

Tuesday, December 16, 2025

College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED

This meeting has been canceled. Next regularly scheduled meeting: 1/20/2026.

1. OPENING ITEMS

Subject :	1.01 Call To Order 428th Regular Planning Commission Meeting
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information, Procedural

Public Content

Position 1 - Nic Ivy - term exp. 12-31-2027

Position 2 - Felix Tan - term exp. 12-31-25

Position 3 - Claudia Santellano - term exp. 12-31-2028

Position 4 - Victor Valerio - term exp. 12-31-2028

Position 5 -Angie Peter, Chair - term exp. 12-31-2025

Position 6 - Brandon Stepper - term exp. 12-31-2028

Position 7 - Todd A. Reiswig, Vice Chair -term exp. 12-31-2027

Staff

Troy Rayburn - City Administrator

Jon Rickard -Director

Michael Maret - Senior Planner

Maryelizabeth E. Garcia - City Clerk

Subject :	1.03 Appearance of Fairness Doctrine
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	1. OPENING ITEMS
Access :	Public

Type :

Procedural

Public Content

The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact.

The doctrine requires that adjudicatory or quasi-judicial public hearings meet two requirements:

- They must be procedurally fair.
- They must appear to be conducted by impartial decision-makers.

By following Appearance of Fairness requirements, local governments have a method for disqualifying decision-makers from quasi-judicial hearings who have prejudged the issues, who have a bias in favor of one side in the proceeding, who have a conflict of interest, or who cannot otherwise be impartial. "Ex parte" communications between a decision-maker and a proponent or opponent of the matter being decided are prohibited ([RCW 42.36.060](#)).

For more information, click this link: [MRSC - Appearance of Fairness Doctrine](#)

-and/or-

watch this video: [Short Course on Planning Appearance and Fairness Doctrine - YouTube](#)

Subject :	1.04 Public Comment
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information

Public Content

Planning Commission meetings are primarily structured to permit Commission members to make recommendations to the City Council regarding decisions necessary to govern the City.

Public Comment is the time set aside for Citizens to address the Planning Commission regarding items of concern/interest either not appearing on this agenda, or on the consent agenda. *If you wish to speak on any such item, this is the time to come forward when the Chair asks for public comments.*

Virtual Meeting Protocol for Public Comment:

When submitting public comments, include the following regardless of the manner you are using: - Note that there are deadlines for each method of commenting.

- Your Name
- Your Address

Public comments may be provided in writing (If typewritten, no less than 11 pt font). Submit to Clerk@cpwa.us no later than 4:30 PM on the meeting date to be included in the record.

Public Comments in person may be made by telephone or virtually during the meeting:

- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raising your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Commission.

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for December 16, 2025
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject :	2.02 Approve Minutes from November 18, 2025
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)

File Attachments

[2025-11-18 Meeting Minutes.pdf \(694 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation.

Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject :	2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Planning Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Planning Commission and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Planning Commission member.
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve consent agenda items 2.01 through 2.03

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. REGULAR AGENDA

Subject :	3.01 Comprehensive Plan - Periodic Update Workshop
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Discussion, Information

Public Content

Workshop to discuss Comprehensive Plan Goals and Policies.

Existing Comp Plan documents are located here: https://www.cpwa.us/departments/planning/comprehensive_plan.php

Update from Staff on Comprehensive Plan progress.

We are reviewing 2018 Policies:

Discussing Policies and whether or not they should be retained, removed, or edited. Possible reasons for retaining/removing policies include, but are not limited to, being accomplished, being outside of our scope, ...

File Attachments

[CompPlan_PolicyReview.pdf \(3.882 KB\)](#)

4. REPORTS - None.

5. OTHER BUSINESS

Subject :	5.01 Commission Roster Update
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	5. OTHER BUSINESS
Access :	Public
Type :	Information

Public Content

Thank you to Angie Peters for her representation on the Planning Commission.

Gayla Rogers, WWU - Vice President for Advancement & Alumni Engagement, has been appointed by the City Council for a term beginning January 1, 2026, and expiring on December 31, 2029

Subject :	5.02 Notice of Potential Quorum - Short Course Training
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	5. OTHER BUSINESS
Access :	Public
Type :	

Public Content

Monday, January 5, 2026, from 4:00 PM 7:00 PM

Community Development Staff and Planning Commission Members are invited to the Short Course hosted with neighboring municipalities at the City of Walla Walla City Hall.

In-Person at City of Walla Walla City Hall, 15 N 3rd Ave, Walla Walla, WA 99362.

This gathering has the potential to include a quorum of the following:

College Place Planning Commission

No action will be taken at this event.

6. CLOSING ITEMS

Subject :	6.01 Conclude - Next regularly scheduled meeting is January 20, 2026.
Meeting :	Dec 16, 2025 - College Place Planning Commission- (Hybrid: In-Person & Electronic) - CANCELED
Category :	6. CLOSING ITEMS
Access :	Public
Type :	Procedural

College Place Planning Commission - (Hybrid: In-Person & Online) (Tuesday, November 18, 2025)*Generated by Michael Maret on Thursday, November 13, 2025***1. OPENING ITEMS**

1.01 Call To Order 427th Regular Planning Commission Meeting

Chair Peters called the meeting to order at 7:00 PM.

Information, Procedural: 1.02 Roll Call

		Angie Peters - Chair
		Todd Reiswig - Vice-Chair
PRESENT:	Commission Members	Felix Tan
		Brandon Stepper
		Victor Valerio
		Claudia Santellano
		Nic Ivy
EXCUSED	Commission	
ABSENCE:	Member	None
	Staff	Jon Rickard - Director
		Michael Maret - Senior Planner
		Maryelizabeth Garcia - City Clerk
PRESENT	Guest Speakers	Elizabeth Smith - Planning Consultant, JUB
		Angela Singleton - Community Outreach, JUB

Procedural: 1.03 Appearance of Fairness Doctrine

Information: 1.04 Public Comment

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for November 18, 2025

Action (Consent): 2.02 Approve Minutes from June 17, 2025

Action (Consent): 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Planning Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Planning Commission and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Planning Commission member.

Commissioner Ivy made a motion to approve the consent agenda items 2.01 through 2.03. Second by Commissioner Reiswig, and the motion passed 7-0.

3. REGULAR AGENDA

3.01 Comprehensive Plan - Periodic Update

Guest speakers Elizabeth Smith and Angela Singleton, Planning and Community Outreach Consultants with J-U-B, led a workshop to discuss progress on the Comprehensive Plan Update and reviewed the Comprehensive Plan Goals and Policies.

3.02 Fee Resolution Update

Recommended Action: Motion to recommend that the City Council approve the proposed Fee Ordinance as presented.

Commissioner Ivy made a motion to recommend to the City Council to approve the proposed Fee Ordinance. Second by Commissioner Santellano, and the motion passed 7-0.

4. REPORTS

4.01 Comprehensive Plan Amendment Applications for Urban Growth Area (UGA) Expansions

Director Rickard provided an update on College Place's options for Comprehensive Plan amendments related to Urban Growth Area (UGA) expansions.

4.02 TylerTech Enterprise Permitting & Licensing Software

Michael Maret provided an update on the rollout of the new permitting software, including training and go-live schedule.

5. OTHER BUSINESS

5.01 Jon Rickard gave an update on the number of new dwelling permits in College Place.

5.02 Jon Rickard polled the Commission as to whether they would like to update the start time of the meeting.

Commissioner Ivy made a motion to change the meeting start time to 6:00 PM. Second by Commissioner Resiwig, and the motion passed 7-0.

6. CLOSING ITEMS

6.01 Conclude - Next regularly scheduled meeting is December 16, 2025

Commissioner Stepper made a motion to conclude the meeting. Second by Commissioner Santellano, and the motion passed 7-0.

Chairman Peters concluded the meeting at 8:53 PM.

Approved:

Angie Peters
Chairman

Attest:

Jon Rickard
Community Development
Director

The foregoing minutes are the official record of the June 17, 2025, Planning Commission meeting. Further detail may be obtained by reviewing the actual audio recording made during this session.

CHAPTER TWO

LAND USE POLICIES

City of College Place, Comprehensive Plan - Vision, Values, Goals, and Policies



LAND USE POLICIES

LAND USE POLICY 1: Maintain sufficient land in the Urban Growth Area to meet projected population growth well into the future, to provide the tax base necessary to support the provision of City services, and to provide meaningful planning choices.

- a. Work closely with the Walla Walla County, the City of Walla Walla, and the Port of Walla Walla to establish a joint strategy to support the long-term expansion of the College Place Urban Growth Area, especially for commercial and industrial development, without adversely affecting agriculture of long-term commercial significance in the County.
- b. This will include the reallocation of the 58 acres of UGA being held as an Unspecified Urban Reserve, as a result of the removal of Martin Airfield from the College Place Urban Growth area in 2018.
- c. Priority consideration should be given to expanding the UGA along the SR 125 corridor where City services exist or can reasonably be provided.
- d. Properties in the vicinity of Old Highway, 12 suitable for industrial development, should also be considered for inclusion in the College Place UGA.

LAND USE POLICY 2: Maintain a mutually beneficial planning partnership with Walla Walla County and the City of Walla Walla for the review of development proposals near shared boundaries and infrastructure.

LAND USE POLICY 3: Encourage the County to take actions to eliminate the unincorporated pockets in the College Place UGA. This may include, but is not limited to:

- a. Investments by the County to improve infrastructure to urban standards;
- b. Revenue sharing agreements that would facilitate the City serving these areas; and;
- c. The transfer of stormwater management fees collected by the County from the unincorporated pockets to the City to support the installation of improvements necessary to serve these areas.



LAND USE POLICY 4: Allow existing residential and agricultural activities to continue until such time that the property owner is ready to change uses. This may include, but is not limited to:

- a. Requesting that the County modify its policies and practices to allow the current County zoning to remain in place when parcels are added to the College Place Urban Growth Area.

LAND USE POLICY 5: Periodically review and update the regulations governing Planned Unit Developments so that it remains a tool to promote flexible and innovative approaches to development consistent with the provisions of this Comprehensive Plan.

- a. This should include a comparative analysis of development standards required in a PUD and a typical subdivision, with a specific emphasis on park and open space standards.

LAND USE POLICY 6: Support the efforts of the owner of Martin Airfield, the Washington State Department of Transportation Aviation Division, and Walla Walla County, in consultation with the surrounding property owners to establish and maintain an airport overlay zone that will prevent development of height hazards, mitigate noise impacts and prohibit development of uses that would encourage large concentrations of people such as churches, schools and hospitals.



LAND USE POLICY 7: Support the designation of Martin Airfield as a special rural land use in the County Comprehensive Plan.

LAND USE POLICY 8: Support the adoption of a special County zoning district to regulate the use and development of land within the boundaries of Martin Airfield, to insure compatibility with aviation facilities and adjacent properties, protection of runway safety and clear zones and aviation facilities, and enhance the potential for future development that does not require urban levels of service.

LAND USE POLICY 9: Review and update the City Development Regulations to support temporary mobile uses such as food trucks, food cart pods, and pop up shops.

LAND USE POLICY 10: Merge the R-75 District into the R-60 District so that there is only one single family zoning district.

- a. This may include establishing a larger minimum lot size for duplexes.

LAND USE POLICY 11: Maintain an efficient, consistent, and reliable development review process.

LAND USE POLICY 12: Provide more flexible development standards or other incentives to developments that propose exceed the requirements for natural resource protection, open space, public gathering places, and energy efficiency.

LAND USE POLICY 13: Review and revise the criteria for designating parcels as Public Reserve, or similar designation, so that the primary uses in this district involve parcels dedicated for public use such as parks, recreation, and dedicated open spaces.

- a. This may involve amending the Table of Permitted Uses to allow public facilities as a permitted use in all zones.
- b. This could be done in conjunction with establishing a special zoning district for the University Campus.

LAND USE POLICY 14: Review and potentially revise the Development Regulations to eliminate the Neighborhood Commercial (CN) zoning district and list neighborhood commercial as a permitted or conditional use in residential zones.

LAND USE POLICY 15: Review and potentially revise the Development Regulations to integrate the Manufactured Home Park (MHP) zoning district into the Multi-Family Residential (RM) zoning district.



CHAPTER TWO

NATURAL RESOURCES POLICIES

City of College Place, Comprehensive Plan - Vision, Values, Goals, and Policies



NATURAL RESOURCE POLICIES

NATURAL RESOURCE POLICY 1: Plan and encourage sound management of natural resources – land, air, water, vegetation, fish, wildlife, and energy-considering entire watersheds and regional influences.

NATURAL RESOURCE POLICY 2: Prevent the destruction of critical areas including wetlands, areas with critical recharging effect on aquifers used for potable water, fish and wildlife conservation areas, frequently flooded areas, and geographically hazardous areas.

NATURAL RESOURCE POLICY 3: Balance the City’s goals of protecting environmentally critical areas with other social, cultural, and economic goals of the City of College Place Comprehensive Plan.

NATURAL RESOURCE POLICY 4: As the UGA is expanded and annexations occur, the City shall continue the County’s Shoreline Master Program and designations until such time that the City is ready to adopt a new shoreline master program for these areas.



CHAPTER TWO

URBAN DESIGN POLICIES

City of College Place, Comprehensive Plan - Vision, Values, Goals, and Policies



URBAN DESIGN POLICIES

URBAN DESIGN POLICY 1: Support and encourage the efforts of neighborhoods, businesses, and property owners to maintain and improve the appearance of their properties.

- a. Maintain an on-going public relations program to inform the community of the policies governing vegetation encroachment and safety features.

URBAN DESIGN POLICY 2: Establish and maintain an active code enforcement program to protect property values, improve the appearance of the community, and to attract new investment.

URBAN DESIGN POLICY 3: Periodically review and update programs and regulations that affect the appearance of the City. This shall include, but is not limited to:

- a. City Parks and Open Space Plan;
- b. Street tree program;
- c. Design review standards and process;
- d. Landscaping standards; and
- e. Sign regulations.



URBAN DESIGN POLICY 4: Coordinate with the private sector and with neighborhood groups to carry out civic improvements such as hanging plant baskets and planters along College Avenue.

URBAN DESIGN POLICY 5: Continue to enhance the major entries to the City and to College Avenue with landscaping, special lighting and entrance signs.

URBAN DESIGN POLICY 6: Support/encourage development activities and public improvements that promote a sense of place.

URBAN DESIGN POLICY 7: Support/encourage walking, bicycling and other activities that promote interaction among residents.

URBAN DESIGN POLICY 8: Encourage and support development activities and design standards that discourage criminal behavior.

URBAN DESIGN POLICY 9: Encourage the maintenance of private properties and shared spaces in the community.

URBAN DESIGN POLICY 10: The City shall adopt and implement design standards for the Downtown Mixed-Use District.

CHAPTER TWO

HOUSING POLICIES

City of College Place, Comprehensive Plan - Vision, Values, Goals, and Policies



HOUSING POLICIES

HOUSING POLICY 1: The City shall encourage the maintenance and rehabilitation of the existing housing stock within the City.

HOUSING POLICY 2: High density residential areas should be located in the vicinity of existing high density residential areas, the University, shopping areas, and major transportation routes.

HOUSING POLICY 3: Encourage small congregate care centers and group homes in the community, to provide decentralized housing facilities, rather than large, centralized institutions.

HOUSING POLICY 4: Encourage the location of apartments above commercial uses along College Avenue.

HOUSING POLICY 5: The City shall periodically review its development regulations to ensure that multiple options exist to encourage a broader range of housing choices, such as small lot single family residences, smaller scale multiple family housing such as duplexes and four-plexes, mixed residential



developments, clustered units, etc., as well as to incorporate emergent housing types. This may also include the adoption of standards to govern the development of cottage housing or other innovative affordable housing techniques.

HOUSING POLICY 6: Allow accessory dwelling units in all residential zoning districts as a means to increase the supply and diversity of housing opportunities.

HOUSING POLICY 7: Support the inclusion of low and moderate-income housing units in larger scale residential developments.

HOUSING POLICY 8: Encourage and support social and health service organizations which offer support programs for those with special needs, particularly those programs that help people remain in the community.

HOUSING POLICY 9: The City of College Place should continue to coordinate with Walla Walla County and the City of Walla Walla to address area-wide housing issues.

- a. This may include, but is not limited to supporting regional emergency and transitional housing options while more permanent housing options are developed.

HOUSING POLICY 10: Support manufactured housing as an affordable housing option.

- a.** Manufactured homes shall continue to be permitted as a single family residence.

HOUSING POLICY 11: Work with Walla Walla University to address future housing needs and opportunities for students.

HOUSING POLICY 12: Identify and evaluate county, regional, state and federal housing finance options, as well as public-private partnerships to encourage a wider array of housing stock.

HOUSING POLICY 13: When reviewing existing and potential new housing regulations, the City shall include an assessment to make sure that fair housing choices are not impeded.

HOUSING POLICY 14: Consideration should be given to strategies and incentives that will encourage manufactured home parks to remain a source of affordable housing.

