



CITY OF OTHELLO PLANNING COMMISSION

Regular Meeting 500 E. Main St. January 18, 2022 6:00 PM

Masks are required for in-person attendance.

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

1. Call to Order - Roll Call
2. Election of Chair and Vice Chair
3. Approval of the December 20, 2021 Minutes p.3
4. Update Parks & Recreation Element of Comprehensive Plan
Public Hearing & Recommendation to City Council p.7
5. Reports – Informational
 - a. December Building & Planning Department Report p.26
 - b. 2021 Year-End Building & Planning Department Report p.29
6. Old Business
 - a. Subdivision Update – OMC Title 16 – This should be the next big project for the Commission
 - 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. Underground Utilities/existing pole policy – Discussed briefly with City Attorney October 25; he will work on it

Next Regular Meeting is Tuesday, February 22, 2021 at 6:00 PM

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City of Othello
Planning Commission
December 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 6:05 pm.

ROLL CALL

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

Absent: Kevin Gilbert (ill)

Staff: Community Development Director Anne Henning

Attendees: Bob Carlson

MINUTES APPROVAL

Chair Dorow asked the other Commissioners if they agreed that 100' x 100' was the minimum open area in a park, as shown in the Nov. minutes for an Objective under Goal 4. All present agreed that matched their memory of the discussion.

November 15, 2021 minutes were approved as written. M/S Voorhies/Carmona

PARKS & RECREATION ELEMENT OF COMPREHENSIVE PLAN – UPDATE

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

Goals & Objectives

The Commission briefly reviewed the Goals and Objectives decided at previous meetings, and decided they were sufficient as written.

Inventory

The Commissioners discussed the new information provided, that Kiwanis Park has a deed restriction on organized team sports. Chair Dorow stated he didn't see this as a restriction on the facilities that could be provided, just on their use as part of a league. Ms. Henning pointed out that if the City is going to invest in a facility, it would probably be better to have it be one that could also be used for a league. Chair Dorow felt that a futsal court would make sense, since it is played informally rather than part of an organized league. A futsal court would be a unique amenity for Kiwanis Park. It should be lighted to extend the time it could be used. Other possibilities for unique facilities at Kiwanis mentioned were a splash pad, pickleball, and a sensory playground.

The Commissioners discussed their feelings that Triangle Park was just a money-loser for the City, with no benefit to the community. They suggested the City should sell the property to the neighbors. Chair Dorow thought this had been tried in the past, and the neighboring owners weren't interested. The Commission felt it was worth trying again, since there may be new owners or they may have a different opinion now. As an alternative, the Commissioners felt an amenity could be added to create value for the

neighborhood, such as a pickleball court. So their first recommendation is to remove Triangle Park from the park inventory, otherwise add an amenity to it.

The Commissioners noted that “Rock Park” at Madera Street and Cemetery Road should be included in the inventory and map.

Park Radius Map

Commissioners reviewed the Park Radius Map from the 2015 Comp Plan. They felt the radius for Kiwanis was too small. They felt that residents south of Main Street used Kiwanis, while those north of Main use Lions. Despite the traffic signals to help crossing the street, Main Street is such a wide and busy street, it is a definite barrier. The Commissioners felt the Kiwanis radius should extend to Main Street, so about a half mile from the park boundary (rather than from the center point, as it was done in the 2015 map.) Commissioners felt the 1.5-mile radius for Lions Park was appropriate. They felt the Pioneer radius should be rounded up from 0.19 to 0.2 miles. They felt the Triangle Park radius should be reduced from 0.14 to 0.1 mile. They felt for all parks, the boundary should be from the edge of the park, rather than the center.

Park Survey

Commissioner Gentry felt that most people weren’t aware of the survey, even though it was mailed out with utility bills. He printed copies and handed out about 15 to try to get more responses. Commissioners would have liked the survey to be open longer, but they understand the need to move quickly on the Park Plan. They noted that the 239 responses for this survey was a lot better than the previous survey, which only had about 90 responses.

Chair Dorow felt the survey was confusing, and disliked the question about choosing the top 3 new facilities. He felt that including the indoor sports facilities on the list, without discussion of costs, will make people believe these facilities are being promised to the community, when they are unattainable without tax increases. Ms. Henning explained that these facilities are priorities of the parks staff, and she felt it was important to know how interested the community was in these facilities. If people had prioritized many other projects ahead of the indoor facilities, then we would know not to devote much time and energy to them. But they were among the top choices, so it shows the City should work toward providing these facilities, even if they are outside of the 6-year time frame of the current Park Plan.

Chair Dorow said the survey showed that we need more land to meet capacity needs. We can’t provide the facilities the community wants in the park land that currently exists. He mentioned that Othello has the same amount of park land now with a population over 8000 as it did when he was young and the population was only 4000. He pointed out that not every facility needed separate land; for instance, it could be good to have the farmers market at a sports complex.

Commissioner Carmona pointed out that walking and hiking were very popular. She also mentioned that a soccer complex ranked lower in the survey, but that might be because of who responded. With only 8 surveys returned in Spanish, that shows very limited participation by the segment of the community more comfortable in Spanish. She also pointed out that Internet access is another barrier. She felt if the outreach had been better, soccer would have ranked higher. But among existing facilities that people want more of, soccer fields was #1. She felt that of the people she interacts with, a farmers market and soccer were tied as most needed. Chair Dorow agreed it was the same for the people he deals with.

Chair Dorow pointed out that a futsal court can double for street hockey, although the ball can get stuck in the fence. He mentioned that the existing street hockey rink has the poles on the wrong side of the fencing—the posts should be outside the fencing.

Chair Dorow said many people are interested in having a sledding hill. He mentioned one in Green Bay, Wisconsin, where a 12-story investment building added a ramp for sledding. Discussion about making the existing hill in Kiwanis taller with some earth work.

Commissioners felt that survey results conflicted with their goal of maintaining unstructured open space at parks. They felt that the capacity issue needs to be addressed so that open space can be maintained.

Public Engagement

Commissioners would like to see input from the youth and adult soccer community and volleyball community.

Chair Dorow mentioned he had talked to the Beta Club, to tell them about the Park Plan Update and gather any input. He said they didn't have any comments to share. He said he would also do a presentation to the Rotary Club, as another form of outreach.

Ms. Henning pointed out that the meeting a few weeks ago could be considered a stakeholder meeting. Attendees included the Council Parks & Rec Committee, Planning Commissioners, Adams County Planning Commissioners, Othello Housing Authority, Port of Othello, Chamber of Commerce, real estate agents, landowners, and residents.

Future Needs

Commissioners discussed the use of the basketball half-court and shared space with tennis at Kiwanis. Commissioner Carmona has not seen the half-court used but has seen lines of people waiting to use the basketball hoops in the tennis courts. Chair Dorow has seen the half-court being used but has not seen the tennis courts used for basketball. Commissioners felt a full-size lighted basketball court is needed at Kiwanis, but they felt a futsal court is needed even more than new basketball facilities.

Commissioners noted that if the City is going to pursue indoor facilities, more land is needed. Need to add land acquisition and financial commitment. Chair Dorow estimated that an additional 40 to 60 acres of park land is needed to address the various needs.

Commissioners agreed that one new large picnic shelter each at Lions and Kiwanis was the right target for now. They felt that possibly more than one pickleball court should be added in the next 6 years. They confirmed their recommendation that the splash pad should be located at Kiwanis, and removed their recommendation to have it be inside the fence at the pool. Ms. Henning asked for input on the amount of new walking trails needed. There is the existing "walk path" at 4.8 miles, but this is not a city-maintained facility. Commissioners settled on 1.5 to 2 miles of new trails, and stated that new paths at existing parks were not needed.

6-Year CIP

Commissioners looked at the 2022-2027 Capital Facilities Plan that the Council adopted with the budget Dec. 13, with additional community and staff priorities that need to be worked in. Chair Dorow stated that despite his association with the hockey community, he felt that providing futsal facilities was more important than renovating the hockey rink, so should be done sooner. After further discussion, he said

that adding boards to the hockey rink came at a price of \$50,000, when just putting the fence on the inside of the posts would address the problem. He didn't feel that the slab needed to be replaced, just some concrete patching. So the \$150,000 shown in the Council's adopted CFP could be reduced, which would leave funds to create a futsal court.

Chair Dorow estimated that the hoped-for indoor turf facility would be more like \$10 to \$12 million, and that the hoped-for indoor gym would cost more than the initial estimate.

Commissioner Carmona felt that soccer should be moved up in the priority list. Commissioner Gentry felt that soccer is more important to the community than a farmers market. He felt soccer should be a top priority, and the farmers market/food truck court/event center was too expensive. Ms. Henning pointed out that the City would apply for Community Development Block Grant funds for the farmers market. Since it is a different source of funds than the recreation projects, it doesn't take away financial capacity from the other projects.

Commissioners felt pickleball should be scheduled for 2023, possibly in Triangle Park.

Commissioner Carmona noted that path maintenance is a big issue, and if it is only \$100,000 to fix it, that project should occur soon, such as 2023.

Chair Dorow noted that while the overall cost estimate for the eco park/nature park was large, most of that would be outside funds, and the actual City expense was likely to be relatively small; therefore, this project could be scheduled for 2023.

Commissioners felt that one futsal court each at Lions and Kiwanis would be adequate for now. They felt restroom maintenance was fairly urgent, so should be scheduled for 2023. They felt that adding a picnic shelter could wait until 2026 for the first one. They felt that hockey and futsal courts that would be used daily were more important than a stage at Lions which would be used occasionally, so they would like to see the stage pushed back to 2025 and hockey and futsal scheduled for 2024. They hoped the walking trails could be incorporated into the eco park, so scheduled that expense to beyond the 6 years of the plan, in case it ended up being addressed in the eco park project.

ADJOURNMENT

Having no further business, the meeting was adjourned at 8:50 pm. Next regular meeting is Tuesday, January 18, 2022.

Chris Dorow, Chair

Date: _____

Anne Henning, Community Development Director

Date: _____

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: January 18, 2022

SUBJECT: Parks & Recreation Element of Comprehensive Plan—Public Hearing and Recommendation to City Council

Since July 2021, 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 recent rebuilding of the Lions Park ballfields, and upcoming rebuilding of the Lions playground and basketball courts. To continue to qualify us for funding, a Park Plan must be updated every 6 years, with our next update due by March 1, 2022.

Staff Comments

1. The draft plan addresses all 5 requirements of an RCO-compliant Park Plan:
 - a. Goals & Objectives of the plan. Goals are aspirational and describe desired outcomes. Objectives are specific and measurable, and help describe when a goal has been achieved.
 - 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. Demand and Need Analysis to determine if existing inventory is sufficient with improvements or if expansion is needed, based on community desires. This is used to set priorities for acquisition, development, and enhancement.
 - d. 6-year Capital Improvement Program that lists acquisition, development, and renovation projects. Projects need to be ranked in order of preference, the expected year to implement each project, and the plan for paying for each project. (Note: The Capital Improvement Program included in the draft has additional projects identified through the park planning project that were not addressed in the Capital Facilities Plan adopted with the 2022 budget. The CFP should be updated for consistency.)
 - e. Public Involvement, addressing who was included, how and when they were engaged, and how the public input was incorporated into the plan. The public involvement is required to be more comprehensive than just holding public hearings.

Procedural actions

Action	Date
Planning Commission discussion	6 meetings in 2021: July 19, Aug. 16, Sept. 20, Oct. 18, Nov. 15, and Dec. 20
DNS issued (SEPA review)	Dec. 22, 2021
Submitted draft to Commerce for 60-day review	Dec. 22, 2021
Introduced to City Council Parks & Recreation Committee	Jan. 7, 2022
Planning Commission public hearing	Scheduled for Jan. 18, 2022
City Council public hearing	Scheduled for Jan. 24, 2022
Opportunities for further Council discussion and	Feb. 7 & Feb. 14, 2022, if needed

Action	Date
incorporation of comments from public hearing	
City Council formal adoption	Scheduled for Feb. 28, 2022

Attachments

- Draft Park Element
 - Introduction & Inventory..... packet p.9
 - Park/Trail location map..... packet p.16
(Note: staff will be updating this map before final adoption)
 - Goals & Objectives.....packet p.17
 - Future Needs Analysis..... packet p.18
 - 6-Year Capital Improvement Program/Capital Facilities Plan..... packet p.23
 - Public Involvement.....packet p.24

Public Hearing: Notice of a public hearing was published and posted for January 18. The Planning Commission should hold a public hearing and take testimony on the proposed amendment to the Comprehensive Plan.

Action: The Planning Commission should discuss the draft Parks and Recreation Element of the Comprehensive Plan and make recommendations to City Council.

Chapter 6 Parks & Recreation

Introduction

Othello is the largest city in Adams County and makes up 42% of the countywide population of 20,800. While the Othello School District population is over 15,000, the estimated city limits population as of 2021 (OFM) was 8725. The City has been growing about 2% per year over the last 20 years. In sparsely-settled rural Eastern Washington, Othello is a regional center, as the largest city between Moses Lake and Tri-Cities going north-south, and Yakima and Pullman going east-west. Agriculture is the backbone of the economy, with surrounding farmlands and several major food processing plants located in and around the city. Twenty percent of jobs held by Othello residents are directly in agriculture, with another 16% in manufacturing (mostly food processing). Median household income (2019) was \$47,243, compared to the state's \$73,775 (US Census Quick Facts). Total land area is just under 4 square miles.

Othello's population is substantially younger than that of the state as whole, with 36% of the population under age 18, compared to 22% statewide, and only 9% over age 65 compared to 16% for the state. Median age in Othello is 25.9, while the median age in Washington is 37.6 years. 80% of Othello residents identify as Hispanic.

Parks & Recreation Inventory

Facility Overview

Othello Public Works Parks and Recreation Division operates 4 City Parks and owns a 5th undeveloped site:

Lions Park is the largest park at almost 27 acres, with a 4-field baseball/softball complex including bleachers and concession stand; community pool with wading pool, lap pool, lazy river, slide, and concession stand; basketball courts being upgraded and expanded in 2022, 4 tennis courts, playground being replaced in 2022, skate park, soccer field, 4 reservable picnic shelters with BBQs, walking trails, street hockey rink, handball court, arboretum, and restrooms. This park is used for community-wide celebrations such as 4th of July, as well as softball and baseball tournaments. The upcoming basketball complex is expected to host tournaments as well. This park was dedicated in 1930. Many of the facilities were constructed in 1975 with IAC funds. The pool facilities were constructed in 2007 with bond funding, and the baseball/softball complex was updated in 2020 with RCO funds.

Kiwanis Park is the other large community park. Its 15 acres include walking trails, 5 reservable picnic shelters with BBQs, play areas, tennis courts (with basketball hoops for multi-use), half-court basketball, and restrooms, along with large grassy areas which can be used for informal recreation. This park hosts the annual Classic Car Show. The park was dedicated to the City in 1953, with specific restrictions that it was to be developed as a family park rather than an organized sports park. Most of the facilities were constructed in 1974 with IAC funds.

Pioneer Park is the oldest park, dating back to 1912, and is located in the middle of town on Main Street just a block from City Hall. The 1-acre site has hosted the Othello Farmers Market. Amenities include a gazebo with 3 picnic tables, a water fountain, 6 benches, and a restroom. This park features a T-33 jet to honor the City's relationship with a former nearby airbase.

Triangle Park is a 0.33-acre site donated to the City in the late 1960's. It provides shaded open space for local enjoyment. Irrigation was added to the park in 2001. The park has no off-street parking area and no amenities beyond the lawn area and trees.

The **Park Street property** is 3-acre parcel that was dedicated to the public on the 1910 Othello Realty Company's First Addition to Othello plat. It has never been developed. The surrounding area is a mix of vacant land and commercial/light industrial uses. Residential property proposed for development within a few years is located nearby but without good access to the park property.

Rock Park was dedicated to the City in 2014, along with right-of-way to make a street connection for a new subdivision. This is a 0.2-acre gravel area with no amenities, adjacent to City limits.

The **Sagestone** development donated a 100'-wide strip between the residential area and Highway 26. This area is intended to eventually be developed as a trail/linear park. There are several sidewalk connections so it can be accessed from the neighborhood.

Program Overview

The City currently organizes youth sports leagues for baseball, softball, soccer, and flag football.

The Othello School District Community Schools program hosts various recreational classes.

There are private youth sports activities such as Grid Kids football, and club teams such as Barracudas Swim Team and Bombers Baseball.

Resources

The Parks and Recreation Program is part of the Othello Public Works Department, overseen by a Parks & Recreation Coordinator and Assistant. The Parks and Recreation program has recently moved into a newly-purchased building across the street from the Public Works complex. Renovations of the building will continue into 2022. Parks are maintained by Public Works permanent and seasonal employees, who divide their time among streets, water, and sewer, in addition to parks.

Park Land Inventory

Developed Parks	Size
Lions Park	26.9 ac
Kiwanis Park	15.2 ac
Pioneer Park	1.0 ac
Triangle Park	0.33 ac
Total developed	43.43 ac
Undeveloped park land	
Park St. Property	3.18 ac
Rock Park	0.2 ac
Sagestone Linear Park	2.17 ac
Total undeveloped	5.55 ac
Total of all parks	48.98 ac
49.98 acres/8725 population = 5.61 acres/1000 population	

See the Park Map for park and trail locations.

Annual Maintenance and Operational Costs for Each Site	
Pool Maintenance & Operation	\$549,558
Lions Park	\$209,420
Kiwanis Park	\$118,334
Pioneer Park	\$7,785
Triangle Park	\$2,569
Total Parks & Rec Maintenance & Operational Budget	\$887,666

Facility Inventory

Lions Park

Facility/amenity		Number/size	Condition	Usage
Baseball/softball complex				
	Baseball/softball fields with lights	4	Completely rebuilt 2020	Sometimes used for soccer. April-June Little League. 4 Men's softball tournaments hosted 2021. 11 rentals June-Sept. Parks staff evaluation: Fields are sufficient for current demand.
	Concession stand/ Restrooms	900 SF	Restrooms remodeled 2020	Concession stand used during tournaments and Little League.
	Bleachers	28	Need to be replaced. Bleachers are bent, have been welded, and are constantly being moved due to events.	Used & moved frequently, for park events, swim meets, and City functions.
	Soccer field w/lights	1	Field is smaller than regulation size. 2 goals provided, but players must bring own nets. Shares space with baseball outfield.	46 rentals Apr-Oct. 2021. Rented most weekends in summer. Oct. 2021 rented every Tues-Fri. Many requests for more soccer facilities, indoor and outdoor.
	Tennis courts w/lights	4	Lights were upgraded to LEDs in 2019. Courts are in adequate condition.	Used by High School during tennis season.
	Basketball courts	4 (2022)	2 existing courts will be replaced with 4 new courts in 2022	Existing courts used frequently, despite current poor condition.
	Playground	1 (30,000 SF)	All equipment and playground surface will be replaced in 2022	Used frequently in spring & summer, mostly by families & children.
	Walking trails	~2000 lineal feet.	In need of renovation (public complaints that trails are uneven, difficult for pushing a stroller, riding bikes and scooters.)	Would be used more if in better condition.

Facility/amenity		Number/size	Condition	Usage
			New north-south trail through middle of park is being added 2022 (~700 lineal feet).	
Restrooms		3	Restroom outside ballfield fence scheduled for renovation in 2025	Used frequently during park operating hours, especially during youth sports and tournaments.
Horseshoe pits		4 sets	The wood around the pits has deteriorated and should be replaced.	1 set shows signs of use. Requests from the community to convert to cornhole.
Picnic shelters		4	Shelter #1, 2, & 3 scheduled for renovation 2024	Shelters 1-3 reserved 8%-35% of summer Saturdays in 2021, and 2%-22% of summer weekend days in 2019. Shelter #4 (large) reserved 62% of summer Saturdays 2021 and 33% of summer weekend days in 2019. Requests from community for another large shelter.
Handball court		1	No complaints from the public about condition.	Rarely used (observation of Park staff and neighbors). Frequent target of graffiti.
Othello Community Pool		23,000 SF total outdoor area of pool complex. 7275 Sf water recreation; 178,392 gallons	Constructed 2007. Maintained as needed	Has never been over 50% capacity. About 30 after-hours reservations in 2021.
	Lap pool	3000 SF surface area. 155,600 gallons		
	Zero-depth wading pool	2600 SF surface area		
	Lazy river	1100 SF surface area.		

Facility/amenity	Number/size	Condition	Usage
	22,792 gallons		
Slide	155'		
Spray toys	2		
Concession stand open to pool and general public	1		
Covered shelter areas	3		
Picnic tables	6		
BBQ	1	Unused.	BBQ has never been rented out or used since installation. Could be removed.
Dan Dever Memorial Skate Park	6000 SF	Constructed 2015. Frequent target for graffiti but structures are in good condition.	Used frequently
Arboretum		Good condition, provides shade for families during BBQs.	Rarely used. Used mostly for shade/picnicking during 4 th of July event.
Street hockey rink	9000 SF	Scheduled for renovation 2024.	Used for court soccer on a daily basis. Some hockey use.
Shuffleboard concrete pad	1	Concrete is sound, but has not been painted for shuffleboard in years. Conflicts with route of new walk path, so need to evaluate how or if to retain.	Occasional use as dance floor for events and tournaments, and as practice space for large group dances.

Kiwanis Park

Kiwanis Park was given to Othello under a grant condition that it would differ considerably in character from Lions Park. The emphasis on Kiwanis Park is family and individual recreation. It states in the deed for Kiwanis Park:

“No organized team sports will be encouraged within the park. The park uses will emphasize impromptu recreational activities associated with family or small group picnicking. The tennis courts will be the only city-owned courts in this part of the city. Jogging and bicycling will be encouraged on almost one mile of trail within the park, and a children’s play area and multi-use court will serve the recreational need of a wide range of age groups.”

Facility/amenity	Number/size	Condition	Usage
Picnic shelters	5	All in need of renovation	Shelters 1 & 2 reserved about 70% of summer Saturdays in 2021.

Facility/amenity	Number/size	Condition	Usage
			Shelter 1 reserved 61% of summer weekends in 2019, and Shelter 2 reserved 31%. Shelters 3-5 reserved 12-38% of summer Saturdays in 2021 and 7-28% of summer weekend days in 2019.
Tennis courts	2	No lights. The courts were completely renovated in 2016, with new concrete, new nets, and a new chain link fence.	Used mostly as a futsal court, sometimes for basketball. Parks staff has not observed any use for tennis, but it may be used by the High School during tennis season.
Basketball courts	2 sets of hoops in the tennis courts. 1 half-court slab. =0 dedicated full courts.	No lights. One court shares space with tennis, other court is only half size.	Parks staff has not observed either court used for basketball. Planning Commission has seen both used for basketball.
Playground areas	3 areas with play equipment	North playground area in need of renovation	Often used by families in the area.
Walking trails	~1300 lineal feet	Badly cracked. In need of renovation (public complaints that trails are uneven, difficult for pushing a stroller, riding bikes and scooters.)	Would be used more if in better condition.
Restrooms	2	North restroom in need of lights and renovation	Used often during park open hours. The newer restroom locks automatically after closing time.

Pioneer Park

Facility/amenity	Number/size	Condition	Usage
Gazebo/picnic shelter	1	Adequate	No reservations in 2021. Sometimes used as a sleeping shelter by

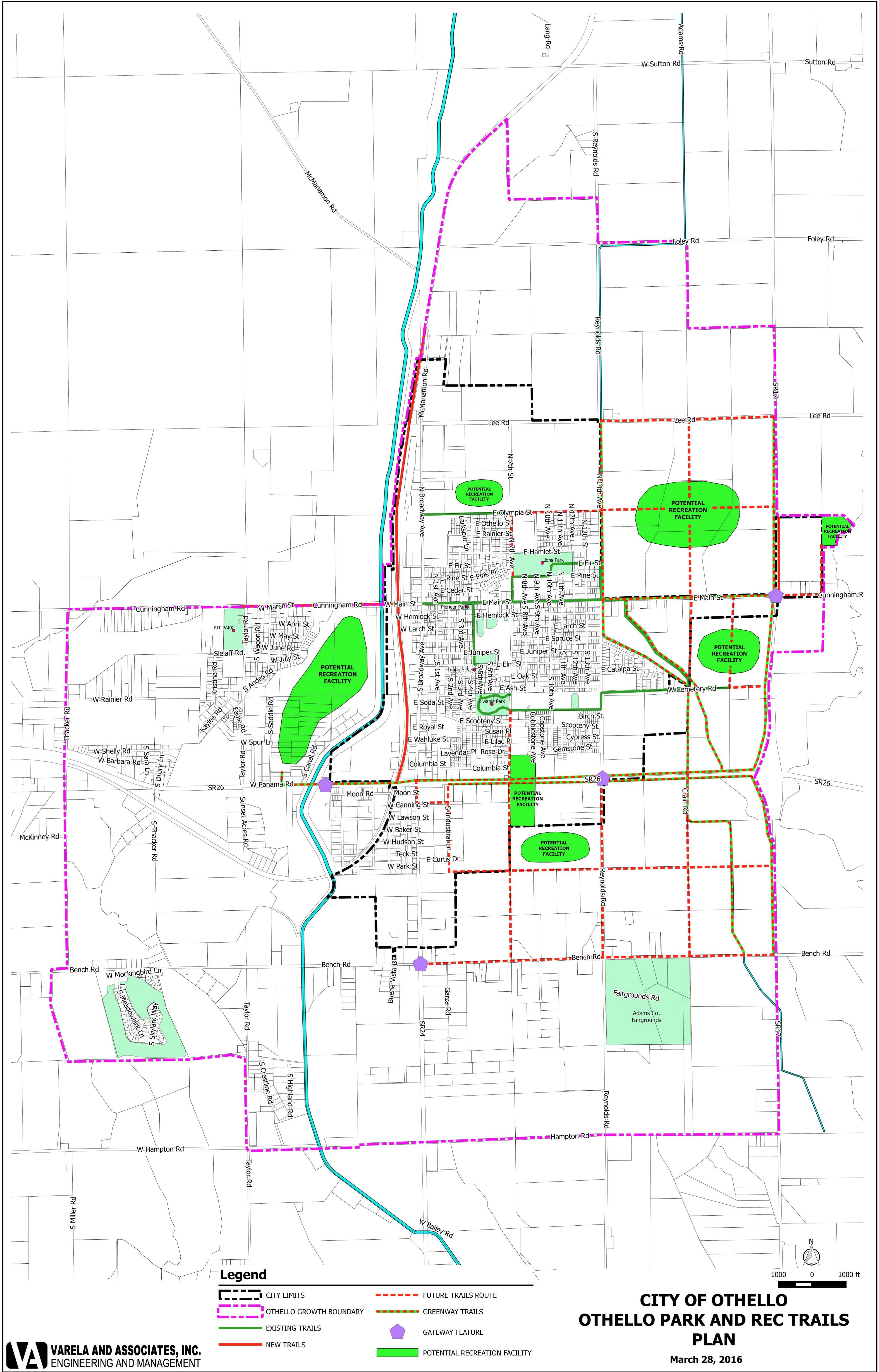
Facility/amenity	Number/size	Condition	Usage
			people who are homeless.
T-33 Jet	1	Maintained by the US Air Force	N/A
Restroom	1	In excellent condition.	Does not show any sign of being inadequate for needs.

Triangle Park

Since this park seems to offer no benefit to the neighborhood, the Planning Commission recommends that the City remove it from the Park Inventory. If removal is not possible or desired, the Planning Commission recommends developing an amenity such as a pickleball court to provide some value for the maintenance expenditures.

Facility/amenity	Number/size	Condition	Usage
Irrigated lawn and trees	0.33 acres	Adequate. The site used to have picnic tables, but the chains were cut and the tables stolen.	No usage observed by Parks staff.

School District facilities are not included in the inventory because they are for a limited age range and they are not available to the community during school hours.



Draft Parks & Recreation Goals & Objectives

1. Explore, identify, and invest in growth opportunities for parks and recreation.
 - a. Objective: Perform a feasibility study for adding new parks, including a soccer complex and an eco park/nature park.
2. Focus on unique amenities for all parks.
 - a. Objective: Have at least one unique feature or amenity in every park.
3. Incorporate better distribution of amenities increasing neighborhood access to recreation activities.
 - a. Objective: All housing areas should have a general-use park within a half-mile distance.
4. Ensure general-use parks have sufficient open space for informal activities.
 - a. Objective: Each general-use park should have no more than half its area developed with formal facilities.
 - b. Objective: Informal space in general-use parks should be retained in pieces large enough to be usable, at least 100' by 100'.
5. Periodically identify and prioritize future needs and facilities.
 - a. Objective: Future needs and facilities should be reviewed and prioritized annually as part of the budget and Capital Facility Plan process.
6. Develop partnerships to invest in recreational opportunities.
 - a. Objective: For every project, explore opportunities for outside entities to invest in the project.
7. Maximize park safety.
 - a. Objective: Install a security camera system at each park.
 - b. Objective: Ensure there is adequate lighting of all facilities, and visibility from surrounding streets.
 - c. Solicit feedback from the public about safety concerns related to parks.
 - d. Revisit safety needs every year.
8. Increase accessibility and usability of the parks for all community members and visitors.
 - a. Objective: Provide at least 25% inclusive features at playgrounds.
 - b. Objective: Recreation needs to be available to all age groups and be inclusive of all abilities.

Future Needs Analysis

The City of Othello strives to provide the best possible facilities and quality of life for residents and visitors, within the constraints of fiscal responsibility. After reviewing maintenance needs, community needs based on staff/Commission/Council observations, and community preferences expressed in a recent survey, the City has determined the following priorities for parks and recreation in the next 6 years:

- There were several projects already budgeted and funded for 2022 that matched with community desires in the survey, including better facilities for basketball and playgrounds, and more walking trails, showing that past funding decisions are in line with what the community wants.
- More and better soccer facilities were a clear need in the survey, despite possibly less than representative response on the survey from the soccer-playing segments of the population. For this reason, new soccer fields are an urgent need and were added to the projects for 2022.
- An eco park/nature park was one of the top 3 choices of the community for new facilities. The City is exploring a unique opportunity to acquire suitable land and partner with a national organization for restoration and development; therefore, this project is scheduled for 2023.
- Replacement of one restroom was already scheduled for 2025, and the survey underlined staff's feelings that maintenance is a concern at other restrooms, so restroom maintenance was added as a project for 2023.
- Similarly, maintenance of the existing paths in parks was a need known by staff and also mentioned frequently in the survey. Therefore, this project was added for 2023.
- Adding art and murals to existing walls has helped to deter graffiti in other locations. Therefore, this was added as a project in 2023. It is hoped that this could be a low-cost project, maybe in partnership with local artists.
- Pickleball is a sport gaining a lot of interest in other communities. It is family-friendly and relatively low cost, and there was definite interest expressed in the community survey. In order to provide new opportunities to the community, this project was added for 2023.
- The City has been working for several years on an evolving project that includes a farmers market, food truck court, and event center. This was the number one choice on the survey, with 42% selecting it as one of their top 3 hopes for the future. The City continues to look for the right location for this project, and intends to apply for funding in time for 2024 construction.
- A splash pad has been a community wish for a long time, and the survey confirmed people are still interested. The City has applied previously for funding for this project, and will take what it learned in the previous funding cycle to try again to secure funds for this project in 2024.
- Improving the street hockey rink was shown as a need on the survey, as well as being a known to staff as a need. The City had previously planned to renovate the rink in 2024. Based on discussions with a major proponent of the rink, less expensive renovations will be adequate to greatly improve the functionality of the rink, freeing up more funding for other projects with a wider participant base, such as futsal.
- Futsal courts are a known need, since existing park facilities such as tennis courts and street hockey rink are currently used daily for futsal. Therefore, building official courts was moved up to 2024 from its previous place in 2025. Since there are currently places that can be used, this project is less urgent than some. It is anticipated that additional courts will be needed, so more courts are planned for 2026.

- In order to prioritize projects that would be used daily, such as futsal, the stage at Lions Park that would be used only occasionally for special events was pushed back to 2025.
- In the Planning Commission's review and the survey results, it became apparent that Othello parks have a capacity shortage. There just isn't enough land for all the facilities a city of our size should be providing to its residents. While Othello's population has more than tripled since 1960, the park land inventory has barely increased in the 60 years since then. Therefore, land acquisition is a need that was added for 2024.
- Picnic shelters in the 2 main parks are reserved frequently, and used without reservations even more frequently. Maintenance of the shelters was already a known need that was emphasized by the survey results. Renovations of 3 Lions Park shelters was already scheduled for 2024, and maintenance of Kiwanis shelters was added for 2025.
- There has been strong demand from the community for more large shelters, and this was emphasized on the survey. Adding a shelter to one park is scheduled for 2026, with the second one beyond the 6-year time frame of this plan.
- The storage room at Lions Park is in need of renovation, but not urgently, so it is scheduled for 2025.
- The bleachers are moved multiple times per week in the summer, so they get damaged and bent over time. Replacement is scheduled for 2025, with a possibility of increasing the number so they can stay in place and don't need to be moved as much.
- The playground equipment at both major parks is quite old, and the survey shows the importance of updates. Lions Park Playground is being replaced in 2022, and Kiwanis is scheduled for 2026.
- In order to adequately plan for the future, large known periodic costs such as the pool heat exchange and backwash tanks sand replacement are included as future expenses, expected in 2029 due to the 10-year maintenance cycle for these items.
- Kiwanis Park has several basketball facilities, but no dedicated lighted full-size courts. The existing half-court slab and hoops in the tennis courts are used frequently, so it would serve the surrounding neighborhood to have upgraded facilities. However, since the deed restriction for Kiwanis wouldn't allow use for organized play, this item becomes a lower priority so is scheduled beyond this 6-year plan.
- Othello lacks facilities for indoor sports during the winter, other than school gyms. Therefore, it would be very useful to have indoor facilities. However, the high capital costs of such facilities means they are beyond the scope of this 6-year plan. The City will focus on more attainable facilities for now, and work toward providing indoor facilities in the future.
- More walking trails was highly desired by the community in the survey; however, the City doesn't currently have much of a place to put them. It is hoped these trails could be incorporated into the proposed eco park/nature park. Therefore, the trail expenditure is scheduled out beyond the 6-year timeframe of this plan.
- Because of Othello's small geographic size and compact development, all existing neighborhoods are in reasonable proximity to at least one community park.

Facility/amenity	Current Number or Size	Additional needed to Meet Current Demand	Notes
Adequate			
Arboretum		0	
Baseball/softball fields	4	0	Existing fields rebuilt in 2020
Concession stands	1 Lions Ballfields (900 SF) 1 Pool = 2 total	0	More may be needed in future to serve new development, such as a soccer complex.
Handball court	1	0	Community interest in handball is low.
Horseshoe pits	4 sets	0 Maintenance needed if these facilities are retained.	Community interest in horseshoes is low. Some of the horseshoe pits could be replaced with a different feature, such as cornhole.
Skate Park	6000 SF	0	Existing skate park built 2015.
Swimming Pool	7275 Sf water recreation; 178,392 gallons	0	Some community interest in adding an indoor pool.
Zero-depth wading pool	1	0	
Spray toys	2	0	
Lazy river	1100 SF; 22,792 gallons	0	
Slide	155'	0	
Lap pool	155,600 gallons	0	
Tennis courts	4 Lions 2 Kiwanis =6 total	0 additional needed.	
Maintenance/Replacement Needed			
Bleachers	28	Existing need to be replaced.	
Picnic shelters	4 Lions 5 Kiwanis 1 Pioneer = 10 total	Maintenance needed.	
Playground	1 Lions 1 Kiwanis = 2 total	More inclusive play equipment needed, such as a sensory/musical playground.	Inclusive features will be included in Lions Park Playground 2022.

Facility/amenity	Current Number or Size	Additional needed to Meet Current Demand	Notes
		Kiwanis Playground in need of update. Pathways to existing playgrounds need to be improved to be accessible.	Musical features may be included.
Restrooms	3 Lions 2 Kiwanis 1 Pioneer = 6 total	Maintenance and upgrades needed, especially at Kiwanis.	1 at Lions scheduled for replacement 2025.
Street hockey rink	1	Renovation needed for hockey, but relatively low cost (new fence on inside of posts would greatly improve playability).	Renovations on CFP for 2024. Alternate facilities for futsal needed so rink can be freed up for hockey.
Walking trails		Maintenance/reconstruction of existing trails needed.	
New Facilities Needed			
Basketball courts	2 Lions 2 Lions 2022. Kiwanis courts are in tennis court + 1 half-court = 4 total dedicated (when Lions finished)	1 dedicated full-size lighted court needed at Kiwanis (not for organized sports, per deed restriction)	Lions Park 2 existing courts will be replaced with 4 new courts Summer 2022.
Eco park/nature park with wildlife and hiking trails	0	1	Strong community interest. Will require land acquisition.
Farmers Market/ Food Truck Court/ Event Center	0	1	Top choice of community for new facilities. CFP 2024
Futsal	0	3-5	CFP 2025
Indoor sports court (especially for activities during the winter)	0	1 hard court for basketball, volleyball, gym space (~5000 SF)	Strong community interest; will require land acquisition and substantial funds to build and operate.
		1 turf area for baseball, soccer, football field (~30,000 SF)	
Pickleball	0	1	This sport is gaining a lot of interest in other cities; some

Facility/amenity	Current Number or Size	Additional needed to Meet Current Demand	Notes
			community interest here currently.
Picnic shelters	4 Lions 5 Kiwanis 1 Pioneer = 10 total	2 (1 each Lions & Kiwanis)	Public requests for additional large shelters. Survey: More shelters was one of the top 3 facilities that people wanted more of.
Soccer field	1 Lions (small, no nets, overlaps with baseball fields) = 0 total full-size fields	6-10 additional fields needed, including a complex for tournaments.	Strong community interest in soccer. Soccer was top choice on survey of what people wanted more of. Land would need to be acquired for this.
Splash pad	0	1 (Planning Commission recommends locating at Kiwanis Park)	Strong community interest. CFP 2024
Stage	1 portable stage in need of repair	Permanent stage needed at Lions for events such as 4 th of July celebration.	CFP 2024 (move to 2025?)
Walking trails	~3300 lineal feet in parks. 4.8 miles "walk path" (not maintained by City)	1.5 miles	Strong community desire for more trails, second only to soccer. Lions Park Connectivity Trail will be added Summer 2022. Additional trails will be needed to meet demand. Could be addressed in the eco park/nature park with hiking trails.

CITY OF OTHELLO
2022 - 2027 CAPITAL FACILITY PLAN

Department/Project	Source	Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Year 2027	Future
GENERAL FUND								
General Administration								
Camera System (various locations, including City Hall & parks)	GF Reserves / REET/A	238,000				60,000		
SUBTOTAL GENERAL ADMIN.		238,000	0	0	0	60,000	0	
Parks & Recreation		Year 2022	Year 2023	Year 2024	Year 2025	Year 2026	Year 2027	Future
Food Makers Incubator Project Study (completed in 2021)	Grant/25% Match	47,000						
RCO - Dream Courts Basketball Zone (YAF)	Grant/Reserves	467,000						
RCO - Pride Rock Playground (WWRP-LWCF)	Grant/Reserves	1,000,000						
Lions Park connectivity Trail	Grant/Reserves	40,500						
Conduit and Jboxes for Lions Park trail lighting	REET	40,000						
Lit reader board (by new PW bldg)	GF Reserves	25,000						
Building upgrades for Park & Rec	GF Reserves	50,000						
Bike and Pedestrian Plan	Grant	30,000						
Farmers Market/Event Center	Grant			3,780,000				
Splash Pad	Grant/Reserves			400,000				
In-Line Skate Rink Renovation (heavy-duty fence inside posts)	Grant/Reserves			150,000 30,000				
Shelter Renovation (Lions 1, 2, & 3)	Grant/Reserves			80,000				
Futsal Court	Grant/Reserves			125,000	125,000			
Performance Stage (Lions Park)	Grant/Reserves			250,000	250,000			
Replace Lions Restroom (outside ballfield fence)	Grant				240,000			
Renovation to Storage Room - Lions Park	Grant/Reserves				65,000			
Heat Exchange - Pool (10 yr cycle) (for 2029)	Reserves						54,000	54,000
Backwash tanks sand replacement - Pool (10 yr cycle) (for 2029)	Reserves						26,000	26,000
Soccer fields	Reserves	\$200,000						
Eco park/nature park with hiking trails	Grant/Partnerships/Reserves		3,000,000					
Restroom Maintenance	Reserves		100,000					
Path Maintenance	Reserves		100,000					
Art/Murals	Reserves/Donations		75,000					
Pickleball	Grant/Reserves		50,000					
Property acquisition for new parks (40-60 acres)	Grant/Reserves			2,000,000				
Bleacher replacement	Reserves				60,000			
Picnic Shelter Maintenance (Kiwanis)	Reserves				20,000			
Kiwanis Playground Upgrade	Grant/Reserves					300,000		
Futsal (second court)	Grant/Reserves					125,000		
Picnic shelters (additional large shelters)	Grant/Reserves					200,000		200,000
Basketball court with lights (Kiwanis)	Grant/Reserves							150,000
Indoor sports court (hard court)	Grant/Reserves							2,000,000
Indoor sports facility (artificial turf)	Grant/Reserves							12,000,000
Walking trails (new) (might be included in eco park)	Grant/Reserves							2,500,000
SUBTOTAL PARK DEPT.		1,899,500	3,325,000	6,635,000	760,000	625,000	80,000	16,930,000

Public Involvement

Parks and recreation are important to all segments of the community, so the City has used a variety of methods to reach out to the community:

1. Staff that works on parks and recreation provided a lot of input they have gathered over the years, as well as specifically asking questions of parks & rec users.
2. The Planning Commission has been very involved in the process and has engaged individual community members on various aspects of the plan.
3. The Planning Commission Chair presented at meetings of local service clubs, including Beta Club and Rotary Club.
4. The Park Plan update has been on the Planning Commission agenda every month from July 2021 to Jan. 2022 (7 meetings).
5. The City convened a stakeholder meeting Dec. 3, which included the Council Parks & Rec Committee, Othello Planning Commissioners, Adams County Planning Commissioners, the Othello Housing Authority, the Port of Othello, the Othello Chamber of Commerce, Adams County Parks & Recreation District #1, staff, landowners, and residents. The purpose of the meeting was to discuss community priorities.
6. Several Planning Commissioners explained the Plan and their process so far to the Council Parks & Rec Committee on Jan. 7, 2022.
7. Public hearings will be held by the Planning Commission Jan. 18 and City Council Jan. 24.
8. Formal adoption of the update is scheduled for the Feb. 28 City Council meeting.
9. As well as taking informal input throughout the process, the City mailed a short survey with all 2000+ utility bills Nov. 30 and publicized the online survey link multiple times on the City website, Facebook, and Instagram. In addition, paper copies (with survey link & QR code) were available at City Hall, Public Works, and Parks & Rec. Furthermore, staff attended the Miracle on Main Street/Holiday Parade and Festival to engage the community on parks and take more survey input. We felt it was important that the survey be brief to encourage people to finish it, so the questions focused on the most important issues for the updated Parks Plan: Where is more investment needed in existing facilities, and what new facilities does the community want to see? We received 74 paper responses and 165 online responses, for a total of 239 responses, with 8 of those in Spanish.

Survey Summary:

Existing Facilities		Percent
What do people want more of?	Soccer fields	44%
	Walking trails	44%
	Picnic shelters	42%
What do people think needs better quality?	Park restrooms	62%
	Basketball courts	47%
	Playgrounds	45%
What existing facilities are not needed?	Horseshoe pits	47%

Existing Facilities		Percent
	Handball	38%
What existing facilities are great the way they are?	Skate park	66%
	Baseball/softball	63%
	Tennis courts	51%

In regard to the facilities that need better quality, the City is already working toward these improvements: Lions Park playground and basketball courts will be completely rebuilt in Summer 2022, and a park restroom replacement is scheduled for 2025.

For new facilities, each respondent was limited to their top 3 choices, in order to develop priorities. Here is what was preferred, from most popular to least:

Rank	Potential New Facilities	Percent	In CFP
1	Farmers Market/Food Truck Court/Event Center	42%	2024
2	Indoor Sports Facility/Gym Space (for basketball, volleyball, etc.)	39%	No
3 (tie)	Eco Park/Nature Park with wildlife and hiking trails	38%	No
3 (tie)	Indoor Sports Facilities/Artificial Turf (for baseball, football, soccer, etc.)	38%	No
5	Splash Pad	29%	2024
6	Outdoor Soccer Complex	27%	No
7	Workout Stations/Adult Outdoor Fitness Equipment	21%	*
8	Stage at Lions Park	19.3%	2024
9	Futsal/ Soccer Court	18.8%	2025
10	Pickleball	8%	No
11	Musical Playground	7%	*
* These items may be included in the Lions Park Playground Project (Summer 2022).			

There were also multiple write-in votes for Hockey/Street Hockey/Ice Rink (9), Indoor Pool (6), and Dog Park (5). For comparison, there were 15 votes for Musical Playground, so the write-in ideas should be explored at some point.

Based on this input, the CFP adopted Dec. 13, 2021 will need to be amended to incorporate the community priorities that weren't addressed.

City of Othello
Building and Planning Department
December 2021

Building Permits			
	Applied	Issued	Final
Residential	12 ¹	14 ⁴	44 ⁷
Commercial	7 ²	5 ⁵	2 ⁸
Industrial	1 ³	0	0
Total	20	19	46

¹ 3 new residences, 1 triplex, 2 reroof, 2 patio covers, 2 HVAC, 2 remodel (1 convert garage to bedrooms, 1 convert part of garage to shop).

² Fire repair at strip mall (601 S. 1st Ave), plumbing at Port of Othello incubator building for B's Rubs, water line repairs at Walmart, replace furnace at Time Out Pizza and Casa Mexicana, metal awning repair at Tu Taqueria, Cricket Wireless sign.

³ Mechanical at SVZ new office

⁴ 3 new residences, 1 triplex, 1 residential foundation-only permit, 2 reroof, 2 patio covers, 3 furnace replacements, 1 remodel (convert garage to bedrooms), 1 fire repair.

⁵ Plumbing at Port of Othello incubator building for B's Rubs, water line repairs at Walmart, replace furnace at Time Out Pizza, metal awning repair at Tu Taqueria, Cricket Wireless sign.

⁷ 7 new residence, 5 residential foundation-only permits, 1 triplex, 2 garages, 7 patio covers, 2 reroof, 14 HVAC, 2 siding/stucco, 1 laundry room addition, 1 shed, 2 demolitions

⁸ Burger King remodel/siding, reroof at Oscar's Towing

Note: Many of the residential permits that were finalized this month were old permits we had to follow up on because they never called for final inspection.

Inspections

- The Inspector completed 124 inspections in December, including 8 rental inspections.

Land Use Permits & Development Projects		
Project	Actions in December	Status as of December 31
McCain Foods Short Plat	Easement abandonment sent to County Auditor for recording. Staff reviewed pre-mylar drawing. City signed mylars	Waiting for recorded mylars to be submitted.
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	City signed mylars. Plat recorded & mylars submitted.	Project complete.
Sand Hill Estates #4	Some application materials submitted. Emailed proponent about missing items.	Waiting for remaining required items. Will issue formal Notice of Incomplete by Jan. 6 if not received by then.
Story Rentals Short Plat (Ace Hardware)	No change (Preliminary plat approved in Oct.)	Next steps are sidewalk improvements and then final plat.

Land Use Permits & Development Projects		
Project	Actions in December	Status as of December 31
Wahitis Short Plat	OSD received paperwork releasing the USBR easement, but it had some errors that will need to be corrected by USBR. (History: 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. (Proponent stopped by in Nov. to see if we had received submittal from surveyor, but we hadn't. Notice of Incomplete sent in Feb 2021: Site is not platted; have discussed with proponent multiple times. In April, representative asked for refresher on platting process.)	Waiting for plat submittal.

Rental Licensing & Inspection Program

- Received 9 rental applications in December, for 20 rental units.
- 8 sites with a total of 15 units were inspected in December.
- 5 sites with a total of 9 units were approved in December.
- 27 locations with a total of 42 units have been fully approved so far. Multiple others just need a few simple fixes such as smoke alarms in order to be approved.
- There are currently 43 active applications for a total of 115 units in various stages of inspection and correction.
- At the start of the process, we had sent out letters to about 60 known landlords. Of those, 7 are in full compliance and 18 others are in the process. Code Enforcement has had direct contact with 6 that haven't yet applied. We will be making contact again with the other 29.

Parks/Recreation

- Participated in stakeholder meeting for park planning (including Parks & Rec Committee, Planning Commission, Housing Authority, Port, Chamber, Adams County, and others).
- Attended the Christmas Miracle on Main Street Dec. 4 with Parks & Rec Coordinator Madison Martinez to talk to the community about parks and encourage people to take the parks survey.
- Received 239 responses to the survey about Park Needs. See survey results [here](#).
- 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 December, staff used the survey results to update the draft, which the Commission discussed and then finalized as sufficient to hold a public hearing at the January meeting. By moving the public hearing up a month, we will have a little time after the public hearings to incorporate any public comments, before the plan needs to be submitted to RCO.

- Completed Environmental Checklist, issued DNS, sent public hearing notice and Dept of Commerce 60-day notice.
- Sent draft to RCO for preliminary review.

Transportation

- Reviewed submittals for Active Transportation Plan RFQ.

Staffing/Technology

- Permit Tech gave notice Dec. 3. She decided that childcare for twins was too uncertain and it would be better for her family for her not to work for now. We posted the opening and took applications through Dec. 30. Interviews are scheduled for January.
- Reviewed building permit files in “Issued” drawer to compare with computer records. Found ~35 that were actually completed and could be filed in the vault.
- We are continuing the process of identifying and closing out older completed permits where the proponent never called for a final inspection. In December, we reduced the number of active permits down from 147 to 119 (while adding 19 new permits this month). We have closed out all the permits prior to 2019, but still have quite a few that need to be reviewed.

Training

- Webinars: “Using Health Impact Assessments to Engage Communities and Prioritize Action”, “Density Bonuses for Affordable Homeownership”, “Inclusionary Zoning – A Tool to Increase Affordable Housing”.
- Completed required IT training on social engineering.

Other

- Continuing to work with a local developer to get the last few of their sub-contractors current on their contractor license and city business license.

Website

- Updated the [Park Plan Update](#) page.
- Updated various Building & Planning pages to remove Permit Tech name and set up to receive permits via generic Building@othellowa.gov email rather than a specific person’s email.

City of Othello
Building and Planning Department
2021 Year End Report

2021 Issued Building Permits			
	Number of Building Permits		Valuation
	2021	2020	2021
Commercial (incl. major additions & remodels)	8	2	\$1,673,980
Demolition	4	1	n/a
Foundation only	35	59	n/a
Garage/Shed	2	8	\$22,327
Mechanical	35	20	\$418,098 ¹
Multi-Family	3	0	\$761,119
Other/Misc	2	4	\$550
Placement (manufactured structures)	2	7	\$500,000
Plumbing	4	1	\$14,998 ²
Pool	0	0	n/a
Porch/patio	14	16	\$153,457
Remodel/Addition	14	12	\$308,896
Roofing	46	45	\$904,237
Siding/Stucco	8	0 ³	\$113,832
Sign	9	4	\$90,290
Single Family Residence	53	85	\$10,174,893
Year End Total	239		\$15,136,677
<i>2020 Total</i>	<i>265</i>		<i>\$16,345,993</i>
<i>2019 Total</i>	<i>172</i>		<i>\$35,026,833⁴</i>
¹ Valuation for the 16 commercial permits only, we do not charge based on valuation for residential mechanical permits. ² Valuation for the 3 commercial permits only, we do not charge based on valuation for residential plumbing permits. ³ Not tracked separately in 2020. ⁴ Including \$21M for the McCain expansion.			

Notable projects finished in 2021: <ul style="list-style-type: none"> • New City water reservoir • Lions Park restroom remodel • Truck repair shop for existing trucking business • Grading for the new Avista substation for Lee Road 	Notable projects started in 2021: <ul style="list-style-type: none"> • SVZ new office building • McCain office building remodel • STCU remodel • Burger King drive thru addition • Remodel of former muffler shop into Cow Path Bakery
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Building Inspections		
2021	2020	2019
1206	1215	702

2021 Land Use Permits	
Type of Action	Number
Notice of Application issued	4
Environmental Reviews	6
Preliminary Plats approved	2
Final Plats approved	1
Plats recorded	2

Staffing & Technology

- In 2021, the Building & Planning department operated without a Secretary/Permit Technician from Aug. 1 through the end of the year, due to maternity leave and then resignation. Similar to the previous year (2 staff out on maternity leave in summer/fall 2020), it was impossible for the remaining staff to get everything done as quickly and as well as it would have been at full staffing. But just like last year, everyone pitched in and worked together as a team to keep the office functioning. We posted the Permit Tech job in Dec. 2021 and will conduct interviews in January.
- Our new Permit Trax software is up and running smoothly, and we learn new ways it can help us all the time. We would not have weathered the 5-month absence of the Permit Tech nearly as well without it.
- Through Permit Trax, applicants can log into the [Citizen Connect](#) portal to schedule inspections, check inspection results, and see information on permits.
- Community Development Director earned her American Institute of Certified Planners (AICP) credential in May 2021. This is the only nationwide independent verification of planners' qualifications, and requires passing a 170-question test on planning topics including history, law, theory, management, and ethics. The cost for the registration and testing was reimbursed by WCIA.
- Community Development Director continues to serve on the boards of the Washington City Planning Directors Association and the Planning Association of Washington.
- In 2021, Community Development Director was appointed to the Washington 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.
- Building and IT staff collaborated on the first inspection done by drone (movie theater reroof).

Municipal Code, Standards, & Zoning updates

- The Rental Housing Licensing and Safety Inspection Program was recommended by Planning Commission and adopted by Council in 2021 ([OMC 4.40](#)). This program provides additional tools for the City to ensure rental housing is safe and meets minimum state standards. As of the end of the year, 73 buildings with 163 units have applied voluntarily, and 42 units are in full compliance. Many more units need only simple fixes like smoke alarms and water heater straps to comply.
- In March 2021, we discovered that the location of Hemlock Plaza and the Port of Othello had mistakenly been rezoned to Residential in the 2020 major zoning update, so went through the process with the Commission and Council to correct the zoning to Commercial.

- Based on findings of the Housing Action Plan, Planning Commission and Council amended the Residential Zones to reduce minimum lot sizes and increase maximum lot coverage allowed ([OMC 17.20.060](#)).
- Planning Commission reviewed the Accessory Dwelling Unit (ADU) ordinance they had been working on for the last several years and updated their recommendation to Council. Council held a new public hearing and adopted the ordinance with changes ([OMC 17.63](#)).
- Planning Commission made some progress on the update of the Subdivision code ([Title 16](#)), especially related to removing street and utility standards from the Municipal Code when addressed by Public Works Design Standards.
- Participated in extensive staff review of the updates to the [Public Works Design Standards](#).

Housing

- Through the generous support of a Dept. of Commerce grant, we were able to hire BERK Consulting to prepare a Housing Needs Analysis and Housing Action Plan for Othello. This work was started in 2020 and finished and adopted in June 2021. This Plan has already been helpful in identifying inconsistencies in the code that made multi-family housing more difficult, as well as some simple changes that should improve housing availability and affordability (lot size, lot coverage, ADUs). In addition, the plan is drawing attention to our housing situation. In 2021, we were contacted by a housing developer who had been watching the progress of the Housing Action Plan on the website, as well as reading Council and Commission minutes to gauge whether Othello would be a good location for them to build in. We expect to see an application in 2022.
- 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 updates to the OMC to reduce lot sizes and increase lot coverage allowance.
- Participated in Zoom meeting about housing, arranged by Senator Judy Warnick and Planning Commission Chair Chris Dorow.

Parks & Recreation

- Since July, the Planning Commission has been working to update the Parks Element of the Comp Plan, which we use as our Parks Plan to qualify for RCO grants. The completed update must be submitted to RCO by March 2022 to qualify for the next round of funding. Rather than a minor update to the existing chapter, the Planning Commission opted for a total rewrite to modernize the document.
- Worked with Grant Administrator Thalia Lemus to create a survey about park needs. Survey was sent out with utility bills Nov. 30, in English and Spanish. Thalia also created an online version and had a media campaign to post the link multiple times. We received 239 responses. See survey results [here](#).
- Participated in interviews and evaluation of playground consultants for Lions Park Playground.
- Participated in many meetings for the Farmers Market Food Incubator project, and provided comments on the consultant's final report.

Transportation

- WSDOT notified us that we will be receiving the Safe Routes to School grant for Scootney and 14th that Community Development Director applied for in 2020.
- Planning Commission spent Dec. 2020 through June 2021 working on street safety issues, culminating in a recommendation to Council of a Street Safety Plan including installing “traffic diamonds” to slow traffic speeds and reduce cut-through traffic on neighborhood streets.
- Participated in Water/Sewer/Street Committee meetings about street classifications and street widths.
- Provided input into Complete Streets presentation to TIB and participated in site visit. Provided input for Complete Streets applications by Grant Administrator.
- Provided input into a QuadCo grant application for an active transportation (pedestrian and bicycle) plan. Having this plan will help us secure future grants. Helped with consultant evaluation.

Website

- Staff works to keep the [Building & Planning](#) pages up-to-date and user friendly, including the [Long Range Planning](#) page’s list of ongoing and upcoming projects, such as Accessory Dwelling Units, Housing Action Plan, reduced lot size/increased lot coverage, Public Works Design Standards, Rental Licensing & Inspection Program, Parks Element, Subdivision code, and Landscaping revisions.
- Created [Rental Housing Licensing & Safety Inspection Program](#) page to provide all the information in one place, including the application, inspection checklist, and tenant notification.
- The [Housing Action Plan](#) page was finalized after the Housing Action Plan was adopted.
- Updated the [City Engineering](#) page and helped City Engineer learn the basics of administering the website so he could manage the [Bids](#) page.
- Created [Street Safety page](#) on website, with input from Mayor, Police Chief, and City Engineer, to provide information about why street safety, speeding, and pedestrian improvements have been such an issue lately.
- Created new page for the [Park Plan Update](#).

General

- Department Heads conducted thorough review of city personnel policies.
- Building Inspector tried to help the businesses affected by the fire at the strip mall on 1st Ave, such as searching for temporary locations. Between the investigations, insurance, and repair or rebuilding, it will probably be close to a year before the strip mall site will be operational again.

2021 Goals

- Adopt updated Park Plan to set us up for the next 6 years of RCO funding applications.
- Finish update of Subdivision standards to remove conflicts, duplication, and outdated processes, and better integrate with the Public Works Design Standards.
- Help the City move toward long-term financial sustainability by ensuring development does not create unforeseen financial shortfalls.
- Increase the supply and availability of housing for all.
- Sewer extension south of Highway 26 to serve development near to Broadway.