



December 20, 2021

TO: General Public and Various Government Agencies
FROM: West Richland Community Development Department
SUBJ: Zoning Code Amendment Administrative File No.: TXT-0004-2021
Notice of Application, Notice of Completeness, Notice of SEPA DNS, Request for Comment, and Notice of Public Hearing

DESCRIPTION OF PROPOSAL

The City is proposing to adopt an ordinance amending several sections of the West Richland Municipal Code in Title 17, Zoning to permit drive through window service for businesses located in the Commercial Limited zone.

ENVIRONMENTAL REVIEW

The proposal is subject to environmental review. The West Richland Community Development Department is the lead agency for the proposal under the State Environmental Policy Act (SEPA) and reviewed the proposed non-project action for probable adverse environmental impacts and issued a determination of non-significance (DNS) for this proposal on December 20, 2021. Comments on the SEPA DNS are accepted until **5:00pm, January 3, 2022**.

REQUEST FOR WRITTEN COMMENT & STAFF CONTACT

You may request information on, and provide written comments regarding the proposed amendments to the West Richland Municipal Code. Send written requests or comments to the Community Development Department at 3100 Belmont Blvd., Suite 104, West Richland, WA 99353. Written comments must be received by **5:00 p.m., February 2, 2022** to be included in the staff report. The staff contact for this project is Eric Mendenhall, Community Development Director, at (509) 967-5902 or emendenhall@westrichland.org.

NOTICE OF PUBLIC HEARING

Public hearings for this legislative matter will be held before the West Richland Planning Commission and City Council. A public hearing before the Planning Commission will be held on **February 10, 2022 at 6:00 p.m.** A public hearing before the City Council, with final action on the ordinance, is tentatively scheduled for **March 1, 2022 at 6:00 p.m.** The hearings will be held via Zoom. A copy of the staff report will be available prior to the meeting. All interested parties are invited to attend and participate in the hearings. At the hearings, comments may be made verbally or in writing.

NOTICE OF DECISION

The application and other information on file may be examined at the Community Development Department. If you wish to obtain notice of the final decision on the Zoning Code Amendment, you will need to contact the Community Development Department with your name and address. The staff contact for this project is Eric Mendenhall, Community Development Director, at (509) 967-5902 or emendenhall@westrichland.org.