



CITY OF OTHELLO PLANNING COMMISSION

Regular Meeting
500 E. Main St.
July 16, 2018
6:00 PM

1. Call to Order - Roll Call
2. Minutes Approval
 - a. June 18, 2018 Regular Meeting
 - b. June 25, 2018 Special Meeting
3. Municipal Code Update – Off-Street Parking – Public Hearing
4. Municipal Code Update – Accessory Dwelling Units – Public Hearing
5. Create Historic Properties List – Citizen Request

****Next Regular Meeting is Monday August 20, 2018 at 6:00 P.M. at Othello City Hall****

**City Hall is accessible for persons with disabilities.
Please let us know if you will need any special accommodations to attend the meeting.**



Planning Commission

June 18, 2018

Terri Phillips

CALL TO ORDER

Chair Roger Ensz called the meeting to order at 6:04 pm.

ROLL CALL

Commissioners: Chris Dorow, Brian Gentry, Kevin Gilbert, and Roger Ensz

Staff: Community Development Director Anne Henning and Planning Secretary Terri Phillips

Attendees: Sheena and John Sorensen from Sagehills Vet Clinic; Zeke Rodriguez for ADUs; Bob Carlson

Quorum Established.

APPROVAL OF May 21, 2018 PLANNING COMMISSION MEETING MINUTES

It was voted to accept the minutes from May 21, 2018 M/S Chris Dorow / Brian Gentry

PC TRAINING

Commissioners were reminded that PC training was required and needs to be done every 4 years.

LANDSCAPE ALTERATION – Sagehills Veterinary Services

Dr. Sheena Sorensen has proposed a landscape plan for her new veterinary clinic that differs from the specific criteria in OMC 14.57, Landscaping. Per OMC 14.57.110, the Planning Commission may approve a requested alteration to landscape standards.

The commission was concerned about the clearview triangle at Broadway and Fir street. Ms. Henning explained it is a tree with a trunk and therefore it will not block the corner. It is also positioned far enough from the corner to see around it. The buffer on the eastside is mostly evergreens and makes it look fuller.

The project is moving forward, and the Planning Commission's revision of the landscaping standards is not yet complete. Dr. Sorensen sent a letter and a proposed altered plan that is included in your packet. In her letter she believes that this proposed alteration is justified as it represents a superior result and is more efficient than a plan that would be under the current code. The proposed alteration features a 50% reduction in sod and a 45% reduction in trees, while increasing drought tolerant plants instead. Both of these reductions account for an approximate savings of 28,000 gallons per month in water. Reduction of the trees also allows for less crowding in their canopies, thus allowing them to flourish.

Action: Motion to approve the Landscape Alteration for Sagehills Veterinary Services was M/S Brian Gentry / Kevin Gilbert

Per OMC 14.57.110 the Commissioners made the following findings when approving the alteration:

- (a) The alteration would be in keeping with and preserve the intent of this chapter
- (b) The alteration would not be contrary to the public interest
- (c) The alteration is justified based on the following
 - (6) The proposed landscaping represents a superior result or is more effective than that which would be achieved by strictly following requirements of this section.

Action: Motion to approve the findings M/S Roger Ensz / Chris Dorow

ACCESSORY DWELLING UNITS (ADUs)

Many cities in Washington and elsewhere have a process to allow “accessory dwelling units”, a secondary unit on the same lot as a single-family dwelling. These units can be an apartment within the main house, or a detached small house in the back yard. While units like this may exist in Othello currently, they are not allowed by the zoning, other than through a conditional use permit process for the rental of an apartment appurtenant to a single-family residence in the R-2 and R-4 Zones.

The city has received an application to convert a garage into a house in the R-2 Zone and that is what triggered the discussion at this time. There have been many discussions in the past about people living in sheds. The police chief has said he is opposed to allowing new units like this. He feels it leads to more crime. This unit is in the alley but also has a side street because it is on the corner. The commission would need to make a recommendation to the council to change the code and the council would need to amend the ordinance before this unit could be approved.

Ms. Henning feels if the existing ones are going to be allowed to continue then why is there not a process where new ones can be established that meet the code. The existing ones are needing to comply with basic life/safety issues. But they are apparently being allowed to continue as non-conforming.

Othello has a housing shortage and the need is there. But it needs to be kept organized and done right.

The Commission has a list of concerns: parking spots, emergency access, separate address, separate utilities, access from the alley, can the alley support more traffic, square footage of building, square footage of lot, what happens when property sells, living space and does primary owner need to occupy the primary residence? You cannot divide the lot, it is one lot. The Commission felt that Alley access would be a nightmare. Interior lots would have a difficult time, because the house in the back would need to have a separate driveway from the main house. In the existing code there is a maximum lot coverage standard of 35% of the lot for buildings.

Landscaping for the second house should be required just like a new house. Setback from the side street would be 20 feet the same as the front house. Should there be a setback from the main house?

They decided additional restrictions on location or size weren't necessary since lot coverage should limit that.

Planning Commission would like to add maximum occupancy by square foot or per house to the code. Code enforcement is dealing with this problem now. Othello currently only allows one family but that includes being related by blood or marriage. And that can add up to a lot of people. Staff will look for examples in other cities to try to make it clear. In the building code there is some guidance and will look there to start.

There is the requirement for covered parking, should we require that? Many houses currently do not have covered parking. The existing house should have two off street parking but do not have to cover them. It does not matter if it is side-by-side or single aisle. The parking space needs to be 9x20 per car, that would make it 40 feet long. If there is a second house in the rear on an interior lot the driveway would be between 40 to 60 feet and needs to be separate from the main house driveway.

Each unit needs to be self-sufficient and have its own address, water, utilities and its own parking. Limit this to R-2, R-3 and R-4. Does not want this type of housing in R-1.

Condensed housing also increases traffic in the streets. Is this something that needs to be addressed? It needs to have off street parking for these new units.

Height restrictions in the Residential Zone are 2 stories and 28 feet. The Commission wanted it limited to 1 story for ADUs.

Because there is an application for an accessory dwelling unit, Planning Commission needs to have a special meeting to move through this item faster than if we waited until next month to further discuss this issue. Staff will decide in a week if we need a special meeting to discuss possible regulations.

MUNICIPAL CODE UPDATE – Parking Code – OMC 17.61

The Commissioners will proceed with the amendments to the parking regulations. It is for both residential and commercial

Parking – residential lots 17.61.015, no vehicle shall be allowed to park on lawn or landscaped areas of the front yard. The previous ordinance adopted existing gravel in the front yard was proposed to be allowed only for residences that were established prior to July 25, 2011. The Commission felt that hard surfaces are ideal but would rather see cars parked on gravel instead of dirt. When a residence has 2 hard surfaces and gravels a third it has been allowed.

Parking spaces required 17.61.020 –

(1) Single family dwellings. The Commission again discussed whether a carport is comparable to a garage, as previously decided. They considered requiring a garage but not a carport in R-1, but eventually decided that a carport could substituted for a garage in any residential zone.

(2) Two-family dwellings in R-2, R-3 or R-4 zones. The Commission discussed the altered language eliminating the need for a garage and felt it was acceptable.

(17) As directed by the Commission last meeting, the schools were updated to one space for every six seats in the auditorium or assembly room, from one per 12 seats. In addition, high schools shall provide one space for each 6 students.

(23) As discussed by the Commission at the last meeting, parking for retail and service shops is proposed to be based on number of spaces per square foot of building, rather than total parking area compared to building area.

(25) Restaurants, taverns or bars: one space for each 100 square feet of gross floor area. That would include the food prep area. This would apply to any new construction or new occupancy use. The figure of one space per 100 square feet is found in multiple other codes, including Wenatchee, Richland, Pasco, and West Richland. Almost all codes reviewed were based on area, rather than number of chairs.

(26) Has rules for determining parking for new uses within existing buildings, as decided by the Planning Commission. The Commission had previously requested staff to review whether this decision in other communities was made by staff or the Planning Commission. Kennewick, Moses Lake, Spokane, Spokane Valley, and Yakima all have staff that makes this determination. The Planning Commission determined that the Community Development Director should make the determination, and that any that are too difficult or that are appealed can be brought to the Planning Commission.

Required loading space 17.61.080 was updated from ten-foot-by-twenty-five-foot loading space to twelve-foot-by-forty-foot. Loading space currently is too small for semi-trucks. On Broadway trucks park in the middle of the street and dolly the product across the street. Anything existing cannot be changed but for any new business they will have to increase their loading area.

Many codes include dimensional standards for the access aisle. This can prevent arguments with the developers or parking lots that are difficult for customers to use. Ms. Henning included an example from Spokane Valley. The Commission was in favor of including dimensions for access aisles in the parking code.

In residential areas, the Commissioners agreed it is more important to have off-street parking than to have a minimum area of the front yard landscaped.

Action: The motion to forward the changes made tonight, June 18, 2018 M/S Chris Dorow / Kevin Gilbert.

Next meeting will work on the ADU's. The commission would like to have the Police Chief and possibly the Fire Chief to help with the ADU's.

ADJOURNMENT

Having no other business at hand a motion was carried to adjourn the meeting at 8:04 pm M/S Kevin Gilbert / Brian Gentry

The next regular meeting is scheduled for July 16, 2018 at 6:00 pm.

By: _____ Date: _____

Terri Phillips, Planning Secretary

NOTE: These are abbreviated minutes that contain all motions and business conducted. These meetings are taped; a complete record of the minutes may be obtained by contacting the Planning Commission Office or a verbatim copy of these minutes can be ordered at the requestor's expense.



Planning Commission
Special Meeting
June 25, 2018
Terri Phillips

CALL TO ORDER

Chair Roger Ensz called the meeting to order at 12:10 pm.

Commissioners: Chair Roger Ensz, Brian Gentry, Kevin Gilbert, and Chris Dorow

Staff: Community Development Director Anne Henning and Planning Secretary Terri Phillips

ADU'S – ACCESSORY DWELLING UNITS

Staff provided a draft including the changes that were discussed at the last meeting. Other cities that were researched require 1 parking space and restrict the units to 1 or 2 bedrooms. Commissioners want to have at least 2 parking spaces and limit bedrooms to 2 or less. By building code, all bedrooms must have a closet and egress windows. The Commissioners were in agreement that Minimum lot size is not necessary because the maximum lot coverage is set at 35%. The Commissioners discussed limiting the maximum number of occupants. While difficult to enforce, they felt it is better to have some kind of standard. Due to the unit's small size, occupancy of an ADU is limited to a maximum of 3 adults, and any related children under the age of 18.

Many concerns about requiring a separate driveway or alley parking. Most interior lots are 50x140 and are not wide enough to require a driveway from the street. Commissioners agreed on alley access with 2 hard surface parking spaces. Also, need a 5 feet walkway from the street with the address clearly marked for emergency services. Commissioners felt a fee for maintenance of the alley would be appropriate.

There was considerable discussion about whether to require the property owner to occupy one of the units in the R-2 Zone, or if both units could be rented. In the R-3 and R-4 Zones, Commissioners were in favor of allowing both units to be rented, but in R-2 there were mixed feelings. Some feel the property maintenance would be better if the owner lives on site, and it would help alleviate concerns of the neighbors and the community. Others think it would limit opportunities to provide more quality housing, and it is unfair since a property owner can rent out both units in a duplex. The outcome was to initially propose the ordinance without an owner occupancy requirement but keep it in mind if sentiment is strongly opposed to these units as proposed. The Commission also discussed requiring owner occupancy for the first owner, without tracking what happens after it is sold.

NEXT MEETING

Since we are in agreement our next step is to have a Public Hearing. Staff will schedule the Public Hearing for July 16th (the next scheduled meeting).

ADJOURNMENT

Having no other business, the meeting was adjourned at 1:10 pm. Next scheduled meeting is July 16th, 2018.

By: _____ Date: _____

Terri Phillips, Planning Secretary

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: July 16, 2018

SUBJECT: Off-Street Parking – Public Hearing

The Planning Commission has discussed changes that should be made to the Off-Street Parking regulations, OMC 17.61.

Staff Comments

1. The attached draft has been updated with the Commission's direction at the June 18 meeting.

Attachments

- Public hearing procedure
- Draft amendments to OMC Chapter 17.61, Off-Street Parking

Public Hearing: Notice of a public hearing has been published and posted. The Planning Commission should hold a public hearing and take testimony on the proposed ordinance.

Action: The Planning Commission should discuss the amendments to the off-street parking ordinance and make a recommendation to City Council.

**PLANNING COMMISSION
LEGISLATIVE PUBLIC HEARING PROCEDURE**

1. Please bear with us as we progress through the legal and technical aspects of the public hearing. Be sure you have signed in to be included in the record of attending this public hearing. A sign-in sheet is on the back table.
2. This public hearing being held by the Othello Planning Commission is to receive input concerning updating the Municipal Code section on (_____). The public hearing is now open at _____ p.m.
3. Everyone present will be given an opportunity to be heard; however each person will be allowed to speak only once for up to (3) minutes. **(Chair may set time limit)**
4. Does any commission member have a financial or personal interest in the matter? ***(Pause to let each commission member speak into the record.) ("No", or explain interest).***
5. I now ask the commission members to place on the record the substance of any communication you have had with opponents or proponents on the matter not including commission discussions, documents, or communication with city staff. ***(Pause to let commission member speak into the record.) ("None", or paraphrase discussion.)***
6. Anyone in the public who has an objection to any commission member's participation, please state now and give the reasons for the objection. ***(Pause and give the public the opportunity to respond.)***
7. Can the commission members hear and consider this matter in a fair and objective manner? ***(Pause to let each one say, "yes" into the record – or be excused. Objections must be dealt with at this time. If a commission decides that they need to excuse themselves to avoid the appearance of being unfair, he/she should leave the room.)***
8. The city staff will now explain the process to approve the request and present exhibits for the record. ***(Pause and allow staff to present information.)***
9. I now request that any public testimonies, questions, objections, protest or support to be heard from citizens. Please raise your hand so I may recognize you. After I acknowledge you, please come to the microphone and state your name and address for the record. ***(Pause and acknowledge each citizen to speak. Chair to decide how much discussion should be allowed between the public, applicant and staff.)***
10. Do any of the commission members have comments or questions at this time? All issues and questions to the public must be clarified and asked at this time, without expressing your opinions. ***(Pause to allow issues and questions to be discussed)***

(If more information is needed, now is the time to move that the commission continue the public hearing to _____. Do not close the hearing if continued.)
11. I would like to thank the public for your involvement in this process. I will now close the public hearing at _____ p.m.
12. The Planning Commission must now deliberate discussing, expressing opinions and agreeing to what we find to be the facts and logical conclusions to those facts, then make a motion to approve, approve with conditions, or disapprove this request based on those findings, our legal authority, and what we find to be in the best interest of our community's health, safety and public welfare.

Chapter 17.61

OFF-STREET PARKING

Sections:

- 17.61.010 Requirements generally.
- 17.61.015 Parking—Existing residential lots.
- 17.61.020 Parking spaces required.
- 17.61.030 Parking requirements for uses not specified.
- 17.61.040 Mixed occupancies.
- 17.61.050 Joint uses.
- 17.61.060 Required improvement and maintenance of parking area and used car sales area.
- 17.61.070 Illumination of parking areas and used car sales area.
- 17.61.080 Required loading space.
- 17.61.090 ~~Disabled parking signs/post~~ Accessibility
- 17.61.100 Use of right-of-way.

17.61.010 Requirements generally.

~~(a) Every building hereafter erected, moved, reconstructed or structurally altered shall be provided with permanently maintained parking spaces as provided in this chapter. Off-street vehicle parking shall be provided based on the proposed use for:~~

- ~~(1) A new or relocated building;~~
- ~~(2) An expanded or enlarged structure, only for the new floor area;~~
- ~~(3) An existing building that requires a change of occupancy per the Building Code for the new use.~~

~~(b) All vehicles shall be parked on improved parking spaces (concrete or asphalt) except that parking accessed from an unpaved street may be compacted gravel. Access from the street and all portions of the parking lot shall be hard surface if the parking spaces are required to be. Parking accessed via an alley shall be hard surfaced even if the alley is gravel.~~

~~(c) and such~~ Required parking spaces shall be made permanently available and be permanently maintained for parking purposes.

~~(d) For the purpose of this section chapter, a parking space shall be at least eight and one-half nine feet wide and a minimum of eighteen twenty feet long, exclusive of access drives or aisles. Minimum size for a parking space also applies to spaces within a garage.~~

~~(e) Parking spaces shall have having access from a public thoroughfare, and shall be of usable shape and condition. There shall be provision for ingress and egress from each parking space. Except for single-family and duplex dwellings on individual lots, groups of more than two parking spaces shall be so located and served by a driveway that their use will require no backing movements or maneuvering within a street right-of-way other than an alley. (Ord. 1220 § 1 (part), 2006; Ord. 948 § 2 (part), 1995).~~

17.61.015 Parking—~~Existing~~ residential lots.

For any ~~existing~~ residential lot ~~not covered under Section 17.61.010~~, no vehicle shall be allowed to park on lawn or landscaped areas of the front yard. Parking shall be limited to an improved surface such as gravel, concrete, or asphalt that is no greater than thirty feet in width extending generally perpendicular from the structure to the street. Minimum required parking spaces for new residences must be concrete or asphalt. (Ord. 1347 § 1, 2011).

17.61.020 Parking spaces required.

Required parking spaces are as follows:

- (1) Single-family dwellings in R-1, R-2, R-3 or R-4 zones: in addition to the two parking spaces required in a garage or carport, every dwelling shall have a minimum of two, but not more than three, concrete parking spaces in the front yard area. No more than four vehicles shall be parked or stored in the front yard on improved parking spaces. Vehicles can be stored in the back yard if surrounded by a six-foot-high sight-obscuring fence;
- (2) Two-family dwellings in R-2, R-3 or R-4 zones: in addition to ~~the two~~ any parking spaces ~~required~~ in a garage, there shall be two spaces for each dwelling unit. No more than three vehicles may be parked off-street that are not within a garage in connection with each dwelling unit. If additional vehicles are to be parked off-street, they must be parked within a garage or within an enclosure surrounded by a sight-obscuring fence;
- (3) Multiple-family dwellings in R-3 or R-4 zones: two spaces for each dwelling unit. No more than two vehicles may be parked off-street that are not within a garage or carport in connection with each dwelling unit;
- (4) Residential hotels, fraternity houses, rooming houses or boardinghouses: one space for each two guest accommodations or four beds, whichever is greater;
- (5) Convalescent homes, sanitariums, institutions for the aged and children, welfare or correctional institutions: one space for each six beds or patients, plus one additional space for each two employees;
- (6) Hospitals: one space for each five beds including bassinets, plus one space for each two employees, plus one space for each two visiting and/or staff doctors;
- (7) Medical and dental clinics: three spaces for each doctor or three spaces for each two examination rooms, whichever is greater, plus one space for each employee;
- (8) Dancehalls: one space for each fifty square feet of dance floor space;
- (9) Funeral parlors and mortuaries: one space for each fifty square feet of assembly used for services, plus one space for each employee;
- (10) Passenger terminals (bus, rail or air): one space for every one hundred square feet of gross floor area used for passenger waiting area plus one space for each two employees;
- (11) Manufacturing and industrial buildings: one space for each two employees on the largest shift;
- (12) Stadiums, sports arenas, auditoriums (including school auditoriums) and other places of public assembly and clubs and lodges having no sleeping rooms: one space for each four seats or eight feet of bench length for spectators;
- (13) Bowling alleys: three spaces for each alley plus one space for every four seats or eight feet of bench devoted to spectator area, plus one space for the proprietor and one space for each two employees;
- (14) Libraries: one space for each two hundred square feet of gross floor area of the reading room, plus one space for each two employees;
- (15) Churches: one space for each four seats or eight feet of pew bench and one space for each four hundred square feet of gross floor space used for assembly and not containing fixed seats;
- (16) Colleges or commercial schools for adults: one space for each six seats in classrooms, plus one space for each two employees;
- (17) High schools, elementary schools and other children's schools: one space for each ~~twelve~~ six seats in the auditorium or assembly room, plus one space for each two employees, plus sufficient off-street space for the safe and convenient loading and unloading of students from school buses. In addition, high schools shall provide one space for each 6 students;
- (18) Theaters: one space for each four seats, plus one space for each two employees;

- (19) Mobile or manufactured home parks: two spaces for each mobile or manufactured home lot and one additional space for each four mobile or manufactured home lots for guests;
- (20) Motels and auto courts: one space for each unit, plus three additional spaces for every ten units;
- (21) Semi-private golf courses, country clubs, gun clubs, etc.: one space for each three members;
- (22) Public utility stations: one space;
- (23) Retail stores and personal service shops: ~~three square feet of parking lot for every one square foot of gross building area, plus one parking space for the proprietor and one space for each two employees;~~

(a) Retail stores primarily handling bulky merchandise such as furniture, machinery, farm or agricultural equipment, lumber, construction materials, livestock feed, or heavy equipment: 1.5 spaces for each 1000 square feet of gross floor area;

(b) Personal service shops and other retail not addressed in subsection (a) above:

<u>Building size, gross floor area</u>	<u>Parking requirement</u>
<u>Up to 2000 square feet</u>	<u>4 spaces/1000 square feet</u>
<u>2001-7500 square feet</u>	<u>3.5 spaces/1000 square feet</u>
<u>7501-40,000 square feet</u>	<u>2.85 spaces/1000 square feet</u>
<u>40,001+ square feet</u>	<u>2.5 spaces/1000 square feet</u>

- (24) Banks: one space for each four hundred square feet of gross building area, plus one space for each two employees;
- (25) Restaurants, taverns or bars: one space for each 100 square feet of gross floor area ~~three seats or stools, plus one space for each employee and one space for each fifty square feet of dance floor space;~~
- (26) Notwithstanding the off-street parking requirements defined in this chapter, those buildings located within commercially zoned districts may be permitted to obtain permits for renovation or expansion of the existing building space or use without fully complying with the off-street parking requirements of this section. Prior to the issuance of the development permit which would impose the off-street parking requirement sought to be modified, the owner or owner's agent shall apply to the ~~planning commission~~ community development director for a waiver of some identified portion of the off-street parking requirement. The proponent shall bear the burden and expense of establishing to the ~~planning commission~~ community development director:

- (A) The lack of reasonably available off-street parking within a reasonable distance to the subject property, either through purchase, lease or joint use agreement;
- (B) What studies, measurements, or other indicia of adequate parking exist to support the request; and
- (C) How the proponent would propose to deal with overflow parking.

The ~~planning commission~~ community development director may: grant a waiver for a specified period of time after which the waiver shall terminate or be subject to further review; grant a waiver conditioned on average daily trip measurements remaining below a certain number and after that number is exceeded, additional parking shall be required to be provided; or deny the request. (Ord. 1280 § 1 (part), 2008; Ord. 1220 § 1 (part), 2006; Ord. 1198 § 1, 2005; Ord. 974 § 1, 1995; Ord. 948 § 2 (part), 1995).

17.61.030 Parking requirements for uses not specified.

Where the parking requirements for a use are not specifically defined in this title, the parking requirements for such use shall be determined by the ~~building official~~ community development director and such determination shall be based upon the requirements for the most comparable use specified in this chapter. (Ord. 1280 § 1 (part), 2008; Ord. 948 § 2 (part), 1995).

17.61.040 Mixed occupancies.

In the case of mixed occupancies in a building or on a lot, the total requirements for off-street parking shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities shall not be considered as providing required parking facilities for any other use except as hereinafter specified for joint use. (Ord. 948 § 2 (part), 1995).

17.61.050 Joint uses.

The ~~planning commission~~ community development director may, upon application by the owner or lessee of any property, authorize the joint use of parking facilities by the following uses or activities under the conditions specified in this section:

- (1) Up to fifty percent of the parking facilities required by this chapter for a use considered to be primarily a daytime use may be provided by the parking facilities of a use considered to be primarily a nighttime use or vice versa; provided, that such reciprocal parking area shall be subject to the conditions set forth in subsection (4) of this section.
- (2) Up to one hundred percent of the parking facilities required by this chapter for a church or auditorium incidental to a public or parochial school may be supplied by parking facilities for a use considered to be primarily a daytime use, provided such reciprocal parking area shall be subject to the conditions set forth in subsection (4) of this section.
- (3) For purposes of this section, the following uses are typical daytime uses: business offices, barbershops and beauty shops, manufacturing or wholesale buildings. The following uses are typical nighttime and/or Sunday uses: auditoriums incidental to a public or parochial school, churches, dancehalls, theaters and taverns.
- (4) Conditions required for joint use are as follows:
 - (A) The building or use for which application is made for authority to utilize the existing off-street parking facilities provided by another building or use shall be located within ~~one~~ four hundred ~~fifty~~ feet of such parking facilities.
 - (B) The applicant shall show that there is not substantial conflict in the principal operating hours of the buildings or uses for which the joint use of the parking facilities is proposed.
 - (C) Parties concerned in the joint use of off-street facilities shall evidence agreement for such joint use by a proper legal instrument approved by the city attorney as to form and content. Such instrument when approved as conforming to the provisions of this title shall be recorded in the office of the city clerk ~~and copies thereof shall be filed with the planning commission.~~ (Ord. 948 § 2 (part), 1995).

17.61.060 Required improvement and maintenance of parking area and used car sales area.

Every lot or parcel of land used as a public or private parking area, or used car sales area and having a capacity of three or more vehicles, shall be developed and maintained in the following manner:

- (1) Surfacing. Off-street parking areas and used car sales areas shall be paved or otherwise hard-surfaced and maintained so as to eliminate dust or mud and shall be graded and drained as to dispose of surface water in compliance with the Eastern Washington Stormwater Manual. In no case shall such drainage be allowed across sidewalks or roadways or onto another property.
- (2) Border Barricades. All parking areas and used car sales areas that are not separated by a fence from any street or alley property lines upon which it abuts shall be provided with a suitable concrete curb or timber barrier not less than six inches in height, located not less than four feet from such street or alley property lines and such curb or barrier shall be securely installed and maintained; provided, that no such curb or barrier shall be required across any driveway or entrance to such parking area.
- (3) Screening and Landscaping. Every parking area or used car sales area which abuts a residential district shall be separated from such residential district by a solid wall, view-obscuring fence, at least six feet in height, or a green belt planted and maintained at least five feet in width; except, that along any street frontage onto or

from which an entrance is provided, the fence, wall or green belt shall not exceed forty-two inches in height. Said wall or fence shall receive normal maintenance in keeping with the character of the adjacent development. No such wall, fence or green belt need be provided where the elevation of that portion of the parking area or used car sales area immediately adjacent to any residential district is six feet or more above or below the elevation of such district along the common property line.

(4) Entrances and Exits. The location and design of all entrances and exits shall be subject to the approval of the ~~planning-commission~~ public works director.

(5) Parking spaces shall be marked with white or yellow painted lines or similar materials. (Ord. 948 § 2 (part), 1995).

(6) Aisle width. Parking lots shall provide minimum aisle widths per the following table:

<u>Parking angle (degrees)</u>	<u>Minimum Aisle Width</u>	
	<u>One-Way Traffic</u>	<u>Two-Way Traffic</u>
<u>45</u>	<u>15'</u>	<u>24'</u>
<u>60</u>	<u>18'</u>	<u>25'</u>
<u>75</u>	<u>22'</u>	<u>25'</u>
<u>90</u>	<u>26'</u>	<u>26'</u>

17.61.070 Illumination of parking areas and used car sales area.

Any lights provided to illuminate any public parking area, any semi-public parking area, or used car sales area permitted by this title, shall be arranged so as to reflect the light away from any dwelling unit and the public right-of-way. (Ord. 948 § 2 (part), 1995).

17.61.080 Required loading space.

On the same premises with every building, structure, or part thereof, erected and occupied for manufacturing, storage, warehouse, goods display, department store, wholesale store, market, hotel, hospital, mortuary, laundry, dry cleaning, or other uses involving the receipt or distribution of vehicles or material or merchandise and providing access to a public thoroughfare, there shall be provided and maintained on the lot adequate space for standing, loading and unloading services in order to avoid undue interference with public uses of the streets or alleys. Such space, unless otherwise adequately provided for, shall include a ~~ten twelve~~-foot-by-~~twenty-five~~ forty-foot loading space, with fourteen-foot height clearance for every twenty thousand square feet, or fraction thereof, of building floor used or land used for above mentioned purposes. No part of the truck or van using the loading space may project into the public right-of-way. (Ord. 948 § 2 (part), 1995).

17.61.090 ~~Disabled parking signs/post~~ Accessibility.

~~(a) —Vertical signs for accessible parking spaces to be between thirty-six and eighty-four inches off the ground, have the International Symbol of Access, have colors of white on blue background as described under RCW 70.92.120, and have the notice "State disabled permit required."~~

~~(b)~~ Any public or private building that was built or substantially remodeled after October 1, 1976 is required to ~~have handicap meet federal and state requirements for~~ accessible parking ~~spaces~~ (Washington State Regulation for Barrier Free Facilities, Chapter 51-10 WAC). (Ord. 948 § 2 (part), 1995).

17.61.100 Use of right-of-way.

Vehicles parked behind the curb such that all or part of the vehicle extends over the public right-of-way shall be parked:

- (a) No closer than six feet from the curb face;
- (b) Not encroach on the public sidewalk;
- (c) Be at least fifteen feet from all alley rights-of-way;

- (d) Be at least thirty feet from the projection of street curbs on corner lots;
- (e) On a surface improved with gravel. (Ord. 1220 § 2, 2006).

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: July 16, 2018

SUBJECT: Accessory Dwelling Units (ADUs) – Public Hearing

As the Planning Commission has discussed over several meetings, many cities in Washington and elsewhere have a process to allow “accessory dwelling units”, a secondary unit on the same lot as a single family dwelling. While units like this exist in Othello currently, they are not allowed by the zoning, other than through a conditional use permit process for the rental of an apartment appurtenant to a single family residence in the R-2 and R-4 Zones. The intent of creating an ordinance is to provide a process to create new ADUs that meet standards for parking, access, lot coverage, and utility connections.

Staff Comments

1. Benefits of ADUs include: Housing can be more affordable, land and existing infrastructure can be used more efficiently, and possibly better upkeep of properties (if landowners can rent out a unit, they will have more money available for maintenance).
2. The draft ordinance has been discussed by Planning, Building, Code Enforcement, Fire, and Ambulance staff.

Attachments

- Draft OMC Chapter 17.63, Accessory Dwelling Units

Public Hearing: Notice of a public hearing has been published and posted. The Planning Commission should hold a public hearing and take testimony on the proposed ordinance.

Action: The Planning Commission should discuss the accessory dwelling unit ordinance and make a recommendation to City Council.

DRAFT Chapter 17.63
ACCESSORY DWELLING UNITS

Sections

17.63.010 Purpose.

An accessory dwelling unit (ADU) is a smaller, subordinate, detached dwelling unit. These units are allowed in order to:

- (a) Create affordable housing;
- (b) Provide a range of housing choices;
- (c) Enhance options for families by providing opportunities for older or younger relatives to live in proximity while maintaining a degree of privacy;
- (d) Provide an opportunity for homeowners to gain the extra income necessary to help meet the rising costs of home ownership;
- (e) Maintain the single family appearance of existing neighborhoods.

17.63.020 Applicability.

An accessory dwelling unit that meets the requirements of this chapter may be allowed in the R-2, R-3, and R-4 Residential Districts. Accessory dwelling units are not allowed in the R-1 Residential District.

17.63.030 Development standards.

- (a) No more than one accessory dwelling unit per development site is allowed. The ADU must be accessory to a single family residence, and only one ADU is allowed per single family residence.
- (b) Maximum lot coverage of all buildings on the lot, including the ADU, the single family house, and any garages, sheds, shops, or other accessory buildings, shall be 35%.
- (c) To make the ADU visible and accessible to emergency services providers, the ADU must be connected to a public street with a concrete or asphalt walkway with a minimum 4' width that is kept clear of obstructions.
- (d) A minimum of two concrete or asphalt parking spaces shall be provided for each unit on the lot, for a minimum of four parking spaces.
- (e) If parking spaces are accessed from an alley, an annual assessment for alley maintenance may be required, as determined by the Public Works Director based on actual maintenance costs.
- (f) The ADU shall have a separate connection to the public water main in right-of-way, and shall have separate water and power meters from the main house.
- (g) The ADU shall have a separate numerical address from the main house, and shall not be addressed with a B or ½ after the address numbers. If the ADU is not clearly visible from the street, the proponent shall post a sign with the address at the street, meeting the requirements of emergency services providers.
- (h) All zoning requirements, such as setbacks, shall be met unless specifically modified in this chapter. Separation between units shall be as regulated by the building code.
- (i) All requirements of the state building code, such as International Residential Code, International Fire Code, Washington State Energy Code, electrical code, etc. shall be met.

- (j) A detached accessory building shall be limited to one story in height.
- (k) For an accessory dwelling unit attached to or within the primary single family dwelling, only one building entrance may be located on the front of the house, unless the house contained additional front doors before the conversion. Secondary entrances should be located on the side or rear of the primary residence.
- (l) The accessory dwelling unit cannot be sold separately from the primary residence, unless all the requirement of a subdivision can be met.
- (m) Due to the unit's small size, occupancy of an ADU is limited to a maximum of 3 adults, and any related children age 18 and under.

17.63.040 Conditions for legalizing pre-existing accessory dwelling units.

An accessory dwelling unit that existed on (*date*) may be legally established and may continue if the following conditions are met:

- (a) The property owner enters into a voluntary compliance agreement in accordance with Chapter 1.20 et seq.
- (b) The property owner obtains the necessary permits and completes the work necessary to bring the property into compliance with all applicable building and life safety codes.
- (c) The property owner ensures that existing tenants on the property have substitute housing, at no additional cost to the tenant, while the owner completes the necessary upgrade work and the tenant is required to move out, provided said requirement does not violate any provision of the Washington Landlord Tenant Act or other Washington State law.

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: July 16, 2018

SUBJECT: Historic Properties List

Jenn Stevenson of the Old Hotel Art Gallery has requested that the Planning Commission consider and adopt a list of local historic properties. Having a local list should assist her in acquiring grants.

Staff Comments

1. The attached documents were provided by Ms. Stevenson.

Attachments

- Proposed criteria
- Draft list of historic properties

Action: The Planning Commission should discuss the request and determine how to proceed.

Historical Register of Othello

Goals:

Have a list of homes, commercial & other properties that are historical.

Do not limit what can or cannot be done to these properties – hopefully the owners will want to preserve them and retain the historical significance and be listed on other registers (state & national). By being on the local register we do not want to place limitations on owners.

Criteria:

Over 40 years old

Some type of significance to community

How to be listed:

Accepted list proposed to begin.

Petition planning committee to be included by showing proof of older than 40 years & explain some type of community significance.

Possible Historic Property Listings for Othello

The Old Hotel	1912	33E Larch	Othello Community Hall	1949	4 th & Larch
Othello Community Museum	1908/1913	3 rd & Larch	Patty's Second Hand Store	1953	405S Broadway
Taunton School House	1920s?	2 nd & Spruce	CHS Bean Plant	1950s	1296S Broadway
Brunswick	1906 or 1908	28E Main	Boersma Storage	1954	about Broadway &
Ironworks	?	335S Broadway	Scootney		
Mays Dairy	1930s?	335E Pine St	Road master's Office	1907	shed behind 324 Fir
Morgan home	1915	331E Pine	Brown house	1920?	27E Larch?
Cantu home/school	1910?	On Pine	Old Donnelley house	1920s	30E Larch?
Othello High School	1955	340S 7 th Ave	Doc Patterson's office	1950s	Juniper between 1st&2nd
Lutacaga Elementary	1953	795S 7 th	Pizza Factory & Mall	1955	103S 1 st
Hiawatha Elementary	1954	506N 7 th	Simmons Chiropractic	1940s	361E Main
Benavidez Café	1910?	32E Main	ReMax	1940s	375E Main
Caylor Honey	1940?	44E Main	Franco Camarillo Ins	1940s	381E Main
Broadway Video	1958	13N Broadway	Head's Gallery	1954	391E Main
Cedar Street Houses	1910s	Cedar between 1 st & 4 th	Hemlock houses	1920s	Hemlock between 2 st & 4 th
Othello Library	1956?	101E Main			
Adams County Development	1940s	121E Main			
Othello Senior Center	1960?	755N 7 th			
Bureau of Reclamation	1949	7 th & Main			
Bureau Housing	1949?	Main between 8 th & 10 th			
Othello Community Hospital	1950s	315N 14th			
McCain	1960s	500E Lee			
Simplot	1950s	1401N Broadway			
Othello Public Works	1950s	111N Broadway			
Birk's Refrigeration	1920s	136S Broadway			
Rica's Fruitaleta	1950s	96S 1st			
Bear's Den	1950s	36S 1st			
Kelley Bean	1954	690S Broadway			
Les Schwab	1952	315S Broadway			
Columbia Physical Therapy	1952	116S 1st			
Othello Outlook	1950s	125S 1 st			
Century Link	1940				
Eagle's Lodge	1950s	127E Larch			

Assembled by Ken & Barb Caylor & Eric & LuAnn Morgan
from the Othello Community Museum & Jenn Stevenson from
The Old Hotel Art Gallery.
*The standard of over 40 years and significance to the
community was used as criteria.*