



CITY OF OTHELLO PLANNING COMMISSION

**Regular Meeting
500 E. Main St.
October 18, 2021
6:00 PM**

*In-person attendance is limited to allow for social distancing. Masks are required.
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 September 20, 2021 Minutes p.3
3. Assisted Living in C-1 Zone – Discussion p.9
4. Sand Hill Estates Future Street Layout – Discussion p.18
5. Update Parks & Recreation Element of Comprehensive Plan – Discussion p.20
6. September Building & Planning Department Report – Informational p.36
7. Old Business
 - a. Accessory Dwelling Units – **Council public hearing Oct. 25** – Please encourage anyone who has opinions on the proposal to submit written comments or testify at the public hearing
 - b. Housing Action Plan – When time allows, the Commission should discuss whether there are further recommendations the Commission wants to consider implementing
 - c. Residential Landscaping Installation Timing
 - d. Subdivision Update – OMC Title 16 – Will return to soon, as workload allows
 - e. Underground Utilities/existing pole policy – City Attorney is assigned to work on revisions to the ordinance

Next Regular Meeting is Monday, November 15, 2021 at 6:00 PM

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City of Othello
Planning Commission
September 20, 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, Alma Carmona, Daniela Voorhies, Kevin Gilbert

Absent: Brian Gentry (ill)

Staff: Community Development Director Anne Henning

Attendees: Bob Carlson, Councilmember John Lallas

MINUTES APPROVAL

August 16, 2021 minutes were approved as written. M/S Dorow/Carmona

PARKS & RECREATION ELEMENT OF COMPREHENSIVE PLAN – UPDATE

The Parks Element of the Comp Plan serves as the Parks Plan that qualifies Othello for grants such as the recent 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.

The Commission discussed how the existing parks should be classified. All agreed that Triangle Park is a mini park and Lions Park is a community park. There was general agreement that Pioneer is a mini park. There was discussion about Kiwanis, that even though it is a large park, the amenities aren't really a draw for everyone, and there is a lot of empty space, so it better fits the definition of neighborhood park rather than community park. Commissioner Carmona noted that the shade at Kiwanis is nice but she would like to see more amenities.

The Commission discussed strengths and weaknesses of the 4 existing parks in 6 categories:

Open Space

Commissioners felt that the amount of open space at Lions Park is adequate, and it is important to have large amounts of open space for large events such as 4th of July, where vendors and private canopies take up a lot of room. Chair Dorow asked if there was room for additional amenities at Lions, and Commissioner Carmona said no. Commissioner Gilbert thought the existing amenities could be enhanced, such as by adding an amphitheater and more gazebos. He wondered if a large event a few times a year justified keeping all that space empty. Chair Dorow mentioned it is good to have open space for activities like frisbee and pickup football.

Commissioners felt there is too much unused space at Kiwanis Park, so there is room for more features. Pioneer Park has space for more amenities beyond the picnic shelter, although there is not much parking. They felt Triangle Park is too empty. Commissioner Gilbert recommended installing a basketball hoop and slab.

Safety

Commissioners felt safety at Lions Park was adequate, although parts of the park are very dark. Commissioner Gilbert felt that the walk paths are well lit, and that it wouldn't make sense to light open areas. Commissioner Carmona pointed out that the arboretum area does not have lights. Chair Dorow mentioned Lions has better lighting than some parks, but some security cameras would be a good idea.

Commissioners were in agreement that Kiwanis Park is too dark and needs better lighting. Commissioners felt better lighting is needed at Pioneer around the gazebo and bathrooms, and that security cameras should be added. They felt that Triangle Park is safe because it is so small that street lighting reaches the whole park.

Commissioners were interested in having murals on restrooms if that would deter graffiti.

Access & Parking

Ms. Henning pointed out that parking is not needed for mini parks and maybe neighborhood parks, because they are intended to be walked to from the neighborhood rather than driven to.

Commissioners agreed parking and access is a strength of Lions Park. For Kiwanis, it depends on what is happening. There is not enough parking at the park for large events like soccer games, although there are school and church parking lots within a few blocks. Parking at Pioneer Park is adequate unless there is a large event. Triangle Park doesn't need parking, since it would be accessed from the neighborhood, by foot.

Park's purpose and use clearly defined

All agreed that it is clear what Lions Park is for. Commissioner Voorhies felt that Kiwanis Park's purpose was clear if it is considered a neighborhood park but not if it is considered a community park. Commissioners felt that Pioneer Park's purpose as a picnic park is pretty clear. They felt this park does not seem to be used except for the Farmers Market, which this year was moved to in front of City Hall. Commissioners were not sure what the purpose of Triangle Park is.

Unique features/amenities

Commissioners agreed this is a strength of Lions Park. They noted that Kiwanis did have a very large gazebo and a lot of shade but not really anything else unique. Chair Dorow mentioned that Kiwanis Park used to have a zipline. Commissioner Voorhies felt the features at Kiwanis were adequate as a neighborhood park but not as a community park. Commissioners noted that the airplane is a unique feature at Pioneer Park. Triangle Park does not have any unique features.

Condition of park amenities

Since there are updates in progress or recently completed on most of the major amenities, Commissioners felt that Lions Park is mostly in good shape. Chair Dorow noted that the roller hockey rink is deficient. Commissioners felt that most features in Kiwanis Park are due for an update. The original bathroom has no lighting so is dark inside even during the day. The basketball, tennis courts, and playground are all old, and the walk path has deteriorated. Pioneer Park amenities are in good condition. Triangle Park has no amenities.

Age, diversity, and amount of amenities

Commissioners felt that if all the currently-planned projects get done, there will be a good mix and amount of amenities at Lions Park. They felt Kiwanis Park is good for little kids but doesn't have much for other age groups. This category did not apply to Pioneer or Triangle.

Councilmember Lallas mentioned there have been discussions about doing additional basketball courts at Lions, beyond the 4 proposed. He stated the tennis courts were built for the High School, and now that the High School has its own courts, the Lions Park courts aren't being used. He felt there was opportunity to redevelop some or all, maybe into futsal (indoor soccer) courts. Commissioner Gilbert felt that futsal courts would be used almost non-stop. Chair Dorow mentioned that the hockey rink is used for court soccer often.

Councilmember Lallas noted that the number one concern of the community is age diversity of parks. Chair Dorow mentioned that if we want parks to draw from the neighborhoods, the parks need suitable amenities. He asked whether it detracts from Lions Park to only put 4 basketball courts at Lions and put the other 2 at Kiwanis? Commissioner Gilbert felt this would better serve the community.

Adequate recreation opportunities for the surrounding area and similar to other parks of its size

Commissioners felt this was a strength of Lions Park, a weakness of Kiwanis, and did not apply to the other two parks.

Park Classification

After discussing the above strengths and weaknesses, Chair Dorow wanted the Commission to revisit the classification of each park. All agreed Pioneer is still a mini park, but they would like to see Kiwanis be improved as a community park. Commissioner Carmona noted that the nearby apartments are recent, so the park is serving a much larger population than it used to.

Facility Needs

The Commission discussed the Facility Needs list in the existing 2015 Comp Plan Parks & Recreation Element (p.82). The list was compiled from various meetings during the development of the 2015 plan.

Community Center (with recreation center, pool, gym, auditorium, reception rooms, kitchen, meeting rooms, multi-use space, basketball courts, afterschool programs, racquetball court, theater space, and rock climbing). The Commissioners discussed that this concept is similar to a YMCA and probably too expensive for the city to take on for the 5-10 year time frame of this plan. In addition, Commissioner Carmona noted that after-school programs have been tried in the past and failed. Agreed this is a low priority at this time.

The recent concept of a community center/farmers market is a little different, more like Pybus Market in Wenatchee. Councilmember Lallas mentioned that in Olympia, they reclaimed land and built a facility that the city manages. He saw this similar to the Avista building, which Avista was planning to donate but we will need to wait until they are ready. Commissioners felt that Lions Park was not the right place for this type of facility, that it would take up space that would be better for other uses. Commissioner Carmona felt that Pioneer Park would be good, since it doesn't have other uses. Councilmember Lallas mentioned that he thought the USBR/Irrigation District property south of Lions Park would be a good location for uses like an RV Park. He said a frequent comment he hears is there are not enough activities in Othello, especially fine dining.

Firing range was listed as a need, but the Commission felt there wasn't room within the city for this use, therefore, they consider it a low priority.

Parks with trees and shade was listed as a need. Commissioners felt this need was met by existing parks.

Skate park was listed as a need; however, this information may have been collected before the current skate park was finished. Ms. Henning asked if all potential users were able to get there since they can't drive, and Commissioners said they see kids on their boards heading toward the skate park, so they felt one skate park was sufficient.

Softball and baseball fields were listed as needs. Commissioners felt with the recent rebuilding of the complex at Lions Park that the need has been met.

Soccer fields were listed as a need. Commissioners agreed there is a high need for dedicated reservable fields for practice, and a soccer complex.

RV park was listed as a need. Commissioners felt this was a good idea if there is adequate space, so they are classifying it as medium for now. Providing space for RVs in conjunction with tournaments would be beneficial.

Sidewalks were listed as a need. Commissioner Carmona noted that the paths at Kiwanis are terrible, so cracked you can't even push a stroller on them.

Bike paths were listed as a need. Commissioner Gilbert mentioned there is already a 5-mile path around the city, so he felt this was low priority.

Bike park/course was listed as a need. Commissioners looked at pictures of Moses Lake's BMX track as an example. They thought it looked fun but there are more pressing needs, so they classified it as low priority.

Pool was listed as a need. Since there is an existing pool, the Commissioners discussed this as an indoor pool. Chair Dorow mentioned there are 80 kids on the swim team, and there is no public indoor pool nearby. They classified this as a medium priority.

Batting cages were listed as a need. Commissioners felt this might be a lower-cost facility that could be provided, maybe in a portion of the existing tennis courts. They classified it as medium priority.

Splash pad was listed as a need. Commissioners felt this was high priority, depending on which park. They felt it would take away from the pool if located nearby: Why would someone pay to use the pool if they could just cool off in the splash pad? But if it were located at Kiwanis, it would provide an amenity for those nearby. Chair Dorow mentioned there used to be a wading pool at Pioneer Park 30 years ago.

Dog park was mentioned as a need. Commissioners felt all the parks get used as dog parks. They classified this as low priority.

Gym was listed as a need. The Council is currently considering adding a workout station to one of the parks, so the Commission felt this need would be met, therefore it was low priority.

Tennis courts were listed as a need. The Commission felt the existing courts were adequate so this is low priority.

Mini golf was listed as a need. The Commission felt this was a unique activity, so they classified it as medium priority.

Ice rink was listed as a need. The Commission felt this was not very attainable, so they classified it as low priority.

Education center and museum were listed as a need. The Commission wasn't sure what this meant, but thought maybe like Mobius in Spokane. They felt it would be difficult to do at the right scale for Othello. They felt it is more suited to a private or non-profit company.

Trampoline park and go carts were listed as needs. The Commission felt the liability for these types of use would be too high, so they are removing them from the list.

The Commissioners discussed other facility needs that should be added:

- Soccer courts. High priority
- Musical playground. Commissioner Carmona described one she had seen in Spokane. It was very interactive, and accessible for those with special needs. She said it wasn't as loud as a windchime, so it shouldn't be a problem for neighbors. She felt it would be good for Kiwanis or Triangle Park. She thought schools would want to take field trips to this kind of playground. High priority. Ms. Henning mentioned that staff has already been looking at musical features for the updated playground at Lions Park.
- Pickleball courts. Chair Dorow described it as a combination of tennis and ping pong. He thought Triangle Park might be a good location for the first court in Othello. High priority.
- Frisbee golf. The Commissioners thought this might be a good choice because it can be inexpensive, and it would be a new activity in town. Medium priority.
- Art. Murals on bathroom walls. Similar to Toppenish. High priority.
- Stage. Commissioners felt this would increase events that could be held. Chair Dorow mentioned that with a name like Othello, there should be some sort of Shakespeare event. High priority.

Goals

Chair Dorow noted that the goals in the existing plan sound like they came out of a textbook. He would like to see goals that make sense to regular people. He proposed the following goals as a start:

1. Invest in growth opportunities for parks and recreation.
2. Focus on unique amenities for all parks.
3. Add diversity to all parks for better access for all throughout the city.

He would like the Commissioners to add to this list of goals for the next meeting.

ADJOURNMENT

Having no further business, the meeting was adjourned at 8:08 pm. Next regular meeting is Monday, October 18, 2021.

Date: _____

Chris Dorow, Chair

Date: _____

Anne Henning, Community Development Director

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: October 18, 2021

SUBJECT: Zoning – OMC 17.30.030—Commercial Uses—Discussion

When the Zoning Code was updated (2017-2020), an assisted living facility was determined to be an allowed use in C-2 and C-3 but prohibited in C-1. This was based on the idea that C-1 should be the traditional downtown development pattern with buildings directly abutting the sidewalk with pedestrian activity along the street. Prohibiting assisted living was logical because such a facility would not typically generate pedestrian activity and would not be a good downtown use.

We have been contacted about converting 140 E. Main, the former CBHA building, into assisted living. The current zoning wouldn't allow this, but the proponents are interested in doing a combination of commercial uses that could serve the general public as well as the facility residents. There are uses often found in assisted living facilities which are also typical of a C-1 Zone, such as beauty shop/barber shop, nail salon, and coffee shop. The proponents would also have been interested in potentially providing health care facilities (one has recently earned a nurse practitioner license); however, the proposed sale agreement restricts any uses that would duplicate any of CBHA's services. Other potential compatible uses we discussed were restaurant (potentially utilizing the outdoor patio), childcare, bank, and library. The commercial uses could occupy the public-facing, street-level portions of the building, with the assisted living portions behind and/or above or below street grade. This would be similar to how multi-family residential uses are allowed in a basement or upper story in all three commercial zones under the current code.

Staff Comments

1. Staff feels this would be a great use of this large building that is currently vacant and therefore provides no business revenue, no taxes (CBHA is tax-exempt), no employment, and adds no life to the downtown.
2. In order for this project to proceed, the code would need to be changed to allow assisted living in C-1, either outright permitted or with language similar to the multi-family allowance. Staff can schedule a public hearing for the next Planning Commission meeting.

Attachments

- 10-13-21 Letter of Intent from Veerpal Kaur
- Declaration of Restrictive Covenants
- Existing code: OMC 17.30.030 Uses (See Residential Uses at the end of the table)

Action: The Planning Commission should discuss assisted living restrictions and provide direction to staff.

Letter of Intent

Veerpal Kaur
921 9th St NW
Puyallup, WA 98371

October 13, 2021

City of Othello
Anne Henning, AICP
Community Development Director
500 E Main St,
Othello, WA 99344

To Whom It May Concern:

We are writing to you about zoning of the building at 140 Main St Othello, WA 99344.

It is currently zoned for commercial use only and we would like to start an assisted living facility in the building.

Along with the assisted living facility we would like to include additional businesses. Options could be a medical clinic, nail services, beauty salon, and coffee shop. All would benefit both the community and the assisted living residents.

The assisted living facility will help increase the number of residents within walking distance of downtown, leading to larger customer base for downtown businesses. The proposed businesses will also help increase number of employment opportunities in the downtown area.

In conclusion, I urge you to consider this project because it is the kind of development that is good for downtown neighborhood and good for Othello economy.

Respectfully,



Veerpal Kaur, RN, BSN

DECLARATION OF RESTRICTIVE COVENANTS
(140 EAST MAIN STREET)

THIS DECLARATION OF RESTRICTIVE COVENANTS (this “Declaration”) dated as of _____, 2021, is made by *[insert full legal name of Declarant, which should be the fee owner of the Subject Property]* (“Declarant”).

RECITALS

A. Declarant owns the real property commonly known as 140 East Main Street, Othello, Washington, which is legally described on Exhibit A attached hereto, situate in the City of Othello, Adams County, Washington (the “Subject Property”).

B. Declarant desires to impress certain restrictive covenants upon the Subject Property, as set forth in this Declaration, for the benefit of COLUMBIA BASIN HEALTH ASSOCIATION, a Washington nonprofit corporation and its affiliates, successors, and assigns (collectively, “CBHA”), on the terms and conditions set forth in this Declaration.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Declarant agrees, covenants, and declares as follows:

1. Use Restriction. During the Restricted Period (as defined below) the Subject Property shall not be used by any person or entity for medical or healthcare-related services of any kind (“Medical Services”) without CBHA’s prior written consent. The Medical Services restricted under this Declaration shall include, without limitation, hospitals, clinics, or treatment centers rendering medical, dental, vision or other therapeutic or diagnostic services, behavioral health, psychiatric or other mental health services, medical office building or pharmaceutical, biological, or medical device research laboratories and related manufacturing, warehouse, distribution and office uses.

2. Signage Restriction. There shall be no signage or advertising of any type placed or permitted upon any portion of the Subject Property the primary purpose of which is to identify or advertise Medical Services or an entity providing Medical Services in any location.

3. Term of Covenants. This Declaration and the restrictive covenants established in Sections 1 and 2 hereof (collectively, the “Covenants”) shall terminate on the date that CBHA permanently ceases to operate, or provide Medical Services of any kind, in the counties of Adams, Benton, Columbia, Franklin, Garfield, Grant, Lincoln, Spokane, Walla Walla, and Whitman, in the State of Washington (“Restricted Period”).

4. Default and Remedies. If any owner of the Subject Property fails to observe or perform any of the terms, conditions, obligations, restrictions, covenants, easements, representations or warranties of this Declaration, including without limitation the establishment or maintenance of any use on the Subject Property that is inconsistent with the Covenants, then

17.30.030 Uses.

(a) The commercial land use table indicates where categories of land uses may be permitted and whether those uses are allowed outright or by conditional use permit. Only commercial zones are included in this table. Land uses not listed are prohibited unless allowed through the process specified in subsection (c) of this section. Further interpretation of these zones may be obtained as specified in Section 19.03.020. Land uses are also subject to the footnotes following the table.

(b) The symbols used in the table represent the following:

- (1) A = Allowed, subject to applicable standards and any footnotes.
- (2) C = Conditionally allowed through the conditional use permit process, subject to applicable standards and any footnotes.
- (3) X = Prohibited use.

(c) Uses similar to those listed may be established as allowed or conditionally allowed through the interpretation process in Section 19.03.020(b). In determining whether a use should be permitted, the administrator shall refer to the purpose statement in Section 17.30.010 and the most recent version of the North American Industry Classification System (NAICS), as used by federal agencies in the classification of business establishments.

TABLE 1: LAND USES IN COMMERCIAL ZONES

USE CATEGORIES	C-1	C-2	C-3
Retail			
Retail use (other than those listed below)	A ¹	A	A
Contractor supply and sales, lumberyard	X	A	A
Daily outdoor merchandise display	A	A	A
Drive-thru for a permitted use	A	A	A
Eating and drinking places	A	A	A
Farm and landscaping equipment sales, supplies, and service	X	A	A
Fuel stations	X	A	A
Manufactured home sales	X	A	A
Marijuana sales	X	X	X

Open sales lots in conjunction with a principal use which must be in an enclosed adjoining building	X	X	A
Vehicle sales lots (can include RVs, boats, trailers, and campers) (can include light service), in compliance with the development standards in Section 17.61.060	X	X	A
Warehouse sales	X	X	A
Wholesale			
Wholesale use when not associated with a retail use	X	X	A
Services			
Service uses (other than those listed below)	A ²	A	A
Adult entertainment and cabarets (in compliance with Chapter 4.28) ³	X	X	A
Banking and financial services	A	A	A
Clubs, lodges, assembly halls	X	A	A
Cultural, recreational, and entertainment uses	X	A	A
Daily care providers (child care, elder care)	A	A	X
Dance hall	X	X	A
Drive-thru for a permitted use	A	A	A
Family day care home in an existing residence	A	A	A
Health care providers	A	A	A
Hospitals	X	X	A
Lodging (hotels and motels subject to review under Chapter 17.67)	X	A	A
Kennels, animal boarding, pet care	X	X	A
Personal service shops	A	A	A
Professional offices	A	A	A
Recreational vehicle park (in compliance with Chapter 17.44)	X	X	C
Rental of vehicles, trailers, and machinery	X	X	A

Repair and maintenance, including vehicles, small engines, and appliances	X	X	A
Theater	X	A	A
Truck stops, sales, and light repairs	X	X	A
Veterinarian	X	X	A
Transportation, Communication, and Utilities			
Passenger transportation facilities, public or private	X	X	A
Personal wireless telecommunications facilities (in compliance with Chapter 16.68)	X	A	A
Utility facilities (such as well house, electrical substation, etc.)	A	A	A
Industrial and Storage			
Cargo containers used for storage ⁴	X	A	A
Light manufacturing when subordinate to a retail sales outlet and contained in a building	A	A	A
Outside storage in conjunction with a principal use which is in an enclosed adjoining building	X	X ⁵	A
Self-storage, mini-storage, RV storage	X	X	A
Storage, warehousing, and distribution, not associated with a retail business	X	X	A
Truck parking ⁶	X	X	A
Wrecking yard, salvage yard, junk yard	X	X	X
Public and Institutional			
Churches	X	A	A
Libraries	A	A	A
Municipal and governmental facilities, shops, and yards	X	A	A
Outdoor recreational, entertainment, or amusement facilities	X	X	A

Park, playground, athletic field, other noncommercial recreation	A	A	A
Schools, public or private	X	A	A
Residential			
Adult family home in an existing residence	A	A	A
Assisted living facility	X	A	A
Manufactured or mobile home park	X	X	X
Multifamily residential use not in conjunction with a commercial structure	X	A ⁷	X
Residential use in a basement or upper story ⁸	A	A	A

Notes for Table 1:

- ¹ Limited to buildings under two thousand square feet.
- ² Limited to buildings under two thousand square feet.
- ³ An adult entertainment business must be at least seven hundred feet from any park, school, preschool, youth club, bus stop, day care center, or another adult entertainment business.
- ⁴ The following are required for any cargo containers used for storage:
 - (a) The container must be placed adjacent to a site-built structure, with separation as required by the International Building Code and International Fire Code;
 - (b) The container shall be inconspicuous from public streets. It shall be located behind the building or screened with sight-obscuring fencing, walls, or landscaping;
 - (c) Only one container is allowed per development site;
 - (d) The container shall be placed and blocked to prevent harboring of animals under the container or between the container and other structures;
 - (e) The container shall not be connected to water or occupied in any way;
 - (f) The container shall have only factory-installed doors. No windows or other openings shall be allowed;
 - (g) The access route to the end doors cannot be on a public right-of-way, including alleys;

- (h) The container shall not be rented out or used for storage by anyone except the occupant of the associated building;
- (i) The container shall be painted to be compatible with the adjacent building;
- (j) The container shall be removed prior to the sale of the land or change of tenant;
- (k) A permit from the city shall be required, with a fee of fifty dollars, to verify compliance with this code.

5 Existing outside storage as of the date of initial adoption of this ordinance may continue. No new outside storage uses may be established.

6 Any parcel of land used as a public or private truck/trailer truck parking area shall be developed, used, and maintained in the following manner:

- (a) The lot shall have access directly off an improved truck route as established in Chapter 9.36;
- (b) All vehicles shall be within three hundred feet of a fire hydrant;
- (c) The driveway shall have a surfaced apron no less than thirty feet wide by thirty feet long and shall be permitted by the public works director per Chapter 11.20;
- (d) Vehicles shall not drive over curbs and/or sidewalks to access the parking area;
- (e) The lot shall have sidewalks along all curbs as prescribed in Chapter 11.16;
- (f) The parcel or lot area shall be graded to contain one inch of stormwater on site, or enter into a city stormwater contract if applicable;
- (g) The parking and maneuvering area shall be graded and graveled sufficiently to control dust and mud and to provide access to fire trucks;
- (h) All trucks/trailers shall be licensed operating vehicles. There shall be no non-operating, damaged, parting, hulks, or pieces of vehicles allowed to be stored under this conditional use;
- (i) No truck parking lot shall be used for truck repair, painting, or freight transfer;
- (j) A water service shall not be provided to an unplatted lot. A conditional use permit for a truck parking lot does not require platting of the parcel involved but further development or different uses may require platting;
- (k) Any person parking a truck or trailer on a lot which has not been approved for such parking shall be deemed to have committed a civil infraction and shall be punished by a C-6 penalty.

Any person permitting the parking of trucks or trailers on a parcel or lot without having obtained a conditional use permit to do so shall be deemed to have committed a civil infraction and shall be punished by a C-3 penalty.

⁷ Residential uses without street frontage commercial uses are allowed, subject to the following provisions:

- (a) Not to be located within one hundred forty feet (a half block) of Main Street or Highway 26.
- (b) Minimum of three dwelling units per building.
- (c) Buildings are subject to commercial zone design standards.
- (d) Parking shall be in compliance with Chapter 17.61.

⁸ Accessory residential uses are allowed, subject to the following provisions:

- (a) Parking for the residential use shall be provided in compliance with Chapter 17.61.

(Ord. 1547 § 4 (part), 2020).

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: October 18, 2021

SUBJECT: Sand Hill Estates Future Street Layout – Discussion

The developer of Sand Hill Estates has been working with City and Fire District staff to come up with a layout for future phases that would discourage cut-through traffic and reduce speeding. Mt. Baker is the street currently under construction, so the concept is for the streets north of Mt. Baker.

Staff Comments

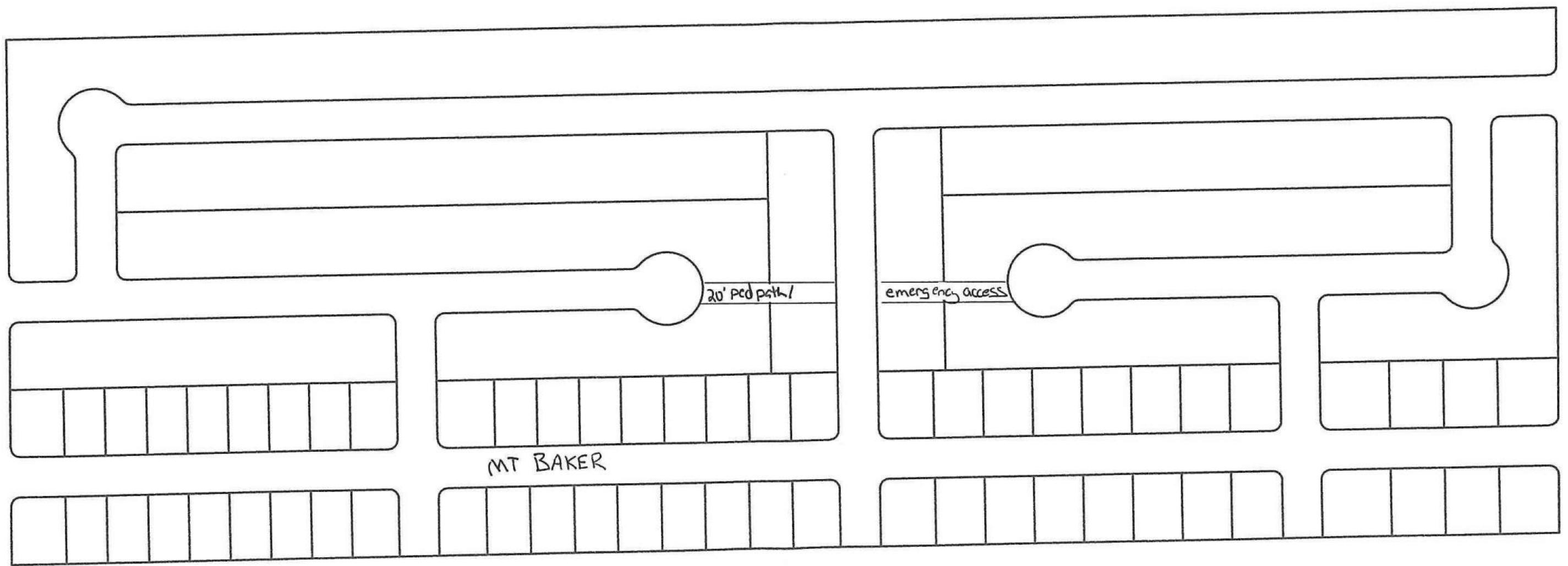
1. Since reducing street width was not desired by the Planning Commission or Council, the developer looked for other methods to reduce excessive speeds and make the streets less convenient for non-neighborhood-residents to get from one collector to another. Methods chosen were dead end streets and not having a straight line between collectors.
2. The 20' emergency access ways at the ends of the cul-de-sacs were added at the request of the Fire District for better access in and out of the dead ends. There would need to be bollards and parking restrictions at either end. Since these access ways would need to be kept clear, they can do double duty as pedestrian/bike connections to better connect the neighborhood for non-motorized travel.

Attachments

- Map

Action: The Planning Commission should discuss the street layout and provide any feedback for the developer.

7th Ave



2 →

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: October 18, 2021

SUBJECT: Parks & Recreation Element of Comprehensive Plan—Update

For the last several months, the Planning Commission has been working on updating the Parks & Recreation Element of the Comprehensive Plan, which serves as the Park Plan that qualifies us for grant funding for projects such as the Lions Park ballfields, playground, and basketball courts. To continue to qualify us for funding, Park Plans must be updated every 6 years, with the next update due March 1, 2022.

Staff Comments

1. A Park Plan answers these basic questions: What do we have? What do we want? Will there be enough in the future? How do we pay for it? The formal requirements are summarized in Attachment 1, Required Elements.
2. Tentative schedule:

Date	Action
Nov. 15	PC discussion
Dec. 20	PC discussion
Dec. 27	Send 60-day notice to State Dept of Commerce
Jan. 18	PC makes final changes before public hearing draft
Feb. 1	SEPA determination circulated
Feb. 22	PC public hearing on Park Plan, recommendation to Council
Feb. 28	Council public hearing on Park Plan, adoption of Plan
Mar. 1	Plan due at RCO to be eligible for grants this year
3. At the September meeting, the Commission discussed the “wish list” of facilities gathered for the 2015 Plan. The Commission categorized these into Low, Middle, or High priority, discarded a few as unrealistic, and added other ideas they have heard from the community as being needed. See the Priority List (Attachment 2).
4. Besides prioritizing new facilities, the Commission should prioritize maintenance or upgrades of existing facilities. Among the facilities mentioned were the roller hockey rink and most of the facilities at Kiwanis Park.
5. The Commission also started discussion of goals for the updated plan. See Attachment 3 for potential goals so far. The Commission should discuss which of these goals to keep and any additional goals to add. Once we have settled on goals, we can determine objectives to measure progress toward each goal.
6. After Goals, the next item to discuss should probably be Level of Service (LOS). The City is free to set LOS however they wish, but must have a plan to meet that LOS as the City grows. In the past, LOS was mostly set based on acres of each type of park (community, neighborhood, mini) per population, so it was a simple calculation, but this method doesn’t take into account whether the target population can reasonably reach the park nor what facilities are provided. RCO

recommends LOS evaluate quantity (of facilities), quality, and distribution/access. See Attachment 4, LOS Tool & Guide.

7. The final piece will be the 6-year Capital Improvement Program/Capital Facilities Plan. Last year's CFP is attached for reference as Attachment 6. Once we have determined what is needed by when, we can put together an updated CFP.
8. Public involvement is an important piece of the plan. We should determine what we need to know from the community in order to determine how and when to get that information.

Attachments

1. Park Plan Required Elements
2. Park Priority List
3. Draft Parks & Rec Goals
4. RCO Manual 2, Appendix C: Level of Service Tool & Guide
5. 2015 Park & Rec Trails Plan/Map
6. 2021-2026 Capital Facilities Plan

Action: The Planning Commission should continue work on updating the Parks & Recreation element of the Comprehensive Plan, by finishing prioritizing facility needs (including upgrades of existing facilities), further discussing goals/policies/objectives, and starting to discuss level of service standards and funding.

Park Plan/Park Element Requirements

	Comprehensive Plan	RCO (grant funding)
Goals, Policies, Objectives	Recommended: Goals & policies relating to investment in facilities, LOS, and regulatory strategies for concurrency	Goals & objectives that relate to the purpose. Goals are aspirational and describe desired outcomes. Objectives are specific and measurable, and help describe when a goal has been attained.
	Policies to ensure capital budget decisions conform to the plan	
	Policy to reassess Land Use Element if probably funding falls short of meeting existing need	
Inventory	Inventory of existing facilities	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.
Levels of Service (LOS)	Adopted Levels of Service (LOS)	Level of Service analysis: Demand and need analysis to determine if existing inventory is sufficient with improvements or if expansion is needed
	Forecast of needed facilities to maintain adopted LOS	
	Proposed locations & capacities of expanded and new facilities	
Capital Facilities Plan	6-year plan identifying sources to finance the planned facilities	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.
Public Involvement	Public participation plan	Public involvement, including who will be affected, how and when to engage them, and how to incorporate public input into the final product. Multiple involvement methods recommended. Doing surveys is recommended.

Planning Commission Park & Recreation Priorities – Draft list as of Sept. 20, 2021

High Priority

- Soccer complex/reservable fields
- Futsal (court soccer)
- Splash pad (high priority if located in a park other than Lions)
- Musical playground
- Pickleball
- Art/murals
- Stage

Medium Priority

- Frisbee golf
- RV park
- Indoor pool
- Batting cages
- Mini golf

Low Priority

- Community Center (YMCA) (Low priority due to the cost to do a large project like this)
- Bike paths
- Firing range
- Bike park/course/BMX
- Dog park
- Gym/workout station (low priority for a second one since one is currently being proposed)
- Tennis courts
- Ice rink (Low priority due to large cost)

Draft Parks & Rec Goals

These goals were proposed for discussion at the Sept. 20 meeting:

1. Invest in growth opportunities for parks and recreation.
2. Focus on unique amenities for all parks.
3. Add diversity to all parks for better access for all throughout the city.

Here are some other potential goals for discussion:

1. Incorporate better distribution of amenities increasing neighborhood access to recreation activities.
2. Maintain a minimum ratio of 1:1 open space to recreational space in community parks.
3. Try to have at least one unique feature or amenity in every park.
4. Explore and identify recreational growth opportunities.
5. Identify and prioritize future needs and facilities.
6. Develop partnerships to invest in recreational opportunities.
7. Maximize park safety.

Appendix C:

Level of Service Tool and Guide

A "level of service" refers to the amount and quality of recreation facilities that are necessary to meet current and future needs. The level of service tool may be used when developing a demand and need analysis to address quantity, quality, distribution, and access criteria. The level of service results then may inform the capital facility program to determine costs and phase projects to help achieve the planned level of service.

The level of service uses indicators in three categories, each with measurable elements. These include the following:

- **Quantity Criteria** (number of facilities). It could be helpful to present results of the quantity criteria to support a request for a new ball field.
- **Quality Criteria** (public satisfaction and facility function). This is useful for building a budget request for additional maintenance resources.
- **Distribution and Access Criteria** (population served and accessibility). The distribution and access criteria could help justify providing new trails.

Once the categories and elements have been assessed and scored, choose whether to average the scores or keep each separate. Consider how the level of service scores will be used when deciding.

Using the level of service quantity criteria can help estimate future need. If using per capita data goals and the current per capita levels are determined, the gap is one estimate of future need.

In addition, estimates of the growth of current activities can be made. Participation in various outdoor activities will be affected by changes in population, available sites and infrastructure, lifestyles, economics, technology, and the politics of land use. With an

understanding of these characteristics, available data can be used to estimate the change in recreation patterns in a community.

Completely new activities are nearly impossible to predict: For example, the emergence of personal watercraft and mountain bikes in the 1980s and 1990s were not accounted for in traditional projection methods.

A simplistic way to estimate future need is to use population estimates from the Washington State Office of Financial Management. Recreation participation tends to change slowly, with participation levels often directly tied to overall population growth.

Planners simply can decide that participation in current activities will grow at the same rate as the population. However, this approach should be tempered by consideration of more than simple population growth. Consider the following:

- **Participation by age group** is a key consideration in estimating future participation. Varying physical demands of different activities will encourage or discourage continued participation as people age. Vigorous field sports such as soccer or rugby, for example, tend to be the domain of younger people; walking or bird watching, on the other hand, will appeal to older adults who seek to enjoy outdoor recreation in relative comfort.
- **User group organization and representation** makes up the political landscape in which planning is done. However, as tempting as it is to plan for "those who show up," it is important to consider that some activities appear not to lend themselves to user group organization. Sidewalk users, perhaps those walking or walking with pets, have not formed known significant organizations apart from socially oriented *Volksmarching* groups or perhaps neighborhood associations that deal with a variety of issues. That is why a robust public process is helpful.
- **Land use and land designations** have profound impacts on recreation. As urban density grows, it is often accompanied by fewer backyards and open lots. Therefore, more density will suggest the need for more parks and open spaces.
- **Economic conditions** strongly influence recreation patterns. Boat sales, for example, are known to follow the national economy. Activities such as walking that do not require big ticket consumer items, on the other hand, may not respond to economic changes because the activity simply does not cost much money.

Statewide projections of recreation change are resources in the [Washington State Recreation and Conservation Plan](#). A statewide survey of recreation demand was last conducted in 2017. The survey includes data by region or county on participation rates, user days, locations of participation, user satisfaction, and future demand. The survey,

updated every 5 years, may be a useful resource for informing recreation activity participation.

Level of Service for Local Agencies

The level of service tool works best for local communities considering these grant programs:

- Aquatic Lands Enhancement Account (ALEA)
- Boating Facilities Program (BFP)
- Land and Water Conservation Fund LWCF)–State and Outdoor Recreation Legacy Partnership programs
- Washington Wildlife and Recreation Program (WWRP)
- Youth Athletic Facilities (YAF)

The table below provides the metrics for measuring level of service. Additional information.

Level of Service Summary Local Agencies					
Indicators and Criteria For Local Agencies	A	B	C	D	E
Quantity Criteria					
Number of Parks and Recreation Facilities Percent difference (the gap) between existing quantity of parks and recreation facilities and the desired quantity (e.g. 8 out of 10 would be a Level B: 20% gap) (may also use per capita average)	<10%	11-20%	21-30%	31-40%	>41%
Facilities that Support Active Recreation Opportunities Percentage of facilities that support or encourage active (muscle-powered) recreation opportunities (e.g. 8 out of 10 would be Level A: more than 60%)	>60%	51-60%	41-50%	31-40%	<30%

Level of Service Summary Local Agencies					
Indicators and Criteria For Local Agencies	A	B	C	D	E
Facility Capacity Percentage of demand met by existing facilities (e.g. Facility is rented out 65% of the time would be Level B)	>75%	61-75%	46-60%	30-45%	<30%
Quality Criteria					
Agency-Based Assessment Percentage of facilities that are fully functional for their specific design and safety guidelines (staff assessment)	>80%	61-80%	41-60%	20-40%	<20%
Public Satisfaction Percentage of population satisfied with the condition, quantity, or distribution of existing active park and recreation facilities (public feedback assessment)	>65%	51-65%	36-50%	25-35%	<25%
Distribution and Access Criteria					
Population within Service Areas Percentage of population within the following service areas (considering barriers to access): <ul style="list-style-type: none"> • 0.5 mile of a neighborhood park/trail • 5 miles of a community park/trail • 25 miles of a regional park/trail 	>75%	61-75%	46-60%	30-45%	<30%
Access Percentage of parks and recreation facilities that may be accessed safely via foot, bicycle, or public transportation	>80%	61-80%	41-60%	20-40%	<20%

Quantity Criteria

Indicators and Criteria For Local Agencies	A	B	C	D	E
Quantity Criteria					
Number of Parks and Recreation Facilities Percentage difference between existing quantity or per capita average of parks and recreation facilities and the desired quantity or per capita average.	<10%	11-20%	21-30%	31-40%	>41%
Facilities that Support Active Recreation Opportunities Percentage of facilities that support or encourage active (muscle-powered) recreation opportunities	>60%	51-60%	41-50%	31-40%	<30%
Facility Capacity Percentage of demand met by existing facilities	>75%	61-75%	46-60%	30-45%	<30%

Number of Parks and Recreation Facilities

This indicator measures the quantity of existing park and recreation facilities in a community. It is intended as a classic comparison of population to available facilities: it measures the difference between the existing per capita average of park and recreation facilities and the desired per capita average with respect to the desired quantity of facilities. It is based on goals found in local community plans, as well as national guidelines such as those published several years ago by the National Recreation and Park Association.

Whether to include school facilities is a community choice.

Example: The community may have a planned goal of 5 acres of park for each 1,000 people. The current inventory is 3 acres for each 1,000 people. The difference is 2 acres per thousand, or 40 percent. The result is a "D" on the level of service.

Facilities that Support Active Recreation Opportunities

This indicator measures the percent of facilities that support or encourage active recreation opportunities. "Active recreation" is defined as predominantly muscle-powered: walking, jogging, paddling, cycling, field and court sports, and so on. The indicator provides a more direct measure of a park and recreation system's ability to

encourage participation in activities through the types of facilities (and potentially programs) it offers.

Whether to include school facilities is a community choice.

Example: The community has 40 park and recreation sites, 30 of which support active recreation, such as walking, field sports, court sports, and so on. The other 10 sites support passive recreation. The active sites are 75 percent of the total inventory. The result is an "A" on the level of service.

Facility Capacity

This indicator measures the existing capacity of a community's park and recreation facilities.

Whether to include school facilities is a community choice.

Example: The city decides what the capacity may be, either the system as a whole or specific site or facility types. The city determines, whether by survey or estimate, the actual use and compare it to the capacity. Ball fields have capacity for 100 regular season adult games, and the city is being asked to schedule 125. The city is meeting 80 percent of demand with the current capacity. The result is an "A" on the level of service.

Quality Criteria

Indicators and Criteria For Local Agencies	A	B	C	D	E
Quality Criteria					
Agency-Based Assessment Percentage of facilities that are fully functional for their specific design and safety guidelines	>80%	61-80%	41-60%	20-40%	<20%
Public Satisfaction Percentage of population satisfied with the condition, quantity, or distribution of existing active park and recreation facilities	>65%	51-65%	36-50%	25-35%	<25%

Agency-Based Assessment

This indicator measures the current status or condition of existing park and recreation facilities, as determined by park and recreation staff. Staff assess the percentage of sites and facilities that are fully functional for the specific design and safety guidelines that have assigned to them.

Example: The city planner assessed the park and recreation inventory of 50 sites. The planner finds that five are substandard; the rest, 90 percent, are fully functional according to the city's standards.

The result is an "A" on the level of service.

Public Satisfaction

This indicator measures the public's satisfaction with the condition, quantity, or distribution of existing park and recreation facilities in their community.

Example: The city surveys the community and finds that 55 percent are satisfied or highly satisfied with the parks and recreation sites and facilities. The result is a "B" on the level of service.

Distribution and Access Criteria

Indicators and Criteria for Local Agencies	A	B	C	D	E
Distribution and Access Criteria					
Population within Service Areas Percentage of population within the following services areas (considering barriers to access): <ul style="list-style-type: none">• 0.5 mile of a neighborhood park/trail• 5 miles of a community park/trail• 25 miles of a regional park/trail	>75%	61-75%	46-60%	30-45%	<30%
Access Percentage of parks and recreation facilities that may be accessed safely via foot, bicycle, or public transportation	>80%	61-80%	41-60%	20-40%	<20%

Population within Service Areas

This indicator measures the distribution of and population served by existing park and recreation facilities in a community. This indicator requires the use of Geographical Information Systems (GIS) and should incorporate access points, barriers to access, and census block data into the analysis.

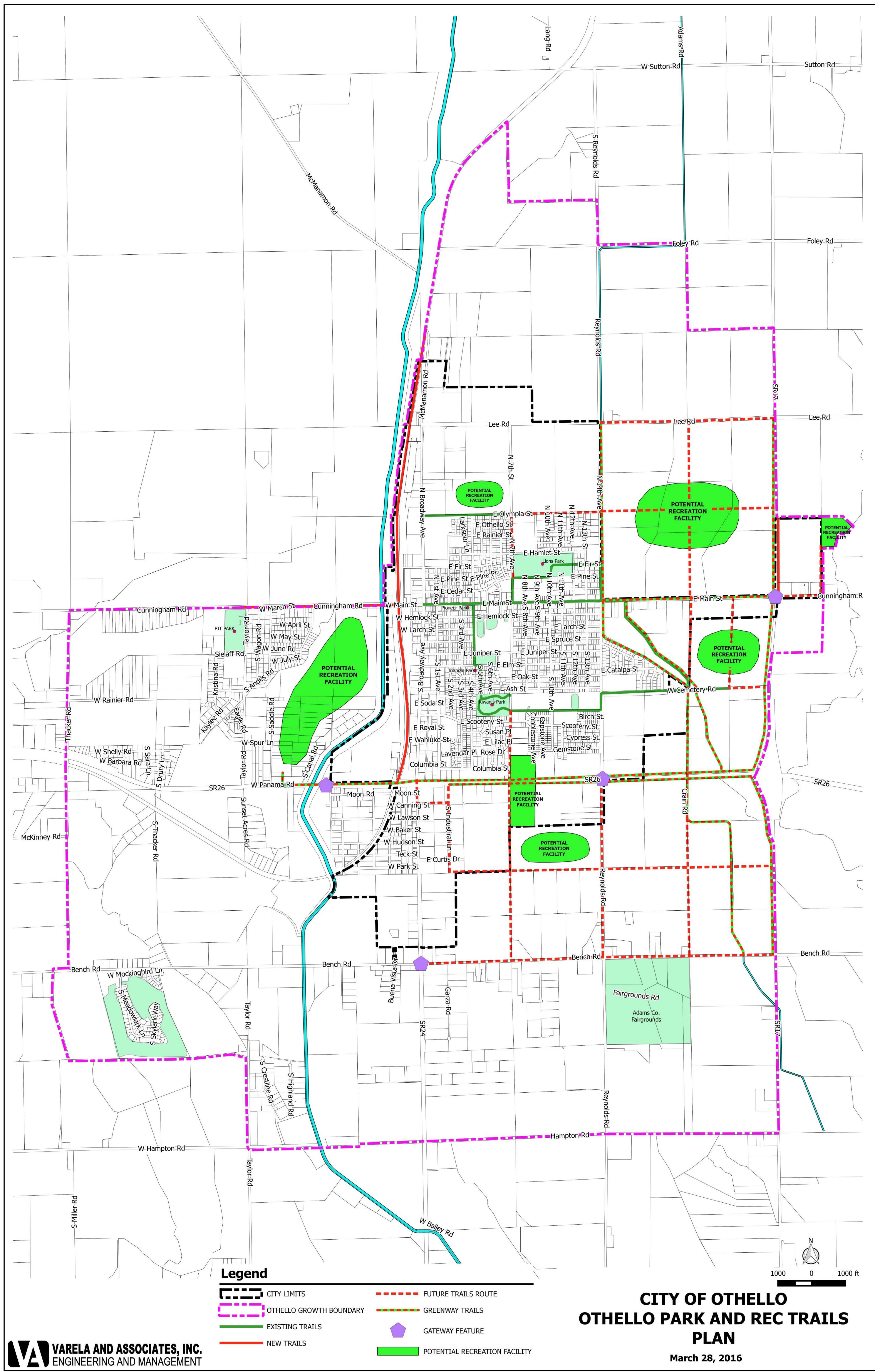
Whether to include school facilities is a local choice.

Example: The city planner maps the community and compares service areas to population. The planner finds that 55 percent of the population is within a half mile of a local park. The result is a "C" on the level of service.

Access

This indicator measures the ability of people to access park and recreation facilities without a personal motorized vehicle. The measure is an estimate of pedestrian, bicycle, and public transportation access to park and recreation facilities. It may be investigated with the help of GIS.

Example: The city has 100 park and recreation sites and 25 are in neighborhoods and can be accessed by sidewalks. An additional 10 are on bus stops. The city planner thinks all parks can be reached with a bicycle, but staff reports few bicycles in the bike racks, and there is no demand for additional bike racks. The planner concludes that 35 sites are accessible without a car. That is 35 percent of the total inventory. The result is a "D" on the level of service.



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

City of Othello
Building and Planning Department
September 2021

Building Permits			
	Applied	Issued	Final
Residential	29 ¹	17 ⁴	3 ⁷
Commercial	2 ²	2 ⁵	1 ⁸
Industrial	2 ³	0	2 ⁹
Total	33	19	6

¹ 2 new residences, 21 residential foundation-only permits, 1 reroof, 1 patio cover, 4 HVAC
² Basin Pacific/Community sign, 1 HVAC
³ McCain office remodel, SVZ new office building
⁴ 6 new residences, 7 residential foundation-only permits, 1 remodel from office space to 2 apartments 9455 E Hemlock), 1 patio cover, 2 reroof, 5 HVAC
⁵ 1 storage addition for future bakery (910 Main) 1 HVAC (gas station at 1220 S. 1st Ave)
⁷ 2 new residences, 1 residential foundation-only permit
⁸ Gas station HVAC
⁹ Simplot mechanical, McCain sign

Inspections

- The Inspector completed 119 inspections in September, including 59 rental inspections.

Land Use Permits & Development Projects		
Project	Actions in September	Status as of September 30
McCain Foods Short Plat	Utility improvements have been completed. Working toward abandonment of easements.	Can't record plat until McCain finishes & takes over the utilities.
Ochoa Short Plat	No change (Deferrals heard at Aug. 16 Planning Commission meeting.)	Waiting for proposed covenant language from applicant's attorney, as specified in PC recommendation.
Sand Hill Estates #3	Street & utility construction continuing.	City cannot accept final plat for review until improvements finished and accepted, or bonded for.
Story Rentals Short Plat (Ace Hardware)	Notice of Completeness. Routed & published Notice of Application.	Comment period ends Oct. 8.
Wahitis Short Plat	No change (Plat approved 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

- Council/Planning Commission study session on Accessory Dwelling Unit ordinance.

Housing

- Participated as one of the city/county presenters to the Senate Housing & Local Government Committee. Explained how State's \$25,000 grant to Othello led to adoption of Housing Action Plan and updated to the OMC to reduce lot sizes and increase lot coverage.
- Issued first permit for house that exceeds 35% lot coverage, taking advantage of the code change in August. (36%: 3302 SF lot coverage on 9102 SF lot).

Rental Licensing & Inspection Program

- Received 19 rental applications in September, for 54 rental units.
- 16 sites with a total of 59 units were inspected in September.
- 4 locations with a total of 7 units have been fully approved. Multiple others just need a few simple fixes such as smoke alarms in order to be approved.

Parks/Recreation

- Community Development Director volunteered for and has been appointed to the WA Wildlife & Recreation Program Local Parks Advisory Committee. This will involve several cycles of reviewing grant applications and learning more about the various RCO parks grant programs.
- Planning Commission is continuing the process to update the Parks Element of the Comp Plan, which we use as our Parks Plan to qualify for RCO grants. In September, the Commission evaluated the condition and uses of the existing parks, and started to discuss goals.
- Provided input on the playground RFQ/RFP.
- Participated in a Marketplace/event center project meeting.

Transportation

- Provided input for Complete Streets applications Grant Administrator is working on.

Staffing/Technology

- Second month of maternity leave for Permit Tech. We are dividing her tasks among the remaining staff, but that of course means none of us can do our regular jobs fully, so everything gets done more slowly than when we are fully staffed.
- Our new Permit Trax system helps us keep better track of the status of permits. We were able to run a report that told us there are 100 building permits currently issued and not completed, some dating back a few years, so we are working on identifying and closing out completed permits.

Training

- Attended annual conference of WA City & County Planning Directors. Sessions included Legislative Update, Ethics, Effective Leadership in the Public Setting, Affordable Housing—From Regional Policy to Implementation, and Land Use Case Law Update.
- Continuing to serve on the board of the WA City Planning Directors Association.