



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

PLANNING COMMISSION AGENDA

**Connell City Hall
104 E. Adams St.
Monday, February 24, 2025
5:30 PM**

1. CALL TO ORDER

2. ROLL CALL

Vangi Ellwein, Robert Misener, Jerry Sackmann, Ray Minor, Jack Brandt

3. CONSENT CALENDAR

Minutes from the December 9, 2024 Meeting of Planning Commission

4. ORDER OF BUSINESS

Presentation and Discussion of Comprehensive Plan Periodic Update Project and Public Participation Plan (Resolution 2025-01 Adopted by Connell City Council on February 5, 2025)

5. OTHER

Next Planning Commission Meeting: Tentatively Set for March 24, 2025

6. ADJOURN

The public is welcome and encouraged to attend this meeting. The City of Connell wishes to provide reasonable access to all public meeting for individuals with disabilities. Please contact the City Clerk at least three business days prior to the meeting for accommodations to be arranged.

**CITY OF CONNELL, WASHINGTON
PLANNING COMMISSION**

December 9, 2024

BUSINESS

The Regular meeting of the Connell Planning Commission was called to order by Chair Misener at 5:37 pm in Connell City Hall.

ROLL CALL

Commission Members Present:

- Robert Misener
- Jerry Sackmann
- Ray Minor – Arrived at 5:39 PM
- Jack Brandt
- Vangi Ellwein

Staff Members Present:

- City Administrator Cathleen Koch
- Public Works Director Hallie Tuck
- Accounting Clerk Heather Keel
- AHBL Planning Consultant Nicole Stickney

APPROVAL OF MINUTES

Commissioner Ellwein moved to approve the minutes of the October 28, 2024, Planning Commission meeting. Commissioner Sackmann seconded the motion. Motion carried unanimously.

BUSINESS

OPEN RECORD HEARING

Connell Townhomes Preliminary Plat

Chair Misener opened the public hearing at 5:39 pm. He stated that the purpose of the open record hearing was for consideration of the proposed preliminary plat for Connell Townhomes to subdivide four parcels into eight new lots.

Staff Report

Nicole Stickney of AHBL presented the preliminary plat request submitted by the applicant. She explained that **Jorge Ochoa** of **Gigi Homes General Contractors LLC** was seeking to create eight lots from four parent parcels located on North Fifth Avenue, with each lot containing one townhouse already built. The entire site was just over an acre in size. She went on to explain that

the situation was unique because the applicant wanted to divide the existing duplexes down the middle of the structure for a zero-lot line development and creating new parcel boundaries. The driveways of the structures front N. Fifth Avenue. She also reminded those present that the City considered another zero lot line development application recently and mentioned the similarities. **Stickney** showed a footprint of the structures and talked about the existing and new property lines and noted that easements would need to be recorded as part of the staff's recommendation.

Stickney explained that the proposal was brought before the Planning Commission because a short plat had already been processed creating 5 original lots. Any additional short plats must wait at least 5 years. She said the proposal would allow eight different people to own townhomes, instead of four owning duplexes. The lot sizes would range from approximately 4,700 to 7,600 square feet, with the corner lot being largest due to the additional setback distance needed on the south side of the project.

The proposed development met the minimum zoning requirements for the RM zone and SEPA Environmental Review was not necessary since the structures were already built. **Stickney** emphasized that the applicant was not excused from the infrastructure requirements and that the recommendation included such requirements prior to final plat approval. A bond was already in place for curb, gutter and sidewalk.

Stickney pointed out a typo under the Findings of Fact, item 4m, which stated that sidewalks, curbs, and gutters must be provided fronting the project site at North Fifth and West Davis Street. It should have stated North Fifth and West Clark Street, rather than West Davis.

Commissioner Comments

Commissioner Ellwein raised a question about the number of lots included in the short plat.

Stickney clarified that the short plat was for five lots, with the southern four lots being further subdivided and the fifth lot remaining as-is with the current structure.

Commissioner Ellwein asked whether the applicant had called in locates for new easements to be added to the final drawing of the project.

Stickney was not aware of any locates having been called in at that time and stated the applicant would need to confirm the location for the new easements, which would be required for half of the newly created lots.

Commissioner Ellwein asked if the parcels to the East of Connell Townhomes were now townhouses.

Stickney defined the terms duplexes and townhomes, stating that a duplex is a parcel containing two different structures that can be occupied separately, whereas a townhome describes when the property line runs down the middle of the property creating a shared wall which allows for two different owners. **Stickney** noted that the properties to the East of Connell Townhomes are considered townhomes.

Administrator Koch clarified that the final plat for the properties to the East of Connell Townhomes was not yet done.

Stickney corrected her previous statement, noting that with the final plat not being done on the properties to the East of Connell Townhomes, they were still intact as duplexes.

Commissioner Misener asked if there was already separate water and sewer for each unit, as it was listed as a condition of approval.

Stickney confirmed that separate water and sewer was a requirement for separation of the properties, but that she had not yet verified if the condition had been met.

Public Works Director Tuck verified that the units had separate water and sewer and that the standard for Public Works was for duplexes to have separate water and sewer connections.

Commission Ellwein asked if sidewalks must be constructed for the final plat to be approved.

Stickney confirmed the requirement for sidewalk construction, explaining that City staff would not sign off on the final plat documentation until the conditions of the preliminary plat had been met.

Commissioner Ellwein raised a question about curbs and gutters and whether the applicant would partner with the City for their installation.

Stickney clarified that the applicant was responsible for the required curbs and gutters and that the work had been bonded for.

Commissioner Ellwein asked if the current requirements process would be the City's process moving forward.

Administrator Koch clarified that the process moving forward would require infrastructure such as curbs, gutters, and sidewalks to be constructed first before a permit could be pulled.

Chair Misener asked if there were any additional questions or discussion, then asked for the applicant to present his request.

Applicant Comments

Saul Martinez greeted the Planning Commission and thanked them for their attendance. He stated that he called Mesa, Connell, and Pasco his home, having been born and raised in Mesa and graduated from Connell in 1987. He conveyed his excitement for having partnered with Gigi Homes to build the duplexes in Connell. **Martinez** spoke about the closure of the local Lamb Weston plant and the effect it had on the local economy and his investment. He also expressed his desire to be a part of the town and help it grow. He encouraged the Commissioners to approve the duplexes becoming townhomes.

Martinez spoke of people being interested in living in Connell, but that they have experienced issues with getting financed for a duplex. He believed the approval to make the existing duplexes into townhomes would give more people the opportunity to be financed through a bank and purchase a home in Connell. He asked for clarification regarding the construction of the sidewalks, stating they were bonded to go in by January 2026.

Administrator Koch was unable to confirm the date on the bond.

Martinez asked if the sidewalks had to be constructed before the existing duplexes could be made into townhouses.

Administrator Koch confirmed that the sidewalks must be constructed before the final plat could be recorded and as such, could only be sold as duplexes until the sidewalks were constructed.

Martinez asked for confirmation that any interested parties would not be able to buy the properties separately until the sidewalks were constructed.

Stickney stated that the recommendation was for the City Council to require sidewalks be constructed.

Martinez stated that the bond was already purchased and assured the Commissioners that the sidewalks would be built before January 2026. He asked if there was any way to sell the properties separately before that time, excluding the sidewalk requirement until the end of the bond.

Stickney addressed the Commissioners about the unique circumstances behind the short plat, and ultimately the final plat to follow, and recommended no flexibility be offered to the applicant.

Martinez encouraged the Commissioners to allow for flexibility, asking for adherence to the initial requirements of the bond, stating that he had the intention to construct the sidewalks, but the houses were built and ready to sell and he would like to expedite the opportunity for young families to have a home in Connell.

Commissioner Questions of Applicant

Commissioner Misener presented the safety issue of children in the area having to walk in the street due to sidewalks not having been constructed.

Commissioner Ellwein agreed with the safety concerns presented but pointed out the validity of the applicant's request to sell the properties separately without having to wait for sidewalk construction.

Administrator Koch thanked the applicant for his service to the community but expressed that it was clear from the outset of the project that the infrastructure would need to be in place before a

Certificate of Occupancy would be given. She noted that the City had already been flexible with the applicant by issuing the Certificate of Occupancy and in turn accepting a bond for the improvements. She mentioned that it had been put in writing early in the process that the infrastructure was a requirement.

Commissioner Ellwein asked for confirmation that the infrastructure requirement had not come as a surprise to the applicant.

Administrator Koch confirmed that the infrastructure requirement was not a surprise to the applicant but noted that **Martinez** could comment if there was more information she was unaware of.

Commissioner Misener restated the need for a sidewalk due to safety concerns, especially due to the lack of a streetlight in that area. He expressed that it is a busy street with early morning student foot traffic, school staff vehicles, and buses driving up the street to the school.

Martinez agreed with the safety concerns that were presented and hoped that the sidewalks not being constructed wouldn't impede the sale of the homes. He requested the Commissioners work with him so he could sell the properties, then install the sidewalks later.

Commissioner Minor asked if the buildings were currently vacant.

Martinez confirmed that the duplexes were vacant.

Commissioner Minor asked if the properties could legally be rented out until the sidewalks were constructed to ease some financial concerns for the applicant. He recognized there would still be a safety issue due to the lack of sidewalks but offered it as an option to the applicant.

Administrator Koch stated that the properties across the street from Connell Townhomes were in the same situation and were being rented until the final plat was recorded.

Martinez acknowledged the option to rent, but said the properties could not be advertised that way.

Commissioner Misner asked if the applicant had people interested in purchasing the properties.

Martinez stated that there was interest in the properties, but the interested parties couldn't afford to buy the full duplex and couldn't get the financing required. He also shied away from the idea of selling to a low-income housing authority, preferring to sell to an individual.

Public Testimony

Chair Misener noted no members of the public were in attendance. The public comment section of the meeting was closed at 6:19 PM.

Chair Misener invited discussion among the Commissioners.

Chair Misener closed the public hearing at 6:22 pm.

Motion

Commissioner Ellwein moved to adopt the Findings and Conclusions contained in the staff report, revising Finding 4m to specify “W. Clark Street” instead of “W. Davis Street” and recommended approval of the preliminary plat of Connell Townhomes to the City Council with the listed conditions as prepared by staff. **Commissioner Minor** seconded the motion. **Motion carried unanimously.**

OTHER ITEMS

The next meeting is tentatively scheduled for Monday, January 27, 2025 at 5:30 pm.

City Administrator Koch explained that a task order had been issued to begin work on the Comprehensive Plan. She provided a copy of the task order that contained the work plan details included in Washington State Department of Commerce’s model scope of work and budget for the contract. The grant covers 2 years and will carry into 2026.

Lamb Weston submitted a SEPA and demolition permit application to demolish the plant, associated out-buildings, pump houses, and buried utilities associated with those buildings. They will also be removing the wastewater treatment ponds and the liner that are on County property. Connell will be the lead agency for processing the demolition for the overall project. The City does not have other details yet but will be requesting additional information.

MEETING ADJOURNED

There being no further business before the Connell Planning Commission, Chair Misener adjourned the meeting at 6:36 pm.

Chair Robert Misener

ATTEST:

City Clerk Marissa Ortiz

**City of Connell, Washington
RESOLUTION NO. 2025-01**

**A RESOLUTION OF THE CITY OF CONNELL, BEGINNING
THE COMPREHENSIVE PLAN PERIODIC UPDATE
PROJECT AND ADOPTING A PUBLIC PARTICIPATION
PLAN FOR THE UPDATE**

WHEREAS, the City of Connell must plan under the State of Washington’s Growth Management Act (GMA) and a “periodic” review and update of the comprehensive plan is due on or before June 30, 2026 and is required every ten years thereafter; and

WHEREAS, the City’s Comprehensive Plan was last fully revised in January 2020 per Ord. 1004-2020 and subsequently amended in 2021 per Ord. 1019-2021 and in 2022 per Ord. 1028-2023, and includes the following elements: Land Use, Natural Areas, Housing, Economic Development, Community Facilities, Parks & Open Space, Utilities, Water System, Wastewater Disposal, Transportation & Circulation, and Capital Facilities; and

WHEREAS, all elements of the Comprehensive Plan shall be consistent with each other, the Franklin County Countywide Planning Policies, and the Growth Management Act; and

WHEREAS, Washington State has new regulations that require updates to the plan that include an equity lens applied to all goals and policies, provisions to plan for and accommodate low-income housing throughout State designated bands of income, engagement with Tribes, and inclusion of a climate change element that addresses how greenhouse gas emissions (GHG) will be reduced and resilience will be enhanced; and

WHEREAS, the City seeks to facilitate early and continuous public participation in accordance with *RCW 36.70A.140*; and

WHEREAS, the City will use many tools and resources to evaluate and identify what updates are required including Washington State Department of Commerce compliance checklists; and

WHEREAS, the City has the ability to open the Comprehensive Plan to annual revisions via a formal docketing process, and may accept applications for such amendments until October 1 of a given year; and

WHEREAS, the City will engage and inform the public throughout the update process.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CONNELL,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

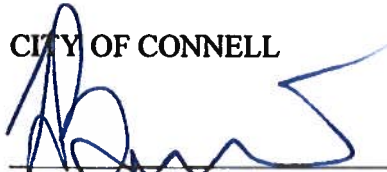
Section 1. The City hereby provides this official notice to the public that the process to conduct a Comprehensive Plan Periodic Update is hereby initiated. Notice is further given that no applications for “annual amendments” will be accepted in 2025.

Section 2. The City sets out the following general phased schedule for the update process (which is subject to change):

2025 Q1-Q3	Public Open Houses & Workshops
2025 Q4	Prepare First Complete Draft of the Plan
2026 Q1	Prepare Final Draft of the Comprehensive Plan
2026 Q1-Q2	Development Regulations Update
2026 Q1	SEPA Environmental Review
2026 Q2	Final Review, Noticing and Adoption

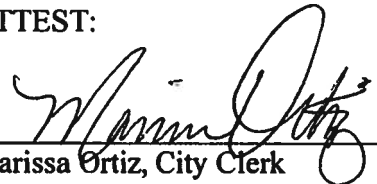
Section 3. The City adopts the Comprehensive Plan Periodic Update – Public Participation Plan document, which is attached to this Resolution as Exhibit A.

PASSED BY THE CITY COUNCIL OF THE CITY OF CONNELL, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 5TH DAY OF FEBRUARY 2025.

CITY OF CONNELL


Lee Barrow, Mayor

ATTEST:



Marissa Ortiz, City Clerk

APPROVED AS TO FORM:



Heidi Ellerd, City Attorney



CITY OF CONNELL

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COMPREHENSIVE PLAN PERIODIC UPDATE PUBLIC PARTICIPATION PLAN

The Growth Management Act (GMA) requires early and ongoing public participation in the Comprehensive Plan and Municipal Code Update in RCW 36.70A.140. This document sets out how this requirement will be implemented for the City of Connell Comprehensive Plan Periodic Update process. It is important to provide a full picture of how the City will conduct public engagement activities so that the public is well-informed of opportunities for involvement and understands the decision-making process.

1 INTRODUCTION

This Public Participation Plan (PPP) outlines the outcomes, audiences, methods, process, and timeline for public participation in the City of Connell's Comprehensive Plan Periodic Update process. This periodic update is required by the Washington State Growth Management Act (GMA). State law (RCW 36.70A.140) also requires the creation of a public participation plan as part of the GMA periodic update process.

The periodic update will include a review of both the City's Comprehensive Plan and Development Code to ensure consistency with the most current requirements under state law. Because these documents are so far-reaching in scope, this plan will strive to create a variety of opportunities to reach as many audiences in the community as possible. There will be multiple opportunities and methods to learn about the update, and to provide input.

1.1 Objectives

The public, stakeholders, and organizations will have multiple opportunities to participate in the process and provide input on the City's Comprehensive Plan as it is being reviewed. The public participation effort is intended to achieve specific desired outcomes, which include:

- Meeting the public participation goals of the Growth Management Act;
- Offering engaging opportunities to the Connell community to participate in planning for and commenting on the future of the City;
- Providing clear information to the public on the basic concepts of the GMA, the local planning process, and how their own participation can affect local plans and regulations;
- Informing the public on how to and when to get involved and understanding how their input is used;
- Informing the public as to the requirements set forth in the Franklin County Countywide Planning Policies as well as recent legislative changes and requirements for GMA compliance set forth by the State;
- Asking questions of the community in order to gain new insights about Connell and inform choices about the Comprehensive Plan goals, polices, and implementation strategies;

- Seeking broad participation of interested groups and individuals to capture differing viewpoints;
- Utilizing a transparent process which clearly documents all public input and makes it available for anyone to review;
- Holding accessible, convenient participation events and public meetings, and creating participation opportunities for those who cannot (or wish to not) attend;
- Pursuing accessibility for all community members and interested parties within the public participation process;
- Ensuring that elected officials, appointed officials, and City staff understand and consider community and stakeholder input; and
- Using a variety of participation methods (such as meetings, workshops, open houses, multi-media, mailers, etc.) to offer all residents a variety of ways to receive information and participate.

2 AUDIENCES

Parties who the project team hopes to reach in this periodic update process include individual residents, people who work in Connell, community groups, private investors, developers, as well as public sector groups like government councils and districts for services such as schools, fire departments, and utilities. Identifying stakeholders in the periodic update process will help the City understand and respond to the broad and varied needs of the community. Each group or individual has their own needs and preferences when it comes to civic participation, and it is important to endeavor to accommodate a variety of perspectives.

2.1 The Public

Individuals

Individual stakeholders in the update process generally consist of those who live, work, or have a financial interest in the City of Connell. Other interested individuals may include people who visit the City regularly such as those who live within the Connell School District, and those who live in neighboring areas outside the City. Surveys, comment forms, public meetings, workshops, and community events are appropriate tools for reaching the community on an individual basis. Examples of individuals who should be engaged during this process include:

- Residents
- Property Owners
- Employees
- Business Owners
- Developers

Community Organizations

Community organizations are valuable partners in the public participation process, as they often have deeply rooted connections in the community. Often, they serve groups with specific needs, such as youths and seniors. Many community members may be more comfortable engaging through a group they are already familiar with. Partnering with these organizations is an excellent way to reach people who may not otherwise participate in the periodic update process. Similar to what was stated in the previous section, surveys, comment forms, public meetings, workshops, and community events are appropriate ways to reach community organizations. One of the best ways to utilize these organizations is for City staff and elected officials to attend events held by an organization and collect input. Examples of community organizations who should be engaged during this process include:

- The local Chamber of Commerce
- Faith-Based Organizations
- Student Groups
- Senior Organizations
- Philanthropic Groups
- Veterans Organizations

2.2 Governmental and Quasigovernmental Groups and Agencies

Input will be needed from both internal and external governmental, as well as quasigovernmental groups. Internal governmental groups could include City boards and commissions, while external groups may include entities like schools and utility districts. In general, any governmental or quasigovernmental body providing services to Connell residents and businesses, or entities involved in decision-making that impacts residents and businesses, should be included in the process. Examples of governmental and quasigovernmental groups and agencies who should be contacted and invited to engage during this process include:

- Connell School District
- Connell Fire District
- Planning Commission
- Parks and Recreation Advisory Board
- Washington State Dept. of Corrections
- Washington State Dept. of Transportation
- Franklin County
- Port of Pasco
- AVISTA
- Ben Franklin Transit
- Hospital District
- Columbia Basin Health Association (CBHA)
- North Franklin Heritage Museum

3 METHODS AND TOOLS

The public participation process should be approached with the understanding that no one method will reach every stakeholder or interested party. With this in mind, the City should employ as many methods as possible in order to create the most fair and accessible process. Stakeholders should be provided with a combination of opportunities to give both written and spoken comment in person and online. Information should be provided through a variety of outlets, such as mailed letters and the City website. Examples of engagement methods that may be used throughout this process include:

- Public workshops and Open Houses
- Website – Social Pinpoint
- Online Community Survey
- Bilingual communication (as needed)
- Direct mailings and public notices
- Comment forms
- Media releases
- Meetings with interest groups
- Written Comment

3.1 Public Open House

Project Kickoff

A public open house held at the onset of the update process will allow the City staff and consultant team to introduce the update process and seek initial feedback from the community on their priorities for the comprehensive plan and reactions to plan alternatives. An open house will also allow the project team to explain decisions that the City makes. The City may use common workshop tools such as comment forms, dot exercises, presentations, and interactive activities. The City will introduce the update effort in a public setting and identify the scope of the update process and the underlying regulatory requirements. An anticipated schedule will be provided to facilitate public involvement throughout the process. The public will be encouraged to provide high-level feedback that can be used to guide the update process at its onset, with more detailed and content-specific feedback to be provided in subsequent workshops or meetings.

3.2 Community Workshops/Roundtables

The City will invite the general public, organizations, and interest groups to several community workshop events throughout the update process. This will provide an opportunity to engage in a continued dialogue with the public about the update process, share project materials, and answer any questions the public may have. It is important that relevant community-based organizations and other stakeholders, such as utility districts, are

also engaged in this process to ensure that a diverse array of feedback is obtained. Stakeholders can provide additional expertise in several areas important to the update process, including capital facilities, utilities, parks, and economic development. Workshop tools such as comment forms, dot exercises, presentations, and interactive activities can be utilized to obtain feedback and shape how the comprehensive plan will be changed this periodic update cycle.

3.3 Community Survey

The City will develop and advertise a community survey to solicit public feedback on the Periodic Update. The survey will be hosted through an online platform and the questions will be focused on asking respondents personal questions about their experiences and preferences, without being too abstract or open-ended. Copies of this survey will be available at City Hall for those who would prefer to respond to the survey in written form. This survey will be available in English, with computer-based translation offered in Spanish and about seven other languages. Our goal is to receive over 60 survey responses.

3.4 Website

The City will update its municipal website regularly as it relates to the Comprehensive Plan Periodic Update. Engagement events will be posted online to ensure that the public is aware of how they can be involved throughout this process. In addition, with support from a consultant, the City will create a separate *Comprehensive Plan Periodic Update* website using an online platform. This website will be managed and updated by the City and consultant team. Media releases related to the comprehensive plan update can also be posted on the city's general website and specific website for the Periodic Update to ensure the community stays informed on how this process is progressing.

3.5 City Staff Contact

Anyone wishing to be included on the email list for the project may mail their contact information to:

City of Connell – Comprehensive Plan Update Project
Cathleen Koch – City Administrator
104 East Adams Street
P.O. Box 1200
Connell, WA 99326

Or email their contact information to: ckoch@cityofconnell.org

4 PROCESSING REQUIREMENTS AND PROTOCOLS

4.1 Process

Adoption or amendment of the City's Comprehensive Plan is a "Type II" (Legislative) action in accordance with Connell Municipal Code (CMC) 16A.02.060 (e). These processes are to be used except: the "Docketing Process" as outlined in subsection 1, does not apply for the year 2025 because there will be no amendment dockets (in order to allow the Periodic Update process to receive due consideration and focus).

- Study sessions will occur before the Planning Commission in order to review individual chapters or sections of the Plan
- The Planning Commission will hold at least one public hearing on the proposed Comprehensive Plan Periodic Update process (written and oral testimony will be accepted at all public hearings)
- The Planning Commission public hearing(s) will occur *after* a SEPA Threshold Decision is made by the City's Responsible Official

- Study sessions will occur before the City Council in order to review the recommendation of the Planning Commission

4.2 Planning Commission

The Planning Commission will provide guidance on the Comprehensive Plan update process, including information about the scope of work, schedule, and proposed amendments, at meetings that are open to the public. These meetings provide a forum for in-depth information exchange in an educational environment to give stakeholders a meaningful role in steering the project toward success. The schedule for these meetings will be posted at City Hall, on the City’s website, on the City-managed comprehensive plan website, and distributed by email to those that have provided email addresses in accordance with Section 3.5 of the Public Participation Plan. Two briefing sessions will be held with the Planning Commission at the onset of the update process (expected during the first quarter of 2025) and before the final adoption process begins (expected in early 2026).

4.3 City Council

The City Council will review the comprehensive plan and make the final decision on adoption. Two briefing sessions will be held with the City Council at the onset of the update process (Q1 2025) and before the final adoption process begins (Q2 2026). The City Council is the legislative body with the final local decision-making authority for the local adoption of the Comprehensive Plan pursuant to CMC 16A.02.040. Adoption of the Comprehensive Plan must take place on or before June 30, 2026.

5 PUBLIC ENGAGEMENT TIMELINE (APPROXIMATE)

The following timeline is approximate and subject to change.

2025				2026		
Q1	Q2	Q3	Q4	Q1	April and May	June
City Council Briefing Session #1			Planning Commission Study Session – Review Draft Elements		City Council Briefing Session #2	City Council Hearing (Adoption)
Planning Commission Briefing Session #1					Planning Commission Briefing Session #2	
Public Open House (Kickoff)						
Public Workshops/Roundtables						
Ongoing Online Public Engagement						
	Online Community Survey					

