



**October 4, 2021**

**TO: General Public and Various Government Agencies**  
**FROM: West Richland Community Development Department**  
**SUBJ: Design Guidelines for New Commercial Development**  
**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 17.15 of the West Richland Municipal Code to establish Design Guidelines in Commercial and Industrial zones. This action would implement design guidelines for new development in the Commercial General, Commercial Limited, Neighborhood Commercial, Commercial-Light Industrial, and Light Industrial zones.

#### **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 June 30, 2020 under file number ER 2020-13.

#### **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 14, 2021** 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](mailto: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 **October 14, 2021 at 6:00 p.m.** A public hearing before the City Council, with final action on the ordinance, is tentatively scheduled for **November 16, 2021 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 text 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](mailto:emendenhall@westrichland.org).