# AGENDA
## City Council Regular Meeting

7:00 PM - Monday, March 2, 2026
Pasco City Hall, Council Chambers & Microsoft Teams Webinar

Page

1. **MEETING INSTRUCTIONS for REMOTE ACCESS** - Individuals, who would like to provide public comment remotely, may continue to do so by filling out the online form via the City's website (www.pasco-wa.gov/publiccomment) to obtain access information to comment. Requests to comment in meetings must be received by 4:00 p.m. on the day of this meeting.

   To listen to the meeting via phone, call 1-332-249-0718 and use access code 526 780 820#.

   City Council meetings are broadcast live on PSC-TV Channel 191 on Charter/Spectrum Cable in Pasco and Richland and streamed at www.pasco-wa.gov/psctvlive and on the City's Facebook page at www.facebook.com/cityofPasco.

   Audio equipment available for the hearing impaired; contact the Clerk for assistance.

   Servicio de intéprete puede estar disponible con aviso. Por favor avisa la Secretaria Municipal dos dias antes para garantizar la disponiblidad. (Spanish language interpreter service may be provided upon request. Please provide two business day's notice to the City Clerk to ensure availability.)

2. **CALL TO ORDER**

3. **ROLL CALL**

   **(a) Pledge of Allegiance**

4. **CONSENT AGENDA** - All items listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by roll call vote as one motion (in the form listed below). There will be no separate discussion of these items. If further discussion is desired by Councilmembers, the item may be removed from the Consent Agenda to the

Regular Agenda and considered separately.

6 - 19 **(a) Approval of Meeting Minutes for February 9th and February 17th**

To approve the minutes of the Pasco City Council Special Workshop held on February 9, 2026, Regular Workshop held on February 9, 2026, and Regular Meeting held on February 17, 2026.

20 - 21 **(b) Bills and Communications - Approving Claims in the Total Amount of $10,964,318.55**

To approve claims in the total amount of $10,964,318.55 ($4,093,774.22 in Check Nos. 276551 - 276881; $5,567,860.84 in Electronic Transfer Nos. 852343, 852346 - 852357; $13,248.52 in Check Nos. 55147 - 55155; $1,289,434.97 in Electronic Transfer Nos. 30238068 - 30238729).

22 - 26 **(c) Resolution No. 4708 - City of Pasco Comprehensive Safety Action Plan (CSAP) Adoption**

To approve Resolution No. 4708, adopting the City of Pasco Comprehensive Safety Action Plan.

**(RC) MOTION:** I move to approve the Consent Agenda as read.

**5. PROCLAMATIONS AND ACKNOWLEDGEMENTS**

27 - 28 **(a) National Reading Month Proclamation (5 minutes)**

*Mayor Grimm will read the proclamation for "National Reading Month" scheduled for March 2026 and present the proclamation to Beth Burns of the Kennewick Chapter of the National Society Daughters of the American Revolution.*

**6. PUBLIC COMMENTS** - The public may address Council on any items unless it relates to a scheduled Public Hearing. This item is provided to allow the opportunity to bring items to the attention of the City Council or to express an opinion on an issue. Its purpose is not to provide a venue for debate or for the posing of questions with the expectation of an immediate response. Some questions require consideration by Council over time and after a deliberative process with input from a number of different sources; some questions are best directed to staff members who have access to specific information. Citizen comments will normally be limited to three minutes each by the Mayor. Those with lengthy messages are invited to summarize their comments and/or submit written information for consideration by the Council outside of formal meetings. Lastly, when called upon, please state your name and city or county residency into the microphone before providing your comments.

**7. REPORTS FROM COMMITTEES AND/OR OFFICERS**

**(a) Verbal Reports from Councilmembers**

**8. HEARINGS AND COUNCIL ACTION ON ORDINANCES AND RESOLUTIONS RELATING THERETO**

**9. ORDINANCES AND RESOLUTIONS NOT RELATING TO HEARINGS**

29 - 59 **(a) Ordinance No. 4818 - Emergency Comprehensive Plan Amendment- School District Capital Facilities Plan Update**

**MOTION:** I move to adopt Ordinance No. 4818, adopting the Pasco School District No. 1 2025 Update to the Capital Facilities Plan by reference and incorporating such into the City of Pasco Comprehensive Plan by addendum and further authorize publication by summary only.

60 - 169 **(b) Ordinance Nos. 4819 & 4820 - Emergency Low Density Residential Land Use Comprehensive Plan Amendment and R-S-20 Rezone**

**MOTION:** I move to adopt Ordinance 4819, adopting the 2018 comprehensive plan amendment: low density Residential-Riverview by reference and incorporating such into the city of Pasco comprehensive plan by addendum and further authorize publication by summary only.

**MOTION:** I move to adopt Ordinance 4820, amending and repealing sections of Pasco Municipal Code, in Title 17 Sign Code, Title 21 Urban Area Subdivision Regulations, and Title 25 Zoning, related to changes made to the R-S-20 Suburban District and further amending the official zoning map classification from R-S-20 suburban district to R-15 low density residential district, and further authorize publication by summary only.

170 - 178 **(c) Ordinance Nos. 4821 & 4822 – Creation of Aquatics Center Fund & Budget Amendment for Aquatics Center Staffing (5 minute staff presentation)**

**MOTION:** I move to adopt Ordinance No. 4821, establishing a special revenue fund for the Pasco Public Facilities District Tax Fund and creating a new Chapter 3.270, "Aquatic Center Fund", in the Pasco Municipal Code, and, further, authorize publication by summary only.

**MOTION:** I move to adopt Ordnance No.4822, amending the 2025-2026 Biennial Operating Budget (Ordinance No. 4749), by providing supplement thereto; to provide additional appropriation in the City's funds and, further, authorize publication by summary only.

179 - 217 **(d) *Resolution No. 4709 - Public Works Board $3.5M Loan/Grant**

**Agreement - Lewis Street Underpass Demolition (5 minute staff presentation)**

**MOTION:** I move to approve Resolution No. 4709, authorizing the City Manager to execute a $3.5M Low-Interest Loan/Grant Agreement (50% Forgivable Principal) for the Lewis Street Underpass Demolition Project.

218 - 239 **(e) Resolution No. 4710 - Third Amendment to RH2 Engineering, Inc. Professional Services Agreement for Irrigation System Expansion (5 minute staff presentation)**

**MOTION:** I move to approve Resolution No. 4710, authorizing the City Manager to execute Amendment No. 3 for the professional services agreement with RH2 Engineering, Inc. for the design and construction services for Irrigation Systems Expansion Project.

## 10. UNFINISHED BUSINESS

240 - 260 **(a) Updated Street Lighting Standards (5 minute staff presentation)**

## 11. NEW BUSINESS

261 - 269 **(a) Housing Authority of the City of Pasco & Franklin County Board of Commissioners Appointment of Position No. 5 (2 minute staff presentation)**

**MOTION:** I move to appoint _____, to the Housing Authority Board of Commissioners under Position No. 5, effective March 2, 2026, through January 27, 2031.

270 - 293 **(b) Understanding Traffic Calming: Purpose and Approaches (12 minute staff presentation)**

## 12. EXECUTIVE SESSION

**(a) Discussion with legal counsel about current or potential litigation per RCW 42.30.110(1)(i) (10 minutes)**

## 13. NEW BUSINESS CONTINUED

294 **(a) Procedural Discussion Regarding Upcoming Appeal (5 minute staff presentation)**

## 14. MISCELLANEOUS DISCUSSION

295 - 307 **(a) City Manager Report**

**15. ADJOURNMENT**

**16. ADDITIONAL NOTES**

**(a) (RC) Roll Call Vote Required**
*** Item not previously discussed**
**Q Quasi-Judicial Matter**
**MF# "Master File #...."**

308 - 309 **(b) Adopted Council Goals (Reference Only)**

# AGENDA REPORT

FOR: City Council — February 20, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Krystle Shanks, City Clerk
City Manager

SUBJECT: Approval of Meeting Minutes for February 9th and February 17th

## I. ATTACHMENT(S):

2.9.2026 & 2.17.2026 Draft Council Minutes

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

To approve the minutes of the Pasco City Council Special Workshop held on February 9, 2026, Regular Workshop held on February 9, 2026, and Regular Meeting held on February 17, 2026.

## III. FISCAL IMPACT:

None

## IV. HISTORY AND FACTS BRIEF:

## V. DISCUSSION:

# MINUTES
## City Council Special Meeting

5:30 PM - Monday, February 9, 2026
Pasco Police Department Community Room, 215 W Sylvester St, Pasco, WA 99301

### CALL TO ORDER

The meeting was called to order at 5:48 PM by Charles Grimm, Mayor.

### ROLL CALL

Councilmembers present: David Milne, Charles Grimm, Joe Cotta, Leo Perales, Calixto Hernandez, Abel Campos, and Mark Figueroa

Councilmember attending remotely:

Councilmembers absent: None

Staff present: Harold Stewart, City Manager; Richa Sigdel, Deputy City Manager; Angela Pashon, Assistant City Manager; Kevin Crowley, Fire Chief; Kevin Hebdon, Finance Director; Haylie Matson, Community & Economic Development Director; Maria Serra, Public Works Director, Sara Matzen, Human Resources Director; Arman Rashid, IT Director; Brent Cook, Deputy Police Chief

### ITEMS FOR DISCUSSION

Councilmembers connected with each other, shared backgrounds, and heard one another's perspectives in a relaxed, conversational environment.

No final action took place at this gathering.

### ADJOURNMENT

There being no further business, the meeting was adjourned at 6:45 PM.

**PASSED and APPROVED** on _____.

**APPROVED:** **ATTEST:**

Charles Grimm, Mayor

Angela Pashon, Assistant City Manager

# MINUTES
## City Council Workshop Meeting

7:00 PM - Monday, February 9, 2026
Pasco City Hall, Council Chambers & Microsoft Teams Webinar

### CALL TO ORDER

The meeting was called to order at 7:00 PM by Charles Grimm, Mayor.

### ROLL CALL

Councilmembers present: David Milne, Charles Grimm, Joe Cotta, Leo Perales, Calixto Hernandez, Abel Campos, and Mark Figueroa

Councilmembers attending remotely:

Councilmembers absent: None

Staff present: Harold Stewart, City Manager; Richa Sigdel, Deputy City Manager; Angela Pashon, Assistant City Manager; Kevin Crowley, Fire Chief; Kevin Hebdon, Finance Director; Drew Pollom, City Attorney; Haylie Matson, Community & Economic Development Director; Brent Cook, Deputy Police Chief; and Maria Serra, Public Works Director

The meeting was opened with the Pledge of Allegiance.

### VERBAL REPORTS FROM COUNCILMEMBERS

Councilmember Cotta attended the Pasco Chamber of Commerce luncheon where Pasco School District Superintendent Michelle Whitney gave the key note address.

Councilmember Campos congratulated the Pasco High Dance Team for winning the 2026 National Championship for Hip Hop.

Mayor Grimm also attended the Pasco Chamber of Commerce luncheon as well as the Non-Fiction restaurant ribbon-cutting which was well attended.

### ITEMS FOR DISCUSSION WITH OPPORTUNITY FOR PUBLIC COMMENT

**Presentation - Big Bro Joe Foundation**

Ms. Sigdel introduced Joe Thornton, founder of Big Bro Joe Foundation, who provided a brief presentation.

Mr. Thornton presented an overview of the Big Bro Joe Foundation, its youth mentorship programs, and community impact in the Tri-Cities. He highlighted the organization's core principles, community service efforts, and the acquisition of a Pasco facility to serve as a Community Youth Hub. Mr. Thornton requested City support through funding, resources, and partnerships.

Councilmembers expressed general support and discussed potential funding options and collaboration opportunities.

Lori Thompson, Pasco resident, expressed support for mentorship programs for youth in the community.

Amber Wade, Pasco resident, congratulated Mr. Thornton for his efforts in the Big Bro Foundation.

Matthew Catt, Kennewick resident, expressed support for Big Bro Foundation.

**Presentation - Fireworks History**

Ms. Sigdel introduced Fire Chief Crowley and Deputy Police Chief Cook, who provided a brief presentation.

Fire Chief Crowley and Deputy Police Chief Cook presented an overview of fireworks regulations, enforcement challenges, and historical trends. Staff reviewed the 1996 ban, the 2018 allowance of "safe and sane" fireworks, and the continued prohibition of aerial fireworks. Data showed a decline in fireworks-related calls since 2018, though enforcement remains difficult due to call volume, staffing limitations, and prioritization of higher-risk incidents.

Council discussed quality-of-life concerns, impacts to veterans, pets, and residents, and questioned whether declining call volume reflects enforcement challenges. Councilmembers suggested reviewing policies from other cities, exploring alternative enforcement tools, and continuing public education efforts.

Lori Thompson, Pasco resident, discussed her ongoing concerns related to fireworks.

Amber Wade, Pasco resident, discussed fireworks concerns relating to veterans, animals and children with sensory issues.

**Introduction of Ordinance – Code Amendment Allowing Sandwich Board Signs within the Downtown Pasco Overlay District (CA2025-002)**

Ms. Matson provided a brief overview introducing a code amendment to allow sandwich board signs within the Downtown Pasco Overlay District.

Council expressed general support for allowing sandwich board signs in downtown Pasco as a pilot program. Council directed staff to return with the ordinance for consideration at a future meeting, with the option to revisit sign quantity, placement standards, outreach practices, and potential expansion after an evaluation period.

Craig Maloney, downtown business owner, spoke in support of allowing sandwich board signs but expressed concern about enforcement-driven initiation of the amendment, limited outreach, and restrictions on sign quantity and placement.

Mike Miller, downtown business owner, supported the amendment and emphasized the importance of reducing barriers for small businesses.

Dave Cortinez, Latin Business Association, supported the downtown amendment but requested expansion citywide, flexibility for multiple signs, and consideration of sidewalk width and safety.

Thomas Granbois, downtown Pasco property owner, expressed opposition to the amendment as written, citing lack of outreach, concern over enforcement complaints, and requesting greater flexibility for large or corner properties.

Valerie Torres, downtown business owner, supported the amendment and encouraged collaborative revisions to address differing building conditions and business needs

**Resolution - Professional Services Agreement with Columbia Meter Reading, Inc. for City Meter Reading Services**

Mr. Hebdon presented a proposed professional services agreement with Columbia Meter Reading, Inc. for water meter reading services. The contract would be for three years with two one-year extensions. Staff noted a projected annual cost of approximately $610,000 and stated the item would return for council action at a future meeting.

Mayor Grimm called three (3) times for public comment, but no public comment was received.

**Resolution - Sole Source Purchase of Three (3) Valley Pivots for the Process Water Reuse Facility Irrigation System Farm Upgrades Project**

Ms. Serra presented a resolution authorizing a sole source purchase of three Valley center pivots for the Processed Water Reuse Facility irrigation system upgrades. The item was previously reviewed in November and returned with a corrected cost and updated information regarding equipment availability and storage constraints.

The proposed purchase is not to exceed $620,000, including contingency for installation adjustments. Staff indicated the item would return for council action at the next meeting.

Mayor Grimm called three (3) times for public comment, but no public comment was received.

**MISCELLANEOUS COUNCIL DISCUSSION**

Mr. Stewart reminded the Council and public that previously approved water and sewer rate changes will take effect March 1 and that staff is proactively communicating the change. He also noted that utility shutoffs for non-payment have resumed following completion of billing system transitions.

Councilmember Perales acknowledged constituent concerns regarding shutoffs and thanked staff for promptly addressing the issues and providing direct outreach.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:59 PM.

**PASSED and APPROVED** on _____.

**APPROVED:** **ATTEST:**

_____ _____

Charles Grimm, Mayor Angela Pashon, Assistant City Manager

# MINUTES
## City Council Regular Meeting

7:00 PM - Tuesday, February 17, 2026
Pasco City Hall, Council Chambers & Microsoft Teams Webinar

### CALL TO ORDER

The meeting was called to order at 7:00 PM by Charles Grimm, Mayor.

### ROLL CALL

Councilmembers present: Charles Grimm, David Milne, Mark Figueroa, Leo Perales, Joe Cotta, Calixto Hernandez, and Abel Campos

Councilmembers attending remotely:

Councilmembers absent: None

Staff present: Harold Stewart, City Manager; Richa Sigdel, Deputy City Manager; Angela Pashon, Assistant City Manager; Kevin Crowley, Fire Chief; Kevin Hebdon, Finance Director; Daniel Kenny, City Attorney; Haylie Matson, Community & Economic Development Director; Brent Cook, Deputy Police Chief; Maria Serra, Public Works Director; and Krystle Shanks, Deputy City Clerk

The meeting was opened with the Pledge of Allegiance.

### CONSENT AGENDA

**Approval of Meeting Minutes for January 26th and February 2nd**

To approve the minutes of the Pasco City Council Regular Workshop held on January 26, 2026, and Regular Meeting held on February 2, 2026.

**Bills and Communications - Approving Claims in the Total Amount of $8,997,674.66**

To approve claims in the total amount of $8,997,674.66 ($6,152,317.82 in Check Nos.276279 - 276550 ; $1,549,935.59 in Electronic Transfer Nos. 852056 - 852133, 852135 - 852196, 852218 - 852308, 852318 - 852319, 852321 - 852322, 852324 - 852342; $20,661.98 in Check Nos.55140 - 55146; $1,274,759.27 in

Electronic Transfer Nos. 30237400 - 30238067).

**Letter Regarding Possible Re-Conveyance of Rivershore Property from USACE**

The City Council authorize the Mayor to sign the joint letter of support for proposed federal legislation directing the transfer of Columbia River shoreline lands in the Tri-Cities from the U.S. Army Corps of Engineers to local governments and Tribes.

**Resolution No. 4706 - Sole Source Purchase of Three (3) Valley Pivots for the Process Water Reuse Facility Irrigation System Farm Upgrades Project**

To approve Resolution No. 4706, waiving the competitive bidding requirements and approving the purchase of three (3) Valley pivots and ancillary equipment from LAD Irrigation of Pasco.

**Resolution No. 4707 - Professional Services Agreement with Columbia Meter Reading, Inc. for City Meter Reading Services**

To approve Resolution No. 4707, authorizing the City manager to execute a personal services agreement with Columbia Meter Reading Services.

**MOTION:** Mayor Pro Tem Milne moved, seconded by Councilmember Perales to approve the Consent Agenda as read by Roll Call vote.

| | |
|---|---|
| **RESULT:** | **Motion carried 7-0** |
| **AYES:** | Mayor Grimm, Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos |

**AMENDMENT TO THE AGENDA**

**MOTION:** Councilmember Perales moved, seconded by Councilmember Figueroa to amend the agenda to add consideration of a moratorium on the acceptance of applications related to essential public facilities, including secure community transition facilities to the start of the agenda of Section 9.

| | |
|---|---|
| **RESULT:** | **Motion carried 7-0** |
| **AYES:** | Mayor Grimm, Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos |

**PUBLIC COMMENTS**

Mary Mahoney, Pasco resident, discussed the Tri-Cities Animal Control, Pasco Public Facilities District Aquatic Center, floodplain development and ongoing property issues.

Sam Snodgrass, Pasco resident, commended the Pasco Fire Department and the Pasco Police Departments and raised concerns about utility billing customer service, including a water shutoff experience and difficulty reaching staff.

Craig Maloney, Pasco resident and business owner, thanked staff for considering prior feedback and incorporating changes, expressed appreciation for their responsiveness, and encouraged council approval of the proposed code amendments relating to sandwich board signs in downtown.

Saul Martinez, Pasco business owner, echoed Mr. Maloney's comments and asked council to ease sandwich board signage restrictions to help downtown small businesses, and emphasized such changes could affect business survival.

Thomas Granbois, Pasco resident and business owner, praised the City’s Memorial Pool Dome and parks programs, expressed support for the aquatic center, and commended efforts to support downtown small businesses at the Pasco Specialty Kitchen and economic development.

## REPORTS FROM COMMITTEES AND/OR OFFICERS

### Verbal Reports from Councilmembers

Councilman Perales attended the Good Roads & Transportation Meeting, Good Roads meeting on transportation priorities and funding, toured Hermiston wastewater plant, attended the Tri-City Animal Control Authority meeting, met with Pasco School District about lead in drinking water, and toured the Pasco Little League fields to assess needs.

Mr. Cotta attended a Regional Chaplaincy meeting with training and community support activities..

Mr. Grimm stated he will be cooking for the first responder chaplains in the Tri-Cities this upcoming Saturday, and said he attended the Benton-Franklin Transit Board meeting.

Mr. Campos met with Visit Tri-Cities to discuss tourism collaboration and opportunities for Pasco.

Mr. Figueroa met with the Benton Franklin Council of Governments representative for regional government overview and has been assisting with high school girls wrestling, noting upcoming state tournament.

## HEARINGS AND COUNCIL ACTION ON ORDINANCES AND RESOLUTIONS RELATING THERETO

### Public Hearing & Ordinance No. 4814 - Tierra Vida Phase 1 Westerly 20 Feet

**(VAC2025-003)**

Ms. Matson provided a brief overview on the proposed ordinance and public hearing that would vacate a 20-foot right-of-way in Tierra Vida, Phase 1 to correct a technical omission from a 2023 vacation involving a historic street grid no longer needed; the landlocked parcel has no public use and criteria for vacation were met.

**CONDUCT PUBLIC HEARING**

Mayor Grimm called for public comments three (3) times and no one came forward to speak.

**MOTION:** Mayor Pro Tem Milne moved, seconded by Councilmember Perales to adopt Ordinance No. 4814, vacating the westerly 20 feet of Tiera Vida Phase One, as recorded under Auditor's File No. 1691585, providing for severability and establishing an effective date, and, further, authorize publication by summary only.

| | |
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| **RESULT:** | **Motion carried 7-0** |
| **AYES:** | Mayor Grimm, Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos |

**ORDINANCES AND RESOLUTIONS NOT RELATING TO HEARINGS**

**Ordinance No. 4817 - Moratorium on Essential Public Facilities (Secure Community Transition Facilities)**

Mr. Stewart discussed the proposed ordinance and requested council consider a six-month moratorium on applications for certain state-mandated facility types so the city can develop local regulations, public processes, and legally defensible standards for siting them.

Councilmembers expressed support, noting it would allow time for community input and proactive planning.

**MOTION:** Mayor Pro Tem Milne moved, seconded by Councilmember Perales to adopt Ordinance No. 4718, imposing a six-month moratorium on applications related to essential public facilities, including secure community transition facilities, and establishing an immediate effective date, authorized publication by summary only, and directing staff to develop and return to City Council with recommendation, land use regulations addressing the sitting of these facilities within 6 months of adoption of the moratorium.

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| **RESULT:** | **Motion carried 7-0** |
| **AYES:** | Mayor Grimm, Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember |

| | |
|---|---|
| | Cotta, Councilmember Hernandez, and Councilmember Campos |

**Ordinance No. 4815 - Code Amendment Allowing Sandwich Board Signs within the Downtown Pasco Overlay District (CA2025-002)**

Ms. Matson introduced Ivan Barragan, Planner III, presented the proposed ordinance to allow sandwich board signs in the downtown overlay district, outlining planning commission review, recent council feedback, and revisions adding flexibility such as sign allowances based on frontage, corner-lot placement, and permitted off-site placement with written permission.

Councilmembers expressed support and appreciation for staff's responsiveness before considering a motion.

**MOTION:** Mayor Pro Tem Milne moved, seconded by Councilmember Perales to adopt Ordinance No. 4815, amending Title 17, Sign Code of the Pasco Municipal Code to establish regulations allowing sandwich board signs within the downtown Pasco overlay district, and further, authorize publication by summary only

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|---|---|
| **RESULT:** | **Motion carried 7-0** |
| **AYES:** | Mayor Grimm, Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos |

**Ordinance No. 4816 - Creation of Transportation Benefit District**

Ms. Sigdel provided a brief overview of the proposed ordinance creating a Transportation Benefit District to fund street maintenance and transportation improvements, noting many cities use the tool due to declining road revenues and aging infrastructure.

Council asked questions from staff and discussed that the action would only establish the district, and expressed mixed views, with some Councilmembers in support of moving forward and one Councilmember opposing due to concerns about potential sales tax increases.

**MOTION:** Mayor Pro Tem Milne moved, seconded by Councilmember Figueroa to adopt Ordinance No. 4816, amending Pasco municipal code to enact a new chapter 3.270 Pasco Transportation Benefit District, establishing a transportation benefit district, specifying the boundaries for the transportation benefit district, pavement maintenance & reconstruction, street and traffic maintenance and operations, and other transportation related capital projects; providing for severability and establishing an effective date, and, further, authorize publication by summary only.

| | |
|---|---|
| **RESULT:** | **Motion carried by Roll Call vote, 6-1** |

| | |
|---|---|
| **AYES:** | Mayor Grimm, Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos |
| **NAYS:** | Councilmember Perales |

**MISCELLANEOUS DISCUSSION**

Staff noted a clerical error made in the original motion for Ordinance 4817 approved earlier in the meeting, noting that Council would need to make an amended motion.

**Ordinance No. 4817 - Moratorium on Essential Public Facilities (Secure Community Transition Facilities)**

**MOTION:** Mayor Pro Tem Milne moved, seconded by Councilmember Perales to amend the original motion, and adopt Ordinance No. 4817, imposing a six-month moratorium on applications related to essential public facilities, including secure community transition facilities, and establishing an immediate effective date, authorized publication by summary only, and directing staff to develop and return to City Council with recommendation, land use regulations addressing the sitting of these facilities within 6 months of adoption of the moratorium.

| | |
|---|---|
| **RESULT:** | **Motion carried 7-0** |
| **AYES:** | Mayor Grimm, Mayor Pro Tem Milne, Councilmember Figueroa, Councilmember Perales, Councilmember Cotta, Councilmember Hernandez, and Councilmember Campos |

Mr. Stewart highlighted upcoming events, including a departmental tour and the Martin Luther King Center reopening, and announced fluoride had been removed from the city water system.

Councilmember Perales commended city staff for assisting a business with a permit in time for a Valentine's Day sale.

Mayor Grimm made remarks recognizing Presidents Day and encouraged Councilmembers to uphold public service values.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:54 PM.

**PASSED and APPROVED** on _____.

**APPROVED:** **ATTEST:**

Charles Grimm, Mayor

Krystle Shanks, Deputy City Clerk

# AGENDA REPORT

FOR: City Council — February 20, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Kevin Hebdon, Director
Finance

SUBJECT: Bills and Communications - Approving Claims in the Total Amount of $10,964,318.55

## I. ATTACHMENT(S):

Accounts Payable 02.05.26 to 02.18.26

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

To approve claims in the total amount of $10,964,318.55 ($4,093,774.22 in Check Nos. 276551 - 276881; $5,567,860.84 in Electronic Transfer Nos. 852343, 852346 - 852357; $13,248.52 in Check Nos. 55147 - 55155; $1,289,434.97 in Electronic Transfer Nos. 30238068 - 30238729).

## III. FISCAL IMPACT:

## IV. HISTORY AND FACTS BRIEF:

There are two categories of accounts receivable write-offs:

1. Direct write-offs are small in value or, in the case of Ambulance Fund, reflect a reduction of fees related to a discount required by DSHS and Medicare. These direct write-offs are not sent to collection.
2. Write-offs referred to collection and have been in arrears for a given number of days and exceed minimum values that move them out of the direct write-off category.

Please see the summary page attached to this agenda item for details.

## V. DISCUSSION:

**REPORTING PERIOD:** **February 5, 2026 to February 18, 2026**

# CITY OF PASCO

Council Meeting of: March 2, 2026

**Accounts Payable Approved**
The City Council
City of Pasco, Franklin County, Washington

We, the undersigned, do hereby certify under penalty of perjury the materials have been furnished, the services rendered or the labor performed as described herein and the claim is a just, due and unpaid obligation against the city and we are authorized to authenticate and certify to such claim.

Harold Stewart, City Manager

Kevin Hebdon, Finance Manager

We, the undersigned City Councilmembers of the City Council of the City of Pasco, Franklin County, Washington, do hereby certify on this **2nd day of March, 2026** that the merchandise or services hereinafter specified have been received and are approved for payment:

| | Claims Bank | Payroll Bank | Gen'l Bank | Electronic Bank | | Combined |
|---|---|---|---|---|---|---|
| Check Numbers | 276551 - 276881 | 55147 - 55155 | | | | |
| Total Check Amount | **$4,093,774.22** | **$13,248.52** | | | **Total Checks $** | **4,107,022.74** |
| Electronic Transfer Numbers | 852343<br>852346 - 852357 | 30238068 - 30238729 | | | | |
| Total EFT Amount | **$5,567,860.84** | **$1,289,434.97** | **$0.00** | **$0.00** | **Total EFTs $** | **6,857,295.81** |
| | | | | | **Grand Total $** | **10,964,318.55** |

Councilmember A

Councilmember B

**SUMMARY OF CLAIMS BY FUND:**

| | | |
|---|---|---|
| 100 | GENERAL FUND | 1,472,644.78 |
| 110 | STREET | 35,150.56 |
| 125 | TRANSPORTATION IMPACT FEE | 5,535.00 |
| 140 | C.D. BLOCK GRANT | 2,833,472.36 |
| 145 | MARTIN LUTHER KING COMMUNITY CENTER | 3,341.48 |
| 150 | AMBULANCE SERVICE | 56,188.63 |
| 160 | CEMETERY | 8,569.87 |
| 165 | ATHLETIC PROGRAMS | 7,040.71 |
| 168 | ANIMAL CONTROL | 18,611.30 |
| 170 | SENIOR CENTER OPERATING | 2,338.42 |
| 180 | MULTI-MODAL FACILITY | 1,424.66 |
| 185 | RIVERSHORE TRAIL & MARINA MAIN | 336.50 |
| 189 | LITTER ABATEMENT | 73.66 |
| 194 | ECONOMIC DEVELOPMENT | 46,911.60 |
| 195 | STADIUM/ CONVENTION CENTER | 74.00 |
| 367 | GENERAL CAP PROJECT CONSTRUCTION | 1,045,652.39 |
| 410 | UTILITY, WATER/ SEWER | 3,083,503.51 |
| 510 | EQUIPMENT RENTAL - OPERATING GOVERNMENTAL | 81,649.16 |
| 511 | EQUIPMENT RENTAL - OPERATING BUSINESS | 12,835.02 |
| 520 | MEDICAL/ DENTAL/ VISION INSURANCE | 304,461.51 |
| 690 | PAYROLL CLEARING | 1,944,503.43 |
| | **GRAND TOTAL ALL FUNDS:** | **$ 10,964,318.55** |

# AGENDA REPORT

FOR: City Council — February 4, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Maria Serra, Public Works Director
Public Works

SUBJECT: Resolution No. 4708 - City of Pasco Comprehensive Safety Action Plan (CSAP) Adoption

## I. ATTACHMENT(S):

Resolution
Link to City of Pasco - Comprehensive Safety Action Plan (CSAP)

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

**MOTION:** I move to approve Resolution No. 4708, adopting the City of Pasco Comprehensive Safety Action Plan.

## III. FISCAL IMPACT:

Adoption of the CSAP does not require an immediate capital expenditure; however, it is a mandatory prerequisite for the City to remain eligible for the secured federal Safe Streets for All (SS4A) Planning Grant Program and other future state/federal funding opportunities. Having an adopted plan significantly strengthens the City's competitive position for millions of dollars in future grant funding to support safety projects identified within the document.

## IV. HISTORY AND FACTS BRIEF:

### Background

In early 2020, the City completed a Local Road Safety Plan (LRSP), and later updated it in June 2022, using a framework established in Washington State's Target Zero effort to provide data-driven collision reduction strategies on the City's roads. To continue this commitment, in 2023, the City of Pasco secured a federal grant through the U.S. Department of Transportation's (USDOT) Safe Streets and Roads for All (SS4A) program to develop a Comprehensive Safety Action Plan (CSAP). This data-driven, context-sensitive plan is tailored to Pasco's unique infrastructure needs and aligns with the USDOT Safe System

Approach. Its primary objective is to identify high-risk areas, recommend proven countermeasures, and prioritize safety improvements that protect all road users, with a specific focus on eliminating fatalities and serious injuries.

A formal adoption of this plan is critical to the City's immediate funding strategy. The City is currently preparing a grant application for a safety infrastructure-based improvement IB2 (Systemic Pedestrian Crossings) for the Highway Safety Improvement Program (HSIP), which has a submission deadline of March 6, 2026. This funding program aims to reduce fatal and serious injury crashes on city streets through targeted funding and engineering improvements. Formal adoption of the CSAP is a mandatory prerequisite for this HSIP application; any delay in approval would jeopardize the City's eligibility for this and future funding opportunities. Without an adopted plan, the City will struggle to secure future SS4A Action Plan funds, significantly limiting its ability to address high-priority safety needs.

The CSAP aligns with the City's core strategic goals by directly addressing crash reduction through targeted engineering and policy solutions. It provides a prioritized list of non-infrastructure and infrastructure capital improvements for integration into the City's Transportation Improvement Program (TIP) and ensures that safety investments are equitably distributed to benefit underserved communities that are disproportionately impacted by traffic incidents. Adoption of the CSAP will provide a clear roadmap for the City to secure state and federal funding opportunities for the projects prioritized within the plan. Once adopted, the City will apply for grant opportunities as criteria fits project scopes; once funding is secured, the City will be able to begin design, right-of-way acquisition, and construction activities until the project is complete. Ultimately, these improvements and policies will foster a safer, more connected, and more equitable transportation network that directly improves the daily quality of life and physical well-being of every Pasco resident.

To oversee the plan's development, the City established a Technical Advisory Committee (TAC) composed of cross-departmental leadership:

Andrey Avetisyan – Engineering Manager
Faigda Garcia – Engineer I/Project Manager
Kevin Crowley – Fire Chief
Michael Andrews – Police Traffic Sergeant
Matthew Decker – Police Lieutenant
Mark Trumpy – Public Works Street Lead Maintenance

The project team performed a rigorous assessment of safety needs by analyzing five years of crash data (2020–2024), conducting extensive community engagement, and evaluating underserved areas alongside local policies and standards. This process culminated in the creation of a High Injury

Network (HIN) to score and prioritize project locations. Proposed interventions are categorized into Safety Policy Strategies and Infrastructure Safety Projects, supported by a transparent progress-tracking methodology.

A key requirement of the SS4A program is a formal commitment to a safety timeline. In August 2025, through Resolution No. 4641, the City Council officially adopted a goal to reduce roadway fatalities and serious injuries by 50% by the year 2035. This CSAP represents a collaborative foundation for making Pasco's roadways safer for everyone, incorporating continuous feedback from the Public Works Department and the TAC.

**Impact (other than fiscal)**

Adoption of the Comprehensive Safety Action Plan (CSAP) ensures the City of Pasco's compliance with the U.S. Department of Transportation's (USDOT) Safe Streets and Roads for All (SS4A) program. Additionally, serving as a strategic gateway, allowing the City to leverage the plan's recommended safety improvements to secure future state and federal grants.

Any delays to adoption will affect our eligibility to apply for the earliest grant opportunity for Highway Safety Improvement Program (HSIP) funding due on March 6, 2026.

Choosing not to adopt the plan will compromise the City's eligibility for future federal and state funding opportunities and hinder efforts to secure future SS4A Action Plan grants, significantly limiting the City's ability to address high-priority safety needs.

## V. DISCUSSION:

**Recommendation**

Staff recommends that the City Council formally adopt the Comprehensive Safety Action Plan. This action fulfills the requirements of the SS4A funding program, aligns with the City's long-term strategic goals for multimodal safety, and establishes a strategic framework for eliminating traffic-related fatalities and serious injuries within the community.

**Next Steps**

Once adopted, the City will be eligible to apply for implementation funding through various state and federal grant programs in the upcoming cycles.

**Alternatives**

A formal adoption is essential to maintain the City's eligibility for the upcoming Highway Safety Improvement Program (HSIP) funding cycle, which has a strict application deadline of March 6, 2026. Any delay in adoption will result in the loss of this immediate grant opportunity.

Choosing not to adopt the plan will compromise the City’s eligibility for future federal and state funding opportunities and hinder efforts to secure future SS4A Action Plan grants, significantly limiting the City's ability to address high-priority safety needs.

**RESOLUTION NO. _____**

**A RESOLUTION** OF THE CITY OF PASCO, WASHINGTON, APPROVES THE ADOPTION OF THE CITY OF PASCO COMPREHENSIVE SAFETY ACTION PLAN (CSAP).

**WHEREAS**, in 2024, the City of Pasco secured federal funding from the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) Program to help develop a Comprehensive Safety Action Plan (CSAP).

**WHEREAS**, the CSAP aims to reduce fatal and serious injuries on city roadways through engineering improvements and countermeasures.

**WHEREAS**, as commitment to the eventual goal of zero roadway fatalities and serious injuries, the City Council of the City of Pasco approved Resolution No. 4641, adopting the commitment goal to reduce the number of fatal and serious injuries by 50% by the year 2035.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON:**

That the City Council of the City of Pasco is committed to the eventual goal of zero roadway fatalities and serious injuries, and

**Be It Further Resolved**, that the City Council of the City of Pasco adopts the City of Pasco Comprehensive Safety Action Plan (CSAP), and

**Be It Further Resolved**, that this resolution shall take effect immediately.

**PASSED** by the City Council of the City of Pasco, Washington, on this ____ day of _____, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

# AGENDA REPORT

FOR: City Council — February 20, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Angela Pashon, Assistant City Manager
City Manager

SUBJECT: National Reading Month Proclamation (5 minutes)

## I. ATTACHMENT(S):

Proclamation

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

*Mayor Grimm will read the proclamation for "National Reading Month" scheduled for March 2026 and present the proclamation to Beth Burns of the Kennewick Chapter of the National Society Daughters of the American Revolution.*

## III. FISCAL IMPACT:

N/A

## IV. HISTORY AND FACTS BRIEF:

## V. DISCUSSION:

The "National Reading Month" Proclamation will be read and presented to Beth Burns of the Kennewick Chapter of the National Society Daughters of the American Revolution.

# Proclamation

## *"National Reading Month"*

### *March 2026*

***WHEREAS***, reading is a foundational skill that allows individuals to explore worlds beyond their own, expand their imagination, and develop critical thinking skills necessary for success in life; and

***WHEREAS***, March is designated as National Reading Month to motivate Americans of all ages to read every day, in honor of the birthday of the beloved children's author Dr. Seuss; and

***WHEREAS***, research has shown that literacy skills begin to develop at birth and that reading regularly is linked to positive mental health, cognitive development, and lifelong learning; and

***WHEREAS***, cultivating a love for reading prepares young minds for academic success, improves vocabulary, and fosters empathy and creativity; and

***WHEREAS***, the National Society Daughters of the American Revolution (DAR), Kennewick Chapter, is committed to fostering a community of readers and encouraging families to read together daily; and

***NOW, THEREFORE, I,*** Charles Grimm, Mayor of the City of Pasco, Washington, do hereby proclaim March 2026 as

## *"National Reading Month"*

in the city of Pasco, and urge all residents to celebrate this month by reading, visiting local libraries, and encouraging children to discover the joy of books.

***IN WITNESS WHEREOF,*** I have hereunto set my hand and caused the Official Seal of the City of Pasco, State of Washington, to be affixed this 2nd day of March 2026.

OFFICIAL SEAL
City of Pasco
Washington

Charles Grimm, Mayor
City of Pasco

# AGENDA REPORT

FOR: City Council — February 2, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Haylie Matson, Director
Community & Economic Development

SUBJECT: Ordinance No. 4818 - Emergency Comprehensive Plan Amendment-School District Capital Facilities Plan Update

## I. ATTACHMENT(S):

Ordinance

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

**MOTION:** I move to adopt Ordinance No. 4818, adopting the Pasco School District No. 1 2025 Update to the Capital Facilities Plan by reference and incorporating such into the City of Pasco Comprehensive Plan by addendum and further authorize publication by summary only.

## III. FISCAL IMPACT:

The Ordinance informs and supports school impact fees as established by Ordinance 4774, adopted by Council on June 16, 2025. School impact fees are collected by the City when building permits are issued. Each month, city staff transmits any school impact fees collected that month to the School District, therefore having no fiscal impact to the Cities budget.

## IV. HISTORY AND FACTS BRIEF:

Background:
The City's Comprehensive Plan must remain consistent with the capital planning efforts of local service providers, including the Pasco School District. The Capital Facilities Element of the Comprehensive Plan is required to be maintained and periodically updated to ensure alignment with the City's adopted budget and to accurately reflect planned improvements for public facilities, including schools.

Pasco School District No. 1 (PSD) recently adopted an updated Capital Facilities Plan that is intended to accomplish a number of things. The plan

identifies District Capital Facility accomplishments, student enrollment trends, community growth projections and financial needs for future capital projects. Until March of 2025, the most recent adoption of an amended plan was in 2022.

Impact (other than fiscal):
The amendment of the Comprehensive Plan allows for the continued collection of school district impact fees that periodically are adjusted due to emerging trends in community growth, school district budgets and capital project demands.

## V. DISCUSSION:

Pursuant to RCW 36.70A.130, comprehensive plans and their implementing development regulations must be reviewed and, if necessary, amended to maintain internal consistency and alignment with capital facility planning and financing. Similarly, PMC 25.215 establishes the procedures and criteria for amendments to the Comprehensive Plan, including provisions for emergency amendments necessary to ensure consistency with adopted capital facility programs and ordinances. Identifying school facilities as necessary to support development is a prerequisite for the City's continued imposition of school impact fees as a funding mechanism for the Pasco School District.

Without this identification, the City cannot legally collect these fees. Through Ordinance No. 4774, adopted on June 16, 2025, the City previously updated school impact fees to reflect the PSD's most recent Capital Facilities Plan. This amendment ensures that the Capital Facilities Element of the Comprehensive Plan remains consistent with both state law and the City's adopted ordinances.

### General Approval Criteria:

Per Pasco Municipal Code 25.215.020(8)(c), The City may approve Comprehensive Plan amendments if it finds that:
(i) The proposed amendment bears a substantial relationship to the public health, safety, welfare, and protection of the environment;
(ii) The proposed amendment is consistent with the requirements of Chapter 36.70A RCW and with the portion of the City's adopted Comprehensive Plan not affected by the amendment;
(iii) The proposed amendment corrects an obvious mapping error; or
(iv) The proposed amendment addresses an identified deficiency in the Comprehensive Plan.

In addition, per Pasco Municipal Code 25.215.020(9) The City must also consider the following factors prior to approving Comprehensive Plan amendments:

(a) The effect upon the physical environment;
(b) The effect on open space and natural features including, but not limited to, topography, streams, rivers, and lakes;
(c) The compatibility with and impact on adjacent land uses and surrounding neighborhoods;
(d) The adequacy of and impact on community facilities, including utilities, roads, public transportation, parks, recreation, and schools;
(e) The quantity and location of land planned for the proposed land use type and density and the demand for such land;
(f) The current and projected project density in the area; and
(g) The effect, if any, upon other aspects of the Comprehensive Plan.

Below is an analysis of these criteria:

**1.Does the proposed amendment bear a substantial relationship to the public health, safety, welfare, and protection of the environment?**
The PSD Capital Facilities Plan is intended to directly support the health, safety and welfare of the community through building the necessary infrastructure necessary to support the District's standard of service.

**2.Is the proposed amendment consistent with the requirements of the Washington State Growth Management Act and to the affected portion(s) of the adopted Pasco Comprehensive Plan?**
Yes. The adoption of the Comprehensive Plan Amendment is intended to maintain timely updates that reflect emerging trends and maintaining consistency across various PSD and City plans and goals.

**3.Does the proposed amendment correct a mapping error?**
The proposed amendment does not correct a mapping error.

**4.Does the proposed amendment address a deficiency in the Comprehensive Plan?**
The proposed amendment is intended to address new PSD Capital Facility needs and financing requirements and to ensure that City Ordinances are supported by the Comprehensive Plan.

**5.What are the effects on the physical environment, including open space and natural features?**
This is a non-projection proposal. Effects will be determined on a project specific basis if/when plans are brought forward for necessary permits and approvals.

**6.What is the compatibility and impact on adjacent land uses and surrounding neighborhoods?**
This is a non-projection proposal. Effects will be determined on a project specific basis if/when plans are brought forward for necessary permits and approvals.

**7.What are the impacts on public facilities, and utilities, transportation system, parks, recreation, and public schools?**

PSD Capital Facilities Plan is intended to identify “the District’s standard of service, an inventory of facilities, capacity by grade span, a six year enrollment forecast, facility needs and costs, a finance plan and calculation of the school impact fees.”

**8.What is the effect on other components of the adopted Comprehensive Plan?**

The proposed amendment will not adversely impact utility or public service plans.

Recommendation:

Based on analysis of the review criteria above, staff recommends approval of this proposed Comprehensive Plan Amendment, adoption of the Pasco School District No. 1 2025 Capital Facilities Plan Update.

Constraints (time or other consideration):

Approval of the Comprehensive Plan Amendment is necessary in order to continue to charge and collect the school impact fees as amended by Ordinance 4774.

Next Steps:

Upon approval, staff will notify Washington State Department of Commerce as required.

Alternatives:

The City Council may elect to reject the Comprehensive Plan Amendment and direct staff to coordinate with Pasco School District No. 1 how best to facilitate enacting the School District's Capital Facilities Plan.

**ORDINANCE NO. ____**

**AN ORDINANCE** OF THE CITY OF PASCO, WASHINGTON, ADOPTING THE PASCO SCHOOL DISTRICT NO. 1 2025 UPDATE TO THE CAPITAL FACILITIES PLAN BY REFERENCE AND INCORPORATING SUCH INTO THE CITY OF PASCO COMPREHENSIVE PLAN BY ADDENDUM .

**WHEREAS,** Pursuant to RCW 36.70A.130, comprehensive plans and their implementing development regulations must be reviewed and, if necessary, amended to maintain internal consistency and alignment with capital facility planning and financing.; and

**WHEREAS,** capital facilities must be identified as necessary to support development when the City imposes school impact fees as a funding strategy for the Pasco School District;; and

**WHEREAS,** on March 25th, 2025, the Pasco School District adopted its 2025 Capital Facilities Plan; and

**WHEREAS,** emergency amendments may be reviewed and acted upon outside the annual amendment review cycle; and.

**WHEREAS**, such amendments shall be initiated by resolution approved by a vote of the Council upon a finding that a situation exists that necessitates expeditious action to preserve the health, safety or welfare of the public, or to support the social, economic or environmental well-being of the City; and

**WHEREAS**, on November 17, 2025, The Pasco City Council ADOPTED Resolution 4679 authorizing the initiation of an emergency amendment to the City Comprehensive Plan; and

**WHEREAS**, on November 20, 2025, the Pasco Planning Commission held a public hearing to receive testimony regarding said Emergency Comprehensive Plan Amendment; and

**WHEREAS**, on November 20, 2025, the Pasco Planning Commission did move and approve a motion to recommend approval of said Emergency Comprehensive Plan Amendment.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.**The Pasco School District No. 1 Update to the Capital Facilities Plan is sufficient in consideration of the imposition of Impact Fees authorized by adopted of Ordinance 4774 .

**Section 2.** The City adopts by reference as if fully set forth herein, The Pasco School District No. 1 2025 Update to the Capital Facilities Plan and incorporates such into the City of Pasco Comprehensive Plan by addendum.

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to the invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause phrase or word of this ordinance.

**Section 4. Corrections.** Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Section 5. Effective Date.** This ordinance shall take full force and effect five (5) days after approval, passage and publication as required by law.

**PASSED** by the City Council of the City of Pasco, Washington this ___ day of _____, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

Published: _____

# PASCO SCHOOL DISTRICT NO. 1
# 2025 UPDATE TO THE CAPITAL FACILITIES PLAN

## BOARD OF DIRECTORS

**Amanda Brown, President**
**Steve Simmons, Vice President**
**John Kennedy, Member**
**Steve Norberg, Member**
**Amy Phillips, Member**

## SUPERINTENDENT
Michelle Whitney

**Proposed CFP Scheduled for Review by the Pasco School Board on February 11, 2025**

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## SECTION 1
## INTRODUCTION

### *A. Purpose of the 2025 Update to the Capital Facilities Plan*

The Pasco School District (the "District") in 2011 first adopted a Capital Facilities Plan (the "2011 CFP") in compliance with the Washington State Growth Management Act, Chapter 36.70A RCW (the "GMA"), and City of Pasco Ordinance 4046 (the "School Impact Fee Ordinance"). The City of Pasco adopted the 2011 CFP on April 16, 2012, and adopted updates to the CFP in 2014, 2016, 2019, and 2022.

Section 3.133.025 of the School Impact Fee Ordinance describes the elements that must be addressed in the CFP. They include "the District's standard of service, an inventory of facilities, capacity by grade span, a six year enrollment forecast, facility needs and costs, a finance plan and calculation of the school impact fees." Once the CFP with these elements is adopted, the Ordinance says "[t]he District shall file an update to its capital facility plan at least once every two years." And, "[a]t least once every two years, commencing on April 15, 2014, the City Council shall review and consider the District submitted capital facilities plan update." Following the 2016 CFP, the District adopted an updated CFP in April 2018 and forwarded the 2018 CFP update to the City of Pasco and Franklin County shortly thereafter. The City Council reviewed but did not act on that update. The District subsequently submitted in 2019 and 2022 updated CFPs to the City and the County, with the City subsequently adopting the 2019 and 2022 CFP. Franklin County has yet to adopt a version of the District's Capital Facilities Plan. The District intends for this 2025 CFP update to replace the 2022 CFP for all purposes, including the District's compliance with the above requirements in the School Impact Fee Ordinance. The 2025 CFP update supplements and updates the core information in the 2011 CFP. The 2025 update also includes an updated calculation for the District's school impact fees.

### *B. Changes in the Pasco School District*

The District now serves approximately 18,523 students (Chart 3 herein – October 2024 reported enrollment), an increase of approximately 200 students since 2022. Steady residential development within the District's boundaries continues. The latest demographics study prepared by the District (Chart 3) projects that enrollment growth will continue at all grade levels over the six-year planning period and beyond. Since 2021, the City of Pasco approved the construction of more than 1,000 new single family units and approximately 35 multi-family units. There is also continuing plat activity in the District's boundaries within unincorporated Franklin County. The District continues to review new residential development applications in Franklin County subject to SEPA review. Additional SEPA-exempt residential development activity may also exist in Franklin County.

Over the past 12 years, the District has engaged in community-driven capital planning activities intended to construct all the improvements that are required to serve existing needs (including those from recent residential growth) and forecasted growth. These activities include:

November 2013 bond: This bond was developed with several strategies to significantly reduce the cost of the bond projects after the previous bond failed with a 48% yes vote in April 2011. The Board engaged a community task force to provide recommendations regarding strategies for handling enrollment growth. The task force considered multi-track/year-round options, and recommended constructing additional elementary school capacity (vs. a middle school, which

would have been a more expensive project) and that the District use the additional elementary capacity to house 6th grade students at the elementary level instead of the middle level.

- The three elementary schools approved in the 2013 bond opened in the 2014-2015 school year (one school) and the 2015-2016 school year (two schools). The added capacity allowed the District to complete the plan to transition to a K-6 and 7-8 grade configuration in 2015-2016.

November 2017 bond: The District's voters in November 2017 approved a $99.5 million bond measure with a 60.07% yes vote (approval of a bond requires 60% yes votes) to fund two new elementary schools, a new Middle School #4, and the replacement and expansion of Stevens Middle School. The District's Community Builders Group recommended these projects for the bond, with the understanding that the additional middle level capacity would cause the district to transition 6th grade back to the middle school. These projects are now complete and the District has moved back to a K-5 and 6-8 grade model.

February 2023 bond: In February 2023, the voters approved a $195.5 million bond measure with yes votes of 60.91% to fund a new comprehensive high school (Sageview High School), a smaller innovative high school (Orion High School), athletic field and facility improvements, enhanced and modernized career and technical education spaces at Chiawana and Pasco High Schools, and the purchase of land for additional schools. Sageview and Orion High Schools are on track to open in the fall of 2025.

The District has continued to engage in cost-saving measures in facilities planning, and will continue to use cost-reduction strategies and District construction standards to save taxpayer dollars. Pasco School District's construction costs have normally been lower than other school construction costs around the State of Washington. Examples of cost-reduction strategies includes the following:

- Use property already owned by the district for school sites;
- Use the updated Pasco design that has been built multiple times for Pasco schools, thereby saving A/E, construction and maintenance costs;
- Curie and Whittier Elementary Schools share one playground, reducing the amount of land to be purchased;
- Build larger elementary schools to reduce the total number needed and create efficiencies in operations;
- Build schools to serve at least 50 years; and
- Maintain school buildings well to ensure they last several decades;
- Seek alternative sources of facilities funding such as grants or private donations;
- Relocate portable classrooms to locations where enrollment is growing in lieu of purchasing additional portable classrooms, wherever possible.

The voters of Washington State passed Initiative 1351 in 2014. The initiative imposes class size values as recommended by the Legislature's Quality Education Council (QEC). The class size requirements have been implemented in part and delayed in part. Under the Supreme Court's *McCleary* decision, the Legislature is under court order to fully fund basic K-12 education, including the K-3 class size reductions. Initiative 1351 class sizes are reflected in Chart 1 and position the District for full legislative implementation.

The District implemented All-Day Kindergarten (ADK) in every elementary school in the 2015-2016 school year. The District added portable classrooms to meet this requirement.

In Chart 2 in the Appendix, State scoring matrices show that Pasco School District is effectively maintaining its schools as a community investment and asset, according to a third party review. The schools' adjusted maintenance score is significantly above its expected score for the facility's age, demonstrating effective maintenance by the district. These data mean that they will last longer and be able to serve more students before needing to be replaced.

## SECTION 2
## DISTRICT EDUCATIONAL PROGRAM STANDARDS

The District's core and special program needs, which are used to define the standard of service, are addressed in the 2011 Capital Facilities Plan. The District has implemented K-3 class size reduction and All Day Kindergarten and is positioned to implement I-1351's targets for grades 4-12. Below is the District's adopted educational program standards (or standard of service).

### *A. Elementary Educational Program Standards*

The state is required to provide funding for a student-to-teacher ratio of 17-1 in grades K-3 (15-1 for high poverty schools), consistent with QEC recommendations, Initiative 1351, and *McCleary*. The class size of 15-17 impacts all elementary schools.

**Elementary Class Size Requirements-Initiative 1351**
***Grades K-3 Enacted by the Legislature***
***Grades 4-12 Implementation Delayed***

| Grade Levels | Initiative 1351 Class Sizes | | | District Contract Class Sizes |
|---|---|---|---|---|
| | High-Poverty Schools | | Non-High Poverty Schools | |
| **K-1** | 15 | | 17 | 21 |
| **2-3** | 15 | | 17 | 24 |
| **4-5** | | | 25 | 26 |
| **4** | 22 | | | |
| **5** | 23 | | | |
| | Capt. Gray | | | |
| | Whittier | | | |
| | Robinson | | Livingston | |
| | Longfellow | | | |
| | Chess | | | |
| | Emerson | | | |
| | Frost | | | |
| | Twain | | | |
| | Curie | | | |
| | Franklin | | | |
| | McGee | | | |
| | Three Rivers | | | |
| | McClintock | | | |
| | Markham | | | |
| | Angelou | | | |
| | Columbia River | | | |

### *B. Middle and High School Program Standards*

Secondary (Middle and High) school class size standards also are projected to be reduced to levels set by Initiative 1351 with recommendations to be mandated under *McCleary* as noted below.

**Secondary Class Size Requirements-Initiative 1351**
***Grades K-3 Enacted by the Legislature***
***Grades 4-12 Implementation Delayed***

| Grade Levels | Initiative 1351 Class Size | | | District Contract Class Size |
|---|---|---|---|---|
| | High-Poverty Schools | | Non-High Poverty Schools | |
| **6-8** | 23 | | 25 | 30/145 per day |
| **9-12** | 23 | | 25 | 30/120 per day |
| | | | | |
| | Stevens MS | | | |
| | Ochoa MS | | | |
| | McLoughlin MS | | | |
| | Reynolds MS | | | |
| | Pasco HS | | | |
| | Chiawana HS | | | |
| | New Horizons HS | | | |

## SECTION 3
## CAPITAL FACILITIES INVENTORY

As described in the 2011 CFP, the District's facilities inventory establishes a baseline for determining the facilities necessary to accommodate future demand (student enrollment) at acceptable levels of service. While the District has not added new permanent capacity since the 2022 CFP, this 2025 CFP anticipates new high school permanent capacity opening in the fall of 2025 at Sageview and Orion High Schools. The District will also move portables between schools and grade levels as additional capacity is needed.

### *A. Capacity Calculation and Standard of Service*

The District's Board of Directors directed staff to conduct a comprehensive review of school building capacity in 2017. The purpose of the review was to ensure consistent, reasonable measures were being used to determine the capacity of each school building, and to provide a safe and equitable standard of service for students throughout the school system.

Student safety has been a critical consideration for the District in determining this standard of service. In 2014 and again in 2018, the District conducted a comprehensive safety review of schools, including brick and mortar buildings and portable classrooms. It is the District's goal to house students in permanent facilities with controlled points of access, which can be best accomplished by housing students in one contained brick and mortar building. Portable classrooms will continue to be used as a temporary solution to provide student housing. However, to achieve the desired standard of service to enhance student and staff safety, portable classrooms should not be counted in the District's permanent classroom inventory.

The state does not count portable classrooms when calculating a school district's classroom inventory for purposes of eligibility for state assistance for construction. In the 2011 CFP, the District counted some portables into the permanent capacity calculation after consultation with the City of Pasco. However, since 2017, the District's CFP has not included portable classrooms in calculating permanent capacity but still recognizes the capacity purpose. The 2025 CFP update carries forward the 2017 CFP methodology.

### *B. Elementary Schools*

The District currently has seventeen (17) elementary schools serving grades K-5 and providing capacity to serve 8,900 students in permanent capacity. As of October 1, 2024, there were 8,026 FTE elementary students enrolled.

Two new elementary schools, Columbia River Elementary School and Three Rivers Elementary School, providing additional capacity for 1,288 elementary students, were constructed and opened in the 2019 and 2020 school years, respectively.

As of the 2024-25 school year, there are 103 portable classrooms at the elementary schools providing additional capacity to house 2,538 students.

The District purchased the former Pasco Senior Center and an adjacent vacant lot from the City in 2016 for the purpose of the converting the building into an early learning facility. The District pursued, and was granted, two capital appropriations from the state totaling $1.3 million dollars to help offset the costs. The Early Learning Center opened in January 2018, with designated

programs transitioned to the Center by September 2018. In addition, the District used ESSER funds and impact fees to add capacity K-12 by purchasing and renovating 4403 W. Court Street. These projects have allowed the District to provide additional capacity for K-5 students in elementary buildings by relocating early learning classes from the elementary buildings to the new facilities and adding capacity for online programs K-12.

### *C. Middle Schools*

The District has four middle schools serving grades 6-8. The middle schools provide permanent capacity to serve approximately 4,134 students. As of October 1, 2024, there were 4,255 FTE students enrolled in those schools.

Reynolds Middle School and the replacement and expansion of Stevens Middle School added permanent capacity for approximately 1,377 students in 2020 and 2021, respectively.

As of the 2024-25 school year, there are 48 portable classrooms at the middle schools providing additional capacity to house 1,094 students. Since 2011, the District added eighteen (18) new portable classrooms as temporary capacity at the middle school level. The District plans to add portable capacity at the middle school level during the six years of this CFP (either newly purchased or relocated from the elementary grade level).

### *D. High Schools*

There are currently two traditional high schools serving grades 9-12. There is permanent capacity in those schools to serve 4,156 students. As of October 1, 2024 there were 6,119 FTE students enrolled in the high school program. Pasco High School has additional capacity to serve students in 29 portable classrooms and Chiawana High School has additional capacity to serves students in 32 portable classrooms.

New Horizons High School moved into a leased brick and mortar building on the Columbia Basin College campus in 2017. The building capacity is 248. With New Horizons the District has a total of 4,404 permanent capacity seats at the 9-12 level. The District shares capacity at Delta, a STEM based high school with Kennewick and Richland School Districts.

The opening of Sageview High School, with a capacity of 2,091, and Orion High School, with a capacity of 594, will address existing capacity needs and provide capacity for future growth needs.

### *E. Support Facilities*

Bus parking has been expanded into the District's maintenance lay-down yard at the Port of Pasco property (Building 210). The District leased additional space from the Port to replace the lost lay-down yard capacity, and is also leasing additional warehouse space. The November 2017 bond provided funding for expansion of transportation and maintenance facilities, which is expected to be complete in December 2022.

### *F. Land Inventory*

The District currently owns nine unimproved parcels, totaling approximately ±188 acres.

| Site Name | Tax Parcel(s) # | Location/Cross Streets | Acreage | Status |
|---|---|---|---|---|
| Undeveloped A | 115-180-042 | Rd 108 & Burns Rd | 70.18 | Undeveloped |
| Undeveloped B | 115-170-072 | Burns Rd & Rd 90 | 13 | Undeveloped |
| Undeveloped C | 114-330-059 | Burns/Powerline Rd & Rd 60 (N of Sageview HS) | 14.32 | In Progress |
| Undeveloped D | 114-330-058, 114-330-055 | Clark & Rd 52 | 81.2 | Undeveloped |
| Undeveloped F | 119-121-307 | Rd 44 & Court St | 0.56 | Undeveloped |
| Undeveloped G | 112-152-300 | 7th Ave & Brown St | 0.59 | Undeveloped |
| Undeveloped H | 113-501-070 | Salt Lake & Utah | 3.49 | Undeveloped |
| Undeveloped I | 123-200-133 | 4171 Elm Rd | 5.1 | Undeveloped |

## SECTION 4
## STUDENT ENROLLMENT PROJECTIONS AND CAPACITY BY GRADE SPAN

### *A. Projected Student Enrollment*

Since 2016, the District received and reviewed five enrollment forecasts. For purposes of the 2025 CFP Update, the District is relying on the comprehensive forecast prepared internally by the District. The forecast considers recent trends, including enrollment anomalies occurring during the Covid-19 pandemic, previous data provided by MGT of America and demographer Paul Dennis, updated information provided by JUB Engineering, and information related to known residential development data throughout the District's boundaries. See Appendix, Chart 3.

In October 2011, there were 15,707 students enrolled in grades K-12. In October 2024, there were 18,523 headcount students enrolled, which is an increase of 2,816 students. While the global pandemic impacted enrollment in the fall of 2020 and for a short time thereafter, the District's enrollment has stabilized and steadily increased since 2022. By 2030, the forecast predicts there will be 19,943 students enrolled in grades K-12, which is an additional 1,420 students over 2024. The District plans to watch enrollment closely and will update the CFP accordingly. The District's new high school capacity, opening in the fall of 2025, will help address growth needs over the planning period of this CFP, and the District will need to add permanent and temporary capacity at the elementary and middle school levels in order to serve expected growth.

### *B. Capacity by Grade Span*

*Current* enrollment at each grade level is identified in Chart 1, which provides the actual FTE enrollment in District facilities as of October 1, 2024. *Projected* available student capacity was derived by subtracting projected student 2030 enrollment (Chart 3[1]) from total existing October 2024 school capacity (Chart 1).

Enrollment in grades K-5 is expected to grow by approximately 755 students by 2030. Growth at the K-5 level is expected to continue beyond the six year planning period. The recent construction of Columbia River Elementary School and Three Rivers Elementary School helped to provide needed capacity at the elementary school level for existing and growth projected over the six-year planning period. The District plans over the six year planning period to address continued elementary needs with a new-in-lieu Markham Elementary School and converting that school to a K-8 program (and adding capacity at the elementary and middle school level), and replacing and expanding Captain Gray, Livingston, and McGee Elementary Schools.

Enrollment at the 6-8 level is projected to grow over the six year planning period and beyond, with approximately 217 middle school students added by 2030. The construction of Reynolds Middle School and the replacement/expansion of Stevens Middle School, along with grade reconfiguration in 2015, helped to provide needed capacity to serve recent growth at the 6-8 level. However, growth at the middle school grade level has continued in recent years, creating additional needs. The District will need to add capacity at the middle school level to serve, existing student needs, growth expected by 2030, and growth expected beyond 2030. In addition to the conversion to a K-8 and expansion of Markham Elementary School (as

[1] Chart 3 uses headcount enrollment vs. full-time equivalent figures (used in Chart 1).

discussed above), the District is planning to replace and expand McLoughlin Middle School and build a new Middle School No. 5.

Enrollment in grades 9-12 is also forecasted for continued growth, adding nearly 448 students by 2030. The new Sageview High School and Orion High School, planned to open in fall of 2025, will provide capacity to serve existing, recent, and future growth needs at the high school level.

The current capacity in the existing schools and the capacity that is needed to serve forecast growth through 2030 is shown on Chart 4 in the Appendix. Chart 4 does not consider capacity additions planned through 2030 (including the planned 2025 opening of Orion and Sageview High Schools) and beyond.

## SECTION 5
## CAPITAL FACILITIES NEEDS

To determine future facility needs, existing school program capacity was compared to projected enrollment throughout the six-year forecast period. See Section 4.

In November 2017, the District's voters passed a $99.5 million bond measure to help fund the construction of two new elementary schools (Columbia River Elementary School and Three Rivers Elementary School), a new middle school (Reynolds Middle School), the expansion and replacement of Stevens Middle School, safety and health improvements at various schools, and improvements to the District's transportation and maintenance facilities. In February 2023, the voters approved a $95.5 million bond measure funding the construction of Sageview High School and Orion High School, both expected to open in 2025, athletic field and facility improvements at Pasco High School, enhanced and modernized CTE spaces at Chiawana and Pasco High Schools, and the purchase of land for additional schools. See Chart 5, Appendix. The 2023 bond projects are ongoing.

The opening of Sageview and Orion High Schools will address existing capacity needs as well as providing available capacity to serve growth at the 9-12 level through the six-year planning period. The District is now in the planning stage for adding elementary and middle school capacity needed to serve existing and anticipated growth. Those projects are expected to include the following: planning for a new Middle School No. 5, replacing and expanding capacity at McLoughlin Middle School, replacing Markham Elementary School with expanded capacity and converting that school to a K-8 program, and replacing and expanding Captain Gray, Livingston, and McGee Elementary Schools. The District will also continue to seek to acquire land for future school projects.

Portable classrooms will be used to provide temporary facilities while funding is secured to construct brick and mortar facilities and while construction occurs over time. The new schools and portable classrooms will provide the needed capacity identified in Section 4 above.

In addition to building schools that add capacity for growth, the District will make other improvements to serve students. The improvements will be constructed in phases and cannot occur until bonds are approved by the voters. The District will continue with long term facilities planning efforts using community recommendations to identify which projects should be prioritized.

The District will continue to plan for needs beyond 2030. Chart 5 includes estimated permanent improvements and capacity conditioned on future funding. Future updates to this CFP will provide more specific information as to the District's updated planning.

## SECTION 6
## CAPITAL FACILITIES FINANCING PLAN

The District's ability to fund the planned improvements that will add capacity is dependent upon the passage of bond elections at a 60% supermajority and receipt of State Construction Assistance Program (SCAP) funds, also known as “state match” funds. Costs for improvements that add capacity to serve projected new growth are used to calculate school impact fees. School impact fees, or SEPA mitigation fees collected from some new development projects in unincorporated Franklin County, will be used to pay for a portion of the improvements that add growth-related capacity. The majority of the costs to construct the capacity improvements will be paid for with bonds and state match funds. See Section 6 of the 2011 CFP for a complete discussion regarding the framework for financing planned improvements.

To serve growth needs identified in this CFP, the District plans to construct new schools and new school capacity consistent with the funding identified in this CFP. Charts 5 and 6 have detailed information on the 2023 Bond projects and planned future bond projects, with the Sageview High School, Orion High School, and CTE program improvements at PHS and CHS funded by the 2023 Bond and the planned middle school capacity additions (including the new Middle School No. 5 and the additional middle school capacity resulting from the replacement/expansion of McLoughlin Middle School and replacement/expansion/K-8 conversion at Markham Elementary School) all being growth-related projects. The District may also add portables to serve interim growth needs.

In addition to construction of facilities to add capacity, the District also needs to acquire school sites for future construction, and must make a variety of improvements that are needed at existing facilities.

The Capital Facilities Financing Plan in Chart 6 demonstrates how the District intends to fund new construction and improvements to school facilities during the six-year planning period (and also includes financing information related to the 2023 projects in process).

The District continues to use a variety of strategies to plan, reduce costs, and mitigate the effects of student enrollment growth. Receipt of impact fees remains critical to ensuring the District can manage growth by providing sufficient student facilities. The forecast of steady enrollment growth over the next six years underscores the need to use a variety of financing measures, including the passage of bonds, expenditure from the General Fund, and impact fees/SEPA mitigation fees to meet the needs of the community.

## SECTION 7
## SCHOOL IMPACT OR MITIGATION FEES

The District's ability to fund the improvements that are needed to serve forecast growth depends on new development contributing to the cost to build the schools that will serve the students that live in new housing. The District is collecting school impact fees from development in the City and will continue to seek mitigation fees from developers in Franklin County (and continue to request that Franklin County adopt a GMA-based school impact fee ordinance). The District's desire and intent is that school mitigation is collected from all residential development within the District in an equitable and comprehensive manner. The District files annual reports with the City regarding the use of the school impact fees.

The District has calculated school impact fees using a standard school impact fee formula, adopted by the City of Pasco and many other Washington cities and counties, that complies with the Growth Management Act. The resulting figures are based on the District's cost per dwelling unit to construct schools needed to serve new development. A student factor (or student generation rate) is used to identify the average cost per dwelling unit by measuring the average number of students generated by each housing type (single-family dwellings and multi-family dwellings). The District hires a consultant to update the student factor methodology based upon the last six years of residential development data within the District, as required by the City of Pasco School Impact Fee Ordinance. In this year's CFP, the District's student generation rates are based on an analysis performed by JUB Engineering considering Franklin County and City of Pasco residential development data from 2018 through the first quarter of 2024. As required under the GMA, credits are applied in the formula to account for State School Construction Assistance funds to be reimbursed to the District and projected future property taxes to be paid by the dwelling unit. The costs of projects that do not add capacity are not included in the impact fee calculations. Furthermore, impact fees will not be used to address existing deficiencies.

The following projects are included in the impact fee calculation:

- New Middle School No. 5

Please see Chart 6.

The calculated impact fee amounts (reduced by 25%), in Appendix B, are $0 for each single family residence and $2,595. The primary reason for the significant decline in the impact fee calculated in the 2022 Capital Facilities Plan is the removal from the formula of the elementary capacity projects (Columbia River and Three Rivers Elementary Schools, completed in 2019a and 2020, but continuing to provide available capacity for new growth) and the soon to be completed high school capacity projects. While the fee formula includes this year a new middle school, using current student generation rates, the middle school project alone does not generate a single family cost per dwelling unit that exceeds the single family tax credit in the formula. As such, the tax credit nullifies any unfunded impact per single family unit. In both cases, the District's voters front-funded capacity that remains available for the benefit of new development. The District is requesting the City collect school impact fees in the following amounts:

Single Family: $0

Multi Family: $2,595

The District began receiving impact fees from the City in 2012. Through December 2024, the District has received approximately $26.9 million in impact fee and mitigation fee revenue. Of that amount, $1,250,000 was used to reduce the principal of the 2013 bond, $5,374,972 has been used for portable classrooms (new and relocated), $14.3 million has helped fund property acquisitions, and $2,000,000 was used to reduce the principal of the 2017 bond. The District plans to use remaining revenue for growth-related projects including portables, land acquisition, and reducing the cost of current and future bond projects. The District will use future impact fees and mitigation fees as allowed by law for growth-related impacts identified in the CFP.

**APPENDIX A**
**Charts with Supporting Data**

**Chart 1**
***Building Capacity***
***October 2024***

| Elementary Schools<br>88% Scheduling Factor Applied | Building Capacity | Oct 1, 2024 Enrollment | Over/Under Capacity |
|---|---|---|---|
| Angelou | 594 | 554 | 40 |
| Capt. Gray | 487 | 408 | 79 |
| Chess | 495 | 404 | 91 |
| Columbia River | 644 | 621 | 23 |
| Curie | 771 | 376 | 395 |
| Emerson | 474 | 447 | 27 |
| Franklin | 617 | 543 | 74 |
| Frost | 474 | 464 | 10 |
| Livingston | 423 | 543 | 120 |
| Longfellow | 405 | 309 | 96 |
| Markham | 255 | 209 | 46 |
| McClintock | 575 | 568 | 7 |
| McGee | 438 | 499 | 61 |
| Robinson | 604 | 474 | 130 |
| Three Rivers | 644 | 655 | 11 |
| Twain | 526 | 573 | 47 |
| Whittier | 474 | 379 | 95 |
| Elementary Totals | 8,900 | 8,026 | 874 |
| | | | |
| Middle Schools<br>76% Scheduling Factor Applied | Building Capacity | Oct 1, 2024 Enrollment | Over/Under Capacity |
| McLoughlin | 1,011 | 1,172 | 161 |
| Reynolds | 1,131 | 1,294 | 163 |
| Ochoa | 1,006 | 832 | 174 |
| Stevens | 986 | 957 | 29 |
| Middle School Totals | 4,134 | 4,255 | 121 |
| | | | |

| High Schools<br>75% Scheduling Factor Applied | Building Capacity | Oct 1, 2024 Enrollment | Over/Under Capacity |
|---|---|---|---|
| Chiawana | 2,348 | 3,153 | 805 |
| Pasco | 1,808 | 2,616 | 808 |
| New Horizons | 248 | 350 | 102 |
| Delta* | 173 | | |
| High School Totals | 4,577 | 6,119 | 1,931 |
| | | | |
| Academy of Learning | | 52 | |
| Innovative Experiences/E-Learning | | 71 | |
| Pasco Digital Learning Totals | 0 | 123 | |
| | | | |
| Grand Totals | 17,611 | 18,523 | 1,178 |

* Delta total capacity is 518 to be shared between PSD, KSD and RSD ** iPAL high school students are enrolled in the iPAL program and their home school

**Capacity Calculation Methodology**

Elementary – Capacity calculated by School Design, K-3 Class Size Reduction, Grades 4-5 Collective Bargaining Agreement, Grades K-5 Weighted Average and 88% Scheduling Factor

Middle School – Capacity calculated by School Design, Collective Bargaining Agreement and 76% Scheduling Factor

High School - Capacity calculated by School Design, Collective Bargaining Agreement and 75% Scheduling Factor

**Chart 2**
***Pasco School District Asset Preservation Program***
***2024 Building Condition Scores***

| | | OSPI | 2022 | 2023 | 2024 |
|---|---|---|---|---|---|
| Building | **Age in Years** | **Current Draft Score by Age** | **Adjusted B.C.E.** | **Adjusted B.C.E.** | **Adjusted B.C.E.** |
| Emerson | 27 | 78 | 82.25 | 79.20 | 79.20 |
| Frost | 27 | 82 | 81.56 | 81.40 | 82.56 |
| Franklin | 11 | 97 | 97.34 | 97.34 | 97.34 |
| McClintock | 10 | 96 | 96.21 | 95.57 | 95.57 |
| Curie | 11 | 97 | 98.04 | 96.4 | 96.4 |
| Chiawana High School | 16 | 86 | 92.05 | 86.73 | 86.78 |
| Delta High School | 11 | 95 | N/R | 96.10 | 95.78 |
| Three Rivers | 6 | 100 | N/R | 100 | 100 |
| Columbia River | 5 | 100 | N/R | 100 | 100 |
| Ray Reynolds Middle School | 5 | 100 | N/R | 100 | 100 |
| Stevens Middle School | 5 | 100 | N/R | 100 | 100 |
| | | | | | |

"B.C.E." is the Building Condition Evaluation score given by OSPI for those facilities in which State School Construction Assistance Program (state match) dollars were used. The Current Draft Score" is OSPI's expected score for the age of the facility, given average use and maintenance. Buildings were not reviewed (N/R) in 2019 due to COVID.

Pasco High School is no longer assigned a B.C.E. score for purposes of state reporting because of the age of the facility. However, the district continues to monitor and score Pasco High School for internal monitoring purposes.

**Chart 3**
***Projected Enrollment***

| *Pasco School District Projected Enrollment* | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Grade** | **24-25*** | **25-26** | **26-27** | **27-28** | **28-29** | **29-30** | **30-31** |
| **K** | 1,227.00 | 1,245.41 | 1,264.09 | 1,283.05 | 1,302.29 | 1,321.83 | 1,341.65 |
| **1** | 1,316.00 | 1,335.74 | 1,355.78 | 1,376.11 | 1,396.75 | 1,417.71 | 1,438.97 |
| **2** | 1,389.00 | 1,409.84 | 1,430.98 | 1,452.45 | 1,474.23 | 1,496.35 | 1,518.79 |
| **3** | 1,414.00 | 1,435.21 | 1,456.74 | 1,478.59 | 1,500.77 | 1,523.28 | 1,546.13 |
| **4** | 1,338.00 | 1,358.07 | 1,378.44 | 1,399.12 | 1,420.10 | 1,441.41 | 1,463.03 |
| **5** | 1,391.00 | 1,411.87 | 1,433.04 | 1,454.54 | 1,476.36 | 1,498.50 | 1,520.98 |
| | ***8,075.00*** | ***8,196.13*** | ***8,319.07*** | ***8,443.85*** | ***8,570.51*** | ***8,699.07*** | ***8,829.55*** |
| **6** | 1,425.00 | 1,428.56 | 1,432.13 | 1,435.71 | 1,439.30 | 1,442.90 | 1,446.51 |
| **7** | 1,461.00 | 1,464.65 | 1,468.31 | 1,471.98 | 1,475.66 | 1,479.35 | 1,483.05 |
| **8** | 1,443.00 | 1,446.61 | 1,479.16 | 1,512.44 | 1,546.47 | 1,581.26 | 1,616.84 |
| | ***4,329.00*** | ***4,339.82*** | ***4,379.60*** | ***4,420.14*** | ***4,461.44*** | ***4,503.52*** | ***4,546.40*** |
| **9** | 1,460.00 | 1,478.25 | 1,496.73 | 1,515.44 | 1,534.38 | 1,553.56 | 1,572.98 |
| **10** | 1,529.00 | 1,548.11 | 1,567.46 | 1,587.06 | 1,606.90 | 1,626.98 | 1,647.32 |
| **11** | 1,531.00 | 1,550.14 | 1,569.51 | 1,589.13 | 1,609.00 | 1,629.11 | 1,649.47 |
| **12** | 1,599.00 | 1,614.99 | 1,631.14 | 1,647.45 | 1,663.93 | 1,680.57 | 1,697.37 |
| | ***6,119.00*** | ***6,191.49*** | ***6,264.85*** | ***6,339.08*** | ***6,414.20*** | ***6,490.22*** | ***6,567.14*** |
| | **18,523.00** | **18,727.44** | **18,963.52** | **19,203.07** | **19,446.14** | **19,692.80** | **19,943.10** |

*October 2024 reported enrollment (OSPI Report 1251H)

**Chart 4**
***2030 Student Capacity and Future Need***

| | Building Capacity 2024 | Total Capacity (Permanent/Portable) 2024 | Oct 24 Enrollment | Forecast Enrollment 2030 | Needed Capacity (Permanent) 2030 |
|---|---|---|---|---|---|
| **Elementary (K-5)** | 8,900 | 11,438 | 8,075 | 8,830 | (70) |
| **Middle (6-8)** | 4,134 | 5,229 | 4,329 | 4,546 | 412 |
| **High (9-12)** | 4,404 | 5,775 | 6,119 | 6,567 | 2,163 |

"*Building Capacity"* is the number of classrooms multiplied by the weighted average I-1351 class size for non-high poverty schools, multiplied by a utilization factor to allow for planning time and other uses. See Chart 1.

*"Forecast Enrollment 2030"* is based on Chart 3.

*"Needed Capacity"* includes total (permanent/portable) capacity but does not include new capacity planned for completion through 2030 (including the opening of Sageview High School and Orion High School), portable additions/relocations, or grade reconfiguration.

**Chart 5**
***Necessary Facility Improvements, Added Capacity and Costs***
***2025 Update***

| | | |
|---|---|---|
| **2023 BOND PROJECTS** | | |
| Sageview High School | 2,091 | $185,363,000 |
| Orion High School | 594 | $37,500,000 |
| CTE PHS/CHS | 75 | $12,000,000 |
| Athletic Fields | N/A | $2,000,000 |
| Land Acquisition | N/A | $10,000,000 |
| **Total 2023 Bond Projects** | **2,760** | **$246,863,000** |
| **ESTIMATED PERMANENT IMPROVEMENTS & ADDED/NEW CAPACITY CONDITIONED ON FUTURE BOND AND STATE ASSISTANCE** | | |
| Livingston Replacement | 300 | $57,825,949 |
| Middle School #5 | 1,250 | $90,577,498 |
| Markham Replacement | 300 | $43,659,000 |
| Land Acquisition (80 acres) | N/A | $12,000,000 |
| McGee Replacement | 220 | $57,825,949 |
| Captain Gray Replacement | 300 | $57,825,949 |
| McLoughlin MS Replacement | 250 | $90,557,498 |
| **Total Permanent Capacity** | **2,620** | **$410,271,843** |
| **TEMPORARY CAPACITY IMPROVEMENTS** | | |
| Portable Classrooms | 460 | $3,250,000 |
| **Total** | **460** | **$3,250,000** |
| | | |

**Chart 6**
***Capital Facilities Financing Plan***
***Project Estimates***

***2023 Bond Projects and***
***Future Planning for Anticipated 2028 Bond***

| Project | New/ Added Capacity | Est. Cost | Source of Funding | | | |
|---|---|---|---|---|---|---|
| | | | Bonds | State Match | Impact/ Mitigation Fees | General Fund |
| **February 2023 Bond Projects and Other Improvements** | | | | | | |
| High School #3 | 2,091 | $185,000,000 | $195,500,00 | $67,514,530 | Portion TBD | |
| Innovative High School | 594 | $37,500,000 | $37,500,000 | $0 | Portion TBD | |
| CTE CHS/PHS | 75 | $12,000,000 | $12,000,000 | $0 | Portion TBD | |
| Athletic Fields | | $2,000,000 | $2,000,000 | | | |
| Land Acquisition | | $10,000,000 | $10,000,000 | | Portion TBD | |
| **Future Bond Projects** (Subject to Future Planning & Board Approval) | | | | | | |
| Livingston Replacement | 200 | $57,825,949 | $44,740,767 | $13,085,184 | Portion TBD | |
| Middle School #5 | 900 | $90,577,498 | $90,577,498 | $0 | Portion TBD | |
| Markham Replacement | 600 | $57,825,949 | $57,825,949 | $0 | Portion TBD | |
| Land Acquisition (80 acres) | | $12,000,000 | N/A | N/A | Portion TBD | |
| McGee Replacement | 220 | $57,825,949 | $44,866,849 | $12,959,460 | Portion TBD | |
| McLoughlin MS Replacement | 0 | $90,557,498 | $57,509,658 | $33,047,840 | Portion TBD | |
| Gray Replacement | 0 | $13,476,263 | $0 | $13,476,263 | Remodel | |
| Portable Classrooms | 460 | $3,250,000 | $3,250,000 | $0 | Portion TBD | |

| | | |
|---|---|---|
| Livingston Replacement | 850 | $57,825,949 |
| Middle School #5 | 1,250 | $90,577,498 |
| Markham Replacement | 450 | $43,659,000 |
| Land Acquisition (80 acres) | N/A | $12,000,000 |
| McGee Replacement | 850 | $57,825,949 |
| Captain Gray Replacement | 850 | $57,825,949 |
| McLoughlin MS Replacement | 1,250 | $90,557,498 |
| **Total Permanent Capacity** | **5,500** | **$410,271,843** |

“State Match” refers to funds allocated by the State of Washington through the School Construction Assistance Program administered by OSPI. This number is an estimate of state matching funds and is subject to verification by OSPI.

*The “portion TBD” of impact fee revenue used to fund the growth-related capacity projects will be determined based upon impact fee revenue received from new development. Impact fee revenue may be able to offset debt service on the bonds and result in tax savings to the existing community.

## APPENDIX B IMPACT FEE CALCULATIONS

| PASCO SCHOOL DISTRICT | | | 25% reduction |
|---|---|---|---|
| **2024 Impact Fee** | | | **APPENDIX B** |

$$SIF = \left[ CS(SF) - (SM) - \left( \frac{(1+i)^{10} - 1}{i(1+i)^{10}} \times AAV \times TLR \right) \right] \times A - FC$$

**Single Family Residence:**

| Elementary | Middle School | High School | Formula |
|---|---|---|---|
| $0.00 | $90,500,000.00 | $0.00 | Facility Cost |
| 620 | 1400 | 2000 | Additional Capacity |
| $0.00 | $64,642.86 | $0.00 | Cost per Student (CS) |
| 0.230 | 0.090 | 0.100 | Student Factor (SF) |
| **$0.00** | **$5,817.86** | **$0.00** | **CS x SF** |
| $0.00 | $375.00 | $0.00 | Boeck Index |
| 90.00 | 108.00 | 130.00 | OSPI Sq Ft |
| 0.00% | 0.00% | 0.00% | State Match Eligibility % |
| $0.00 | $0.00 | $0.00 | State Match Credit (SM) |
| **$0.00** | **$5,817.86** | **$0.00** | **CS x SF - SM** |
| | | **$5,817.86** | **Cost per Single Family Residence** |
| | | | |
| | | 0.0383 | Average Interest Rate |
| | | 0.456225193 | Tax Credit Numerator |
| | | 0.055773425 | Tax Credit Denominator |
| | | 8.179974492 | Tax Credit Multiplier (TCM) |
| | | $398,005.00 | Average Assessed Value (AAV) |
| | | 3255670.75 | TCM x AAV |
| | | 0.00184 | Tax Levy Rate (TLR) |
| | | $5,981.64 | **TCM x AAV x TLR = (TC)** |
| | | **-$163.79** | **Cost per Single Family Residence - Tax Credit** |
| | | | |
| | | -$40.95 | 25% reduction (A) |
| | | **-$122.84** | **Calculated Single Family Fee Amount** |
| | | **$0** | **Recommended Fee Amount** |

**Multi-Family Residence:**

| Elementary | Middle School | High School | Formula |
|---|---|---|---|
| $0.00 | $90,500,000.00 | $0.00 | Facility Cost |
| 620 | 920 | 2000 | Additional Capacity |
| $0.00 | $64,642.86 | $0.00 | Cost per Student (CS) |
| 0.180 | 0.080 | 0.100 | Student Factor (SF) |
| **$0.00** | **$5,171.43** | **$0.00** | **CS x SF** |
| $0.00 | $375.00 | $0.00 | Boeck Index |
| 90.00 | 108.00 | 130.00 | OSPI Sq Ft |
| 0.00% | 0.00% | 0.00% | State Match Eligibility % |
| $0.00 | $0.00 | $0.00 | State Match Credit (SM) |
| **$0.00** | **$5,171.43** | **$0.00** | **CS x SF - SM** |
| | | **$5,171.43** | **Cost per Multi-Family Residence** |
| | | | |
| | | 0.0383 | Average Interest Rate |
| | | 0.456225193 | Tax Credit Numerator |
| | | 0.055773425 | Tax Credit Denominator |
| | | 8.179974492 | Tax Credit Multiplier (TCM) |
| | | $113,100.00 | Average Assessed Value (AAV) |
| | | 925155.12 | TCM x AAV |
| | | 0.00185 | Tax Levy Rate (TLR) |
| | | $1,711.54 | **TCM x AAV x TLR = (TC)** |
| | | **$3,459.89** | **Cost per Multi-Family Residence - Tax Credit** |
| | | | |
| | | $864.97 | 25% reduction (A) |
| | | **$2,594.92** | **Calculated Multi- Family Fee Amount** |
| | | **$2,595** | **Recommended Fee Amount** |

# AGENDA REPORT

FOR: City Council — February 17, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Haylie Matson, Director
Community & Economic Development

SUBJECT: Ordinance Nos. 4819 & 4820 - Emergency Low Density Residential Land Use Comprehensive Plan Amendment and R-S-20 Rezone

## I. ATTACHMENT(S):

01 Proposed Ordinance - Comprehensive Plan Amendment
02 Proposed Ordinance - Text Amendments and Rezone
03 Ordinance 4663
04 BFHD Table XI
05 SEPA Notice and Affidavit
06 SEPA2025-036 Checklist Submitted
07 SEPA Decision
08 Commerce Notice
09 Public Hearing Notice
10 Public Comments (13a, 13b & 13c)
11 Planning Commission Meeting
12 PowerPoint slides

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

**MOTION 1**: I move to adopt Ordinance 4819, adopting the 2018 comprehensive plan amendment: low density Residential-Riverview by reference and incorporating such into the city of Pasco comprehensive plan by addendum and further authorize publication by summary only.

**MOTION 2**: I move to adopt Ordinance 4820, amending and repealing sections of Pasco Municipal Code, in Title 17 Sign Code, Title 21 Urban Area Subdivision Regulations, and Title 25 Zoning, related to changes made to the R-S-20 Suburban District and further amending the official zoning map classification from R-S-20 suburban district to R-15 low density residential district and further authorize publication by summary only.

## III. FISCAL IMPACT:

There is no direct fiscal impact associated with adoption of the proposed ordinances. This action is a legislative amendment that does not authorize capital expenditures or require additional City staffing or resources. Any future development enabled by the amendment would be subject to existing permit fees, impact fees, and utility connection requirements adopted by the City.

## IV. HISTORY AND FACTS BRIEF:

**Land Use Designation and Zoning Relationship:**
In Pasco, land use designations in the Comprehensive Plan establish the City's long-range policy direction for the general type and density of development, while zoning regulations in the Pasco Municipal Code provide the specific, enforceable development standards for individual properties. Zoning implements the Comprehensive Plan by translating broad land use policies into detailed requirements such as lot size, setbacks, and permitted uses, and must remain consistent with the assigned land use designation. Under this proposal, the Comprehensive Plan land use designation allows for 2–5 dwelling units per acre to preserve long-term flexibility, while the implementing zoning regulations currently limit development to 2–3 dwelling units per acre.

**History of Proposal**
On April 17, 2023, the City Council adopted Ordinance No. 4663 (Exhibit 03), amending Pasco Municipal Code (PMC) 25.215.015 and the Comprehensive Plan Land Use Density Table (Table LU-1). This amendment revised the allowable gross density range for areas designated as Low Density Residential from 2–5 dwelling units per acre to 3–6 dwelling units per acre.

Ordinance No. 4663 also established that the gross density of any proposed development within a zoning district shall not fall below the corresponding minimum density identified in PMC 25.215.015. This change created an unintended conflict with the R-S-20 zoning district, where minimum lot sizes and infrastructure constraints are not compatible with the higher minimum density requirements.

The City Council was briefed on this matter on three occasions in 2025 and the City Council directed staff to resolve the inconsistency by revising the comprehensive plan designation from 3-6 units per acre to 2-5 units per acre and the revise the zoning from allowing 2 units per acre to 2-5 units per acre.

Staff conducted a workshop with the Planning Commission on November 20, 2025, followed by a public hearing on December 18, 2025, to discuss options for resolving this inconsistency. The proposal presented in December 2025 sought to restore a 2–5 dwelling units per acre land use designation for properties currently zoned R-S-20 and to replace the R-S-20 zone with a new

R-9 Low Density Residential District, establishing a minimum lot size of 8,700 square feet.

The Planning Commission did not support allowing densities of 2–5 dwelling units per acre and directed staff to revise the proposal to reduce the density range to 2–3 dwelling units per acre and to schedule a second public hearing in January to review the changes.

The Planning Commission held a second public hearing on January 15, 2026, to review the revised proposal as noted above, and recommended that the City Council approve the following actions:

1. Comprehensive Plan Amendment (CPA 2025-002), including the proposed Land Use Map amendment establishing the Low Density Residential–Riverview designation at 2–5 dwelling units per acre; and
2. Replacement/rezone of the R-S-20 zone with the R-15 Low Density Residential District, and approval of the associated zoning and Comprehensive Plan text amendments, including a revision to PMC 21.20 added during the meeting.

Full meeting minutes for the Planning Commission meetings held on November 20, 2025, December 18, 2025, and January 15, 2026, are attached as Exhibit 11.

**Background**

Since the adoption of Ordinance 4663 (Exhibit 03), several subdivision applications within the R-S-20 district have been denied due to a mismatch between the Comprehensive Plan's current minimum density requirements and the zoning district's large lot standards. Many parcels in this area are also located far from existing City sewer infrastructure, leaving septic systems as the only feasible wastewater option. Under Benton-Franklin Health District Table XI (Exhibit 04), parcels using septic on Soil Type 1 must be at least one-half acre, which limits achievable density to two units per acre below the Comprehensive Plan's current minimum density.

Because these zoning and infrastructure constraints make it difficult for property owners to meet the Plan's existing density standards, the City Council directed staff to initiate a Comprehensive Plan amendment and corresponding zoning code revisions to restore the previous 2–5 unit-per-acre designation for properties zoned R-S-20. Planning Commission has suggested the zoning designation be 2-3 units per acre.

**Impact (other than fiscal)**

The proposal resolves a long-standing inconsistency between the Comprehensive Plan's minimum density requirements and the R-S-20 zoning district's large-lot standards, improving regulatory clarity and restoring a feasible development pathway for affected properties. The amendments

maintain low-density neighborhood character while allowing modestly smaller lots where urban services are available. Wastewater standards remain driven by infrastructure conditions: lots capable of connecting to sewer must do so, while septic development remains limited by Health District requirements. The proposal does not approve a specific development; environmental protections, including critical areas regulations, remain unchanged and will be applied during project review.

## V. DISCUSSION:

Under the existing 3–6 unit-per-acre land use designation, the R-S-20 zone cannot achieve the required minimum density due to its 20,000-square-foot lot size and the reliance on septic systems in areas lacking sewer access. These combined factors have resulted in a functional moratorium on subdivisions in the district because properties cannot meet both the density requirements of the Comprehensive Plan and the infrastructure realities on the ground.

Restoring the 2–5 unit-per-acre land use designation and rezoning the area to allow 2-3 units per acre, resolves this regulatory conflict and enables a consistent framework for both 14,520-square-foot lots and larger half-acre lots where septic remains necessary. This adjustment restores development feasibility, supports existing neighborhood patterns, and allows zoning regulations to match actual service conditions.

Septic systems remain limited to lots of at least one-half acre located more than 200 feet from an accessible sewer line, while smaller lots must connect to City sewer; therefore, infrastructure availability (not zoning) ultimately determines achievable density in these areas.

### Analysis

Under the proposed amendment, the restored 2–5 dwelling unit per acre land use designation provides the appropriate policy basis for low-density residential development in the Riverview area. To implement this designation, staff propose replacing the R-S-20 zone with a new R-15 Low Density Residential District that establishes a minimum lot size of 14,520 square feet. This zoning framework allows development within the density range contemplated by the Comprehensive Plan while continuing to accommodate larger half-acre lots in areas that rely on on-site septic systems.

Not all development would be eligible for septic systems, as wastewater service will remain dependent on project size, site conditions, and proximity to City sewer infrastructure. To address site-specific constraints, the proposed code allows limited flexibility in individual lot sizes (up to 25 percent smaller or larger) provided overall density requirements are met. This flexibility is intended to improve site design options and alleviate certain, but not all, constraints

associated with septic system requirements.

The proposed R-15 district reestablishes consistency between the Comprehensive Plan and zoning regulations, supports long-term growth management objectives, and aligns Pasco's development standards with emerging statewide housing requirements.

**Analysis - Proposed Setback and Lot Revisions**

Under current zoning standards, 20,000-square-foot lots are subject to minimum setbacks of 25 feet in the front and rear and 10 feet on each side, with a maximum lot coverage of 40 percent. These standards were designed for larger lots with greater separation between homes.

The proposed zoning revision would allow smaller lots, down to 14,520 square feet, while still permitting lots up to one-half acre. To ensure these smaller lots remain buildable, staff proposes modest reductions to the front and rear setbacks while retaining the existing side setback requirement.

Specifically, the proposal would revise setbacks to 20 feet in the front, 10 feet on each side, and 20 feet in the rear, and increase maximum lot coverage from 40 percent to 45 percent. These changes align development standards with the reduced minimum lot size while maintaining reasonable separation between homes and protecting neighborhood character.

Retaining the 10-foot side setbacks helps preserve privacy and spacing between structures, even as lot sizes decrease. Table 1 summarizes the proposed changes to development standards.

**Table 1. Development Standards Comparison Table**

The proposed code also allows limited flexibility in individual lot sizes when site conditions require it, such as septic system constraints, provided the overall development remains within the planned low-density range of 2–3 dwelling units per acre. This flexibility ensures development can proceed while maintaining consistency with adopted density standards. The proposed language code is included in Exhibit 02 (PMC 25.30.050).

**General Approval Criteria for the Comprehensive Plan Amendment, Rezone and Text Amendments**

**Comprehensive Plan Amendment Criteria**

Per Pasco Municipal Code 25.215.020(8)(c), The City may approve Comprehensive Plan amendments if it finds that:

(i) The proposed amendment bears a substantial relationship to the public health, safety, welfare, and protection of the environment;

(ii) The proposed amendment is consistent with the requirements of

Chapter 36.70A RCW and with the portion of the City's adopted Comprehensive Plan not affected by the amendment;

(iii) The proposed amendment corrects an obvious mapping error; or

(iv) The proposed amendment addresses an identified deficiency in the Comprehensive Plan.

In addition, per Pasco Municipal Code 25.215.020(9) The City must also consider the following factors prior to approving Comprehensive Plan amendments:

(a) The effect upon the physical environment;

(b) The effect on open space and natural features including, but not limited to, topography, streams, rivers, and lakes;

(c) The compatibility with and impact on adjacent land uses and surrounding neighborhoods;

(d) The adequacy of and impact on community facilities, including utilities, roads, public transportation, parks, recreation, and schools;

(e) The quantity and location of land planned for the proposed land use type and density and the demand for such land;

(f) The current and projected project density in the area; and

(g) The effect, if any, upon other aspects of the Comprehensive Plan.

Below is an analysis of these criteria:

**Does the proposed amendment bear a substantial relationship to the public health, safety, welfare, and protection of the environment?**

No. This code change would change the R-S-20 zone to allow for 2-3 units per acre. Septic systems could be permitted on lots a half-acre in size. Anything over 2 units per acre would need to be connected to city sewer.

**Is the proposed amendment consistent with the requirements of the Washington State Growth Management Act and to the affected portion(s) of the adopted Pasco Comprehensive Plan?**

Yes. The emergency amendment is intended to retain the previous 2–5 units per acre land use designation. The proposed rezone to R-15 would allow development at 2–3 units per acre, supporting slightly smaller lot sizes in the Riverview area and the area southwest of West Court Street and Harris Road, and better aligning zoning with the Comprehensive Plan and state housing requirements.

Under the Growth Management Act, cities are required to plan for increased housing capacity. Very large minimum lot sizes are generally discouraged in urban areas because they limit housing supply and increase infrastructure costs. The proposed zoning change supports more efficient land use while maintaining low-density character.

Additionally, by the end of 2026, state law (including HB 1110) will require cities to allow increased housing types citywide, regardless of existing zoning. This zoning update positions Pasco to remain compliant with state law while supporting gradual, appropriately scaled residential growth.

**Does the proposed amendment correct a mapping error**?
The proposed amendment corrects an error in the Pasco Municipal Code where the R-S-20 zone (based on the minimum lot size) does not coincide with the land use range currently adopted which is 3-6 units per acre.

**Does the proposed amendment address a deficiency in the Comprehensive Plan?**
No, the proposed amendment will modify the Comprehensive Plan, assigning a low-density range of 2-5 units per acre to properties currently located within the R-S-20 zone.

**What are the effects on the physical environment, including open space and natural features?**
Lot sizes will be a minimum of 14,520 square feet. Any critical areas will be addressed consistently with the City's critical areas ordinance outlined in Title 28.

**What is the compatibility and impact on adjacent land uses and surrounding neighborhoods?**
The proposed minimum lot size of 14,520 square feet is significantly larger than the 8,700-square-foot lot size presented at the December public hearing. Accordingly, the potential development intensity and associated impacts are expected to be substantially less.

Introducing 14,520-square-foot lots into an established neighborhood characterized by half-acre and one-acre parcels can create shifts in development pattern and neighborhood character. Larger lots typically feature wider setbacks, greater separation between homes, and more private open space, while smaller lots result in homes placed closer together with reduced yard areas. This change in spacing, combined with differences in building scale, architectural style, and streetscape improvements such as sidewalks or street lighting, can create a visual contrast with older large-lot areas. These differences may also influence perceptions of privacy, traffic activity, and overall neighborhood feel.

However, these compatibility issues are not inherently problematic and can be effectively addressed through thoughtful planning and design. Landscaping buffers, fencing, and enhanced setbacks along shared edges can soften transitions between large-lot and smaller-lot development. Architectural standards, window placement, and streetscape design can further support

compatibility and help new development blend with the existing character. With these tools, an 14,520-square-foot lot pattern can integrate successfully into older neighborhoods while still supporting the City's housing needs and planning objectives.

**What are the impacts on public facilities, and utilities, transportation system, parks, recreation, and public schools?**

Development at a 14,520-square-foot minimum lot sizeis generally associated with low to moderate impacts on public facilities and services. Compared to larger half-acre or one-acre lots, this lot size may result in a modest increase in dwelling units and corresponding demand on water, sewer, stormwater, transportation, parks, and schools. These impacts are anticipated under the City's Comprehensive Plan and Capital Facilities Plan and are consistent with planning assumptions for low-density residential development.

Overall, development at this scale is not expected to create significant or unmanageable impacts and represents a balanced approach that limits density while allowing more efficient use of infrastructure compared to very large-lot development.

**What is the effect on other components of the adopted Comprehensive Plan?**

The proposed density and lot pattern generally remain consistent with the overarching goals and policies of the Comprehensive Plan, particularly those related to efficient land use, housing supply, and urban growth management. Allowing development at approximately 14,520-square-foot lots supports a more efficient use of residential land compared to existing half-acre and one-acre lots, helping the City meet its Growth Management Act (GMA) housing capacity obligations. This approach aligns with Comprehensive Plan policies that encourage compact, well-connected residential neighborhoods, more efficient infrastructure utilization, and a balanced distribution of growth across the community. It also supports broader goals related to equity, housing variety, and long-term fiscal sustainability by reducing per-unit infrastructure costs and increasing opportunities for moderately sized homes

**Rezone and Text Amendment Criteria**

Per Pasco Municipal Code 25.210.030, the petition for a change of zoning classification must show the following criteria provided below followed by staff analysis in ***bold italics:***

**(1) The date the existing zone became effective;**

The existing zone was created on April 19, 1999 via ordinance 3354***.***

**(2) The changed conditions which are alleged to warrant other or additional zoning;**

The rezone from R-S-20 to R-15 Low Density Residential District is needed to

comply with the proposed CPA amendment change to allow for 2-5 units per acre as a land use designation and 2-3 units per acre for the zoning.

**(3) Facts to justify the change on the basis of advancing the public health, safety and general welfare;**
The zoning amendment advances the public health, safety, and general welfare by restoring regulatory consistency; ensuring safe wastewater disposal; supporting orderly, predictable development; expanding attainable low-density housing opportunities; improving infrastructure efficiency; maintaining neighborhood compatibility; and positioning the City for compliance with statewide housing requirements. The amendment resolves a conflict that prevented lawful development and ensures development patterns that protect environmental quality, promote public services, and preserve long-term community well-being.

**(4) The effect it will have on the value and character of the adjacent property and the Comprehensive Plan;**
The proposed zoning amendment will not adversely affect the value or character of adjacent property, as it maintains low-density residential development patterns similar to existing neighborhoods and promotes regulatory clarity and predictability. The amendment strengthens the Comprehensive Plan by restoring internal consistency, aligning land use designations with infrastructure realities, and supporting adopted policies regarding housing, growth management, and neighborhood quality.

**(5) The effect on the property owner or owners if the request is not granted;**
If the zoning change is not approved, property owners within the current R-S-20 district will remain unable to lawfully subdivide or develop their property because the existing minimum lot size and septic requirements prevent them from achieving the Comprehensive Plan's required minimum density of three dwelling units per acre. This regulatory conflict creates a functional development moratorium, limiting the owners' reasonable use of their land and preventing investment, homebuilding, and property improvement. Denial would therefore continue to restrict property rights, depress development potential, and perpetuate uncertainty regarding future land use expectations.

**(6) The Comprehensive Plan land use designation for the property; and**
The Comprehensive Plan criterion is met because a companion amendment establishes the Low Density Residential–Riverview designation of 2–5 dwelling units per acre for the subject properties. This restored designation reflects the development patterns and infrastructure limitations of the area and provides the appropriate policy basis for the proposed R-15 zoning district. With the land use designation and zoning aligned, the rezone is fully consistent with the Comprehensive Plan.

**(7) Such other information as the Hearing Examiner requires.**
This criterion is not applicable because the request is not an applicant-initiated petition but a legislative, area-wide rezone initiated by the City. Based on staff's review of the applicable code provisions, the appropriate process for a legislative rezone is a public hearing before the Planning Commission followed by a recommendation to the City Council. Staff notes that related procedural sections of the municipal code will be clarified and improved during the comprehensive code update scheduled for next year in coordination with the Comprehensive Plan.

**Public Notice & Public Comment**
The public hearing notice (Exhibit 09) was processed in accordance with PMC 27.12.090. Written comments related to the public hearing notice were not received, however, there were verbal public comments at the public hearing as outlined in the Planning Commission meeting meetings (Exhibit 11). Written State Environmental Policy Act (SEPA) comments received are addressed below**.**

**SEPA Notice**
The public comment period for the SEPA notice (Exhibit 05) closed on December 30, 2025. Three comments were received. One comment was submitted by the Washington State Department of Fish and Wildlife, which staff determined was not applicable, as the proposed action would result in lower residential density than is currently allowed for the site. A second comment was received from the Bonneville Power Administration and was noted by staff; no changes were required in response.

The third comment addressed lot size and on-site septic system requirements. Staff have responded to this comment, as provided in Exhibit 13c.

The SEPA Determination of Non-Significance (Exhibit 07) was issued on January 27, 2026. No appeals were filed.

**Recommendation**
Staff recommends the City Council approve the two proposed ordinances during the regular meeting on March 2, 2026.
**Constraints (time or other considerations)**
Staff respectfully recommend timely action on this matter to resolve the code inconsistency and lift the current prohibition on development for affected property owners.
**Next Steps**
None.

**Alternatively, Council May**

The City Council may:

1. Recommend Approval of the proposed ordinances;
2. Recommend Approval with Modifications;
3. Recommend Denial; or
4. Remand the issue to Planning Commission for further vetting.

**ORDINANCE NO. ____**

**AN ORDINANCE** OF THE CITY OF PASCO, WASHINGTON, ADOPTING THE 2018 COMPREHENSIVE PLAN AMENDMENT: LOW-DENSITY RESIDENTIAL-RIVERVIEW BY REFERENCE AND INCORPORATING SUCH INTO THE CITY OF PASCO COMPREHENSIVE PLAN BY ADDENDUM.

**WHEREAS,** the City of Pasco City Council adopted Ordinance No. 4663 on April 17, 2023, amending Pasco Municipal Code 25.215.015 and Comprehensive Plan Land Use Density Table (Table LU-1) allowing gross density range for areas designated as Low Density Residential from 2-5 dwelling units per acre to 3-6 dwelling units per acre; and

**WHEREAS,** Ordinance No. 4663 created an unintended conflict with the R-S-20 zoning district, where minimum lot sizes and infrastructure constraints are not compatible with the higher density minimum density requirements; and

**WHEREAS,** comprehensive plan emergency amendments may be reviewed and acted upon outside the annual amendment review cycle; and.

**WHEREAS**, such amendments shall be initiated by resolution approved by a vote of the Council upon a finding that a situation exists that necessitates expeditious action to preserve the health, safety or welfare of the public, or to support the social, economic or environmental well-being of the City; and

**WHEREAS**, on November 17, 2025, The Pasco City Council ADOPTED Resolution 4679 authorizing the initiation of an emergency amendment to the City Comprehensive Plan; and

**WHEREAS**, City of Pasco Planning Staff conducted a workshop with the Planning Commission on November 20, 2025, followed by public hearings on December 18, 2025, and January 15, 2026, to discuss options for resolving the unintended conflict; and

**WHEREAS**, the City of Pasco Planning Commission at the January 15, 2026 meeting, passed a motion recommending the City Council approve Comprehensive Plan Amendment CPA 2025-002, including the Land Use Map Amendment establishing the Low Density Residential-Riverview designation of 2-5 dwelling units per acre.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.** The City of Pasco adopts by reference, Exhibit A below, referred to as the 2018 Comprehensive Plan Amendment: Low-Density Residential-Riverview Addendum.

**Section 2. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to the invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause phrase or word of this ordinance.

**Section 3. Corrections.** Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Section 4. Effective Date.** This ordinance shall take full force and effect five (5) days after approval, passage and publication as required by law.

**PASSED** by the City Council of the City of Pasco, Washington this ___ day of _____, 202_.

_____
Charles Grimm
Mayor

ATTEST:

_____
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

Published: _____

EXHIBIT A

**2018 Comprehensive Plan Amendment: Low-Density Residential-Riverview Addendum**

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**City of Pasco Comprehensive Plan Addendum**

***R-S-20 Zone & Low-Density Residential Land Use changes***

**1. Purpose of Addendum**

This amendment is intended to correct an existing internal inconsistency between the Comprehensive Plan Land Use Map and the City's zoning map by designating properties currently zoned R-S-20 as Low Density Residential – Riverview on the Comprehensive Plan/Land Use Map. This amendment does not increase development capacity beyond what is currently allowed by zoning. All related Comprehensive Plan text, land use tables, and growth and capacity analysis will be updated as part of the City's 2025 Periodic Comprehensive Plan Update.

**2. Introduction and Purpose**

This addendum supplements the City of Pasco's 2018 Comprehensive Plan to re-establish the appropriate density range for properties within the existing R-S-20 zoning district and introduce a new land use sub-designation, Low Density Residential–Riverview, allowing 2–5 dwelling units per acre.

This addendum does not alter, strike, or amend the adopted Comprehensive Plan document. Instead, it provides supplemental direction and replaces a specific portion of the Land Use Map for the Riverview area to ensure consistency between land use policy, zoning implementation, and infrastructure limitations.

**3. Background and Need for Addendum**

Following adoption of Ordinance 4663 (2023), the citywide Low Density Residential range increased from 2–5 dwelling units per acre to 3–6 du/acre. However, this amendment unintentionally created an inconsistency for the R-S-20 zone, which allows only two units per acre based on a 20,000 sq. ft. minimum lot size and the septic system requirements identified in Benton-Franklin Health District Table XI.

This inconsistency resulted in subdivision denials and prevented development within the R-S-20 district. Staff analysis determined that restoration of the 2–5 du/ac density range for these parcels is necessary to align policy with achievable development patterns and ensure internal consistency.

**4. Supplemental Land Use Designation: Low Density Residential–Riverview**
This addendum establishes a new sub-designation:

Low Density Residential–Riverview (2–5 dwelling units per acre)
This designation applies only to properties currently zoned R-S-20 and identified on the supplemental exhibits. It supports a range of lot sizes from 14,520 sq. ft. (when sewer is available) to 21,780 sq. ft. (for septic-dependent parcels) with lot size flexibility built into the proposed zoning code.

This designation restores historic density assumptions for the Riverview area without changing other Low Density Residential areas in the city.

**5. Replacement of Land Use Map for the Riverview Area**
To maintain the integrity of the adopted 2018 Comprehensive Plan while ensuring policy consistency, this addendum replaces only the affected portion of the Land Use Map applicable to the Low Density Residential–Riverview area shown in Exhibit C.

The following exhibits are hereby adopted as the controlling land use maps for all parcels shown as Low Density Residential-Riverview in Exhibit C:

- Exhibit B: Existing Land Use Map
- Exhibit C: Low Density Residential–Riverview Supplemental Land Use Map

These exhibits replace and supersede the corresponding geographic portion of the 2018 Comprehensive Plan Land Use Map without modifying any other part of the document.
All other land use designations and mapping in the 2018 Comprehensive Plan remain unchanged.

**6. Scope of Supersession**

- Replacement applies exclusively to the Low Density Residential-Riverview-area parcels shown in Exhibit B.
- Outside the affected geography, the 2018 Land Use Map continues to govern.
- Staff, the Planning Commission, and the City Council shall rely on Exhibit C when interpreting or applying land use designations in the Riverview area.

**7. Relationship to Zoning – Implementation Through R-15 Low Density Residential District**
To implement the restored density range, the city proposes replacing the R-S-20 zone with a new zone: R-15 Low Density Residential District (2-3 units per acre).

This zoning district:

- Aligns with the 2–5 dwelling units per acre land use policy framework
- Supports a mix of sewer-served lots and larger septic-served lots
- Eliminates the inconsistency created by Ordinance 4663
- Prepares the City for mandatory middle housing integration under HB 1110 by 2026

The zoning revision does not alter the Comprehensive Plan; it implements this supplemental land use direction.

**8. Findings and Policy Basis**
The proposed addendum is consistent with the 2018 Comprehensive Plan because it advances the Plan's goals of providing diverse and attainable housing, ensuring the efficient use of residential land, maintaining compatibility with long-range planning assumptions, and supporting fiscally responsible infrastructure planning. It also corrects a policy inconsistency created by Ordinance 4663, which established a minimum density that cannot be achieved under existing R-S-20 zoning or in areas dependent on septic systems. Restoring the 2–5 dwelling-units-per-acre range at the land use level and 2-3 units-per-acre range at the zoning level aligns achievable development patterns with the Comprehensive Plan's intent and resolves the mismatch between allowable density and infrastructure constraints. In addition, the proposed density range is consistent with the City's established planning assumptions for sewer and utility system expansion, transportation modeling, stormwater capacity, and parks and school facility planning, ensuring coordinated and predictable long-term growth.

**9. Applicability**
This addendum applies only to parcels labeled Low Density Residential-Riverview in Exhibit C.

**10. Implementation and Forward Integration**
This supplemental designation and map replacement remain in effect until the city completes its 2026 mandated periodic Comprehensive Plan update, at which time the land use map and density ranges may be comprehensively evaluated and integrated.

**11. Adoption**
This addendum was reviewed by the Planning Commission, subject to public notice and hearing, and adopted by the City Council as part of Comprehensive Plan Amendment CPA 2025-002, pursuant to PMC 25.215.020.

EXHIBIT B

EXHIBIT C

**ORDINANCE NO. ____**

AN **ORDINANCE** OF THE CITY OF PASCO, WASHINGTON, AMENDING AND REPEALING SECTIONS OF THE PASCO MUNICIPAL CODE IN TITLE 17 SIGN CODE, TITLE 21 URBAN AREA SUBDIVISION REGULATIONS, AND TITLE 25 ZONING, RELATED TO CHANGES MADE TO THE R-S-20 SUBURBAN DISTRICT, AND FURTHER AMENDING THE OFFICIAL ZONING MAP CLASSIFICATION FROM R-S-20 SUBURBAN DISTRICT TO R-15 LOW DENSITY RESIDENTIAL DISTRICT.

**WHEREAS**, the City of Pasco City Council adopted Ordinance No. 4663 on April 17, 2023, amending Pasco Municipal Code 25.215.015 and Comprehensive Plan Land Use Density Table (Table LU-1) allowing gross density range for areas designated as Low Density Residential from 2-5 dwelling units per acre to 3-6 dwelling units per acre; and

**WHEREAS**, Ordinance No. 4663 created an unintended conflict with the R-S-20 zoning district, where minimum lot sizes and infrastructure constraints are not compatible with the higher density minimum density requirements; and

**WHEREAS**, City of Pasco Planning Staff conducted a workshop with the Planning Commission on November 20, 2025, followed by public hearings on December 18, 2025, and January 15, 2026 to discuss options for resolving the unintended conflict; and

**WHEREAS**, the City of Pasco Planning Commission at the January 15, 2026 meeting, passed a motion recommending the City Council approve Comprehensive Plan Amendment CPA 2025-002, including the Land Use Map Amendment establishing the Low Density Residential-Riverview designation of 2-5 dwelling units per acre; and

**WHEREAS,** the City of Pasco Planning Commission at January 15, 2026, Planning Commission meeting passed a motion recommending the City Council replace/rezone the R-S-20 zone with the R-15 Low Density Residential District, along with the associated Pasco Municipal Code changes below.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** The Zoning Map, accompanying and being part of said Ordinance shall be and herby is changed from the R-S-20 Suburban District to R-15 Low Density Residential District as shown in Exhibit A:

INSERT EXHIBIT A

**Section 2.** PMC Title 17.15.010 Sign Allowance Table, is hereby amended and shall read as follows:

## Chapter 17.15 SIGN ALLOWANCE TABLE

### 17.15.010 Interpretation of sign allowance table.

(1) The sign allowance table, as incorporated herein, determines whether a specific sign is allowed in a zone district or by land use activity. The zone district or land use activity is identified in the left column and the specific sign allowances are located in the rows of the table.

(2) If no symbol or number appears in the table box at the intersection of the column and row, the sign is not allowed in that category or is not subject to an allowance.

(3) If a number appears in the table box at the intersection of the column and row or in the column or row heading, the sign may be allowed subject to the appropriate requirement and specific conditions indicated in the table footnotes.

(4) All applicable requirements shall govern a sign whether or not the requirements are cross-referenced in the table.

| Sign Allowance Table |
|---|
| Permit requirement |
| Material restrictions |
| Number of signs |
| Allowable surface area in sq. ft. [(1)] |
| Height in feet [(2)] |
| Projection over ROW to curb line |
| Spacing in linear feet [(3)] |
| Visible ground plane/passage area [(4)] |
| Setback from adjacent property line |
| Setback from ROW in feet [(5)] |
| |
| Duration (days) |
| Notes |
| |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Access, landmark, and informational signs - all zones** | | | | | | | | | | | | | |
| entry/exit | freestanding pedestal/pole sign | yes | durable | 1 | 4 | 4 | | | | 5 | 0 | | per exit/entry |
| landmark | wall sign/plaque | yes | durable | 1 | 10 | 8 | | | | 5 | 0 | | per building frontage |
| informational - private [(6)] | wall sign | no | durable | 1 | 2 | 8 | | | | 5 | 0 | | per building frontage |
| | freestanding pedestal/pole sign | no | durable | 1 | 6 | 4 | | | | 5 | 0 | | per street frontage |
| informational - public | wall sign | no | durable | 1 | 2 | 8 | | | | 5 | 0 | | per building frontage |
| | freestanding pedestal/pole sign | no | durable | 1 | 6 | 4 | | | | 5 | 0 | | per street frontage |
| Permanent signs | | | | | | | | | | | | | |
| Residential districts - RT, ~~R-S-20~~R-15, R-S-12, R-S-1, R-1, RFAH-1/1A, R-2, R-3, R-4, RMHP | | | | | | | | | | | | | |
| identification - dwelling unit | wall sign | no | durable | 1 | 2 | 8 | | | | 5 | 0 | | per property |
| | freestanding pedestal/pole sign [(17)] | no | durable | 1 | 2 | 4 | | | | 5 | 0 | | per property |
| identification - bldg complex | wall sign | yes | durable | 1 | 24 | 20 | | | | 5 | 0 | | per building frontage |
| | freestanding pedestal/pole sign [(17)] | yes | durable | 1 | 24 | 4 | | | | 5 | 0 | | per street frontage |
| daycare facility | wall sign | yes | durable | 1 | 16 | 20 | | | | 5 | 0 | | per building frontage |
| commercial | freestanding pedestal/pole sign [(17)] | yes | durable | 1 | 16 | 15 | | | | 5 | 0 | | per street frontage |
| school/religious use [(15)] | wall sign | yes | durable | 1 | 24 | 20 | | | | 5 | 0 | | per building frontage |
| | freestanding pedestal/pole sign [(17)] | yes | durable | 1 | 40 | 15 | | | | 5 | 0 | | per street frontage |
| | freestanding marquee/readerboard sign [(17)] | yes | durable | 1 | 24 | 15 | | | | 5 | 0 | | per street frontage |

Office/commercial districts - O, C-1, C-2, C-3, C-R, BP, I-1, I-2, I-3

Composite allowance - all sign surfaces

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| maximum per sign | window sign [(11)] | no | transparent | na | 25% | 15 | | | | | | | |
| per building/street frontage | awning sign per business | yes | durable | 1 | 24 | 15 | [(2)] | | 8 | | | | may extend over walkway |
| | canopy sign | yes | maintained | na | 25% | 24 | [(2)] | | 8 | | | | may extend over walkway |
| | wall sign | yes | durable | na | 25% | na | | | 14 | | 0 | | |
| | blade/projecting sign | yes | durable | 1 | 125 | [(2)] | [(2)] | | | 5 | 0 | | |
| | freestanding pedestal sign | yes | durable | 1 | 350 | 15 | 0 | | | 5 | 0 | | |
| | freestanding marquee/readerboard sign [(17)] | yes | durable | 1 | 48 | 15 | | | | 5 | 0 | | per street frontage |
| | freestanding pole - tenant directory sign [(17)] | yes | durable | 1 | 12 | 35 | 0 | | 6 | 5 | 0 | | up to 12 tenants per sign |
| | freestanding pole sign [(17)] | yes | durable | 1 | 350 | 35 | 0 | | 6 | 5 | 0 | | |
| | freestanding billboard sign [(7)(17)] | yes | durable | 1 | 250 | 35 | 0 | 500 | 6 | 5 | 0 | | Maximum 25 billboard sign structures in City. |
| | freestanding digital billboard sign [(7)(17)] | yes | durable | 1 | 250 | 35 | 0 | 500 | 6 | 5 | 0 | | |
| | off-premises directional sign [(14)] | yes | durable | 1 | 5 | 15 | | | | 5 | 0 | | |

Commercial/industrial districts - C-3, C-R, BP, I-1, I-2, I-3

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| maximum per sign | freeway sign | yes | durable | 1 | 350 | 70 | | 500 | 6 | 35 | 35 | | per freeway frontage |
| per freeway | or freeway interchange [(9)] sign | yes | durable | 1 | 480 | 70 | | 500 | 6 | 35 | 35 | | per 15-acre site minimum |
| frontage property | and freeway readerboard [(9)] sign | yes | durable | 1 | 150 | 35 | | 500 | 6 | 35 | 35 | | per 15-acre site minimum |

Limited duration signs

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Undeveloped property | | | | | | | | | | | | | |
| Residential<br>- lot | freestanding pedestal/pole sign | yes | durable | 1 | 24 | 8 | | | | 5 | 0 | 15 | after closing |
| - tract | freestanding pedestal/pole sign | yes | durable | 1 | 60 | 8 | | | | 5 | 0 | 15 | after last closing |
| Commercial<br>- lot | freestanding pedestal/pole sign | yes | durable | 1 | 24 | 8 | | | | 5 | 0 | 15 | after closing |
| - tract | freestanding pedestal/pole sign | yes | durable | 1 | 60 | 8 | | | | 5 | 0 | 15 | after closing |
| Construction | wall/banner sign | yes | durable | 1 | 24 | 8 | | | | 5 | 0 | const | |
| | freestanding pedestal/pole sign | yes | durable | 1 | 32 | 8 | | | | 5 | 0 | const | |
| Real estate sales/rentals per building or property | | | | | | | | | | | | | |
| Residential zones | window/poster sign | no | | 1 | 2 | | | | | | 0 | 15 | after closing |
| | freestanding pedestal/pole sign (10) | no | durable | 1 | 6 | 8 | | | | 5 | 0 | 15 | after closing |
| | freestanding sign (10) | no | durable | 2 | 2 | 8 | | | | 5 | 0 | 15 | after closing |
| Commercial zones (12) | window/poster sign | no | | 1 | 2 | | | | | | 0 | 15 | after closing |
| | wall/banner sign | no | durable | 1 | 6 | 20 | | | | 5 | 0 | 15 | after closing |
| | freestanding pedestal/pole sign (9) | no | durable | 1 | 6 | 8 | | | | 5 | 0 | 15 | after closing |
| Temporary signs | | | | | | | | | | | | | |
| Open house - real estate sales | sandwich - directional (10) | no | durable | 4 | 6 | 4 | | | | 5 | 0 | | after event |
| | sandwich - site (10) | no | durable | 1 | 6 | 4 | | | | 5 | 0 | | after event |
| Special event - sales, charities, etc. | | | | | | | | | | | | | |
| Schools, churches, parks, farmers mkt, Xmas trees | sandwich - directional (10) | no | durable | 4 | 6 | 4 | | | | 5 | 0 | | after event |
| | sandwich - site (10) | no | durable | 1 | 6 | 4 | | | | 5 | 0 | | after event |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | window poster | no | | na | 50% | | | | | | | | after event |
| | window banner | no | durable | 1 | 16 | | | | | | 0 | | after event |
| | wall sign/banner | no | durable | 1 | 64 | 20 | | | | 5 | 0 | | after event |
| | banner - mounted freestanding pole | no | durable | 1 | 10 | 20 | (2) | | 8 | 5 | 0 | | after event |
| | marquee/readerboard - portable | no | durable | 1 | 18 | 4 | | | | 5 | 0 | | after event |
| | balloons (12) | no | biodegradable | 15 | | 20 | | | | 5 | | | after event |
| Residential zones | sandwich - directional (10) | no | durable | 2 | 6 | 4 | | | | 5 | 0 | | after event |
| | sandwich - site (10) | no | durable | 1 | 6 | 4 | | | | 5 | 0 | | after event |
| Commercial zones | sandwich - directional (10) | no | durable | 2 | 6 | 4 | | | | 5 | 0 | | after event |
| | sandwich - site (10) | no | durable | 1 | 6 | 4 | | | | 5 | 0 | | after event |
| | window poster | no | | na | 50% | | | | | | | | after event |
| | window banner | no | durable | 1 | 16 | | | | | | 0 | | after event |
| | wall sign/banner | no | durable | 1 | 64 | 20 | | | | 5 | 0 | | after event |
| | banner - mounted freestanding pole | no | durable | 1 | 16 | 20 | (2) | | 8 | 5 | 0 | | after event |
| | marquee/readerboard - portable | no | durable | 1 | 18 | 4 | | | | 5 | 0 | | after event |
| | balloons (12) | no | biodegradable | 15 | | 20 | | | | 5 | | | after event |
| | inflatables (13) | yes | nonflammable | 1 | 350 | 70 | | 250 | | 5 | 0 | | after event |
| SR-12/395 and I-182 | inflatables (13) | yes | nonflammable | 1 | 350 | 70 | | 500 | | 5 | 0 | | after event |
| Political (16) | freestanding | no | durable | na | 6 | 4 | | | | 5 | 0 | 10 | after election |

**1** The area within a continuous perimeter enclosing the outer limits of the sign face, but not including structural elements, which are not a part of the display. The area of a two-sided sign equals the area of one side. The area of a spherical, cubical, or polyhedral sign equals 1/2 the total surface area.

**2** Height: measured from the average finished grade at the sign foundation.

Awning signs shall be at least 8 and no more than 16 feet above the walkway.

Blade/projecting signs shall not extend more than 10 feet above the building facade or 6 feet from the face of the building.

**3** Spacing: the linear distance between signs, or sign structures, in feet.

**4** The area under the sign that shall be free of obstructions to allow passage of pedestrians and vehicles.

**5** Setback: shall be that portion of any sign or sign structure that is closest to the property line.

**6** Private informational signs must be for an original purpose and may not simply repeat the same message over and over.

**7** Signs visible from Washington State Highways may be subject to the Highway Advertising Control Act of 1971 and require approval by the Washington State Department of Transportation in additional to local approval.

**8** On private property adjacent to an arterial road: not within 100 feet of a public street intersection, 300 feet of a residential district, within 250 feet of a freestanding sign of 200 sf of display area.

**9** Freeway interchange signs must be located within 1,000 feet of an interchange, and 300 feet of ROW, on site of business on a minimum 15-acre site.

**10** Square feet per one face of a two-sided sandwich board.

**11** Window signs may include credit card logos and advertise hours of operation and address.

**12** Balloons shall be no larger than 18 inches in diameter, not attached to a roofline.

**13** Inflatables shall be securely anchored to the ground and not create a traffic or other hazard in the event of deflation.

Inflatables shall be measured by square feet of surface volume.

**14** Off-premises directional signs shall be of the material, color, lettering font, and structure specified by the Building Official.

**15** Excepting Pasco High School Bulldogs stadium sign.

**16** Campaign signs on private property are limited to 32 square feet in size.

**17** Permanent freestanding pole signs are not allowed within the downtown core, as illustrated in PMC 25.95.050(2) of the downtown Pasco overlay zone.

[Ord. 4729 § 2, 2024; Ord. 4678A § 2, 2024; Ord. 4678 § 2, 2023; Ord. 3865 § 1, 2008; Ord. 3790 § 2, 2006; Code 1970 § 17.05.010.]

**Section 3.** PMC Title 17.15.030, Exempt signs, is hereby amended and shall read as follows:

**17.15.030 Exempt signs.**

The following signs shall not require application, fee or sign permit. These exceptions shall not be construed as relieving the owner of the sign from responsibility for its erection, and its compliance with provisions of this code or any other law or ordinance regulating the same:

(1) Changing of the advertising copy or message on theater marquees, readerboards, and similar signs.

(2) Painting, repainting, cleaning, repairing and other normal maintenance, unless structural or electrical changes are made.

(3) Signs erected or installed by or at the direction of the City, such as traffic signs, legal notices, railroad warning signs, signs showing the location of underground public utility facilities, and other signs of a nonadvertising nature erected for warning or emergency purposes.

(4) Interior signs; provided, that no interior sign shall be permitted in the R-T, ~~R-S-20~~R-15, R-S-12, R-S-1, R-l and R-2, R-3, R-4, R-1-A and R-1-A2 zoning districts.

(5) Temporary signs and decorations that are customary for special holidays and that are erected on private property.

(6) Signs directly related to a municipal building, structure or installed by the City or required by a governmental entity.

(7) Bona fide religious symbols on the buildings or grounds of religious institutions.

(8) Traffic or pedestrian control signs, signs required by law, or signs indicating scenic or historic points of interest that are erected by or on the order of a public officer in the performance of his public duty.

(9) Sculptures, fountains, mosaics, and design features that do not incorporate advertising or identification.

(10) The flags of governments or noncommercial institutions such as schools, with the poles treated as structures.

(11) Official public notices of federal, state or local governments, official court notices.

(12) Signs not intended to be viewed by the public from the street right-of-way.

(13) Lettering or symbols painted directly onto or flush-mounted magnetically onto an operable vehicle.

(14) Identification signs upon recycling collection containers for public, charitable or nonprofit organizations.

(15) Emblems of local nonprofit organizations and community service clubs, including signs less than two square feet that identify the meeting place and time.

(16) Political signs. [Ord. 3790 § 3, 2006; Code 1970 § 17.05.030.]

**Section 4.** PMC Title 21.15.010, Street connectivity, is hereby amended and shall read as follows:

**21.15.010 Street connectivity.**

(1) *Connectivity to Abutting Lands.* The street system of a proposed subdivision shall be designed to provide direct and efficient connections to existing, proposed, and planned streets adjacent to the subdivision. Wherever a proposed development abuts unplatted land or a future development phase of an existing development, street stubs shall be provided to allow access to future abutting subdivisions and to extend the street system into the surrounding area. Street ends shall contain turnarounds constructed to Uniform Fire Code standards and shall be designed to facilitate future extension in terms of grading, width, and temporary barricades.

(2) *Future Street Plan.* Subdivision applicants must demonstrate, pursuant to City standards, that the proposed development does not preclude future street connections to adjacent lands.

(3) *Public Street and Street Connectivity Requirements.* Dedicating or deeding property for right-of-way or a portion thereof to the City for public streets within, or along the boundaries of all residential subdivisions or developments, shall be required as a condition of application approval where the following can be demonstrated:

(a) Facts support that such dedication is reasonably necessary as a result of the impact created by the proposed development;

(b) Such dedication will result in proportionate mitigation of the impact in the reasonably foreseeable future;

(c) Connectivity to the existing or foreseeable future public right-of-way is feasible; and

(d) One or more of the following circumstances are met:

(i) A city transportation plan indicates the necessity of a new or additional right-of-way or portion thereof for street purposes;

(ii) The dedication is necessary to provide additions of right-of-way to existing right-of-way to meet city road standards;

(iii) The dedication is necessary to extend or to complete the existing or future neighborhood street pattern;

(iv) The dedication is necessary to comply with road standards and city transportation plans;

(v) The dedication is necessary to provide a public transportation system that supports future development of abutting property consistent with the Comprehensive Plan or Pasco Municipal Code.

(4) *Dead-End Streets.* Dead-end streets are prohibited; except, where the Comprehensive Plan or preliminary plat indicates a street is to continue past the subdivider's property, the City may allow the dead end until such time as the street can be built through at a later date. Dead-end streets may be permitted in the ~~R-S-20~~ R-15 and R-S-12 districts as provided in PMC 21.15.080.

(5) *Half Streets.* Half streets shall be prohibited except that the City may permit their inclusion in cases where a normal alignment of a present or future planned street will fall half on an adjoining ownership.

(6) *Street Names.* Streets shall be named to conform with existing streets on the same or reasonably similar alignment. New street names shall be reviewed by the Planning Department, the Fire Department and/or the Emergency 911 Coordinator to ensure that no confusion with existing street names occurs. [Ord. 4694 § 6, 2023; Ord. 3736 § 1, 2005; Ord. 3398 § 2, 1999; Code 1970 § 26.12.010.]

**Section 5.** PMC Title 21.15.080, hammerhead/T, is hereby amended and shall read as follows:

**21.15.080 Hammerhead/T.**

Hammerhead/Ts are only permitted in ~~R-S-20~~ R-15 and R-S-12 zoning districts where property was platted in the county prior to annexation and existing development precludes the ~~expectation~~ requirement that a standard cul-de-sac can be developed.

(1) Dead-end streets with hammerheads should normally be less than 300 feet, but will be permitted up to 450 feet in length.

(2) Streets with hammerheads shall not serve more than eight lots.

(3) *Right-of-Way Widths for Streets Intersecting Hammerheads.* Minimum right-of-way widths for all dead-end streets with hammerheads serving no more than eight lots shall not be less than 40 feet, with no on-street parking.

(4) *Right-of-Way Widths for Hammerheads.* Minimum right-of-way widths for hammerheads shall not be less than 30 feet, with no on-street parking.

(5) *Roadway Widths.* Minimum roadway widths for all dead-end streets with hammerheads shall not be less than the following dimensions:

(a) Thirty-two feet from the face of curb to the face of curb;

(b) Thirty feet of pavement width where there is no curb and gutter;

(c) Twenty-eight feet of pavement for hammerheads;

(6) Hammerheads shall comply with the minimum requirements set forth in Figure 21.15.080.01 or 21.15.080.02.

(6) Hammerheads shall comply with the minimum requirements set forth in Figure 21.15.080.01 or 21.15.080.02.

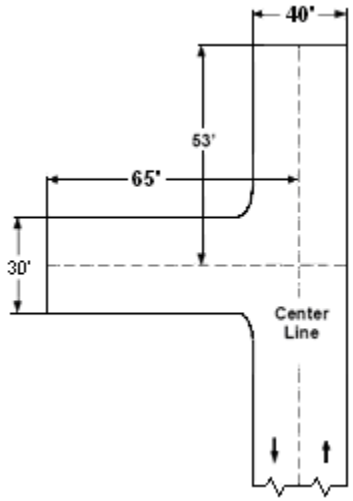



**Figure 21.15.080.01. Connecting Road**

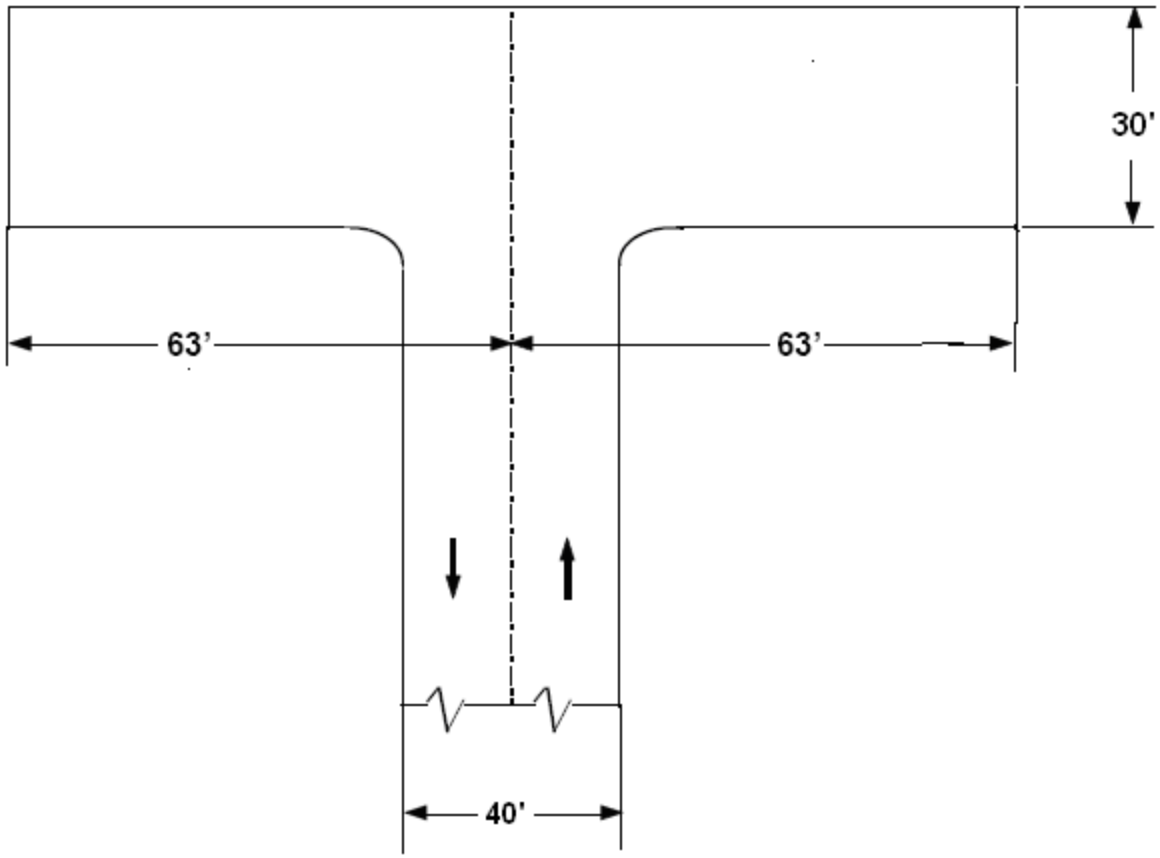



**Figure 21.15.080.02. Connecting Road**

[Ord. 4694 § 6, 2023; Ord. 3736 § 3, 2005; Code 1970 § 26.12.075.]

**Section 6.** PMC Title 21.20.060, Lots without public street frontage, is hereby amended and shall read as follows:

**21.20.060 Lots without public street frontage**

(1) *Purpose.* These regulations are intended to implement comprehensive plan goals and policies encouraging infill development, more efficient use of the remaining developable land, protection of environmentally sensitive areas, and creating opportunities for more affordable housing.

(2) *Applicability.* All applications proposing residential lots without public street frontage may be approved only when each of the requirements identified below have been met. These conditions are supplemental to any other requirements found in this title. In the event of any conflict, the conditions in this section shall apply.

(a) All applications shall include a site map depicting proposed lot layout, including the location of existing structures on adjacent parcels, if any;

(b) Permitted only where, due to geometric, topographic, or other physical features in proportion to the size of the development, it would be impractical to extend or build a publicly dedicated street;

(c) Lots without public street frontage shall not be permitted within the ~~RS-20~~ R-15 zoning district;

(d) There shall be no more than three adjoining lots created without public street frontage;

(e) *Emergency Access.* When the furthest point of a proposed structure is greater than 150 feet in distance from the public right-of-way, as measured along an accessible route, an approved fire vehicle turnaround with a minimum inside turning radius of 30 feet is required as defined by the International Fire Code;

(f) All corners shall have a minimum inside turning radius of 30 feet;

(g) *Parking.* No parking is permitted along the access (shared driveway) portion of the lot. The installation of no parking signage shall be required as a condition of approval;

(h) *Utilities and Improvements.* All impacted and new utilities and improvements shall be constructed to the standards identified in the Pasco Design and Construction Standards and Specifications;

(i) Drainage and storm water shall meet the requirements of PMC 16.10.050;

(j) Signage with addresses shall be posted on the public street side for all properties that are adjacent to any private shared driveway or access. Signage shall comply with the requirements of PMC Title 17. All addresses shall be displayed on the same pedestal unless otherwise authorized;

(k) Structural setbacks on lots without public street frontage shall conform to the requirements of the applicable zone;

(l) The shared access must be located no closer than five feet to any existing structure;

(m) Access, maintenance and utility easements necessary to accommodate and maintain proposed driveway/shared access improvements and utilities shall be approved through the subdivision process in this title and included on the face of the final plat;

(n) The shared driveway/access must be maintained by the homeowner's association or by the adjoining property owners. A maintenance agreement must be recorded prior to the issuance of the certificate of occupancy and signage on the plat and must include provisions for snow removal, garbage pickup and any other necessary provisions as determined by the City; and

(o) The shared driveway/access shall have a minimum paved width of 20 feet. [Ord. 4536 § 1, 2021; Ord. 4444 § 2, 2019.]

**Section 9.** PMC Section 25.20.010, Establishment of zoning districts, is hereby amended and shall read as follows:

**25.20.010 Establishment of zoning districts.**

For the purpose of promoting the public health, safety, morals, and general welfare of the City, the City is divided into the following types of zones:

| | |
|---|---|
| R-T District | Residential Transition District |
| ~~R-S-20 District~~ | ~~Residential Suburban District~~ |
| R-15 | Low-Density Residential District |
| R-S-12 District | Residential Suburban District |
| R-S-1 District | Low-Density Suburban Residential District |
| R-1 District | Low-Density Residential District |
| R-1-A District | Low-Density Residential Alternative District |
| R-1-A2 District | Low-Density Residential Alternative District |
| R-2 District | Medium-Density Residential District |
| R-3 District | Medium-Density Residential District |
| R-4 District | High-Density Residential District |
| RP District | Residential Park District |
| O District | Office District |
| C-1 District | Retail Business District |
| C-2 District | Central Business District |
| C-2 Overlay District | Central Business Overlay District |
| C-3 District | General Business District |
| C-R District | Regional Commercial District |

| | |
|---|---|
| BP District | Business Park District |
| I-182 Overlay District | I-182 Corridor Overlay District |
| I-1 District | Light Industrial District |
| I-2 District | Medium Industrial District |
| I-3 District | Heavy Industrial District |
| MU District | Mixed-Use District |

[Ord. 4668 § 1, 2023; Ord. 4514 § 1, 2021; Ord. 4110 § 6, 2013; Ord. 3731 § 27, 2005; Ord. 3354 § 2, 1999; Code 1970 § 25.16.010.]

**Section 10.** PMC Chapter 25.30, R-S-20 Suburban District, is hereby amended and shall read as follows:

**Chapter 25.30 ~~R-S-20 SUBURBAN DISTRICT~~ R-15 Low Density Residential District**

Sections:

- **25.30.010 Purpose.**
- **25.30.020 Permitted uses.**
- **25.30.030 Permitted accessory uses.**
- **25.30.040 Conditional uses.**
- **25.30.050 Development standards.**

**Section 11.** PMC Section 25.30.010, Purpose, is hereby amended and shall read as follows:

**25.30.010 Purpose.**

The ~~R-S-20 suburban district~~ **R-15 Low Density Residential District** is established to provide a low-density residential environment permitting a gross density of two to ~~five~~ three dwelling units per acre~~., as set forth in the Comprehensive Plan land use density table in PMC 25.215.015.~~ Lands within this district shall, unless specifically allowed herein, contain suburban residential development with large lots and expansive yards. Structures in this district are limited to single-family dwellings and customary accessory structures. Certain public facilities and institutions may also be permitted, provided their nature and location are not detrimental to the intended suburban residential environment. [Ord. 4575

§ 5, 2022; Ord. 3354 § 2, 1999; Code 1970 § 25.22.010.]

**Section 12.** PMC Section 25.30.020, Permitted Uses, is hereby amended and shall read as follows:

**25.30.020 Permitted uses.**

~~The following uses shall be permitted in the R-S-20 suburban district:~~

(1) Single-family dwellings; and

(2) New factory-assembled homes.

(3) Nothing contained in this section shall be deemed to prohibit the use of vacant property for gardening or fruit raising. [Ord. 4575 § 5, 2022; Ord. 3731 § 3, 2005; Ord. 3354 § 2, 1999; Code 1970 § 25.22.020.]

**Section 13.** PMC Section 25.30.030, Permitted accessory uses, is hereby amended and shall read as follows:

**25.30.030 Permitted accessory uses.**

~~The following uses shall be permitted as accessory to a permitted use in the R-S-20 suburban district:~~

(1) Detached residential garages as defined in PMC 25.15.090, provided they do not exceed the height of 18 feet and are no larger than 1,600 square feet in area. ~~For each additional 20,000 square feet of lot area, the gross floor area of detached shops and garages can be increased by 400 square feet.~~ A greater height may be approved by special permit based upon the review criteria listed in PMC 25.200.080 and 25.200.090;

(2) Home occupations as defined in PMC 25.15.100;

(3) Storage buildings cumulatively not exceeding 480 square feet of gross floor area and 15 feet in height; provided no container storage, as defined in PMC 25.15.210, shall be permitted. ~~For each additional 20,000 square feet of lot area, the gross floor area of storage sheds can be increased by 400 square feet;~~

(4) Agricultural uses (limited), as defined in PMC 25.15.030 (except that the keeping of animals shall be permitted on parcels consisting of 10,000 square feet over and above an area equal in size to 12,000 square feet set aside for the dwelling on the parcel);

(5) One animal unit (as defined in PMC 25.15.030) shall be allowed for each full 10,000-square-foot increment of land over and above an area equal in size to 12,000 square feet set aside for the dwelling on the same parcel, provided all barns, barnyards, chicken houses, or corrals shall be located not less than 25 feet from a public roadway and not less than 10 feet from any adjoining

property held under separate ownership; and provided, that said number of chickens, fowl or rabbits does not exceed two animal units;

(6) The keeping of dogs and cats, provided such number of animals does not exceed three dogs and three cats;

(7) Family day care home in conformance with Chapter 388-73 WAC as now existing and as amended and Chapter 25.150 PMC;

(8) Accessory dwelling units;

(9) Family home preschool in conformance with Chapter 25.150 PMC; and

(10) For lots with a minimum of 5,000 square feet but less than 22,000 square feet-the keeping of dogs, cats, rabbits, and chicken hens, provided such number of animals does not exceed three dogs and/or three cats, and/or three rabbits and/or three chicken hens, the total number of animals not to exceed six; in all cases, animals shall not be allowed to roam or fly to other properties; roosters are not allowed. Structures related to rabbits and/or chicken hens, such as rabbit hutches and/or chicken coops, must be at least 10 feet from any property line, may not exceed six feet in height and 30 square feet in size, and must be located behind the rear line of the dwelling. Property owners shall not allow such structures to become a nuisance due to noise or odor. [Ord. 4575 § 5,

**Section 14.** PMC section 25.30.050, "Development standards" is hereby amended and shall read as follow: Exemptions," is hereby added to read as follows:

**25.30.050 Development standards.**

(1) ~~Minimum lot area: 20,000 square feet.~~

Minimum Lot Area: 14,520 square feet.
Maximum Lot Size: One-half (½) acre.
Permitted Density: 2–3 dwelling units per acre.

(a) Lot Size Adjustments: The Director may approve adjustments to individual lot sizes of up to twenty five (25) percent above or below the minimum lot area where necessary to comply with Benton-Franklin Health Department on-site septic system requirements or to address site-specific constraints such as soil conditions, drainage, topography, or irregular parcel configuration.

Any adjustment to individual lot size approved under this subsection shall be accommodated through lot size averaging, such that the overall development maintains a density of 2–3 dwelling units per acre. Development of densities outside this range is not permitted.

(2) Density: One dwelling unit per lot, except as provided in PMC 25.30.030(8).

(3) Maximum lot coverage: 4~~0~~5 percent.

(4) *Minimum Yard Setbacks.*

(a) Front: ~~25~~ 20 feet.

(b) Side: 10 feet.

(c) *Rear.* Principal building: ~~25~~ 20 feet.

Accessory buildings: Accessory buildings adjacent to an alley may be placed on the alley line, provided there are no openings in the wall adjacent to the alley. Garages with vehicle doors adjacent to an alley shall be set back from the alley 20 feet. Where there is no alley, the setback shall be 10 feet.

(5) *Maximum Building Height.*

(a) Principal building: 35 feet, except a greater height may be approved by special permit.

(b) Accessory buildings: 15 feet.

(6) Fences and hedges: See Chapter 25.180 PMC.

(7) Parking: See Chapter 25.185 PMC.

(8) Landscaping: See Chapter 25.180 PMC.

(9) Residential design standards: See PMC 25.165.100. [Ord. 4575 § 5, 2022; Ord. 4110 § 8, 2013; Ord. 3731 § 4, 2005; Ord. 3354 § 2, 1999; Code 1970 § 25.22.050.]

**Section 15.** PMC Section 25.165.200, Vehicle-related uses, is hereby amended and shall read as follows:

**25.165.200 Vehicle-related uses.**

(1) Any building to be used as an auto body shop, as defined in PMC 25.15.030, shall have a spray paint room or spray paint booth which complies with the requirements of the International Fire Code and/or International Building Code;

(2) Inoperable vehicles, as defined in PMC 25.15.240, are permitted within the R-T, ~~R-S-20~~ R-15, R-S-12, R-S-1, R-1, R-2, R-3, R-4, and RFA-1/1-A districts and on all nonconforming residential uses in other districts subject to the following conditions:

(a) Only one inoperable vehicle may be stored outside of a fully enclosed building on the property, as an accessory use to a dwelling unit.

(b) The inoperable vehicle stored outside shall not be stored upon a public right-of-way or in the front or side yard areas of the property, and shall not conflict with other residential requirements, such as off-street parking and lot coverage.

(c) The trunk of the outside inoperable vehicle shall be removed or locked at all times it is unattended, and the unattended vehicle shall be completely enclosed within a six-foot fence, which is fully sight obscuring.

(d) All vehicle parts not properly installed upon a vehicle shall be stored inside a fully enclosed building, except that parts may be stored within the outside inoperable vehicle.

(3) In the C-3 and I-1 zoning districts, inoperable vehicles, as defined in PMC 25.15.240, and vehicle parts, tires and accessories that are not readily movable and for immediate sale shall be stored or parked behind screening as provided by PMC 25.180.040(1)(d). [Ord. 4700A § 14, 2023; Ord. 4121 § 3, 2013; Ord. 3354 § 2, 1999; Code 1970 § 25.70.150.]

**Section 16.** PMC Section 25.175.020, Setbacks, is hereby amended and shall read as follows:

**25.175.020 Setbacks.**

(1) *Variable Yard Requirements.* The City Council, on recommendation of the Planning Commission, and after a public hearing held by the Planning Commission, may establish a building line along certain streets throughout certain zones or throughout certain natural areas, other than the setback requirements as established herein, when it is found that to do so will protect public health, welfare and safety;

(2) Where any setback is required, no building shall be hereafter erected, altered, or placed in the setback, except:

(a) Eaves, cornices, belt courses, and similar ornamentation may project into the setback not more than two feet;

(b) Steps, platforms, and open porches may extend into the rear yard setback, but not more than four feet;

(3) An open or enclosed porch shall be considered part of a building in the determination of the front yard setback and lot coverage;

(4) (a) Where two contiguous corner lots, or two lots separated only by an alley, form the entire frontage between two parallel streets and there is erected a solid six-foot fence, permitted accessory buildings may be located not closer than five feet from the property line along the

street on which there is a solid six-foot fence. This reduced setback shall not apply to garages or accessory buildings higher than 10 feet.

(b) Where two contiguous corner lots form the entire frontage between two parallel streets, the front yard along the common flanking street shall be reduced to 15 feet. This reduction shall not apply to garages that are accessed from the flanking street.

(c) Within the ~~R-S-20~~ R-15, R-S-12, R-S-1 and R-1-A/A2 districts, where the front yard of a lawfully existing structure is less than that required for the district in which the structure is located, alteration or enlargement of said structure may be permitted, but shall not further reduce the existing front yard dimension or be located closer than 15 feet from the front property line, whichever is the most restrictive;

(d) Within the ~~R-S-20~~ R-15, R-S-12, R-S-1 and R-1-A/A2 districts, where the front yards provided for lawfully existing structures upon the majority of lots within the same block front and on the same side of the street are of less depth than required by the applicable district regulation, the minimum front yard requirement for the remaining unoccupied lots within the same block front and on the same side of the street shall be reduced to a depth not less than the average front yard dimension provided by said existing structures, but in no case shall the front yard depth be less than 15 feet.

(e) Handicapped access ramps may encroach within the front yard setback of all residential zoning districts, provided such ramps are built to the Washington State Building Code standards. The ramps must also be constructed and finished to complement the dwelling with respect to finishes and construction materials and must be built in a workmanlike manner;

(5) *Commercial Yard Exception Requirements.* Where a lot in a commercial district abuts or adjoins a front, side or rear yard in a residential district, any building on the commercial lot shall conform to and meet the front, side or rear yard setbacks in the adjoining residentially zoned lot;

(6) *Residential Yards in Commercial Districts.* Nonconforming residential uses in commercial or industrial districts must maintain residential setbacks as provided in PMC 25.45.050; and

(7) *Vision Triangle.* No building, wall, fence or other structure higher than 36 inches above curb grade shall be placed in a C-3 or I-1 district within any vision triangle, the equal legs of which are formed by lines measured 20 feet along the property line from the intersection of two streets, or 15 feet from the intersection of a street and alley. [Ord. 4700A § 16, 2023; Ord. 3603 § 1, 2003; Ord. 3354 § 2, 1999; Code 1970 § 25.74.030.]

**Section 17.** PMC Section 25.185.030, General Provisions, is hereby amended and shall read as follows:

**25.185.030 General provisions.**

(1) The off-street parking and loading facilities required by this chapter shall be established prior to the occupancy of any new or enlarged structure;

(2) Required off-street parking spaces shall provide vehicle parking only for residents, customers, patrons, and employees and shall not be used for the storage of equipment or materials, or for the sale, repair or servicing of any vehicle;

(3) Any area once designated for required off-street parking shall not be used for any other purpose unless and until equal facilities are provided elsewhere and a site plan has been approved to reflect the change, or the primary use of the property is changed to a use requiring less off-street parking;

(4) The required front yard in the single-family residential districts shall not be used for off-street parking for five or more cars. The storage and parking of vehicles in front yard areas of single-family properties shall be limited to that area formed and bounded by parallel lines extending from the outer dimension of a garage, carport, or parking slab to the right-of-way. An additional area between the nearest side property line and the driveway of not more than 10 feet by 20 feet may be used for additional parking. On lots with 100 feet of frontage or more, parking may be permitted on circular drives. All primary parking areas and driveways in front yards shall be hard surfaced, except in the ~~R-S-20~~ R-15 and R-S-12 districts, driveways may be of an all-weather surface, provided the first 20 feet from the right-of-way is hard surfaced; and

(5) In the R-2, R-3 and R-4 residential districts off-street parking spaces for multiple-family dwellings shall not be located in the front yard, except that a single two-lane drive may extend through the required front yard, provided no portion of the drive is within 10 feet of a dwelling unit entry nor five feet from any portion of a residential structure. [Ord. 4700A § 17, 2023; Ord. 3354 § 2, 1999; Code 1970 § 25.78.030.]

**Section 18.** PMC Section 25.185.140, Recreational equipment parking, is hereby amended and shall read as follows:

**25.185.140 Recreational equipment parking.**

Boats, motor homes, camp trailers, travel trailer, fifth wheels, pickup campers, utility trailers, and snowmobiles as defined herein may be stored in all yard areas within the R-1, R-2, R-3 and

R-4 districts, and only within the side and rear yards in the ~~R-S-20~~ R-15, R-S-12 and R-S-1 districts. All storage areas shall be surfaced with all-weather materials such as asphalt, brick, stone, concrete or gravel. Additionally, the storage and parking of said items in residential districts shall, at all times, comply with the parking conditions in PMC 25.185.030(4). Bona fide guests of the occupants of the premises may temporarily park on driveways for periods not to exceed 10 days in any 60-day period. [Ord. 4700A § 17, 2023; Ord. 3354 § 2, 1999; Code 1970 § 25.78.140.]

**Section 19.** PMC Section 25.215.015, Comprehensive Plan land use density table, is hereby amended and shall read as follows:

**25.215.015 Comprehensive Plan land use density table.**

Maximum gross density of any proposed development within any zoning district, expressed as dwelling units per acre, shall be no less than the corresponding minimum density expressed in this section and no greater than the corresponding maximum density expressed in this section, except as provided in Chapter 25.161 PMC.

| Classification | Purpose and Description | Zoning |
|---|---|---|
| Open Space/Parks | Land where development will be severely restricted: park lands, trails and critical areas | All zoning districts (Development of parks and recreation facilities requires special permit review) |
| Low Density Residential - Riverview | Variety of residential housing at a density of 2-5 units per acre. | R-15 |
| Low Density Residential | Variety of residential housing at a density of 3 to 6 dwelling units per acre | ~~R-S-20;~~ R-S-12; R-S-1; R-1; R-1-A; R-1-A2 |
| Medium Density Residential | Variety of residential housing at a density of 6 to 20 dwelling units per acre. | R-2 through R-4; RP |
| High Density Residential | Variety of residential housing at a density 21 units per acre or more | R-4 |
| Mixed Residential/Commercial | Accommodates a diverse range of housing, nonresidential uses, commercial uses, neighborhood retail and office uses, parks and recreation | R-1 through R-4; C-1 and O; Waterfront |

| | | |
|---|---|---|
| | areas, and civic uses at a density of 5 to 29 dwelling units per acre | |
| Commercial | Neighborhood, community and regional shopping and specialty centers, business parks, service and office uses | O; BP; C-1; C-2; C-3; CR |
| Industrial | Manufacturing, food processing, storage and wholesale distribution of equipment and products, hazardous material storage, and transportation related facilities | I-1; I-2; I-3 |
| Public and Quasi-Public | Schools, civic centers, fire stations and other public uses | By special permit in all districts (except I-3 which has various restrictions) |
| Airport Reserve | Land occupied by the Tri-Cities Airport | I-1 |
| DNR Reserve | Transition lands owned and presently managed by DNR for natural resource production. Characteristics include, but are not limited to, proximity to urban-type development, road and utility infrastructure, and market demand. | I-1 |

[Ord. 4663 § 2, 2023; Ord. 4575 § 14, 2022.]

**Section 20. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to the invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause phrase or word of this ordinance.

**Section 21. Corrections.** Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Section 22. Effective Date.** This ordinance shall take full force and effect five (5) days after approval, passage and publication as required by law.

**PASSED** by the City Council of the City of Pasco, Washington this ___ day of _____, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

Published: _____

**ORDINANCE NO. 4663**

**AN ORDINANCE** OF THE CITY OF PASCO, WASHINGTON, AMENDING THE FUTURE LAND USE MAP DESCRIPTIONS AND THE PASCO MUNICIPAL CODE SECTION 25.215.015 "COMPREHENSIVE PLAN LAND USE DENSITY TABLE" RELATED TO 2022 COMPREHENSIVE PLAN DOCKET AND BROADMOOR MASTER PLAN.

**WHEREAS,** the Growth Management Act authorizes the City to, among other things, amend the Comprehensive Plan on an annual basis; and

**WHEREAS,** the Planning Commission conducted workshops and public hearings pursuant to legally required notice on the proposed amendment to the Comprehensive Plan and recommended approval to the City Council; and

**WHEREAS,** the City Council considered and discussed the proposed annual amendment to the Comprehensive Plan; and

**WHEREAS**, the City Council desires to amend the Future Land Use Map Descriptions and Density Table.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** The City Council finds that the amendment has met the decision criteria contained in PMC 25.215.020; and that the amendment is consistent with the Comprehensive Plan and the goals and policies of the City.

**Section 2.** That Section 25.215.015 entitled "Comprehensive Plan land use density table" of the Pasco Municipal Code shall be and hereby is amended and shall read as follows:

**25.215.015 Comprehensive Plan land use density table.**

Maximum gross density of any proposed development within any zoning district, expressed as dwelling units per acre, shall be no less than the corresponding minimum density expressed in this section and no greater than the corresponding maximum density expressed in this section, except as provided in Chapter 25.161 PMC.

| Classification | Purpose and Description | Zoning |
|---|---|---|
| Open Space/Parks | Land where development will be severely restricted: park lands, trails and critical areas | All zoning districts (Development of parks and recreation facilities |

| Classification | Purpose and Description | Zoning |
|---|---|---|
| | | requires special permit review) |
| Low Density Residential | ~~Single-family~~ Variety of residential housing ~~development~~ at a density of ~~2 to 5~~ 3 to 6 dwelling units per acre | R-S-20; R-S-12; R-S-1; R-1; R-1-A; R-1-A2 |
| Medium Density Residential | ~~Single-family dwellings, patio homes, townhouses, apartments, and condominiums~~ Variety of residential housing at a density of 6 to 20 dwelling units per acre. | R-2 through R-4; RP |
| High Density Residential | ~~Multiple-unit apartments or condominiums~~ Variety of residential housing at a density 21 units per acre or more | R-4 |
| Mixed Residential/Commercial | ~~Allow a combination of mixed-use residential and commercial in the same development. Single-family dwellings, patio homes, townhouses, apartments, and condominiums~~ Accommodates a diverse range of housing, non-residential uses, commercial uses, neighborhood retail and office uses, parks and recreation areas, and civic uses at a density of 5 to 29 dwelling units per acre. ~~Neighborhood shopping and specialty centers, business parks, service and office uses~~ | R-1 through R-4; C-1 and O; Waterfront |
| Commercial | Neighborhood, community and regional shopping and specialty | O; BP; C-1; C-2; C-3; CR |

| Classification | Purpose and Description | Zoning |
|---|---|---|
| | centers, business parks, service and office uses | |
| Industrial | Manufacturing, food processing, storage and wholesale distribution of equipment and products, hazardous material storage, and transportation related facilities | I-1; I-2; I-3 |
| Public and Quasi-Public | Schools, civic centers, fire stations and other public uses | By special permit in all districts (except I-3 which has various restrictions) |
| Airport Reserve | Land occupied by the Tri-Cities Airport | I-1 |
| DNR Reserve | Transition lands owned and presently managed by DNR for natural resource production. Characteristics include, but are not limited to, proximity to urban-type development, road and utility infrastructure, and market demand. | I-1 |
| ~~Medium-High Density Residential~~ | ~~Broadmoor only; single-family dwelling units, townhouses, condominiums, and multifamily; 8-15 dwelling units per acre~~ | ~~MHDR~~ |
| ~~Mixed Use Interchange~~ | ~~Broadmoor only; along I-182 corridor; commuter services, technology and resource business parks, office and retail uses~~ | ~~MU-I~~ |

| Classification | Purpose and Description | Zoning |
|---|---|---|
| ~~Mixed Use Neighborhood~~ | ~~Broadmoor only; townhouses, multifamily developments, neighborhood grocers/markets and drug stores, vertically integrated buildings, live-work spaces and other neighborhood scale offices and uses~~ | ~~MU-N~~ |
| ~~Mixed Use Regional~~ | ~~Broadmoor only; general retail operations and shops, grocery stores, residential above commercial/office, high-density residential, dining, entertainment uses~~ | ~~MU-R~~ |
| ~~Office~~ | ~~Broadmoor only; professional office and personal services, resource centers~~ | ~~O-1~~ |

[Ord. 4575 § 14, 2022.]

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or word of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

**Section 4. Corrections.** Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this Ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of Ordinances or their sections and subsections.

**Section 5. Effective Date.** This Ordinance shall take full force and effect five (5) days after approval, passage and publication as required by law.

**PASSED** by the City Council of the City of Pasco, Washington, on this 17th day of April, 2023.

Blanche Barajas
Mayor

ATTEST:

Debra Barham, CMC
City Clerk

APPROVED AS TO FORM:

Kerr Ferguson Law, PLLC
City Attorneys

Published: _____

**Table XI**

**Minimum Land Area Requirement For Each Single-Family Residence or Unit Volume of Sewage and Minimum Usable Land Area**

| | | Soil Type (defined by WAC 246-272A-0220) | | | | | |
|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 |
| Minimum Land Area | Public Water Supply | 21,780 sq. ft. | 0.5 acre | 0.5 acre | 0.5 acre | 0.5 acre | 23,000 sq. ft. |
| | | 2.5 acres[1] | | | | | |
| | Nonpublic Water Supply | 1.0 acre | 1.0 acre | 1.0 acre | 1.0 acre | 2.0 acres | 2.0 acres |
| | | 2.5 acres[1] | | | | | |
| Minimum Usable Land Area | | .25 acre | 6,250 sq. ft. | 7,500 sq. ft. | 9,000 sq. ft. | 10,000 sq. ft. | 10,000 sq. ft. |

1 OSS consisting of only sewage tanks and gravity SSAS must have a minimum land area of 2.5 acres per WAC 246-272A-0234(7).

City of Pasco
Community Development Department
PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

# NOTICE OF APPLICATION/SEPA DETERMINATION
## (Optional DNS Process)

Si necesita ayuda para entender este aviso o necesita más información, por favor llame al Departamento de Desarrollo Comunitario y Económico de la Ciudad de Pasco a 509-545-3441.

**SEPA Comment Period Deadline:** **December 30, 2025**

**Proposal:** On April 17, 2023, the City adopted Ordinance No. 4663, which amended PMC 25.215.015 and the Comprehensive Plan Land Use Density Table (Table LU-1). The ordinance updated allowable gross densities for Low Density Residential (LDR) zoning districts from 2–5 dwelling units per acre to 3–6 dwelling units per acre and required that all new development meet the minimum density standards in PMC 25.215.015. In the R-S-20 zone, with a minimum lot size of 20,000 square feet, a one-acre lot can accommodate only two dwelling units, effectively creating a moratorium on small-lot development. Several requests from property owners to divide land in this zone have been denied for not meeting density requirements.

To address this issue, the Planning Division has initiated an emergency Comprehensive Plan amendment. The City Council adopted a resolution initiating this amendment on November 17, 2025, and the proposal was presented to the Planning Commission as a workshop on November 20, 2025. The amendment includes a land use designation of 2–5 dwelling units per acre to provide policy guidance for low-density housing, implemented at the parcel level through zoning. Staff proposes replacing the R-S-20 zone with a new R-9 Low Density Residential District with a minimum lot size of 8,700 square feet. This change allows the zoning to support the full density range permitted by the land use designation while still accommodating larger half-acre parcels where septic systems are an option. The proposed R-9 district is intended to restore consistency, reflect infrastructure realities, and prepare the City for future statewide housing obligations. The proposed emergency amendment has been transmitted to the Washington State Department of Commerce for the required 60-day agency review.

**Public Comment Period:** Written comments must be submitted to the Community Development Department by 5:00 p.m. on **December 30, 2025**. Only comments received by the referenced date will be included in the SEPA record. If you have questions on the proposal, contact the Planning Division at (509) 544-4146 or via e-mail to: barragani@pasco-wa.gov.

**Open Record Hearing:** No public hearing is required for the SEPA review. The SEPA determination will be issued administratively by the City's SEPA Administrator. The Planning Commission will hold a public hearing for the emergency Comprehensive Plan Amendment on **December 18, 2025**, and final action by the City Council will be scheduled at a later date, **no sooner than 60 days after November 14, 2025**, in accordance with Pasco Municipal Code.

**Determination of Completeness:** The application has been declared complete for the purpose of processing.

**Environmental Documents and/or Studies Applicable to this Application:** Environmental Determination No. **SEPA2025-036** has been assigned to this proposal. The SEPA comment period will end **December 30, 2025.** It is probable that a Determination of Non-Significance or Mitigated Determination of Non-Significance will be issued for this proposal (WAC 197.11.355 optional DNS process). This may be the only opportunity to comment on the environmental impacts of this proposal or to appeal any State Environmental Policy Act related decisions.

**Preliminary Determination of Regulations Used for Non-Project Mitigation:** To evaluate the impacts of the proposed non-project, the following may be used for mitigation, consistency, and the development of findings and conclusions:

City of Pasco
Community Development Department
PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

- Title 12 (Streets and Sidewalks), Title 16 (Buildings and Construction), Title 21 (Subdivision), Title 25 (Zoning), Title 28 (Critical Areas) regulations of the Pasco Municipal Code, and the land use policies contained in the Pasco Comprehensive Plan;
- Regulations of the Washington State Department of Fish and Wildlife, Washington State Department of Ecology, Washington State Department of Natural Resources and Washington State Department of Archaeology and Historic Preservation;
- Other required agency evaluations, approvals, permits, and mitigations as necessary.

**Estimated Date of the Decision:** A DNS or MDNS will be issued following the close of the comment period on **December 30, 2025**.

To receive notification of the threshold determination and any other information concerning this action, contact the Pasco Planning Division at barragani@pasco-wa.gov or at the address and telephone number listed below.

**Phone:** 509-544-4146

**Appeals:**
You may appeal the subsequent threshold determination by submitting a written appeal to one of the following addresses:

**Email:** barragani@pasco-wa.gov

**Physical Address:** City of Pasco – Community & Economic Development Department 525 N. 3rd Avenue, First Floor Pasco, WA 99301

**Mailing Address:** P.O. Box 293 Pasco, WA 99301

Appeals must be submitted within 14 days of issuance of the threshold determination. The appeal must be in writing, include a concise statement identifying the matter being appealed, and provide the basic rationale for the appeal. A filing fee is required in accordance with the City's Fee Resolution.

**Please note:** Failure to file a timely and complete appeal shall constitute a waiver of all rights to an administrative appeal under City Code.

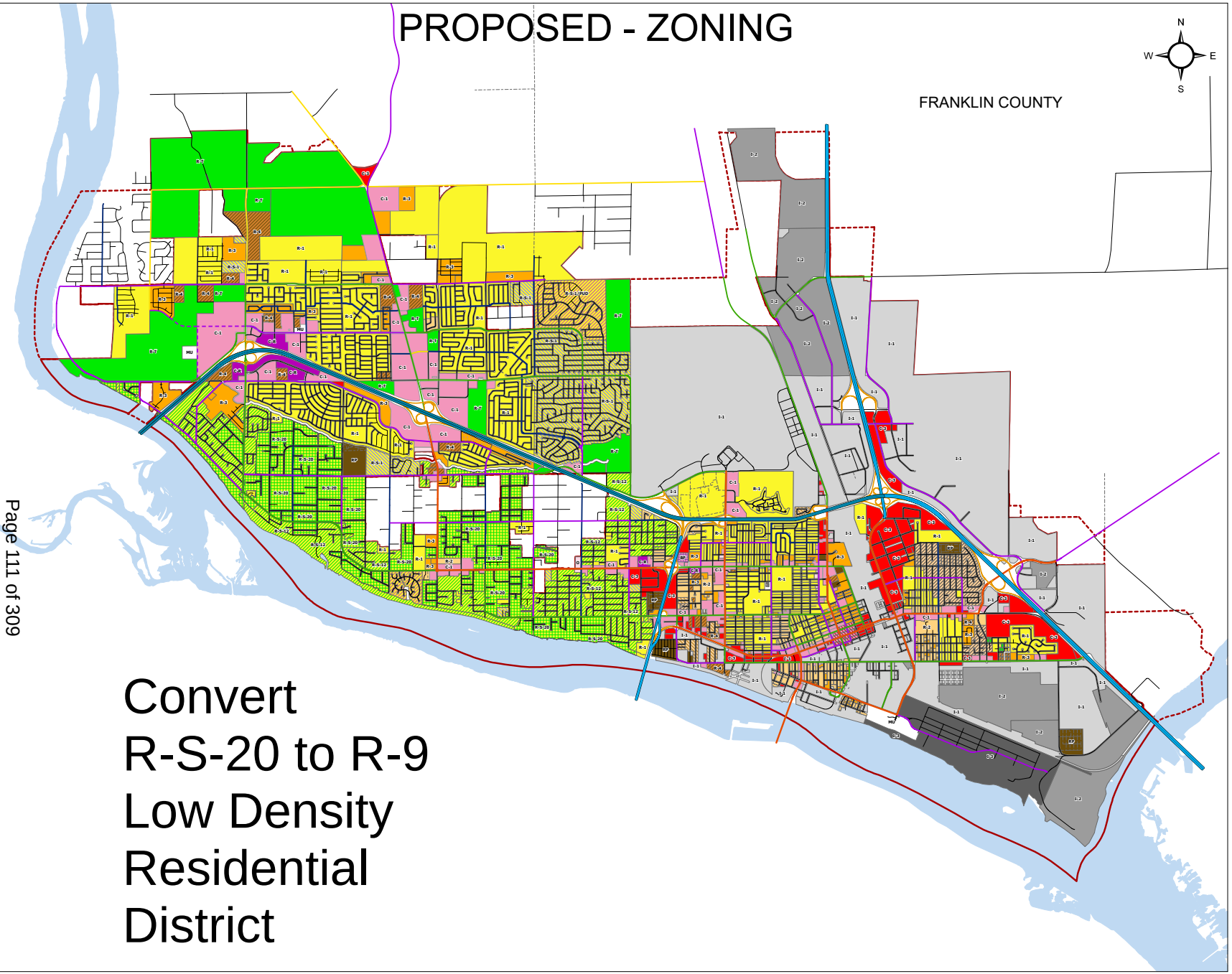
**All appeals should be directed to: Haylie Matson, CED Director**

**All comments should be directed to: Ivan Barragan, Planner III**

**Prepared:** November 24, 2025

**By:** Ivan Barragan

# PROPOSED - ZONING




Convert
R-S-20 to R-9
Low Density
Residential
District



City of Pasco
Washington

INFORMATION TECHNOLOGY DEPT
GIS

## LEGEND

**Zone**

- BP, Business Park
- C-1, Retail Business District
- C-2, Central Business Overlay District
- C-3, General Business District
- C-R, Regional Commercial District
- I-1, Light Industrial District
- I-2, Medium Industrial District
- I-3, Heavy Industrial District
- MU, Mixed Use
- O, Office District
- R-1-A, Low-Density Residential Alternative District
- R-1-A2, Low-Density Residential Alternative District
- R-1/PUD, Low Density Residential Planned-Unit Development
- R-2, Medium-Density Residential District
- R-3, Medium-Density Residential District
- R-3/PUD, Medium Density Residential
- R-4, High-Density Residential District
- R-9, Low Density Residential District
- R-S-1, Low-Density Suburban Residential District
- R-S-1/PUD, Suburban Panned-Unit Development
- R-S-12, Residential Suburban District
- R-T, Residential Transition District
- RP, Residential Park District

**Other Boundaries**

- City Limits
- Urban Growth Areas

**Road Centerlines**

- Interstate
- Highway
- Ramp
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Neighborhood Collector
- Local
- Other
- Principal Arterial Future
- Major Collector Future
- Minor Collector Future
- Minor Arterial Future
- Neighborhood Collector Future

## NOTES

NOTICE: WARRANTY OF ACCURACY.
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| SCALE | SHEET NUMBER |
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| Scale: 1:28,000 | 1 of 1 |
| PLOT DATE | CREATED BY |
| 11/17/2025 | kaufmannc |
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# THANK YOU for your legal submission!

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

## ORDER DETAILS

**Order Number:**
**IPL0293939**
**Order Status:**
Submitted
**Classification:**
Legals & Public Notices
**Package:**
TRI - Legal Ads
**Site:**
tricity
**Final Cost:**
$790.32
**Referral Code:**
**SEPA2025-036 NOA R-S-20 ZONE CHANGES**
**Payment Type:**
Account Billed
**User ID:**
IPL0018633

## ACCOUNT INFORMATION

Debra Barham
525 North Third Ave.
Pasco, WA 99301
509-544-3096
cityclerk@pasco-wa.gov
City of Pasco

## TRANSACTION REPORT

**Date**
November 24, 2025 4:43:34 PM EST
**Amount:**
$790.32

## SCHEDULE FOR AD NUMBER IPL02939390

November 30, 2025
Tri-City Herald Print Publication

## PREVIEW FOR AD NUMBER IPL02939390

4.9inches x 8.91inches

**NOTICE OF APPLICATION/SEPA DETERMINATION**
**(Optional DNS Process)**

Si necesita ayuda para entender este aviso o necesita más información, por favor llame al Departamento de Desarrollo Comunitario y Económico de la Ciudad de Pasco a 509-545-3441.

**SEPA Comment Period Deadline: December 30, 2025**

**Proposal:** On April 17, 2023, the City adopted Ordinance No. 4663, which amended PMC 25.215.015 and the Comprehensive Plan Land Use Density Table (Table LU-1). The ordinance updated allowable gross densities for Low Density Residential (LDR) zoning districts from 2–5 dwelling units per acre to 3–6 dwelling units per acre and required that all new development meet the minimum density standards in PMC 25.215.015. In the R-S-20 zone, with a minimum lot size of 20,000 square feet, a one-acre lot can accommodate only two dwelling units, effectively creating a moratorium on small-lot development. Several requests from property owners to divide land in this zone have been denied for not meeting density requirements.

To address this issue, the Planning Division has initiated an emergency Comprehensive Plan amendment. The City Council adopted a resolution initiating this amendment on November 17, 2025, and the proposal was presented to the Planning Commission as a workshop on November 20, 2025. The amendment includes a land use designation of 2–5 dwelling units per acre to provide policy guidance for low-density housing, implemented at the parcel level through zoning. Staff proposes replacing the R-S-20 zone with a new R-9 Low Density Residential District with a minimum lot size of 8,700 square feet. This change allows the zoning to support the full density range permitted by the land use designation while still accommodating larger half-acre parcels where septic systems are an option. The proposed R-9 district is intended to restore consistency, reflect infrastructure realities, and prepare the City for future statewide housing obligations. The proposed emergency amendment has been transmitted to the Washington State Department of Commerce for the required 60-day agency review.

**Public Comment Period:** Written comments must be submitted to the Community Development Department by 5:00 p.m. on December 30, 2025. Only comments received by the referenced date will be included in the SEPA record. If you have questions on the proposal, contact the Planning Division at (509) 544-4146 or via e-mail to: barragani@pasco-wa.gov.

**Open Record Hearing:** No public hearing is required for the SEPA review. The SEPA determination will be issued administratively by the City's SEPA Administrator. The Planning Commission will hold a public hearing for the emergency Comprehensive Plan Amendment on December 18, 2025, and final action by the City Council will be scheduled at a later date, no sooner than 60 days after November 14, 2025, in accordance with Pasco Municipal Code.

**Determination of Completeness:** The application has been declared complete for the purpose of processing.

**Environmental Documents and/or Studies Applicable to this Application: E**nvironmental Determination No. SEPA2025-036 has been assigned to this proposal. The SEPA comment period will end December 30, 2025. It is probable that a Determination of Non-Significance or Mitigated Determination of Non-Significance will be issued for this proposal (WAC 197.11.355 optional DNS process). This may be the only opportunity to comment on the environmental impacts of this proposal or to appeal any State Environmental Policy Act related decisions.

**Preliminary Determination of Regulations Used for Non-Project Mitigation:** To evaluate the impacts of the proposed non-project, the following may be used for mitigation, consistency, and the development of findings and conclusions:

- Title 12 (Streets and Sidewalks), Title 16 (Buildings and Construction), Title 21 (Subdivision), Title 25 (Zoning), Title 28 (Critical Areas) regulations of the Pasco Municipal Code, and the land use policies contained in the Pasco Comprehensive Plan;
- Regulations of the Washington State Department of Fish and Wildlife, Washington State Department of Ecology, Washington State Department of Natural Resources and Washington State Department of Archaeology and Historic Preservation;
- Other required agency evaluations, approvals, permits, and mitigations as necessary.

**Estimated Date of the Decision:** A DNS or MDNS will be issued following the close of the comment period on **December 30, 2025.**

To receive notification of the threshold determination and any other information concerning this action, contact the Pasco Planning Division at barragani@pasco-wa.gov or at the address and telephone number listed below.

**Phone:** 509-544-4146

**Appeals:**You may appeal the subsequent threshold determination by submitting a written appeal to one of the following addresses:

**Email:** barragani@pasco-wa.gov

**Physical Address:** City of Pasco – Community & Economic Development Department 525 N. 3rd Avenue, First Floor Pasco, WA 99301

**Mailing Address:** P.O. Box 293 Pasco, WA 99301

Appeals must be submitted within 14 days of issuance of the threshold determination. The appeal must be in writing, include a concise statement identifying the matter being appealed, and provide the basic rationale for the appeal. A filing fee is required in accordance with the City's Fee Resolution.

**Please note:** Failure to file a timely and complete appeal shall constitute a waiver of all rights to an administrative appeal under City Code.

**All appeals should be directed to: Haylie Matson, CED Director**

**All comments should be directed to: Ivan Barragan, Planner III**

**Prepared:** November 24, 2025

**By:** Ivan Barragan
W00000000
Publication Dates

<< Click here to print a printer friendly version >>

# SEPA ENVIRONMENTAL CHECKLIST

## Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal,** even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the Supplemental Sheet for Nonproject Actions (Part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in "Part B: Environmental Elements" that do not contribute meaningfully to the analysis of the proposal.

## A. Background Find help answering background questions

1. **Name of proposed project, if applicable:**

   Emergency Comprehensive Plan Amendment to the Low Density Residential designation, specifically addressing changes to the R-S-20 Zone

2. **Name of applicant:**

   City of Pasco

3. **Address and phone number of applicant and contact person:**

   525 N Third Ave
   509-544-4136
   Haylie Matson

4. **Date checklist prepared:**

   11/24/2025

5. **Agency requesting checklist:**

   City of Pasco/State of Washington

6. **Proposed timing or schedule (including phasing, if applicable):**

   See last supplemental page for answer.

7. **Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.**

   There are no development plans associated with this request at this time. This is a citywide Emergency Comprehensive Plan Amendment.

8. **List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.**

A non-project Final Environmental Impact Statement (FEIS) was completed in September 2020 for the City of Pasco Comprehensive Plan. This FEIS remains relevant and applicable to the current non-project proposal.

9. **Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.**

The Emergency Comprehensive Plan Amendment was submitted to the Washington State Department of Commerce for review on November 14, 2025. At this time, no specific properties are affected; the amendment applies citywide.

10. **List any government approvals or permits that will be needed for your proposal, if known.**

City Council approval of the application at a later date. SEPA Determination. Dept. of Commerce approval.

**11. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)**

See last supplemental page for answer.

**12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.**

Throughout all R-S-20 zoned lots and Pasco Municial Code text.

## B. Environmental Elements

### 1. Earth Find help answering earth questions

**a. General description of the site:**

City of Pasco R-S-20 zoned lots.

**Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other:**

Although the City is generally flat, it is difficult to provide a specific answer, as this is a citywide, non-project proposal.

**b. What is the steepest slope on the site (approximate percent slope)?**

This is a citywide, non-project proposal and is not specific to any individual site or action.

**c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.**

No specific soils have been identified at this time. It would be prudent to address soil-related considerations during future, site-specific project actions.

**d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.**

Not applicable-non-project action.

**e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.**

Not applicable-non-project action.

**f. Could erosion occur because of clearing, construction, or use? If so, generally describe.**

Not applicable-non-project action.

**g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?**

Not applicable-non-project action.

**h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.**

Existing City development regulations currently govern and control erosion during construction activities.

## 2. Air Find help answering air questions

**a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.**

No plans are proposed at this time, as this is a City-wide Emergency Comprehensive Plan Amendment. Specific projects will need to address this issue when they are developed.

**b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.**

Not applicable-non-project action.

**c. Proposed measures to reduce or control emissions or other impacts to air, if any.**

Not applicable-non-project action.

## 3. Water Find help answering water questions

**a. Surface Water:** Find help answering surface water questions

1. **Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.**

Some lots affected by this amendment may be located near the river; however, as this is a non-project action, any specific project proposals will need to address this issue at the time of development.

2. **Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.**

Not applicable-non-project action.

3. **Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.**

Not applicable-non-project action.

4. **Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.**

Not applicable-non-project action.

5. **Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

Not applicable-non-project action.

6. **Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.**

Not applicable-non-project action.

**b. Ground Water:** Find help answering ground water questions

1. **Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.**

Not applicable-non-project action.

2. **Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals…; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.**

Not applicable-non-project action.

**c. Water Runoff (including stormwater):**

a) **Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

Not applicable-non-project action.

b) **Could waste materials enter ground or surface waters? If so, generally describe.**

Not applicable-non-project action.

c) **Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.**

Not applicable-non-project action.

d) **Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.**

Not applicable-non-project action.

## 4. Plants Find help answering plants questions

**a. Check the types of vegetation found on the site:**

- ☐ **deciduous tree: alder, maple, aspen, other**
- ☐ **evergreen tree: fir, cedar, pine, other**
- ☐ **shrubs**
- ☐ **grass**
- ☐ **pasture**
- ☐ **crop or grain**
- ☐ **orchards, vineyards, or other permanent crops.**
- ☐ **wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other**
- ☐ **water plants: water lily, eelgrass, milfoil, other**
- ☐ **other types of vegetation**

Not applicable-non-project action.

**b. What kind and amount of vegetation will be removed or altered?**

Not applicable-non-project action.

**c. List threatened and endangered species known to be on or near the site.**

Not applicable-non-project action.

**d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.**

Not applicable-non-project action.

**e. List all noxious weeds and invasive species known to be on or near the site.**

Not applicable-non-project action.

## 5. Animals Find help answering animal questions

**a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site.**

**Examples include:**

- **Birds: hawk, heron, eagle, songbirds, other:**
- **Mammals: deer, bear, elk, beaver, other:**
- **Fish: bass, salmon, trout, herring, shellfish, other:**

Not applicable-non-project action.

**b. List any threatened and endangered species known to be on or near the site.**

Not applicable-non-project action.

**c. Is the site part of a migration route? If so, explain.**

Not applicable-non-project action.

**d. Proposed measures to preserve or enhance wildlife, if any.**

Not applicable-non-project action.

**e. List any invasive animal species known to be on or near the site.**

Not applicable-non-project action.

## 6. Energy and Natural Resources Find help answering energy and natural resource questions

1. **What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.** Not applicable-non-project action.

2. **Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.**
   Not applicable-non-project action.

3. **What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.**
   Not applicable-non-project action.

## 7. Environmental Health Find help with answering environmental health questions

**a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.**

Not applicable-non-project action.

1. **Describe any known or possible contamination at the site from present or past uses.**
   Not applicable-non-project action.

2. **Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.**
   Not applicable-non-project action.

3. **Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.**
   Not applicable-non-project action.

4. **Describe special emergency services that might be required.**
   Not applicable-non-project action.

5. **Proposed measures to reduce or control environmental health hazards, if any.**
   Not applicable-non-project action.

**b. Noise**

1. **What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?** Not applicable-non-project action.

2. **What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?** Not applicable-non-project action.

3. **Proposed measures to reduce or control noise impacts, if any.**
   Not applicable-non-project action.

## 8. Land and Shoreline Use Find help answering land and shoreline use questions

**a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.**

This is a City-wide amendment affecting lots currently zoned R-S-20. The nature of this proposal is non-project.

**b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?**

Not applicable-non-project action.

1. **Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?**

   Not applicable-non-project action.

**c. Describe any structures on the site.**

Not applicable-non-project action.

**d. Will any structures be demolished? If so, what?**

Not applicable-non-project action.

**e. What is the current zoning classification of the site?**

R-S-20

**f. What is the current comprehensive plan designation of the site?**

Low Density Residential

**g. If applicable, what is the current shoreline master program designation of the site?**

Not applicable-non-project action.

**h. Has any part of the site been classified as a critical area by the city or county? If so, specify.**

Not applicable-non-project action.

**i. Approximately how many people would reside or work in the completed project?**

Not applicable-non-project action.

**j. Approximately how many people would the completed project displace?**

Not applicable-non-project action.

**k. Proposed measures to avoid or reduce displacement impacts, if any.**

Not applicable-non-project action.

**l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.**

Not applicable-non-project action.

**m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.**

Not applicable-non-project action.

## 9. Housing Find help answering housing questions

**a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.**

Not applicable-non-project action.

**b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.**

Not applicable-non-project action.

**c. Proposed measures to reduce or control housing impacts, if any.**

Not applicable-non-project action.

## 10. Aesthetics Find help answering aesthetics questions

**a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?**

Not applicable-non-project action.

**b. What views in the immediate vicinity would be altered or obstructed?**

Not applicable-non-project action.

**c. Proposed measures to reduce or control aesthetic impacts, if any.**

Not applicable-non-project action.

## 11. Light and Glare Find help answering light and glare questions

**a. What type of light or glare will the proposal produce? What time of day would it mainly occur?**

Not applicable-non-project action.

**b. Could light or glare from the finished project be a safety hazard or interfere with views?**

Not applicable-non-project action.

**c. What existing off-site sources of light or glare may affect your proposal?**

Not applicable-non-project action.

**d. Proposed measures to reduce or control light and glare impacts, if any.**

Not applicable-non-project action.

## 12. Recreation Find help answering recreation questions

**a. What designated and informal recreational opportunities are in the immediate vicinity?**

Not applicable-non-project action.

**b. Would the proposed project displace any existing recreational uses? If so, describe.**

Not applicable-non-project action.

**c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.**

Not applicable-non-project action.

## 13. Historic and Cultural Preservation Find help answering historic and cultural preservation questions

**a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.** According to DAHP's statewide predictive model, most of the City of Pasco has a high to very high probability of containing cultural resources. Since this proposal is non-project in nature, any specific development projects will need to address these resources at the time they are proposed.

**b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.**

Not applicable-non-project action.

**c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.**

Not applicable-non-project action.

**d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.**

Not applicable-non-project action.

## 14. Transportation Find help with answering transportation questions

**a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.**

Not applicable-non-project action.

**b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?**

Not applicable-non-project action.

**c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).**

Not applicable-non-project action.

**d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.**

Not applicable-non-project action.

**e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?**

Not applicable-non-project action.

**f. Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.**

Not applicable-non-project action.

**g. Proposed measures to reduce or control transportation impacts, if any.**

Not applicable-non-project action.

### 15. Public Services Find help answering public service questions

**a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.**

Not applicable-non-project action.

**b. Proposed measures to reduce or control direct impacts on public services, if any.**

Not applicable-non-project action.

### 16. Utilities Find help answering utilities questions

**a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:**

Not applicable-non-project action.

**b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.**

Not applicable-non-project action.

## C. Signature Find help about who should sign

**The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.**

X Ivan Barragan

**Type name of signee:** Ivan Barragan

**Position and agency/organization:** Planner II/ City of Pasco

**Date submitted:** 11/24/2025

## Community & Economic Development Department

This application was reviewed by the Planning Division of the Community & Economic Development Department. Any comments or changes made by the Department are entered in the body of the checklist and contain initials of the reviewer.

Signature: _____

Name of signee: Craig Raymond

Position: Deputy CED Director

Date Reviewed: 11/24/2025

## D. Supplemental sheet for nonproject actions Find help for the nonproject actions worksheet

**IT IS NOT REQUIRED** to use this section for project actions.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. **How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?**

   See answers below question number 7, for answers to questions 1 through 7.

   - **Proposed measures to avoid or reduce such increases are:**

2. **How would the proposal be likely to affect plants, animals, fish, or marine life?**

   - **Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

3. **How would the proposal be likely to deplete energy or natural resources?**

   - **Proposed measures to protect or conserve energy and natural resources are:**

4. **How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?**

   - **Proposed measures to protect such resources or to avoid or reduce impacts are:**

5. **How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?**

   - **Proposed measures to avoid or reduce shoreline and land use impacts are:**

6. **How would the proposal be likely to increase demands on transportation or public services and utilities?**

   - **Proposed measures to reduce or respond to such demand(s) are:**

7. **Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.**

Question 6 from page 2- This proposal is non-project in nature. The anticipated timeline for this emergency Comprehensive Plan Amendment includes a public hearing with the Planning Commission scheduled for December 18, 2025. Final action by the City Council to adopt the amendments will occur at a later date, no sooner than 60 days after November 14, 2025, which is the date the Washington State Department of Commerce was notified.

Question 11 from page 3- This non-project proposal is an emergency Comprehensive Plan Amendment initiated by City Council resolution on November 17, 2025. The amendment addresses a conflict created by Ordinance No. 4663, adopted on April 17, 2023, which revised allowable gross densities in the Low Density Residential (LDR) designation from 2–5 to 3–6 dwelling units per acre and required all new development to meet minimum density standards outlined in PMC 25.215.015. In the R-S-20 zone—classified as Low Density Residential with a minimum lot size of 20,000 square feet. To resolve this inconsistency, the Planning Division has been directed to initiate an amendment establishing a land use designation of 2–5 dwelling units per acre. To align zoning with this designation, staff proposes replacing the R-S-20 zone with a new R-9 Low Density Residential District, featuring a minimum lot size of 8,700 square feet. This change would support the full permitted density range, maintain compatibility with areas reliant on septic systems, restore consistency between land use and zoning, and better position the City to meet future statewide housing obligations.

1. This proposal is a non-project Comprehensive Plan Amendment and does not authorize any specific development, construction, or physical site activity. As such, it does not directly result in discharges to water, emissions to air, noise generation, or the production, storage, or release of toxic or hazardous substances.

Any future development that may occur under the revised land use designation or new zoning district would be reviewed through separate project-level permitting processes. At that time, all environmental impacts—including stormwater, air emissions, noise, and hazardous materials—would be evaluated in accordance with applicable City, state, and federal regulations. Therefore, no direct environmental impacts are anticipated as part of this non-project action.

2. This is a non-project, policy-level amendment to the City's Comprehensive Plan and does not authorize any specific development or construction activity. As such, the proposal would not directly result in increased discharges to water, air emissions, noise generation, or the release of toxic or hazardous substances.

Any future site-specific development enabled by subsequent zoning or permit actions would be subject to separate environmental review, including evaluation of potential impacts to water, air quality, noise, and hazardous materials. Appropriate mitigation would be required at the time individual development proposals are submitted.

3. The amendment itself does not authorize construction and therefore would not directly consume or deplete energy or natural resources.

Any potential increase in development capacity resulting from future zoning changes would be evaluated during project-level permitting, at which time energy use, resource consumption, and required mitigation measures would be addressed through applicable codes and SEPA review.

4. Because this is a non-project Comprehensive Plan Amendment, it does not authorize any specific development, construction, or physical changes to the environment. As a policy-level action, the amendment only adjusts the land use designation for Low Density Residential areas and proposes replacing the R-S-20 zone with a new R-9 Low Density Residential District.

The proposal does not directly affect environmentally sensitive areas, parks, critical areas, wildlife habitat, wetlands, floodplains, or prime farmland. Any future site-specific development proposals would be reviewed under existing local, state, and federal regulations, including the City's critical areas ordinance, SEPA requirements, and applicable permitting processes. At that time, impacts to environmentally sensitive areas would be evaluated and mitigation applied as necessary.

5. Because this is a non-project legislative amendment, it will not directly change or authorize any specific land or shoreline use. The proposal adjusts the Low Density Residential land use designation to 2–5 units per acre and replaces the R-S-20 zoning designation with a new R-9 Low Density Residential District to restore consistency between the Comprehensive Plan and zoning code. These changes do not expand urban growth areas, introduce new shoreline designations, or authorize development inconsistent with the City's adopted plans.

Any future site-specific development would still be required to comply with the City's Comprehensive Plan, zoning code, shoreline regulations (if applicable), critical areas ordinance, and all permitting requirements. Therefore, the proposal is not expected to allow or encourage land or shoreline uses that are incompatible with existing plans.

6. Because this is a non-project policy amendment, it does not authorize any specific development and would not directly increase demands on transportation systems, utilities, or public services. The amendment revises the land use designation for areas currently zoned R-S-20 and establishes a framework for the eventual creation of a new R-9 Low Density Residential District.

Any future increase in demand for transportation, water, sewer, stormwater, police, fire, or other municipal services would depend on separate, site-specific development proposals, each of which would undergo its own permit review and SEPA evaluation.

The amendment itself is not expected to generate immediate or measurable increases in service or utility demands, and any future development resulting from zoning changes would be planned and reviewed in coordination with adopted Comprehensive Plan policies, the Capital Facilities Plan, and available infrastructure capacity.

7. The proposed amendment is a non-project action that adjusts Comprehensive Plan policy for Low Density Residential areas and replaces the R-S-20 zone with a new R-9 Low Density Residential District. Because it does not authorize any specific development, it does not directly conflict with local, state, or federal environmental protection requirements. Any future development occurring under the amended land use designation and zoning would remain subject to all applicable regulations, including the City’s development standards, critical areas ordinance, stormwater requirements, and SEPA review at the project level.

While House Bill 1110 (Middle Housing) will be implemented by the City of Pasco at a later date, this amendment is a temporary policy and zoning correction intended solely to address density inconsistencies in the R-S-20 zone until HB 1110 is fully adopted.

City of Pasco
Community Development Department
PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

# SEPA DETERMINATION OF NON-SIGNIFICANCE
## (Optional DNS Process)

Si necesita ayuda para entender este aviso o necesita más información, por favor llame al Departamento de Desarrollo Comunitario y Económico de la Ciudad de Pasco a 509-545-3441.

**Issuance Date:** January 27, 2026

**Lead Agency:** City of Pasco

**Project Name:** R-S-20 Zone Changes Emergency CPA

**Project Number:** SEPA2025-036

**Applicant/Proponent:** City of Pasco
C/o Haylie Matson
525 N 3rd Ave
Pasco, WA 99301

**Proposal Description:** At the direction of the City Council, the proposal includes a Comprehensive Plan Amendment to revise the City's Land Use Map by adding a new Low Density Residential–Riverview designation, which would allow development at 2–5 dwelling units per acre on properties currently designated R-S-20. The proposal also includes a rezone and municipal code amendment to replace the existing R-S-20 zoning designation with a new R-15 Low Density Residential zoning district.

**Proposal Location:** Various locations citywide within Pasco, Washington (99301).

**Lead Agency:** The City of Pasco, acting as lead agency for this proposal, has determined that the proposal will not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This Determination of Non-Significance (DNS) is issued under the optional DNS process in WAC 197-11-355, and no further comment period will be provided. This decision is based on review of the completed environmental checklist, consultation with legal counsel, and consideration of other information on file with the lead agency. This information is available to the public upon request.

**Appeals:** You may appeal the threshold determination by submitting a written appeal to one of the following addresses:

**Email:** barragani@pasco-wa.gov

**Physical Address:** City of Pasco – Community & Economic Development Department 525 N. 3rd Avenue, First Floor Pasco, WA 99301
**Mailing Address:** P.O. Box 293 Pasco, WA 99301

Appeals must be submitted within 14 days of issuance of the threshold determination. The appeal must be in writing, include a concise statement identifying the matter being appealed, and provide the basic rationale for the appeal. A filing fee is required in accordance with the City's Fee Resolution.

**Please note:** Failure to file a timely and complete appeal shall constitute a waiver of all rights to an administrative appeal under City Code.

**All appeals should be directed to:** Haylie Matson, CED Director

| | |
|---|---|
| **Responsible Official:** | Haylie Matson |
| **Position/Title:** | Community and Economic Development Director |
| **Phone** | (509) 544-4136 |
| **Address:** | 525 N. 3rd Ave, Pasco, WA 99301 |

**Responsible Official:** _____

Haylie Matson, Community & Economic Development Director

Washington State Department of Commerce

# THANK YOU

We have received your amendment submission. Please allow 1-3 business days for review. Please keep the Submittal ID as your receipt and for any future questions. We will also send an email receipt to all contacts listed in the submittal.

# Submittal ID: 2025-S-11143

## Submittal Date Time: 11/17/2025

### Submittal Information

| | |
|---|---|
| **Jurisdiction** | City of Pasco |
| **Submittal Type** | 60-day Notice of Intent to Adopt Amendment |
| **Amendment Type** | Comprehensive Plan Amendment |

### Amendment Information

**Brief Description**
This emergency amendment updates the Capital Facilities Element of the Comprehensive Plan to maintain consistency with the City's adopted budget and current capital planning needs. The amendment also relates to school impact fee policies and utilizes the Pasco School District's adopted Capital Facilities Plan.

■ **Yes, this is a part of the 10-year periodic update schedule, required under RCW 36.70A.130.**

**Planning Commissions Date** 11/20/2025
**Planning Commissions Date** 12/18/2025

**City Council Date** 11/17/2025

**Anticipated/Proposed Date of Adoption** 01/20/2026

### Categories

| Submittal Category |
|---|
| Capital Facilities |
| Comprehensive Plan |
| Emergency |
| Schools |

## Attachments

| Attachment Type | File Name | Upload Date |
|---|---|---|
| Comprehensive Plan Amendment - Draft | ____ Resolution - Initiating Emergency CPA - PSD Capital Facilities Plan (CPA2025-001) - FINAL.pdf | 11/17/2025 12:35 PM |
| Supporting Documentation or Analysis | CPA2025-001 School Capital Facilities Plan-Agency-Notice-Cover-Sheet.docx | 11/17/2025 12:36 PM |
| Correspondence | Emergency Comprehensive Plan Amendments Initial Notice.msg | 11/17/2025 12:36 PM |
| Correspondence | RE Emergency Comprehensive Plan Amendments Initial Notice.msg | 11/17/2025 12:37 PM |
| Comprehensive Plan Amendment - Draft | ECPA Coversheet to COM.pdf | 11/17/2025 12:37 PM |
| SEPA Materials | Notice of Application CPA 2025 Emergency Amendments.pdf | 11/17/2025 12:37 PM |

## Contact Information

**Prefix** Ms.
**First Name** Haylie
**Last Name** Matson
**Title** CED Director
**Work** (509) 544-4136
**Cell**
**Email** matsonh@pasco-wa.gov

■ **Yes, I would like to be contacted for Technical Assistance.**

## Certification

**Entered by Sarah Van Etten Leupold on 11/17/2025 12:39:31 PM**

**Intake Received Date** 11/17/2025
**Full Name** Ivan Barragani
**Email** barragani@pasco-wa.gov

Community Development Department
PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

# City of Pasco

***NOTICE OF OPEN RECORD PUBLIC HEARING AND CONTINUED OPEN RECORD PUBLIC HEARING FOR CODE AMENDMENTS AND EMERGENCY COMPREHENSIVE PLAN AMENDMENT***

Si necesita ayuda para entender este aviso o necesita más información, por favor llame al Departamento de Desarrollo Comunitario y Económico de la Ciudad de Pasco a 509-545-3441.

**PLEASE TAKE NOTICE:**

The City of Pasco is considering proposed code amendment(s) and an emergency comprehensive plan amendment. The Pasco Planning Commission will hold an open record public hearing and a continued open record public hearing to receive public comment on the proposed amendments at 6:30 p.m. on January 15, 2026, in the Council Chambers at Pasco City Hall, 525 N. 3rd Avenue, Pasco, Washington (please use the east side parking lot entrance).

Final action on the proposed Code Amendments and Emergency Comprehensive Plan Amendment will be taken by the City Council at a later date. Please note that City Council action on the Emergency Comprehensive Plan Amendment must occur within sixty (60) days of receipt of the Planning Commission's findings and recommendations. This notice also serves as notification to the general public regarding the public hearing.

At this hearing, the Planning Commission will hear public testimony regarding the following proposed amendments:

**CA2025-002 Sandwich Board Signs within Right-of-Way:** The City of Pasco Planning Commission will conduct an open record public hearing to consider a proposed code amendment regarding the allowance of sandwich board (A-frame) signs within the public right-of-way. The Planning Commission previously held a workshop on December 18, 2025, to discuss the proposal. The targeted amendment would allow sandwich board signs within the Downtown Pasco Overlay District, where placement within the sidewalk area has been technically prohibited since 2006. Under the proposed regulations, each business would be permitted one sign per frontage, all required ADA clearances must be maintained, signs may only be displayed during business hours, and signs located near intersections must be positioned to minimize impacts on sightlines. This regulated approach is intended to support business visibility and streetscape activation while maintaining pedestrian safety and accessibility, preventing visual clutter, and establishing clear standards for sign placement and oversight. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

**CPA2025-002/CA2025-003 Emergency Amendment-Low Density Residential Land Use-R-S-20 Zone Changes:** The City of Pasco Planning Commission held an open record hearing on December 18, 2025, at 6:30 p.m., to review an emergency Comprehensive Plan Amendment and Code Amendment. During the hearing, the Planning Commission voted to continue the discussion to January 15, 2026, to allow for further research and review.

As part of this research, the Commission has asked staff to revise the original proposal to maintain the proposed "Riverview" land use designation to allow 2-5 units per acre but with a zoning designation for the area that provides for less density at 2-3 or 2-4 units per acre with revised corresponding development regulations in code relating to lot sizes and dimensions.

**ORIGINAL NOTICE:** On April 17, 2023, the City adopted Ordinance No. 4663, which amended PMC 25.215.015 and the Comprehensive Plan Land Use Density Table (Table LU-1). The ordinance revised allowable gross densities for Low Density Residential (LDR) zoning districts from 2–5 dwelling units per acre to 3–6 dwelling units per acre, and established that all new development must meet the minimum density requirements in PMC 25.215.015. In the R-S-20 zone, classified as Low Density Residential with a minimum lot size of 20,000 square feet, a one-acre lot can accommodate only two dwelling units. Under the current standards, such development is prohibited, effectively creating a moratorium on small-lot development in the R-S-20 zone. The City has received several requests from property owners to divide land in this zone, but those applications have been denied for failing to meet the adopted density requirements. To address this issue, the Planning Division has been directed to initiate an amendment. The proposed land use designation of 2–5 units per acre would provide the policy framework for low-density housing, while the zoning code would implement this direction through parcel-level regulations. To align zoning with the

revised land use designation, staff proposes replacing the R-S-20 zone with a new R-9 Low Density Residential District, establishing a minimum lot size of 8,700 square feet. This change allows zoning to support the full density range permitted by the land use designation while still accommodating larger half-acre parcels where septic systems are an option. The proposed R-9 district provides a balanced approach that restores consistency, reflects infrastructure realities, and prepares the City for future statewide housing obligations. The City of Pasco has transmitted the proposed emergency amendment to the Washington State Department of Commerce for the required 60-day agency review. A State Environmental Policy Act (SEPA) checklist will be reviewed for this action and made available for public review and comment in accordance with WAC 197-11-355, with the optional Determination of Non-Significance (DNS) process applied as appropriate. For more information please contact: 509-544-4146 / barragani@pasco-wa.gov

**Public Comment Period:** Written comments must be submitted to the Community and Economic Development Department no later than **5:00 p.m. on January 15, 2026**. Any interested party may submit written comments, attend the public hearing to provide oral testimony, or request notification of the Planning Commission's findings and recommendations to the City Council, as well as the City Council's final decision when action is taken.

To submit comments, request notification, or ask questions regarding these proposals, please contact the Planning Division using the phone number or email address provided after the project description, or by mail or in person at the address below. Please note that written comments submitted prior to the meeting will be accepted and included in the official record. Oral testimony provided during the meeting will also be accepted and entered into the record at that time.

**City of Pasco – Planning Division**
P.O. Box 293
Pasco, WA 99301

**In Person:**
525 N. 3rd Avenue, 1st Floor (CED)
Pasco, WA 99301

If you wish to participate in the hearing virtually, please register at least 2 hours prior to the meeting at the following registration link: Public Comment. After registering, you will receive a confirmation email containing information about joining the webinar.

The City of Pasco welcomes full participation in public meetings by all citizens. No qualified individual with a disability shall be excluded or denied the benefit of participating in such meetings. If you wish to use auxiliary aids or require assistance to comment at this public meeting, please contact the Community Development Department at (509) 545-3441 or TDD (509) 585-4425 at least ten days prior to the date of the meeting to make arrangements for special needs.

## Haylie Miller

**From:** Rodgers,Deborah (CONTR) - TERR-TRI CITIES RMHQ <dxrodgers@bpa.gov>
**Sent:** Tuesday, December 23, 2025 1:33 PM
**To:** Ivan Barragan
**Cc:** Connell,Valorie L (BPA) - TERR-PASCO
**Subject:** RE: Notice of Application-SEPA2025-036 R-S-20 Zone Changes Emergency CPA (CPA2025-002)- City of Pasco

[**NOTICE:** This message originated outside of City of Pasco -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Ivan,

Bonneville Power Administration (BPA) has had the opportunity to review Preliminary Plat Review Notice of Application-SEPA2025-036 R-S-20 Zone Changes Emergency CPA (CPA2025-002)- City of Pasco.

In researching our records, we have found that this proposal will not directly impact BPA facilities. BPA does not have any objections to the approval of this request at this time.

If you have any questions or need additional information, please contact me at (360) 624-0566 or BPA realty specialist Valorie Connell at (509) 544-4746.

Thank you for the opportunity to review this application.

**Deborah Rodgers**
**BONNEVILLE POWER ADMINISTRATION**
**DEPARTMENT OF ENERGY**
(CONTR) Actalent
Right-of-Way Agent | Real Property Field Services | TERR/Tri-Cities-RMHQ
dxrodgers@bpa.gov | 360-624-0566

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**From:** Ivan Barragan <barragani@pasco-wa.gov>
**Sent:** Tuesday, November 25, 2025 12:13 PM
**To:** Ivan Barragan <barragani@pasco-wa.gov>
**Subject:** Notice of Application-SEPA2025-036 R-S-20 Zone Changes Emergency CPA (CPA2025-002)- City of Pasco

Good afternoon,

In consideration of the upcoming public hearing, we want to clarify that the public hearing / Notice of Application sent on November 21, 2025, for CPA2025-002 and the SEPA review being issued now are separate processes. The public hearing is for the Planning Commission's consideration of the proposed amendment, which will then proceed to City Council review at a later date, no sooner than 60 days after November 14, 2025. The SEPA review, on the other hand, is an administrative process. However, because both pertain to the same non-project proposal, it is worth noting them together. For the SEPA review, we are opting for the optional DNS process under WAC 197-11-355, with a 30-day comment period following the publication date, which is scheduled for November 30, 2025.

Attached are the following materials:

- Notice of Public Hearing / Notice of Application (sent November 21, 2025)
- SEPA2025-036 Notice of Application
- SEPA2025-036 checklist
- Resolution 4680 (recently became available)
- Initial packet presented at the Planning Commission workshop on November 20, 2025

Comments on the SEPA review are due by December 30, 2025, at 5:00 PM. All pertinent materials are available in the SEPA register.

Please let me know if you have any questions or concerns.

Thank you,

**Ivan Barragan | Planner III | (509) 544-4146 | 525 N. 3rd Avenue | Pasco, WA 99301 | barragani@pasco-wa.gov**
Notice of Public Disclosure: This e-mail and any response may be public record under Washington State law and subject to inspection and copying by the public upon request. Accordingly, there can be no expectation of privacy.

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**From:** Ivan Barragan
**Sent:** Friday, November 21, 2025 12:29 PM
**To:** Ivan Barragan <barragani@pasco-wa.gov>
**Subject:** Notice of Application/Notice of Public Hearing Emergency Comprehensive Plan Amendments CPA2025-001 and CPA2025-002

Good afternoon,

Please see the attached Notice of Application/Notice of Public Hearing for two emergency Comprehensive Plan Amendments, initiated by City Council resolutions on November 17, 2025. **The public hearing is scheduled for December 18, 2025, at 6:30 PM. Please submit any comments by 5:00 PM on December 18, 2025.**

**Summary of Proposals:**
**CPA2025-001: Emergency Amendment – Pasco School District 2025 Capital Facilities Plan**
The Planning Commission will hold an open record hearing to consider an emergency amendment to the Capital Facilities Element of the Comprehensive Plan. The amendment updates the element to align with the City's adopted budget and reflect the Pasco School District's 2025 Capital Facilities Plan, including policies related to school impact fees. The amendment has been transmitted to the Washington State Department of Commerce for the required 60-day review. The Community and Economic Development Department will process it following standard Comprehensive Plan procedures. The School District's plan previously received a SEPA Determination of Non-Significance (DNS).

**CPA2025-002: Emergency Amendment – Low Density Residential Land Use (R-S-20 Zone)**
The Planning Commission will also consider an emergency amendment addressing a conflict between current Low Density Residential (LDR) standards and development in the R-S-20 zone, where one-acre lots can only accommodate two dwelling units, effectively creating a moratorium on small-lot development.
The amendment proposes:

- A land use designation of 2–5 dwelling units per acre

- Creation of a new R-9 Low Density Residential District with a minimum lot size of 8,700 square feet

This approach aligns zoning with the Comprehensive Plan, accommodates larger parcels where septic systems are an option, restores consistency, reflects infrastructure realities, and prepares the City for future statewide housing obligations.
The City has transmitted the amendment to the Washington State Department of Commerce for the required 60-day review. A SEPA checklist will be available for public review and comment in accordance with WAC 197-11-355, with the optional Determination of Non-Significance (DNS) process applied as appropriate.

Please let me know if you have any questions or concerns.

Thank you,

**Ivan Barragan**
**Planner III**

**O: 509-544-4146**
barragani@pasco-wa.gov | **www.pasco-wa.gov**
City Hall, 525 N. 3rd Avenue, Pasco, WA 99301

This e-mail and any response to this e-mail may be a public record under Washington State Law and subject to inspection and copying by the public upon request. Accordingly, there can be no expectation of privacy.

Outlook

**Re: SEPA 2025-036 - Written Comments**

**From** Haylie Matson <matsonh@pasco-wa.gov>
**Date** Fri 1/9/2026 10:35 AM
**To** roger@rgwenterprises.com <roger@rgwenterprises.com>
**Cc** Brett@brettlotthomes <Brett@brettlotthomes>; Ivan Barragan <barragani@pasco-wa.gov>; James Bagley <bagleyj@pasco-wa.gov>; Craig Raymond <raymondc@pasco-wa.gov>

Hi Roger,

Here is what I propose as a compromise. The code allows modest flexibility in individual lot sizes when site conditions require it, as long as the overall development stays within the planned low-density range of 2 to 3 homes per acre. Let me know your thoughts.

Thanks,

Haylie



**25.30.050 Development standards.**

(1) Minimum lot area: 20,000 square feet.

Minimum Lot Area: 14,520 square feet.
Maximum Lot Size: One-half (½) acre.
Permitted Density: 2–3 dwelling units per acre.

(a) Lot Size Adjustments: The Director may approve adjustments to individual lot sizes of up to twenty (20) percent above or below the minimum lot area where necessary to comply with Benton-Franklin Health Department on-site septic system requirements or to address site-specific constraints such as soil conditions, drainage, topography, or irregular parcel configuration.

Any adjustment to individual lot size approved under this subsection shall be accommodated through lot size averaging, such that the overall development maintains a density of 2–3 dwelling units per acre. Development at densities outside this range is not permitted.

---

**From:** Roger Wright <roger@rgwenterprises.com>
**Sent:** Monday, December 29, 2025 12:16 PM
**To:** Ivan Barragan <barragani@pasco-wa.gov>; Haylie Matson <matsonh@pasco-wa.gov>; James Bagley <bagleyj@pasco-wa.gov>
**Cc:** Brett@brettlotthomes <brett@brettlotthomes.com>
**Subject:** SEPA 2025-036 - Written Comments

[**NOTICE:** This message originated outside of City of Pasco -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]
Mr. Barragan

I'm writing in response to the recent Planning Commission zoning change and SEPA determination 2025-036. While we agree with the need to change the lot density to allow larger septic lots in areas where the City cannot serve sewer, we are in disagreement with the maximum lot size requirement of ½ acre. Changing the density to 2-5 lots per acre sets a maximum lot size of ½ acre. This accommodates the minimum lot size for the Benton Franklin Health Department septic requirements of no less than ½ acre, but there will be times where larger than ½ acre will be required to allow development. This includes when the available property does not allow ½ acre lots exactly leaving an undevelopable remnant parcel, where the ½ acre is not large enough due to available soils to accommodate the required drain field area, or simply where the owners want to develop larger lots for economic reasons. This seems to excessively burden properties requiring more development than is necessary. There are often times when there are physical site restrictions not allowing for an even development of ½ acre lots which will result in undevelopable remnant parcels.

There are multiple areas where the City cannot serve sewer. This will further restrict development of on-site septic lots due to not being able to develop larger than ½ acre lots. We believe that this zone change does not address lots that cannot be served sewer. We believe that on site septic lots need an amendment to the zoning change allowing for larger than ½ acre lots when site constraints require.

Respectfully,
Roger Wright

***RGW Enterprises, PC***
***Roger G. Wright, P.E.***
---
*Cell 509-366-7455*
roger@rgwenterprises.com

State of Washington
DEPARTMENT OF FISH AND WILDLIFE
South Central Region • Region 3 • 1701 South 24th Avenue, Yakima, WA 98902-5720
Telephone: (509) 575-2740 • Fax: (509) 575-2474

December 1, 2025

Ivan Barragan
Planner III
City of Pasco Planning Division
525 N. 3rd Ave Pasco WA 99301

Subject: City of Pasco Comprehensive Plan Amendment CPA2025-002.

Dear Mr. Barragan,

Thank you for the opportunity to provide comments on the proposed Comprehensive Plan Amendment CPA 2025-002 regarding changes in density to the low-density residential land use zone, R-S-20. Washington Department of Fish and Wildlife (WDFW) generally supports ability for jurisdictions to allow high densities within the urban environment as it results in less urban spread and greater overall protection of habitats. WDFW does have a concern with this proposal as it relates to impacts on shoreline habitat.

There are parcels that are currently zoned with the R-S-20 designation that are either partially or wholly within the shoreline environment of the Columbia River. WDFW is concerned that this amendment could increase housing density within the shoreline environment, which would be both inconsistent with the city's shoreline master program and protection of functions and values of the shoreline ecosystem. WDFW recommends a modification to this amendment that either excludes these shoreline parcels from the proposed amendment or specifies that any new dwelling units beyond the two currently allowed must be located outside of the shoreline environment.

If you have questions regarding any of the above comments, please contact me at 509-607-3578 or Scott.Downes@dfw.wa.gov.

Sincerely,

Scott Downes
Regional Land Use Lead

Cc: Troy Maikis, WDFW Area Habitat Biologist

15 January 2026
Charles L. Rambo
6505 West Wernett Road
Pasco, WA 99301
chuckrambo@charter.net
509-531-9926

Pasco City Council
Suggested wording for maximum lot size where there is no sewer service.

Maximum lot size shall be that which yields the maximum number of homesites that meet Health Department requirements for onsite septic systems.

Respectfully,

Charles L. Rambo

**CALL TO ORDER**
City of Pasco Planning Commission meeting was called to order at 6:30 p.m., by Chair Jerry Cochran.

**PLEDGE OF ALLEGIANCE**
Chair Cochran led the Pledge of Allegiance.

**ROLL CALL**
Commissioners Present: Rosa Torres, Pat Jones, Kim Lehrman, Rob Waites, Jay Hendler, and Jerry Cochran, a quorum was declared.

Commissioners Excused: Austin Crawford and Dana Crutchfield

Staff Present: CED Director Haylie Matson, Deputy Director Craig Raymond, and Administrative Assistant II Carmen Patrick

Others Present: Denise Stiffarm, Pasco School Representative

**DECLARATIONS**
Chair Cochran asked if there were any Planning Commission members who have a declaration at this time regarding any of the items on the agenda.

- Commissioners Cochran and Lehrman declared they both live in the Riverview area, even though a vote was not required.

Chair Cochran asked if anyone in the audience objected to any Planning Commission member hearing any of the items on the agenda.

- No declarations were heard.

**APPROVAL OF MINUTES**
Commissioner Lehrman motioned to approve the Planning Commission meeting minutes of November 18, 2025. Commissioner Jones seconded, and the motion carried unanimously.

**OLD BUSINESS**
None

**PUBLIC HEARINGS**
None

**WORSHOP**

- **CPA2025-001 Emergency Comp Plan Amendment Pasco School District #1 Capital Facilities Plan Adoption**

Staff provided an overview of the proposed Emergency Comprehensive Plan Amendment, clarifying that the term “emergency” refers to an amendment being processed outside of the City’s normal update cycle and is not intended to imply any immediate public safety concern. The amendment is necessary due to time-sensitive items that cannot wait for the full periodic Comprehensive Plan update currently underway.

An emergency amendment is defined as a change to the Comprehensive Plan that arises from circumstances requiring expeditious action. City Council determined that such an emergency exists and, on June 17, 2025,

adopted a resolution initiating the amendment process in accordance with City Code and RCWs. A 60-day notice was provided to the Washington State Department of Commerce, and the proposal will come before the Planning Commission for a public hearing and recommendation to City Council.

The amendment incorporates the Pasco School District's updated Capital Facilities Plan into the City's Comprehensive Plan. The School District adopted the revised plan in March 2025 following an extensive planning process. The plan includes six primary elements:

- District standards of service
- Inventory of facilities
- Capacity by grade span
- Six-year enrollment forecast
- Facility needs and costs
- Financing plan and calculation of school impact fees

Staff noted that community concerns regarding school overcrowding frequently arise during annexation and subdivision hearings. However, the School District actively monitors growth trends and plans accordingly through this Capital Facilities Plan. While Pasco continues to experience significant growth, particularly in northwest Pasco, enrollment increases have remained within manageable projections, and the District has constructed multiple new school facilities to address capacity needs.

Following adoption of the updated Capital Facilities Plan, City Council approved Ordinance No. 4774 on June 15, 2025, revising school impact fees. This included elimination of the single-family dwelling school impact fee and a reduction of the multi-family fee from $4,525 per unit to $2,595 per unit.

Staff concluded the presentation by introducing Denise Stiffarm, representing the Pasco School District, who attended the meeting virtually and was available to answer questions from the Planning Commission.

**Questions/Comments from Commissioners:**
Chair Cochran asked while acknowledging that the elimination of single-family impact fees and the reduction of multi-family fees appears beneficial, he questioned whether increased zoning density and large multi-family developments, such as the Broadmoor project, could result in greater overall impacts to developers. He asked if any analysis had been conducted on this issue and whether feedback had been received from the development community.

Denise Stiffarm explained that the revised school impact fees are based on updates to the School District's Capital Facilities Plan. Prior plans included elementary and high school projects, which carried higher student generation rates and higher fees. Those projects are now complete and were removed from the calculation. The current fees are based on a planned new middle school, which generates fewer students and results in lower impact fees. Staff also noted that the elimination of the single-family fee reflects current data showing more students are generated from multi-family development, and while multi-family fees were reduced, they still apply.

- **CPA2025-002 Emergency Comp Plan Amendment Residential Density Amendment**

Director Matson presented the second Emergency Comprehensive Plan Amendment addressing a discrepancy between the RS-20 zoning designation and the City's residential land use designation. A 2023 Comprehensive Plan amendment allowed 2–5 units per acre in the Riverview area, while the RS-20 zone still limited development to 2 units per acre, creating a conflict that has impacted development applications.

Staff proposes revising the land use designation for RS-20 properties to 2–5 units per acre and subsequently renaming the zone to R-9 Low Density Residential, allowing a minimum lot size of approximately 8,700

square feet. This change would correct the inconsistency and allow development to proceed.

Director Matson noted that two units per acre would still allow septic systems, while densities of three units per acre or greater would require sewer connection, which is currently limited in portions of Riverview. She stated that the development community supports the proposal due to infrastructure constraints and development feasibility.

She also previewed upcoming state-mandated middle housing requirements that will require all residential lots to allow up to six units by next year. Finally, she explained that staff is requesting expedited action due to the existing code conflict, prior applicant reliance, and staffing delays. The proposal is scheduled for a public hearing in December, followed by City Council consideration in January.

**Questions/Comments from Commissioners**
Commissioner Hendler asked whether parking requirements have been coordinated with upcoming middle-housing mandates, noting that increased density could create significant parking challenges on some lots. He requested clarification on current parking standards and whether any flexibility is being considered.

Director Matson explained that the State is significantly reducing parking requirements for middle housing, generally allowing zero to one space per unit regardless of size. While Pasco currently requires two spaces per single-family home, state law allows one space per unit on lots over 6,000 square feet and zero spaces on lots under 6,000 square feet. Staff noted these changes may present challenges for communities like Pasco and stated the City may consider consultant assistance during future middle housing code adoption to address potential safety and parking impacts.

Commissioners expressed concern that the proposed approach could create future challenges, including emergency vehicles and garbage trucks and shared initial observations for consideration as the process moves forward.

Commissioner Jones raised concerns about potential impacts to existing residents, including whether property owners currently on septic systems could be required to connect to and help fund sewer in the future. He also expressed concern about how increased density and smaller lots could affect neighborhood expectations, particularly where existing residents believed adjacent properties would remain undeveloped or preserve views.

Director Matson stated explained that existing homeowners on septic systems are vested and generally will not be required to connect to City sewer unless their system fails and sewer is available nearby. Development in Riverview is limited to two units per acre when septic is used; any development at three units per acre or more requires sewer connection under Ben Franklin Health District standards.

Staff noted that all existing setback, fire separation, and safety requirements remain in place, and cities may adopt stricter standards in preparation for future middle-housing mandates. Regarding concerns about views and new development, staff emphasized that the City has no authority to prevent the State's upcoming middle-housing requirements, which will allow increased density on all residential lots. While the City can adjust local land-use designations, residents should not expect surrounding vacant land to remain undeveloped, as cities are required by State law to accommodate additional housing.

Commissioner Jones asked about the potential consequences of not complying with state requirements. Staff responded that failure to comply could result in the State withholding grant funding for City projects. Commissioner Hendler strong concern about the impacts of increased residential density on traffic, parking, and established low-density neighborhoods. He stated for the record that he does not support the proposed change at this time, regardless of state mandates.

Chair Cochran expressed frustration with state mandates and the loss of local control, stating that reliance on state grant funding limits the City's ability to oppose state requirements. The Commissioner noted that while change may require action at the state level, the City must also consider the importance of continued access to funding for critical infrastructure and public improvements.

Director Matson stated the public hearing will be noticed per City code, and public comments will be shared with the Commission. While lower density options remain available to support septic use, staff recommended the proposed 2–5 units per acre range to allow smaller single-family lots, provide flexibility, and better align with future state housing requirements for the Riverview area.

Commissioner Lehrman asked so point of clarification, at this point in time there's no lots that are currently being built on that have more than two units per, per lot.

Director Matson explained that any higher-density development occurring in the area has likely resulted from individual rezones to R-1 or R-4. Properties that remain zoned RS-20 are limited to two units per acre and cannot currently develop due to the existing code conflict, which has halted new applications in recent months. Staff emphasized that RS-20 has never allowed more than two units per acre under current standards.

Commissioner Crawford asked when Ordinance 4663 was, you know, passed in 2023, what were they trying to accomplish?

Director Matson explained that the 2023 density change was intended to increase residential density citywide and reduce reliance on septic systems, as a unified sewer system is more efficient to operate and maintain. However, with new Council members and upcoming state middle-housing requirements that will mandate additional density regardless of local policy, staff noted that the issue has become largely moot. Staff stated that maintaining a two-unit minimum would allow continued use of septic in Riverview, but increasing the range to 2–5 units per acre would provide a more balanced approach for future development in the RS-20 area.

She outlined that a public hearing is planned for December and emphasized the importance of having a quorum. Commissioners unable to attend were asked to notify staff in advance so alternate scheduling can be considered. Staff noted the development community is expecting resolution by year-end and will include any public feedback received in the staff report.

**OTHER BUSINESS**

- **Director Items**

Director Matson outlined plans for a December workshop with the Planning Commission to discuss Pasco's economic development priorities and gather input to support the Comprehensive Plan update. Staff also noted that monthly Planning Commission meetings will be required throughout the update process, with parallel coordination occurring with City Council.

Director Matson introduced new City Planner II James Bagley to the Commissioners.

She also thanked the Commissioners for the work they do, that they are volunteers and appreciated their hard work.

**ADJOURNMENT**

Chair Cochran stated with no other business, I recommend a motion to adjourn.

***Commissioner Jones made the motion to adjourn the meeting, it was seconded by Commissioner Lehrman, and the motion passed unanimously.***

Meeting adjourned at 7:33 pm.

YouTube link to watch full meeting: City of Pasco Planning Commission November 20, 2025

Respectfully submitted,

_____

Carmen Patrick, Administrative Assistant II
Community & Economic Development Department

**CALL TO ORDER**
The City of Pasco Planning Commission meeting was called to order at 6:30 p.m., by Chair Jerry Cochran.

**PLEDGE OF ALLEGIANCE**
Chair Cochran led the Pledge of Allegiance.

**ROLL CALL**
Commissioners Present: Austin Crawford, Pat Jones, Dana Crutchfield, Jay Hendler and Jerry Cochran, a quorum was declared.

Commissioners Excused: Rosa Torres, Kim Lehrman, and Rob Waites

Staff Present: C& ED Director Haylie Matson, C&ED Deputy Director Craig Raymond, and Administrative Assistant II Carmen Patrick

**DECLARATIONS**
Chair Cochran asked if there were any Planning Commission members who have a declaration at this time regarding any of the items on the agenda.

- ❖ No declarations were heard.

Chair Cochran asked if anyone in the audience objected to any Planning Commission member hearing any of the items on the agenda.

- ❖ No declarations were heard.

**APPROVAL OF MINUTES**
Commissioner Jones motioned to approve the Planning Commission meeting minutes of November 20, 2025. Commissioner Hendler seconded, and the motion carried unanimously.

**OLD BUSINESS**
None

**PUBLIC HEARINGS**

- **CPA 2025-001 Emergency Comp Plan Amendment Pasco School District #1 Capital Facilities Plan Adoption**
  Craig Raymond presented the staff report for the Emergency Comprehensive Plan Amendment. The amendment is considered "emergency" because it is occurring outside the normal annual cycle and during an active major Comprehensive Plan update. The City Council initiated the process by Resolution 4679, 60-day Commerce notice has been provided, and the Planning Commission is being asked to conduct the public hearing and make a formal recommendation to Council, which will take final action within 60 days.

  The amendment incorporates the school district's updated Capital Facilities Plan, including service standards, facility inventory, capacity, enrollment forecasts, facility needs/costs, financing, and impact fee calculations. The update reflects recently completed and significant upcoming school projects, which influenced impact fee changes.

Council adopted Ordinance 4774 revising school impact fees: single-family impact fees were eliminated, and multifamily impact fees decreased from $4,525 per unit to $2,595 per unit. Despite reductions, future facility needs remain.

**Questions/Comments from Commissioners**
Commissioner Crutchfield ask what the reasoning was behind them being lowered so much. Craig Raymond explained that they have multiple funding sources (including impact fees, bonds, and levies). Major projects have recently been completed, and future facility needs are shifting in a different direction.

Director Matson noted that school impact fees must have a clear nexus to new student population generated by new development, not the city's existing population. State law strictly limits how much can be charged. Fees cannot be increased to make new development pay for existing deficiencies (e.g., an entirely new high school serving current students). Fees must be directly tied to impacts created by new growth.

*Chair Cochran opened the public hearing, nothing was heard, Chair closed the public hearing.*

*Commissioner Jones moved that the Planning Commission recommend the City Council approve Comprehensive Plan Amendment CPA 2025-001, incorporating the Pasco School District 2025, Pasco School District Capital Facilities Plan into the City of Pasco 2018 Comprehensive Plan by addendum. Motions was seconded by Commissioner Hendler, motion passed unanimously.*

- **CPA 2025-002 Emergency Comp Plan Amendment Residential Density Amendment**
  Director Matson presented the staff report and asked the Commission to consider a Comprehensive Plan Amendment, companion rezone, and related text amendments to address an inconsistency between Comprehensive Plan density requirements and RS-20 zoning in the Riverview area. The proposal restores a 2–5 units per acre land-use designation and replaces RS-20 with a new R-9 Low Density Residential zone to enable subdivision and development. Changes are limited to the Riverview area and reflect sewer service constraints and larger lot character. Proposed development standards include an 8,700 sq. ft. minimum lot size, lot coverage up to 45% (previously 40%), and modest front and rear setback reductions, with side setbacks retained. The action maintains low-density character, better aligns with infrastructure limitations, and positions the city for future housing law compliance. Two motions were requested: one for the Comprehensive Plan Amendment and one for the zoning/text amendments.

  **Questions/Comments from Commissioners**
  Commissioner Crutchfield asked whether the proposed action constitutes a true code change rather than a simple renaming and whether notice to all affected property owners is required. She Expressed concern that this is a significant change and that each resident and property owner in the area should be notified in advance of the public hearing so they can understand potential impacts. Director Matson replied that this action is treated as a citywide or area-wide rezone, and current code does not require direct mailed notice to all affected property owners. She noted that past practice for similar broad rezonings has not included individual mailings.

  Commissioner Crutchfield expressed concern that the proposal represents a significant change for existing Riverview neighborhoods, particularly with the potential introduction of triplexes in established areas where residents invested with certain expectations. She recalled prior assurances about preserving neighborhood character. Crutchfield also asked whether state law mandates construction of higher-density housing on eligible lots or whether owners may still choose to build single-family homes. Director Matson clarified that while 2–5 units per acre is modest in an urban context, it represents a significant change for the Riverview area, effectively more than doubling current density. She explained

that the proposal follows prior City Council direction and responds to property owners seeking greater ability to develop their land, while recognizing that opinions will differ. Director Matson emphasized that the current proposal maintains single-family and does not allow triplexes; those discussions relate to future state-mandated "missing middle" housing requirements under HB 1110 and will be discussed at a later time.

Commissioner Crutchfield stated that she feels this deserves a lot more consideration and letting the property owners in the area know because they don't as there was only newspaper notification of the hearing. Crutchfield stated that she is aware the city is not bound to do that by code, but this is a significant change.

Commissioner Jones asked if the City of Pasco adopted the Uniform Building Code for their rules for how they build. What rule book did they follow and do those setbacks and those kinds of things you talked about; do they fall into those guidelines? Director Matson answered International Building Codes, International Resident Codes, and State-specific Energy Codes have been adopted and clarified that building separation depends on fire code and construction standards. With appropriate firewalls, buildings may be attached; without firewalls, typical separation is governed by required setbacks (e.g., 10 feet between structures, 5 feet per side). Setbacks and lot coverage limits are determined by city regulations.

Commissioner Crutchfield asked if the property owners within Franklin County, the Donut Hole area, since they're part of the urban growth, are they subject to these changes as well? Director Matson stated no. Commissioner Crutchfield stated she understood that the current proposal applies only to the Riverview area, and that future citywide changes may be required later in response to state mandates. Director Matson clarified that citywide densities are currently designated at 3–6 units per acre, and that various zoning districts (R-1, R-2, R-3, R-4) already exist across the city. Citywide changes are not automatically required at this time.

Commissioner Crutchfield stated, for the record, that she views the proposal as a significant change affecting a relatively small portion of the city, despite being characterized as citywide. She reiterated her concern that, if the City intends to pursue this action, the minimum level of consideration should have included providing written notice to the affected property owners. While she acknowledged that staff explained the City is not required to notify all property owners citywide, she emphasized that the specific property owners impacted by the proposal should have received notice of the public hearing in advance, so they would be aware and have an opportunity to engage before being presented with a decision they cannot influence. She stated that, in her view, this consideration for property owners who have invested in their properties is more important than prioritizing the development community's desire to receive an answer by the end of the year.

Chair Cochran expressed that the issue is complex and politically sensitive. He noted that many `Riverview residents are concerned about increased density, especially replacement of large-lot properties with multiple new homes, which could change neighborhood character. Suggested aligning with Council direction in the least impactful way, potentially targeting densities closer to three units per acre to balance development opportunities with protection of existing neighborhood feel. Chair Cochran emphasized the desire from many homeowners to maintain the current Riverview/West Pasco lifestyle and larger-lot character.

Director Matson clarified that in 2023 Council set a citywide density range of 3–6 units per acre and later directed staff to pursue a 2–5 unit per acre range for the Riverview Comprehensive Plan designation. Explained that 2–5 units per acre functions as an umbrella range, under which different zoning options (e.g., 2–3 units per acre) could still comply. Noted that the Planning Commission is

making a recommendation to Council, which makes the final decision. Also cautioned that limiting density to around three units per acre would likely remove the option for development on septic, requiring sewer availability instead.

Chair Cochran stated we are a recommendation to the council. They can completely ignore and overrule like they have done on occasion. That's their prerogative because they're the elected officials. But I do think if you want a recommendation out of this body, you're going to have to come up with a more moderate approach. Commissioner Crutchfield agreed and emphasized the importance of respecting existing homeowners who have already invested in the area and avoiding situations where they are surprised by nearby development that could negatively affect them.

Commissioner Hendler followed with support for maintaining lower density in the Riverview area, noting that many larger cities are increasing density by reducing development standards, but those pressures are not yet present locally. Emphasized the desire to keep the area livable and consistent with its current character.

*Chair Cochran opened the public hearing, nothing was heard, Chair closed the public hearing.*

*Commissioner Crutchfield made a motion to send the package back to staff for rework based on some recommendations the Commission have made.*

Commissioner Crawford asked Director Matson what the item would be sent back for and what additional information would come from that process to help the Commission. Director Matson noted that a wide range of opinions were shared and said staff is seeking clearer direction from the Planning Commission, especially on public noticing. She explained that if no action is taken, development would remain prohibited in RS-20 areas, which creates some urgency, but emphasized the importance of getting the changes right rather than rushing. She also stated that staff is willing to continue the discussion over multiple meetings. Director Matson explained that the proposal has two main parts: adjusting the Comprehensive Plan designation in the Riverview area from 3–6 units per acre to 2–5 units per acre and making related zoning changes.

*Commissioner Jones seconded the motion, motion passed unanimously.*

**WORSHOP**

- **CA2025-002 Sandwich Board Signs within Right-of-Way**
  Ivan Barragan presented a proposal to allow sandwich board signs within the public right-of-way in the Downtown Overlay District and a 300-foot buffer area. The intent is to permit signs along business frontages within sidewalk or improved frontage areas, with placement standards to protect visibility at intersections and accessibility.

  Proposed code changes would also address removal of violations and clarify prohibited locations (e.g., travel lanes, medians, roundabouts). Examples from other cities were provided for comparison. Potential benefits include added flexibility for downtown businesses and clearer enforcement standards. Alternatives discussed included no action, unregulated allowance (not recommended), or expanding the allowance citywide. Staff requested Planning Commission input and recommended scheduling a January 15, 2026, public hearing.

  **Questions/Comments from Commissioners**
  Commissioner Jones raised concerns about ADA accessibility and sidewalk width impacts from sandwich board signs, noting variability in sidewalk conditions. Emphasized the need for an enforceable ordinance and requested clarification on who would be responsible for enforcement and whether it would be complaint-based or proactive. Staff indicated that enforcement would likely fall to Code

Enforcement and, given current staffing constraints, would primarily be complaint-based rather than proactive patrols.

Commissioner Crutchfield raised concern about prohibited sandwich board signs being placed in the public right-of-way, potentially impacting pedestrian accessibility and safety. Clarification was requested on enforcement responsibility. Questions were also raised about allowing one sign per business tenant in multi-tenant buildings and whether this could result in excessive sidewalk obstructions due to lack of spacing or placement standards.

Ivan Barragan noted that, due to limited code enforcement capacity, not all prohibited signs are currently being addressed. The proposal would allow sandwich board signs with specific restrictions. Flexibility for multi-tenant buildings was discussed to provide signage opportunities while acknowledging potential visual clutter. As the proposal is in the early stages, recommendations are being considered, and the matter will move forward by consensus.

Chair Cochran asked if there's no enforcement of prohibited signs, what makes them think there would be any change in enforcement of regulated signs?

Director Matson stated that while enforcement of sandwich board sign violations does occur, it is limited and not a primary focus due to staffing constraints and higher-priority life safety issues. Enforcement is generally complaint-driven, with staff responding when a sign poses a problem.

- **Comprehensive Plan and Economic Development discussion**
  Director Matson provided an overview of the economic development element of the City's Comprehensive Plan, noting that consultants are underway and internal and partner discussions have begun, including coordination with the Port of Pasco and economic development specialists. It was shared that monthly workshop discussions will be brought forward to gather Council vision and feedback, with no immediate decisions required. Key topics discussed included Pasco's strengths and gaps in retail, commercial, and entertainment offerings; the desire to attract destination retail and unique uses that draw visitors to Pasco; opportunities for expanded shopping, dining, and entertainment; and long-term healthcare needs, particularly in West Pasco. Workforce considerations were also discussed, including Pasco's younger and diverse workforce, the need for higher-wage employment opportunities, and potential future industries such as aerospace manufacturing. The economic development element is intended to be implementation-focused and actionable rather than aspirational, and Council feedback will be shared with the consultant as the plan is developed.

  **Questions/Comments from Commissioners**
  Commissioner Jones commented from a newer perspective; the City of Pasco and the broader Tri-Cities area lack a dedicated fine arts venue. It was suggested that the region has sufficient population and higher-wage employment to support such a facility, and that developing a fine arts venue could represent a potential opportunity for Pasco's economic development.

  Commissioner Hendler emphasizing the Columbia River as a major, underutilized asset for Pasco. It was suggested that greater focus be placed on river-oriented development, including recreation, hospitality, and business uses, and that opportunities to better connect the city to the riverfront should be explored despite regulatory challenges.

  Commissioner Crawford stated that expanding retail in Pasco is a necessity given the City's rapid residential growth and increasing infrastructure demands. While Pasco has strong housing growth and a high per capita student population, reliance as a bedroom community does not generate sufficient tax revenue to support long-term infrastructure needs, underscoring the importance of attracting additional retail and commercial development.

Commissioner Crutchfield support was expressed for the proposed ideas, with emphasis on leveraging Pasco's unique assets, such as the river, while continuing to pursue additional retail. The importance of ensuring adequate transportation and infrastructure to support growth was noted, particularly along key corridors. It was also noted that Pasco's distinct amenities and character, when developed in synergy with neighboring communities, can help strengthen the City's overall economic position.

Commissioner Crawford added that economic development functions as a reinforcing cycle, with employers and retailers evaluating factors such as household income and housing costs when choosing locations. It was noted that Pasco currently faces stronger competition from neighboring cities in these areas, and that falling further behind could make it increasingly difficult to attract higher-wage employers and retail investment.

Chair Cochran reiterated for river-focused development, noting that regulatory constraints have limited progress and that coordinated advocacy may be needed. It was also noted that attracting higher-wage jobs may require Pasco to focus on targeted economic specializations. Focusing on specific industries that bring higher-wage jobs. Data centers were mentioned as one possible opportunity given Pasco's strong power infrastructure, and targeting these types of industries could help strengthen and diversify the local economy.

**OTHER BUSINESS**
Director Matson shared that another Comprehensive Plan workshop topic will be brought forward next month. A staffing update was provided, noting the department is nearing full staffing with a senior planner starting soon and a Planner II position still open. Despite recent changes, staff are performing well, and major permit system improvements are underway. Online permit payments are expected to be available next month, with fully online, fillable permit applications anticipated later this year. These updates are intended to improve customer service, reduce phone inquiries, and streamline internal processes. Staff and IT were thanked for their work, with acknowledgment that some initial system adjustments are expected as the new tools are implemented.

**ADJOURNMENT**
Chair Cochran stated with no other business, I recommend a motion to adjourn.

***Commissioner Crutchfield made the motion to adjourn the meeting, it was seconded by Commissioner Crawford, and the motion passed unanimously.***

Meeting adjourned at 8:11 pm.

YouTube link to watch full meeting:
https://www.youtube.com/results?search_query=pasco+wa+planning+commission+meeting+20025

Respectfully submitted,

Carmen Patrick, Administrative Assistant II
Community & Economic Development Department

**CALL TO ORDER**
The City of Pasco Planning Commission meeting was called to order at 6:30 p.m., by Chair Jerry Cochran.

**PLEDGE OF ALLEGIANCE**
Chair Cochran led the Pledge of Allegiance.

**ROLL CALL**
Commissioners Present: Rosa Torres, Austin Crawford, Pat Jones, Kim Lehrman, Rob Waites, Dana Crutchfield, Miguel Miranda and Jerry Cochran, a quorum was declared.

Commissioners Excused: Brian Tungesvik

Staff Present: C&ED Director Haylie Matson, C&ED Deputy Director Craig Raymond, Senior Planner Daniel Leavitt, Planner III Ivan Barragan and Administrative Assistant II Carmen Patrick

**DECLARATIONS**
Chair Cochran asked if there were any Planning Commission members who have a declaration at this time regarding any of the items on the agenda.

- Miguel Miranda recused himself on items CPA2025-002, Z2025-001 and CA2025-006, as a realtor of the community, he has an active client that is directly impacted by the decisions made tonight.
- Commissioner Lehrman wanted to clarify two meetings ago in November, she had made a correction. She is not living in the SR20 Riverview area, and that correction during the meeting was not reflected in the meeting minutes in December.

Chair Cochran asked if anyone in the audience objected to any Planning Commission member hearing any of the items on the agenda.

- No declarations were heard.

**APPROVAL OF MINUTES**
Commissioner Jones motioned to approve the Planning Commission meeting minutes of December 18, 2025. Commissioner Crawford seconded, and the motion carried unanimously.

**OLD BUSINESS**
None

**PUBLIC HEARINGS**

- **CA2025-002 Sandwich Board Signs within Right-of-Way**

The proposed code amendment was previously reviewed by the Planning Commission in a workshop and later advanced to a public hearing. Notice was posted at City Hall and published in the *Tri-City Herald*. No public comments were received.

Staff presented a limited code amendment to allow sandwich board signs within the public right-of-way in the Downtown Pasco Overlay District and a 300-foot buffer area. The proposal updates the sign code, clarifies definitions, revises the allowance table, and creates a new section, PMC 17.15.025 (Sandwich Board Signs).

The amendment establishes clear standards governing placement, number of signs per business, hours of display, ADA accessibility, intersection safety, prohibited locations, enforcement and removal procedures, and includes a hold harmless provision, along with minor consistency updates to Title 17.

A revision from the prior proposal adjusts corner lot standards, allowing signs closer to intersections when frontage placement is not feasible, provided a minimum 10-foot clearance from the curb radius or verge is maintained for pedestrian safety and sight distance.

Staff noted this represents a significant update to a long-standing prohibition and provides added flexibility for downtown businesses while maintaining pedestrian safety. Alternatives included taking no action, allowing signs without regulation (not recommended), or expanding the allowance citywide.

Staff recommended the Planning Commission forward a recommendation to City Council for consideration at the February 9, 2026, workshop, with final action anticipated at the February 17, 2026, meeting.

**Questions/Comments from Commissioners**
Commissioner Jones asked about a slide depicting a vehicle marked with an "X" and its purpose. Ivan Barragan explained that the image was intended to clarify that sandwich board signs are not permitted on vehicles.

Commissioner Lehrman stated that she appreciated the language clarifying the construction of the signs but noted that the code does not specify that signs should be weighted. Given wind conditions in the area, she encouraged staff to consider adding language to address this concern. Ivan Barragan commented that he understood.

Commissioner Crutchfield expressed concerns regarding enforcement and staffing capacity, noting the limited availability of code enforcement resources. She referenced an example observed along Court Street near Andy's Diner where multiple sandwich board signs—located in areas that would not be permitted under the proposal—were placed in the middle of the sidewalk, potentially obstructing pedestrian access and ADA compliance. She questioned how the proposed standards would be effectively enforced given these constraints.

Director Matson explained that enforcement is complaint-based and prioritized by life-safety concerns due to limited staffing. With two code enforcement officers handling a high volume of inquiries, issues are triaged, with immediate hazards addressed first. Staff noted that sandwich board signs are already a citywide issue and that the proposed amendment would establish clearer standards within downtown, where visibility and oversight are greater. The amendment is not expected to significantly change current enforcement practices.

***Chair Cochran opened the meeting for public comment, no individuals appeared, he then closed the public hearing for this item.***

Commissioner Lehrman asked if there was insight as far as potential opportunities for additional code enforcement staff.

Director Matson noted that a presentation to City Council on code enforcement priorities and staffing levels is planned for later this year at the request of the City Manager's Office. Staff explained that reductions in staffing have required corresponding adjustments to enforcement priorities citywide. Staff recommended bringing the issue to City Council for policy direction, noting that expanding enforcement across all issues citywide would require additional staffing and would be a budget consideration.

Commissioner Crutchfield stated that, given the challenges facing code enforcement, she questioned the

wisdom of taking action on an issue that will likely require enforcement when similar activity is already occurring in areas where it is not proposed and is difficult to enforce. She noted that while these issues may not be as severe as other reported violations, the enforcement challenges remain.

Director Matson added that the proposal would reduce enforcement burden by allowing sandwich board signs under clear standards rather than prohibiting them outright. Establishing defined parameters would provide clarity for both business owners and code enforcement, reduce conflicts, and allow the Downtown Overlay District to serve as a pilot area to evaluate compliance and effectiveness.

Chair Cochran noted an additional benefit of the proposal is reduced City liability. Establishing regulations and a hold harmless provision would help protect the City in the event of injuries related to sandwich board signs in the public right-of-way, as compared to having no clear standards or enforcement framework in place.

Commissioner Lehrman asked about funding for code enforcement officers and whether Community Development Block Grant (CDBG) funds are used. Director Matson explained that approximately $70,000 is allocated to one or both positions, but those funds are restricted by CDBG requirements and must be spent in designated low-income areas, limiting applicability to downtown enforcement. Future funding levels are uncertain.

Commissioner Lehrman also asked whether codifying sandwich board sign regulations could lead to increased complaints used to harass business owners. Director Matson responded that clear, objective standards are expected to reduce disputes rather than increase them by providing consistency, clarity, and allowing downtown businesses to better self-manage compliance.

***Commissioner Jones stated "I move that the Planning Commission recommend, and the City Council approve Code Amendment CA2025-002, allowing Sandwich Board Signs within the public right of way only in the Downtown Pasco Overlay District as proposed in Exhibit 2." Motion seconded by Commissioner Crawford, motion passed unanimously.***

- **CPA 2025-002 Emergency Comp Plan Amendment Residential Density Amendment**

Director Matson provided background on an inconsistency between the City's land use map and zoning code. In 2023, the city updated its low-density residential designation citywide to 3–6 units per acre; however, the RS-20 zoning district retains a 20,000-square-foot minimum lot size, effectively allowing approximately two units per acre. This conflict was identified at the staff and legal levels following a development proposal, and development in the affected RS-20 areas has been paused.

She noted that property owners have been unable to develop for approximately 18 months due to this inconsistency and requested Commission action to provide relief. She acknowledged broader policy concerns and upcoming state requirements but explained that the proposal would resolve the immediate issue while keeping the area at the lowest density in the city.

Director Matson presented a revised proposal establishing a new R-15 zoning designation allowing 2–3 units per acre and reverting the land use designation to 2–5 units per acre. This represents a modest increase from historic standards and maintains consistency with long-standing zoning policy. Staff noted public comments requesting larger lots for septic feasibility but explained that RS-20 has never allowed densities below two units per acre and that further reductions would conflict with city policy and Growth Management Act requirements.

She emphasized that Pasco must plan for approximately 18,000 new housing units over the next 20 years and that reducing density in the Riverview area would require increased density elsewhere in the city. The

proposal recognizes Riverview's unique conditions, including larger lots and limited sewer availability, while limiting reliance on septic systems.

Director Matson also discussed a potential lot size adjustment allowing up to a 20 percent variation to address septic and site constraints, consistent with flexibility allowed in other zoning districts. Staff recommended forwarding the revised 2–3 units per acre proposal to City Council, noting it represents the lowest density staff supports, and clarified that final recommendations rest with the Planning Commission.

**Questions/Comments from Commissioners**

Chair Cochran thanked staff for responding to Commission direction and for balancing developer and property owner interests while preserving West Pasco's character. The Chair noted the proposal addressed a code inconsistency consistent with City Council direction and emphasized the importance of resolving the current issue independently of broader state housing policy discussions. The item was then opened for Commission discussion.

Commissioner Crutchfield stated that staff clearly incorporated prior Commission and City Council feedback, noting the importance of avoiding a one-size-fits-all approach and honoring commitments made to residents at annexation regarding neighborhood character. While acknowledging that change is inevitable, she appreciated the proposal's attempt to balance flexibility with community character. She asked for clarification on the purpose of a maximum lot size and whether a nearly one-acre lot could still be developed with a single-family home.

Director Matson explained that state law allows a single-family home on any existing legal lot regardless of size, and such development would not be denied. The maximum lot size applies only to subdivisions and is intended to maintain the overall zoning density of 2–3 units per acre, while still allowing flexibility through varied lot sizes. Lots larger than one-half acre would need to be balanced by smaller lots within the same subdivision to meet density requirements. Similar density controls existed under the former RS-20 zoning.

Commissioner Lehrman asked staff to respond to concerns raised by the Washington Department of Fish and Wildlife regarding septic systems near the shoreline and potential Shoreline Master Program conflicts, and whether Shoreline Master Program updates would be required if the proposal is forwarded to City Council.

Director Matson stated that staff reviewed the Washington Department of Fish and Wildlife comments and found no conflict with the Shoreline Master Program, noting the proposed density is lower than the shoreline's allowed density range. She explained this position and stated that no Shoreline Master Program update is proposed at this time, as the concern reflects differing agency interpretations rather than a true conflict.

Commissioner Jones expressed concern about septic systems near the shoreline and the importance of sewer connections to protect water quality, and thanked staff for the prior response. She asked how sewer would be provided where it is not currently available, who would bear the cost, and whether per-foot cost estimates exist.

Director Matson explained that extending sewer infrastructure is expensive and can make development infeasible, which is a key reason for proposing a reduction to two units per acre to allow limited septic use where appropriate. Under the City's 2023 land use changes, development generally assumed sewer connection at the property owner's expense or delayed development until service is available. Where septic is not feasible, sewer extension or delayed development would be required.

She explained that the City has attempted to partner with developers to extend sewer service in the area,

including discussions about a lift station involving City Manager Zable. These efforts have been limited by the need for multiple easements and funding constraints, making projects infeasible. While grant opportunities continue to be explored, no funding is currently available, and future sewer extensions would likely require developer partnerships, which have not been successful to date.

Commissioner Crutchfield asked for clarification on the proposed administrative adjustment authority for minimum lot sizes, questioning the City's role given Health District oversight of septic systems and expressing concern about administrative discretion. She suggested that Hearing Examiner review with public notice could provide greater transparency.

Director Matson responded that the proposed 20 percent adjustment is intended to address site-specific constraints, such as irregular lot shapes, while avoiding the added cost and time of a Hearing Examiner process. The adjustment would allow minimum lot sizes to range from approximately 11,000 square feet up to one-half acre, providing flexibility in lot design while maintaining overall density standards. She stressed that the provision is optional and could be revised or removed at the Commission's direction, noting that an alternative would be a fixed minimum lot size of 14,520 square feet and a maximum of one-half acre with no adjustment.

Commissioner Crawford asked whether the code amendments were intended to provide maximum flexibility to avoid hamstringing existing properties. Director Matson confirmed that the proposal is largely developer- and property-owner-focused and provides substantial flexibility, though it cannot resolve constraints imposed by septic requirements. She explained that where Health District standards require larger lots, flexibility is limited, but the proposal helps address site-specific challenges such as irregular lot shapes, topography, or parcels divided by roads, allowing more varied lot configurations.

Commissioner Miranda commented that the proposed 20 percent adjustment may not be sufficient in some cases, citing an example where a 2.48-acre parcel cannot be reasonably subdivided into five half-acre lots due to septic requirements. He asked what guidance the city would provide in that situation.

Director Matson responded that in such cases, development would need to proceed at a lower intensity or wait until sewer service is available. Allowing exceptions below two units per acre could shift overall land-use patterns and risk broader reliance on septic systems, which would hinder long-term sewer planning. She emphasized the need for coordinated planning for future sewer service rather than parcel-by-parcel exceptions.

Commissioner Lehrman asked whether staff would have sufficient capacity to manage case-by-case decisions given the City's move toward more automated permitting systems.

Director Matson stated that the proposal is straightforward to administer and largely aligns with existing automated processes. The built-in flexibility is workable, and in cases of uncertainty staff would likely allow the 20 percent adjustment. She does not anticipate an increased workload for staff and noted that, after the area being effectively paused for over a year, there may be an initial increase in applications that can be managed with existing staffing levels.

**Public Comment:**

Roger Wright lives on Willow Way in the city of Pasco:

As a local civil engineer, thanked Council and City staff for their service and responsiveness. He expressed support for the City's goal of creating housing but emphasized the need for practical and logical standards. He explained that on-site septic systems require a minimum lot size of 0.5 acres per Health Department regulations, which limits flexibility when parcels do not divide evenly. He shared a current project example where sewer service was initially pursued, including funding infrastructure, but delays in updating the sewer comprehensive plan ultimately made sewer infeasible. As a result, the project shifted to septic, but parcel

configuration prevents exact half-acre lots. He stated that while the proposed 20% lot size flexibility could help, averaging lot sizes below the half-acre minimum is not allowed by the Health Department. He requested a workable, common-sense solution for irregular parcels while acknowledging and supporting the City's two-units-per-acre policy.

Chuck Rambo lives on Warnett Rd. between Road 64 and 68 in the city of Pasco:
Stated that the proposal may inadvertently prohibit subdivision of parcels between approximately 2.4 and 2.5 acres. With a 20% lot size adjustment, 2.4 acres is the maximum size that can accommodate four half-acre septic lots, while 2.5 acres is the minimum needed to meet Health Department requirements, resulting in parcels that cannot feasibly be subdivided into either four or five lots. He indicated this outcome was likely unintended. He suggested that a larger adjustment, such as 25%, could provide a workable solution for smaller parcels, noting that without such flexibility the result would be very low-density development, which he did not believe was the City's or State's intent. He concluded that he would follow up with staff to discuss the technical details further.

Brett Lott lives on Castle Holly Court in the city of Pasco:
Noted that he is working with staff on the same project and reiterated that sewer service was the preferred option but is not currently feasible due to City constraints. He emphasized that while most developments fit within standard regulations, some sites present unique conditions that do not align cleanly with rigid standards. He expressed concern that strict policies without flexibility can unintentionally prevent otherwise reasonable development, particularly when minor deviations exceed the 20% allowance by a small margin. He cautioned that over time, the intent of the policy may be lost, leaving permit staff constrained by exact language rather than intent.

He emphasized the broader housing shortage at the state and national level and stated that delays in development directly increase housing costs. He requested additional flexibility in the policy—such as increasing the allowable adjustment or including a provision for case-by-case consideration—to allow staff discretion in unique situations. He provided an example where City-required road placement results in compliant half-acre lots on one side and slightly larger lots on the other, narrowly exceeding the limit. He concluded by encouraging the City to seek solutions that enable development rather than prohibit it, noting that not all projects are large enough to independently fund sewer infrastructure.

Commissioner Jones observed a common theme among the speakers that additional lot size flexibility—potentially up to 25%—could help projects move forward. He asked whether a framework that maintains a 20% standard but allows applicants to request additional flexibility through a review process might address unique site conditions. He noted that land parcels are not always uniform and that some discretion may be appropriate. He expressed that developers bring valuable expertise and that it may be in the City's best interest to work collaboratively to find solutions rather than rely solely on rigid standards. He suggested the concept warranted further discussion.

Chair Cochran asked Director Matson whether there are potential mechanisms that would allow limited exceptions without undermining the intent of the proposed change. He highlighted the need to balance flexibility with maintaining the overall purpose of the policy and invited staff to share any suggestions, based on the testimony received, that could allow discretion while preserving the framework for further discussion.

Director Matson stated that staff does not recommend additional exceptions without undermining the intent of the proposal. She explained that increasing flexibility to 25 percent would expand allowable density beyond the intended 2–3 units per acre, effectively allowing densities closer to 1–3 units per acre. The 20 percent adjustment does not resolve cases where larger lots are required for septic systems, and staff emphasized concerns about expanding long-term reliance on septic systems.

She stated coordinated sewer infrastructure as the preferred solution but noted progress has been limited by funding constraints, despite coordination efforts with developers beginning in September 2025. Given current infrastructure and timing, staff stated that a coordinated sewer solution is not realistic in the near term and cautioned that allowing larger septic lots would likely undermine the City's ability to implement a future sewer system.

Commissioner Crutchfield asked whether the City typically installs sewer trunk lines with connection costs passed on to developers or property owners. Staff confirmed this remains the City's practice and noted that connection costs can be significant.

Director Matson explained that sewer connection fees are paid at the time of connection to cover system capacity, treatment, and maintenance, and are typically passed through as part of development or building permits. While costly, sewer connections provide long-term benefits by eliminating reliance on septic systems and supporting city infrastructure.

Commissioner Lehrman asked whether developers would bear the cost of extending sewer trunk lines where infrastructure is not in place. Director Matson confirmed that developers would be responsible in those cases and noted that alternative funding tools, such as TIF, could potentially be explored for smaller developers. Staff also confirmed that the Health Department continues to regulate septic systems within the city.

Chuck Rambo lives on Warnett Rd. between Road 64 and 68 in the city of Pasco:
Noted that Washington State has enforced strict septic system standards for decades, and that newer systems are highly regulated and less prone to failure. He stated that the proposed 20% lot size adjustment works for parcels larger than three acres but does not address smaller parcels, particularly those around 2.5 acres. He expressed concern that such parcels could become unbuildable and remain vacant, which can negatively affect surrounding neighborhoods. He suggested that a 25% adjustment, particularly for smaller parcels, could help address these situations.

***Chair Cochran closed the public hearing.***

**Emergency Comprehensive Plan Amendment Motion:**
***Commissioner Lehrman stated "I move that the Planning Commission recommend the City Council approved Comprehensive Plan Amendment CPA 2025-002, including proposal land use map amendment established the low-density residential Riverview designation 2-5 dwelling units per acre development. As shown in Exhibit 2 and the 2018 conference plan addendum shown as Exhibit 7." Commissioner Jones seconded, motion passed unanimously.***

**Residential Density Amendment Motion:**
***Commissioner Jones stated "I move to recommend that the City Council consider approval of the rezone replacing the R-S-20 zone with the R-15 Low Density Residential District, as shown in the zoning map revision (Exhibit 4), and approval of the associated zoning map, Comprehensive Plan, and text amendments identified in Exhibit 6. This includes revising PMC 21.20 to replace references to R-S-20 with R-15." Commissioner Lehrman seconded. Motions passed with a vote of 7 ayes to 1 opposed.***

Next Steps:
This will go to the City Council for a workshop, then to a regular meeting.

**WORSHOP**
None

**OTHER BUSINESS**
Director Matson introduced the city's new Senior Planner Daniel Leavitt.

Informed the Commission that Framework has been contracted with the city to help with the municipal code changes.

Stated that CED is still looking to fill vacancies for a Planner II, a Permit Tech and a Senior Plan Examiner.

Let the Commission know of the status of the new online permit system that will be implemented in February.

Commissioner Lehrman commented towards the end of the meeting, after motions are passed, show a graphic or flow chart of the upcoming steps in order for the motions to then become a code and that more graphics and pictures be included for a better understanding of residents. Director Matson agreed, stating both can be added to the PowerPoint presentation.

**ADJOURNMENT**
Chair Cochran stated with no other business, I recommend a motion to adjourn.

***Commissioner Jones made the motion to adjourn the meeting, it was seconded by Commissioner Lehrman, and the motion passed unanimously.***

Meeting adjourned at 8:18 pm.

YouTube link to watch full meeting: https://youtu.be/8hu7LneA_rE

Respectfully submitted,

_____

Carmen Patrick, Administrative Assistant II
Community & Economic Development Department

*Pasco City Council*

# Emergency Comprehensive Plan Land Use Map Amendment (CPA 2025-002) – Low Density Residential Land Use Changes, and the R-S-20 Rezone with Associated Text Amendments (CA2025-006 & Z2025-011)

**February 23, 2026**

City of Pasco Washington

# HISTORY

- **2023:** Ordinance No. 4663 amended Low Density Residential to **3–6 du/ac**, creating an unintended conflict with **R-S-20** zoning standards
- **2025:** City Council briefed and directed staff to resolve the inconsistency

**Planning Commission Process:**

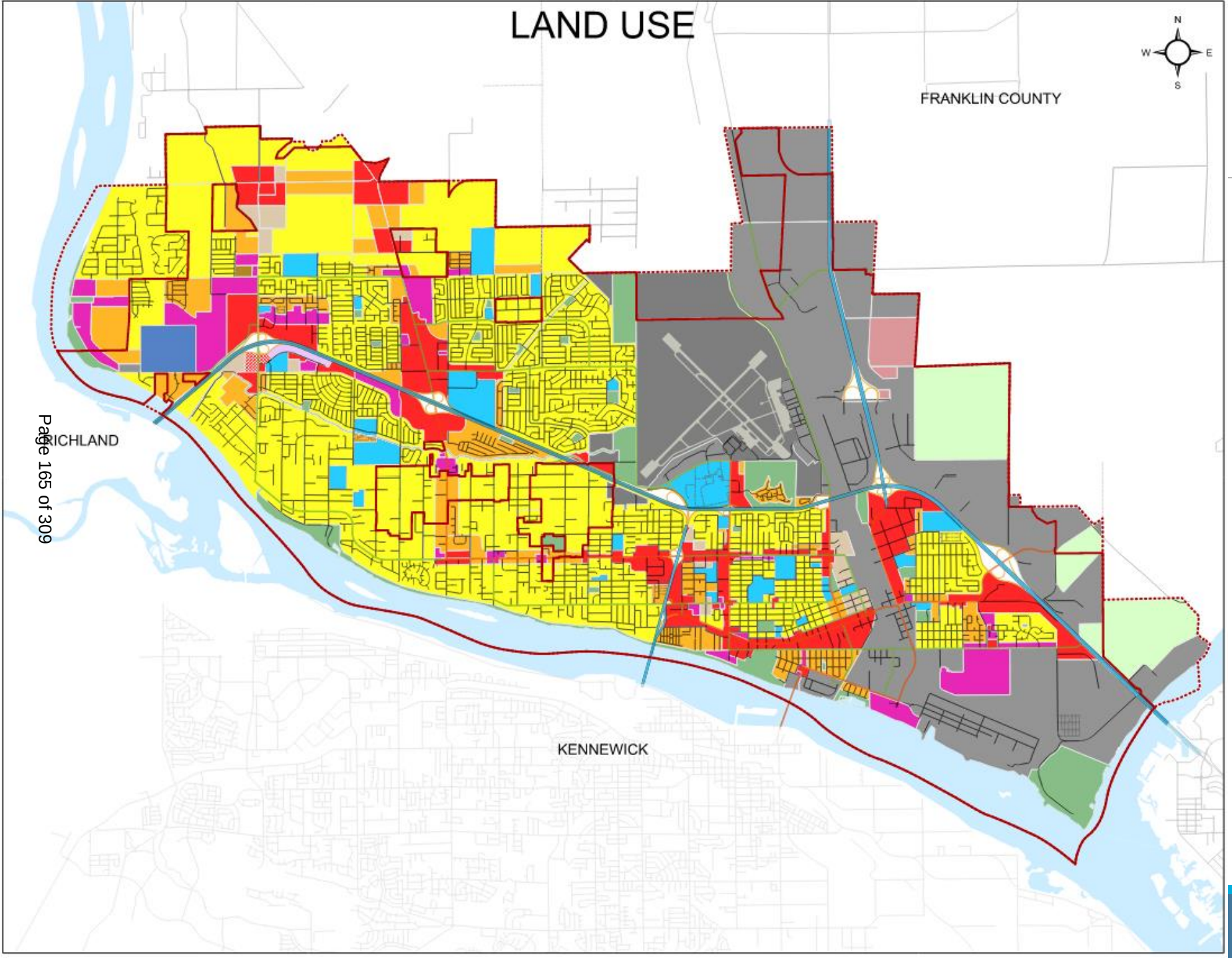
- **Nov. 20, 2025:** Workshop
- **Dec. 18, 2025:** Public hearing; revisions requested
- **Jan. 15, 2026:** Second public hearing and recommendation

**Recommendation to Council:**

- Approve **CPA 2025-002** establishing Low Density Residential–Riverview at **2–5 du/ac**
- Replace **R-S-20** with **R-15 Low Density Residential**
- Approve associated zoning and Comprehensive Plan text amendments (incl. **PMC 21.20**)

# KEY CHANGES

1. Comprehensive Plan Amendment – Emergency
2. Zoning Map change/Rezone
3. Pasco Municipal Code changes

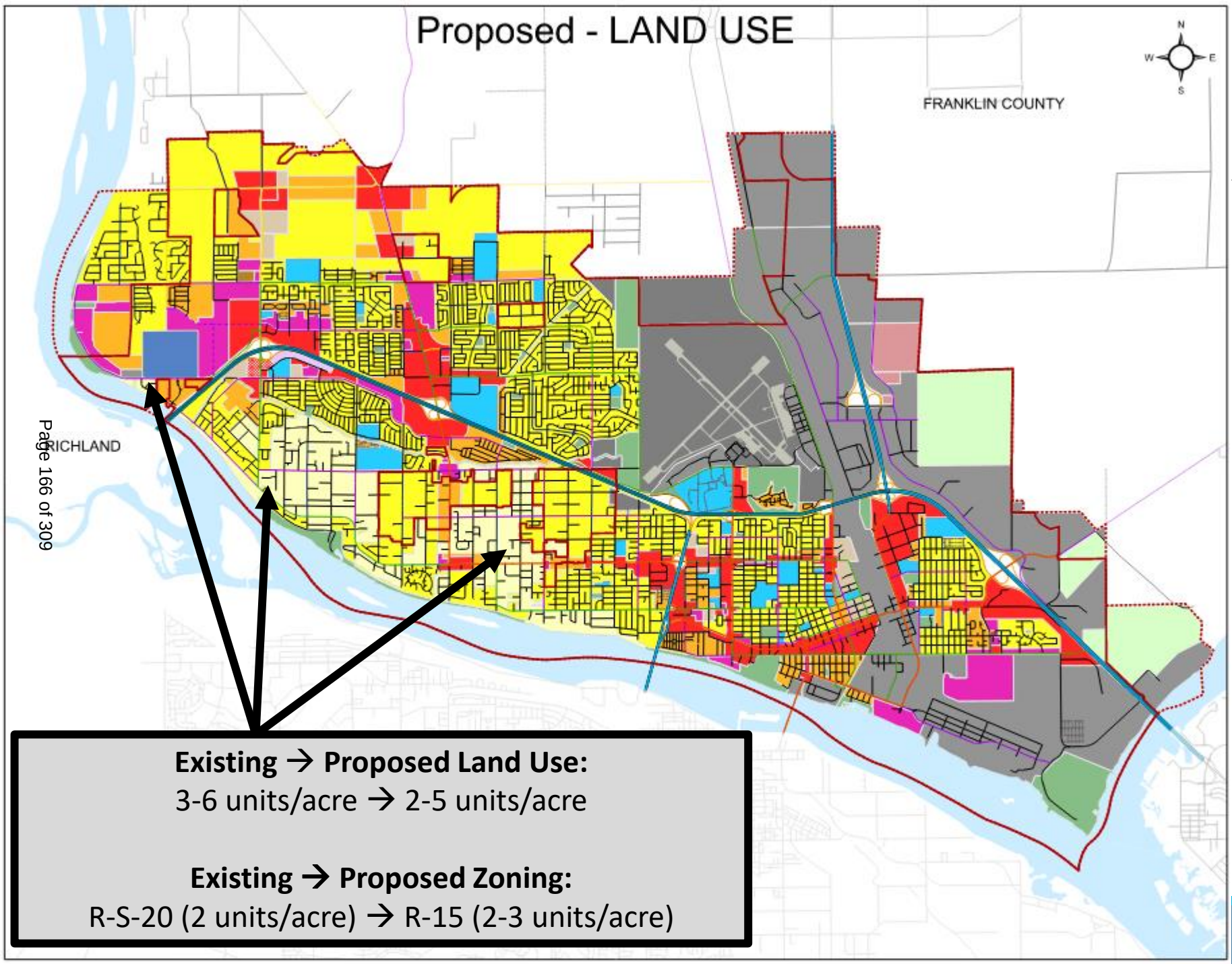



# Land Use

## Future Land Use

- Airport Reserve
- Commercial
- Confederated Tribes - Colville
- DNR Reserve
- High Density Residential
- Industrial
- Low Density Residential Riverview
- Low Density Residential
- Medium Density Residential
- Medium High Density Residential
- Mixed Residential Commercial
- Mixed Use Interchange
- Office
- Open Space Parks
- Public Quasi-Public
- Reclamation

# Proposed - LAND USE




Land Use

Future Land Use

- Airport Reserve
- Commercial
- Confederated Tribes - Colville
- DNR Reserve
- High Density Residential
- Industrial
- Low Density Residential Riverview
- Low Density Residential
- Medium Density Residential
- Medium High Density Residential
- Mixed Residential Commercial
- Mixed Use Interchange
- Office
- Open Space Parks
- Public Quasi-Public
- Reclamation

**Existing → Proposed Land Use:**
3-6 units/acre → 2-5 units/acre

**Existing → Proposed Zoning:**
R-S-20 (2 units/acre) → R-15 (2-3 units/acre)

# KEY CHANGES

## Development Standards Comparison Table

| Standard | Current Standards (20,000 sq ft lots) | Proposed Standards (14,520 sq ft – ½-acre lots) |
|---|---|---|
| **Minimum Lot Size** | 20,000 square feet | **14,520 square feet** |
| **Maximum Lot Size** | 20,000 square feet | One-half acre |
| **Front Setback** | 25 feet | 20 feet |
| **Side Setback** | 10 feet | 10 feet |
| **Rear Setback** | 25 feet | 20 feet |
| **Maximum Lot Coverage** | 40% | 45% |

# OTHER

1. Public Comments
2. Periodic Update/Municipal Code Changes
3. Upcoming – standards for sidewalks and curbs

City of Pasco

# Questions?

# AGENDA REPORT

FOR: City Council — February 18, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Kevin Hebdon, Director
Finance

SUBJECT: Ordinance Nos. 4821 & 4822 – Creation of Aquatics Center Fund & Budget Amendment for Aquatics Center Staffing

## I. ATTACHMENT(S):

Ordinance - Creation of Aquatics Center Fund
Ordinance - Budget Amendment for Aquatics Center Staffing

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

**MOTION:** I move to adopt Ordinance No. 4821, establishing a special revenue fund for the operation of the Aquatic Center and creating a new Chapter 3.270, "Aquatic Center Fund", in the Pasco Municipal Code, and, further, authorize publication by summary only.

**MOTION:** I move to adopt Ordnance No.4822, amending the 2025-2026 Biennial Operating Budget (Ordinance No. 4749), by providing supplement thereto; to provide additional appropriation in the City's funds and, further, authorize publication by summary only.

## III. FISCAL IMPACT:

**Total Amount:** $2,557,900

**Funding Source:** Pasco Public Facilities District (PPFD) Revenue

**General Fund:** Operation and support of the Pasco Aquatics Center will remain budget neutral to the City's General Fund.

## IV. HISTORY AND FACTS BRIEF:

**Background:**
The Pasco Public Facilities District (PPFD), established in 2002 under RCW 35.57, develops and operates regional public facilities. Following voter

approval of a 0.2% sales tax increase in April 2022, PPFD began construction of a new Aquatics Facility, with completion anticipated in mid-2026.

At PPFD's request, the City developed an interlocal agreement (ILA) to provide management, operational, administrative, financial, and legal services for the facility. The ILA was prepared collaboratively with PPFD and City legal counsel to clearly define roles, responsibilities, cost structure, and risk protections.

Council previously approved the ILA. After additional review and clarification by the PPFD Board and its legal counsel, a modified ILA was approved by the PPFD Board on January 20, 2026. Council subsequently approved Resolution No. 4868A authorizing the City Manager to execute the updated agreement.

## V. DISCUSSION:

**Establishing Fund**

The ILA requires the City to prepare and provide ongoing financial reporting related to the operation of the Aquatic Center. The City is seeking to establish a dedicated fund to record collection of revenues of the Aquatic Center along with related expenditures in a transparent and accountable manner.

**Recommendation:**

Approve the ordinance to create the Aquatic Center fund.

**Alternatives:**

1. Create a separate program or sub-fund within an existing fund for tracking purposes.
2. Do not approve and maintain operations within the General Fund with enhanced program-level reporting.

**Budget Amendment**

Due to the size, complexity, and risk associated with the expanded aquatics program, a new Aquatics Division within the Parks & Recreation Department will be established. To support both the new facility and the existing City aquatics program, certain positions will utilize a shared cost allocation model.

There are three primary categories of expenses associated with operation of the Aquatics Facility, all of which will be funded through PPFD revenue pursuant to the ILA:

- **Start-Up Costs:**
  These include one-time expenses necessary to prepare the facility for opening, such as software implementation, recruitment, staff training and certifications, development of required policies and operational plans, and consultant services. These costs are being incurred directly through

PPFD.

- **Labor Costs:**
  Permanent staff salaries and benefits required to operate and manage the facility. These positions must be incorporated into the City's budget and FTE authorization and are included in tonight's request.
- **Operational Costs:**
  Ongoing services and supplies required once the City assumes management and operational responsibility for the facility. A future budget amendment will be necessary once final hours of operation and programming levels are determined, allowing for accurate estimation of temporary and seasonal staffing needs and associated operating expenses.

Labor represents the largest operational expense of the Aquatics Facility. Following ILA approval, staff began development of an operational plan to support a mid-2026 opening. To meet operational, safety, and service level requirements, recruitment must begin in advance of the facility opening.

Staff have identified the following Full-Time Equivalents (FTEs) necessary to operate and support the Aquatics Center and are requesting Council approval of thirty-two (32) new FTEs and associated budget authority:

| Position | FTE Count | PPFD Allocation | City Allocation |
|---|---|---|---|
| Aquatics Manager | 1 | 75% | 25% |
| Lead Aquatics Specialist | 1 | 75% | 25% |
| Aquatics Guest Services Coordinator | 1 | 90% | 10% |
| Aquatics Administrative & Customer Service Assistant | 1 | 90% | 10% |
| Facility Maintenance Worker | 1 | 100% | |
| Cashier / Guest Attendant | 2 | 100% | |
| Head Lifeguard | 3 | 100% | |
| Senior Lifeguard | 1 | 100% | |
| Accountant | 1 | 100% | |
| HR Generalist | 1 | 100% | |
| **Lifeguard | 19 | 100% | |

**Represents lifeguard coverage for year-round indoor operations. Remainder of lifeguard staff will be a combination of seasonal and temporary positions.

Combined FTE, seasonal and temporary lifeguard positions will total approximately 68,000 annual labor hours.

General Fund Cost Neutrality

All staffing costs are planned to be funded through PPFD revenue pursuant to the ILA, maintaining General Fund neutrality.

To remain cost neutral, one (1) existing Recreation Division FTE will be reallocated to support the following partial FTE assignments:

- 0.25 FTE Aquatics Manager
- 0.25 FTE Lead Aquatics Specialist
- 0.10 FTE Aquatics Guest Services Coordinator
- 0.10 FTE Aquatics Administrative & Customer Service Assistant

**Recommendation:**

Approve the ordinance amending the 2025–2026 Biennial Budget and authorize the requested FTE allocations to allow timely recruitment, operational readiness, and a mid-2026 facility opening.

**Next Steps:**

If approved staff will incorporate new positions in applicable wage scales and implement recruitment efforts.

A future budget amendment will be necessary for other operational expensed.

**Alternatives:**

1. Approve the budget amendment with reduced or phased FTE authorization. This may delay recruitment, limit programming capacity, reduce service levels, or impact the anticipated opening schedule.
2. Do not approve the budget amendment or FTE allocations. This would delay staffing recruitment, postpone operational readiness, and likely require revision of the projected opening timeline and service delivery model.

# ORDINANCE NO. 4821

**AN ORDINANCE** OF THE CITY OF PASCO, WASHINGTON, ESTABLISHING A SPECIAL REVENUE FUND FOR THE OPERATION OF THE AQUATIC CENTER AND CREATING A NEW CHAPTER 3.270, "AQUATIC CENTER FUND", IN THE PASCO MUNICIPAL CODE PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS**, in April of 2022 the Pasco Public Facilities District (PPFD) put to voters a $2/10^{th}$ of one percent sales tax increase to acquire, construct, own, remodel, maintain, equip, reequip, repair, finance and operate an aquatics facility pursuant to RCW 82.14.048(4)(a); and

**WHEREAS**, voters approved the sales tax increase for an Aquatics Center; and

**WHEREAS,** PPFD possess, by law, all of the usual powers of a corporation for public purposes, as well as all other powers that may now or hereafter be specifically conferred by statue, including but not limited to the authority to hire employees, staff, and services, as well as to enter into contracts and agreements; and

**WHEREAS,** the PPFD desired to contract with the City for the purpose of securing services necessary for fulfillment of the District's functions; and

**WHEREAS**, on December 1, 2025, the Pasco City Council approved Resolution No. 4686 authorizing the City Manager to execute a new Interlocal Agreement between the Pasco Public Facilities District and the City for administrative and financial services, and for management and operations of the new Aquatic Center; and

**WHEREAS**, the interlocal agreement requires the City to prepare and provide ongoing financial reporting related to the operation of the Aquatic Center; and

**WHEREAS**, the City desires to establish a dedicated fund to record collection of revenues of the Aquatic Center along with related expenditures in a transparent and accountable manner.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** The City Council does hereby incorporate the above "Whereas" recitals as findings in support of this Ordinance.

**Section 2.** That a new Chapter 3.270 entitled "Aquatic Center Fund" of the Pasco Municipal Code, which establishes the fund for the purpose of recording revenues and expenditures related to the Aquatic Center in a transparent and accountable manner, shall be and hereby is created and shall read as follows:

## Chapter 3.270
## Aquatic Center Fund

**Sections:**

**3.270.010 Created.**

**3.270.020 Purpose.**

### 3.270.010 Created

There is established a fund to be called the Aquatic Center Fund for the purposes of accounting for funds received, disbursed, or expended in conjunction with the Aquatic Center operations and services.

### 3.270.020 Purpose

The purpose of the fund is to account for revenue and expenses derived from the management and operations of the Aquatic Center.

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to the invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause phrase or word of this ordinance.

**Section 4. Corrections.** Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Section 5. Effective Date.** This ordinance shall take full force and effect five (5) days after approval, passage and publication as required by law.

**PASSED** by the City Council of the City of Pasco, Washington this 2nd day of March, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

Published: March 8, 2026

**ORDINANCE NO. ____**

**AN ORDINANCE** OF THE CITY OF PASCO, WASHINGTON, AMENDING THE 2025-2026 BIENNIAL BUDGET (ORDINANCE NO. 4749) BY PROVIDING SUPPLEMENT THERETO; TO PROVIDE ADDITIONAL APPROPRIATION IN THE CITY'S AQUATIC CENTER FUND; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS**, on December 9, 2024, the Pasco City Council approved Ordinance No. 4749, adopting the 2025-2026 Biennial Operating Budget; and

**WHEREAS**, on December 1, 2025, the Pasco City Council approved Ordinance No. 4807, amending the 2025-2026 Biennial Operating Budget; and

**WHEREAS**, on December 1, 2025, the Pasco City Council approved Resolution No. 4686 authorizing the City Manager to execute a new Interlocal Agreement between the Pasco Public Facilities District and the City for administrative and financial services, and for management and operations of the new Aquatic Center; and

**WHEREAS**, pursuant to the interlocal agreement, the City is obligated to provide employees from the City's Parks & Recreation Department to support Aquatic Center management and operations; and

**WHEREAS**, the 2025-2026 Amended Biennial Operating did not include the thirty-two (32) full time equivalent positions in the amount of $2,557,900 that will staff the Aquatic Center; and

**WHEREAS**, thirty-two (32) full-time equivalent positions will be established as City positions, with all associated costs reimbursed at cost by the Pasco Public Facilities District as provided in the Interlocal Agreement.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** Pursuant to RCW 35A.34.200, as follows:

| **Fund** | **EXPENDITURE** | **REVENUE** |
|---|---|---|
| 169 Aquatic Center Fund | $2,557,900.00 | |
| 169 Aquatic Center Fund | | $2,557,900.00 |
| **Total** | $2,557,900.00 | $2,557,900.00 |

**Section 2.** That the additions in appropriations and expenditures are hereby declared to exist in the above funds for the said uses and purposes as shown above, and the proper City officials are hereby authorized and directed to issue warrants and transfer funds in accordance with the provision of the Ordinance.

**Section 3.** Except as amended herein, Ordinance No. 4749 as previously adopted heretofore shall remain unchanged.

**Section 4. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to the invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause phrase or word of this ordinance.

**Section 5. Corrections.** Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Section 6. Effective Date.** This Ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take full force and effect five (5) days after approval, passage, and publication as required by law.

**PASSED** by the City Council of the City of Pasco, Washington this ___ day of _____, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

Published: _____

# AGENDA REPORT

FOR: City Council — December 30, 2025

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Maria Serra, Director
Public Works

SUBJECT: *Resolution No. 4709 - Public Works Board $3.5M Loan/Grant Agreement - Lewis Street Underpass Demolition

## I. ATTACHMENT(S):

Resolution
Letter of award
Draft Loan Agreement/Grant Agreement
Presentation

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

**MOTION:** I move to approve Resolution No. 4709, authorizing the City Manager to execute a $3.5M Low-Interest Loan/Grant Agreement (50% Forgivable Principal) for the Lewis Street Underpass Demolition Project.

## III. FISCAL IMPACT:

This Public Works Board Funding award of $3.5Million is expected to cover the total estimated cost of the project.

The award consists of:

- $1,750,000 in loan funding (1.06% interest rate with a loan term of 20 years);
- $1,750,000 in Forgivable principal (effectively functioning as grant funding for the City).

The loan represents a debt service of $100,000 annually for the next 20 years. The proposed source repayment is Real Estate Excise Tax (REET). This fund has a history of reliable and consistent revenue.

## IV. HISTORY AND FACTS BRIEF:

### Background

The Lewis Street Underpass, originally constructed in 1937 and located beneath the Burlington Northern Santa Fe (BNSF) railway in east Pasco, was functionally obsolete with narrow lanes, low vertical clearance, and limited sight distance, creating a traffic bottleneck and safety hazard for motorists, pedestrians, and bicyclists. As part of the Lewis Street Overpass project, the new overpass roadway opened to traffic in April 2024, and the remaining underpass structure is slated for demolition and removal to finish the corridor improvements. The demolition and removal of the underpass is necessary to fulfill the conditions of the agreement entered by the City with BNSF railroad as part of the easement negotiations for the Overpass construction.

In August 2025, the Council authorized submittal of a Public Works Board funding application for underpass demolition, recognizing that PWB financing could provide a combination of low-interest loan and forgivable principal to reduce local burden.

## V. DISCUSSION:

### Project Description

The Lewis Street Underpass Demolition Project complements the recently completed Lewis Street Overpass and is a final phase of corridor Improvements.

The project consists, in general terms, of:

- Demolition of the existing underpass structure from 1st Avenue to Tacoma Avenue. Specifically, the top 6 feet of the structure need to be demolished and removed from the BNSF right-of-way;
- Backfilling, grading and surface restoration for reinstallation of railroad tracks; and
- Coordination with BNSF Railroad for safe construction access, sequencing and phasing of work to accommodate railroad activity.

After the completion of the Lewis Street Overpass, the underpass was closed to public access and its entrances were buried to prevent entry. The structure continues to deteriorate and poses a long-term risk if left in place.

### Impacts other than Fiscal

Demolishing the underpass eliminates the hazard and fulfills the City’s final obligation under its agreement with BNSF Railway. It also protects critical underground utilities, including water lines, that now run through the corridor. Leaving the deteriorated structure above these lines creates a future risk of collapse, which could damage the utilities or block access during emergencies. Demolition ensures that the corridor remains safe and functional as a utility route.

In addition, removal of the underpass enables BNSF to expand rail operations within the yard above. Up to nine additional tracks may be added once the structure is removed, which will improve freight capacity and support long-term industrial growth at the Port of Pasco and throughout the region.
No future work will be required to resolve the current issues. Once demolition is complete and the site is stabilized, the project will be considered closed and the corridor will be fully cleared for future utility, rail, or redevelopment needs.

The demolition of the underpass will have temporary construction impacts in nearby parcels. Anticipated heavy machinery and truck traffic can be expected. A hauling route will be designated for backfill and debris transportation, attempting to minimize disruption to residential areas.

Staff will strive to communicate early and often with nearby businesses and residents.

**Public Works Board Funding - Loan Terms**
The Washington State Public Works Board provides financing for local infrastructure projects through loans and grants. Depending on hardship criteria (demographics and fiscal capacity), awards can include forgivable principal up to 50%. The Board's programs offer low-interest loans designed to support essential public works improvements while minimizing fiscal impacts on local taxpayers.

Under this award:

- The City will receive a low-interest loan not to exceed $3.5 million for this project;
- Up to 50% of the principal will be forgiven (grant component) contingent on PWB guidelines, reducing debt service exposure
- Standard loan terms will apply to the non-forgivable portion.

**Recommendation**
Staff recommends the City Council:
1.Authorize the City Manager to execute the Loan Agreement with the Washington State Public Works Board (PWB) for a low-interest construction loan with a 50% forgivable principal component (grant) totaling up to $3.5 million to fund the demolition of the Lewis Street Underpass;

2.Accept the loan and forgivable grant award

**Constraints**
The contract must be fully executed within six months of receipt.

The fulfilment of the condition with BNSF is also on a tight timeline, securing the fund for the demolition enables the project to move forward, safeguarding

the partnership with BNSF and creating opportunities to pursue other transactions with BNSF.

**Next Steps**
Approval of the Agreement and Acceptance of the Low-Interest Loan.

**Alternatives**
Council doesn't accept the PWB Loan/Grant.

Not accepting the PWB financing could delay demolition work and require the City to identify alternative funding sources at full local cost. This will result in failure to meet the conditions of the agreement with BNSF. If the condition goes unmet, the Railroad may, at their discretion, perform this work at the City's expense.

**RESOLUTION NO. _____**

**A RESOLUTION** OF THE CITY OF PASCO, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE A $3.5M LOW INTEREST LOAN/GRANT AGREEMENT (50% FORGIVEABLE PRINCIPAL) WITH THE PUBLIC WORKS BOARD FOR THE LEWIS STREET UNDERPASS DEMOLITION PROJECT.

**WHEREAS**, the Washington State Public Works Board is entrusted with the management of the Public Works Assistance Account by the state legislature, and in alignment with its mission, the Public Works Board supports infrastructure projects across the State that promote public health and safety, protect the environment, promote community and economic development; and

**WHEREAS**, the Lewis Street Underpass, originally construction in 1937 was replaced with a new Overpass which opened in April 2024; and

**WHEREAS**, the underpass structure is slated for removal to complete the corridor improvements and meet the commitments the City entered with BNSF as the Easement acquisition for placing of the Overpass;

**WHEREAS**, on November, 18, 2025, the Public Works Board awarded the City of Pasco a low interest loan and grant for the demolition of the Lewis Street Underpass; and

**WHEREAS**, the City Council of the City of Pasco, Washington, has after due consideration, determined that it is in the best interest of the City to enter into this loan with the Public Works Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON:**

That the City Council of the City of Pasco approves the terms and conditions of the Loan between the City of Pasco and the Public Works Board, attached hereto and incorporated herein by as Exhibit A.

**Be It Further Resolved**, that the that the City Council hereby authorized the City Manager to execute the Loan Agreement between the City of Pasco and the Public Works Board; ,; and to make minor substantive changes as necessary to execute the Agreement.

**Be It Further Resolved**, that this resolution shall take effect immediately.

**PASSED** by the City Council of the City of Pasco, Washington, on this ____ day of _____, 20__.

_____
Charles Grimm
Mayor

ATTEST:

_____
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

WASHINGTON STATE
PUBLIC WORKS BOARD
INFRASTRUCTURE IS FUNDAMENTAL

1011 Plum St SE • Box 42525 • Olympia, WA 98504-2525
www.pwb.wa.gov

November 18, 2025

Harold L. Stewart II, City Manager
City of Pasco
525 N. 3rd Ave.
Pasco, WA 99301-5320

## RE: PUBLIC WORKS BOARD CONSTRUCTION AWARD LETTER

Dear City Manager Stewart,

Thank you for submitting a Public Works Board Construction funding application for consideration by the Public Works Board (Board). Congratulations, your Lewis Street Underpass project has been selected for an award of $1,750,000 in loan funding and $1,750,000 in grant funding. Our office has completed the underwriting for this project, and the interest rate is 1.06% with a loan term of 20 years.

The Board approved your construction application at their October 3, 2025 board meeting. The approval date is the award date. Any eligible costs incurred from this date forward are reimbursable.

The Governor's Executive Order 21-02 requires projects funded through appropriations in the State's Capital Budget to be reviewed prior to any ground-disturbing activities and the expenditure of any state funds for construction, demolition, or acquisition.

Your contract will be emailed to you for signature using DocuSign once your scope of work and milestones are approved. Applicants must fully execute contracts within six months of receipt.

Once again, thank you for applying to the Public Works Board. Please contact your Project Manager, Tammy Mastro by email at tammy.mastro@commerce.wa.gov if you have any questions.

Sincerely,

Sheila Richardson
PWB Programs Director and Tribal Liaison (564) 999-1927

cc: Maria Serra, City of Pasco, Public Works Director

# AGREEMENT FACE SHEET

**Agreement Number:** PC26-96410-016

## PUBLIC WORKS BOARD

## CONSTRUCTION FUNDING AGREEMENT

| | | | |
|---|---|---|---|
| **1. Contractor**<br>City of Pasco<br>525 N. 3rd Ave.<br>Pasco, WA 99301-5320 | | **2. Contractor Doing Business As (optional)**<br>N/A | |
| **3. Contractor Representative**<br>Michael Uhlman, uhlmanm@pasco-wa.gov | | **4. Public Works Board Representative**<br>Tammy Mastro, tammy.mastro@commerce.wa.gov | |
| **5. Agreement Amount**<br>$3,500,000 | **6. Funding Source**<br>Federal: ☐ State: ☑<br>Other: ☐ N/A: ☐ | **7. Agreement Start Date**<br>Agreement Execution Date | **8. Agreement End Date**<br>June 1, 2046 |
| **9. Federal Funds (as applicable)**<br>N/A | **Federal Agency**<br>N/A | **CFDA Number**<br>N/A | |
| **10. Tax ID #**<br>N/A | **11. SWV #**<br>0007164-00 | **12. UBI #**<br>113-000-052 | **13. UEI #**<br>N/A |

**14. Agreement Purpose**

Fund a project of a local government for the planning, acquisition, construction, repair, reconstruction, replacement, rehabilitation, or improvement of streets, roads, bridges, drinking water systems, stormwater systems, sanitary sewage systems, or solid waste/recycling/organics facilities.

**15. Acceptance of Agreement Terms and Conditions**

The BOARD, defined as the Washington State Public Works Board, and the Contractor acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date below to start as of the date and year last written below. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents that are incorporated by reference: Agreement Terms and Conditions including Declarations Page; and Attachment I: Attorney's Certification; and the Public Works Board's Traditional Program Policy Handbook, found on the PWB website.

| **FOR THE CONTRACTOR** | **FOR PUBLIC WORKS BOARD** |
|---|---|
| _____<br>Signature | _____<br>Vincent McGowen, Public Works Board Chair |
| Harold L. Stewart II<br>Print Name | _____<br>Date |
| City Manager<br>Title | **APPROVED AS TO FORM ONLY** |
| _____<br>Date | Signature on File<br>Dawn C. Cortez<br>Assistant Attorney General |

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# DECLARATIONS

## CLIENT INFORMATION

| | |
|---|---|
| Legal Name: | City of Pasco |
| Agreement Number: | PC26-96410-016 |

## PROJECT INFORMATION

| | |
|---|---|
| Project Title: | Lewis Street Underpass |
| Project City: | Pasco |
| Project State: | Washington |
| Project Zip Code: | 99301 |

## FUNDING INFORMATION

**LOAN FUNDING**:

| | |
|---|---|
| Loan Amount: | $1,750,000 |
| Loan Term: | 20 years |
| Interest Rate: | 1.06% |
| Payment Month: | June 1st |

**GRANT FUNDING**:

| | |
|---|---|
| Grant Amount: | $1,750,000 |
| % of Funding as Grant: | 50% |

**PROJECT TOTALS**:

| | |
|---|---|
| Total PWB Funding: | $3,500,000 |
| Total Estimated Cost: | $3,500,000 |
| Anticipated Construction Start Date: | 10/2026 |
| Earliest Date for Cost Reimbursement: | 10/3/2025 |
| Time of Performance: | 60 months from Execution Date of this Agreement to Project Completion |

## ADDITIONAL SPECIAL TERMS AND CONDITIONS GOVERNING THIS AGREEMENT

N/A

## LOAN SECURITY CONDITION GOVERNING THIS AGREEMENT

This loan is a general obligation of the CONTRACTOR.

## SCOPE OF WORK

This project will complete the demolition of the Lewis Street Underpass, including final design, environmental documentation, coordination and inspection with BNSF, and demolition of the underpass structure in compliance with the agreement between City of Pasco and BNSF.

The project must meet all applicable Local, State, and/or Federal standards.

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# AGREEMENT TERMS AND CONDITIONS

## PUBLIC WORKS BOARD

## CONSTRUCTION FUNDING PROGRAM

# SECTION 1: SPECIAL TERMS AND CONDITIONS

### 1.1 Definitions

As used throughout this Construction Funding Agreement the following terms shall have the meaning set forth below:

A. "The BOARD" shall mean the Washington State Public Works Board created in Revised Code of Washington (RCW) 43.155.030, and who is a Party to the Agreement

B. "Agreement" shall mean this Construction Funding Agreement.

C. "Contractor" shall mean the local government identified on the Agreement Face Sheet receiving funding to complete the project described in the **SCOPE OF WORK** described in this Agreement and who is a Party to the Agreement, and shall include all employees and agents of the Contractor.

D. "Declarations " and "Declared" shall refer to the project information, loan terms and conditions as stated on the Declarations Page of this Funding Agreement, displayed within the Agreement in **THIS STYLE** for easier identification.

E. The Traditional Program Policy Handbook shall mean the handbook found at the PWB Traditional Financing Webpage and available upon request as PDF.

### 1.2 Authority

Acting under the authority of RCW 43.155, the BOARD has awarded the Contractor Public Works Board construction funding for an approved public works project.

### 1.3 Purpose

The BOARD and the Contractor have entered into this Agreement to provide funds to enable the Contractor to undertake a local public works project that furthers the goals and objectives of the Washington State Public Works Program. The project will be undertaken by the Contractor and will include the activities described in the **SCOPE OF WORK** shown on the Declarations page. The project must be undertaken in accordance with the Agreement terms and conditions, and all applicable federal, state and local laws and ordinances, which are incorporated by reference.

### 1.4 Order of Precedence

In the event of an inconsistency in this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

A. Applicable federal, state of Washington statutes and regulations.

B. Special Terms and Conditions including attachments.

C. General Terms and Conditions.

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## 1.5 Total Award, Rate and Term of Loan

The BOARD shall fund the Contractor a sum not to exceed the **AGREEMENT AMOUNT** shown on the Agreement Face Sheet, which shall be the sum of the **LOAN AMOUNT** and the **GRANT AMOUNT** shown on the Agreement Declarations Page, to complete the **SCOPE OF WORK**.

If the Contractor is awarded a loan, the interest rate shall be the declared **INTEREST RATE** per annum on the outstanding principal balance. The length of the loan shall not exceed the declared **LOAN TERM** in years, with the final payment due by the **AGREEMENT END DATE** as shown on the Agreement Face Sheet.

If the Contractor is awarded a grant, any grant funding shall be spent from the award proportionally to the **% OF FUNDING AS GRANT**. The percent of grant funding shall not be changed at project completion regardless of the actual cost of the project and the Affordability Index or other measure of financial hardship.

## 1.6 Repayment and Loan Security

If the Agreement includes loan funding, loan repayment installments are due on the day and month identified under the term: **PAYMENT MONTH** on the Declarations Page. Payments are due each year during the term of the loan beginning one year from the date of Agreement execution. Interest only will be charged for this payment if a warrant is issued prior to this date. All subsequent payments shall consist of principal and accrued interest due on the specified **PAYMENT MONTH** date of each year during the remaining term of the loan.

Loan Security payments shall be made as stated on the attached Declarations page and identified as **LOAN SECURITY**.

Repayment of a loan under this Agreement shall include the declared **INTEREST RATE** per annum based on a three hundred and sixty (360) day year of twelve (12) thirty (30) day months. Interest will begin to accrue from the date each warrant is issued to the Contractor. The final payment shall be on or before the **AGREEMENT END DATE** shown on the Agreement Face Sheet, of an amount sufficient to bring the loan balance to zero.

In the event that the BOARD approves the Contractor's request for a deferral as outlined in Section 1.19, then the first loan repayment is due sixty (60) months after Agreement execution. Interest accrues for the sixty (60) months after Agreement execution. The accrued interest only will be charged for this payment if a warrant is issued prior to this date. Interest and principal payments are due on the declared **PAYMENT MONTH** date of each year during the remaining term of the loan. The Contractor has the right to repay the unpaid balance of the loan in full at any time or make accelerated payments without penalty.

The Contractor will repay the loan in accordance with the preceding conditions through the use of electronic funds transfer, a check, money order, or equivalent means made payable to the Washington State Department of Commerce, or its successor.

## 1.7 Default in Repayment

If the funding under this Agreement constitutes a loan, repayments shall be made on the loan in accordance with Section 1.6 of this Agreement. A payment not received within thirty (30) days of the due date shall be declared delinquent. Delinquent payments shall be assessed a monthly penalty beginning on the first (1st) day past the due date. The penalty will be assessed on the entire payment amount. The penalty will be one percent (1%) per month or twelve percent (12%) per annum. The same penalty terms shall apply at project completion if the repayment of loan funds in excess of eligible costs are not repaid at the time of the Project Completion Amendment is executed, as provided for in Section 1.20.

The Contractor acknowledges and agrees to the BOARD's right, upon delinquency in the payment of any annual installment, to notify any other entity, creditors, or potential creditors of the Contractor of such delinquency.

The Contractor shall be responsible for all legal fees incurred by the BOARD in any action undertaken to enforce its rights under this section.

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## 1.8 Recapture

In addition to the recapture provisions in Section 2.31, the right to recapture shall exist for a period not to exceed six (6) years following Agreement termination. In the event that the Board is required to institute legal proceedings to enforce the recapture provision, the BOARD shall be entitled to its costs, including attorney's fees.

## 1.9 Agreement Suspension

In the event that the Washington State Legislature fails to pass and the Governor does not authorize a Capital Budget by June 30 of each biennium, the Washington State Constitution Article 8 and RCW 43.88.130 and RCW 43.88.290 prohibit expenditures or commitments of state funds in the absence of appropriation.

In such event, all work under this Agreement will be suspended effective July 1. The Contractor shall immediately suspend work under this Agreement and take all reasonable steps necessary to minimize the cost of performance directly attributable to such suspension until the suspension is cancelled.

The BOARD shall notify the Contractor immediately upon lifting of the Agreement suspension.

## 1.10 Time of Performance

No later than sixty (60) months after the date of Agreement execution the Contractor must reach project completion of the **SCOPE OF WORK**.

Failure to meet Time of Performance shall constitute default of this Agreement. In the event of extenuating circumstances, the Contractor may request, in writing, that the BOARD extend the deadline for project completion. The BOARD may extend the deadline.

The term of this Agreement shall be for the entire term of any loan provided under this Agreement, regardless of actual project completion, unless terminated sooner as provided herein.

## 1.11 Eligible Project Costs

The Eligible project costs must consist of expenditures eligible under Washington Administrative Code (WAC) 399-30-030, be related only to project activities described in the declared **SCOPE OF WORK** and documented according to the requirements set forth in the Traditional Program Policy Handbook. Eligible costs for reimbursement shall be construed to mean expenditures incurred and paid, or incurred and payable within thirty (30) days of the reimbursement request. Only costs that have been incurred on or after **EARLIEST DATE FOR COST REIMBURSEMENT** shown in the Declarations are eligible for reimbursement under this Agreement.

The Contractor assures compliance with WAC 399-30-030, which identifies eligible costs for projects assisted with BOARD funding.

These terms supersede the terms in Section 2.2 Allowable Costs.

## 1.12 Reimbursement Procedures and Payment

If funding or appropriation is not available at the time the invoice is submitted, or when this Agreement is executed, the issuance of warrants will be delayed or suspended until such time as funds or appropriation become available. Therefore, subject to the availability of funds, warrants shall be issued to the Contractor for reimbursement of allowable expenses incurred by the Contractor while undertaking and administering approved project activities in accordance with the declared **SCOPE OF WORK**.

The Contractor shall submit all Invoice Vouchers ("A-19s" or "A19s") and all required documentation per guidance in the BOARD Traditional Program Policy Handbook, which is incorporated by reference.

The BOARD shall reimburse the Contractor for eligible project expenditures up to the maximum funding amount under this Agreement, as identified in Section 1.11. When requesting reimbursement for costs incurred, the Contractor shall submit all Invoice Vouchers and any required documentation electronically through the Department of Commerce's



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(COMMERCE) Contracts Management System (CMS), which is available through the Secure Access Washington (SAW) portal, or its successor. If the Contractor has constraints preventing access to COMMERCE's online A-19 portal.

Requests for reimbursements for costs related to **construction** activities will not be accepted until the Contractor provides:

- Proof of compliance with Governor's Executive Order 21-02 or Section 106 of the National Historic Preservation Act, as described in Section 1.13, and
- Signed Public Works Board Notice of Contract Award and Notice to Proceed, which follows the formal award of a construction contract.

If the Contractor receives funding in the form of both a grant and a loan, the Contractor shall bill to the loan and grant proportionally until and if funds are exhausted.

The BOARD will pay the Contractor upon acceptance of the work performed and receipt of properly completed invoices. Invoices shall be submitted to the BOARD at least quarterly, as appropriate.

Payment shall be considered timely if made by the BOARD within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent by means of an electronic funds transfer or to the address designated by the Contractor.

The BOARD may, at its sole discretion, terminate the Agreement or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by the BOARD.

BOARD shall not release the final five (5) percent of the total funding amount until acceptance by BOARD of project completion report.

Duplication of Billed Costs. If the Contractor is entitled to payment or has been or will be paid by another source for an eligible project cost, then the Contractor shall not be reimbursed by the BOARD for that cost.

Disallowed Costs. The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

In no event shall the total Public Works funding exceed 100% of the eligible actual project costs. At the time of project completion, the Contractor shall submit to the BOARD a Project Completion Amendment certifying the total actual project costs, other funding, and local share. The final BOARD funding disbursement shall bring the total funding to the lesser of 100% of the eligible project costs or the total declared funding under this Agreement. The Project Completion Amendment shall serve as an amendment to this Agreement determining the final loan and grant amounts, loan term, and interest rate.

In the event that the final costs identified in the Certified Project Completion Report indicate that the Contractor has received BOARD monies in excess of 100.00% of eligible costs, all funds in excess of 100.00% shall be repaid to the BOARD by payment to the Department of Commerce, or its successor, prior to the execution of the Project Completion Amendment.

## 1.13 Historical and Cultural Resources

Prior to approval and disbursement of any funds awarded under this Agreement related to any land acquisition, demolition, construction, or other ground-disturbing activities, the Contractor shall cooperate with the BOARD to complete the requirements of Governor's Executive Order 21-02 or the Contractor shall complete a review under Section 106 of the National Historic Preservation Act, if applicable. Contractor agrees that the Contractor is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural resources and agrees to hold harmless the BOARD and the state of Washington in relation to any claim related to such historical or cultural resources discovered, disturbed, or damaged as a result of the project funded by this Agreement.

In addition to the requirements set forth in this Agreement, the Contractor shall, in accordance with Governor's Executive Order 21-02 as applicable, coordinate with the BOARD and the Washington State Department of Archaeology and Historic Preservation ("DAHP"), including any recommendation consultation with any affected tribe(s), during Project design and prior to construction to determine the existence of any tribal cultural resources affected by the Project. Contractor agrees



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to avoid, minimize, or mitigate impacts to the cultural resource as a continuing prerequisite to receipt of funds under this Agreement.

The Contractor agrees that, unless the Contractor is proceeding under an approved historical and cultural monitoring plan or other memoranda of agreement, if historical or cultural artifacts found during the construction, the Contractor shall immediately stop construction and notify the local historical preservation officer and the state's historical preservation officer at DAHP, and the BOARD Representative identified on the Face Sheet. If human remains are uncovered, the Contractor shall report the presence and location of the remains to the coroner and local enforcement immediately, then contact DAHP and the concerned tribe's cultural staff or committee.

The Agreement shall require this provision to be contained in all subcontracts for work or services related to the Scope of Work attached hereto.

In addition to the requirements set forth in the Agreement, the Contractor agrees to comply with the following laws and regulations:

- RCW 27.44 regarding Indian Graves and Records
- RCW 27.53 regarding Archaeological Sites and Resources
- RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves
- WAC 25-48 regarding Archaeological Excavation and Removal Permits.

Completion of the requirements of Section 106 of the National Historic Preservation Act shall substitute for completion of Governor's Executive Order 21-02. The Contractor shall not proceed with any land acquisition, demolition, construction, or other ground-disturbing activities until the BOARD certifies completion of Governor's Executive Order 21-02 or adopts the completion of the requirements of Section 106 of the National Historic Preservation Act.

In the event that the Contractor finds it necessary to amend the **SCOPE OF WORK** of the Agreement, the Contractor may be required to re-comply with Governor's Executive Order 21-02 or Section 106 of the National Historic Preservation Act.

### 1.14 Project Signs

If the Contractor displays, during the period covered by this Agreement, signs or markers identifying those agencies participating financially in the approved project, the sign or marker must identify the Washington State Public Works Board as a participant in the project. Public Works Board logo files are available upon request.

### 1.15 Competitive Bidding Requirements

The Contractor shall comply with the provisions of RCW 43.155.060 regarding competitive bidding requirements for projects assisted in whole or in part with money from the Public Works Program.

### 1.16 Sub-Contractor Data Collection

Contractor will submit reports, in a form and format to be provided by the BOARD and at intervals as agreed by the parties, regarding work under this Agreement performed by sub-contractors and the portion of the Agreement funds expended for work performed by sub-contractors, including but not necessarily limited to minority-owned, women-owned, and veteran-owned business sub-contractors. "Sub-Contractors" shall mean sub-contractors of any tier.

### 1.17 Reports

The Contractor shall furnish the BOARD with:

A. Project progress reports per guidance in the BOARD's Traditional Program Policy Handbook;

B. Quarterly Reports;

C. Certified Project Completion Report at project completion as described in Section 1.20;



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D. Pictures and short videos of various stages of the project, and

E. Other reports as the BOARD may require.

## 1.18 Investment Grade Efficiency Audit

For projects involving repair, replacement, or improvement of a wastewater treatment plant, or other public works facility for which an investment grade audit is obtainable, the Contractor must undertake an investment grade efficiency audit. Costs incurred as part of the investment grade audit are eligible project costs.

## 1.19 5-year Deferral for Start-up Systems

If the project financed by this Agreement is to develop a system to deliver previously unavailable services, and revenue from those services is to repay the loan, the new system is eligible for a deferral of loan payments for sixty (60) months after the Agreement execution date. The Contractor may provide a written request to the BOARD requesting a 5-year deferral for an eligible system. The BOARD may approve the deferral request.

Interest accrues for the aforementioned sixty (60) months. The accrued interest only payment is due June 1 of the 6th year of the loan term. Interest and principal payments are due on June 1 of the 7th year of the loan term.

## 1.20 Certified Project Completion Report and Project Completion Amendment

The Contractor shall complete a Certified Project Completion Report when all activities identified in the **SCOPE OF WORK** are complete as defined by the BOARD's Project Completion and Holdback Policy. The BOARD will supply the Contractor with the Certified Project Completion Report form, which shall include:

A. A certified statement that the project, as described in the declared **SCOPE OF WORK**, is complete and, if applicable, meets required standards.

B. A certified statement of the actual dollar amounts spent, from all funding sources, in completing the project as described in the **SCOPE OF WORK**.

C. Certification that all costs associated with the project have been incurred and have been accounted for. Costs are incurred when goods and services are received and/or Agreement work is performed.

D. Pictures of Completed Project.

The Contractor will submit the Certified Project Completion Report together with the last Invoice Voucher for a sum not to exceed the balance of the total funding amount. The final Invoice Voucher payment shall not occur prior to the completion of all project activities identified in the **SCOPE OF WORK** and the BOARD's receipt and acceptance of the Certified Project Completion Report.

The Project Completion Amendment shall serve as an amendment to this Agreement determining the final loan amount, grant amount (if applicable), loan term, and interest rate.

## 1.21 Performance Incentives

Timely Draws Incentive

The Contractor may receive up to a 0.10% reduction in their interest rate if:

- The Contractor's first draw from the funds is within six (6) months of the date of Agreement execution,

  AND

- The Contractor draws funds approximately monthly after the first draw until the Contractor reaches 5% of the total funding amount remaining or the Contractor's final payment to their general construction contractor of retainage, whichever comes first.

Construction Completion Incentives



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The Contractor shall complete the project no later than sixty (60) months after the date of Agreement execution.

Should the Contractor submit the Certified Project Completion Report within forty-eight (48) months of the date of Agreement execution, the Contractor may choose one of the two following incentives upon project completion:

- **Option A**: The repayment period will be increased by twenty-four (24) months, not to exceed the life of the asset,

  OR:

- **Option B**: The interest rate will be decreased by one-quarter of one percent (0.25%).

Should the Contractor submit the Certified Project Completion Report within thirty-six (36) months of the date of Agreement execution, the Contractor may choose one of the following two incentives upon project completion:

- **Option C**: The repayment period will be increased by sixty (60) months, not to exceed the life of the asset,

  OR:

- **Option D**: The interest rate will be decreased by up to one-half of one percent (0.50%).

Pursuant to the BOARD's Performance Incentives policy, the Contractor shall only be eligible for performance incentives C or D if the Project's Notice to Proceed date is no more than three (3) months after the **ANTICIPATED CONSTRUCTION START DATE** identified on the Declarations page of this Agreement.

Once an eligible option is selected, the Agreement shall be modified to note the appropriate change and no further adjustment to the Agreement for Performance Incentives shall be authorized. Irrespective of the performance incentive(s) applied, at no point in time shall the loan interest rate be less than 0.25%.

The calculation of any interest rate and term adjustments will apply to the remaining payments beginning from the date the Project Completion Amendment is executed.

### 1.22 Termination for Cause

If the Contractor fails to comply with the terms of this Agreement, or fails to use the funds only for those activities identified in the **SCOPE OF WORK**, the BOARD may terminate the Agreement in whole or in part at any time. The BOARD shall notify the Contractor in writing of its determination to terminate, the reason for such termination, and the effective date of the termination. Nothing in this section shall affect the Contractor's obligation to repay the unpaid balance of a loan.

These terms supersede the terms in Section 2.40 Termination for Cause/Suspension.

### 1.23 Termination for Convenience

Notwithstanding anything in Section 2.41 Termination for Convenience, the BOARD may suspend or terminate this Agreement in the event that funds are no longer available to the BOARD, or are not appropriated for the purpose of meeting the BOARD's obligations under this Agreement. Termination will be effective when the BOARD sends written notice of termination to the Contractor. Nothing in this section shall affect the Contractor's obligation to repay the unpaid balance of the loan.

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# SECTION 2: GENERAL TERMS AND CONDITIONS

## 2.1 DEFINITIONS

As used throughout this Agreement, the following terms shall have the meaning set forth below:

A. “Authorized Representative” shall mean the Public Works Board Chair and/or the designee authorized in writing to act on the Chair’s behalf.

B. "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Agreement, and shall include all employees and agents of the Contractor.

C. “BOARD” shall mean the Washington State Public Works Board created in Revised Code of Washington (RCW) 43.155.030, and which is a Party to the Agreement

D. “Personal Information” shall mean information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.

E. ”State” shall mean the state of Washington.

F. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Agreement under a separate contract with the Contractor. The terms “subcontractor” and “subcontractors” mean subcontractor(s) in any tier.

## 2.2 ALLOWABLE COSTS

Costs allowable under this Agreement are actual expenditures according to an approved budget up to the maximum amount stated on the Agreement Award or Amendment Face Sheet.

## 2.3 ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

## 2.4 AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

## 2.5 APPROVAL

This Agreement shall be subject to the written approval of the BOARD’s Authorized Representative and shall not be binding until so approved. The Agreement may be altered, amended, or waived only by a written amendment executed by both parties.

## 2.6 ASSIGNMENT

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Contractor without prior written consent of the BOARD.

## 2.7 ATTORNEYS’ FEES

Unless expressly permitted under another provision of the Agreement, in the event of litigation or other action brought to enforce Agreement terms, each party agrees to bear its own attorney’s fees and costs.

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## 2.8 AUDIT

A. General Requirements

- If requested by the Board at any time during the Agreement period and six (6) years following termination of the Agreement, Contractor will obtain an audit, at its own expense.
- Contractors are to procure audit services based on the following guidelines.
- The Contractor shall maintain its records and accounts so as to facilitate the audit requirement and shall ensure that Subcontractors also maintain auditable records.
- The Contractor is responsible for any audit exceptions incurred by its own organization or that of its Subcontractors.
- The BOARD reserves the right to recover from the Contractor all disallowed costs resulting from the audit.
- Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Contractor must respond to the BOARD's request for information or corrective action concerning audit issues within thirty (30) days of the date of request.

B. State Funds Requirements

- In the event an audit is required, if the Contractor is a local government entity, the Office of the State Auditor shall conduct the audit.
- Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Contractor.
- The Contractor shall include the above audit requirements in any subcontracts.
- In any case, the Contractor's financial records must be available for review by the BOARD.

## 2.9 CODE REQUIREMENTS

All construction and rehabilitation projects must satisfy the requirements of applicable local, state, and federal building, mechanical, plumbing, fire, energy and barrier-free codes. Compliance with the Americans with Disabilities Act of 1990 28 C.F.R. Part 35 will be required, as specified by the local building Department.

## 2.10 CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

- All material provided to the Contractor by the BOARD that is designated as "confidential" by the BOARD;
- All material produced by the Contractor that is designated as "confidential" by the BOARD; and
- All personal information in the possession of the Contractor that may not be disclosed under state or federal law, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Public Record Act, RCW 42.56.

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Agreement and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of the BOARD or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide the BOARD with its policies and procedures on confidentiality. The BOARD may require changes to such policies and procedures as they apply to this Agreement whenever the BOARD reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by the BOARD. Upon request, the Contractor shall



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immediately return to the BOARD any Confidential Information that the BOARD reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify the BOARD within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

## 2.11 CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

## 2.12 COPYRIGHT PROVISIONS

Unless otherwise provided, all Materials produced under this Agreement shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the BOARD. The BOARD shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to the BOARD effective from the moment of creation of such Materials.

“Materials” means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. “Ownership” includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Agreement, but that incorporate pre-existing materials not produced under the Agreement, the Contractor hereby grants to the BOARD a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the BOARD.

The Contractor shall exert all reasonable effort to advise the BOARD, at the time of delivery of Materials furnished under this Agreement, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Agreement. The Contractor shall provide the BOARD with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Agreement. The BOARD shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

## 2.13 DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

## 2.14 DISPUTES

Except as otherwise provided in this Agreement, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Chair of the BOARD, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- provide a copy of all relevant documents or other evidence to be considered;
- state the Contractor's name, address, and Agreement number; and



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- be mailed to the BOARD Chair and the other party's (respondent's) Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement, and provide a copy of all relevant documents or other evidence to be considered, to both the Chair or the Chair's designee and the requestor within five (5) working days.

The Chair or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Chair or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Agreement shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

## 2.15 DUPLICATE PAYMENT

The Contractor certifies that work to be performed under this Agreement does not duplicate any work to be charged against any other agreement, contract, subcontract, or other source.

## 2.16 ETHICS/CONFLICTS OF INTEREST

In performing under this Agreement, the Contractor shall assure compliance with the Ethics in Public Service Act, RCW 42.52 and any other applicable local, state or federal law related to ethics or conflicts of interests.

## 2.17 GOVERNING LAW AND VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

## 2.18 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, BOARD, agencies of the state and all officials, agents and employees of the state, from and against all claims for injuries or death arising out of or resulting from the performance of the Agreement. "Claim," as used in this Agreement, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys' fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The Contractor's obligation to indemnify, defend, and hold harmless includes any claim by Contractor's agents, employees, representatives, or any subgrantee/subcontractor or its employees.

The Contractor's obligation shall not include such claims that may be caused by the sole negligence of the State and its agencies, officials, agents, and employees. If the claims or damages are caused by or result from the concurrent negligence of (a) the State, its agents or employees and (b) the Contractor, its subcontractors, agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Contractor or its subcontractors, agents, or employees.

The Contractor waives its immunity under RCW 51 to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

## 2.19 INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent contractor relationship will be created by this Agreement. The Contractor and its employees or agents performing under this Agreement are not employees or agents of the state of Washington or the BOARD. The Contractor will not hold itself out as or claim to be an officer or employee of the BOARD or of the state of

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Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Contractor.

## 2.20 INDUSTRIAL INSURANCE COVERAGE

The Contractor shall comply with all applicable provisions of RCW 51, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, the BOARD may collect from the Contractor the full amount payable to the Industrial Insurance Accident Fund. The BOARD may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the BOARD under this Agreement, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

## 2.21 LAWS

The Contractor shall comply with all applicable laws, ordinances, codes, regulations and policies of local and state and federal governments, as now or hereafter amended.

## 2.22 LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Agreement.

## 2.23 LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative's designee by writing (designation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement.

## 2.24 LOCAL PUBLIC TRANSPORATION COORDINATION

Where applicable, Contractor shall participate in local public transportation forums and implement strategies designed to ensure access to services.

## 2.25 NONCOMPLIANCE WITH DISCRIMINATION LAWS

During the performance of this Agreement, the Contractor shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Contractor's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Agreement may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with the Board. The Contractor shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with Section 2.14 Disputes.

## 2.26 PAY EQUITY

The Contractor agrees to ensure that "similarly employed" individuals in its workforce are compensated as equals, consistent with the following:

A. Employees are "similarly employed" if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed;

B. Contractor may allow differentials in compensation for its workers if the differentials are based in good faith and on any of the following:



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a. A seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.

b. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: Consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.

c. A bona fide regional difference in compensation level must be: Consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

This Agreement may be terminated by the BOARD if the BOARD, the Department of Commerce, or the Department of Enterprise Services determines that the Contractor is not in compliance with this provision.

## 2.27 POLITICAL ACTIVITIES

Political activity of Contractor employees and officers are limited by the State Campaign Finances and Lobbying provisions of RCW 42.17A.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

## 2.28 PREVAILING WAGE LAW

The Contractor certifies that all contractors and subcontractors performing work on the Project shall comply with state Prevailing Wages on Public Works, RCW 39.12, as applicable to the Project funded by this contract, including but not limited to the filing of the “Statement of Intent to Pay Prevailing Wages” and “Affidavit of Wages Paid” as required by RCW 39.12.040. The Contractor shall maintain records sufficient to evidence compliance with RCW 39.12, and shall make such records available for the BOARDs review upon request.

## 2.29 PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The funds provided under this Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Agreement provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

## 2.30 PUBLICITY

The Contractor agrees not to publish or use any advertising or publicity materials in which the state of Washington or the BOARD’s name is mentioned, or language used from which the connection with the state of Washington’s or the BOARD’s name may reasonably be inferred or implied, without the prior written consent of the BOARD.

## 2.31 RECAPTURE

In the event that the Contractor fails to perform this Agreement in accordance with state laws, federal laws, and/or the provisions of this Agreement, the BOARD reserves the right to recapture funds, in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by the BOARD. In the alternative, the BOARD may recapture such funds from payments due under this contract.

## 2.32 RECORDS MANAGEMENT

The Contractor shall maintain all books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which



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sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Contractor shall retain such records for a period of six years following the date of final payment.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.

## 2.33 REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the Contractor shall complete registration with the Washington State Department of Revenue.

## 2.34 RIGHT OF INSPECTION

At no additional cost all records relating to the Contractor's performance under this Agreement shall be subject at all reasonable times to inspection, review, and audit by the BOARD, the Office of the State Auditor, and federal and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Agreement. The Contractor shall provide access to its facilities for this purpose.

## 2.35 LOSS OF FUNDING

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, the BOARD may terminate the Agreement under the "Termination for Convenience" clause, without the ten business day notice requirement. In lieu of termination, the Agreement may be amended to reflect the new funding limitations and conditions.

## 2.36 SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision, if such remainder conforms to the requirements of law and the fundamental purpose of this Agreement and to this end the provisions of this Agreement are declared to be severable.

## 2.37 SUBCONTRACTING

The Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, the BOARD in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Agreement; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Agreement. The Contractor is responsible to the BOARD if the Subcontractor fails to comply with any applicable term or condition of this Agreement. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Agreement. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the BOARD for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that the BOARD and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

## 2.38 SURVIVAL

The terms, conditions, and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Agreement shall so survive.

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## 2.39 TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Contractor's income or gross receipts, any other taxes, insurance or expenses for the Contractor, other than sales taxes owed for goods or services provided for this Agreement, or its staff shall be the sole responsibility of the Contractor.

## 2.40 TERMINATION FOR CAUSE/SUSPENSION

In the event the BOARD determines the Contractor has failed to comply with the conditions of this Agreement in a timely manner, the BOARD has the right to suspend or terminate this Agreement. Before suspending or terminating the Agreement, the BOARD shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Agreement may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law.

The BOARD reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the BOARD to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the BOARD provided in this Agreement are not exclusive and are, in addition to any other rights and remedies, provided by law.

## 2.41 TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement the BOARD may, with ten (10) business days written notice, beginning on the second day after the notice is sent, terminate this Agreement, in whole or in part. If this Agreement is so terminated, the BOARD shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

## 2.42 TERMINATION PROCEDURES

Upon termination of this contract, the BOARD, in addition to any other rights provided in this Agreement.

The rights and remedies of the BOARD provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

A. Stop work under the Agreement on the date, and to the extent specified, in the notice;

B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Agreement that is not terminated;

C. Assign to the BOARD, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the BOARD has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;

D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;

E. Transfer title to the BOARD and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Agreement had been completed, would have been required to be furnished to the BOARD;

F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and



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G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the BOARD has or may acquire an interest.

## 2.43 TREATMENT OF ASSETS

Title to all property furnished by the BOARD shall remain with the BOARD. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Contractor.

## 2.44 WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by Authorized Representative of the Board.

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# ATTACHMENT I: ATTORNEY'S CERTIFICATION

## PUBLIC WORKS BOARD

**CONTRACTOR:** City of **Pasco**
**Agreement Number:** PC26-96410-016

I, _____, hereby certify:

I am an attorney at law admitted to practice in the State of Washington and the duly appointed attorney of City of Pasco (the CONTRACTOR); and

By my initials below, I acknowledge that one of the following is true:

_____I have also examined any and all documents and records which are pertinent to the Agreement, including the application requesting this financial assistance.

_____As to questions of fact material to the opinions expressed herein, I have relied upon the certifications and representations of the Contractor without undertaking to verify the same by independent investigation.

Based on the foregoing, it is my opinion that:

1. The CONTRACTOR is a public body, properly constituted and operating under the laws of the state of Washington, empowered to receive and expend federal, state and local funds, to enter into an Agreement with the state of Washington, and to receive and expend the funds involved to accomplish the objectives set forth in their application.
2. The CONTRACTOR is empowered to accept the BOARD's financial assistance and to provide for repayment of the loan as set forth in the Agreement.
3. There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described public facilities project or to enjoin the CONTRACTOR from repaying any loan extended by the BOARD with respect to such project. The CONTRACTOR is not a party to litigation which will materially affect its ability to repay such loan on the terms contained in the Agreement.
4. Assumption of this obligation would not exceed statutory and administrative rule debt limitations applicable to the CONTRACTOR.

_____ _____
Signature of Attorney Date

Daniel P. Kenny
Name

Not for Signature

# Pasco City Council

## *Regular Meeting*



**March 2, 2026**

City of Pasco
Washington

*Pasco City Council*

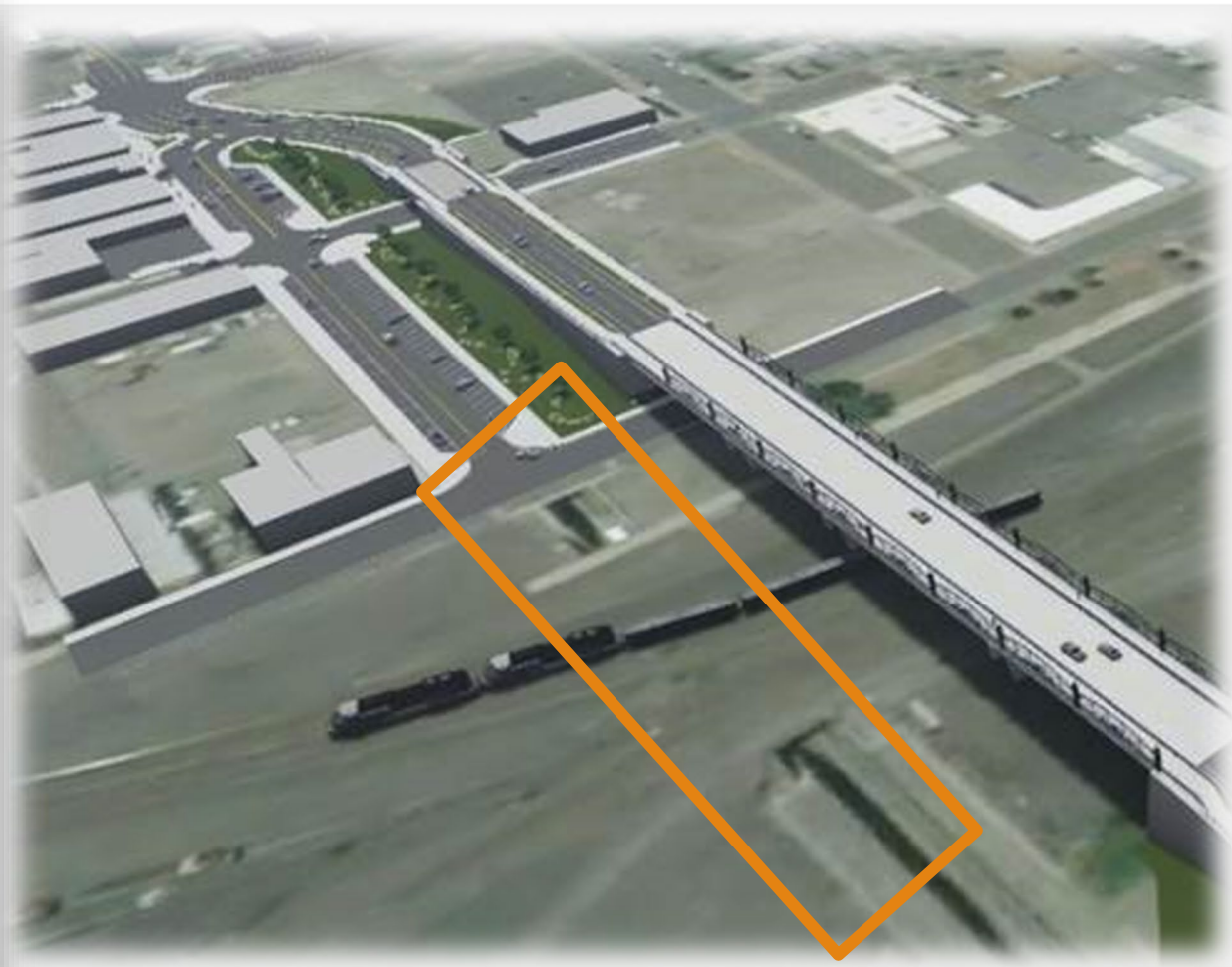
# Lewis Street Underpass Demolition Public Works Board Funding Award

**March 2, 2026**

City of Pasco Washington

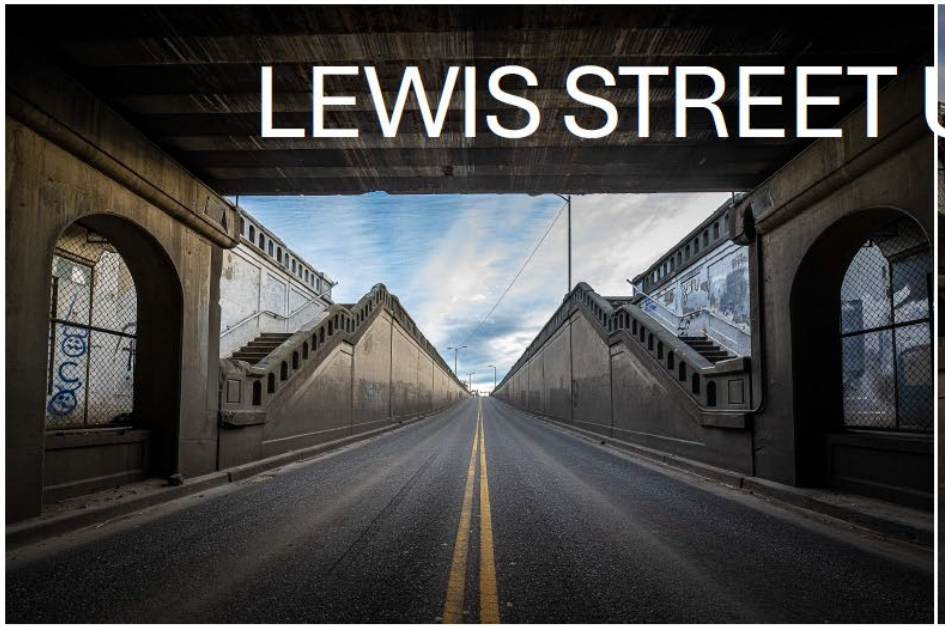
# Lewis Street Underpass Demolition

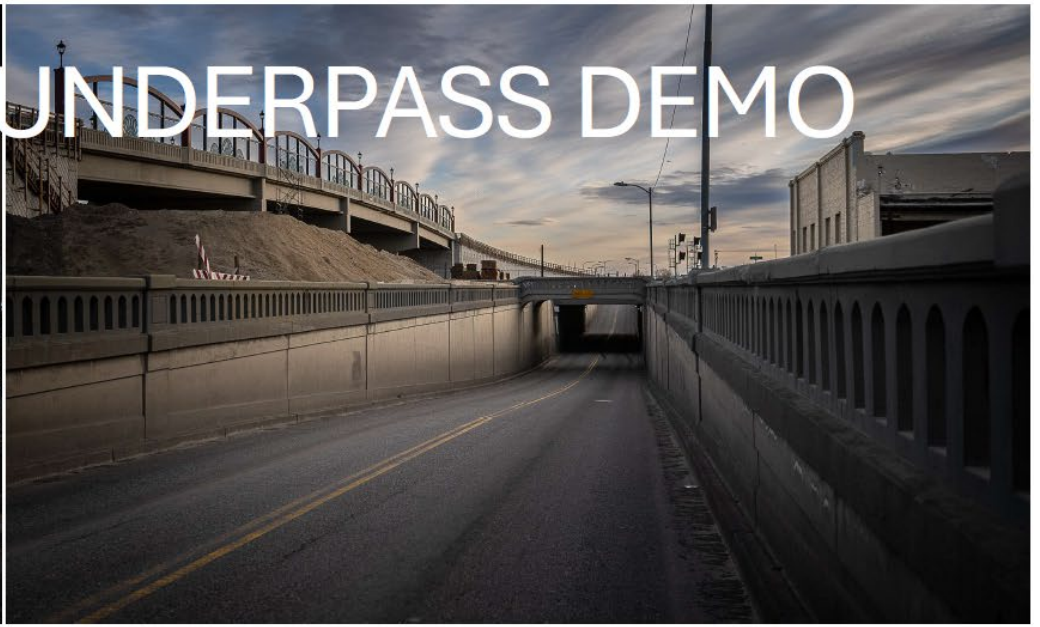




City of Pasco

# LEWIS STREET UNDERPASS DEMO












# Lewis Street Underpass Demolition





# Lewis Street Underpass Demolition

DocuSign Envelope ID: 387AF866-3A36-46D5-93EE-E939954CBF87

**OVERPASS AGREEMENT**

BNSF File No. BF10016090
Lewis St Overpass
U.S. D.O.T. No. 977800L
LS 0046
MP145.69
Lakeside Subdivision

This Agreement (**"Agreement"**), is executed to be effective as of MAY 3 2021 (**"Effective Date"**), by and between BNSF RAILWAY COMPANY, a Delaware corporation (**"BNSF"**), and the City of Pasco, a political subdivision of the State of Washington (**"Agency"**).

**RECITALS:**

WHEREAS, BNSF owns and operates a line of railroad in and through the City of Pasco, State of Washington; and

WHEREAS, Agency desires to construct a new crossing at separated grades to be known as the Lewis St Overpass, D.O.T. No. 977800L .

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**ARTICLE I) SCOPE OF WORK**

1. The term **"Project"** as used herein includes any and all work related to the construction of the proposed Lewis Street Overpass (hereinafter referred to as the **"Structure"**) particularly described on the Exhibit A attached hereto and incorporated herein, including, limited to, any and all changes to telephone, telegraph, signal and electrical lines, appurtenances, temporary and permanent track work, fencing, grading, alterations to construction of drainage facilities, preliminary and construction engineering and preparation. Additionally, temporary controls during construction must be in compliance Section 8A-08, "Temporary Traffic Control Zones" of the Manual of Uniform Traffic Devices ("MUTCD"), U.S. Department of Transportation.

DocuSign Envelope ID: 387AF866-3A36-46D5-93EE-E939954CBF87

3. Agency must provide for and maintain minimum vertical and horizontal clearances, as required in Exhibit C and as approved by BNSF as part of the plans and specifications for the Project.

4. Agency must acquire all rights-of-way necessary for the construction of the Project.

5. Agency must make any and all arrangements, in compliance with BNSF's Utility Accommodation Manual (http://www.bnsf.com/communities/faqs/pdf/utility.pdf), for the installation or relocation of wire lines, pipe lines and other facilities owned by private persons, companies, corporations, political subdivisions or public utilities other than BNSF which may be necessary for the construction of the Project..

6. Agency must construct the Project as shown on the attached Exhibit A and do all work ("Agency's Work") provided for in the plans and specifications for the Project, except railroad work that will be performed by BNSF hereunder. Agency must furnish all labor, materials, tools and equipment for the performance of Agency's Work. The principal elements of Agency's Work are as follows:

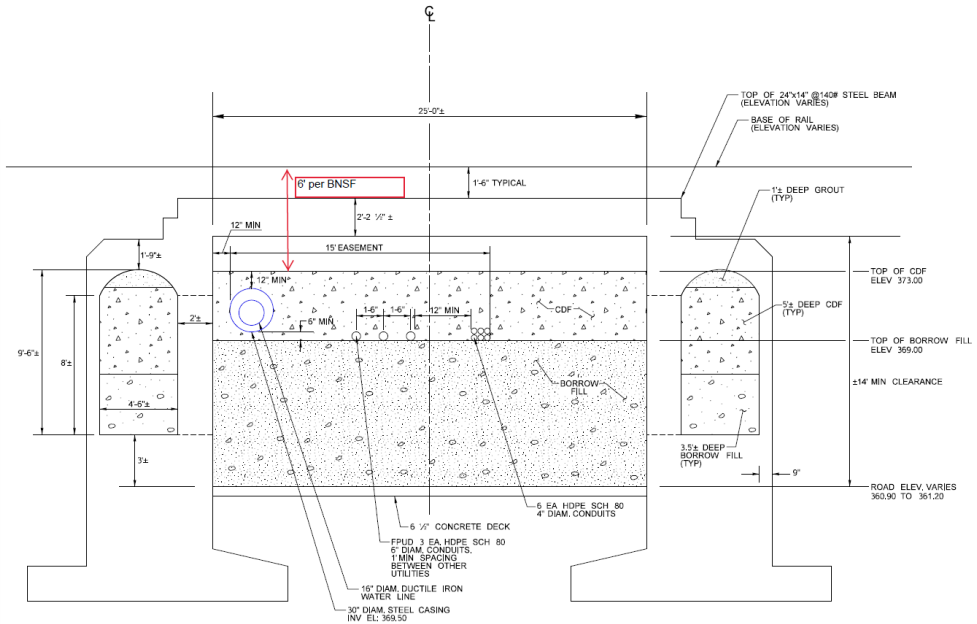
(a) Construction of the Structure;

(b) Demolition of the existing Lewis St Underpass a minimum of 6' below existing ground line;

(c) All necessary grading and paving, including backfill of excavations and restoration of disturbed vegetation on BNSF's right-of-way;

(d) Provide suitable drainage, both temporary and permanent;

(e) Installation of a gate in the fence along the boundary of BNSF's right of way in order to provide BNSF with permanent access for maintenance purposes;

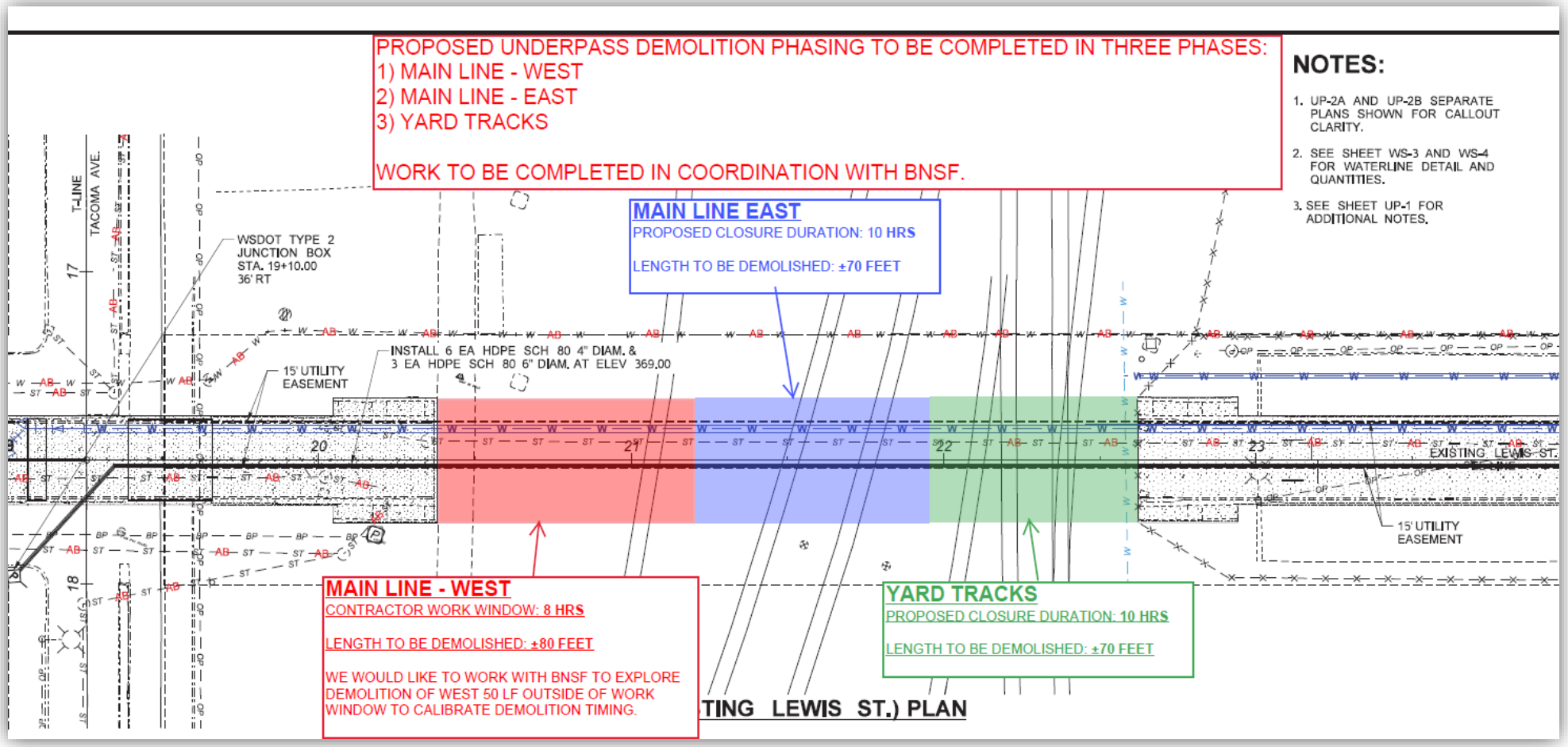



**RAILWAY UNDERPASS TYPICAL CROSS SECTION**

VIEW LOOKING EASTERLY

0 2.5 5
SCALE IN FEET

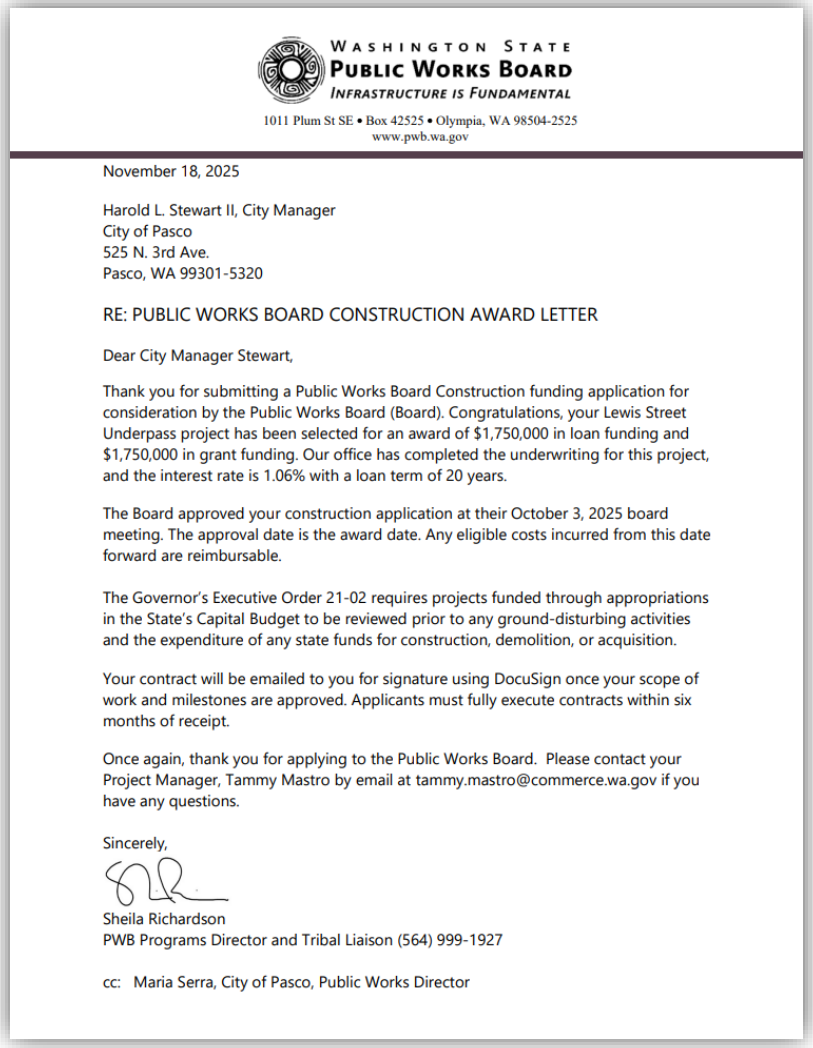
# Lewis Street Underpass Demolition



# Public Works Board Award

## Public Works Board Funding: $3.5Million

- $1,750,000 in Low interest loan
  at 1.06% interest rate 20-Year term;
- $1,750,000 in Forgivable principal
  functions as a grant;
- No match required
- Annual repayment obligation of $100,000
  from REET Fund



WASHINGTON STATE
PUBLIC WORKS BOARD
*INFRASTRUCTURE IS FUNDAMENTAL*

1011 Plum St SE • Box 42525 • Olympia, WA 98504-2525
www.pwb.wa.gov

November 18, 2025

Harold L. Stewart II, City Manager
City of Pasco
525 N. 3rd Ave.
Pasco, WA 99301-5320

RE: PUBLIC WORKS BOARD CONSTRUCTION AWARD LETTER

Dear City Manager Stewart,

Thank you for submitting a Public Works Board Construction funding application for consideration by the Public Works Board (Board). Congratulations, your Lewis Street Underpass project has been selected for an award of $1,750,000 in loan funding and $1,750,000 in grant funding. Our office has completed the underwriting for this project, and the interest rate is 1.06% with a loan term of 20 years.

The Board approved your construction application at their October 3, 2025 board meeting. The approval date is the award date. Any eligible costs incurred from this date forward are reimbursable.

The Governor's Executive Order 21-02 requires projects funded through appropriations in the State's Capital Budget to be reviewed prior to any ground-disturbing activities and the expenditure of any state funds for construction, demolition, or acquisition.

Your contract will be emailed to you for signature using DocuSign once your scope of work and milestones are approved. Applicants must fully execute contracts within six months of receipt.

Once again, thank you for applying to the Public Works Board. Please contact your Project Manager, Tammy Mastro by email at tammy.mastro@commerce.wa.gov if you have any questions.

Sincerely,

Sheila Richardson
PWB Programs Director and Tribal Liaison (564) 999-1927

cc: Maria Serra, City of Pasco, Public Works Director

City of Pasco

# Questions?

# AGENDA REPORT

FOR: City Council — February 5, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Maria Serra, Director
Public Works

SUBJECT: Resolution No. 4710 - Third Amendment to RH2 Engineering, Inc. Professional Services Agreement for Irrigation System Expansion

## I. ATTACHMENT(S):

Resolution
Presentation

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

**MOTION:** I move to approve Resolution No. 4710, authorizing the City Manager to execute Amendment No. 3 for the professional services agreement with RH2 Engineering, Inc. for the design and construction services for Irrigation Systems Expansion Project.

## III. FISCAL IMPACT:

Proposed Amendment No. 3 to the Professional Services Agreement (PSA) with RH2 Engineering, Inc. (RH2) for the Irrigation System Expansion project not to exceed $539,743.

Summary:

| | |
|---|---|
| Original PSA | $ 295,662 |
| Amendment No. 1 | $ 0 |
| Amendment No. 2 | $ 233,857 |
| **Amendment No. 3 (proposed)** | **$ 539,743** |
| New PSA Total | $ 1,069,262 |

Adopted budget for this project is currently $7.6 million, with sources as follows:

- $7,591,971 are in a revenue bond for this purpose, to be repaid by future utility revenues.
- $41,274 are paid through the Irrigation Utility fund (end balance).

## IV. HISTORY AND FACTS BRIEF:

Background:
In 2018, a detailed evaluation of the City's irrigation system found supply deficiencies within the existing area of service, resulting in low pressure areas with no capacity for expansion. In response, a series of projects and operational changes were initiated by the City.

A large part of the effort over the past several years has involved the United States Bureau of Reclamation (USBR) and the South Columbia Basin Irrigation District (SCBID) in order to plan and implement a project where the City purchases water from USBR and it is delivered (wheeled) to the City by SCBID at a location at the end of their canal system. Through collaboration the agencies have developed a viable plan that if fully implemented will be of benefit to all parties.

On April 26, 2022, the City entered into a Professional Services Agreement (PSA) with RH2 to perform a final design for the Municipal & Industrial (M&I) Pump Station and to work with SCBID and Barker Ranch (developer) on delivery and pipeline details to serve both the upper and lower zones within the expanded service area. RH2 was to prepare plans and specifications required for a complete set of bid documents, and cost estimate for review and feedback and finalize documents for bidding, however as a result of the special permitting processes, and ongoing negotiations with SCBID and Barker Ranch, the project needs evolved and design needed to be adjusted.

Amendment No. 1 of the PSA was executed on November 28, 2023, and was a no cost contract extension. During the additional time, the City and RH2 had been pursuing an agreement and requirements for the USBR water contract (now complete), as well as changes to the pump station site within the proposed Barker Ranch development.

Amendment No. 2 scope primarily focused on updates to the design to coincide with the USBR Municipal & Industrial (M&I) Agreement and the requirements for taking water delivered by SCBID. This amendment also incorporated the changes to the site plan and the characteristics of irrigation pump station in coordination with the plat adjustments for Barker Ranch and special permit conditions issued by the hearing examiner. This amendment included scope and fee for design beginning at 60% and continued assistance in coordination with USBR, SCBID and private development stakeholders.

Impact (other than fiscal):
The proposed upgrades will provide the distribution and irrigation infrastructure needed to increase the supply of Irrigation system for the City and allow better service for current users and sustainable expansion to serve new customers.

## V. DISCUSSION:

The proposed Amendment No. 3 to RH2 Professional services agreement addresses the additional work needed for the building surrounding the pump station, needed to meet noise level limits. Additionally, this project has proven to be a heavy coordination effort as we anticipate all three entities will have contractors on site at the same time, during irrigation off season. The infrastructure needed for the SCBID canal rehabilitation, the subdivision construction and the pump station itself have significant overlap, an example of that is the roadway and utility crossing from Broadmoor onto the Atlantic Drive roadway alignment. These final efforts are collaborative, and expected to render efficiencies and flexibility to the parties involved. The ultimate goal is a well-coordinated infrastructure construction.

The amendment also adds consultant services during bidding and construction, to be able to support the project through completion.

The project is currently expected to be advertised for bids in early late March/early April.

Recommendation:

Staff has reviewed and recommends approval of Amendment No. 3 to the PSA with RH2 Engineering in the amount of NOT TO EXCEED of $539,743.00 for the Irrigation System Expansion project.

Constraints (Time or other considerations):
The construction of this project needs to be completed during the 2026/2027 Irrigation off season. The City has made commitments with developers in the area for irrigation service to be available during the 2027 season.
Additionally the city holds an agreement with USBR for the lease of water, which is an ongoing expense. It is not in the best interest of the utility to delay system availability.

Next Steps:
Provided the Council approves the amendment, staff will work with the consultant to complete all necessary contractual documentation in the upcoming weeks and advertise the project for bids promptly.

Alternatives:

- Council may choose to reject the amendment. This is not recommended since the construction and operational timeline is needed to meet the 2027 deadline.

**RESOLUTION NO. _____**

**A RESOLUTION** OF THE CITY OF PASCO, WASHINGTON, APPROVES CITY MANAGER TO EXECUTE AMENDMENT NO. 3 FOR THE PROFESSIONAL SERVICES AGREEMENT WITH RH2 ENGINEERING, INC. FOR THE DESIGN AND CONSTRUCTION SERVICES FOR IRRIGATION SYSTEMS EXPANSION PROJECT.

**WHEREAS**, the City of Pasco (City) and RH2 Engineering, Inc., entered into a Professional Service Agreement on April 26, 2022, to provide Engineering services with respect to the Irrigation System Expansion Project (previously titled: NW Irrigation Systems Expansion); and

**WHEREAS**, the City and RH2 Engineering Inc., entered into Amendment No. 1 on November 28, 2023, to additional time of performance; and

**WHEREAS**, the City and RH2 Engineering Inc., entered into Amendment No. 2 on April 23, 2025, to provide additional professional engineering services; and

**WHEREAS**, the City Council of the City of Pasco, Washington, has after due consideration, determined that it is in the best interest of the City to enter into Amendment No. 3 with RH2 Engineering, Inc. to provide additional professional engineering services, services during construction, and additional time of performance

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON:**

That the City Council of the City of Pasco approves the terms and conditions of Amendment No. 3 between the City of Pasco, and RH2 Engineering as attached hereto and incorporated herein as **Exhibit A**.

**Be It Further Resolved**, that the City Manager of the City of Pasco, Washington, is hereby authorized, empowered, and directed to execute said Amendment No. 3 on behalf of the City of Pasco, and

**Be It Further Resolved**, that this resolution shall take effect immediately.

**PASSED** by the City Council of the City of Pasco, Washington, on this ____ day of March, 2026.

_____
Charles Grimm
Mayor

ATTEST:

_____
Krystle Shanks
Deputy City Clerk

APPROVED AS TO FORM:

_____
Ogden Murphy Wallace, PLLC
City Attorney

# Scope of Work
# Amendment No. 3
# City of Pasco
## Irrigation System Expansion
February 2026

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## Background

As part of the City of Pasco's (City) Irrigation System Expansion project (previously identified as the Northwest Irrigation System Upgrade project), the City engaged RH2 Engineering, Inc., (RH2) to design a Municipal and Industrial (M&I) Pump Station within the Barker Heights development in northwest Pasco with supply from the South Columbia Basin Irrigation District (SCBID). The project has evolved through ongoing coordination among the City, SCBID, and the Barker Heights developers since 2022 and is nearing completion, with the goal of delivering irrigation water at some point during the 2027 irrigation season.

Earlier design concepts for the M&I Pump Station assumed an outdoor configuration. As part of the City's Special Use Permit, a nighttime noise limit of 45 decibels was imposed for the site. During development of the 90-percent design, the City directed RH2 to perform a preliminary noise evaluation. The evaluation included measurements at existing indoor and outdoor pump stations in the Tri-Cities area, as well as ambient noise measurements at the project site, to estimate potential impacts to nearby residences.

The noise evaluation indicated that compliance with the permit's nighttime noise limit could not be reliably achieved with an outdoor pump station configuration. Based on these findings, the City directed RH2 to revise the design to enclose the pump station within a concrete masonry unit (CMU) building during the 90-percent design phase. In addition, during the 90-percent design review meeting, the City directed RH2 to incorporate a gantry crane/hoist into the structure, requiring further redesign.

Incorporating the enclosed structure and crane represented a substantial change from the prior design direction and required significant redesign across civil, mechanical, electrical, controls, structural, and heating, ventilation, and air conditioning disciplines. In parallel, assumptions made earlier in the design regarding the finalized status of the Barker Heights development plat proved inaccurate, as the plat has continued to evolve in ways that materially affect the project, including revisions as recent as February 2026. As a result, additional engineering effort is required to complete the redesign and advance the project from 90-percent design to bid-ready design.

This Scope of Work identifies the remaining effort required to complete bid-ready design updates, replenishes budget previously expended, at the City's direction, on structural design revisions, and expands services during construction beyond the limited scope previously authorized. Funds originally allocated for permitting assistance, supervisory control and data acquisition (SCADA) and control system coordination, services during bidding, and services during construction were

redirected to support the building design and are replenished through this amendment. Tasks previously authorized under earlier scopes of work that are unchanged are not restated herein; rather, replenished funds may be used to complete previously agreed-upon services where available budget was reallocated. Portions of the work described in this Scope of Work have already been performed.

This Scope of Work will be supported by RH2's subsidiary, Control Systems NW LLC (CSNW), via intercompany subcontract services agreement.

## Task 6 – Services During Construction (Amended Task)

**Objective**: Provide engineering and construction support services during project construction to assist the City. Perform regular site visits as Engineer of Record to observe construction progress, coordinate with the City and its designated representatives, and respond to technical questions and construction issues that arise during construction.

**Approach**:

6.1 Attend Weekly Construction Meetings: Attend weekly construction meetings. Prepare meeting agendas, attend meetings, facilitate discussions, document and distribute meeting minutes, and coordinate follow-up items. Time associated with travel to and from the project site is included. *Up to two (2) RH2 staff members (typically the Project Manager and a Project Engineer) are assumed to attend most meetings. It is assumed that up to forty-four (44) meetings will occur, requiring an average of four (4) hours per meeting for all related services.*

6.2 Maintain Contractor and City Communication: Communicate with the contractor and the City throughout construction to respond to questions, provide clarification of construction contract documents, and coordinate resolution of construction-related issues. Communication may include phone calls, emails, and face-to-face discussions occurring outside of scheduled site visits or meetings.

6.3 Review Submittals: Review contractor submittals and resubmittals for conformance with the construction contract documents and design intent. Prepare written comments and coordinate with the City as needed. *This subtask assumes approximately eighty (80) total submittals (including resubmittals), with an average review effort of 2½ hours per submittal.*

6.4 Review RFIs, Construction Directives, and Change Orders: Review and respond to requests for information (RFIs), prepare or assist with construction directives, and support evaluation of change orders. Provide technical review, coordinate with the City, and prepare written responses or recommendations. *This subtask assumes approximately thirty (30) total items at an average of four (4) hours each.*

6.5 Provide Limited Pay Request Support: Provide limited assistance with pay request review, which may include quantity verification and reconciliation and, if requested, on-site confirmation of quantities. *The City intends to review, prepare, and process contractor pay requests. RH2's involvement under this subtask is anticipated to be occasional and supplemental in nature. This subtask assumes an allowance of up to approximately four (4) hours per month.*

6.6 Perform Construction Observations: Perform regular site visits to observe construction progress and conformance with the construction contract documents. Observe progress, coordinate with the contractor, travel t o and from the site, and prepare Observation Daily Reports (ODRs). ODRs may consist of handwritten field notes or typed reports depending on the nature of the observation. ODRs and construction documentation will be posted to a shared file site on a weekly basis for City reference and recordkeeping. Regular observation efforts are intended to be targeted and efficient, with the goal of maintaining close coordination with the contractor while avoiding redundant observation of work that will remain accessible for future observation. *The level of effort may vary depending on contractor performance, superintendent capabilities, and prior experience of the City and RH2 with the contractor. This subtask assumes an average of three (3) site visits per week at four (4) hours per visit.*

6.7 Provide Limited Special Inspection Support: Provide observation and technical support as requested during selected special inspection activities associated with critical construction elements. Attend portions of special inspections as a secondary set of eyes to observe work, provide engineering interpretation of the construction contract documents, and assist the City in resolving technical questions that arise during these activities. *The City will provide construction inspection services through its designated inspector and retain special inspection and materials testing consultants directly. Subgrade, concrete, and rebar inspections and associated testing will be performed by the City's materials testing agency and are outside of RH2's Scope of Work. RH2 will not be responsible for performing, directing, or certifying special inspections or materials testing. Coordination of special inspections will be led by the City and its inspection consultants, with RH2 providing coordination support as requested. This subtask includes an allowance of up to one hundred eighty (180) hours of RH2 time to support special inspection activities; however, it is not anticipated that the full allowance will be utilized.*

6.8 Attend Startup and Testing: Provide engineering support during startup and testing activities. Services may include observation of pipe pressure testing, observation and technical support during mechanical equipment checkout, assistance with testing of controls, alarms, generators, and automatic transfer switches, and preparation and coordination of punchlist items with the City and contractor. *Startup and testing activities will be performed by the contractor, with RH2 and CSNW providing observation, engineering interpretation, and technical assistance as requested*.

6.9 Provide Construction Contract Administration: Provide construction contract administration services, assistance with preparation of the Notice of Award and Notice to Proceed, preparation of letters of substantial and final completion, development of the construction completion report, and support for project closeout.

6.10 Prepare Record Drawings: Prepare record drawings based on contractor markups and other construction documentation. Incorporate markups and perform limited coordination with the contractor and City for clarification and internal quality control review.

**Assumptions**:

- *Construction is anticipated to last ten (10) months.*
- *Services are limited to those described herein and will be performed to the level of effort identified in the attached Fee Estimate. If additional effort is needed, that extra work will by mutually determined by the City and RH2.*
- *RH2 is not responsible for site safety or for directing the City's consultants or contractors in their work.*
- *Deliverables will be provided in electronic format (PDF) unless otherwise noted.*

**Provided by City**:

- Attendance at weekly construction meetings.
- Processing of monthly pay requests.
- Full-time construction inspection.
- Coordinate, schedule, retain, and oversee special inspections and materials testing firms.

**RH2 Deliverables**:

- Weekly construction meeting agendas, attendance, and minutes.
- Written responses to submittals.
- Written responses to RFIs and change order requests.
- Review of pay requests.
- On-site observations and applicable field observation reports and documentation.
- Observation of selected special inspections.
- Attendance at startup and testing.
- Project punchlist.
- Notice of Award and Notice to Proceed.
- Substantial and final completion letters.
- Construction completion report.
- Record drawings.

## Task 8 – Project Management (Amended Task)

**Objective**: Administer, manage, and monitor the RH2 project team, resources, communications, scope progress, budget, files, and records throughout bid-ready design and construction phases.

**Approach**:

8.1 Monitor Progress: Review and monitor project progress, schedule, scope, and budget.

8.2 Manage Team: Manage the RH2 project team and resources.

8.3 Prepare Invoices: Provide monthly invoices with progress reports documenting work performed and budget status.

8.4 Communicate with City: Communicate with the City regarding project progress, invoicing, and schedule.

8.5 Maintain Files: Maintain electronic project files and records.

**RH2 Deliverables**:

- Monthly invoices and progress reports.

## Task 9 – BPS Structure Design Updates (New Task)

**Objective**: Prepare bid-ready design plans, specifications, and an Engineer's opinion of probable construction cost (OPCC) for the project incorporating revisions associated with the addition of the BPS building and crane, as well as updates resulting from re-platting the Barker Heights development.

**Approach**:

9.1 Prepare Structural Design: Prepare bid-ready structural design documents, calculations, and details for the proposed CMU pump station structure, gantry crane/hoist, ancillary supports, and structural elements.

9.2 Prepare Civil Design: Prepare bid-ready civil design documents, including the following:

a) Coordinate with SCBID to finalize the pump station suction line and emergency overflow wasteway culvert design. Prepare bid-ready design plans for the PPL 6.0 wasteway culverts. Coordinate with SCBID regarding construction sequencing requirements and delineation of construction responsibilities for inclusion in the specifications.

b) Coordinate with the Barker Heights developer's representative, JF Engineering, Inc., (JF Engineering), to obtain the most current AutoCAD base mapping and topographic files for the Barker Heights Subdivision. Use consistent boundary and topographic data for the M&I Pump Station and associated transmission main improvements.

c) Prepare bid-ready cover sheets, general information drawings, and construction phasing plans.

d) Prepare bid-ready site and civil plans showing existing site conditions, temporary erosion and sediment control measures, site grading, proposed facility layout, surface improvements, and utility improvements. Prepare a Stormwater Pollution Prevention Plan and Traffic Control Plan.

e) Prepare bid-ready design plans for off-site transmission mains and coordinate points of connection with JF Engineering.

9.3 Prepare Mechanical Design: Prepare bid-ready mechanical design plans, including mechanical drawings showing proposed piping layouts and equipment installations revised to account for the added BPS building.

9.4 Prepare Electrical Design: Prepare bid-ready electrical, instrumentation, and control design documents, including power distribution, standby generator systems, process instrumentation and controls, and telemetry systems compatible with the City's existing SCADA infrastructure, revised to account for the added BPS building.

9.5 Prepare Engineer's OPCC: Prepare a bid-ready OPCC based on the completed 99-percent design and bid-ready documents, revised to account for the added BPS building.

9.6 Prepare Technical and Non-Technical Specifications: Prepare bid-ready non-technical (front-end) and technical specifications. Front-end documents will include the advertisement for bids, instructions to bidders, general conditions, construction contract, insurance requirements, and standard public works forms, based on City-provided templates and modified by RH2 for this project. Technical specifications will include Division 1 (General Requirements) through Division 18 (Measurement and Payment) based on RH2's modified Construction Specifications Institute format.

9.7 Perform Internal QA/QC Review: Perform an internal quality assurance and quality control (QA/QC) review of the 99-percent and bid-ready design plans, specifications, and OPCC.

9.8 Attend 99-Percent Design Review Meeting: Submit the 99-percent design plans, specifications, and OPCC to the City, SCBID, and JF Engineering for review. Prepare a meeting agenda, attend one (1) review meeting with the City, and prepare meeting minutes. Review and respond to comments from any third-party review of the 99-percent design documents, if applicable.

9.9 Prepare Bid-Ready Documents: Incorporate 99-percent design review comments, QA/QC comments, and applicable permitting conditions into the plans and specifications. Prepare bid-ready construction documents and a final OPCC.

**Assumptions**:

- *SCBID reviews will be limited to components related to delivery of water from the PPL 6.0, retrieval of water from the PPL 6.0 wasteway, and improvements either crossing or located within the PPL 6.0 wasteway.*
- *SCBID will design or provide adequate details to be incorporated into the plan set for the 30-inch-diameter delivery on the PPL 6.0 that will be connected to the M&I Pump Station suction line.*
- *Power extensions for the project will include sufficient three-phase power to the Phase 1, Lot 1 site. The electrical service provider will bring a ground-level pad-mounted transformer to the site for use on this project.*
- *RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the City or others in relation to this Scope of Work. RH2 assumes that the entity providing such information is either the owner of such information or has obtained written authorization from the owner to distribute said information.*
- *Meetings are assumed to take place at the City's public works and engineering offices but may take place virtually as requested. The City and RH2 will mutually agree on the meeting format.*

- *The design will utilize City standard details and City general contractual conditions and forms to the extent applicable.*
- *The design does not include additional provisions for other utilities. If additional utilities are added to this Scope of Work, an amendment will need to be mutually determined between the City and RH2.*
- *Upon reviewing information, materials, or data provided by others in relation to this project, RH2 will coordinate with the City to identify missing or incomplete information deemed necessary to complete the work. Any work outside of this Scope of Work will be negotiated as part of an amendment. It was previously assumed that the Barker Heights development plat map and proposed M&I BPS site reviewed with the City on December 3, 2024, reflected the final configuration of the Barker Heights development, and there would be no additional developer-driven changes requiring another re-design of the M&I BPS. It is now assumed that the Barker Heights development plat map submitted to the City in November 2025 by the developer's representatives reflects the final configuration of the Barker Heights development and once incorporated into the M&I BPS plans, there will be no additional developer-driven changes requiring another re-design of the M&I BPS. Any additional work triggered by future changes to the Barker Heights development will be considered work performed outside of this Scope of Work.*
- *It is assumed that the irrigation main construction will be done in the right-of-way, within dedicated streets of the proposed subdivision, or within a defined easement; therefore, there is no need to research or provide services for easement acquisition.*
- *It is assumed that no utilities with cathodic protection are present in the vicinity of the proposed alignment.*
- *Services during bidding will be provided in accordance with the scope of work previously authorized under Amendment No. 2. Funds originally allocated for services during bidding that were expended at the City's direction to support the structural design revisions during development of the 90-percent plans will be replenished through this amendment. No additional funds are requested for services during bidding or for any other scope items previously authorized under Amendment No. 2.*

**Provided by City**:

- Front-end bid forms and construction contract documents in MS Word format.
- Review comments on 99-percent design documents.
- Attendance at 99-percent design review meeting.

**RH2 Deliverables**:

- Structural calculations.
- Stormwater Pollution Prevention Plan and Traffic Control Plan.
- 99-percent plans, specifications, and OPCC.

- Meeting agenda, attendance, and minutes for the 99-percent design review meeting.
- Bid-ready plans, specifications, and OPCC.

## Project Schedule

Project advertisement is anticipated in March 2026. Contract award and submittal reviews are anticipated in summer 2026. On-site construction is anticipated to begin in fall 2026 and continue into summer 2027. Startup, testing, and project closeout is anticipated to take place in late summer or fall 2027.

# EXHIBIT B

**Fee Estimate**
**Amendment No. 3**
**City of Pasco**
**Irrigation System Expansion**
**Feb-26**

| | Description | Total Hours | Total RH2 Labor | Total Hours | Total CSNW Labor | Total ALL Hours | Total ALL Labor | Total RH2 Expense | Total CSNW Expense | Total Expense | Total Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Task 6 | Services During Construction | 1,596 | $ 348,786 | 12 | $ 2,888 | 1608 | $ 351,674 | $ 25,815 | $ 72 | $ 25,887 | $ 377,561 |
| Task 8 | Project Management | 140 | $ 33,741 | - | $ - | 140 | $ 33,741 | $ 954 | $ - | $ 954 | $ 34,695 |
| Task 9 | BPS Structure Design Updates | 537 | $ 118,200 | - | $ - | 537 | $ 118,200 | $ 9,287 | $ - | $ 9,287 | $ 127,487 |
| | **PROJECT TOTAL** | **2,273** | **$ 500,727** | **12** | **$ 2,888** | **2,285** | **$ 503,615** | **$ 36,055** | **$ 72** | **$ 36,128** | **$ 539,743** |

## RH2 ENGINEERING, INC.
## 2026 SCHEDULE OF RATES AND CHARGES

| RATE LIST | RATE | UNIT |
|---|---|---|
| Professional I | $179 | $/hr |
| Professional II | $196 | $/hr |
| Professional III | $217 | $/hr |
| Professional IV | $240 | $/hr |
| Professional V | $256 | $/hr |
| Professional VI | $274 | $/hr |
| Professional VII | $298 | $/hr |
| Professional VIII | $324 | $/hr |
| Professional IX | $328 | $/hr |
| Technician I | $138 | $/hr |
| Technician II | $152 | $/hr |
| Technician III | $172 | $/hr |
| Technician IV | $186 | $/hr |
| Technician V | $205 | $/hr |
| Technician VI | $224 | $/hr |
| Technician VII | $243 | $/hr |
| Technician VIII | $254 | $/hr |
| Control Specialist I | $179 | $/hr |
| Control Specialist II | $196 | $/hr |
| Control Specialist III | $217 | $/hr |
| Control Specialist IV | $240 | $/hr |
| Control Specialist V | $256 | $/hr |
| Control Specialist VI | $274 | $/hr |
| Control Specialist VII | $298 | $/hr |
| Control Specialist VIII | $324 | $/hr |
| Control Specialist IX | $328 | $/hr |
| Control Technician I | $138 | $/hr |
| Control Technician II | $152 | $/hr |
| Control Technician III | $172 | $/hr |
| Control Technician IV | $186 | $/hr |
| Control Technician V | $205 | $/hr |
| Control Technician VI | $224 | $/hr |
| Control Technician VII | $243 | $/hr |
| Control Technician VIII | $254 | $/hr |
| Administrative I | $93 | $/hr |
| Administrative II | $108 | $/hr |
| Administrative III | $127 | $/hr |
| Administrative IV | $151 | $/hr |
| Administrative V | $178 | $/hr |
| CAD/GIS System | $27.50 | $/hr |
| CAD Plots - Half Size | $2.50 | price per plot |
| CAD Plots - Full Size | $10.00 | price per plot |
| CAD Plots - Large | $25.00 | price per plot |
| Copies (bw) 8.5" X 11" | $0.09 | price per copy |
| Copies (bw) 8.5" X 14" | $0.14 | price per copy |
| Copies (bw) 11" X 17" | $0.20 | price per copy |
| Copies (color) 8.5" X 11" | $0.90 | price per copy |
| Copies (color) 8.5" X 14" | $1.20 | price per copy |
| Copies (color) 11" X 17" | $2.00 | price per copy |
| Technology Charge | 2.50% | % of Direct Labor |
| Night Work | 10.00% | % of Direct Labor |
| Mileage | $0.7250 | price per mile (or Current IRS Rate) |
| Subconsultants | 15% | Cost + |
| Outside Services | at cost | |

Rates listed are adjusted annually.

# Pasco City Council

## *Regular Meeting*

**March 2, 2026**

City of Pasco Washington

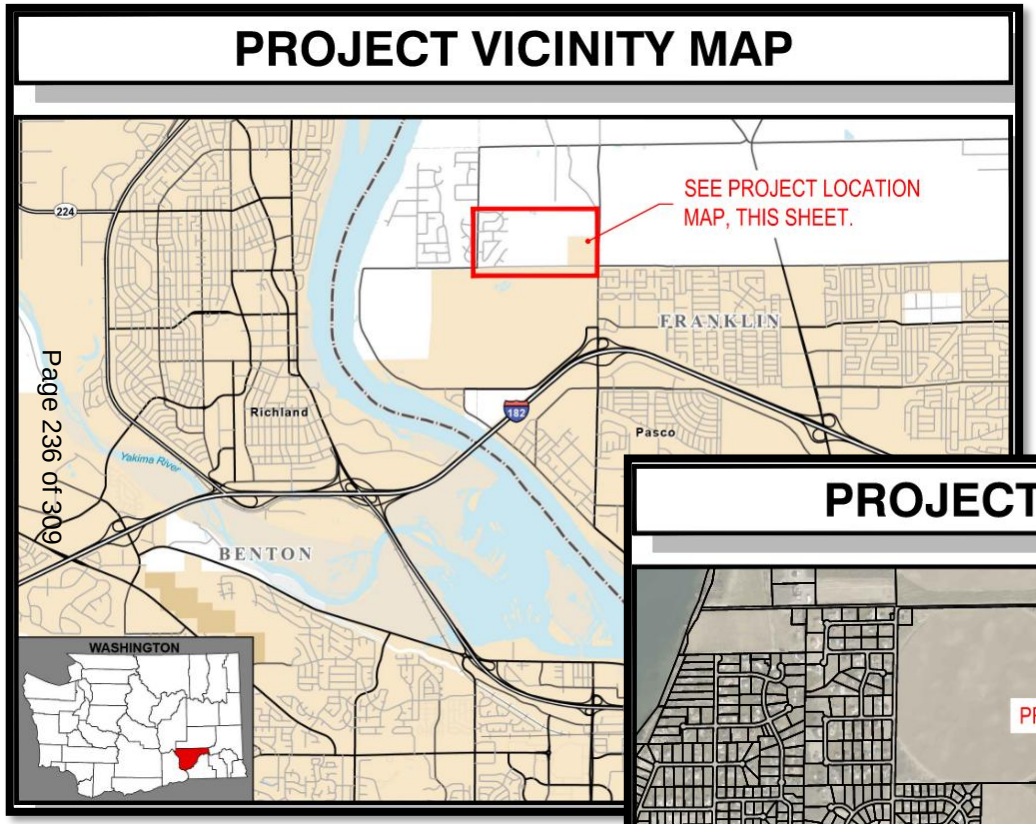
*Pasco City Council*

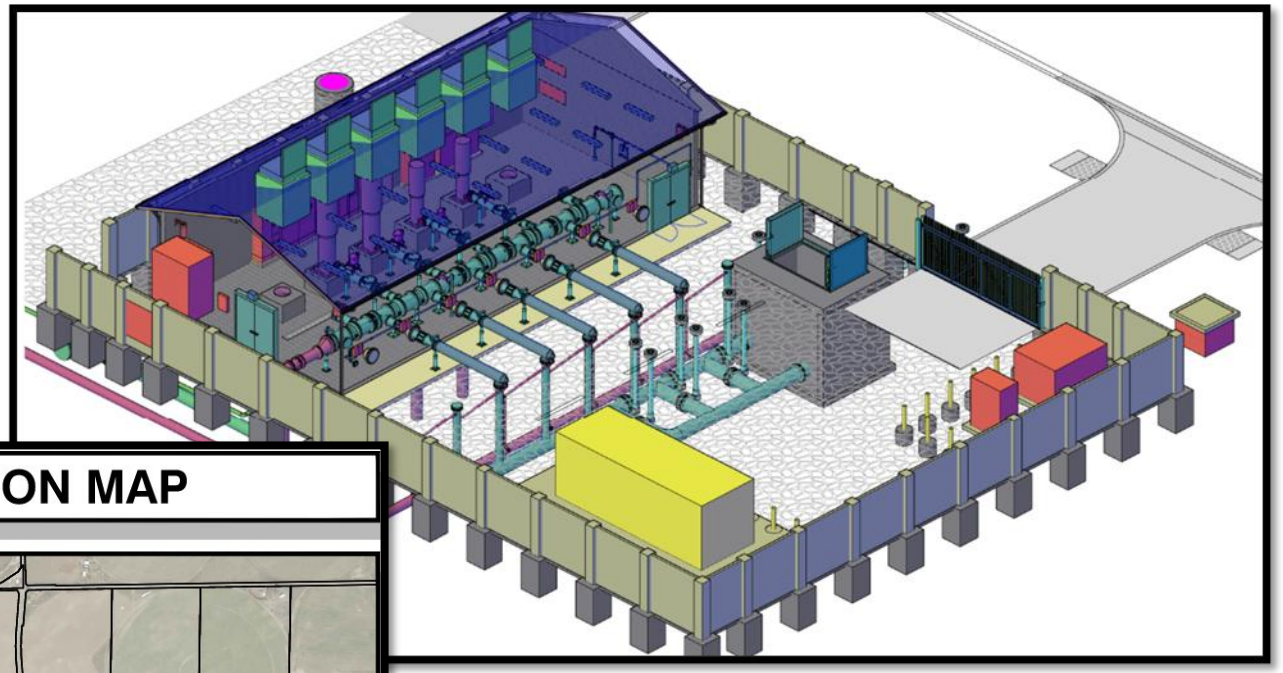
# PSA Amendment No. 3 – Irrigation System Expansion

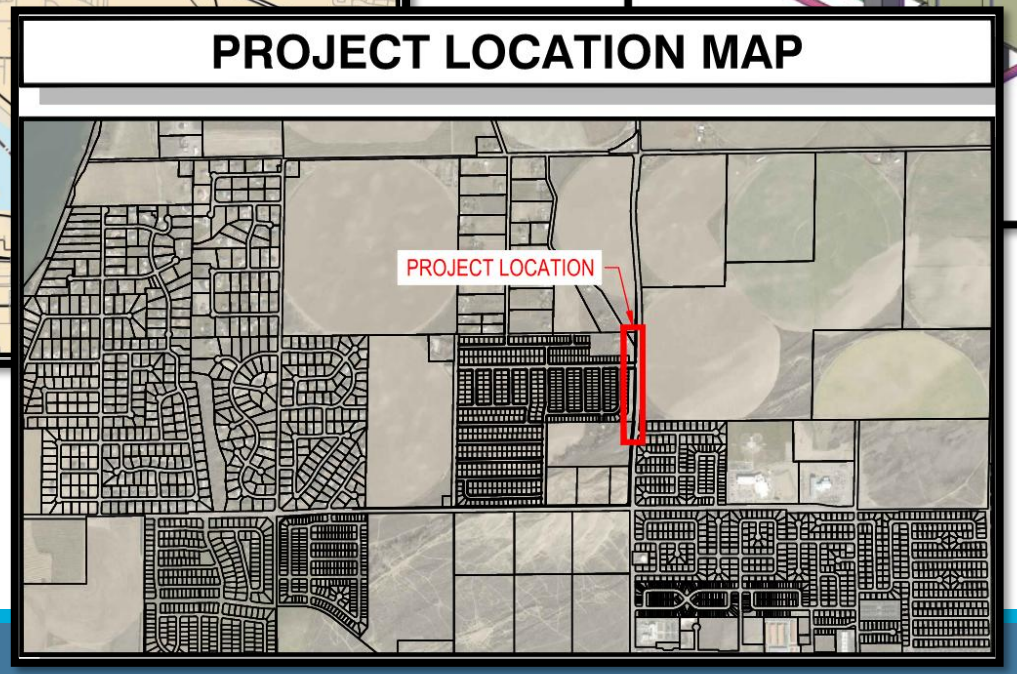
3/2/2026

City of Pasco Washington

# Irrigation System Expansion
# Project Overview





# Irrigation System Expansion
# Professional Services Costs

The proposed Amendment No. 3 adds $539,743.00 to the project and brings the total professional services agreement amount to $1,069,262.00. The added services for Amendment No. 3 are summarized below:

- Task 6 – Amended Services during construction.
- Task 8 – Amended Project Management.
- Task 9 – Booster Pump Station Structure Design Updates.

The professional services agreement was verified as necessary additions and negotiated with City staff. They were found to be reasonable and needed by City Staff.

Staff recommends approval of PSA Amendment No. 3.

# Irrigation System Expansion
# Professional Services Costs

| Professional Services Agreement | Cost |
|---|---|
| Original PSA | $ 295,662.00 |
| PSA Amendment No. 1 | $ 0.00 |
| PSA Amendment No. 2 | $ 233,857.00 |
| **PSA Amendment No. 3** | **$ 539,743.00** |
| **New Professional Services Agreement** | **$1,069,262.00** |

City of Pasco

# Questions?

# AGENDA REPORT

FOR: City Council — February 2, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Maria Serra, Public Works Director
Public Works

SUBJECT: Updated Street Lighting Standards (5 minute staff presentation)

## I. ATTACHMENT(S):

Proposed Updated Street Lighting Standards
Presentation

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Discussion

## III. FISCAL IMPACT:

A lighting study and related standard update was performed by DKS Associated, led collaboratively by Public Works (PW) and Community & Economic Development (CED) staff.

Ultimately, this investment eliminates, in most cases, the need to perform individual studies for each development and every transportation capital project. This will save time and money.

## IV. HISTORY AND FACTS BRIEF:

**Background**

The City of Pasco's 2022 Design Standards require street illumination to meet the Illuminating Engineering Society (IES) recommended levels of illuminance. Previously, the Franklin Public Utility District (FPUD) standards included a maximum streetlight spacing of 300 feet. In 2025, FPUD removed this maximum spacing from their standards, shifting the focus toward meeting illumination performance, as established in the City's standards Design and Construction Standards. To clarify a common misconception: FPUD never established a "typical" luminaire spacing—only a maximum/up to, which has now been removed.

The City's 2022 Design and Construction Standards require all projects (Private Development and Capital projects) to conduct a lighting study to ensure pole and luminaire specified for the project meets the safety requirements for illumination. This process resulted in additional time and effort in each project, and sometimes rendered inconsistent pole placement between projects.

To ensure compliance with City standards for safety and promote consistency, staff initiated a comprehensive lighting study. The study was conducted by DKS Associates in coordination with City staff. This study determined appropriate spacing and luminaire configurations based on actual performance and current lighting technologies rather than outdated assumptions.

The goal is to establish clear, predictable standards that ensure safety, reduce the need for individual lighting analyses by developers, and align Pasco's practices with best practices used by neighboring cities such as Richland.

**Impact**

The lighting study provides clear, data-driven standards that allow developers and City staff to design compliant street lighting without conducting separate lighting analyses for each project. The updated standards define appropriate spacing and luminaire wattage for local, collector, and arterial streets, including various intersection configurations, to meet illumination requirements.

By establishing consistent, predictable criteria, the updated standards will streamline the design and review process for both private development and capital projects. It will improve safety, ensure compliance with IES standards and/or WSDOT guidelines, and reduce delays or inconsistencies in street lighting design across the City.

## V. DISCUSSION:

This item was discussed on November 2, 2025. The Council directed staff to perform outreach to developers presenting the new standards and collecting feedback.

A development community focused outreach event took place on Friday January 30,2026. A developer mailing list provided the invitation and reminder of the event, overview of the purpose of the outreach event and draft proposed standards for review and comment. Social media and a Monday morning KONA radio segment were also used to advertise the event. Attendance included 5 participants online and 3 in person. Prior to the meeting written comments were received and incorporated into the proposed draft standards, as well. The feedback was supportive of the update, recognizing the value of

predictability, time and money savings. Staff also addressed some clarifying questions on updated lighting standard implementation.

**Recommendation**

Staff recommends incorporating the updated streetlighting standards into the City's Design and Construction Standards.

The study established standardized streetlight spacing and configurations for various roadway types and intersections in typical conditions. The proposed standards:

- Meet IES/WSDOT guidelines, and City illumination requirements;
- Enhance public safety by ensuring consistent and adequate lighting; and
- Reduce the burden on developers and capital projects by eliminating, in most cases, the need for separate lighting studies on each project.

For projects with atypical roadway geometry, including vertical, horizontal curves, or intersection approach angles that may negatively impact lighting levels, the engineer of record shall complete a lighting analysis using AGI software. The analysis shall conform to the illuminance requirements shown below and be submitted to the City for review prior to plan approval.

**Next Steps**

Staff will publish the updated standards and provide notice to development community and design engineers.

**Alternative**

Keep current standard, which requires a lighting study for each project and increased time and cost for private development and capital projects alike.

City of Pasco
Community Development Department
PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

## ILLUMINATION REQUIREMENTS

### Typical Conditions

Street lighting shall be provided for all public and private roadways in accordance with City Standards.

- Typical luminaire spacing and initial lumens shall conform to the tables provided in this section.
- The placement of luminaires at intersections shall meet the requirements shown in the *Intersection Luminaire Placement Table*.
- All equipment and materials shall comply with Franklin County PUD standards and specifications.
- Mid-block crossing shall include two luminaires, positioned approximately 20 to 30 feet in advance of the crossing in each direction. The exact location may be adjusted as needed to accommodate other features such as driveways, fire hydrants, utility meter boxes, property lines, or similar constraints.
- Intersections require 2 to 4 luminaires depending on the number of legs of the intersection and the classifications of the intersecting roadways.
- All signalized intersections, regardless of classification, shall receive specific design consideration and require additional lighting analysis.

### Typical Roadway Luminaire Spacing Requirements

| City of Pasco Functional Classification | Initial Lumens | Typical Pole Spacing (alternate sides) | Typical Pole Spacing-1/2 Street (same side) |
|---|---|---|---|
| Arterial | 15,000 ± 500 | 120’ | 240’ |
| Collector | 9,000 ± 500 | 155’ | 310’ |
| Local Access | 6,000 ± 500 | 180’ | 360’ |

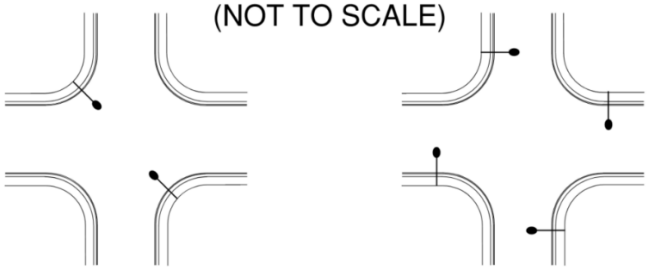
City of Pasco
Community Development Department
PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

**Typical Four-Leg Intersection Luminaire Placement Requirements**

| City of Pasco Functional Classification | Initial Lumens | Number of Luminaires Required |
|---|---|---|
| Arterial/Arterial | 15,000 ± 500 | 4 |
| Arterial/Collector | 15,000 ± 500 | 4 |
| Arterial/Local Access | 15,000 ± 500 | 4 |
| Collector/Collector | 9,000 ± 500 | 4 |
| Collector/Local Access | 9,000 ± 500 | 4 |
| Local Access/Local Access | 9,000 ± 500 | 2 |

Typical Luminaire Locations For 4-Leg Intersections:

(NOT TO SCALE)



Local Access/Local Access

Local Access/Collector
Local Access/Arterial
Collector/Collector
Collector/Arterial
Arterial/Arterial

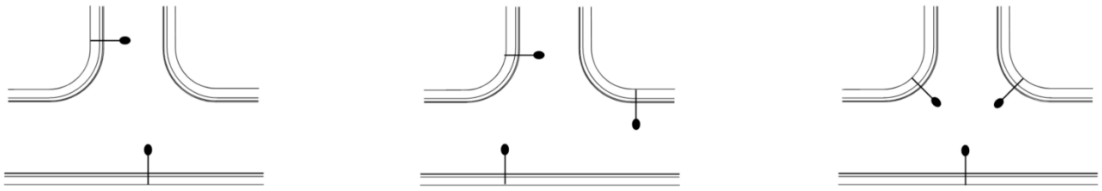
City of Pasco
Community Development Department
PO Box 293, 525 N 3rd Ave, Pasco, WA 99301
P: 509.545.3441 / F: 509.545.3499

**Typical Three-Leg Intersection Luminaire Placement Requirements**

| City of Pasco Functional Classification | Initial Lumens | Number of Luminaires Required |
|---|---|---|
| Arterial/Arterial | 15,000 ± 500 | 3 |
| Arterial/Collector | 15,000 ± 500 | 3 |
| Arterial/Local Access | 15,000 ± 500 | 3 |
| Collector/Collector | 9,000 ± 500 | 3 |
| Collector/Local Access | 9,000 ± 500 | 2 |
| Local Access/Local Access | 9,000 ± 500 | 2 |

Typical Luminaire Locations For 3-Leg Intersections:

(NOT TO SCALE)



Local Access/Local Access

Local Access/Collector
Local Access/Arterial
Collector/Collector
Collector/Arterial

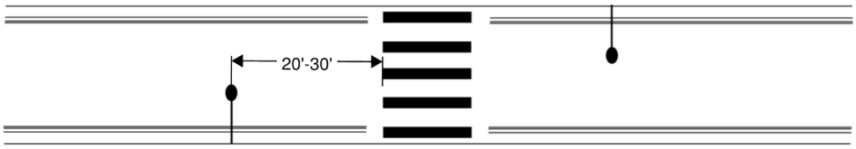
Arterial/Arterial

**Typical Mid-Block Crossing Luminaire Placement Requirements**

| City of Pasco Functional Classification | Initial Lumens | Number of Luminaires Required |
|---|---|---|
| Mid-Block Crossing (all classifications) | Per Roadway Classification | 2 |

Typical Mid-Block Crossings (Marked and Unmarked)

(NOT TO SCALE)




**Atypical Conditions and Lighting Analysis**

For projects with atypical roadway geometry, including vertical, horizontal curves, or intersection approach angles that may negatively impact lighting levels, the Developer's Consultant shall complete a lighting analysis using AGI software. The analysis shall conform to the illuminance requirements shown below and be submitted to the City for review prior to plan approval.

A lighting analysis may be deferred; however, it must be submitted, approved, and the results implemented prior to project acceptance.

The Owner/Developer is solely responsible for the design and installation of all lighting infrastructure needed and approved for the development.

**Illumination Requirements at Intersections**

| City of Pasco Functional Classification | Avg | Avg/Min | Target Avg | Target Avg/Min |
|---|---|---|---|---|
| Arterial/Arterial | 1.27 | 2.54 | 1.2 | 4:1 |
| Arterial/Collector | 1.51 | 3.78 | 1.4 | 4:1 |
| Arterial/Local Access | 1.57 | 3.14 | 1.2 | 4:1 |
| Collector/Collector | 1.22 | 2.03 | 1.1 | 4:1 |
| Collector/Local Access | 1.29 | 1.84 | 0.9 | 4:1 |
| Local Access/Local Access | 0.85 | 2.83 | 0.7 | 6:1 |

**Illumination Requirements on Roadways**

| City of Pasco Functional Classification | Avg | Avg/Min | Target Avg | Target Avg/Min |
|---|---|---|---|---|
| Arterial | 0.95 | 3.17 | 0.6 | 4:1 |
| Collector | 0.7 | 2.33 | 0.4 | 4:1 |
| Local Access | 0.33 | 3.30 | 0.3 | 6:1 |

**Existing Facilities**

Existing lighting within public rights-of-way abutting a development project that does not meet current City Standards shall be upgraded, supplemented, or relocated, as applicable, at the Developer's expense.

The Owner/Developer shall be responsible for the design, installation, and verification of all lighting infrastructure as needed and approved to serve the development.

**Design Process**

The lighting design shall begin by positioning all required luminaires at intersections and mid-block crossings. Remaining luminaires shall then be placed along the roadway to achieve uniform illumination, ensuring that spacing between luminaires does not exceed the values specified in the Typical Roadway Luminaire Spacing Requirements Table.

Placement of luminaires for atypical roadway segments and intersections shall be consistent with the results of any required lighting analysis.

# Pasco City Council

## *Regular Meeting*

**March 2, 2026**

City of Pasco Washington

*Pasco City Council*

# Street lighting Standards Update

March 2, 2026

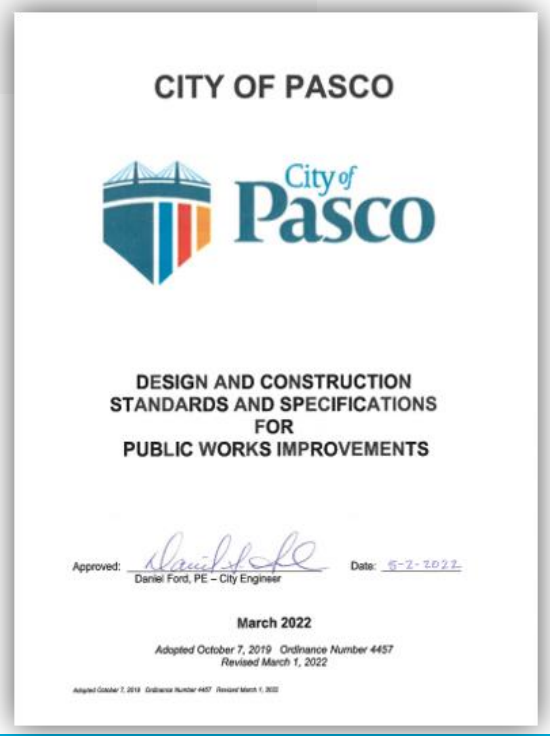
City of Pasco Washington

# Current Street lighting Standards

PMC 21.35.070 Street lighting
Street lighting shall be installed and conform to the standards and requirements of the City Engineer. [Ord. 3398 § 2, 1999; Code 1970 § 26.32.070.]



**2022 issued City of Pasco Design and Construction Standards**
**Chapter 8 – Street Improvements**


CITY OF PASCO

City of Pasco

DESIGN AND CONSTRUCTION
STANDARDS AND SPECIFICATIONS
FOR
PUBLIC WORKS IMPROVEMENTS

Approved: _____ Date: 5-2-2022
Daniel Ford, PE – City Engineer

March 2022

Adopted October 7, 2019 Ordinance Number 4457
Revised March 1, 2022

# Applicable Lighting Standards

**Standards prior to 2022**

- Required lighting layout to be approved by PUD
- Superseded in 2022

**2022 adopted Standards**

**CURRENT and APPLICABLE**

- Individual lighting study is required for every project

**Proposed Updated Standards**

**NOT ADOPTED AT THIS TIME**

- Individual lighting study no longer required (in most cases)
- Increased consistency and predictability. It streamlines lighting design
- Supersedes 2022 Standard

# Study for Street Lighting Standard Update

## Assumptions and recommendations:

- All luminaire models used in this analysis are AEL models (40W, 60W, 100W) from the recommended list from Franklin PUD standards.

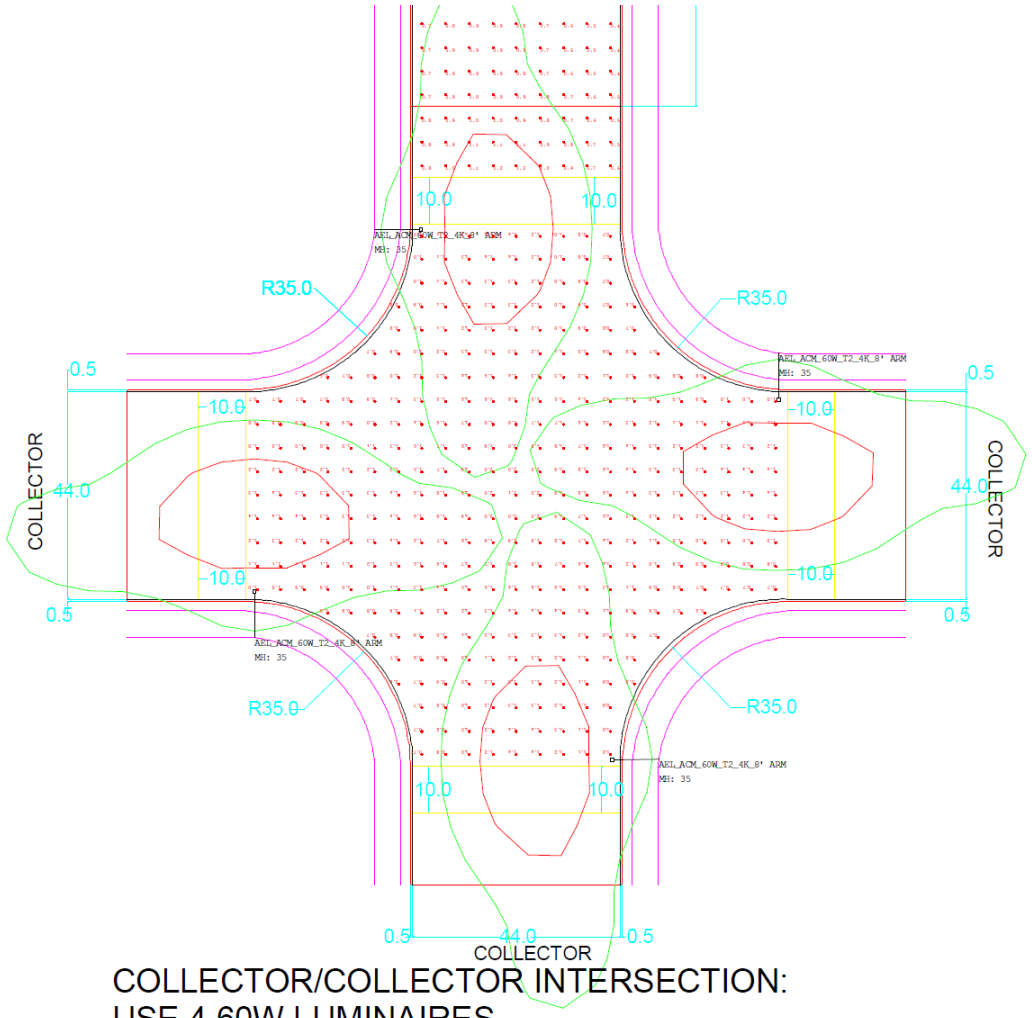
**Illumination Requirements at Intersections**

| City of Pasco Functional Classification | Avg | Avg/Min | Target Avg | Target Avg/Min |
|---|---|---|---|---|
| Arterial/Arterial | 1.27 | 2.54 | 1.2 | 4:1 |
| Arterial/Collector | 1.51 | 3.78 | 1.4 | 4:1 |
| Arterial/Local Access | 1.57 | 3.14 | 1.2 | 4:1 |
| Collector/Collector | 1.22 | 2.03 | 1.1 | 4:1 |
| Collector/Local Access | 1.29 | 1.84 | 0.9 | 4:1 |
| Local Access/Local Access | 0.85 | 2.83 | 0.7 | 6:1 |

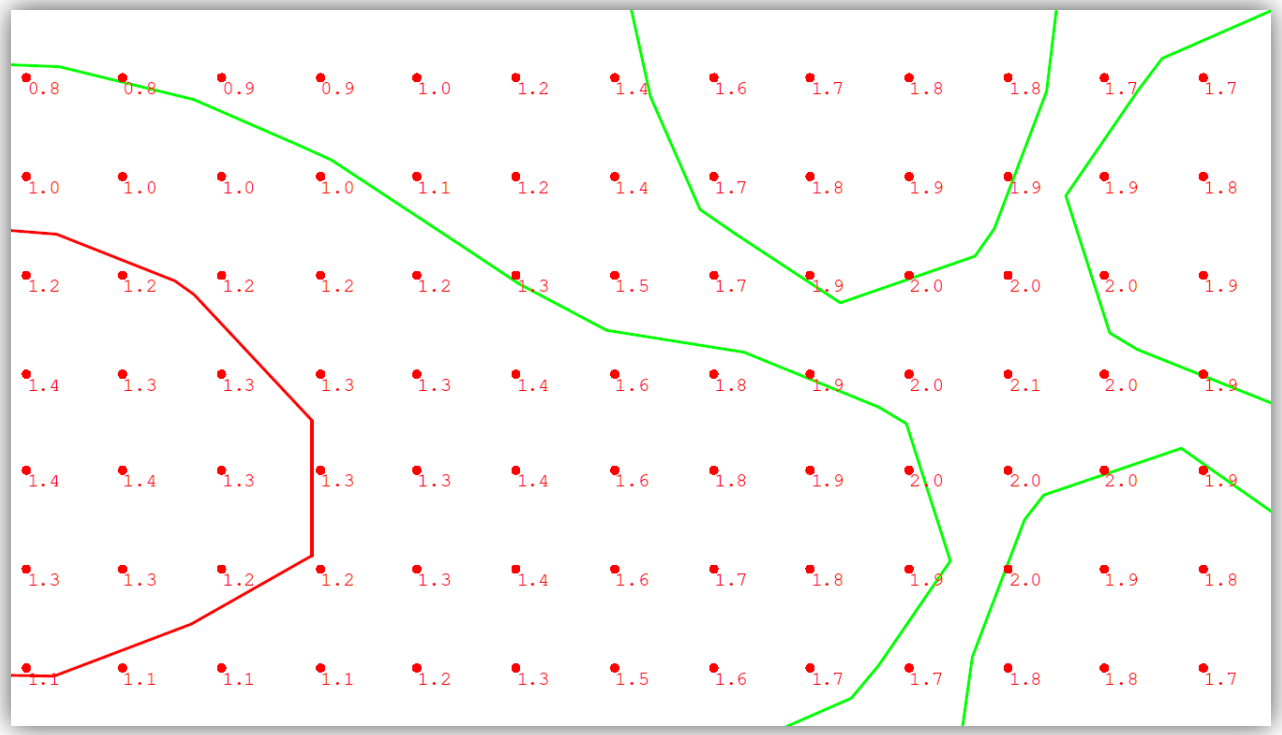
**Illumination Requirements on Roadways**

| City of Pasco Functional Classification | Avg | Avg/Min | Target Avg | Target Avg/Min |
|---|---|---|---|---|
| Arterial | 0.95 | 3.17 | 0.6 | 4:1 |
| Collector | 0.7 | 2.33 | 0.4 | 4:1 |
| Local Access | 0.33 | 3.30 | 0.3 | 6:1 |

# Proposed Street Lighting Standard Update




COLLECTOR/COLLECTOR INTERSECTION:
USE 4 60W LUMINAIRES



# Proposed Street Lighting Standard Update

Typical Roadway Luminaire Spacing Requirements

| City of Pasco Functional Classification | Initial Lumens | Typical Pole Spacing (alternate sides) | Typical Pole Spacing-1/2 Street (same side) |
|---|---|---|---|
| Arterial | 15,000 ± 500 | 120' | 240' |
| Collector | 9,000 ± 500 | 155' | 310' |
| Local Access | 6,000 ± 500 | 180' | 360' |

# Proposed Street Lighting Standard Update

**Typical Four-Leg Intersection Luminaire Placement Requirements**

| City of Pasco Functional Classification | Initial Lumens | Number of Luminaires Required |
|---|---|---|
| Arterial/Arterial | 15,000 ± 500 | 4 |
| Arterial/Collector | 15,000 ± 500 | 4 |
| Arterial/Local Access | 15,000 ± 500 | 4 |
| Collector/Collector | 9,000 ± 500 | 4 |
| Collector/Local Access | 9,000 ± 500 | 4 |
| Local Access/Local Access | 9,000 ± 500 | 2 |

## Typical Three-Leg Intersection Luminaire Placement Requirements

| City of Pasco Functional Classification | Initial Lumens | Number of Luminaires Required |
|---|---|---|
| Arterial/Arterial | 15,000 ± 500 | 3 |
| Arterial/Collector | 15,000 ± 500 | 3 |
| Arterial/Local Access | 15,000 ± 500 | 3 |
| Collector/Collector | 9,000 ± 500 | 3 |
| Collector/Local Access | 9,000 ± 500 | 2 |
| Local Access/Local Access | 9,000 ± 500 | 2 |

## Typical Mid-Block Crossing Luminaire Placement Requirements

| City of Pasco Functional Classification | Initial Lumens | Number of Luminaires Required |
|---|---|---|
| Mid-Block Crossing (all classifications) | Per Roadway Classification | 2 |

# Current Street lighting Standards

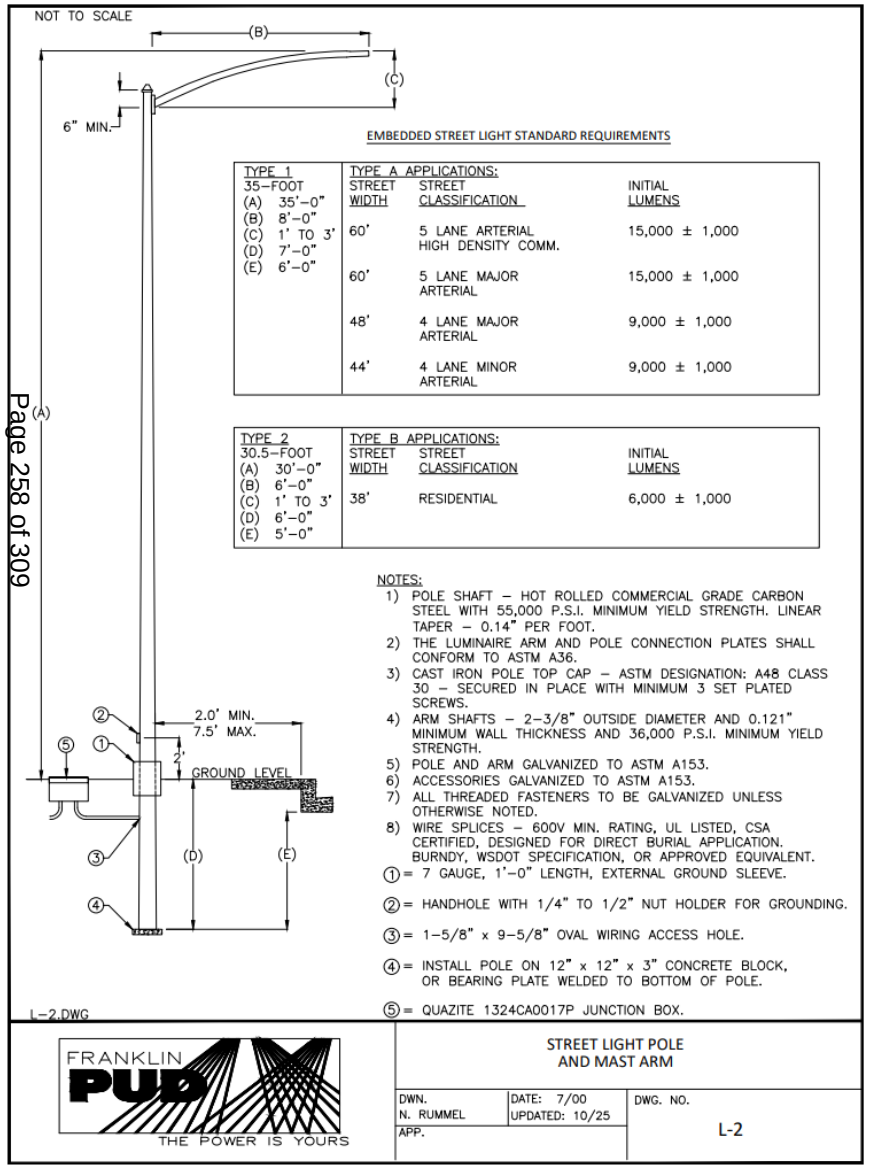
Illumination Requirements at Intersections Based on Pedestrian Classification

| City of Pasco Functional Classification | Average Maintained Illuminance (fc) Pedestrian Classification | | | Uniformity (Avg/Min) |
|---|---|---|---|---|
| | High | Medium | Low | |
| Principal Arterial/Principal Arterial | 3.4 | 2.6 | 1.8 | 3:1 |
| Principal Arterial/Minor Arterial | 2.9 | 2.2 | 1.5 | 3:1 |
| Principal Arterial/Collector | 2.6 | 2.0 | 1.3 | 3:1 |
| Minor Arterial/Minor Arterial | 2.4 | 1.8 | 1.2 | 4:1 |
| Minor Arterial/Collector | 2.1 | 1.6 | 1.0 | 4:1 |
| Collector/Collector | 1.8 | 1.4 | 0.8 | 6:1 |

Illumination Requirements on Roadways

| City of Pasco Functional Classification | Average Maintained Illuminance (fc) | Uniformity (Avg/Min) |
|---|---|---|
| Principal Arterial | 1.3 | 3:1 |
| Minor Arterial | 0.9 | 4:1 |
| Collector | 0.7 | 6:1 |

# Current Street lighting Standards


NOT TO SCALE

(B)

(C)

6" MIN.

EMBEDDED STREET LIGHT STANDARD REQUIREMENTS

| TYPE 1 35–FOOT | TYPE A APPLICATIONS: STREET WIDTH | STREET CLASSIFICATION | INITIAL LUMENS |
|---|---|---|---|
| (A) 35'–0" | 60' | 5 LANE ARTERIAL HIGH DENSITY COMM. | 15,000 ± 1,000 |
| (B) 8'–0" | 60' | 5 LANE MAJOR ARTERIAL | 15,000 ± 1,000 |
| (C) 1' TO 3' | 48' | 4 LANE MAJOR ARTERIAL | 9,000 ± 1,000 |
| (D) 7'–0" | 44' | 4 LANE MINOR ARTERIAL | 9,000 ± 1,000 |
| (E) 6'–0" | | | |

| TYPE 2 30.5–FOOT | TYPE B APPLICATIONS: STREET WIDTH | STREET CLASSIFICATION | INITIAL LUMENS |
|---|---|---|---|
| (A) 30'–0" | 38' | RESIDENTIAL | 6,000 ± 1,000 |
| (B) 6'–0" | | | |
| (C) 1' TO 3' | | | |
| (D) 6'–0" | | | |
| (E) 5'–0" | | | |

(A)

2.0' MIN.
7.5' MAX.

2'

GROUND LEVEL

(D)

(E)

NOTES:

1) POLE SHAFT – HOT ROLLED COMMERCIAL GRADE CARBON STEEL WITH 55,000 P.S.I. MINIMUM YIELD STRENGTH. LINEAR TAPER – 0.14" PER FOOT.
2) THE LUMINAIRE ARM AND POLE CONNECTION PLATES SHALL CONFORM TO ASTM A36.
3) CAST IRON POLE TOP CAP – ASTM DESIGNATION: A48 CLASS 30 – SECURED IN PLACE WITH MINIMUM 3 SET PLATED SCREWS.
4) ARM SHAFTS – 2–3/8" OUTSIDE DIAMETER AND 0.121" MINIMUM WALL THICKNESS AND 36,000 P.S.I. MINIMUM YIELD STRENGTH.
5) POLE AND ARM GALVANIZED TO ASTM A153.
6) ACCESSORIES GALVANIZED TO ASTM A153.
7) ALL THREADED FASTENERS TO BE GALVANIZED UNLESS OTHERWISE NOTED.
8) WIRE SPLICES – 600V MIN. RATING, UL LISTED, CSA CERTIFIED, DESIGNED FOR DIRECT BURIAL APPLICATION. BURNDY, WSDOT SPECIFICATION, OR APPROVED EQUIVALENT.

① = 7 GAUGE, 1'–0" LENGTH, EXTERNAL GROUND SLEEVE.

② = HANDHOLE WITH 1/4" TO 1/2" NUT HOLDER FOR GROUNDING.

③ = 1–5/8" x 9–5/8" OVAL WIRING ACCESS HOLE.

④ = INSTALL POLE ON 12" x 12" x 3" CONCRETE BLOCK, OR BEARING PLATE WELDED TO BOTTOM OF POLE.

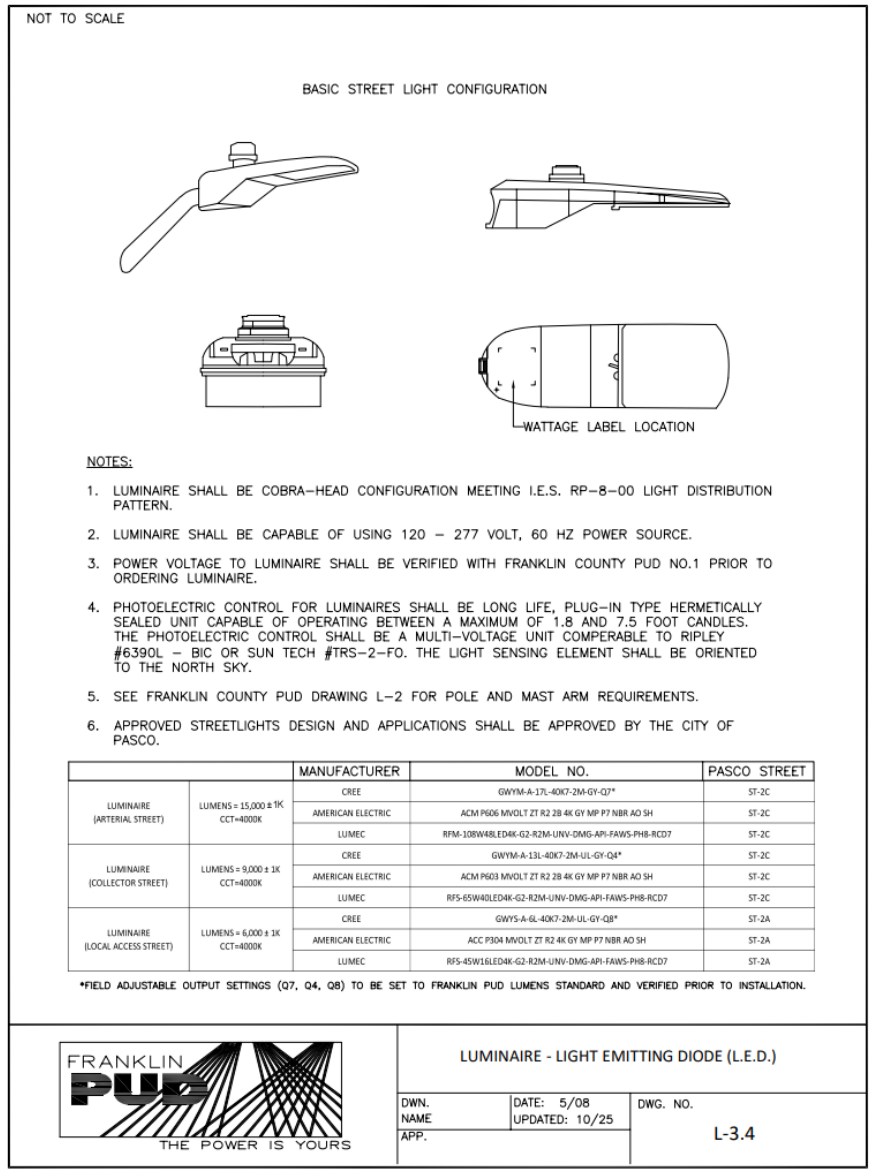
⑤ = QUAZITE 1324CA0017P JUNCTION BOX.

L–2.DWG

FRANKLIN PUD
THE POWER IS YOURS

STREET LIGHT POLE AND MAST ARM

DWN. N. RUMMEL | DATE: 7/00 UPDATED: 10/25 | APP. | DWG. NO. L-2


NOT TO SCALE

BASIC STREET LIGHT CONFIGURATION

WATTAGE LABEL LOCATION

NOTES:

1. LUMINAIRE SHALL BE COBRA–HEAD CONFIGURATION MEETING I.E.S. RP–8–00 LIGHT DISTRIBUTION PATTERN.
2. LUMINAIRE SHALL BE CAPABLE OF USING 120 – 277 VOLT, 60 HZ POWER SOURCE.
3. POWER VOLTAGE TO LUMINAIRE SHALL BE VERIFIED WITH FRANKLIN COUNTY PUD NO.1 PRIOR TO ORDERING LUMINAIRE.
4. PHOTOELECTRIC CONTROL FOR LUMINAIRES SHALL BE LONG LIFE, PLUG–IN TYPE HERMETICALLY SEALED UNIT CAPABLE OF OPERATING BETWEEN A MAXIMUM OF 1.8 AND 7.5 FOOT CANDLES. THE PHOTOELECTRIC CONTROL SHALL BE A MULTI–VOLTAGE UNIT COMPERABLE TO RIPLEY #6390L – BIC OR SUN TECH #TRS–2–FO. THE LIGHT SENSING ELEMENT SHALL BE ORIENTED TO THE NORTH SKY.
5. SEE FRANKLIN COUNTY PUD DRAWING L–2 FOR POLE AND MAST ARM REQUIREMENTS.
6. APPROVED STREETLIGHTS DESIGN AND APPLICATIONS SHALL BE APPROVED BY THE CITY OF PASCO.

| | | MANUFACTURER | MODEL NO. | PASCO STREET |
|---|---|---|---|---|
| LUMINAIRE (ARTERIAL STREET) | LUMENS = 15,000 ± 1K CCT=4000K | CREE | GWYM-A-17L-40K7-2M-GY-Q7* | ST-2C |
| | | AMERICAN ELECTRIC | ACM P606 MVOLT ZT R2 2B 4K GY MP P7 NBR AO SH | ST-2C |
| | | LUMEC | RFM-108W48LED4K-G2-R2M-UNV-DMG-API-FAWS-PH8-RCD7 | ST-2C |
| LUMINAIRE (COLLECTOR STREET) | LUMENS = 9,000 ± 1K CCT=4000K | CREE | GWYM-A-13L-40K7-2M-UL-GY-Q4* | ST-2C |
| | | AMERICAN ELECTRIC | ACM P603 MVOLT ZT R2 2B 4K GY MP P7 NBR AO SH | ST-2C |
| | | LUMEC | RFS-65W40LED4K-G2-R2M-UNV-DMG-API-FAWS-PH8-RCD7 | ST-2C |
| LUMINAIRE (LOCAL ACCESS STREET) | LUMENS = 6,000 ± 1K CCT=4000K | CREE | GWYS-A-6L-40K7-2M-UL-GY-Q8* | ST-2A |
| | | AMERICAN ELECTRIC | ACC P304 MVOLT ZT R2 4K GY MP P7 NBR AO SH | ST-2A |
| | | LUMEC | RFS-45W16LED4K-G2-R2M-UNV-DMG-API-FAWS-PH8-RCD7 | ST-2A |

*FIELD ADJUSTABLE OUTPUT SETTINGS (Q7, Q4, Q8) TO BE SET TO FRANKLIN PUD LUMENS STANDARD AND VERIFIED PRIOR TO INSTALLATION.

FRANKLIN PUD
THE POWER IS YOURS

LUMINAIRE - LIGHT EMITTING DIODE (L.E.D.)

DWN. NAME | DATE: 5/08 UPDATED: 10/25 | APP. | DWG. NO. L-3.4

Since October 2025

SOURCE: https://www.franklinpud.com/wp-content/uploads/2025/10/Street-Light-Construction-Standards-10-01-2025.pdf

# Timeline and Next Steps

**September 2025** Staff began study to update lighting standards
**October 2025** Council discussed lighting standards during Misc. Discussion – both raising a concern related to adequate lighting and development requirements.
**October 2025** City Manager's Report provided an update on status of the Lighting study progress
**November 2025** Staff presented the recommended updates to the lighting standards to Council. Council directed staff to perform outreach with the development and design consultants community.
**January 30, 2026** – Outreach Event
**March 2, 2026** – council presentation sharing feedback and describing next steps
**Next step: Publishing of Updated Standards**



**Alternative**

A) Keep current standard (requires a lighting study per each project)

City of Pasco

# Questions?

# AGENDA REPORT

FOR: City Council — February 25, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Krystle Shanks, City Clerk
City Manager

SUBJECT: Housing Authority of the City of Pasco & Franklin County Board of Commissioners Appointment of Position No. 5

## I. ATTACHMENT(S):

Resolution No. 4651
Candidate Applications

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

**MOTION:** I move to appoint _____, to the Housing Authority Board of Commissioners under Position No. 5 effective March 2, 2026, through January 27, 2031.

## III. FISCAL IMPACT:

N/A

## IV. HISTORY AND FACTS BRIEF:

The Housing Authority of the City of Pasco & Franklin County (Housing Authority) is a separate municipal corporation governed by its appointed board of commissioners. The Housing Authority's basic mission is to provide safe and habitable housing for households with incomes below 80% of the regional medium household income. In the case of the Pasco Housing Authority, it owns and operates about 300 housing units in Pasco and offers other housing opportunities as other federal programs are made available and deemed appropriate by the Board.

A Joint Housing Authority for the City of Pasco and Franklin County was formed in 1981 by joint resolution. The Housing Authority Board is comprised of five Commissioners who are appointed for a term of office of five years. The Commissioners for Position Nos. 1 and 3 are selected by the Franklin County Commissioners. Likewise, the Commissioners for Position Nos. 2, 4, and 5 are

selected by the City of Pasco, and must reside within the City.

The Council Boards & Commissions Subcommittee consisting of Mayor Grimm and Councilmembers Perales and Cotta met on February 24, 2026, and interviewed Amanda Brown and Mack Funk.

Of note, one other application was received for this position; however, the applicant withdrew at this time.

## V. DISCUSSION:

The Council Boards & Commissions Subcommittee is requesting that the City Council confirm the appointment Mack Funk to Position No. 5 on the Joint Housing Authority Board of the City of Pasco & Franklin County.

**RESOLUTION NO. 4651**

**A RESOLUTION** OF THE CITY OF PASCO, WASHINGTON, AMENDING THE PROCESS FOR APPOINTMENTS TO CITY COUNCIL'S BOARDS AND COMMISSIONS.

**WHEREAS**, the City of Pasco maintains several citizen boards and commissions to assist the delivery of municipal services, as well as to advise the City Council in making policy decisions; and

**WHEREAS**, the appointment process prescribed throughout the Pasco Municipal Code requires the Mayor, or City Manager, to appoint qualified individuals to vacancies on such boards or commissions, subject to confirmation of the City Council; and

**WHEREAS**, the last amendment to the City's Boards and Commissions appointment process was passed by council on October 24, 2022, through Resolution No. 4262; and

**WHEREAS**, the City Council has identified opportunities to streamline and improve the processes related to the appointment, reappointment, and term management of City boards and commissions to enhance efficiency, consistency, and administrative clarity; and

**WHEREAS**, the City Council is committed to establishing an appointment process for boards and commissions that is both collaborative and efficient, promotes consistency in term management, and provides a clear and accessible experience for all involved.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PASCO, WASHINGTON:**

**Section 1:** Terms of service for members of City boards and commissions shall expire on December 31st or June 30th unless otherwise governed by State law. Any term currently set to expire on a different date shall be modified to the expiration date as outlined in applicable sections of the Pasco Municipal Code.

**Section 2:** Applications for vacancies on City boards and commissions shall be solicited by the City Clerk's Office on behalf of the City Council twice annually. In instances where a mid-term vacancy occurs, the vacancy will be included in the next recruitment cycle unless the City Council directs that the position be filled with an ad-hoc recruitment when it determines that doing so is necessary to support the essential functions of the board or commission.

**Section 3:** The selection process will be completed by a Council subcommittee appointed by the Mayor, which shall include the Mayor and two Councilmembers. The Council subcommittee shall be ad-hoc and appointed when applications cycles are set to begin for current vacancies or vacancies for upcoming position term expirations.

**Section 4:** Prior to recruitment process commencing 1) the Council subcommittee will identify dates for interviews to include with advertisement; and 2) a list of incumbents who have not served more than two consecutive terms since their last interview will be provided by the City Clerk to the Council subcommittee to identify if vacancy is necessary to be posted. If eligible incumbent is selected to proceed to reappointment without interview and is interested in continuing to serve, the incumbent will proceed to confirmation by City Council and the position will not be recruited for.

**Section 5:** Application packets of those candidates meeting the qualification for the board or commission position(s), shall be reviewed by a Council subcommittee. The Council subcommittee shall select those candidates it deems best suited for the respective board/commission but not more than three candidates for each vacancy to be filled. The Council subcommittee shall consider the following factors, including, but no limited to:

a) Geographic representation.
b) Gender representation.
c) Ethnic representation.
d) Familial and financial relationships of board members.
e) Qualifications and expertise related to the subject matter of the respective Board or Commission.

**Section 5:** The Council subcommittee shall conduct the interviews of the selected candidates. At a City Council meeting following such interviews, an interviewed candidate shall be selected by the Mayor for appointment/reappointment to each vacant position. Any candidate selected by the Mayor shall be subject to confirmation vote by the City Council; a majority vote of the quorum present at such meeting shall be required to confirm the Mayor's appointments.

**Section 6:** Any prior Resolutions of the City Council in conflict with the provisions in this Resolution shall be superseded by this resolution.

**Be It Further Resolved**, that this Resolution shall take effect immediately.

**PASSED** by the City Council of the City of Pasco, Washington, on this 6th day of October, 2025.

DocuSigned by:
David Milne
C63003B2A56E4AE...
David Milne
Mayor

ATTEST:
Signed by:
Debby Barham
7A5E219B053A4B0...
Debra Barham, CMC
City Clerk

APPROVED AS TO FORM:
Signed by:
Eric Ferguson
67D77940F8DF407...
Keri Ferguson Law, PLLC
City Attorneys

# BOARD/COMMISSION APPLICATION

**Received Date:** January 20, 2026
**Application Type:** Housing Authority of the City of Pasco and Franklin County

| | |
|---|---|
| **Name** | Mack Funk |
| **Address** | [redacted] |
| **Phone** | [redacted] |
| **Alternative Phone** | |
| **Email Address** | [redacted] |
| **District of Residence:** | [redacted] |
| **Registered Voter:** | Yes |

## DEMOGRAPHIC INFORMATION

| | |
|---|---|
| **Length of Residency** | Currently 1 year and previously 12 years, 1984-1996 |
| **What gender do you identify with?** | [redacted] |
| **Race or Ethnicity** | [redacted] |

## GENERAL QUESTIONS:

**Employment Status**
Retired

**Employer**
Not applicable

**Present Employment**
Not applicable

**Educational Background**
BS Agricultural Science & Management Univ. of Cal. at Davis
Real Estate Course CBC

**Reason for Applying**
I want to be active in my community.

**Relevant Experience**
10+ years residential landlord
45+ years public service= 8.5 years federal + 38 years local

**Community Involvement**
Bike Tri-Cities Board, Friends of Badger Mt. volunteer, Tutor of 4th grade student
Pasco Masonic Lodge member

**Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?**
No

Mack Funk

**Do you have any financial or personal conflicts of interest that would interfere with your participation on this board/commission?**

No

**I am available to participate in the regularly scheduled board/commission meetings**

Yes

---

**DEMOGRAPHIC INFORMATION:**

**Length of Residency:**

Currently 1 year and previously 12 years, 1984-1996

**Race or Ethnicity:**

[redacted]

**What gender do you identify with?**

[redacted]

**Disibility:**

[redacted]

**APPLICATION AGREEMENT**

**I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also understand that this application and supporting documents may be available for public inspection.**

☒ **I Agree**

**Signature:**

Mack L Funk

# BOARD/COMMISSION APPLICATION

**Received Date:** January 13, 2026
**Application Type:** Housing Authority of the City of Pasco and Franklin County
**Secondary Choices:** Arts and Culture Commission

| | |
|---|---|
| **Name** | Amanda Brown |
| **Address** | [redacted] |
| **Phone** | [redacted] |
| **Alternative Phone** | |
| **Email Address** | [redacted] |
| **District of Residence:** | [redacted] |
| **Registered Voter:** | Yes |

## DEMOGRAPHIC INFORMATION

| | |
|---|---|
| **Length of Residency** | 9 |
| **What gender do you identify with?** | [redacted] |
| **Race or Ethnicity** | [redacted] |

## GENERAL QUESTIONS:

**Employment Status**

Employed

**Employer**

Kennewick School District

**Present Employment**

I am in my tenth year of teaching in Kennewick School District. I taught general education kindergarten for two years, fourth grade dual language for seven years and I now teach middle school English language development and academic support.

**Educational Background**

I have a Bachelor's degree in Elementary Education, a Master's Degree in English Language Learning Education and a Certificate in Educational Leadership and School Administration from WSU.

**Reason for Applying**

As a school board member and educational leader, I see every day how stable, affordable housing directly impacts student success, family engagement, and long-term community outcomes in Pasco. Serving on the Housing Authority Commission would allow me to extend my commitment to equity and public service beyond schools and into the systems that shape families' ability to thrive. I am motivated to bring a collaborative, data-informed, and community-centered perspective to ensure housing decisions reflect the needs and voices of Pasco's families

**Relevant Experience**

I currently serve on the Pasco School Board of directors and I have been in this elected role for the past three years. I also serve the Tri-Cities community working in our local schools in Kennewick School District.

Amanda Brown

**Community Involvement**

I serve on the Pasco School Board of Directors and I have also served and volunteered on the Kennewick School District's Instructional Materials Committee.

**Have you served on this board, commission, or committee in the past and if so, how many terms did you serve?**

This would be my first experience serving on a board or commission at the city level.

**Do you have any financial or personal conflicts of interest that would interfere with your participation on this board/commission?**

I do not.

**I am available to participate in the regularly scheduled board/commission meetings**

Yes

---

**SUPPLEMENTAL QUESTIONS: Arts and Culture Commission:**

**What type of position on the Commission are you applying for?**

Community Member

**How can public art improve a community?**

I believe that public art improves a community by creating shared spaces where people feel seen, represented, and connected; especially when it reflects the cultures, languages, and stories of the families who live there. As an educator and school board leader, I have seen how creative expression builds belonging, pride, and engagement, particularly for young people and historically underrepresented communities. Thoughtfully integrated public art can strengthen community identity, spark dialogue, and serve as a powerful tool for education, healing, and long-term civic connection.

**What is the role of an Arts and Culture Commissioner based on PMC Chapter 2.135.**

An Arts and Culture Commissioner serves as the City’s primary resource and advisory voice on public art and culture by reviewing and guiding the acceptance, placement, maintenance, and funding of public art, promoting educational and community engagement, and acting as a catalyst that brings together government, artists, and the broader community for the public good.

---

**DEMOGRAPHIC INFORMATION:**

**Length of Residency:**

9

**Race or Ethnicity:**

[redacted]

**What gender do you identify with?**

[redacted]

**Disibility:**

[redacted]

**APPLICATION AGREEMENT**

**I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also understand that this application and supporting documents may be available for public inspection.**

☒ **I Agree**

Amanda Brown

**Signature:**

Amanda Sue Brown

# AGENDA REPORT

FOR: City Council

TO: Harold Stewart, City Manager

City Council Regular Meeting: 3/2/26

FROM: Maria Serra, Director
Public Works

SUBJECT: Understanding Traffic Calming: Purpose and Approaches

## I. ATTACHMENT(S):

Presentation

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Information Only

## III. FISCAL IMPACT:

Today's presentation does not request action and therefore does not have an immediate fiscal impact.
Implementation of traffic calming measures are subject to Council approval and budget appropriation.

The Adopted 2026-2031 TIP included a Traffic Calming program, but due to budget constraints in the current biennium, activities are not funded. City staff pursues grant funding to deliver projects with components specific to traffic calming.

Non-grant funded activities specifically directed by the governing body have been funded via the Streets Fund, from programs such as Streets Maintenance and Traffic Devices, redirecting funds from regular roadway maintenance activities.

## IV. HISTORY AND FACTS BRIEF:

Traffic calming refers to a set of planning and engineering strategies used by municipalities to manage vehicle speeds and improve safety for all roadway users, including pedestrians, bicyclists, and motorists. These measures are typically applied on local and collector streets where speeding, cut-through

traffic, or collision patterns indicate a need for intervention.

The primary objectives of traffic calming are to reduce vehicle speeds, improve safety for people walking and biking, discourage inappropriate cut-through traffic, and increase driver awareness in residential and school areas. Traffic calming programs are widely used across Washington State and nationally as part of a comprehensive transportation safety strategy consistent with Vision Zero principles.

## V. DISCUSSION:

Traffic calming strategies generally fall into three categories:

- vertical deflection,
- horizontal deflection,
- and visual or regulatory measures

**Vertical deflection** includes features such as speed humps, raised crosswalks, and raised intersections that physically require drivers to slow down.

**Horizontal deflection** uses design elements like curb extensions, chicanes, traffic circles or roundabouts, and median islands to change the driving path and visually narrow the roadway, encouraging lower speeds.

**Visual and regulatory measures,** such as enhanced signage, pavement markings, radar speed feedback signs, and high-visibility crosswalks, focus on increasing driver awareness and reinforcing appropriate behavior without major construction.

Traffic calming is most effective when applied using objective, data-driven criteria rather than relying solely on perceptions of speeding or traffic volume. Municipalities typically consider documented speeding patterns, traffic volumes that exceed a street's intended function, crash history (especially involving pedestrians or bicyclists), proximity to schools and community facilities, and street design that encourages higher speeds. Traffic studies often evaluate 85th-percentile speeds, average daily traffic, crash frequency and severity, sight distance, roadway width, and surrounding land uses. Using these measures helps ensure that resources are directed to locations with the greatest safety benefit and promotes consistency and fairness in implementation across Washington State and nationally.

Traffic calming is most commonly applied on local residential streets and neighborhood collectors, particularly where speeding, cut-through traffic, or higher pedestrian and bicycle activity is documented. These streets are intended to prioritize access and safety rather than high traffic throughput, and traffic calming reinforces that function by maintaining lower speeds and discouraging non-local traffic.

In contrast, major arterials and thoroughfares are designed to serve regional travel, freight movement, and transit. Applying traditional traffic calming on these roads can reduce mobility, increase congestion, create safety tradeoffs such as rear-end collisions, delay emergency response, interfere with freight and transit operations, and divert traffic onto nearby residential streets. For these corridors, safety is typically addressed through other tools such as signal timing, access management, corridor-wide speed management, targeted enforcement, and intersection improvements.

A structured, data-based traffic calming program allows the City to improve safety while preserving emergency access, balance neighborhood concerns with mobility needs, prioritize projects transparently, and match treatments to the appropriate street type. Traffic calming is not intended to replace enforcement, but to complement it by shaping street environments in ways that naturally encourage safer driving behavior.

City of Pasco has a history of implementing traffic calming where it is warranted and funded from grant programs specifically for improvement of safety.

The City evaluates areas that have been identified through studies, such as Roadway Safety Plans and Comprehensive Safety action plans, and through complaints from community members. Potential solutions are identified. Some solutions are implemented through capital projects, while others are addressed via operational changes.

A recent example of a planning study is a Highway Safety Improvement Program (HSIP) grant for injury minimization citywide. As part of this process, speed analysis across arterials and collectors in the city have been performed. Critical speeding issues have been identified. An implementation plan includes speed limit sign addition and feedback signs, modified striping, the implementation needs exceed the funding available through the federal grant, and therefore improvements are being prioritized. A presentation focused on these needs and prioritization is forthcoming in the spring.

Recent examples of effective traffic calming are the Sylvester Street Safety Improvement project and the Road 96 modification of roadway configuration. The **Sylvester Street Safety Improvement** project was funded via two grant programs and matched with local funds. Federal HSIP and state pedestrian/bicyclist (PBP) programs recognized the crash history in the corridor and the documented speeding issues, exacerbated by the lack of pedestrian facilities on the western segment of the corridor (West of US395). The project addressed these issues, with a speed reduction, lane reconfiguration, pedestrian crossings equipped with flashing beacons and designated ped/bike facilities. **Road 96 corridor** modifications responded to consistent speeding patterns 15MPH above speed limit and the use of this street as a cut-through

route. Public Works crews installed speed cushions as a deterrent to that behavior.

Looking forward, the upcoming Clark Street project will apply traffic calming measures to a downtown corridor in accordance with the vision set by the Downtown Masterplan. The Court Street corridor has also been evaluated and traffic calming measures implemented. Clark Street and Court Street corridors will be discussed in further detail during future meetings.

# Pasco City Council

## *Regular Meeting*

**March 2, 2026**

City of Pasco Washington

*Pasco City Council*

# Understanding Traffic Calming: Purpose and Approaches

**March 2, 2026**

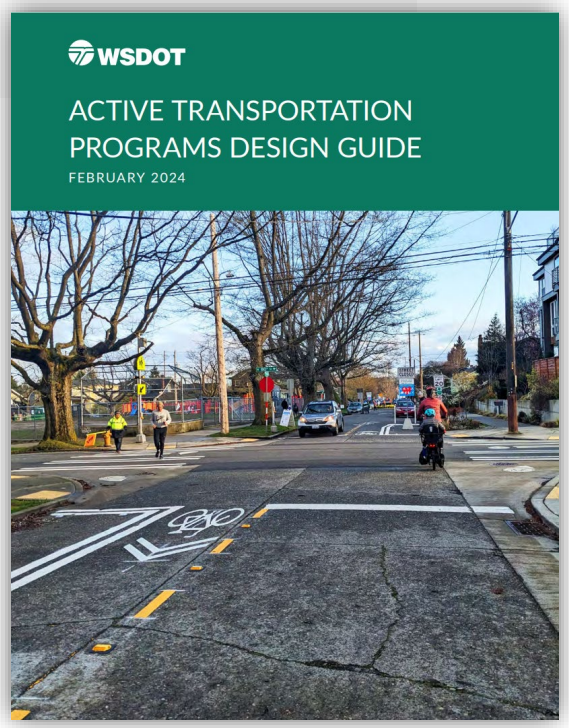
City of Pasco Washington

# Understanding Traffic Calming

Traffic calming refers to a set of planning and engineering strategies used by municipalities to manage vehicle speeds and avoid cut-through to improve safety for all roadway users, including pedestrians, bicyclists, and motorists.

**Traffic calming is best applied on local streets and neighborhood collectors.**

**Arterial streets and major collectors are not good candidates for traffic calming measures.**



# Traffic Calming Strategies

**Vertical deflection**

- speed humps,
- raised crosswalks, and
- raised intersections

**Physically requires driver to slow down**

**Horizontal Deflection**

- curb extensions,
- chicanes,
- traffic circles, roundabouts, and
- median islands

**Visually narrows the lane and changes the driving path encouraging lower speeds**

**Visual or Regulatory measures**

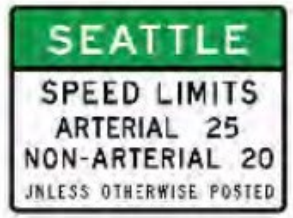
- enhanced signage
- pavement markings,
- radar speed feedback signs, and
- high-visibility crosswalks,

**Increases awareness and reinforces good behavior**

# Traffic Calming Strategies

## Speed Zones

1. 20-mph speed zone designation and signs
2. School or playground 20-mph speed zone with flashing beacons and signage
3. Speed feedback sign
4. Automated traffic safety camera













WSDOT

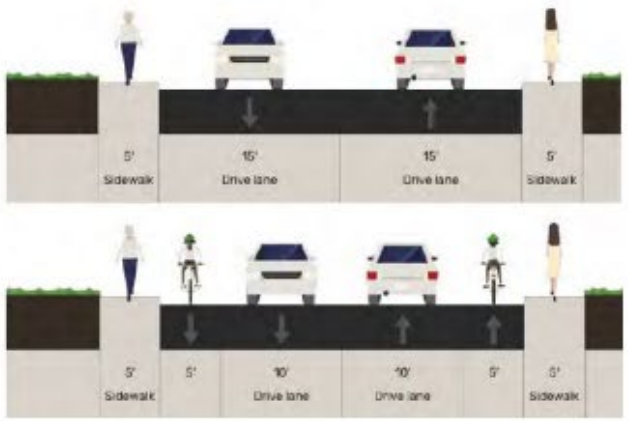
25

SOURCE: Active Transportation Programs Design Guide Webinar Training Session 1

# Traffic Calming Strategies

## Road Reconfiguration

5. Lane width reduction
6. Road reconfiguration








WSDOT 26

SOURCE: Active Transportation Programs Design Guide Webinar Training Session 1

# Traffic Calming Strategies

## Horizontal Deflection

7. Chicanes
8. Neighborhood traffic diverter
9. Median diverter for multi-stage crossing
10. Neighborhood traffic circle
11. Choker











WSDOT

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SOURCE: Active Transportation Programs Design Guide Webinar Training Session 1

# Traffic Calming Strategies

## Vertical Deflection

12. Raised intersection
13. Speed hump or speed cushions
14. Speed table
15. Raised crosswalk (crossing treatment)





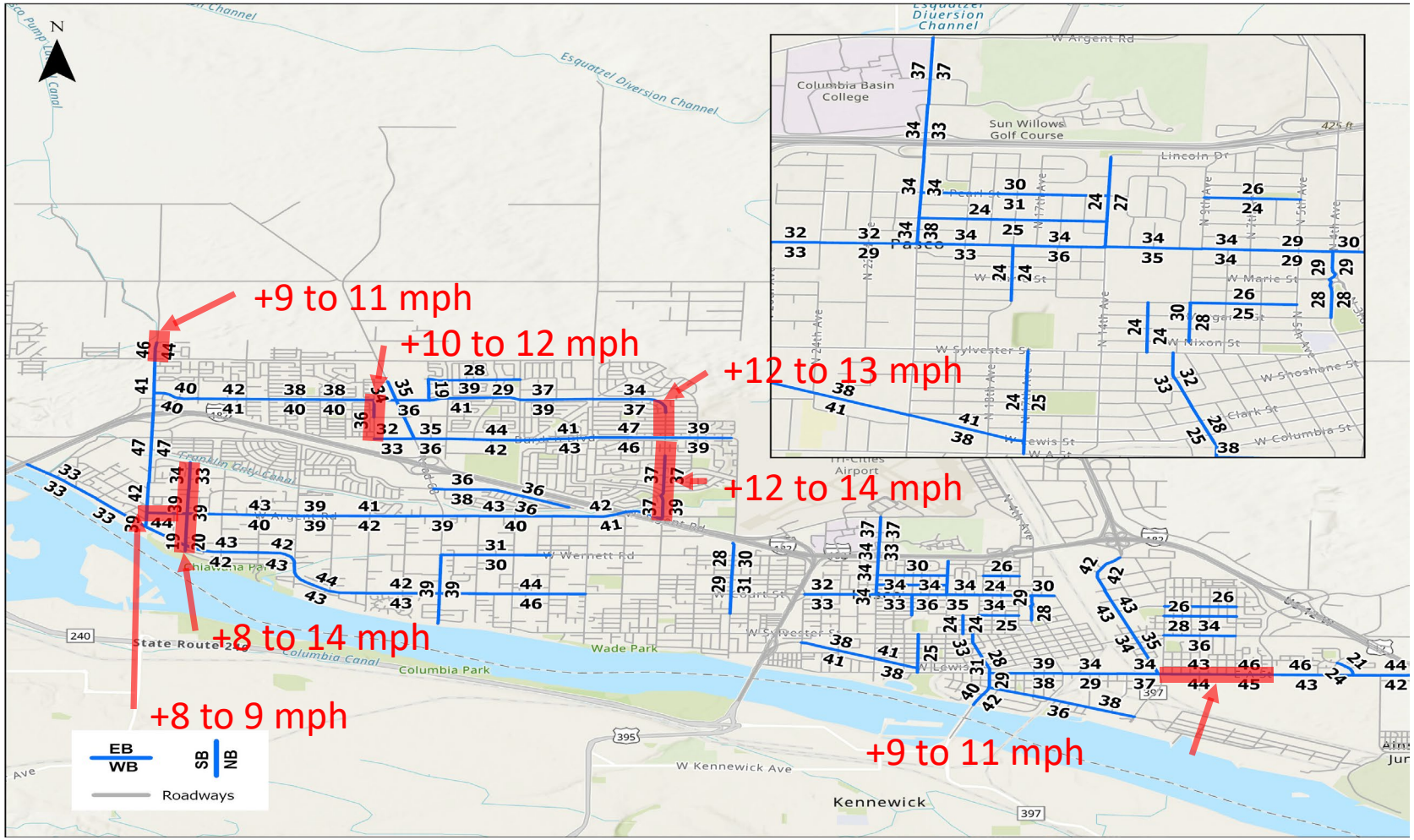





WSDOT 28

SOURCE: Active Transportation Programs Design Guide Webinar Training Session 1

# Data-driven approach: Speed



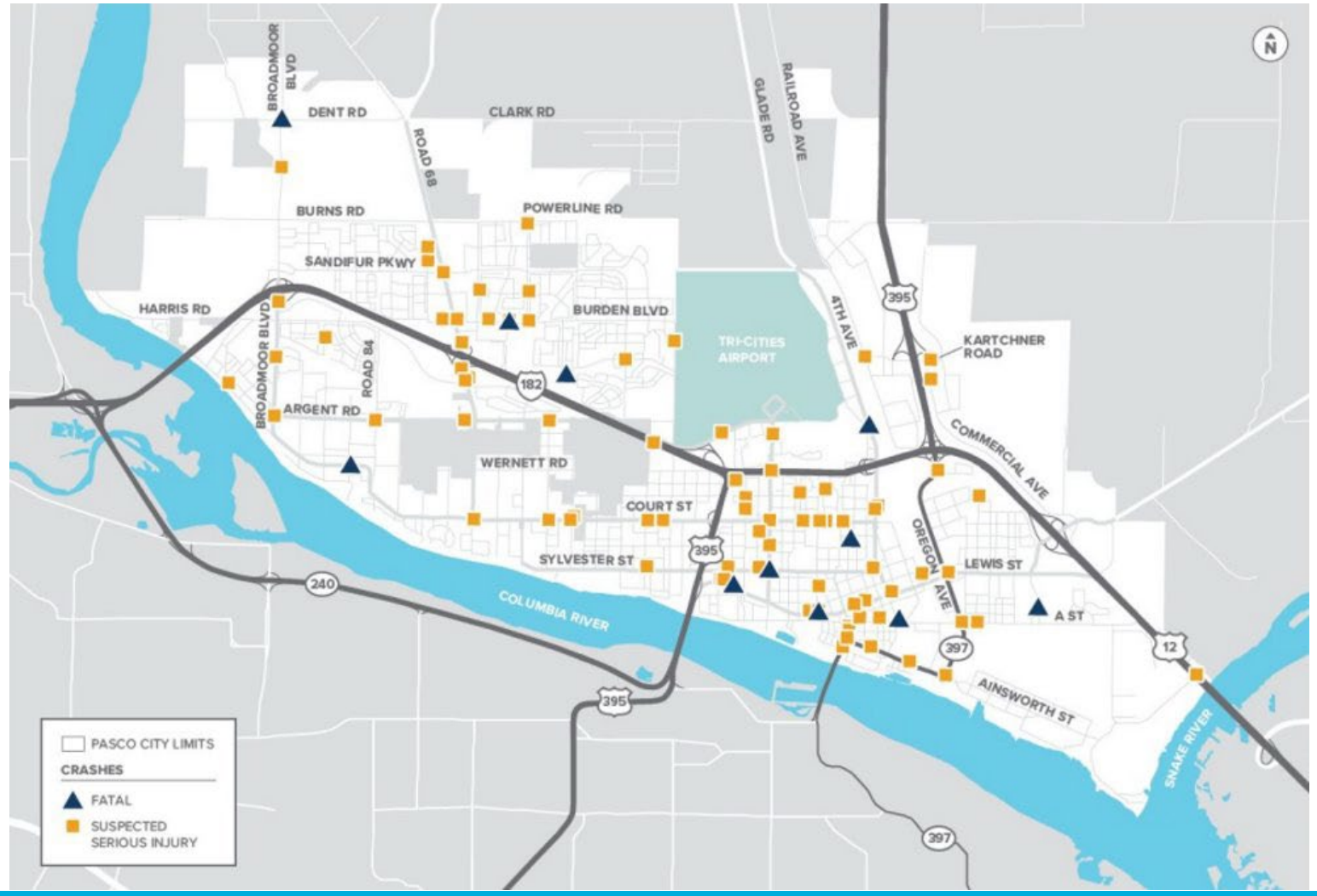
# Data-driven Approach: Crashes

PASCO CITY LIMITS

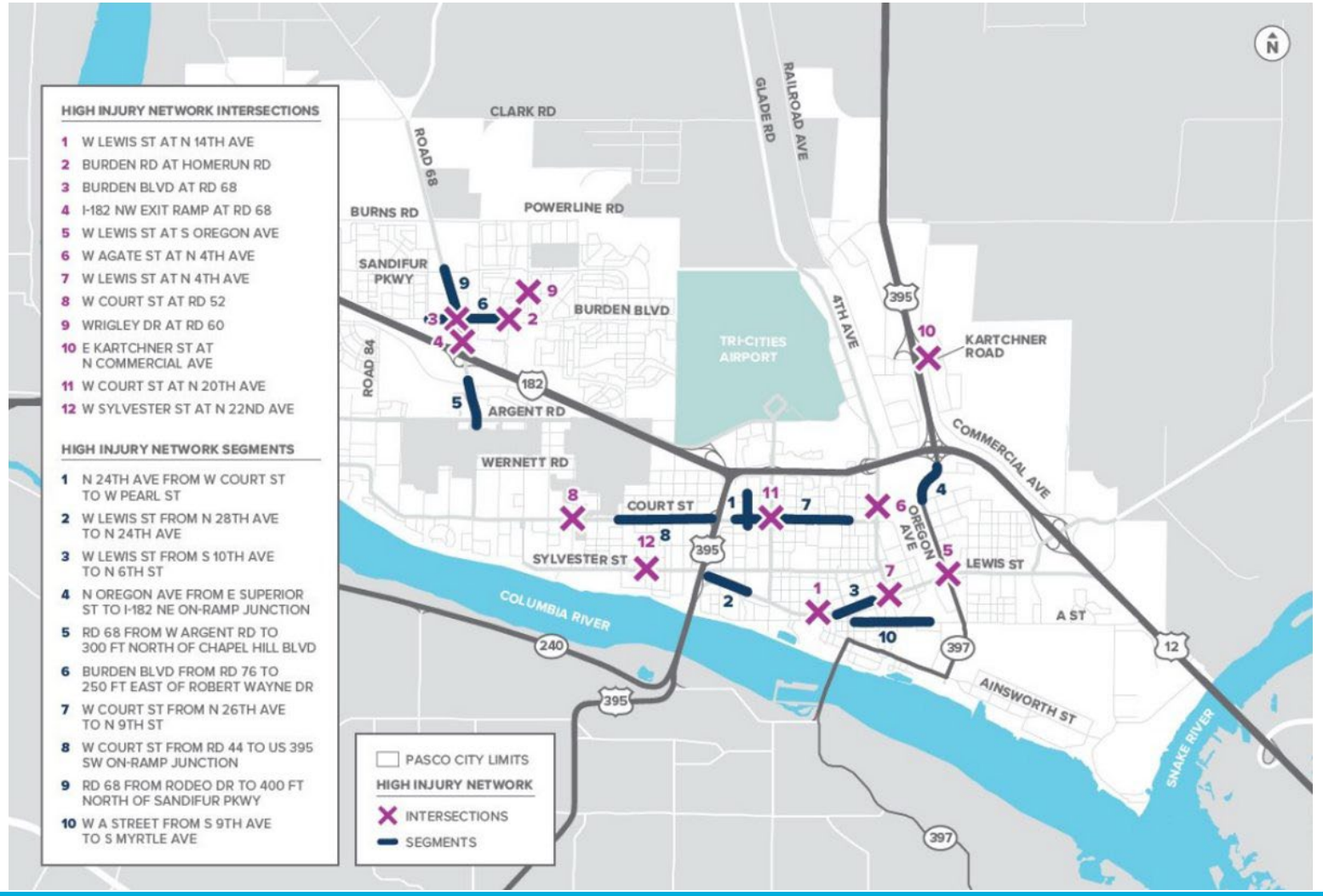
**CRASHES**

FATAL

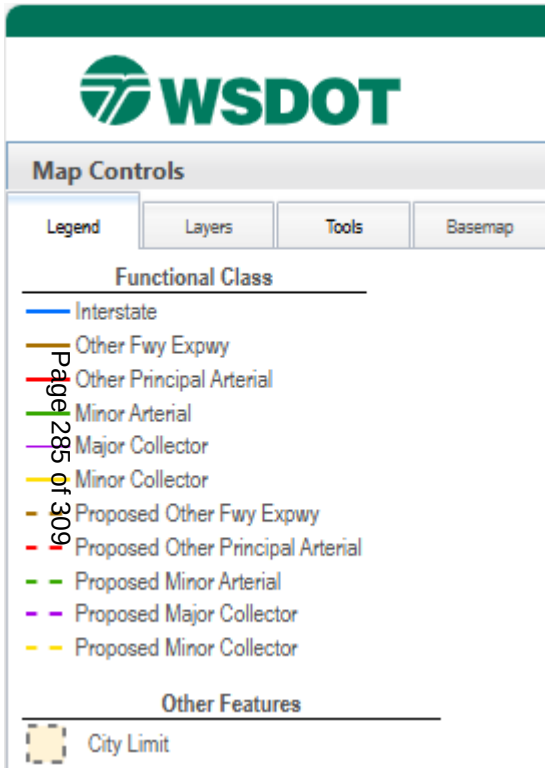
SUSPECTED SERIOUS INJURY

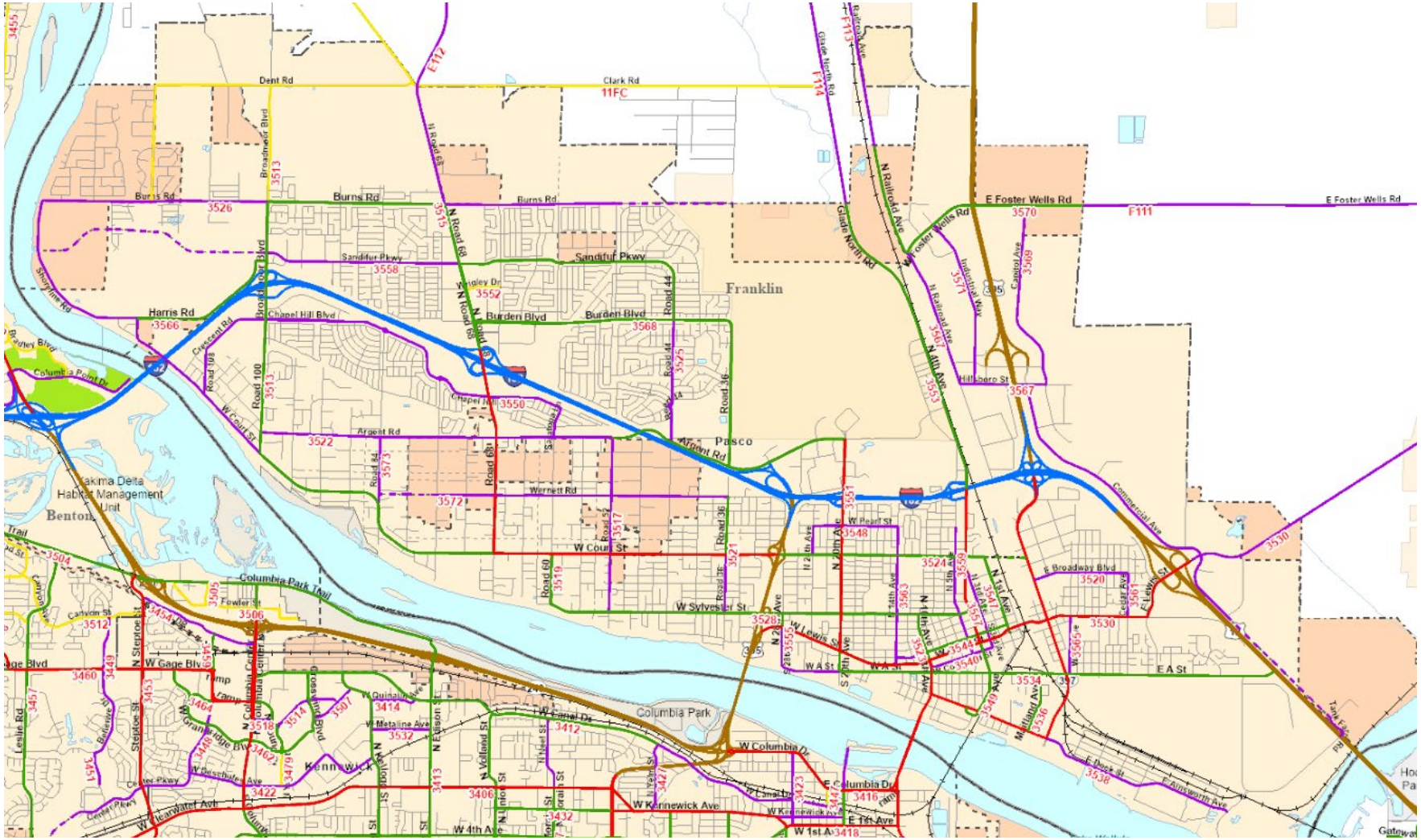


# Data-driven Approach: Crashes



# Data-driven Approach: Context




Source: WSDOT Functional Classification Map

# Data-driven Approach: Context

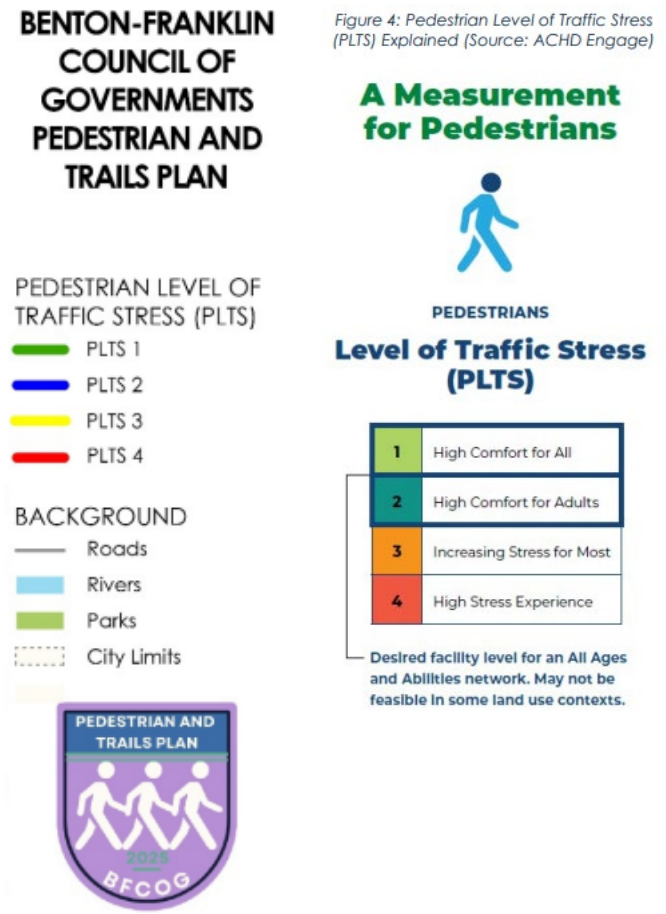
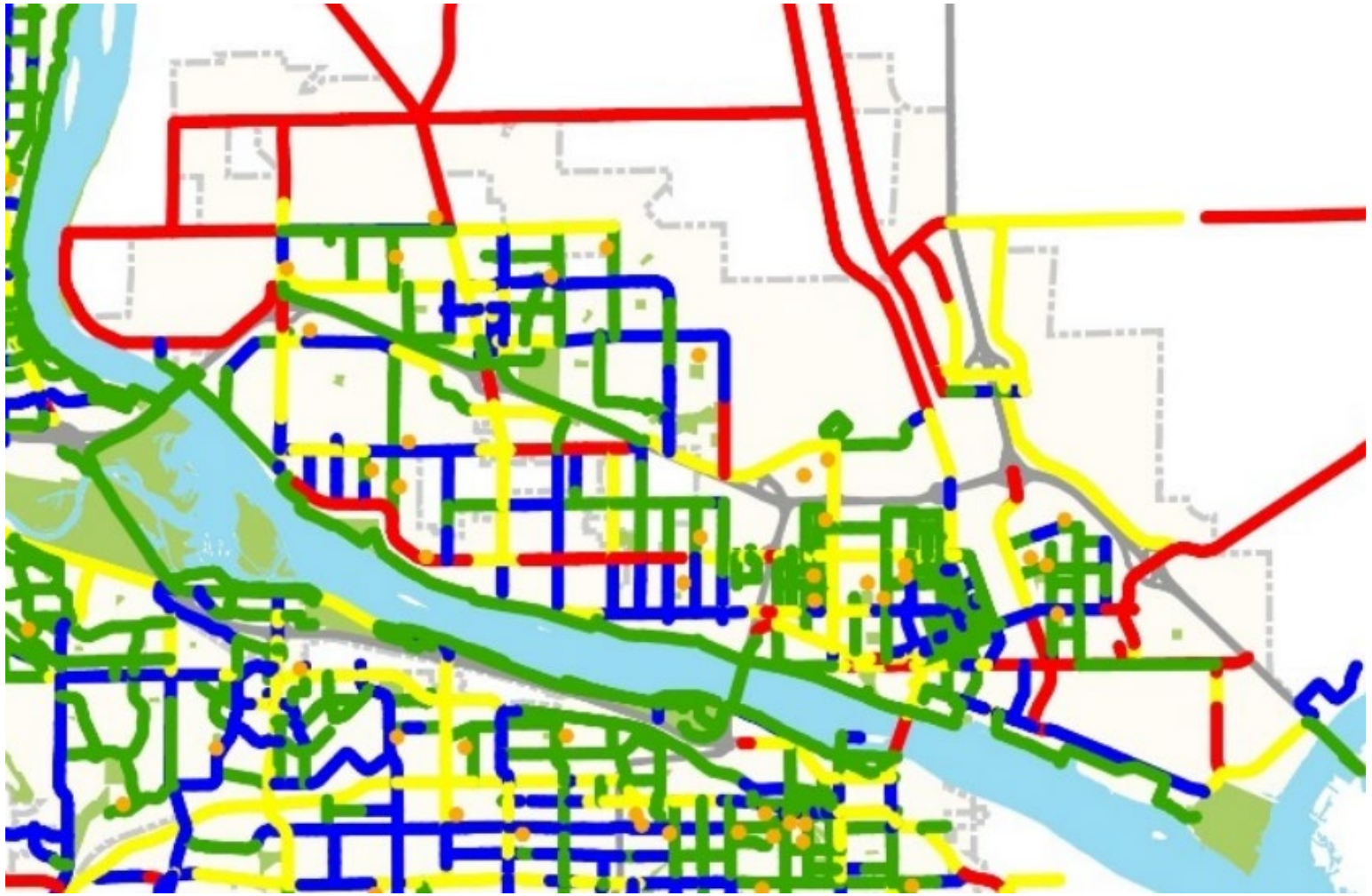




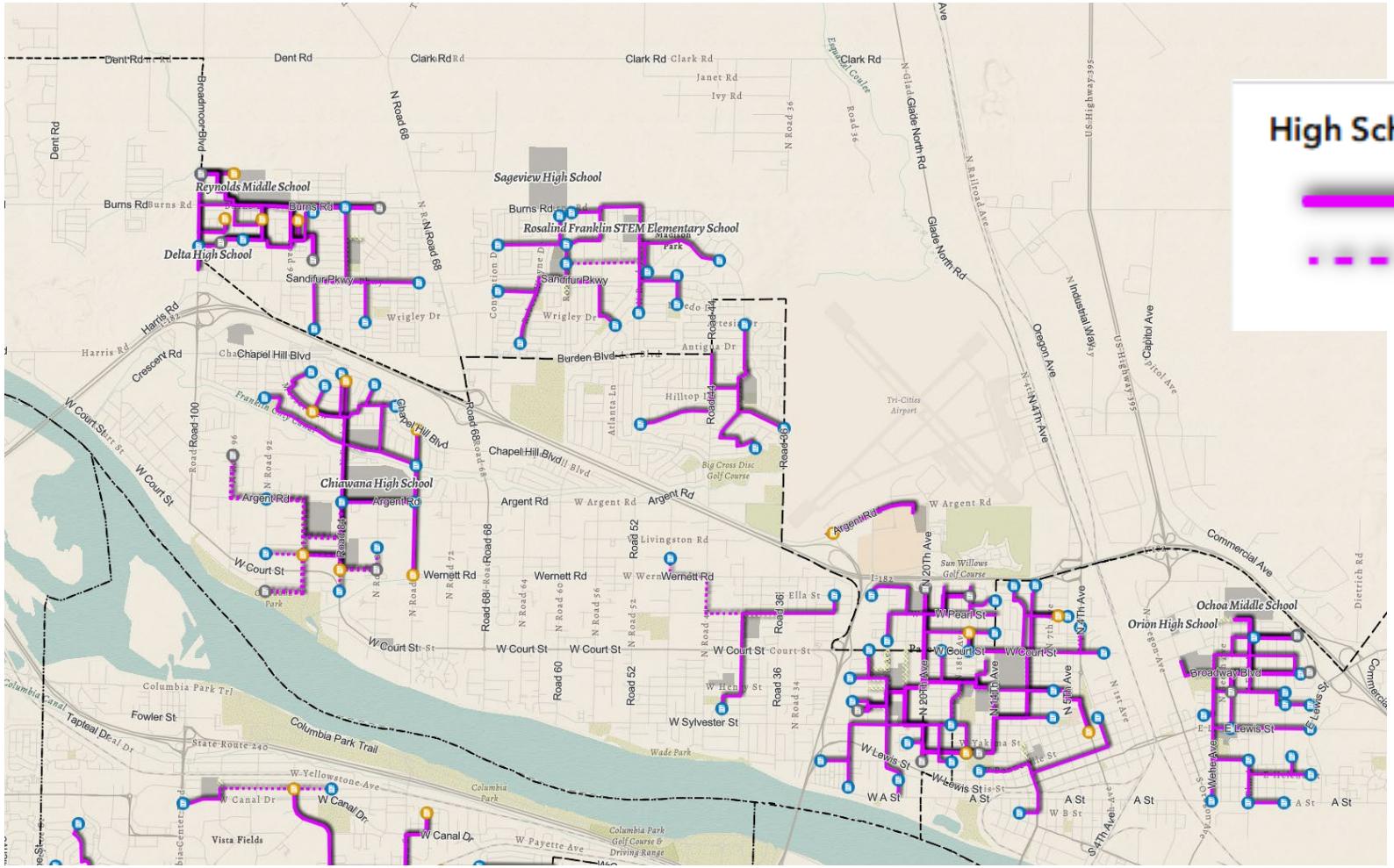


*Figure 4: Pedestrian Level of Traffic Stress (PLTS) Explained (Source: ACHD Engage)*



Source: Regional-Pedestrian-Trails-Plan---Public-Comment-04Jan26

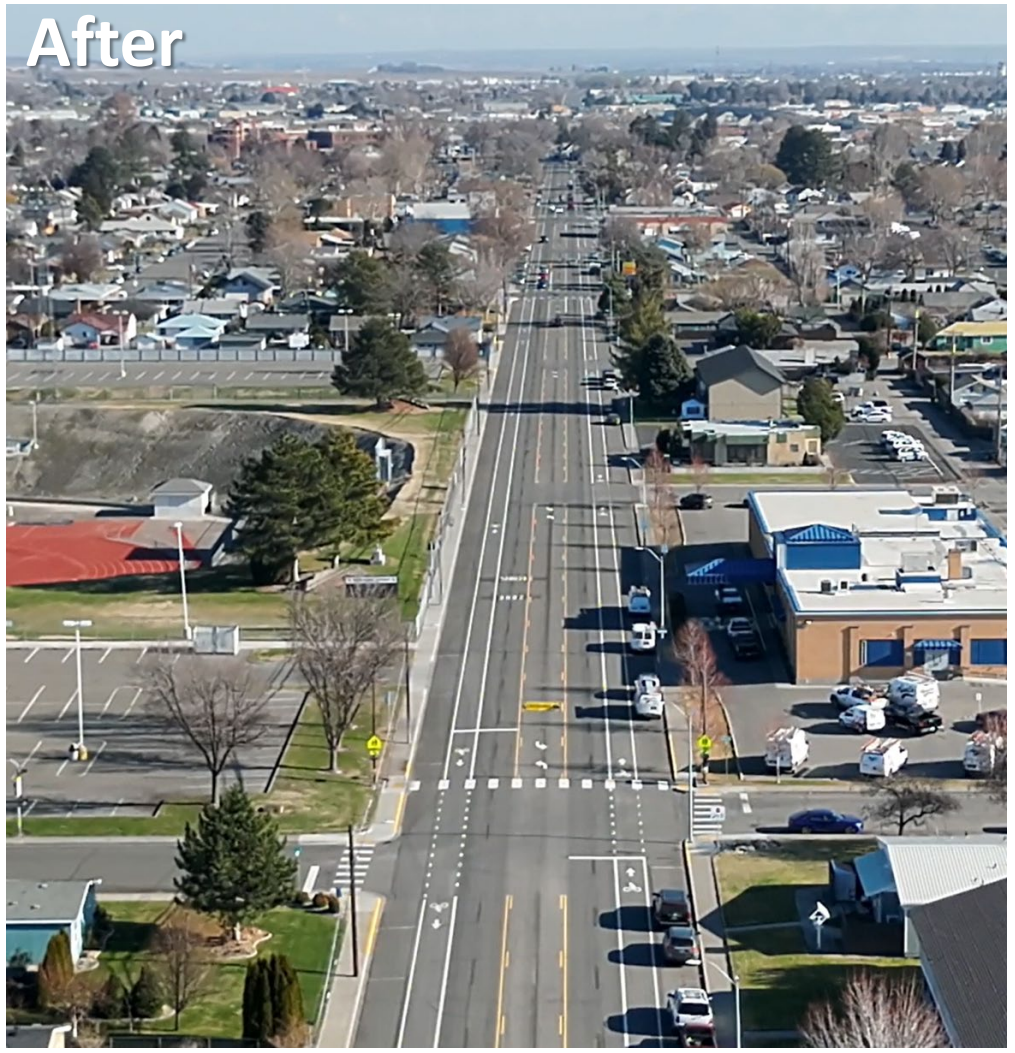
# Data-driven Approach: Context




Source: Safe Routes to School

# Traffic Calming in Pasco: Sylvester St.



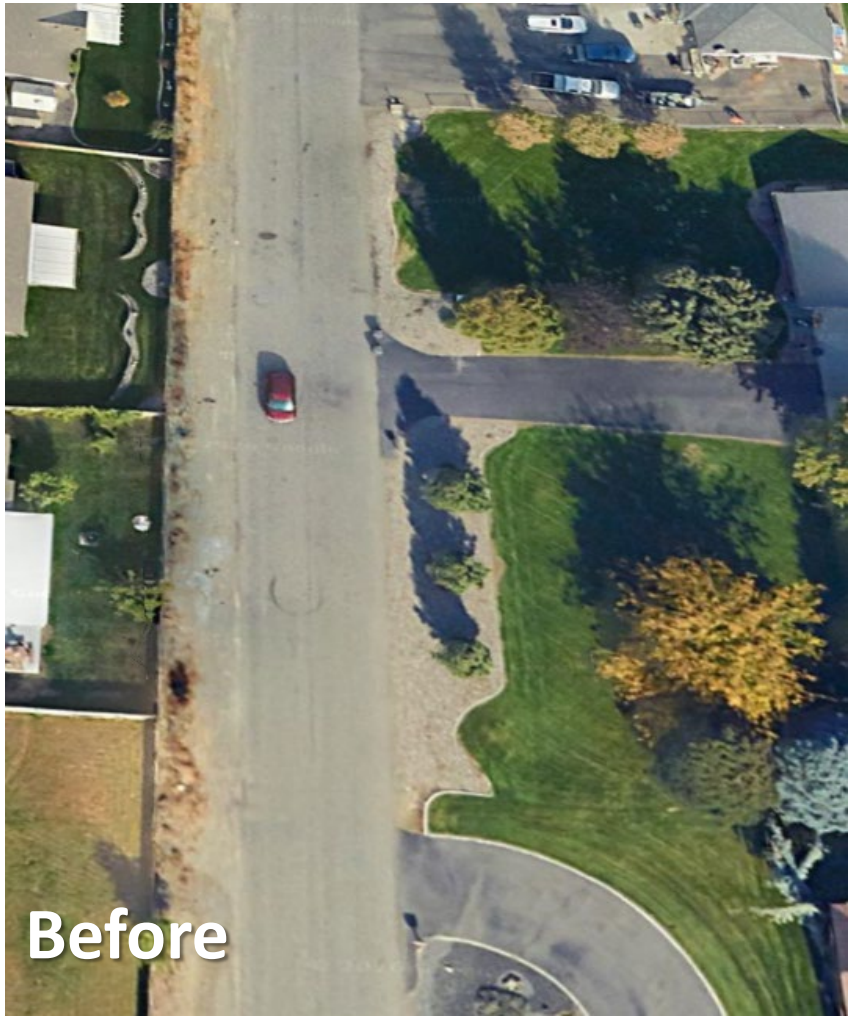



# Traffic Calming in Pasco: Sylvester St.






# Traffic Calming in Pasco: Road 96






# Traffic Calming Implementation

**Project Planning**

- Transportation Improvement Plan
- Capital Improvement Plan
- Long-range planning (masterplans)

**Data analysis, public input, vision setting and prioritization of projects**

**Grants**

- Highway Safety Improvement Program (HSIP)
- Safe Street for All (SS4A)
- Pedestrian & Bicycle improvement program (Ped/bike)
- Safe Routes to School (SRTS)
- Transportation Alternatives Program (TAP)
- Transportation Improvement Board (TIB)

**External sources supporting Capital projects with Traffic Calming measures**

# Traffic Calming Implementation

## Council's involvement

- Plan and Program approvals
- Budget Setting – local funding allocation
- Complete Streets Policy
- Speed limit setting via Ordinance
- Policy decisions regarding adequate roadway infrastructure for all road users

City of Pasco

# Questions?

# AGENDA REPORT

FOR: City Council — February 23, 2026

TO: Harold Stewart, City Manager — City Council Regular Meeting: 3/2/26

FROM: Richa Sigdel, Deputy City Manager
City Manager

SUBJECT: Procedural Discussion Regarding Upcoming Appeal

## I. ATTACHMENT(S):

None

## II. ACTION REQUESTED OF COUNCIL / STAFF RECOMMENDATIONS:

Discussion

## III. FISCAL IMPACT:

None

## IV. HISTORY AND FACTS BRIEF:

City Attorney Daniel Kenny will discuss with Council the procedures for an upcoming appeal hearing and get direction from Council on the topics.

## V. DISCUSSION:

**TO:** Mayor, Charles Grimm
Members of the City Council

**FROM:** Harold Stewart, City Manager

**DATE:** March 2, 2026

**City Manager:**

Chief Roske has tendered his notice of retirement and will conclude his service to the Pasco community on March 27th. Chief has had a long and impactful career with the City and leaves the Police Department in a strong and positive condition. A national search will be conducted to find the next police chief, and the process will include an opportunity for the public to meet candidates and provide feedback.

A significant amount of the City Manager's time over the last couple of weeks has been spent on internal matters and high priority projects.

While the Department Heads will provide updates specific to their responsibilities here are several priorities identified by the City Manager since taking office being worked on in addition to the regular day to day operational duties (Changes/updates from the last report are highlighted in red):

1. **Broadmoor Development**- Meetings are ongoing discussing developer interest, progress, and potential City partnership. Agreements are being negotiated.
2. **HAPO Center**- Lease expired after December 2025. County and City discussing future, roles and partnership going forward. Lease extension has been provided to the County.
3. **Animal Shelter**- Serves the entire Tri-Cities. Cost sharing between the three jurisdictions needs re-evaluated and agreed upon. In addition, some issues have arisen with the old facility that will require significant investment to repair. Staff is preparing and identifying the anticipated needs and associated costs to discuss with Council in the near future. A deeper conversation amongst the Tri-Cities city managers will be scheduled to discuss the Animal Shelter further.
4. **Transportation Benefit District**- Staff is proceeding with the creation of the TBD Governing Board. A meeting for the governing board will be set up for early April.
5. **Hiring City Attorney**-Position has been reposted with a first review date in mid-February. Management is also evaluating continuing to contract out the service.
6. **Grievances/Personnel Matters**
7. **Reviewing Boulevard Design, Traffic study, Lighting, and Curb, Gutter, Sidewalk Policies**-All in various stages of review. See Community and Economic Development Directors report for more information.
8. **Evaluating Executive Structure (CM, DCM, ACM) and responsibilities**-Ongoing. Potential redistribution of department reporting structure.

9. **Consideration of annexation into Library District**-Ballot measure passed. City will work with Library District and Franklin County Assessor's Office to ensure smooth transition for property tax levies. Furthermore, staff will need to review its facilities use agreement with the District and evaluate it for any changes needed.
10. **Consideration of annexation into Conservation District**- Was to be discussed at the October 27th Council Agenda, however, staff has been working with legal counsel and the Conservation District to verify the proper process and actions. There is some unclarity due to State law language and the fact the City opted out of the District years ago. This action is now scheduled for presentation on March 9th Council Workshop and will also include options for citywide contract for shrub steppe mitigation to remove development barriers.
11. **Water Conservation Program**- Since the August 25 presentation, staff have advanced key water conservation initiatives, including public outreach, irrigation retrofits, and updated development and boulevard standards. Work is also underway on a City facility water audit, landscape conversion projects, and potential residential incentives to promote xeriscaping.
12. **Court Street Traffic Concerns**- Staff has begun review of the data and will have on a Council agenda in March.
13. **Pop up Vendors**- Ongoing monitoring by staff and coordination with the Health District.
14. **FY 27/28 Budget-**Staff is beginning the process of establishing a timeline for budget development, and internal processes for preparation.
15. **Public Dollars for Public Benefit**- Staff is researching as directed by Council at the February 2nd meeting.
16. **Aquatics Facility**- Staff is working on staffing and hiring needs and coordinating with the PFD regarding an achievable date for opening the facility which allows for proper training of staff. Attached is an initial opening readiness report.

**Meetings attended since the last report:** Communication meetings with the Mayor, Mayor Pro Tem, and all Council members; attended BFCOG Congressional Connections meeting; attended the Tacos y Mas Grand Opening and ribbon cutting; attended the MLK Community Center Phase 1 ribbon cutting; attended the Pasco Chamber Board of Directors meeting; monthly communication meeting with Pasco School Superintendent; HAPO Advisory Board meeting; Fire Department ride along; BCES Executive Board meeting; BIPIN Executive Board meeting; Swagg Coffee Bar Grand Opening; Hayden Homes groundbreaking; TRIDEC Exec Committee meeting; several legislative session related meetings; and many other internal communication and project meetings.

**Assistant City Manager, Angela Pashon**

City Clerk

- Recruitment is underway to fill position. First review will be conducted on March 2nd.
- Public Records Request Processing
    - 2026 Received: 226
    - 2026 Closed Requests: 237 (higher than received due to closure of 2025 requests)
    - Currently Open: 126

Communications

- Conducting self-audit of website, video services, and public documents related to Website Content Accessibility

Risk & Safety

- Coordinating in-person training for staff on first amendment audits. The goal of this training is to ensure staff understand the legal framework, know their roles and responsibilities, and feel confident responding professionally and appropriately.
- ACM will attend locally held WCIA training

**Parks & Recreation Director, Jesse Rice**

**Tri-Cities Animal Services:**

General Information

- Recruiting for Animal Control Officer.
- ACA Meeting on February 12th.
- Began to modify drain troughs in the dog kennels to prevent overspray and allow more enrichment items for dogs.

Monthly Stats

- Current Animals in Care: 89
- Dogs: 59
- Cats: 30
- Animals Impounded: 99Cats/63Dogs = 162
- Animals Released: 104Cats/106Dogs = 210
- Animal Control Cases: 216

Community Outreach and Education

- Kennewick Highschool toured the animal shelter on February 4th.
- HAPO Group toured the animal shelter on February 11th.
- New Horizon Highschool toured the animal shelter on February 18th.
- Home School Group touring the animal shelter on February 23rd.

**Recreation Services:**

General Information

- Securing A&E Services for the Memorial Park Conversion of Play Fields Project

Sponsorships

- The Pasco Economic Development Project: $10,000 Cinco de Mayo
- Edison Valerio State Farm: $1,000 Cinco de Mayo
- Port of Pasco: $10,000 – ($5,000 Cinco de Mayo, $2500 Farmers Market, $2500 Fiery Foods Festival)
- Gesa Credit Union: $5,000 Cinco de Mayo
- Les Schwab: $5,000 Cinco de Mayo

Aquatics

- Held a successful Grand Opening of the Memorial Pool Dome
- Hosted two Mid-Columbia Conference high school dive meets
- Began February Session of Swim Lessons
- Began holding weekend open swim sessions

Special Events

- Held successful 6th annual Big Cross Frozen Tundra Run event – 132 Registered Participants (Largest event to date)
- Cinco De Mayo Celebration – Securing entertainment, beginning booth and vendor recruitment, issued call for parade grand marshal nominations.
- SeattleFWC2026 Fan Zone – Starting to ramp up planning, securing fun zone activities.

Adult Programs and Leagues
- Adult Basketball League – Completed regular season and are now beginning the post season tournament
- Adult Drop-in Volleyball – began offering Wednesday drop-in Volleyball at MacLoughlin Middle School. Now offering Drop-in Volleyball three days a week.
- Women's Basketball League – Taking registrations – Starts in March

Youth Programs and Leagues
- Youth Basketball Program – 2/3 of the way through the season. Scheduled to be completed on Saturday, March 28
- Taking Registrations for:
    - Spring PR Runners Youth Cross Country League (1st - 6th graders) – Starts March 2
    - Youth Volleyball League (5th – 8th Graders) – Starts beginning of April
    - Youth Softball League (K – 5th Graders) – Starts end of April

**Parks:**

Parks
- Landscape bed pruning
- Tree removal Animal Control for electrical line troubleshooting
- Hazardous tree removal in ROW
- Stump Grinding at Public Works
- Shrub pruning multiple locations
- Vacant lot mowing
- Irrigation clock updates and wiring
- Removal of overgrown shrubs and junipers
- Vandalized chain link fence repair
- Daily maintenance

CIP/Projects Updates
- Downtown Cleanup RFQ out for bid

Athletic Fields
- Fence panel repair
- Leveling out of low spots in the playing area
- Preparations for overseeding

**Facilities:**

Cartegraph Work Order Monthly Stats
- 150 completed last month
- 92 completed this month

Cemetery
- 6 funerals last month

- 5 funerals this month
- 11funerals this year

Special Events (completed this month and upcoming next month)

- Started planning for Memorial Day.( CM office confirmed keynote speaker. Working with local music director. Confirmed cadets.)

Projects

- Filter change for all city owned buildings. Designed and installed prototype splash guard for Animal Control kennels. Contractor installed central controls for HVAC at Post Office. Removed closet at Station 82, repaired sheetrock and installed water for new refrigerator.

**IT Director, Arman Rashid**

**Completed High-Level Projects:**

- Trakit.net to Central Square Cloud Service Migration – Community Development migration to cloud/payments modernization.
    - Initiative: Economic Vitality, and Quality of Life
    - Status: The new Community Development software is online and in use.

**Active Projects (In Progress)**

Community Services (Citizen-Facing)

- Police Department Axon Fusus (75%-) – Police Real-Time Crime Center platform integrating live video, AI insights, and public/private feeds.
    - Initiative: Community Safety
    - Status: Phase 2 has officially kicked off. Single Sign on and Computer Aided Dispatch deployed. Pending Flock, Drone and final camera configuration.

- Gesa Stadium IT Infrastructure (90% unchanged) – New stadium IT build (access control, cameras, fiber, door systems).
    - Initiative: Quality of Life
    - Status: Still pending Door strikes from Vendor

**Citywide Initiatives:**

- Validated Architecture Design Review (VADR) (34%-unchanged) – Addressing Cybersecurity issues in Pasco's water infrastructure SCADA systems.
    - Initiative: Cybersecurity
    - Status: 12 of 35 actions taken; remediation ongoing.

- AD Automation (55%) – Automating new employee account creation using New World data to speed up onboarding and reduce manual work.
    - Initiative: Automation & Process Improvement
    - Status: Applications Team is finishing their work before hand off to Operations for configuration then implementation

- Laserfiche Invoice Workflow (99%) – "Scan and Toss" Account Payable (AP) workflow automation.
    - Initiative: Lean Process Improvement
    - Status: Pending adding Management to workflow (Finance approval required)

- Change Management (95% - unchanged) – Formalizing IT change control process.
    - Initiative: Governance & Process Improvement
    - Status: Pending remaining user adoption. Operations team has implemented the new process for all new changes

- Intune (30%) – Migrating SCCM tasks like computer update distribution, system compliance settings, and endpoint protection to Microsoft Intune (Autopilot, app deployment).
    - Initiative: Cloud & Endpoint Modernization
    - Status: SCCM policies have been migrated pending remaining group policies

**Departmental Support:**

- Cisco Umbrella (15% - unchanged) – DNS security and web filtering for internet traffic.
    - Initiative: Cybersecurity
    - Status: Working out Latency issues with the agent before moving forward

- Barracuda (99%) – Managing Barracuda Message Archiver storage (currently 95% full).
    - Initiative: Storage & Compliance
    - Status: Storage cleanup continues, with storage use increasing from 94% to 95%. Lists of accounts that no longer need to be retained have been submitted and are going through the required approval process. Updates to record-retention rules are also being developed that would allow some messages to be kept for a shorter time in the future, helping reduce storage use.

- GIS Enterprise Server Geo-Database Migration (75%) – ESRI consulting to stabilize GIS infrastructure.
    - Initiative: GIS Optimization
    - Status: Finalizing remaining layers, Working with Open Gov to resolve an issue that was found. Once completed and tested on the test server the Team will complete the server performance upgrade.

- Park Finder Art Map (90%-unchanged) – Interactive parks and attractions finder app.
    - Initiative: Citizen Engagement
    - Status: Unchanged as we are still awaiting final images and upload training.

- Cartegraph Facility Module (90%-) – Migrating facility assets into new dedicated Cartegraph module.
    - Initiative: Facilities Modernization
    - Status: Working with Facilities to standardize remaining layers then once approved the project will be handed off

- Replace Fire Station Locution Dashboards (20%)– Replacing problematic Locution Dashboards with First Arriving displays.
    - Initiative: Public Safety Technology
    - Status: New dashboards have arrived, and we are in the process of configuration prior to deployment

**Helpdesk Service Requests**

New Tickets Received: 129
Tickets Resolved: 119

Currently Active: 159

**Helpdesk Incident Requests**
New Tickets Received: 302
Tickets Resolved: 316
Currently Active: 283

**Ticket Categories:**

| | |
|---|---|
| Desktop Hardware | 7.62% |
| Email | 0.66% |
| General | 64.57% |
| Internet | 0.33% |
| Network | 0.66% |
| Not Assigned | 15.56% |
| Printers | 0.66% |
| Software | 3.64% |
| User Administration | 2.65% |
| VDI | 1.99% |
| Vehicle Hardware | 1.66% |

IT Customer Satisfaction Survey Score: 100%

**System Metrics**
- Network Uptime – 99.98%

**Threat analytics: Malicious attacks**
- Total attempts: 9
- Total incidents: 2

**Project Metrics**
- Active: 20
- Backlog: 4
- On Hold: 14
- Proposed: 8

**Fire Chief, Kevin Crowley**

February 2026 (February 1 – February 17):

| Month | Fire Calls | Structure Fires | Wildland Fires | EMS Calls | MVA's | Total Calls |
|---|---|---|---|---|---|---|
| December | 7 | 2 | 0 | 261 | 11 | 384 |

**Hires, Promotions, and Retirements**
- Will be conducting interviews for a new Administrative Assistant.

**Community Engagement Events**

- Provided a “Water Salute” for Allegiant Air on their new flight from Pasco to Orange County.




- 4th grade students from Robert Frost Elementary prepared “care bags” for our crews to pass out to children in need.




**Collaboration**

- Worked with Benton-Franklin Health District to prepare of needed storage space for medical supplies in the event of another pandemic or natural disaster. Looked at how to organize and inventory items at our Logistics Center (1011 E Ainsworth).

**Training**

- The Tri-Cities Recruit Academy (TCRA 26-1) began this month. This is a 16-week academy the involved 4 agencies (Pasco, Kennewick, Richland, and West Richland).
- We have launched two new training programs called “Engine Series” and “Truck Series”. These programs were developed by our Training Division with the goal of standardizing our firefighting practices across all shifts and all stations.

**Miscellaneous Items**

- Crews completed their annual wellness physicals. We have improved these physicals to include and extensive blood work panel and organ scanning as a proactive and aggressive approach to pre-cancer screening.

- Reviewing contacts, ILAs, and agreements with our regional partners. There are several that we are working through to update.
- Continued with contract negotiations with our Non-Uniformed Staff (First Contract).

**Chief of Police, Ken Roske**

**Field Operations Division:**

- Detectives conducted an undercover operation involving a money delivery connected to an ongoing fraud investigation in which the victim had previously been defrauded of approximately $1.3 million. A detective was introduced into the delivery operation, and the suspect was arrested without incident. The investigation remains active as detectives pursue additional leads generated by the arrest.

- Detectives continue to investigate a vehicular homicide case that has since been filed as Murder in the Second Degree.

- Detective Sagan from the Kennewick Police Department has joined our detective unit as part of our collaborative efforts to establish a regional forensic laboratory. Regionalizing the lab will consolidate resources, reduce costs, and improve turnaround times for forensic analysis for the two cities.

**Professional Standards Division:**

- BLEA Class 937 began on February 9. We currently have four recruits attending the academy. They are in the early stages of training, which includes classroom instruction, physical conditioning, and foundational law enforcement skills.

- February training topics included crowd control, First Amendment considerations related to auditors, and a legal update. These sessions focused on reinforcing best practices, officer safety, and ensuring personnel remain current with legal standards and department expectations.

- The UAS program completed a total of 164 flights in January, accounting for 30.40 flight hours.
    - Training Deployments: 36 flights totaling 6.94 hours
    - Calls for Service**:** 128 flights totaling 23.46 hours

  The drone program continues to support both training and operational needs by providing aerial assistance during calls for service and maintaining pilot proficiency.

**Support Operations Division:**

- We were pleased to participate in Coffee with a Cop at Columbia Basin College on January 27, where we had the opportunity to engage directly with students, faculty, and staff in an informal setting. Events like this allow us to build trust, answer questions, and strengthen relationships within the campus community. The conversations we shared helped foster mutual understanding and reinforced our commitment to being approachable, visible, and supportive partners in public safety.

- Our team also attended the regional Peregrine Kickoff meeting, which marked an important step forward in enhancing regional collaboration through real-time crime analysis technology. By working alongside neighboring agencies and partners, we are improving

information-sharing capabilities and strengthening coordinated responses to public safety challenges. This effort supports a more unified regional approach to crime prevention and community protection.

- We were honored to be recognized by the Washington State Traffic Safety Committee for our proactive work in DUI enforcement. This recognition not only highlights the dedication of our officers to keeping roadways safe, but it also resulted in the procurement of critical equipment that will help us meet City Council traffic safety goals. These resources will further enhance our ability to deter impaired driving and protect our community.

- Congratulations to Officer Kaiden Rivera on successfully completing the Field Training Officer (FTO) program. This milestone reflects months of hard work, learning, and demonstrated competencies across a wide range of patrol responsibilities. Officer Rivera is now serving as a solo patrol officer, and we are confident he will continue to provide excellent service to our community.

# City of Pasco

## Pasco Aquatics Facility Readiness Report

February 23, 2026

## Executive Summary

In partnership with the Pasco Public Facilities District (PPFD), **staff are targeting a public opening date of Saturday, June 13, 2026.**

Meeting this date is dependent upon completion of operational, staffing, fiscal, facility, IT, and regulatory milestones outlined below. Several critical items require Council action on March 2.

## 1. Opening Timeline & Critical Path

1. May 22, 2026 – Construction complete and occupancy formally transferred to the City of Pasco
2. Development and approval of required operational plans and policies (PPFD and Health District approvals as applicable)
3. Development and approval of required financial policies (PPFD approval)
4. Recruitment and hiring of adequate staffing levels
5. Completion of required staff training
6. Data infrastructure and network functionality
7. Payment system implementation
8. Aquatics management software implementation
9. Benton-Franklin Health District inspection and approval

Items 1, 2, 4, 5, and 9 represent primary schedule risks.

## 2. Operational Readiness

### 2.1 Required Plans & Policies

*Consultant-Developed Plans (Quotes being obtained; PPFD approval required)*

- Emergency Action Plan (EAP)
- Biohazard Action Plan
- Pre-Service Training Plan
- Staffing Plan
- Maintenance Plan
- Operations Plan
- Chemical Handling & Safety Plan

*City-Developed Plans (In Progress; PPFD Approval Required)*

- Hours of Operation
- Programming Plan (Schedules & Activities)
- Admission Pricing Plan

### 2.2 Systems & Compliance

- Aquatics Management Software – Vendors under review
- On-Site Safety Audit – To be conducted by consultant
- Health District plan review and final inspection required
- Insurance – Property (PPFD), Liability (City), Errors & Omissions (PPFD)

## 3. Staffing Readiness

### Permanent Positions (FTE)

- Aquatics Manager (1 FTE)
- Lead Aquatics Specialist (1 FTE)
- Aquatics Guest Services Coordinator (1 FTE)
- Aquatics Guest Services Assistant (1 FTE)
- Facility Maintenance Worker (1 FTE)
- Cashier / Guest Attendant (2 FTE)
- Head Lifeguard (3 FTE)
- Senior Lifeguard (1 FTE)
- Accountant (1 FTE)
- HR Generalist (1 FTE)
- Lifeguard (19 FTE – Year-Round Coverage)

Combined seasonal and temporary staffing will bring total lifeguard labor to approximately 68,000 annual hours.

### Temporary / Seasonal Positions

- Senior Lifeguard
- Lifeguard
- Cashier

### Council Action Required (March 2)

- Ordinance approving FTEs
- Budget amendment for permanent staffing

## 4. Facility Readiness

- Water Quality Management Program

- Operations & Maintenance Plan Build-Out
- Pool Rules and Facility Restrictions

## 5. Fiscal Readiness

- Creation of Aquatics Center Fund (March 2 Council agenda)
- Budget Amendment – Permanent Staffing (March 2 Council agenda)
- General Ledger Code Creation (post fund establishment)
- Aquatics Center Purchasing Policy Appendix (in progress)
- Payment System – DaySmart selected
- Time Reporting System – Options under review
- Capital Improvement Program Policy (City draft; PPFD approval required)
- Renewal & Replacement Policy (City draft; PPFD approval required)
- Regular Reporting Framework (City draft; PPFD approval required)

## 6. IT Readiness

- Data Infrastructure Implementation
- Security and Access Control Programming

## 7. Communications Readiness

- Website Development
- Phone System – Secure number established; menu system in development
- Marketing Campaign Planning

## Overall Risk Assessment

- Lifeguard recruitment and certification timelines
- Consultant plan development post-occupancy
- Health District inspection timing
- Software implementation sequencing
- March 2 Council action (FTEs, budget amendment, fund creation)
- PPFD approval of operational and fiscal policies

# 2024-2025 City Council Goals

## QUALITY OF LIFE

Promote a high-quality of life through quality programs, services and appropriate investment and re- investment in community infrastructure.

## FINANCIAL SUSTAINABILITY

Enhance the long-term viability, value, and service levels of services and programs.

## COMMUNITY TRANSPORTATION NETWORK

Promote a highly functional multi-modal transportation system.

## COMMUNITY SAFETY

Implement targeted strategies to reduce crime through strategic investments in infrastructure, staffing, and equipment.

## ECONOMIC VITALITY

Promote and encourage economic vitality.

## CITY IDENTITY

Identify opportunities to enhance City of Pasco identity, cohesion, and image.

# 2024-2025
# METAS DEL CONCEJO MUNICIPAL

## CALIDAD DE VIDA

Promover una alta calidad de vida a través de programas, servicios y inversion apropiada y reinversión en la comunidad infraestructura comunitaria.

## SOSTENIBIILIDAD FINANCIERA

Promover viabilidad financiera a largo plazo, valor, y niveles de calidad de los servicios y programas.

## RED DE TRANSPORTE DE LA COMUNIDAD

Promover un sistema de transporte multimodal altamente funcional.

## SEGURIDAD DE NUESTRA COMUNIDAD

Implementar estrategias específicas para reducir la delincuencia por medios de inversiones estratégicas en infraestructura, personal y equipo.

## VITALIDAD ECONOMICA

Promover y fomentar vitalidad económica.

## IDENTIDAD COMUNITARIA

Identificar oportunidades para mejorar la identidad comunitaria, la cohesión, y la imagen.