

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve Agenda**
- 4. Public Comment**

The Planning Commission welcomes public attendance at Planning Commission meetings. With very few exceptions, RCW 42.17A.555 prohibits government agencies from allowing the use of public facilities, directly or indirectly, for campaign purposes. At this time, citizen comments and inquiries about agenda business are encouraged. If you wish to address the Planning Commission, please stand or raise a hand so you can be called upon. After you are recognized, please come forward to the lectern, state your name, and address for the public record. Your remarks must be limited to three minutes or less. Please use the microphone.

5. Approval of Minutes

- a. Consider the Minutes of the October 15, 2025, Meeting.

6. New Business

- a. 2026 Comprehensive Plan Draft Land Use Element.
- b. Code Amendments and Project Updates.
- c. Consideration of Canceling the December 17, 2025, Planning Commission Meeting.

7. Adjournment

Next Planning Commission Meeting Will Be Held on January 12, 2026.

Planning Commission meetings are accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (509) 865-6754, 24 hours in advance.

TOPPENISH PLANNING COMMISSION
Meeting Minutes
October 15, 2025

Chairperson Mayer called the meeting to order at 5:30 p.m.

ROLL CALL AND ATTENDANCE

Present: Chairperson Mayer and Commissioners Jesus M. Aguirre, and Benita Polina.

Staff: Community Economic Development (CED) Director Andrew Hattori, Permit Coordinator Tami Colley

Permit Coordinator Colley conducted a roll call for each Planning Commissioner to respond to their attendance at the meeting. Chairperson Mayer and Commissioners Aguirre, and Polina responded with their presence.

Commissioners did not approve Commissioner Guel's absence.

APPROVAL OF AGENDA

Commissioner Aguirre moved, seconded by Commissioner Polina to approve the October 15, 2025, meeting agenda. Motion carried unanimously.

PUBLIC COMMENT

Public Comment was received.

APPROVAL OF MINUTES

Commissioner Aguirre moved, seconded by Commissioner Polina to approve the minutes of the September 17, 2025, meeting. Motion carried unanimously.

NEW BUSINESS

CED Director Hattori presented update to Western Design Theme Color Table. Adding white colors to the Pantone list of colors. Commissioner Aguirre moved, seconded by Commissioner Polina to approve white colors to the Pantone list. Motion carried unanimously.

CED Director Hattori discussed Residential Property On-Site Parking Limitations. Commissioner Aguirre moved, seconded by Commissioner Polina, to send these to the City Council for consideration.

OTHER BUSINESS

CED Director Hattori discussed Accessory Swelling Unit Code Amendment that removes the

esthetic requirement from the code.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:55 p.m.

Janet Mayer, Chairperson

Andrew Hattori, Community Economic
Development Director

Meeting Date: November 19, 2025
Subject: 2026 Comprehensive Plan Draft Land Use Element.
Attachments: None
Presented By: Joseph Calhoun
Approved for Andrew Hattori, CED Director
Agenda By:

Discussion:

The City of Toppenish is currently undergoing work to update its Comprehensive Plan by the end of 2026, as is required by all jurisdictions that plan under the Growth Management Act. The Comprehensive Plan is considered one of the largest planning documents a city produces and guides the development of the City, it includes various "Elements" that cover the major considerations the City must make. As we navigate the Comprehensive Plan update process we will be reviewing each element that goes into the plan. One of these elements is the "Land Use Element" which covers the direction of the future growth of the community and includes the current zoning and future land use maps which is policy oriented. This element is vital to determining how the limited amounts of lands we have are utilized in the future, and in which ways the city will further develop.

Fiscal Impact:

Recommendation:

Alternatives:

Meeting Date: November 19, 2025
Subject: Code Amendments and Project Updates.
Attachments: None
Presented By: Andrew Hattori, CED Director
Approved for Andrew Hattori, CED Director
Agenda By:

Discussion:

As the year comes to an end, staff wanted to provide an update to the codes and processes updates that are still underway and that we will continue to be working on through this year into next year:

- **TMC 17.26 Design District:** Staff is continuing efforts in research and amendments to the Municipal Code in consideration of the Western Design District. Open houses and public hearings at Planning Commission are planned for Q1 of 2026.
- **Capital Facilities Comp Plan Amendment:** City Council has approved via Resolution the proposed amendments to the Capital Facilities Element of the Comprehensive Plan. Subsequently, the Department of Commerce accepted the amendment as well and the City has been able to utilize additional funds for the Toppenish Police Station Remodel project.
- **TMC 17.54 Home Occupations:** City Council has approved the amendments to the Municipal Code providing a quicker and cheaper method for approving Home Occupations. Staff is working with the Department of Revenue to provide our current and future business owners with a simpler method of submitting through their website when applying for licenses.
- **Unpermitted Signage in Rights of Way:** Staff is continuing to review options that allow for signage within the ROW without causing issues for other businesses, customers, and visitors. Due to the nature of liability within ROWs we are reviewing with legal counsel and researching options to provide these advertising opportunities while being responsible with safety considerations.
- **Caretaker's Residences:** The proposed amendments are anticipated to be presented for Council consideration by end of 2025.
- **TMC 17.94 Accessory Dwelling Units:** The draft code has been presented to the Council, and the requested amendments to the code from the Department of Commerce have been accepted. Public Hearings before the Planning Commission are anticipated in Q1 of 2026, with Council presentations in Q1 of 2026 as well. The goal is to have the code adopted before the end of Q1 2026.
- **TMC 17.64.050 Residential Parking Limitations:** The proposed code has been presented before City Council. We anticipated bringing the code back to Council

be the end of 2025 for consideration of passing the amendments.

- **Comprehensive Plan Update and Climate Element:** Much work has been underway on these major projects, Joseph Calhoun of HLA Engineering and Land Surveying has been very on the ball, and we are excited to continue working with the Council to move these items along through 2026. We are required by the State to have both of these items completed and accepted by the Department of Commerce by the end of 2026. Planning Commission can anticipate upcoming Public Hearings and draft amendments for review in subsequent meetings.

The items listed above are those that are either currently ongoing or have recently been completed and staff wished to provide updates on. Many positive amendments and projects have been reviewed by this Planning Commission and the work of the Commission has been key to furthering robust codes and processes for the benefit of the community. Staff is looking forward to continuing these projects and bringing them before Planning Commission.

Fiscal Impact:

Recommendation:

Alternatives: