



# City Council Meeting Schedule July 2022

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The City broadcasts City Council meetings on the City's website  
<https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

July 5, 2022  
Tuesday, 6:30 p.m.                      REGULAR COUNCIL MEETING

July 12 2022  
Tuesday, 6:30 p.m.                      WORKSHOP MEETING

1. Ethics Sub-Committee Policy Recommendations
2. Finance Department Update: Biennium Goals & Priorities
3. Legislative Prayer

July 19, 2022  
Tuesday, 6:30 p.m.                      REGULAR COUNCIL MEETING

July 26, 2022  
Tuesday, 6:30 p.m.                      WORKSHOP MEETING

1. Planning Department Update: Biennium Goals & Priorities
2. Redistricting

**To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.**

**Please be advised that all Kennewick City Council Meetings are Audio and Video Taped**

# Council Workshop Coversheet



Agenda Item Number	1.	Meeting Date	07/26/2022
Agenda Item Type	Presentation		
Subject	Community Planning Department Update		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Planning		

Info Only	<input checked="" type="checkbox"/>
Policy Review	<input type="checkbox"/>
Policy DevMnt	<input type="checkbox"/>
Other	<input type="checkbox"/>

## Summary

At the July 26th workshop, the Community Planning Department will provide an overview of the department's structure and scope of services currently provided, and review recent accomplishments as well as challenges and opportunities for the department as we prepare for the upcoming 2023/2024 biennium.

Through

Attachments:

Presentation

Dept Head Approval

Anthony Muai  
Jul 20, 18:20:46 GMT-0700 2022

City Mgr Approval

Marie Mosley  
Jul 21, 13:53:08 GMT-0700 2022

# Community Planning Department Update

July 26, 2022



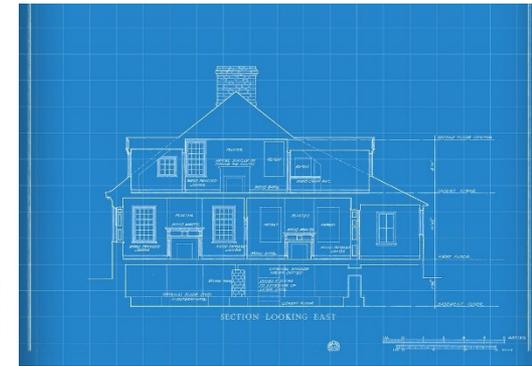
# Department Overview

- \* **Planning Division**
- \* **Building Safety Division**
- \* **Express Permit Program**
- \* **Cross-functional Teams**
  - \* Customer Service
  - \* Public Works
  - \* Code Enforcement
  - \* Fire Prevention
  - \* Economic Development
  - \* City Attorney's Office



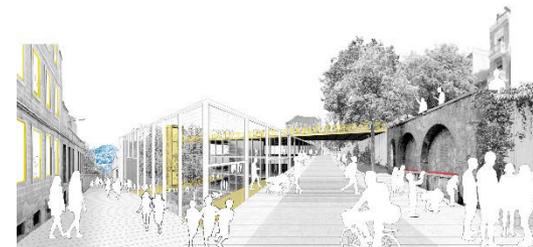
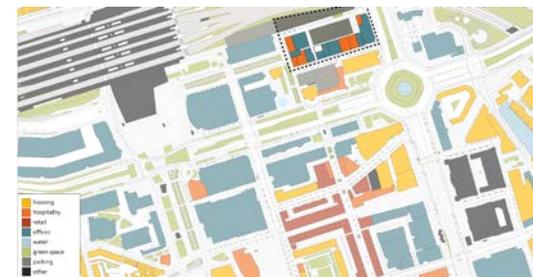
# Scope & Complexity

- \* GMA – RCW 36.70A
- \* SEPA – RCW 43.21C
- \* SMA – RCW 90.58
- \* Subdivisions – RCW 58.17
- \* WA State Code Council
  - \* Building Code
  - \* Mechanical Code
  - \* Plumbing Code
  - \* Energy Code



# Planning Division

- \* **Steve Donovan, AICP** – Manager
- \* **Matt Halitsky, AICP**, Senior Planner
- \* **Chris Bowman**, Assistant Planner
- \* **Melinda Didier**, Administrative Assistant
- \* 1 Vacant Planner Position
- \* 1 Vacant GIS Technician Position



# Planning Division Body of Work

## Current Planning

- \* Site Plans
- \* Subdivisions (short & long plats)
- \* Environmental Determinations
- \* Conditional Use Permits
- \* Shoreline Permits
- \* Historic Preservation Commission
- \* Hearing Examiner

## Long Range Planning

- \* Rezones
- \* Comprehensive Plan Updates
- \* Sub-area Plans (Bridge-to-Bridge, Vista Field)
- \* Development Regulations
- \* Annexations
- \* Regional Planning Coordination
- \* Other Policy Planning Issues i.e. City UGA
- \* Planning Commission



# Data Points

## Planning Applications Processed Public Hearings

- \* 2021 – 368 applications
  - \* 53 site plans
  - \* 18 subdivisions (plats, short plats)
  - \* 113 pre-app/feasibility meetings
- \* 2022 – 275 applications
  - \* 26 site plans
  - \* 13 subdivisions (plats, short plats)
  - \* 88 pre-app/feasibility meetings
- \* Planning Commission
  - \* 32 public hearings in 2021
  - \* 9 public hearings in 2022
- \* Hearing Examiner
  - \* 10 public hearings in 2021
  - \* 3 public hearings in 2022



# Building Safety Division

- \* **Tony Ostoja, CBO** – Building Official
- \* **Thomas Woods** – Plans Examiner
- \* **Dan Woolsey** – Residential Plans Examiner/Building Inspector
- \* **Adam McFayden** – Building Inspector
- \* **Luis Medina** - Building Inspector



# Building Safety Division

## Body of Work

- \* **Plan Review**
  - \* Building Permits
  - \* Mechanical Permits
  - \* Plumbing Permits
- \* **Inspections**
  - \* 100+ different types of inspections
- \* **Code Enforcement**
- \* **Regional Coordination with local jurisdictions**



# Data Points

## \* 2021

- \* 2,472 permits issued
  - \* 158 single-family
  - \* 47 commercial
- \* 12,155 inspections performed
- \* Permit valuation: \$210,444,570
- \* Permit revenue: \$2,782,983

## \* 2022

- \* 1,260 permits issued
  - \* 127 single-family
  - \* 83 new commercial/Tis
- \* 6,428 inspections performed
- \* Permit valuation: \$173,028,053
- \* Permit revenue: \$1,674,226

*\* 2022 numbers accurate as of 7/19/22*



# Express Permit Program

- \* **Dan Wilson, CBO** – Express Permit Program Manager
  - \* Implemented in July 2015
  - \* 24-48 hour turn around
  - \* **Several permits available**
    - \* Commercial Tenant Improvements
    - \* Residential Alterations/Additions
    - \* Single-family (2017-2021: 58%, 2022: 80%!)
    - \* Duplexes
    - \* Residential Accessory Structures, decks, pools, pole buildings



# Data Points

- \* **2022 express permits – 162 (7/19/22)**

- \* 101 single-family

- \* **2021 express permits – 339**

- \* 158 single-family

- \* **Single family by far the most popular**

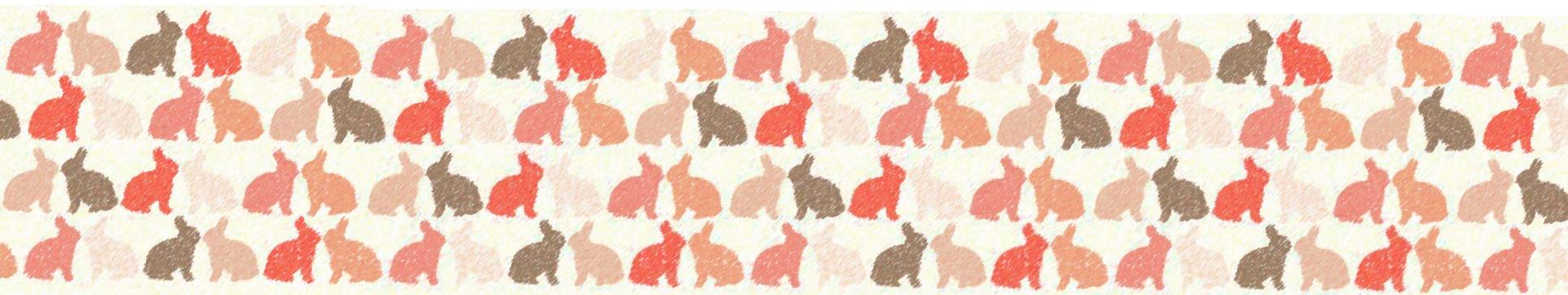
- \* 2017-2021: 58% of single family

- \* 2022: **80%** of single family



# Multiplier Effect of Permits

- \* **1 Subdivision of 85 lots**
  - \* Results in 85 site plans to review
  - \* Yields – 85 Single Family Building Permits
- \* **85 single family building permits results in 850 building inspections**



# Recent Accomplishments

- \* **Continued improvement in relations with customer base**
- \* **Implementation of new permitting system**
  - \* Online permitting transition for building permits
  - \* Real time resulting of inspections
- \* **Increased usage of Express Permitting for residential alterations**
  - \* Interior remodels, decks, patio covers, pools, shops/pole buildings
- \* **UGA expansion and annexation**
- \* **Staffing replacement/hiring good employees**
- \* **Provided full service while City Hall was closed**
- \* **More efficiency (online)**



# Challenges

- \* **Staffing**

- \* Upcoming retirements beginning mid-2025 (3-4)

- \* **Inspection volume**

- \* Averaging 60/day at times over 80/day

- \* **Code Enforcement support –  
substandard buildings**

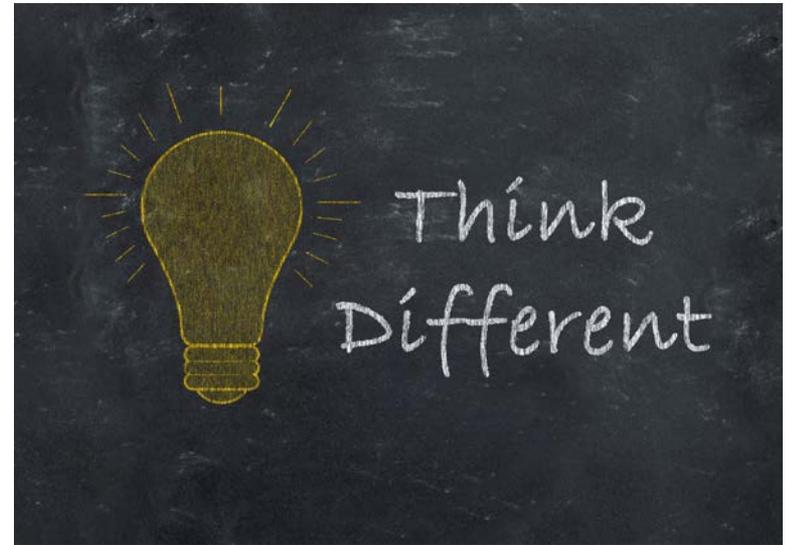
- \* BO is performing inspection and then  
presiding over and ruling in hearings

- \* **Energy Code review**



# Opportunities

- \* **Continued explosive growth**
- \* **Opportunity Centers:**
  - \* Vista Field
  - \* Southridge
  - \* Entertainment District
  - \* Bridge-to-Bridge/Columbia Drive
  - \* New UGA Area
- \* **Virtual inspection program**
- \* **Drone inspections**
- \* **Succession planning for inspector, plans examiner and building official positions**



# Potential Goals for 2023-2024

- \* Prepare for upcoming retirements
- \* Institute a virtual inspection program
- \* Improve coordination in the code enforcement process – substandard and unfit buildings
- \* Housing updates to code and comprehensive plan
- \* Begin front-end work on periodic update (due 6/2026)
- \* Codify and streamline design standards without losing integrity of standards



# Questions?



# Council Workshop Coversheet



Agenda Item Number	2.	Meeting Date	07/26/2022
Agenda Item Type	Presentation		
Subject	Redistricting		
Ordinance/Reso #		Contract #	
Project #		Permit #	
Department	Planning		

Info Only	<input checked="" type="checkbox"/>
Policy Review	<input type="checkbox"/>
Policy DevMnt	<input type="checkbox"/>
Other	<input type="checkbox"/>

## Summary

Every ten years, following the U.S. Decennial Census, each jurisdiction within Washington State is required to examine its voting districts and make adjustments to the boundaries, where needed, to ensure that each district contains approximately equal population and preserves existing communities of related and mutual interest. The redistricting process in Washington State is guided by the Revised Code of Washington Section 29A.76.010.

Staff has examined the data received from the Washington State Redistricting Commission and has found that adjustments need to be made to the boundaries to ensure approximately equal population. An equal population distributed among the three wards is 27,977. (2020 population of 83,931 divided by 3)

In adjusting the boundaries staff had three main goals in addition to meeting the criteria outlined in the state statutes:

1. Distribute population as evenly as possible;
2. Follow arterial streets whenever possible;
3. Have boundaries that are as straight as possible and easily identifiable and explainable.

The result is proposed boundaries that follow a single arterial or City limits for the majority of their length without unnecessary jogs or deviations in the boundary line and populations in each ward that are within less than 1% of the ideal ward size.

Through

Attachments:

Presentation

Dept Head Approval

Anthony Muai  
 Jul 18, 18:49:08 GMT-0700 2022

City Mgr Approval

Marie Mosley  
 Jul 21, 13:59:27 GMT-0700 2022

# Redistricting

## City Council Workshop

July 26, 2022



# Background

- \* Redistricting is required every 10 years (coinciding with decennial census)
- \* Must be completed within 8 months of receiving census data
  - \* Dates extended due to delay in issuing data
    - \* 12/31/21 for jurisdictions with elections in 2022
    - \* 11/15/2022 for all other jurisdictions

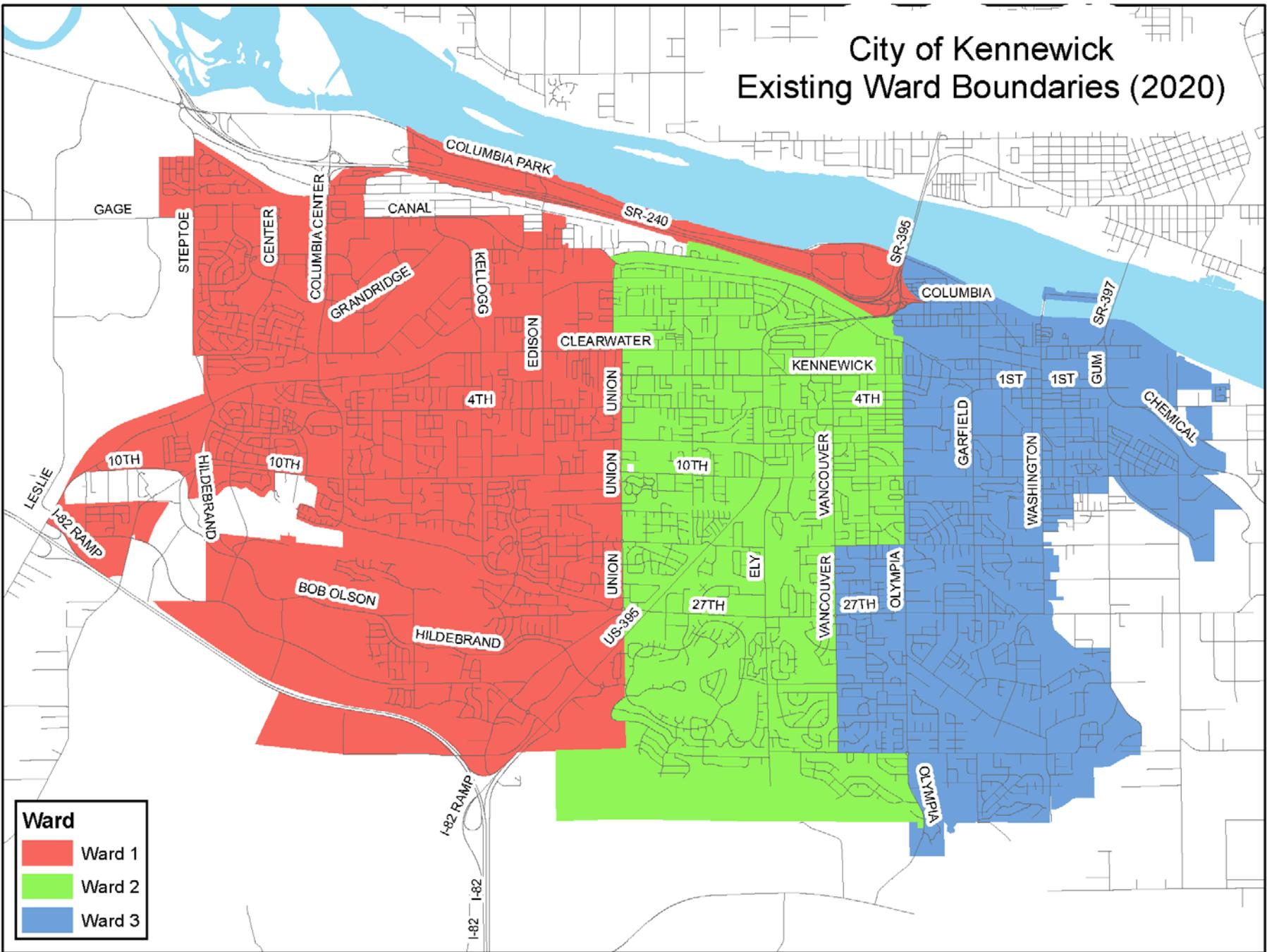
# Criteria RCW 29A.76.010(4) (summarized)

- \* Wards shall be as equal in population as possible
- \* Wards shall be as compact as possible.
- \* Wards shall consist of geographically contiguous area.
- \* Population data may not be used to favor or disfavor any racial group or political party.
- \* Wards shall coincide with existing recognized natural boundaries.
- \* Wards shall, to the extent possible, preserve existing communities of related and mutual interest.

# Criteria KMC 1.08.060(2) (summarized)

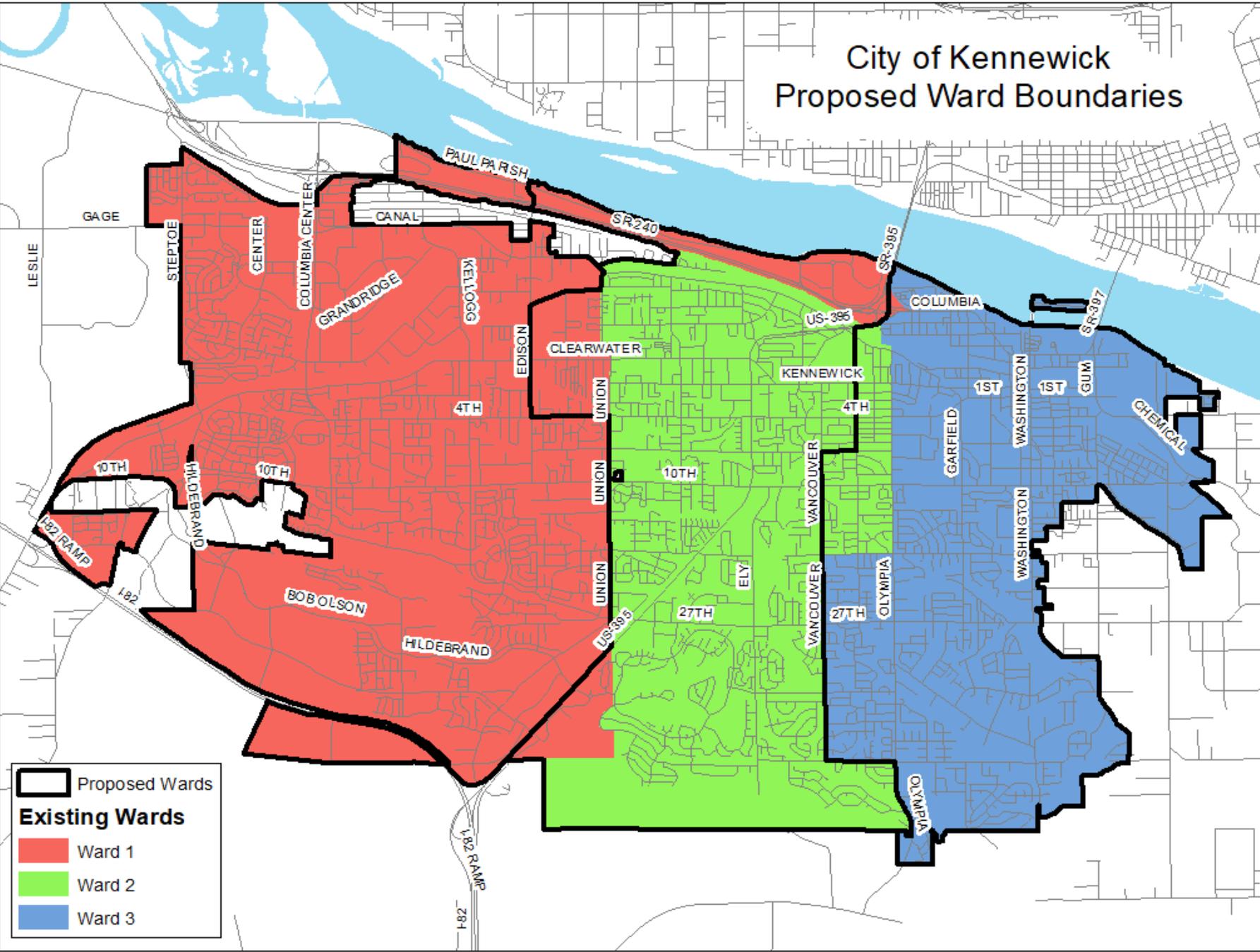
- \* Planning Commission to review boundaries
- \* If changes needed then:
  - \* Wards shall be conterminous
  - \* Wards shall be as homogeneous, socially, geographically and politically as practical
- \* Planning Commission provides public notice and holds public hearing
- \* Revises boundaries as needed to meet criteria

# City of Kennewick Existing Ward Boundaries (2020)



Ward	
<span style="color: red;">■</span>	Ward 1
<span style="color: green;">■</span>	Ward 2
<span style="color: blue;">■</span>	Ward 3

# City of Kennewick Proposed Ward Boundaries



 Proposed Wards

**Existing Wards**

-  Ward 1
-  Ward 2
-  Ward 3

# Population by Ward

	Proposed	Current	2010
Ward 1	27,934	32,086	24,819
Ward 2	28,166	27,184	24,489
Ward 3	27,832	24,662	24,609
Target	27,977	NA	24,637

\* Current proposal is less than 1% from target in each ward

# Next Steps

- \* Planning Commission public hearing (9/19)
- \* City Council approval (10/4)
- \* Submit to Benton County Auditor

# Questions





# City Council Meeting Schedule August 2022

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August 2, 2022  
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING - Cancelled

CITY/NATIONAL NIGHT OUT - Southridge Sports &  
Events Complex, 2901 Southridge Blvd, 5:00 p.m.-  
7:30 p.m.

August 9, 2022  
Tuesday, 6:30 p.m.

WORKSHOP MEETING

1. Columbia Park Regional Summer Events Update
2. Parks & Recreation Department Update: Biennium Goals & Priorities

August 16, 2022  
Tuesday, 6:30 p.m.

REGULAR COUNCIL MEETING

August 23, 2022  
Tuesday, 6:30 p.m.

WORKSHOP MEETING

1. Kennewick Irrigation District Update
2. Management Services Update: Biennium Goals & Priorities
3. Economic Development Update
4. Wastewater Treatment Plant Phase II Biosolids Update

August 30, 2022  
Tuesday, 6:30 p.m.

NO MEETING SCHEDULED

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