprehensive Plan, other applicable city regulations, and applicable state and federal laws and regulations. The staff report shall include findings, conclusions and proposed recommendations for the disposition of the development application.	See staff report above.

C.	<p>The administrator shall schedule a public hearing before the city council as soon as possible after a determination is made that a completed application requires legislative review. Notice of the time and place of the hearing shall be published in the notice of application, in accordance with RCC <u>11.250.020</u>. A separate notice of public hearing shall be provided if the hearing date is not known at the time of the notice of application.</p>	<p>Public Hearing scheduled for April 16, 2024 in front of City Council.</p> <p>Public notice published in the Adams County Journal April 3, 2024.</p>
D.	<p>At the time and in the place appointed, the city council shall conduct a public hearing for the purpose of taking testimony, hearing evidence, considering the facts germane to the proposal, and evaluating the proposal for consistency with the requirements of this title and other applicable laws, plans and regulations.</p>	<p>Public hearing scheduled for April 16, 2024.</p>
E.	<p>Whenever a proposed amendment to this title or other ordinance implementing the comprehensive plan, or an amendment to the comprehensive plan is considered by the planning commission, the commission shall prepare findings of fact supporting its action and transmit such findings to the city council with its recommendation for action.</p>	<p>Review at Planning Commission meeting on April 10, 2024 and a resolution drafted for commission approval.</p>
F.	<p>A recommendation to the council shall be by the affirmative vote of not less than a majority of the total members of the commission. The approval shall be by a recorded vote, which shall incorporate the findings of fact and reasoning, and shall refer specifically to what is being amended.</p>	<p>Drafted resolution 2024-03 to be approved by Planning Commission.</p>
G.	<p>Upon receipt of a resolution by the planning commission with a recommendation of an ordinance, amendment to an existing ordinance, or an amendment to the comprehensive plan, the council shall conduct a public hearing for the purpose of taking testimony and hearing evidence on the proposal. The council's decision shall be based on the record established at the hearing and the facts described in the planning commission recommendation.</p> <p>1. Whenever the council makes a determination to modify or reject the planning commission findings of fact or</p>	<p>Public hearing scheduled for April 16, 2024.</p>

	<p>recommendations, it shall adopt its own findings of fact and statement setting forth the factors considered and its own analysis of findings considered by it to be controlling.</p> <p>2. In the event of initiation of an amendment by the council, it shall refer the proposed amendment to the planning commission for consideration and recommendation prior to taking action. Only one public hearing (before the city council) shall be held prior to council action.</p> <p>3. The council, before adoption, modification, or rejection of an amendment to this title, a zone change or a plan amendment, shall make findings of fact representing the official determination of the council and specifying the basis for the decision.</p>	
<p>H.</p>	<p>Action by the city council regarding the initial adoption of any official land use controls or ordinances, any subsequent amendment to official controls or any subsequent amendment to the comprehensive plan, shall be final and conclusive, unless within 21 days from the date of publication of the notice of decision, the original applicant or a party adversely affected by the decision makes proper application to a court of competent jurisdiction for a writ of certiorari, a writ of prohibition, a writ of mandamus, or other action as may be provided and allowed by law to review the action of the city council.</p>	<p>The council will adopt a street vacation ordinance after the public hearing is held.</p>

RCC 11.250.020 Notice of Application

	<p>Requirement</p>	<p>Status</p>
<p>A.</p>	<p>Within 14 days of issuing a letter of completeness under RCC <u>11.245.040</u>, the administrator shall issue a notice of application. The notice shall include but not be limited to the following:</p> <p>1. The name of the applicant;</p>	<p>Letter of completeness issued, and notice sent to the newspaper for publication on March 29, 2024.</p>

2. Date of application;
3. The date of the letter of completeness;
4. The location of the project (address, assessor's parcel number(s), or legal description);
5. A description of the proposed project;
6. The requested approvals, actions, and/or required studies;
7. A public comment period not less than 14 nor more than 30 days;
8. Identification of existing environmental documents;
9. A city contact and phone number;
10. The date, time, and place of a public hearing if one has been scheduled;
11. A statement that the decision on the application will be made within 120 days of the date of the letter of completeness, or such additional time period as set forth in RCC 11.245.100(B);
12. A statement of the preliminary determination, if one has been made at the time of notice, of the development regulations that will be used for project mitigation and to determine consistency with this title;
13. SEPA determination, if known at the time of the notice.

B. The notice of application shall be distributed as follows:

1. Posted in at least three public buildings, at least 14 days, but not more than 30 days, prior to the hearing;

The notices were posted and mailed by April 5, 2024.

2. Publication at least 10 days before the date of a public meeting in the newspaper of general circulation;

3. If the proposed action is site-specific, notice shall be mailed to all property owners within 300 feet of the site, excluding right-of-way. The property owners shall be as shown on the most recent county assessor's records. The applicant shall provide addressed, prestamped envelopes.

11.250.030 Notice of public hearing.

A. If the public hearing date is not provided in the notice of application, a separate notice of a public hearing for all development applications shall be given as follows:

1. Publication at least 10 days before the date of a public meeting, hearing, or pending action in a newspaper of general circulation in the city; and
2. Mailing at least 10 days before the date of a public meeting, hearing, or pending action to all property owners as shown on the records of the county assessor and to all street addresses of properties within 300 feet, not including street rights-of-way, of the boundaries of the property which is the subject of the meeting or pending action. Addressed, prestamped envelopes shall be provided by the applicant; and
3. Posting at least 10 days before the meeting, hearing, or pending action in three public places where ordinances are posted and at least one notice on the subject property.

B. The public notice shall include a general description of the proposed project; action to be taken; a nonlegal description of the property or a vicinity map or sketch; the time, date and place of the public hearing and the place where further information may be obtained.

C. If for any reason, a meeting or hearing on a pending action cannot be completed on the date set in the public notice, the meeting or hearing may be continued to a date certain and no further notice under this section is required. (Ord. 2041 § 1 (Exh. A), 2010; Ord. 1024 § 11.06.053, 2001).

11.250.040 Notice of decision.

A. After a decision is made by the review authority, the administrator shall prepare a notice of decision that contains the following:

1. A description of the project or requested action and the location of the property.
2. A statement of any SEPA threshold determination.
3. A statement of the action taken by the review authority.
4. A statement that the action is final unless an appeal is submitted within the appeal period set by this title. The final appeal date shall be provided.
5. A statement describing the procedure for an appeal.
6. A statement that affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation.

B. The notice of decision shall be distributed as follows:

1. Publication of the notice in the official city newspaper of general circulation.
2. Mailing of the notice to the applicant or applicant's representative and to any person who, prior to the rendering of the decision, requested notice of the decision or submitted comments on the application.
3. Mailing of the notice to the county assessor's office.

RESOLUTION NUMBER NO. 2024-03

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF RITZVILLE
APPROVING A 15 FEET VACATION OF PALOUSE STREET IN BLOCK 51 OF ADAMS
COUNTY LAND COMPANY ADDITION**

WHEREAS, an application submitted by John and Kellie Kragt has been filed with the Clerk and City Council of the City of Ritzville requesting to vacate 15 feet of Palouse Street in block 51 of Adams County Land Company Addition located within the corporate boundaries of the City of Ritzville; and

WHEREAS, the Planning Commission reviewed the application and has determined the vacation is in compliance with the Ritzville Comprehensive Plan and meets the requirements and intent of the Ritzville Municipal Code (RMC) pursuant to Chapter 11.235 Vacation and Alteration; and

WHEREAS, the planning committee has reviewed and made recommendation, pursuant to Chapter 11.245.090 RMC Type III, legislative review process; and

WHEREAS, the vacation is beneficial to the public health, safety, and welfare, and is in the public interest, now, therefore,

BE IT HEREBY RESOLVED that the Planning Commission of the City of Ritzville, Adams County, Washington, recommends to the City Council for the City of Ritzville as follows:

1. The Planning Commission recommends a hearing on said application shall be set for taking testimony and hearing evidence on the petition to consider the vacation application as set forth above.
2. The Planning Commission recommends approval of an ordinance to vacate the 15 feet of the street in block 51 of Adams County Land Company Addition pursuant to RCW 35.79, RCW 58.17.090.

PASSED by unanimous vote of the Planning Commission of the City of Ritzville this 10th day of April 2024.

Signed,

Rick Koss, Planning Commission Chair

Scott Yaeger, Mayor

Attest:

Julie Flyckt, Clerk-Treasurer