



## CITY OF OTHELLO PLANNING COMMISSION

**Regular Meeting  
500 E. Main St.  
March 19, 2018  
6:00 PM**

1. Call to Order- Roll Call
2. February 20, 2018 Minutes Approval
3. Officer Elections for 2018
  - a) Chairperson
  - b) Vice Chairperson
4. Discussions on Planning Commissioners Training
5. Municipal Code Update – Parking Code – OMC 17.61

***\*Next Regular Meeting is Tuesday April 16, 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

February 20, 2018

Terri Phillips

### **CALL TO ORDER**

Vice-Chair Roger Ensz called the meeting to order at 6:00 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: Bob Carlson; Beautification Committee: Lynette Caruthers, Janet McCombs

Absent: Terry Thompson, Chairperson

Quorum Established.

### **APPROVAL OF JANUARY 16, 2018 PLANNING COMMISSION MEETING MINUTES**

It was voted to accept the minutes from January 16, 2018 M/S Chris Dorow/ Roger Ensz.

### **MUNICIPAL CODE UPDATE - COMMERCIAL**

The Planning Commission has been reviewing a draft Municipal code section which combines all Commercial Zones into one chapter and adds commercial design standards. The intent is to make the Zoning Code easier to understand while adding standards to protect community appearance. Changes were made as discussed in last meeting. Discussing building color, the Beautification Committee has never dealt with color and has never had any input on the color. The main street project has a color scheme with the red planter pots. They wanted color that was a desert warm scheme. Discussion on the feasibility of regulating color on buildings. Neutral and earth tones are recommended but no way to regulate it. Intensity of color is more important than the color and percentage of color. However, a permit is not required for a business to paint or change the color of a building. The City does not have the staff to enforce aesthetics when there are life safety hazards which are more important. Beautification committee was concerned that the permit processes are too complex and raised the concern of a business not wanting to locate in Othello if we added more stipulations. The color of a building can be recommended but shouldn't stall the process. Propose to recommend the current design standards.

Pedestrian Standards. The committee has asked for more work on this. The City of Spokane has a pretty simple statement. These standards would only apply to C-2 and C-3 zone with parking lots containing

more than 30 parking spaces. It has a direct pedestrian connection between the street and the building entrance and the parking lot and building entrance. It has material information and lighting information, since the Commission mentioned the importance of lighting during the previous discussion of pedestrian standards. The proposed standards seem more workable than the one currently in place. The Commission determined that a 30-space parking lot was too small to need special provisions for pedestrians, and decided that the requirements shouldn't be triggered until 100 parking spaces.

**Cargo Containers and Truck Parking.** The current code has multiple conditions for these uses. In the draft, the conditions have been moved to footnotes of the Use table. Cargo Containers currently are only allowed for 3 years. A permit is required to place the container and it must be renewed yearly for an additional 2 years only. They are meant to be temporary. The containers are an inexpensive way to store items securely. Bob Carlson offered history from when the provisions were originally adopted: He said then intent at the time was to allow inexpensive storage for a few years while a business was getting established, then the idea was they would be able to afford to build a permanent storage building. The consensus of the Commission was there are a lot of containers around that have not been through the permit process and have been in place longer than three years. Ms. Henning asked whether the time limit should be removed if it is not being enforced. The consensus was that the City should retain the authority to limit the time the containers are in place, while recognizing that enforcing on that would be a few years in the future as there are more pressing issues to attend to currently, such as living in sheds, etc. Consensus is to leave as is and enforce it when we can.

**Truck Parking Areas.** Bob Carlson also had the history of this provision: He stated there were a lot of vacant lots being used for truck parking, and it was an uncontrolled muddy mess. The controls put in place at that time seem to be working well, so the decision was to keep the current conditions in place except remove (k), which allowed five years from 2003 for existing parking areas to come into compliance.

Should outside storage be allowed in the C-2 zone? This would be a storage yard not containers. Previously the Commission determined that outside storage in conjunction with a principal use which is in an enclosed adjoining building is not allowed in C-2. The Commission agreed outside storage did not fit their vision of what the C-2 Zone should be. However, there are some existing businesses that would become non-conforming. Decision was made that existing businesses that are currently using outside storage at the time of the ordinance was adopted can remain but no new businesses could establish outside storage. If it is stored under a roof or lean-to, it is not considered outside storage.

**Design standards for remodels and additions.** The draft currently says remodels that are more than 50% of the building must apply the design standards for the whole building not just the remodeled part. The question is whether a similar provision should apply to building additions? The Commission did not want to discourage businesses from improving and adding on, but decided that such a large addition was unlikely, but if someone is putting that much money into a project, they would probably want their building to look consistent, so would probably already be planning to improve the existing building. Agreement to include the 50% or more addition to a building requires design standards.

**Definition of a "multi-story building".** The draft has design standards for a multi-story building, without defining how large that is. The Commission agreed that multi-story building should be considered 2 stories or more than 20ft.

**A motion was carried to forward the New Commercial Building Recommendations to Council for Adoption** M/S Chris Dorow/Kevin Gilbert.

## **MUNICIPAL CODE UPDATE - LANDSCAPING**

The Planning Commission and Beautification Committee representatives reviewed a first draft of new landscape regulations that are intended to be simpler and more flexible than the current regulations, while providing adequate beautification for the city. The proposal would apply all zones except that requirements in the Industrial and C-1 Zones are very limited, as are the requirements for an individual house not being developed as part of a subdivision. The Street Tree requirement is proposed to change from every 25 lineal feet currently to each 75 lineal feet, or fraction thereof, of street frontage abutting the property. Clumping the trees should be considered.

The Commission reviewed the proposed OMC 17.74.020 Applicability section (4) and (5) which address compliance with the landscape ordinance for any additions, remodel, alteration, or repair to exceed 25% or by more than 20 parking spaces. Section (4) exists in the code currently. Most businesses are short on parking currently, so the Commission would not be in favor of reducing parking to install landscaping. The Commission determined that there should not be a requirement for landscaping in existing parking lots if they are expanded, and they wanted to give more thought to whether 25% is the right threshold for compliance with the ordinance.

Lynette Caruthers and Janet McCombs of the Beautification Committee shared that they believe there should be more points for desert landscaping considering our location and water concerns. They felt ornamental grasses were as effective as a shrub so should receive similar points. They also suggested that points be added for non-living features such as basalt, benches, and curbing. It was discussed that maybe businesses on Main Street could sponsor red planter pots instead of or as part of in-ground landscaping. Contributions toward decorative light poles were also discussed.

The Beautification Committee will provide recommendations on changes to the point table. The Commission also requested pictures of examples of how the proposed ordinance would apply to various existing or proposed developments.

## **ADJOURNMENT**

Having no other business at hand a motion was carried to adjourn the meeting at 8:10pm M/S Brian Gentry/Kevin Gilbert.

The next meeting is scheduled for March 19, 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.

**TO:** Planning Commission

**FROM:** Anne Henning, Community Development Director

**MEETING:** March 19, 2018

**SUBJECT:** Municipal Code Update – Parking Code – OMC 17.61

As part of the update of the Municipal Code, the Planning Commission should review the existing parking regulations and discuss changes that should be made.

#### **Staff Comments**

1. Commissioners should read and consider the whole chapter, but should especially think about the following:
  - a. Should a change of occupancy trigger compliance with current parking standards?
  - b. Is 8.5' x 18.5' the appropriate minimum size for a parking space?
  - c. Should a carport be equivalent to a garage?
  - d. Should every single family dwelling be required two covered parking spaces? Should a duplex be required two covered parking spaces?
  - e. How do and should parking requirements interact with landscaping and front yard requirements, especially for duplexes and larger? (How much yard can be filled by parking?)
  - f. Should a high school have a larger parking requirement than middle or elementary school?
  - g. The current provisions for retail (17.61.020(23)) specify total size for the parking lot, rather than the number of parking spaces like the rest of the standards.
  - h. Restaurants (17.61.020(25)) are currently based on the number of seats, which can change, rather than square footage.
  - i. The Planning Commission is listed as the decision authority for several types of actions that no longer go to the Planning Commission.
  - j. It is currently not clear whether the access to the parking lot from the street needs to be paved.

#### **Attachments**

- OMC 17.61, Off-Street Parking

**Action:** The Planning Commission should review the existing parking chapter and provide direction to staff.

## 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.
- 17.61.100 Use of right-of-way.

#### **17.61.010 Requirements generally.**

Every building hereafter erected, moved, reconstructed or structurally altered shall be provided with permanently maintained parking spaces as provided in this chapter. All vehicles shall be parked on improved parking spaces (concrete or asphalt) and such parking spaces shall be made permanently available and be permanently maintained for parking purposes. For the purpose of this section, a parking space shall be at least eight and one-half feet wide and a minimum of eighteen feet long, exclusive of access drives or aisles, 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. (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. (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, 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 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 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 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;
- (18) Theaters: one space for each four seats, plus one space for each two employees;
- (19) Mobile home parks: two spaces for each mobile home lot and one additional space for each four mobile 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;
- (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 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 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 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:

- (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 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 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 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 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 surfaced and maintained so as to eliminate dust or mud and shall be graded and drained as to dispose of surface water. In no case shall such drainage be allowed across sidewalks or roadways.
- (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. (Ord. 948 § 2 (part), 1995).

**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-foot-by-twenty-five-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.**

- (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 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).