



September 6, 2023

TO: General Public and Various Government Agencies
FROM: West Richland Community Development Department
**SUBJ: Development Code Amendment Administrative File No.: TXT-007-2023 Title 16 Bonding
Notice of Application, Notice of Completeness, Notice of SEPA DNS, Request for Comment,
and Notice of Public Hearing**

DESCRIPTION OF PROPOSAL

A proposed amendment to Title 16 of the West Richland Municipal code to update WRMC 16.16.370 Performance bond to further clarify the process and requirements to use a performance bond in lieu of improvements prior to the final plat of a subdivision or short plat. Additionally, several sections of Title 16 have proposed amendments to address the delivery method of application materials and update other outdated portions of the code.

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 August 31, 2023. The comment period on the SEPA DNS will conclude **5:00pm, September 14, 2023.**

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., October 4, 2023**, to be included in the staff report. Comments received after the staff report has been prepared will be provided to the Planning Commission. The staff contact for this project is Elisha Ransom, Planner at (509) 967-5902 or planner@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 **October 12, 2023, at 6:00 p.m.** The City Council will tentatively take final action on the ordinance on **October 17, 2023, at 6:00 p.m.** The public hearing will be held in person in the City Council Chambers at 3100 Belmont Blvd, West Richland, WA 99353 with an option for participation via online video. The online meeting link and call-in numbers are available on the City's website on the Planning Commission and City Council Agenda pages, or by emailing Planner Elisha Ransom (Planning Commission) at planner@westrichland.org or City Clerk Stephanie Haug (City Council) at shaug@westrichland.org.

A copy of the staff report will be available prior to the meeting. All interested parties are invited to attend and participate in the hearing. At the hearing, 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 Elisha Ransom, Planner at (509) 967-5902 or planner@westrichland.org.