



CITY OF OTHELLO PLANNING COMMISSION

**Regular Meeting
500 E. Main St.
August 16, 2021
6:00 PM**

For those who would like to attend remotely, see virtual instructions at the end of the agenda

1. Call to Order - Roll Call
2. Approval of the July 19, 2021 Minutes p.3
3. Ochoa Short Plat – Deferral Requests – Recommendation to City Council p.7
4. Update Parks & Recreation Element of Comprehensive Plan – Discussion p.18
5. Accessory Dwelling Units (ADUs) – Discuss Date for Study Session p.47
6. July Building & Planning Department Report – Informational p.48
7. Old Business
 - a. Housing Action Plan – Are there recommendations the Commission wants to consider implementing?
 - b. Residential Landscaping Installation Timing
 - c. Subdivision Update – OMC Title 16 – Will return to soon, as workload allows
 - d. Underground Utilities/existing pole policy – City Attorney is assigned to work on revisions to the ordinance

Next Regular Meeting is Monday, September 20, 2021 at 6:00 PM

Remote Meeting Instructions:
You can join the meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/854845757>

You can also dial in using your phone.
United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 854-845-757

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/854845757>



City of Othello
Planning Commission
July 19, 2021
Anne Henning

CALL TO ORDER

Due to the COVID-19 pandemic, this was a hybrid meeting with a remote component via GoToMeeting. Chair Chris Dorow called the meeting to order at 6:00 pm.

ROLL CALL

Commissioners Present: Chair Chris Dorow, Brian Gentry, Alma Carmona, Daniela Voorhies

Absent: Kevin Gilbert

Staff: Community Development Director Anne Henning, Building Inspector Tim Unruh

Attendees: Bob Carlson, Councilmembers John Lallas, Corey Everett, and Angel Garza

MINUTES APPROVAL

June 21, 2021 minutes were approved as written. M/S Gentry/Carmona

RESIDENTIAL LOT COVERAGE & LOT SIZE – PUBLIC HEARING:

Chair Chris Dorow explained conflict of interest and asked if any Commissioners had a conflict of interest on this matter. All verified that they did not have a conflict of interest.

Community Development Director Anne Henning gave an overview of the issues. Lot coverage standards date back to the first zoning ordinance in 1950. The R-1 Zone had the same 35% lot coverage limit as now and a minimum lot size of 4800 SF, which is much smaller than the current standard. The only other Residential Zone was R-2, which had no standards for either lot coverage or lot size. These standards remained until 1995 when the R-3 and R-4 Zones were added, minimum lot size increase, and the 35% lot coverage was applied to all Residential Zones. There were no significant changes until the 2020 Zoning Update.

Ms. Henning showed site plans of various projects that had to be denied due to the lot coverage limitation, including 3 patio covers and 4 triplexes. The projects met other standards such as setbacks and parking, but lot coverage varied from 36% to 44%. She also showed an existing multi-plex building from 1961 that covers approximately 50% of the lot.

The lot size issue has 2 components: Correcting an error in the R-4 Zone and considering lot size in general. In the 2020 Update, extra lot size requirements were added to the R-4 Zone, which had the inadvertent effect of requiring a much larger lot in R-4 than R-3 for a triplex or 4-plex. This obviously doesn't make sense when R-4 should be denser than R-3. This error can be corrected by just having one lot size in R-4 without calling out lot size increases for parking or landscaping, since a project would need to meet all those requirements anyway.

Allowing smaller lots can increase housing supply and reduce cost, both needs shown in the Housing Action Plan. Changing lot sizes would affect new lots but would be very unlikely to affect existing developed areas. At the June meeting, the Commission had discussed reducing the R-3 lot size.

Chair Dorow opened the public testimony portion of the hearing at 6:10. The following spoke in favor of the issues:

Councilmember Angel Garza, 625 N. 12th Ave, was in favor of higher density. He felt 6000 or 6600 SF would be appropriate in R-2. This would allow him to create 6 more lots between 9th and 11th Ave. He was in favor of increased lot coverage to 40% or 45%. He has requests for a 3500 SF house with 800 SF garage, but he can't build large houses like this even on a 10,000 SF lot because it exceeds the current lot coverage. He stated Othello is unique since it is a farming community. The price point most people can afford is \$230,000 to \$270,000. We need to consider what to do to grow the city. This is a low income area, and if houses cost \$280,000-\$300,000, sales will drop. A manufacturing employee may be able to afford it, but a seasonal agriculture employee working 10 months of the year won't. Being able to create 6 more lots would help his development, provide 6 more homes at lower cost, and generate more taxes for the city. He would like the Council, Planning Commission, and developers to work together to keep the city growing.

Councilmember Corey Everett, 539 S. 4th Ave, stated that he didn't understand why lots needed to be so big. He said he has a 1400 SF home, 300 SF garage, and 200 SF portable building on a 6500 SF lot, leaving him a great size of yard. He questioned the need to have a minimum lot size at all. Some people would like having a smaller yard. He said it should be no one's business what someone does in their back yard as long as it doesn't bother the neighbors. He said lot sizes need to be smaller.

Councilmember John Lallas, 456 E. Fircrest, proposed:

Zone	Min lot size (SF)	Max lot coverage
R-1	7000	50%
R-2	6000 or less	50%
R-3 & R-4	5000	No restriction, as long as they provide parking

He stated he likes the Sea Hawk Apartments but there could be more parking or larger units. He also likes rowhouses in pairs with courtyards between.

The following testified neutral to the issues:

Bob Carlson, 2213 S. Broadway, said he liked the lot size and lot coverage suggestions from Chair Dorow last meeting. He also prefers to keep distinctions between the zones.

No one testified in opposition to the issues.

Chair Dorow mentioned that some cities don't have lot coverage limits, but they have other more complicated regulations to address it. He felt the Commission made a mistake on the 2020 zoning update by not recommending 6000 SF lots in R-3. He felt R-4 could be 4000 or 5000. Angel Garza pointed out that there is a great need for 6000 SF lots, and a 1200 to 1400 SF house easily fits on a 6000 SF lot. He stated that if prices stay high, he will go to a 1000 SF house to bring prices down, but that is too big for a 7000 SF lot.

The Commission discussed the merits of rezoning vacant land to a higher-density zone compared to decreasing lot size. Corey Everett pointed out that rezoning is a lot more complicated than changing zoning text. Angel Garza pointed out that all cities are running out of land. The city of Quincy encouraged him to plat smaller lots, but he wanted to build custom homes so he did larger lots.

Commissioner Carmona felt 7000 SF was a good size for a lot. She felt 8000 SF might be too big as a minimum.

John Lallas pointed out that water is scarce and he hates to see potable water being used for landscaping. He mentioned that in Phoenix, houses are close the street and the back yard is covered patio or a pool so there isn't a lot of need for landscape water. He felt Othello should not be requiring greenery and instead should require desert scape.

Commissioners discussed various possibilities and ended up with the following:

Zone	Min lot size (SF)	Max lot coverage
R-1	7000	50%
R-2	6000	50%
R-3	5000	65%
R-4	4500	No restriction

Chair Dorow closed the public testimony at 7:17 PM. He asked Building Inspector Tim Unruh if the proposal would be good for Othello. Mr. Unruh replied that Othello is in desperate need of houses and prices are going way up, so it is good to make housing less expensive and easier to provide.

Motion to recommend to the City Council the discussed changes to lot size and lot coverage. M/S Carmona/Voorhies. 4-0 in favor.

ACCESSORY DWELLING UNITS

The Planning Commission has been working for several years to create an Accessory Dwelling Unit (ADU) ordinance that the City Council finds acceptable. Now with the adoption of the Housing Action Plan and establishment of a rental housing licensing and safety inspection program, the Mayor would like the Council to discuss an ADU ordinance again. Given the amount of time that has passed and various changes in circumstances, the Commission is reviewing their recommendation before it is forwarded to Council.

The Commission reviewed the July 15 draft and made the following changes:

17.63.030(b) Accepted the strikeout for lot coverage of 35%, since in the previous action, the Commission is recommending higher lot coverage minimums in all residential zones.

17.63.030(f) The Commission discussed the practicality of requiring separate utility connections for an ADU within an existing house, and determined it would be difficult. Therefore, they struck out the first part of this section so separate connections would only be required for detached ADUs.

17.63.030(h) Building Inspector Tim Unruh asked the Commission to add the International Property Maintenance Code (IPMC) to the list of relevant codes. The room size requirements of the IPMC are listed in 17.63.030(k), but there are other parts of the IPMC that may apply.

17.63.030(l) The Commission discussed whether to keep the proposed section limiting the ADU to 2 bedrooms and 900 square feet. They didn't want to unnecessarily limit housing but also wanted to keep ADUs in scale with the neighborhood. They discussed limiting ADUs to a percentage of the main house, but some existing houses are pretty small. The Commission decided to keep the language as proposed.

17.63.040 Owner Occupancy. Commissioner Brian Gentry pointed out there is no way to reasonably enforce owner occupancy. The City won't even know about a change in ownership unless there is a complaint. Inspector Unruh gave a hypothetical situation where someone lived in a home with an ADU and then got a job out of state. That person is going to move, they are not going to evict their tenant and they are probably going to sell or rent the house. On the other hand, the Commission did not think it would be good for one landlord to build and rent out 60 ADUs. Something that had been discussed previously was requiring owner occupancy at the time the ADU was built but then not track it after some amount of time, such as 1, 2, or 5 years. The Commission decided that owner occupancy should only be required in R-2 and only for the first year.

Motion to recommend to City Council with changes as discussed. M/S BG/AC. 4-0 in favor.

MAY BUILDING & PLANNING DEPARTMENT REPORT

Chair Dorow encouraged the Commissions to read the report to stay current on building and planning issues.

PARKS & RECREATION ELEMENT OF COMPREHENSIVE PLAN – UPDATE

The Parks Element of the Comp Plan serves as the Parks Plan that qualifies us for grants such as the ones supporting the upgraded ballfields, playground, and basketball courts. In order to qualify for future grants, the Parks Element needs to be updated by April 2022. To allow adequate time for review and public involvement, Ms. Henning would like the Commission to start on this next month. Reviewing the existing document and determining how to proceed will likely take up most of the next meeting.

OLD BUSINESS

- A. **Housing Action Plan:** Commissioner Carmona asked if the Housing Action Plan should remain as Old Business, now that it has been adopted. Ms. Henning suggested that the Commission may want to look at the Plan, to determine if there are any other recommendations they want to discuss in the near future.
- B. **Street Safety:** Commissioner Carmona stated that she liked the octagon design better than the diamond. Question about the reception so far. Ms. Henning reported that school buses weren't able to make a 270-degree left turn with either design, but we are working with them. The Fire Department prefers the diamonds. Chair Dorow said he has heard many positive comments. He feels people are tired of cut-through traffic in their neighborhood and they see this as a good solution.

ADJOURNMENT

Having no further business, the meeting was adjourned at 8:20 pm. Next regular meeting is Monday, August 16, 2021.

Chris Dorow, Chair

Date: _____

Anne Henning, Community Development Director

Date: _____

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: August 16, 2021

SUBJECT: Ochoa Short Plat – Deferral Request – Recommendation to City Council

Columbia NW Engineering, on behalf of AJ & Jodi Ochoa, applied for a 4-lot short plat of 20 acres south of Olympia Street, between Broadway and 2nd Avenue. They requested to defer street and utility improvements associated with the plat until building permits or further subdivision of the property, and to not dedicate alleys. OMC 16.40 sets up a process for deferral of improvements and waiver of requirements, including a recommendation by Planning Commission and approval by City Council.

Staff Comments

1. The Commission is reviewing only the deferral and waiver requests. The short plat itself is reviewed by staff.
2. The waiver and deferrals requested are as follows:

- a. **Street and utility improvements per OMC 16.29.030**

Discussion: The code reference appears to be an error, since 16.29.030 relates to street layout and not improvements. However, we assume the intention would be to defer the street and utility improvements required for the internal and abutting streets. OMC 16.11.030(a)(1) requires “adequate provisions for roads, streets, curbs, gutters, sidewalks, street lighting circuits, alleys, extensions of municipal utilities, drainage ways, irrigation water rights-of-way, other public ways or municipal improvements as deemed necessary in conformance with city community street and utility standards and city design standards in effect at the time of plat approval.” OMC 16.11.030(a)(1) requires streets to be improved to city standards. The street and utility improvements required for this plat are:

- i. **Broadway Ave:** Curb, gutter, sidewalk. Arterial width pavement (58' required, currently measures ~48'). Stormwater. Broadway abuts Lot 1 (1174') & Lot 4 (154').
 - ii. **Olympia St:** Full width improvements: curb, gutter, sidewalk, collector-width pavement (48'), sewer, storm, and irrigation mains. Note that a portion of the proposed right-of-way at the east end of the plat is not on this property, and the street is not currently developed east of the site (there is a gap). There is an existing water line in an easement to the north, in the previously-expected alignment of Olympia. It would need to be determined whether that water line would need to be moved into the new alignment of Olympia, or remain in an easement outside of right-of-way. These improvements abut Lot 1 (150') and Lot 2 (505').

- iii. **2nd Ave:** Curb, gutter, sidewalk, and residential-width pavement (36' required, currently measures ~27') from the south boundary of the plat to Stratford-on-Avon, then full width improvements from Stratford-on-Avon to Olympia. Note that the right-of-way for this future segment is not dedicated and is under another ownership. The south portion abuts Lot 3 & 4, the north segment (without ROW) abuts Lot 2. There is no water main from north of Stratford-on-Avon to Olympia. There is no sewer main from Hathaway to Broadway. Stormwater improvements would be required. Irrigation main would be required unless determined to be not needed.
- iv. **Hamlet St** is a new street proposed to be dedicated in this plat. Full width improvements would include 36' of pavement, curb, gutter, sidewalk, water, sewer, storm, and irrigation. This street abuts portions of all 4 lots (150', 266', 242', 658').

b. Complete Sanitary Sewer serving every lot per OMC 16.29.310

Discussion: Sewer main exists in Broadway, and in 2nd Ave from the south boundary of the plat to Hathaway. The request is to not install a sewer side service to each lot, because it is unknown how they will be developed.

c. Looped water mains, together with fire hydrants, storm, and all necessary fittings per OMC 16.29.320

Discussion:

- i. Water mains need to be looped and not have dead ends to prevent stagnant water and maintain adequate water pressure. Water mains currently exist in Broadway, the Olympia alignment (north of the proposed dedication of Olympia St in the plat), and 2nd Ave to one lot north of Stratford-on-Avon. The water main requirement for this plat would be the remainder of 2nd Ave (to Olympia), and in the proposed Hamlet St.
- ii. Fire hydrants. The spacing requirement in 16.29.320 is 500' in Residential and 350' in Commercial. This would probably require a hydrant near the intersection of 2nd and Olympia and at least 1 hydrant on Hamlet. There are existing hydrants on the west side of Broadway that may be sufficient to meet the spacing requirement of 16.29.320. Industrial, commercial, and multi-family development often require on-site hydrants to meet fire protection requirements, based on the use and construction type.
- iii. Storm is not part of 16.29.320, but would be required. There are no storm mains abutting the plat. Depending on the soil, stormwater maybe be manageable with drywells. There are some catch basins in 2nd Ave.
- iv. All necessary fittings would go along with the mains and hydrants.

d. Provide for, and install street lighting circuitry per OMC 16.29.330

Discussion: If the street is not constructed yet (Hamlet, Olympia, north portion of 2nd), it would make sense to construct the street lighting at the same time as the

street improvements. For existing streets, the city may have liability if it passes up an opportunity to have the lighting brought up to standards.

e. Alleys at the rear of commercial lots per OMC 16.29.170

Discussion: This appears to be a waiver request, rather than a deferral, since the alley dedication is not shown on the plat (east side of Lot 1, a portion of the south boundary of Lot 4). OMC 16.29.170 states that this requirement may be waived “where other definite and assured provision is made for service access, such as off-street loading, unloading and parking consistent with and adequate for the uses proposed. Fire lanes may be used in lieu of alleys for schools, industrial and other large parcels for fire suppression services.” Since no development is proposed, it is unknown what provisions may be made, nor which uses need to be accommodated. The Fire Chief provided comments that he is not in favor of granting this waiver.

3. Platting is the mechanism the City has available to require street and utility improvements. In some cases, it may make sense to defer the improvements until they are needed when the site is developed. Usually, a site is being platted because it is going to be developed. In this case, it appears the plat is solely for the purpose of dividing the property so it can be sold. The resulting lots will have descriptions as platted lots but without the improvements expected for platted lots. A covenant attached to the property title would notify a savvy purchaser of the obligation for improvements.
4. If deferrals are granted, a covenant should be attached to the property to guarantee the improvements in the future. However, calling in the covenant (or portions of the covenant) will be complicated if there are different owners who are developing at different times. The methodology for determining the cost share for each lot for each improvement should be set at the beginning of the process. Typical options are by front foot or by square foot.
5. Note that OMC 16.40 requires specific findings about the nature of the site or the area (size, topography, condition or nature of adjoining areas, unusual physical conditions) that justify granting the deferral.
6. OMC 16.40 allows the Commission to set conditions on a deferral or waiver.

Attachments

- OMC 16.40
- Deferral request letter from Columbia NW Engineering, rec'd 7-27-21
- Preliminary Ochoa Short Plat
- Aerial photo
- Utility maps

Staff Recommendation:

1. Staff does not recommend that the deferrals be granted, due to the difficulty of setting up a covenant to equitably share the costs among different sized lots with various

improvement requirements. However, if the deferrals are granted, staff would make the following recommendations:

- a. A covenant be attached to the property to guarantee the improvements in the future. The covenant must specify which lots are responsible for how much of which improvements, since the lots could be sold to different owners and development could occur at different times.
- b. Even if construction of the improvements is deferred, the developer should still be required to submit the engineering design so that other projects can coordinate with this site.
2. Staff does not recommend that the alley waiver be granted, due to the concerns of the Fire Chief.

Action: The Planning Commission should discuss the waiver and deferral requests and make recommendations to City Council to approve or deny the requests, and any associated conditions. The Commission must make findings of fact to support the recommendations.

Chapter 16.40

WAIVERS, DEVIATIONS AND DEFERRALS

Sections:

16.40.010 Waivers, deviations and deferrals.

16.40.010 Waivers, deviations and deferrals.

There is established a procedure for granting waivers, deviations and deferrals of the regulations contained in this title, as follows:

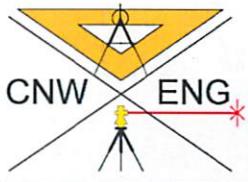
(a) Any subdivider can make application to the planning commission for a waiver of, deviation from or deferral of any provision contained in this title, provided the request is received concurrently with the proposed subdivision or dedication. Such application shall include any and all details necessary to support the application. All waiver, deviation and deferral requests must be forwarded to the city council with the preliminary plat and with the planning commission's findings, conclusions and recommendations.

(b) The planning commission shall not grant a waiver, deviation or deferral of the subdivision regulations unless it shall find that the following condition exists in each case of a request:

(1) Where, because of the size of the tract to be subdivided, its topography, the condition or nature of adjoining areas, or the existence of unusual physical conditions, the strict compliance with the provisions of this title would cause an unusual and unnecessary hardship on the subdivider, the planning commission may waive, defer or deviate from the requirements set forth in this title.

(2) In granting waivers, deviations and deferrals, the planning commission may require such conditions as will secure, insofar as practicable, the objectives of the requirement waived or deferred. Any waiver, deviation or deferral authorized shall be entered in the minutes of the planning commission together with the circumstances that justify the waiver, deviation or deferral granted.

(c) If a short plat has not been approved as final within six months after the waiver, deferral or deviation is granted, that waiver, deferral or deviation shall become null and void. (Ord. 1270 § 1 (part), 2008: Ord. 947 § 2 (part), 1995).



Columbia NW Engineering, PS

Civil Engineers
Land Surveyors
Planners

249 North Elder Street
Moses Lake, WA 98837-1799

Phone (509) 766-1226
Fax (509) 766-6754

July 16, 2021

City of Othello
Building & Planning Department
500 E Main Street
Othello, WA 99344

Received By
Othello Bldg & Planning
July 27 2021

Subject: Preliminary Ochoa Short Plat – Deferral's Request

To whom it may concern:

We, Columbia Northwest Engineering, on behalf of AJ Ochoa Jr. & Callie Ochoa, are requesting deferrals from The City of Othello Planning, and Public Works department requirements of the subdivision regulations until a time when building permits are requested or subsequent subdivisions are processed, such as;

1. Street and Utility Improvements per OMC 16.29.030.
2. Complete Sanitary Sewer serving every lot per OMC 16.29.310.
3. Looped water mains, together with fire hydrants, storm, and all necessary fittings per OMC 16.29.320.
4. Provide for, and install street lighting circuitry per OMC 16.29.330
5. Alleys at the rear of commercial lots per OMC 16.29.170

Should you have any questions, please feel free to contact me, or anyone in our office.

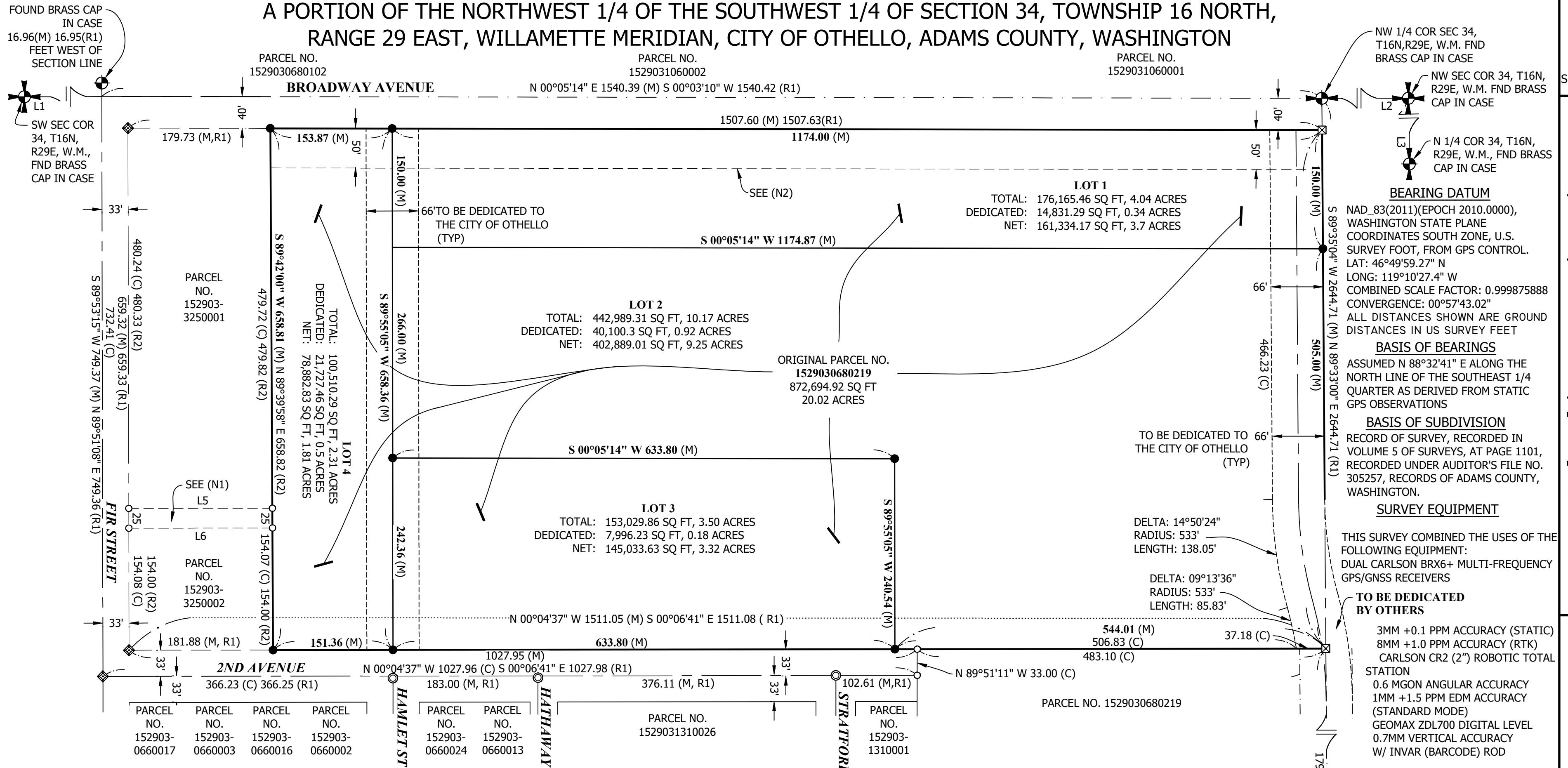
Thank you.

Sincerely,

Seth R. Bishop, PLS
Survey Manager
Columbia Northwest Engineering
Seth.Bishop@cnweng.com

OCHEA SHORT PLAT

A PORTION OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 16 NORTH,
RANGE 29 EAST, WILLAMETTE MERIDIAN, CITY OF OTHELLO, ADAMS COUNTY, WASHINGTON



RECORD REFERENCE DATA

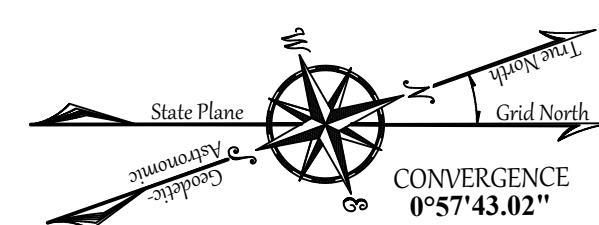
(R1) RECORD OF SURVEY TOM DICKEY, RECORDED IN VOLUME 5 OF SURVEYS, AT PAGE 929, RECORDS OF ADAMS COUNTY, WASHINGTON.

(R2) SAGEHILLS SHORT PLAT, RECORDED IN VOLUME 1 OF PLATS, AT PAGE 647, UNDER AUDITOR'S FILE NO. 320235, ADAMS COUNTY, WASHINGTON.

NOTES

(N1) 25 FOOT ALLEY DEDICATED TO THE CITY OF OTHELLO PER SAGEHILLS SHORT PLAT, RECORDED IN VOLUME 1 OF PLATS, AT PAGE 647, UNDER AUDITOR'S FILE NO. 320235, ADAMS COUNTY, WASHINGTON.

(N2) 50 FOOT EASEMENT, ZONED C-1 PER AUDITOR'S FILE NO. 125184, ZONED C-3 PER CITY OF OTHELLO, WASHINGTON ZONING MAP.



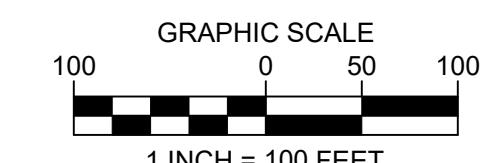
LINE TABLE

L1	S 00°05'14" W 1115.20 (M) S 00°03'10" W 1115.17 (R1)
L2	S 00°05'22" W 2689.12 (C) N 00°03'18" E 2689.12 (R2)
L3	S 89°58'51" E 2648.53 (C) N 89°59'05" E 2648.53 (R1)
L4	S 89°42'00" W 658.79 (M) S 89°39'56" W 658.82 (R1) N 89°39'58" E 658.82 (R2)
L5	N 00°04'37" W 181.29 (C) N 00°06'41" W 181.32 (R2)
L6	N 00°04'37" W 181.37 (C) N 00°06'41" W 181.40 (R2)

SYMBOL & LINE LEGEND

- FOUND U.S.B.R. BRASS CAP MONUMENT IN CASE, OR AS NOTED
- FOUND 3-1/4" BRASS CAP IN MONUMENT CASE, P.L.S. 21651
- ◆ FOUND 5/8" REBAR & CAP, P.L.S. 21651
- ☒ FOUND 5/8" REBAR NO CAP, OR AS NOTED
- SET 5/8" REBAR & CAP, P.L.S. 41285
- CALCULATED POINT ONLY, NOT FOUND OR SET

- PROPERTY BOUNDARY
- ADJUSTED PARCEL/LOT LINE
- EXISTING PARCEL/LOT LINE
- SECTION BREAK LINE
- CENTERLINE OF ROAD
- RIGHT-OF-WAY
- EASEMENT
- SURVEY TIE LINE
- DEDICATED, AS NOTED



INITIAL CONTROL USING STATIC GPS OBSERVATIONS WITH SOLUTIONS PROCESSED BY NATIONAL GEODETIC SURVEY (NGS) ONLINE POSITIONING USER SERVICE (OPUS). GPS REAL TIME KINEMATIC (RTK), CONVENTIONAL ADJUSTED TRAVERSE, AND RADIAL SURVEY METHODS WERE UTILIZED FOR LOCATIONS OF SITE SPECIFIC FEATURES. GPS RTK OBSERVATIONS WERE COMPARED TO OPUS CONTROL SOLUTIONS AND CONVENTIONAL ADJUSTED TRAVERSE AND RADIAL SURVEY MEASUREMENTS FOR QUALITY CONTROL. THE ANGULAR AND DISTANCE MEASUREMENTS OF THIS SURVEY MEET OR EXCEED THE MINIMUM REQUIREMENTS AS DEFINED IN WAC 332-130-090.

SURVEYOR'S NOTE

THIS SURVEY WAS PERFORMED TO ESTABLISH SOME OR ALL OF THE BOUNDARIES OF THIS SITE PER THE LEGAL DESCRIPTION. RIGHTS, EASEMENTS, RESTRICTIONS, OR RESERVATIONS WHICH WOULD BE REVEALED BY A TITLE REPORT AND MAY EXIST ARE NOT SHOWN ON THIS SURVEY. ON-SITE IMPROVEMENTS ARE NOT SHOWN, EXCEPT AS NOTED ON THE MAP.

Received By
Othello Bldg & Planning
July 30 2021

CEN SEC 34, T16N, R29E, W.M., FND ALUMINUM MON

SURVEY METHODS

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF AJ OCHEA JR & JODI OCHEA.

DATE OF SURVEY: DECEMBER 2020

SETH R. BISHOP, P.L.S.
REGISTRATION NO. 41285
249 NORTH ELDER STREET
MOSES LAKE, WA 98837

PRELIMINARY
FOR REVIEW ONLY



AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____
20____, AT _____ O'CLOCK _____ M. IN BOOK _____ OF SHORT
PLATS AT PAGES _____ THROUGH _____ RECORDS OF ADAMS COUNTY,
WASHINGTON, AT THE REQUEST OF AJ OCHEA JR & CALLIE OCHEA.

ADAMS COUNTY AUDITOR DEPUTY COUNTY AUDITOR
k:\projects\1-20-246_occhea short plat city of othello\production\survey\occhea-shortplat--rev2.dwg

INDEX DATA
NW NE
SW SE
S34, T 16 N, R 25

BEARING DATUM
NAD_83(2011)(EPOCH 2010.0000), WASHINGTON STATE PLANE COORDINATES SOUTH ZONE, U.S. SURVEY FOOT, FROM GPS CONTROL. LAT: 46°49'59.27" N LONG: 119°10'27.4" W COMBINED SCALE FACTOR: 0.999875888 CONVERGENCE: 0°57'43.02" ALL DISTANCES SHOWN ARE GROUND DISTANCES IN US SURVEY FEET

BASIS OF BEARINGS
ASSUMED N 88°32'41" E ALONG THE NORTH LINE OF THE SOUTHEAST 1/4 QUARTER AS DERIVED FROM STATIC GPS OBSERVATIONS

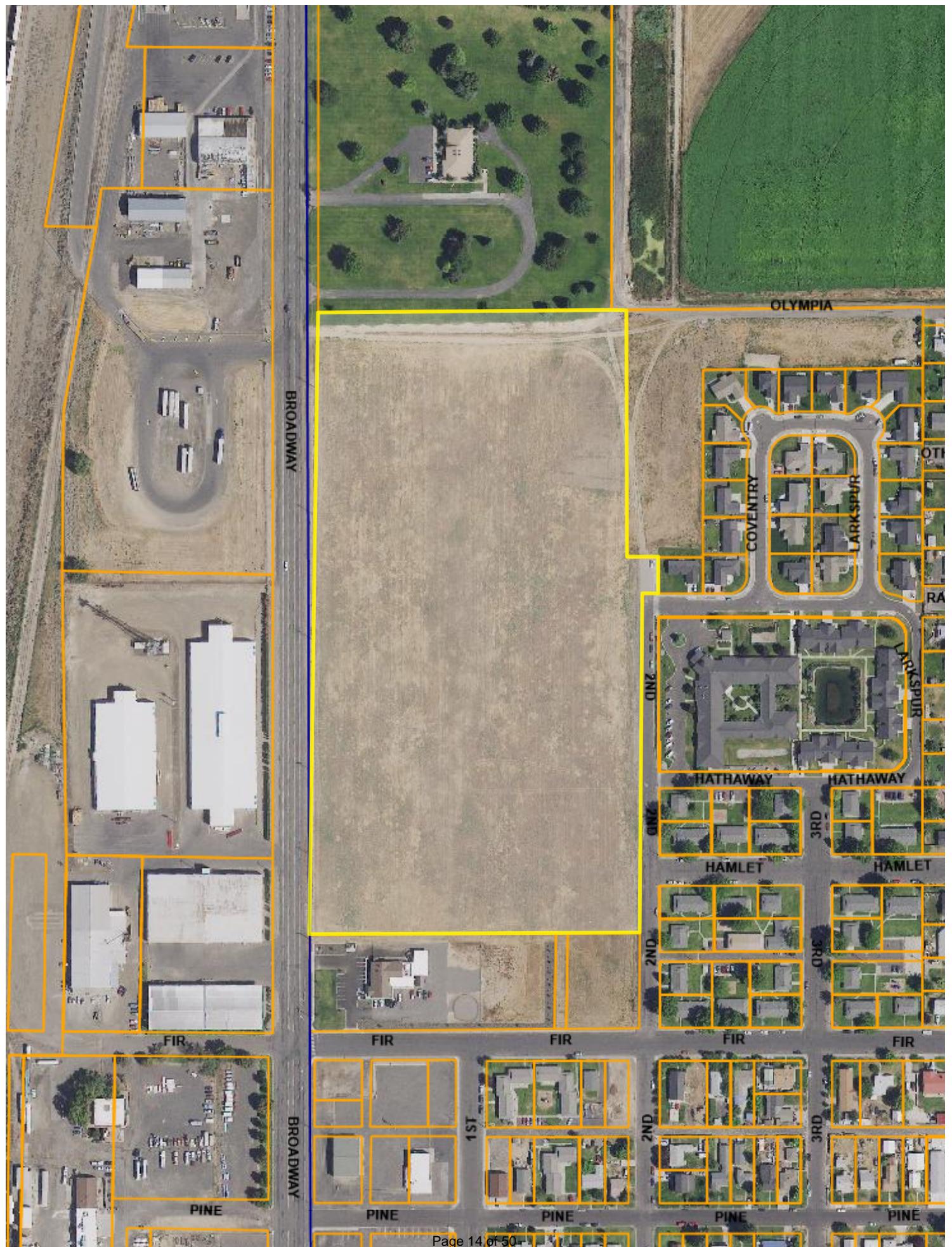
BASIS OF SUBDIVISION
RECORD OF SURVEY, RECORDED IN VOLUME 5 OF SURVEYS, AT PAGE 1101, RECORDED UNDER AUDITOR'S FILE NO. 305257, RECORDS OF ADAMS COUNTY, WASHINGTON.

SURVEY EQUIPMENT
THIS SURVEY COMBINED THE USES OF THE FOLLOWING EQUIPMENT:
DUAL CARLSON BRX6+ MULTI-FREQUENCY GPS/GNSS RECEIVERS

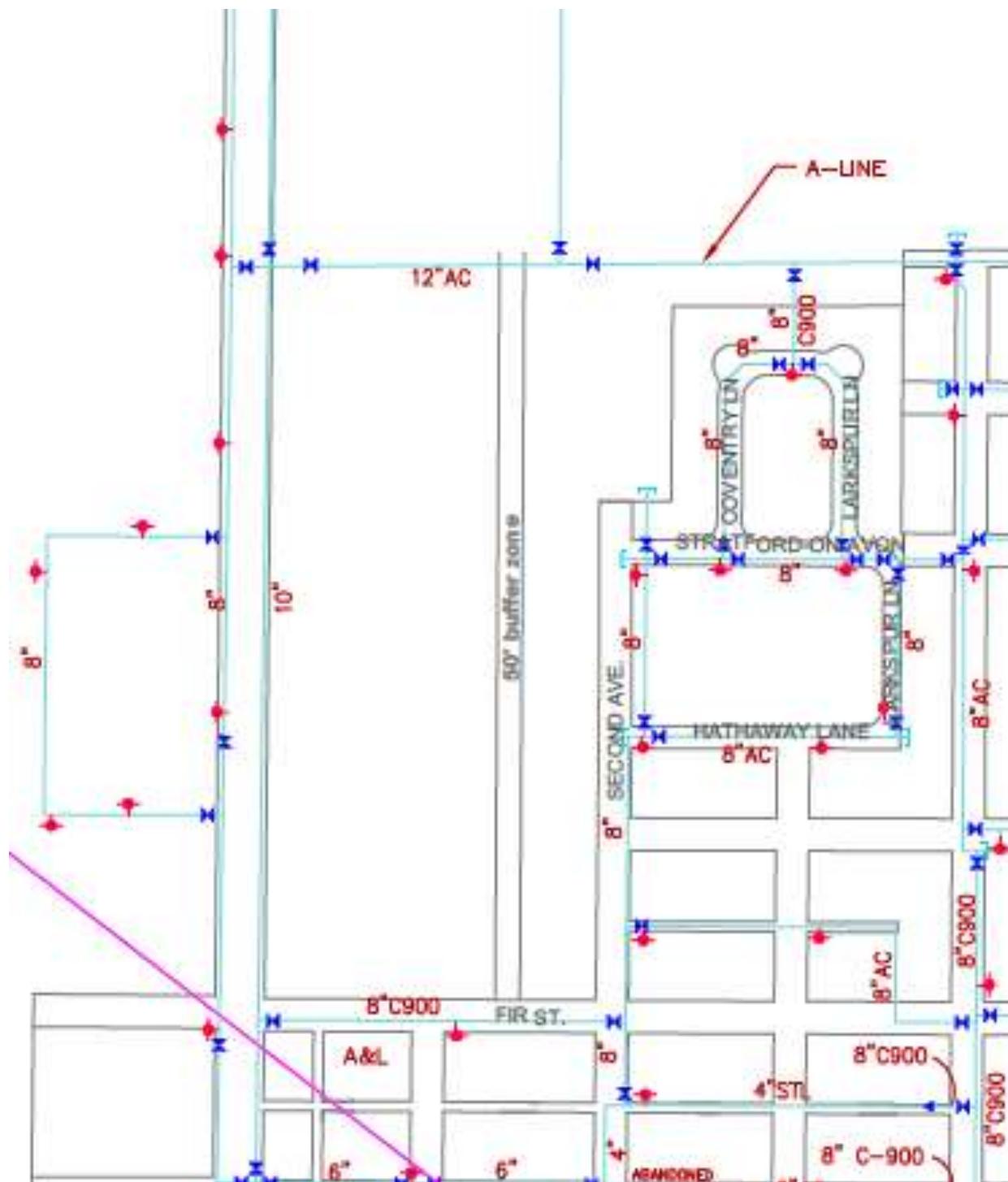
TO BE DEDICATED BY OTHERS
3MM +0.1 PPM ACCURACY (STATIC)
8MM +1.0 PPM ACCURACY (RTK)
CARLSON CR2 (2") ROBOTIC TOTAL STATION
0.6 MGON ANGULAR ACCURACY
1MM +1.5 PPM EDM ACCURACY (STANDARD MODE)
GEOMAX ZDL700 DIGITAL LEVEL
0.7MM VERTICAL ACCURACY
W/ INVAR (BARCODE) ROD

OCHEA
SHORT PLAT
FOR: AJ OCHEA JR & JODI OCHEA

JLF
DRAWN BY
SRB
Q.A. REVIEW
07-16-2021
PLOT DATE
1 = 100
PLOT SCALE
1-20-246
PROJ. NO.
REVISION NO
SHEET 1
OF 2



Water



Sewer



Storm



TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: August 16, 2021

SUBJECT: Parks & Recreation Element of Comprehensive Plan—Update

The City Council adopted the 2015 Comprehensive Plan on March 28, 2016, with some updates to the maps since then. While it would be beneficial to update the whole plan now, that is a substantial undertaking and is not required by the state until 2027. The immediate need is to update the Parks & Recreation Element, which serves as the Park Plan that qualifies us for grant funding for projects such as the Lions Park ballfields, playground, and basketball courts. Park Plans must be updated every 6 years, so the update is due April 2022. To allow sufficient time for the public process and to prepare the various required aspects, we are starting now.

Staff Comments

1. If the existing Parks chapter is sufficient, the City could go through a process to formally note that it has been reviewed and no updates are necessary.
2. We will need to consider how to ensure the public is aware of the review/update process and invite them to participate.
3. Minimum Comp Plan requirements for the Parks Element are:
 - a. Inventory of existing facilities.
 - b. Adopted levels of service (LOS).
 - c. Forecast of needed facilities to maintain adopted LOS.
 - d. Proposed locations and capacities of expanded or new facilities.
 - e. 6-year plan identifying sources to finance planned facilities.
 - f. Policies to ensure capital budget decisions are in conformity for the comp plan.
 - g. Policy to reassess the Land Use Element if probable funding falls short of meeting existing needs.Also recommended are goals and policies relating to investment in facilities, levels of service, and regulatory strategies for concurrency.
4. For RCO approval, the Plan must specify its purpose(s): parks, recreation, open space, trails, and/or habitat conservation. Minimum RCO requirements are:
 - a. Goals and objectives that relate to the purpose.
 - b. Inventory of facilities, lands, and programs; their conditions, a report of annual maintenance and operational costs for each site, and how much of the capacity of the current inventory is being used.
 - c. Public involvement, including who will be affected, how and when to engage them, and how to incorporate public input into the final product. Doing surveys is recommended.
 - d. Demand and need analysis to determine if existing inventory is sufficient with improvements or if expansion is needed (Level of Service analysis).
 - e. 6-year Capital Improvement Program that lists land acquisition, development, renovation, and restoration projects. Projects should be ranked in order of preference, the year of anticipated implementation, and the plan for financing the projects.

Attachments

- 2015 Parks & Recreation Element, including public input received
- 2015 Park & Rec Trails Plan (map)
- 2021-2026 Capital Facilities Plan

Action: The Planning Commission should discuss the process they would like to follow for updating the Parks & Recreation element of the 2015 Comprehensive Plan.

Chapter 6 Parks & Recreation

The City of Othello has a Parks & Recreation Division staff member within the Public Works Department. The Department is also responsible for the maintenance and operation of all the recreation facilities within the City. As a result, recreation facilities compete with roads, water infrastructure, and wastewater infrastructure for both development capital and for maintenance manpower. In spite of this competitive atmosphere, the Department has been able to maintain a high level of service and maintenance at the park sites. The City's assets include:

Lions Park

Encompasses 26.9 acres in a setting of trees and grass, includes a wide variety of active and passive recreational opportunities, and is situated in proximity to an elementary school. Major amenities include: a baseball/softball complex, capable of hosting four (4) games simultaneously, with a concession stand, bleachers, and restrooms; a soccer field, tennis courts, basketball courts, playground equipment; walking trails; additional rest rooms, horseshoe pits, covered picnic shelters, handball court, a swimming and wading pool, and plenty of room for other recreational activities. With the exception of the Othello Community Pool facility (constructed in 2007), most of the existing amenities were developed in 1975 with the assistance of IAC funds. The baseball/softball complex and tennis court were updated in 1994-95. Ball field lighting was updated in 2005, again with assistance of IAC funds. A pre-fabricated, handicap-accessible restroom facility will be added to Lions Park list of amenities in the fall of 2015. In 2016, construction is expected to begin on the Dan Dever Memorial Skate Park, which will be located directly to the north of the Lions Park playground. The future 6,000 square foot skate park facility will be comprised of numerous amenities including a double stair set, 7.5 foot bowl, bank ramp, grind rail, and most notably, "Harvest Gold" colored concrete.

Lions Park's inventory of park and playground equipment, accessory to the major recreational amenities, includes the following: four (4) picnic shelters, twenty (20) picnic tables, eight (8) permanent barbecue stands, twenty plus (20+) bleachers, ten plus (10+) permanent park benches, three (3) water fountains, two (2) climbing poles, five (5) swing sets, two (2) sets of monkey bars, two (2) slides, two (2) play structures, and one (1) jungle gym. Parking at the site is limited and overflow parking is regularly required to park in the neighborhood.

Othello Community Pool

Located in Lions Park on the corner of Pine and Fir Street is the Othello Community Pool; a 178,392 gallon pool facility comprised of a 155,600 gallon lap pool and 22,792 gallon lazy river. Constructed in 2007, the Othello Community Pool includes the following amenities: lap pool, zero depth entry, three (3) covered shelter areas, six (6) picnic tables, one (1) permanent barbecue, two (2) spray toys, and large aquatic slide. The pool facility also features a concession stand, open to inside pool patrons and the outside park public; locker rooms; and separate family/handicap accessible locker room. Parking is shared with Lions park and generally requires on-street parking in the residential neighborhood.

Kiwanis Park

Encompasses 15.2 acres in a setting of trees and grass, and is also situated in proximity to an elementary school. It too was developed in 1975 with the assistance of IAC funds. Its major amenities include: walking trails, basketball courts, covered picnic shelters, a grassy amphitheater, a large covered picnic area, restrooms, and ample room for other active and passive recreational pursuits. In the fall of 2014, a pre-fabricated, handicap-accessible restroom facility was added to Kiwanis Park's list of amenities.

Kiwanis Park's inventory of specific park and recreation amenities, in excess of its primary facilities, include the following: five (5) picnic shelters, twenty-seven (27) picnic tables, five plus (5+) permanent park benches, eight (8) permanent barbecue stands, three (3) water fountains, two (2) play structures, four (4) slides, two (2) swing sets, a tire swing, two (2) play structures, and one (1) jungle gym. There is a small parking area on site.

Pioneer Park

Is a 1.0 acre site with trees and grass, utilized for passive recreational pursuits, and is the City's oldest park (dating back to 1912). This park features the City's tie to aircraft via a T-33 jet honoring the City's relationship to a former nearby airbase. The park includes a restroom, one (1) water fountain, six (6) permanent park benches, and a large gazebo covering three (3) picnic tables. There are several gravel parking spaces off of the alley but there are no active recreation facilities at this location.

Triangle Park

Located on .33 acres, this site is grassed, treed, and was donated to the City in the late 1960s. It provides shaded open space for local enjoyment. Irrigation was added to the park in 2001. The park has no parking and no amenities for recreation beyond the lawn area.

Other Existing Recreational Amenities

The Othello Senior Center is located within City limits and is used primarily for meetings, receptions and meals for seniors. Also within City limits, the Othello School District operates seven (7) school campuses. All School District recreational facilities serve dual recreational purposes for both the District's needs and the City's, given the inter-local agreement for use of recreational facilities between the parties.

- Othello High School – bounded by 4th and 7th Avenues and Hemlock and Juniper Streets, the high school has a baseball and softball field, a track, two (2) batting cages, and a double gymnasium.
- Desert Oasis High School – located on the corner of 8th Avenue and east Ash Street, the alternative high school has a small gymnasium.
- McFarland Junior High School – located between 10th and 14th Avenue adjacent to Ash Street, the junior high features two (2) softball fields, two (2) baseball fields, a soccer field, a football field, track, and a double gymnasium.
- Hiawatha Elementary School – bounded by 7th and 9th Avenues on the north side of Hamlet Street, the school offers two (2) baseball fields, three (3) soccer fields, and a small gymnasium.

- Lutacaga Elementary School – bounded by 7th and 10th Avenues and situated across from 10th Avenue from the junior high, this school features a standard gymnasium, one (1) baseball field, two (2) softball fields, two (2) soccer fields, and a performing arts stage.
- Scootney Springs Elementary School – located on the east side of 14th Avenue northeasterly of the junior high, this school offers three (3) soccer fields, and a small gymnasium.
- Wahitis Elementary School – bounded by 7th and 9th Avenues and Olympia and Hamlet Streets, this school features one (1) baseball field, one (1) soccer field, and a standard gymnasium.

Level of Service Criteria. The following level of service standards, derived from the National Recreation and Park Association's Recommended Standards for Local Developed Open Space, are adopted as part of this Plan Update:

- *Mini Park* -- specialized facilities serving a concentrated or limited population or specific group; provides a service area less than 1/4-mile radius; provides a ratio of 0.25 to 0.50 acres per 1,000 population; and is located within neighborhoods or in close proximity to multi-family or senior citizen housing.
- *Neighborhood Park or Playground* -- areas for intense recreational activities, such as field games, crafts, playground apparatus areas, skating, picnicking, wading pools, etc.; provides a service area over 1/4-mile and less than 1/2 mile to service a neighborhood; provides a ratio of 1.00 to 2.00 acres per 1,000 population; and is suited for intense development, easily accessible to neighborhood population (biking/walking), and may be developed as a facility in conjunction with a school.
- *Community Park* -- an area of diverse environmental quality, which includes areas suited for intense recreation facilities (athletic complexes, swimming pools), or areas of natural quality for outdoor recreation (walking, viewing, sitting, picnicking), or a combination of active and passive recreation, depending upon site suitability and community need; provides a 1-mile to 2-mile service radius; provides a ratio of 5.00 to 8.00 acres per 1,000 population; and can include natural features, such as water bodies, and areas for intense development; easily accessible to population served.

While the level of service standards do not suggest minimum sizes for various types of facilities, Othello employs the following guidelines: up to one (1) acre for a Mini Park; a site in excess of a single acre, but less twenty (20) acres, qualifies as a Neighborhood Park; and a site of twenty (20) acres or larger qualifies as a Community Park.

Source: City of Othello 2007 Update of the Comprehensive Park & Recreation Plan.

Outside Othello's City limits, but nevertheless situated within convenient proximity, are other recreational amenities:

- **Othello Golf Course** -- this privately owned course is open to the public, has nine (9) holes, and is located on Bench Road, southwest of the City.

- **Adams County Fair and Rodeo Grounds** -- this approximately 60-acre County complex is situated about a mile from the City's southeasterly perimeter, and is used annually for the Adams County Fair, rodeo, and demolition derby.
- **P.J. Taggares Park** -- this 20-acre Adams County facility is located roughly two (2) miles west of the City limits.
- **Columbia National Wildlife Refuge** -- this large, federally owned refuge is situated northwesterly of the City and is a popular location for fishing, hunting, hiking and bird watching.

Demand & Needs Analysis

The city currently has four parks with a total of 43.3 acres of recreation space. Using the standards adopted in 2002 and 2007 City of Othello Comprehensive Park and Recreation plan, the city's current level of service demand is:

Figure 6-1. 2015 Parks Level of Service

Service Level (per 1,000 residents)	2015 Population (7,780)			
	Low	Medium	High	
Mini-Park	0.25 to .5 acres	1.945 acres	2.88 acres	3.89 acres
Neighborhood	1 to 2 acres	7.78 acres	11.67 acres	15.56 acres
Community	8 acres		62.24 acres	
Total			66.79 acres	

The City's population of 7,780 people warrants 66.79 acres of parks to meet a medium level of service for parks. At current population levels, the City's 43.3 acres of recreation space only meets 64.2% of the existing desired level of service demand.

Over the projected life of the comp plan, the projected population warrants a total park area of 175.93 acres.

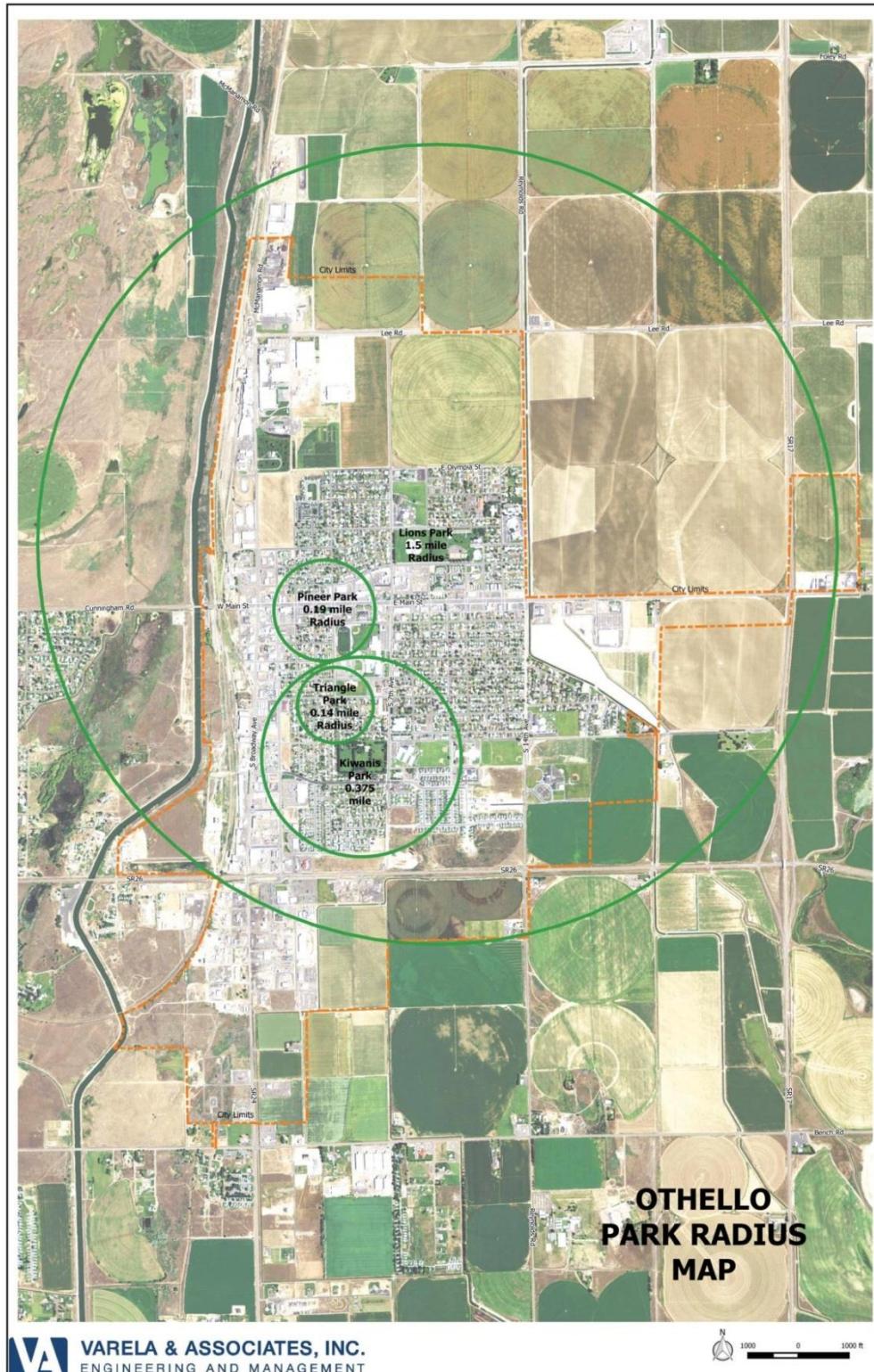
Figure 6-2. Projected 2035 Parks Level of Service

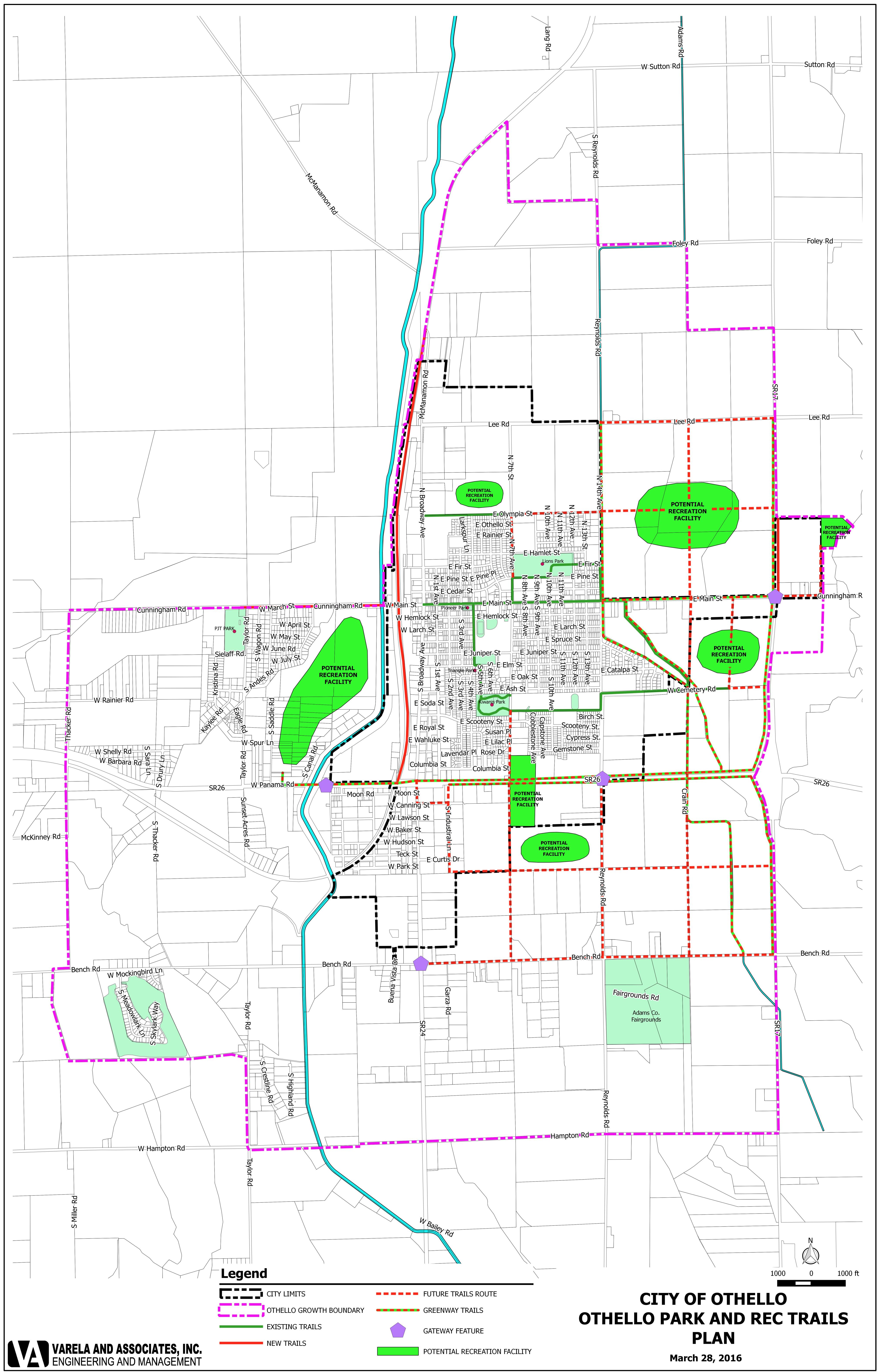
Service Level (per 1,000 residents)	2035 Population (17,825)			
	Low	Medium	High	
Mini-Park	0.25 to .5 acres	1.45 acres	6.6 acres	8.91 acres
Neighborhood	1 to 2 acres	17.82 acres	26.73 acres	35.65 acres
Community	8 acres		142.6 acres	
Total			175.93 acres	

Figure 6-3 shows a service area model for the area served by the existing city parks. This map will help guide future acquisition decisions. It also helps demonstrate how current capital improvement program decisions, like development of the Dan Deaver Skateboard Park, serve

to intensify use of existing facilities and not actually be a pure service expansion. These type issues will need to factor into recreation prioritization and decisions going forward.

Figure 6-3. Park Service Radius Map





Community Involvement

Over the months of public meetings and public outreach efforts, the City was able to gather considerable input regarding what types of recreation facilities are desired by the community. In all there were two public hearings and two open houses where recreation was a topic of discussion. There were also three small group meetings with public groups (including one high-school class discussion) regarding community priority setting for recreation. The following is the list of facilities that was compiled throughout that public process:

Facility Needs

- Community Center (with recreation center, pool, gym, auditorium, reception rooms, a kitchen, meeting rooms, multi-use space, basketball court, afterschool programs, racquetball court, theater space, and rock climbing)
- Firing Range (archery, hunting classes, safety classes, and police/private training facility) (public/private partnership)
- Parks with trees and shade
- Skate Park
- Softball fields
- Baseball fields
- Soccer fields
- RV Park
- Sidewalks
- Bike paths
- Bike parks (course)
- Pool
- Batting Cages
- Park with a splash pad (fountain etc.)
- Dog park
- Gym
- Tennis Courts
- Mini Golf
- Ice Skating Rink
- Education Center
- Museum
- “Get Air” trampoline park
- Go carts
- Water park
- Paintball
- Shopping (most popular recreational need as identified by the high school class)

Programs & Service Extensions

- Year-round sports program
- ADA sidewalks
- ADA parks
- Walking paths
- Soccer program
- Recreation organization/services
- Summer programs
- Farmers Market
- Community events to bring people to parks

Priority Setting

Citizen input showed that quality of life issues like parks and recreation assets were an important part of Othello's character. Additional work will need to be completed in order to refine participation level of service standards for the existing facilities and services offered. This will include pool attendance levels and field rental/availability rates. These priorities will be considered when making capital improvement program funding decisions.

Parks & Recreation Chapter Goals, Policies, and Objectives:

Goal 6.1 Coordinate land use decisions and financial resources with a schedule of park and recreation capital improvements to meet adopted level of service standards, measurable objectives, and provide existing and future facility needs.

Policy 6.1.1 Ensure that developers, and/or the City as applicable, provide for the availability of park and recreation facilities to support development, concurrent with the impacts of such development, in accordance with the level of service standards stated herein.

Policy 6.1.2 Ensure that recreation and open space is provided in accord with the following National Recreation and Park Association's "*Recommended Standards for Local Developed Open Space*": mini-park @ 0.25 to 0.50 acres per 1,000 population, neighborhood park or playground @ 1.00 to 2.00 acres per 1,000 population, and community park @ 5.00 to 8.00 acres per 1,000 population (for an overall ratio of 6.25 to 10.50 acres per 1,000 population).

Goal 6.2 Provide adequate and diverse park and recreational opportunities at the mini-park, neighborhood park, and community park levels of service.

- Policy 6.2.1 Allocate park and recreation facilities to activities that will meet the social, physical, and economic capabilities of the residents of the service area.
- Policy 6.2.2 Develop improvements which make the City's existing park and recreation areas more attractive and usable for both residents and visitors, including those with disabilities (i.e., see the projects proposed for Lions and/or Kiwanis Park and future new parks in the Capital Facilities list of this plan).
- Policy 6.2.3 Provide for an equitable geographic distribution of park and recreational amenities in the City.

Goal 6.3 Serve all age groups in the City and surrounding service area by a well-balanced and conveniently located park and recreation system which will effectively meet the multiple needs, desires, and interests of the users.

- Policy 6.3.1 Relate the type of park and recreation provided to the pertinent characteristics of the population area served (i.e., respond as closely as practical to the desires of the citizens).
- Policy 6.3.2 Improve access to facilities to meet the needs of the entire municipal and external service area. (i.e., see the lighting and parking projects proposed in the plan.)

Goal 6.4 Provide for the protection and preservation of the City's park and recreation resources so as to enhance the quality of the environment.

- Objective 6.4.1 Develop a sound basis for the location and acquisition of park and recreational sites and open spaces to be conserved, using criteria and priorities for the type, location, and amount of space required as provided for in this Plan.
- Policy 6.4.1 Make public space accessible in degrees appropriate to its condition and purpose (i.e., again see the lighting and parking projects proposed in the Plan of Action and Tools section).
- Policy 6.4.2 Utilize appropriate methods for the conservation of open space by zoning, acquisition, easements, and other devices for control of land.

Goal 6.5 Coordinate open space development which will assist in directing the desired urban growth and land use pattern.

- Policy 6.5.1 Promote open space lands as a relief and buffer from surrounding urban development.
- Policy 6.5.2 Require the dedication of land, improvements, or fees in lieu thereof, for park and recreational purposes in all new subdivision in the City

Policy 6.5.3 Control the extension of urban services, such as utility systems, into open space areas so as to prevent premature land utilization and leap-frog development or annexation.

Goal 6.6 Develop a visually pleasing linkage of open space in the community in order to create a unified form and a positive image for the City.

Objective 6.6.1 Develop a gateway design plan.

Objective 6.6.2 Implement the Parks & Recreation trail plan.

Objective 6.6.3 Develop enforcement tools for landscaping and maintenance standards.

Policy 6.6.1 Enforce landscaping and maintenance standards.

Policy 6.6.2 Pursue landscaped focal points to beautify and identify primary entryways to the City.

Policy 6.6.3 Relate historic and cultural attractions to park and recreation lands.

Goal 6.7 Provide for the conservation of sensitive open space lands so that it can be used as a natural resource for years to come.

Policy 6.7.1 Prevent and control the pollution of permanent and intermittent surface waters in the City.

Goal 6.8 Secure the necessary financing to provide for the acquisition and development of land and facilities for park, recreation, and related open space purposes.

Policy 6.8.1 Take full advantage of outside funding sources from state and federal programs to reduce the financial burden of improving and enhancing the City's recreational facilities.

Policy 6.8.2 Use this Plan's guidance in scheduling park, recreation, and related open space projects for implementation through annual updates of the 6-year Capital Improvement Program.

Policy 6.8.3 Consider means of financing the local share of project implementation from sources that do not overburden existing municipal revenues, such as subdivision fees, donations, limited improvement districts, etc.

Goal 6.9 Continue to coordinate and expand recreational programs with the local School District and other public and quasi-public entities.

Policy 6.9.1 Locate park and recreation areas adjacent to schools to economize by joint use of playgrounds and facilities.

Policy 6.9.2 Consider joint financing of projects as permitted by State law.

Chapter 36.70a RCW***GROWTH MANAGEMENT—PLANNING BY SELECTED COUNTIES AND CITIES******RCW 36.70a.020******Planning goals.***

The following goals are adopted to guide the development and adoption of comprehensive plans and development regulations of those counties and cities that are required or choose to plan under RCW [36.70A.040](#). The following goals are not listed in order of priority and shall be used exclusively for the purpose of guiding the development of comprehensive plans and development regulations:

(1) Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.

(2) Reduce sprawl. Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.

(3) Transportation. Encourage efficient multimodal transportation systems that are based on regional priorities and coordinated with county and city comprehensive plans.

(4) Housing. Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.

(5) Economic development. Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.

(6) Property rights. Private property shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.

(7) Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.

(8) Natural resource industries. Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation

of productive forest lands and productive agricultural lands, and discourage incompatible uses.

(9) Open space and recreation. Retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities.

(10) Environment. Protect the environment and enhance the state's high quality of life, including air and water quality, and the availability of water.

(11) Citizen participation and coordination. Encourage the involvement of citizens in the planning process and ensure coordination between communities and jurisdictions to reconcile conflicts.

(12) Public facilities and services. Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.

(13) Historic preservation. Identify and encourage the preservation of lands, sites, and structures, that have historical or archaeological significance.

[2002 c 154 § 1; 1990 1st ex.s. c 17 § 2.]

As part of the public participation process staff used large poster boards at each meeting to record input. This compilation list is the result of those sessions.

To solicit input, staff would divide attendees at random into smaller groups for more personal discussions. All the groups in attendance would be given the same instructions and questions.

Instructions were generally limited to:

- Select a member to act as note-taker.
- You have ____ minutes. (You will be given a warning when time is about to run out)
- Please answer this question or discuss this topic...
- Select a speaker to present your groups comments to the entire group.

Below you will find the comments received at each of the public meetings, hearings and open houses. In some cases, meetings were held with stakeholders to receive input directly.

(Examples of such contacts include the July 9th meeting with the Othello Police Department meeting which included department needs as well as discussions about what types of recreation facilities could help keep youths entertained (and reduce their chances of getting in trouble)?)

These notes were used to help guide the formation of the chapters that became the comprehensive plan. These notes provide the bulk of the documentation for these sessions. In some cases presentations were made and are available for review. Recordings of some or all of the meetings and open houses may also be available however, due to the nature of small group exercises recordings of up to four separate group conversations at the same time would not be practical or effectively useable.

Topic: Housing

Body: Planning Commission

Date: March 16th, 2015

Issues facing housing in Othello:

- Bureau drains under the proposed expansion areas.
- Systematic growth.
- Slow pace.
- Lots of schools. (family focus)
- Local shops with bigger shopping close(ish).
- Open space & parks.
- Alleys look horrible.
- Narrow streets.
 - Cheaper.
 - Less asphalt.
 - Less runoff.
- Marketable housing needed.
- Aesthetics.

- Personality.
- Mixed levels. (entry level to luxury)
- Quality control on structures.
 - Shared common space.
- Sustainable market.
- Partnerships between the city and developers.
- Demand driven market.
- Limited housing opportunities for professionals.
- Renters aren't necessarily low quality.
 - Tenants.
 - Housing units.
- Multi-family demand is there.
- Safe streets.
 - Stop signs.
 - Street lights.
 - Speed and enforcement.
 - Sidewalks.
 - Parks that are close.
- Attractive homes.
 - Landscaping.
 - Quality.
- Amenities.
 - Type of street lights. (style)
 - Trees & shrubs.
- Traffic.
- Mix of sizes and styles.

Topic: Housing & Comp Plan input

Body: Desert Haven Common Room (AG worker housing project)

Date: April 2nd, 2015

Strengths

- Small community feeling.
- Beautiful Parks.
- Diverse year-round activities.
- Generous organizations. (networked together)
- 4th of July and festivals (Crane)
- Sunshine/weather.

Weaknesses

- Cultural divide. (need to bridge the gap)
- Restaurants. (lack of variety and number)
- There is no "downtown".
- Crumbling asphalt on Main Street. (lack of site maintenance)
- No "you have to see" features.

- Parking area designs.
- No wayfinding.
- Lack of skilled workers.
- Lack of opportunities to train skilled workers.
- Lack of housing.
- Lack of quality housing.
- Lack of quality affordable housing.
- Lack of housing for seniors. (independent living)

Opportunities

- Branding.
- Restaurants.
- Centralized core for downtown.
- Gateway to the refuge.
- Geology. (education and tourism)
- Community vision of pride.

Threats

- Appearance.
- Lack of quality control due to lax codes.
- Curb appeal.
- City expectations should be higher.

Topic: Housing & Comp Plan input

Body: Othello Lions Club

Date: April 14th, 2015

What are the issues facing Othello?

- Too far off the highway to draw people.
- Truck circulation plan is needed.
- Farming is more financially viable.
- Covenants should be used instead of regulations.
- The sense of civic pride is gone.
- Proud history of civic involvement.
- Lack of city cohesion.

Topic: Land Use

Body: Planning Commission

Date: April 16th, 2015

Exercise #1: What are the needs and barriers for commercial businesses in Othello?

Commercial Needs	Barriers to Commercial Uses
Restaurants	Lack of commercial building sites
Retail shops	Population
Farmers Market	Infrastructure (water/sewer/streets)
Community Center	Ingress & egress from highways
Hotels	Codes not progressive enough (mixed uses).
Second story residences	Need to be shovel ready.

What tools or solutions do we have or that can be used?

- Chamber of Commerce.
- Adams County Development Council (ACDC).
- Grant money.
- Advertisement to draw people in.
- Identify shovel ready sites.

Exercise #2: What do you consider the difference between commercial uses aimed at Neighborhoods, Highways, and General commercial uses?

Neighborhood Commercial	Highway Commercial	General Commercial
Size	Highway frontage	Services for community
Walk-up desirable	Business hours up to 24 hrs.	Lots of parking
Neighborhood centric	Drive-through	Not location dependent
Small café	Retail	
Kiosk	Equipment	
Upper living quarters	Gas stations	
7 am till 9:00 pm		

Exercise #3: What are the needs and barriers for industrial businesses in Othello?

Industrial Needs	Barriers to Industrial Uses
Clearly defined rules	Lack of immediately available land
Utilities (gas, water)	Gas pipeline capacity
Fire flow / fire protection	Accessibility to water
Rail Access	Utility infrastructure cost
Varied industry	Value of surrounding farm land
Large acreages isolated from res/com	Large acreages around the city
	Lack of training programs

What opportunities that Othello can offer?

- Labor force size. (largest part of county)
- Labor force quality.
- Quality work force.
- Housing. (largest part of the county)
- Not a lot of traffic.
- Close to many highways.
- Industrial areas separate from residential.

What challenges are there?

- Noise and odor near residential.
- 2 processors use a large part of water.

Exercise #4: What do you consider the difference between Light Industrial uses and Heavy Industrial?

<u>Light Industrial</u>	<u>Heavy Industrial</u>
Use	Use
Natural Gas (capacity & location)	Natural Gas (capacity & location)
Wastewater (industrial)	Wastewater (industrial)
Water (supply)	Water (supply)
Transportation needs	Transportation needs
Light amount of truck trips	Heavy amount of truck trips
Environmental Impacts	Truck parking
	Environmental impacts

Topic: Capital Facilities

Body: Planning Commission

Date: May 18th, 2015

Group 1 - WATER

Exercise #1 – Pick one type of capital facility to discuss.

- This will be an upcoming problem for everyone.
- Approached as a supply and/or conservation issue?
- New wells. (\$2.7 million)
- Treatment plant. (\$5-10 million)
- Aggressive conservation. (30-40%)
- Distribution system. (\$7.5 million)

- Develop a comprehensive water plan.
- Water storage. (\$5 million)

Exercise #2 – What's fair when paying for a project?

- Adjacent landowners.
- City for the public's share.

Who gets the benefits?

- Everyone.
- Schools.
- Citizens.
- Visitors.
- Businesses.
- Residents.
- City.

Group 2 - TRANSPORTATION

Exercise #1 – Pick one type of capital facility to discuss.

- Large capital investment.
- Added pedestrian sidewalks and ADA ramps.
- Increase capacity of roads.
- Traffic controls.
 - Lights.
 - Signals.
- Bike paths.
- Street lights.
- Stormwater will increase.

Operations & Maintenance.

- Snow removal and sanding.
- Update connectors.
- Overlays and road maintenance.
- Changes in requirements needed.
- Striping maintenance increases.
- Signage increases.
- Expansion of service area.
 - Increased traffic on connectors.
 - Impacts emergency services and service area.
 - More public employees.
 - Expands school bus routes.

Exercise #2 – What's fair when paying for a project?

- Funding sources (TIB etc.).
- Property owners (by lineal foot) proportionally.

Group 3 - WASTEWATER

Exercise #1 – Pick one type of capital facility to discuss.

- Capital improvements. (\$16-17 million)
- New mechanical treatment.
- No industrial treatment.
- Capacity questions.
- Quality questions.
- Collection system age.
- Develop a comprehensive wastewater plan.

Operations & Maintenance.

- 24 hour operators.
- Expansion of service area.

Exercise #2

Who gets the benefits?

- CBHA.
- Schools.
- Developers.
- City.
- Port.
- Businesses.
- Residents.

ALL GROUPS

Exercise #3 – What are the values of the City/Community that need to be reflected in the Comp Plan?

- Quality of life.
- Safety of the community.
- Developer Impact Fees.
- People who work and live here.
- Livable Community
- Welfare of the community.
- Safe Community.
- Welfare of the children
 - Parks
 - Good schools
- Zoning.
 - Protects property values.
 - Enforcement.
 - Provides opportunities.
- Inspirational leadership.
 - Volunteerism.

- Ethical.
- Courage to be consistent and predictable.

Topic: Economic Development

Body: Planning Commission

Date: June 15th, 2015

Top Economic Drivers

1. Increasing birth rate
2. Low educational attainment
3. Job training facility needed to support industry
4. Lack of moderate income housing (3) #1 reason people live elsewhere
5. Lack of rental properties
6. Perception of high crime
7. Water shortage (2)
8. Affordable electricity rates
9. Steady demand for farm labor
10. Excellent climate
11. Lack of retail diversity (3)
12. Lack of arts and entertainment
13. Lack of family style dining/variety
14. Higher paying jobs needed (3)
15. Retail leakage from Othello to other counties, out of the country
16. Diversified industry sectors

Economic Development Keywords

1. Water management
2. High wage jobs
3. Land use
4. Railroads
5. Natural Gas
6. Education
7. Future growth
8. Highway expansions
9. Mid-upper rental properties
10. Increase labor force
11. Tech industry
12. Manufacturing
13. Quality of life
14. Entrepreneurship incentives
15. Grant writing
16. Diversification

17. Sustainability
18. Future planning
19. Vision
20. Risk management
21. Organic farming
22. Healthier lifestyle
23. Family wage jobs
24. Recreation
25. Sports

Economic development goals

1. Pursue targeted industries
2. Identify and attract new businesses well suited for Othello.
3. New marketing & branding campaign
4. Collaboration
5. Repurpose/reuse property
6. Expand transportation infrastructure
7. Streamline permitting process for new business/industry construction (business friendly)
8. Economic vision
9. Sustainable expansion
10. Develop infrastructure and provide the necessary services to support new industrial, commercial and residential areas.
11. Develop a permitting process with the least amount of roadblocks for incoming businesses utilizing a transparent and user friendly system.
12. Foster an environment of development and support for small local businesses and entrepreneurs.
13. Identify what we are missing in the education of our workforce that results in a deficiency of highly skilled workers and put a system in place to make improvements
14. Prioritize thinking around recreation, entertainment and economic development practices to create a sustainable way of life for all.

Topic: Capital Facilities

Body: Othello Police Department

Date: July 9th, 2015

Exercise #1 – If the City's population doubled what would the foreseeable service needs be for your department?

- Better jail system.
 - Staff needed to operate
- 45 minute transport time.
- District / Municipal Court.
 - More revenue and expenses involved.
 - Defense attorneys.

- Prosecutor.
 - City Attorney.
 - Judge.
- Criminal code versus civil code.
- Department staffing.
 - Dog Catcher. (half to full time)
 - SRO.
 - Drug task force.
 - Office space needed.
 - Detectives. (have 1 need 3)
 - 2 commanders/captains.
 - Code Enforcement Officer.
 - Building official.
 - Dispatch. (from 5 part/full time positions to 9 - 11 positions)
- Fleet cars.
 - 16-30 cars.
 - Faster rotation.
 - Hot seating. (on-going & off-going officers use the same car with no break)
- Licensing office. (drive testing too)
- City impound lot. (County lot small...use private company lot...\$\$\$)
- Helicopter/Drone. (Drone in good humor because they want a copter...)
- Probation officer.
 - Adult.
 - Juvenile.
- Parole officer.
 - Adult.
 - Juvenile.
- IT support will be needed.

Exercise #2 – What code changes are needed?

- Vehicle abatement. (for junkers)
- Pet ordinances.
- Nuisances.
 - Chronic.
 - Weeds, etc.
- Motel safety ordinance.
- Signs.
 - Bill posting.
- Carnival & event security.
- Housing.
 - Enforcement & compliance.
 - Mixed use options. (eyes on the street)(CPTED)
- Civil code versus criminal code.
- Street light standards.
- Cameras in stores.

- Better quality.
- Ability to record.
- More cameras.

Exercise #3 – What recreation opportunities do we need to keep kids occupied and out of trouble? (This section was added to the Parks & Rec Committee because OPD input was discussed. See 8/17/15 poster notes as well.)

- Park with splash pad.
- Expand or build a water park.
- Walking paths.
- ADA sidewalks and parks.
- Go carts.
- Golf. (mini or big)
- “Get Air” trampoline park.
- Paintball.
- Birding/wildlife related activities.
- Museum/education center.
- Soccer fields!
- Bike park.
- Bike path system.
- Recreation center.
 - Receptions.
 - Auditoriums.
 - Gym.
 - Pool.
- Batting cages.
- RV Park.
 - Water & Sewer.
 - Visitor only.
 - No permanents etc.
- Sidewalks.
- Aesthetics. (well-maintained things will improve crime rates – CPTED – Broken Windows Theory)
- Firing range.
 - Public/private partnership?
 - Safety classes.
 - Training facility.
 - Hunting classes.
 - Archery.
- Formal organization versus walk ins. (Leagues and programs)
- Parks with trees. Shade is important.
- Skate Park. (Other places it isn't used. Kids hang out there & get in trouble.)
- Places have to feel good in order for people to want to be there.
- Summer programs!

- Dedicated park for soccer.
- Short distances between playgrounds and fields. (siblings)
- Water features
- Community events bring people to parks.
- Kiwanis has lots of shade. (and graffiti)
- Parks are under-utilized by the general public. Leagues bring people. Without them gangs take over.
- A gym is needed.
- A gym where kids and adults are separated.

Topic: Parks & Recreation

Body: Parks & Rec Committee (Everett, Lallas, Dorow, Farris, Goddard, Clements, & Kisler)

Date: August 17th, 2015

Exercise #1 – If the population were to double what would the impacts be on the demand for recreation opportunities? (This section was added together with the OPD poster notes from 7/9/15 because the OPD input was considered. See those poster notes as well.)

- Double park space. (16? to 32 acres)
- Sports complex.
 - Soccer.
 - Softball.
- Passive activities.
 - Nature center.
 - Walking paths.
 - Arts/theater.
- Double the number of tennis courts.
- Water park.
- Ice skating facility. (indoor, multi-purpose)
- Mini golf.
- RV park.
- Dog park.
- Bike paths.
- City run sports program.
 - Year round.
 - Additional staffing.
- Community Center.
 - Kitchen.
 - Meeting rooms.
 - Multi-use space.
 - Basketball court.
 - After school programs.
 - Racquetball.
- Farmers market.
- Softball complex.

- South of Hwy 26.
- Marked trails. (a network with wayfinding)

ADD HIGH SCHOOL Design & Beyond Class NOTES

Topic: Parks & Recreation and Planning

Body: Othello High School – Design & Beyond class

Date: January 15th, 2016

Exercise #1 – What recreation activity is Othello most in need of?

- A mall.
- Sand dunes for motocross.
- An arcade.
- A farmers market.
- Laser tag.
- Indoor beach. (pool)
- Sky diving.
- Skiing.
- Coffee shops.
- Costco.
- Stadium.
- Community College.
- Basketball.



CITY OF OTHELLO
2021 - 2026 CAPITAL FACILITY PLAN

Department/Project	Source	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026
GENERAL FUND							
General Administration							
PC Replacement	GF Reserves	22,700	22,700	22,700	22,700	22,700	22,700
	SUBTOTAL GENERAL ADMIN.	22,700	22,700	22,700	22,700	22,700	22,700
Police							
Patrol Car Rotation - on-going	GF & Public Safety fun	184,000	184,000	184,000	184,000	184,000	184,000
Dispatch Center Radio Update (& future replacement 8 yrs out, 2027)	GF Reserves						200,000
Dispatch Center Radio recorder (5 yr cycle)	GF Reserves				15,000		
PD Guns (8 yrs out) (2027)	GF Reserves						20,000
PD Body Cameras (4 yr cycle)	GF Reserves			30,000			
	SUBTOTAL POLICE DEPT.	184,000	184,000	214,000	199,000	184,000	404,000
Fire							
Fire Truck	Reserves/Oper	0	0	0	750,000		
	SUBTOTAL FIRE DEPT.	0	0	0	750,000	0	0
Parks & Recreation							
Heat Exchange - Pool (10 yr cycle) (for 2029)	Reserves						54,000
Backwash tanks sand replacement - Pool (10 yr cycle) (for 2029)	Reserves						26,000
Food Makers Incubator Project	Grant/25% Match	67,000					
Park Restrooms	Grant/Reserves				240,000		
RCO - Dream Courts Basketball Zone (YAF)	Grant/Reserves	467,000					
RCO - Pride Rock Playground (WWRP-LWCF)	Grant/Reserves	744,000					
Performance Stage	Grant/Reserves				250,000		
Splash Pad	Grant/Reserves				350,000		
In-Line Skate Rink Renovation	Grant/Reserves		150,000				
Futsal Court	Grant/Reserves				125,000		
Renovation to Storage Room - Lions Park	Grant/Reserves					65,000	
Shelter Renovation	Grant/Reserves			80,000			
P/A System	Grant/Reserves	55,000					
Backstop area refurbish	Reserves/Budget	20,000					
	SUBTOTAL PARK DEPT.	1,353,000	0	230,000	965,000	65,000	80,000
Library							
Inside electrical upgrade	REET						
Roof replacement	REET						
	SUBTOTAL LIBRARY	0	0	0	0	0	0
Total General Fund		\$ 4,948,200	\$ 1,559,700	\$ 206,700	\$ 466,700	\$ 1,936,700	\$ 271,700
							\$ 506,700

CITY OF OTHELLO
2021 - 2026 CAPITAL FACILITY PLAN

Department/Project	Source	Year 2021	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026
STREET & TBD FUNDS							
Street ADA work	Grant/Reserve	100,000	100,000	100,000	100,000	100,000	100,000
Crack & chip seal / Overlay	Oper/REET	600,000	600,000	600,000	600,000	600,000	600,000
Street Lighting Beautification Project	REET	25,000	25,000	25,000	25,000	25,000	25,000
Safe routes to school programs (Ash St)	Grant/Reserve	858,860					
HAWK main street safety project	Grant/Reserve	1,070,853					
Well #9 Road Improvements	Reserves						120,000
Lee Road (Broadway - 7th Ave)	Grant / TIB	800,000					
Bicycle Safety Improvements	Grant/Reserves			300,000			
7th Ave (Scootney - Columbia)	Grant/Reserves				500,000		
Annual Overlay and Reconstruction Projects	Grant	1,800,000	1,800,000	1,800,000	1,800,000	900,000	900,000
14th Ave / Scootney St Pedestrian Signal	Grant	450000					
North Broadway Reconstruction	Grant		2,000,000				
South Broadway Reconstruction	Grant			1,800,000			
Olympia Street Construction	Grant			1,918,000			
Ash Street Resurfacing	Grant			800,000			
12th Avenue Reconstruction	Grant				1,020,000		
Scootney/Shadey Intersection Improvements	Grant				164,000		
SR 24/Scootney St Area Improvements	Grant					1,100,000	
Total Street Fund		\$ 26,251,713	5,704,713	4,525,000	7,343,000	4,209,000	2,725,000
							1,745,000
WATER FUND							
ASR - Pilot Study (Phase 2)	Grant	893,800					
ASR - Development (treatment facility/Injection well/modify system)	Grant				10,000,000		
Nonpot utility water system construction	Grant/Reserves	300,000					
Well #6 VFD	Reserves	500,000					
Waterline Repair/New	Grant/Reserves	600,000	600,000	600,000	600,000	600,000	600,000
Total Water Department		\$ 15,293,800	\$ 2,293,800	\$ 600,000	\$ 600,000	\$ 10,600,000	\$ 600,000
							\$ 600,000
SEWER FUND							
Sewer line repair/new	Grant/Reserves	150,000	150,000	150,000	150,000	150,000	150,000
Sewer lining project	Grant/Reserves	800,000					
Sewer Plant Renovation	Grant/Reserves						14,000,000
Industrial WWTP Pilot Project	Grant						10,000,000
Total Sewer Department		\$ 25,700,000	\$ 950,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 24,150,000
SOLID WASTE FUND							
Alley Approaches	Oper	55,000	55,000	55,000	55,000	55,000	55,000
New Recycle Center	Oper	80,000					
Total Solid Waste Department		\$ 410,000	\$ 135,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
TOTAL CAPITAL FACILITIES PLAN		\$ 72,603,713	\$ 10,643,213	\$ 5,536,700	\$ 8,614,700	\$ 16,950,700	\$ 3,801,700
							\$ 27,056,700

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: August 16, 2021

SUBJECT: Accessory Dwelling Units – Schedule Study Session with City Council

At the July 19 meeting, the Planning Commission discussed and made a recommendation on an Accessory Dwelling Unit (ADU) ordinance. The Commission expressed a desire to present their recommendation to the Council in a study session format, since there have been many questions and discussions about this topic over the years. Possible upcoming dates are Sept. 20 (the next Planning Commission meeting), Sept. 27 (3rd Council meeting of the month), or sometime in October. The Council expects to need 1 to 2 hours for the study session.

Action: The Planning Commission should discuss preferred dates to schedule a study session with the City Council.

City of Othello
Building and Planning Department
July 2021

Building Permits			
	Applied	Issued	Final
Residential	20 ¹	21 ⁴	11 ⁷
Commercial	7 ²	5 ⁵	1 ⁸
Industrial	2 ³	2 ⁶	1 ⁹
Total	29	28	13

¹ 12 new residences, 1 demo (206 Larch), 3 HVAC, 1 patio cover, 2 roofing, 1 remodel commercial into residential (455 E. Hemlock)
² Burger King drive thru upgrade & changing siding, 2 siding (Museum, Tropical Express), 4 HVAC (2 Churches, US Bank, Hemlock Plaza)
³ McCain lab mechanical updates, Boersma HVAC
⁴ 11 new residences, 1 shed, 5 HVAC, 1 patio cover, 1 roofing, 2 demo (206 Larch, 235 Hemlock)
⁵ 2 siding (Museum, Tropical Express), 1 demo (USA Gas), 2 HVAC (US Bank, Bethel Church)
⁶ HVAC (Boersma), McCain lab mechanical updates
⁷ 4 new residences, 2 sheds, 2 HVAC, 3 roofing
⁸ Brunswick HVAC
⁹ AMJ truck storage building

Inspections

- The Inspector completed 62 inspections in July. The busiest day was July 21 with 9 inspections.

Land Use Permits & Development Projects		
Project	Actions in July	Status as of July 31
McCain Foods Short Plat	No change. (Final plat approved 7/2/20).	Can't record plat until McCain finishes & takes over the utilities.
Ochoa Short Plat	Revised submittal received. Issued Notice of Completeness. Routed Notice of Application.	Waiting for end of comment period. Deferrals scheduled for Aug. 16 Planning Commission meeting.
Sand Hill Estates #3	Street & utility construction continuing.	City cannot accept final plat for review until improvements finished and accepted, or bonded for.
Wahitis Short Plat	No change (Plat approved in May 2019. Scootney street/utility improvement plans approved by City Dec. 2019. 5/26/20 USBR notified School District that it will be about a year before they have time to review it.)	No change: Street improvements must be completed or bonded before accepting mylars for recording. USBR issues must be resolved before street improvements can proceed.
Water Hole 17 substantial building expansion	No change. (Notice of Incomplete sent in Feb: Site is not platted; have discussed with proponent multiple times. In April, representative asked for refresher on platting process.)	Waiting for plat submittal.

Municipal Code Updates/Long Range Planning

- Planning Commission public hearing on residential lot coverage and lot size, recommendation to City Council (Council public hearing Aug. 2).
- Planning Commission reviewed their proposed Accessory Dwelling Unit (ADU) ordinance and updated their recommendation to Council (Council introduction Aug. 2).

Housing

- Received grant reimbursement from Commerce for adopted Housing Action Plan.
- BERK calculated they put \$55,000 worth of time into our Housing Action Plan process, but they only billed for \$25,000, per the contract.

Rental Licensing & Inspection Program

- Mailed notices and information packets to all 65 known landlords at the end of July.
- 14 rental applications as of the end of July.
- 3 inspections completed in July. Two passed and 1 failed. The corrections for the failure were water heater seismic straps, kitchen fan, and smoke detectors/CO detectors. These will be simple and inexpensive for the owner to fix.

Parks/Recreation

- Started process to update the Parks Element of the Comp Plan, which we use as our Parks Plan to qualify for RCO grants. Update due by Spring 2021.
- Participated in Farmers Market Food Incubator project meetings and gave feedback on the proposals.

Transportation

- Participated in meetings with School District and Fire Department about traffic calming.
- Meeting to discuss street layout in future Sand Hill Estates plats.
- Provided input into grant request for an active transportation (pedestrian and bicycle) plan. Having this plan will help us secure future grants.

Staffing/Technology

- Permit Tech worked through the end of July but will be on maternity leave for the next few months.
- Updated Building Permit application to clarify contractor requirements. We have been having issues with unlicensed contractors.
- Building and Planning staff continues to learn the new Permit Trax software. It allows us to keep better track of the status of permits. It will also auto-generate the list of inspections for various types of permits so we don't have to enter them manually.

Training

- Webinar: The Evolving World of Accessory Dwelling Unit Regulations

Website

- Added link to [Citizen Connect](#) portal where applicants can schedule inspections, check inspection results, and see information on permits.
- Posted bid for wastewater disinfection project on [Bids](#) page.

Other

- We have been trying to help the businesses affected by the fire at the strip mall find temporary locations. Between the investigations, insurance, and repair or rebuilding, it will probably be close to a year before the strip mall site would be operational again.
- Several staff meetings to prioritize projects for ARPA funds.
- Department heads are continuing their review of the city personnel policies.