



CITY OF OTHELLO PLANNING COMMISSION

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

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

1. Call to Order - Roll Call
2. Public Input
3. Approval of the March 21, 2022 Minutes p.3
4. Zoning Update – Home Occupations – OMC 17.59 – Discussion p.6
5. Residential Rental License Report p.26
6. March Building & Planning Department Report p.27
7. Old Business
 - a. Subdivision Update – OMC Title 16 – This should be the next big project for the Commission
 - b. Housing Action Plan
 - A) When time allows, the Commission should discuss whether there are further recommendations the Commission wants to consider implementing.
 - B) City has received a grant to explore the Multi-Family Tax Exemption program. Next step will be to hire a consultant.
 - c. Residential Landscaping Installation Timing
 - d. Underground Utilities/existing pole policy –City Attorney is working on a new ordinance

Next Regular Meeting is Monday, May 16, 2022 at 6:00 PM

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City of Othello
Planning Commission
March 21, 2022
Zuleica Morfin

CALL TO ORDER

Chair Chris Dorow called the meeting to order at 6:06 PM.

ROLL CALL

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

Absent: None

Staff: Community Development Director Anne Henning, Building and Planning Secretary Zuleica Morfin

Attendees: Councilmember John Lallas, Councilmember Corey Everett, Bob Carlson, Jake Mendez

MINUTES APPROVAL

February 22, 2022, minutes were approved as written. M/S Gentry/Carmona

ZONING UPDATE – USES IN RESIDENTIAL ZONE – PUBLIC HEARING

Community Development Director Anne Henning provided a summary of what the Commission discussed at the last meeting about existing uses along 7th Ave that do not fit in the R-2 zone. Since 7th Ave. is a collector street, it has developed with churches, schools, multi-family, and somewhat commercial uses. Chair Chris Dorow mentioned a request that was made last month to consider commercial activity on 7th street which is zoned as a residential area. Commissioners felt the request was worthy for the entire city's growth and had a lot of area to consider to be transitional from residential to commercial. Chair Dorow opened the public hearing at 6:10 PM asking the public if anyone would like to speak in favor/ neutral/ opposed to the change in the OMC. Hearing none, Chair Dorow closed the public hearing at 6:11pm.

Chair Dorow asked if the Commission had any comments or concerns on the proposed draft. With no comments from the other Commissioners, Chair Dorow stated he wanted to revisit a few items. He asked the Commission to reconsider allowing hotels/motels on 7th Ave, as this might be a good addition with all the activities that take place on 7th. Commissioner Alma Carmona stated she had concerns about hotels/motels being so close to schools. Commissioner Kevin Gilbert stated he didn't see any point in allowing hotel/motels to be near schools when there is plenty of ground for them to be built within a reasonable drive. Commissioners Daniela Voorhies and Brian Gentry were also not in favor of allowing hotels/motels along 7th Ave. There was a question from the audience about whether there was evidence of problems related to hotels/motels. Chair Dorow responded that there were police reports on crime related to hotels/motels. Commissioners agreed to not add hotels/motels as allowed uses in the ordinance. Council member John Lallas agreed there were already other areas where the zoning would allow this use.

Chair Dorow asked Community Development Director Anne Henning if food trucks are allowed on 7th. Ms. Henning replied that for a food truck you need the permission of the property owner, and you cannot locate on Main St. No stationary vendor may locate in a residential zone. Ms. Henning stated that the Othello City code did not specifically address food trucks that are actually mobile, like an ice cream truck.

Chair Dorow stated that nothing would be done with food trucks for now but in the future the ordinance needed to be readdressed. He felt there might be a situation where a food truck might want to locate on a church site.

The next item Chair Dorow wanted to clarify in the draft was "Clubs, lodges, and assembly halls", which are listed as prohibited in Residential Zones. He wondered if that would prevent a church from renting out their fellowship hall for an event, or even having a fellowship hall at all, since it is an assembly use. Ms. Henning stated that a fellowship hall is a typical part of a church use. She suggested adding language to clarify that clubs, lodges, and assembly halls as a primary use were prohibited. The Commission was in favor of this change.

There was a question about parking. Ms. Henning stated that parking per OMC 17.61 would be required for any new use, but that the draft had specific language in Footnote 4. For clarity, this same note could be added to Footnote 1. The Commission was in favor of this change.

There was discussion about building design standards. The Commission determined the design standards for the C-1/C-2 Zones should apply to new buildings but not to conversions of existing buildings. This language will be added to Footnotes 1 and 4.

Ms. Henning stated she would be sure all the requirements in Footnotes 1 and 4 were consistent with each other.

Motion to recommend the ordinance related to uses in Residential Zones to City Council, with the changes as discussed. M/S Gilbert/Carmona

OLD BUSINESS

Ms. Henning updated the Commission that the Park Plan they had recommended had been adopted by Council and approved by RCO.

Chair Dorow reminded the Commission that the subdivision update is the longest item on old business and that Commission will have to dig deep into it to get it done, similar to the zoning update that took several years.

The residential landscaping installation timing is another item on old businesses that will need to be revisited as the Commission was asked by the Mayor to review it.

Chair Dorow stated that when the Commission runs out of ideas to talk about, they will go back into the Housing Action Plan for recommendations on how to help with housing issues. Community Development Director Anne Henning mentioned that the City has been awarded a grant to study whether the state's multi-family tax exemption program would benefit housing supply and affordability, which is a potential strategy in the Housing Action Plan.

HOME OCCUPATION CODE

The current home occupation code was adopted in 1995. Ms. Henning did not research if that was a readoption of a previous code or new at that time. In any case, with complaints on home businesses, the code now needs to be updated. Chair Chris Dorow questioned if at-home daycares were allowed in the current code. Ms. Henning explained that the state requires all cities to allow family home

daycares, which are 12 or fewer children in the home of the provider, anywhere that housing is allowed. Chair Dorow went over a list of 10 items that are currently allowed by the code. He felt the list was not very modern.

Commissioner Kevin Gilbert wondered about complaints on home businesses as he couldn't see what the problem would be. Other than someone parking their car in someone else's driveway, he couldn't really see think of what the complaints would be.

The Commission will be ready to discuss home occupation regulations at the next meeting.

FEBRUARY BUILDING & PLANNING DEPARTMENT REPORT

Chair Dorow mentioned that the rental housing licensing and safety inspection program is making progress to ensure that residential rental properties are safe and meet state standards, even though February was a slow month for rental licenses. He is looking forward to the annual report to Council, which will show that the program is good for the city.

Chair Dorow noted that there have been several projects that seem to be stalled, such as the Ochoa Short Plat. He stated his willingness to help if there is anything the Commission can do to get these projects moving again.

ADJOURNMENT

Having no further business, the meeting was adjourned at 7:09 PM. Next regular meeting is Monday, April 18, 2022.

Chris Dorow, Chair

Date: _____

Zuleica Morfin, Building and Planning Secretary

Date: _____

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: April 18, 2022

SUBJECT: Zoning – OMC 17.59—Home Occupations—Discussion

When the Zoning Code was updated (2017-2020), we focused on the most glaring inconsistencies and the most important aspects that needed change, with the idea that we could come back to the other sections as we discovered problems with them.

Home occupations have come up enough recently that it is time to examine this chapter and bring it up to date. The world has changed a lot since 1995 when this code was adopted. Just in recent times and specific to Othello, conversion of garage area to living space is now allowed in certain circumstances, and accessory dwelling units are allowed. More generally, home-based businesses have become more common, as people try to supplement their incomes or work for themselves rather than an outside employer. Attitudes toward appropriate uses in residential have also been changing, as well as attitudes toward regulation of how people use their property.

Staff Comments

1. Staff looked for examples of more modern home occupation codes but they proved hard to find. Many of the codes are very similar, with just slightly different phrasing. Many also seem unnecessarily wordy and bureaucratic; staff is in favor of shorter and simpler regulations. Links to each code are included in the headers of the charts. In addition, copies of the most concise codes have been attached to this staff report for easy reference. Staff contacted these 5 jurisdictions for input on how their home occupation codes have been working. Here is the feedback so far:
 - a. Anacortes (population 17,750) – Planning Manager says their code seems to work quite well. They have received 6 or fewer applications per year for the last 10 years. The regulations do not apply to home offices or similar that don't have any customer or employee visits to the site, so she feels that cuts down a lot on the paperwork for her department.
 - b. Marysville (population 71,250) – A Senior Planner says the code has been in place for some time, with just a couple of minor tweaks over the years. It seems to function well, and they have a lot of home occupations. One issue that comes up is that home-based businesses can outgrow the intent of a home occupation, and then Code Enforcement has to get involved to get them back in line with allowable square footage, number of clients, storage, etc. Another Senior Planner says that the only uses that have been challenging to administer are those related to firearms, auto repair, and home-based veterinarians, so she recommended more consideration of those types of uses if any are likely to be an issue here.
 - c. Sedro-Woolley (population 12,330) – Planning Director feels the code is out of date and needs to be revamped. The current structure of needing to review the applications creates a lot of work for him because he receives about 20 applications per week. (*Note: This is much higher than Othello's volume of about 5 per month*). He would like to be able to automate the review and approval process to lessen the time commitment.

- d. Spokane Valley (population 104,500) – Administrative Assistant/Business Licensing Specialist say their code works quite well. She said there have been a few instances where they felt having more specifics would be helpful, such as how many customers a home occupation can have in a day. They have had just over 200 home occupation applications so far this year.
- 2. Staff compiled a chart of the uses that were listed in the various ordinances as allowed or prohibited. Obviously, none of the lists were meant to cover all circumstances, but the length of the chart shows the futility of trying to list uses. Some codes had no lists at all, and others listed prohibited but not allowed uses. If there are uses that someone might reasonably propose but are clearly never suited as a home occupation, those could be listed as specifically prohibited in the updated code. Alternatively, standards could be set for proposed home occupations to be approved or denied based on whether they could meet those standards.
- 3. Several codes had exemptions that could be considered:
 - a. Anacortes does not require a home occupation license for a home office or home telephone or internet sales, or similar, with no customer or employee visits to the site.
 - b. East Wenatchee does not require a home occupation license for offices for businesses conducted elsewhere (construction contractors, lawn care, janitorial, etc.) where the only activity at the home is administrative such as scheduling, billing, accounting, etc. (*Note that this is the majority of home occupations applied for in Othello, specifically small trucking operators*).
 - c. Spokane Valley exempts from the fee home businesses that meet certain standards: No exterior alterations, no deliveries, no customers on site, no signs or window displays, no outside employees.
 - d. Wenatchee has a category for “mailing-address-only home occupations” for authors, composers, and writers; home offices using phone, mail, and internet; internet businesses; services and activities not performed at the residences, such as Tupperware parties; Avon and similar (but activities still might need regular home occupation license); and businesses that do not include customers coming and going from the residence. This category is not allowed any signs on the premises, the home address shall not be used in advertising, no outside employees coming to the home, no deliveries beyond those expected in a residential neighborhood, no stock in trade kept on the premises unless stored entirely within the primary residence, and no equipment or employees dispatched from the home.
- 4. The Commission should consider what purposes are we trying to achieve by regulating home occupations. According to Municipal Research & Services Center (MRSC, a non-profit organization that provides legal and policy guidance to Washington local governments), typical functions that business licensing serves include monitoring business activities operating within city limits, regulating certain businesses to ensure public safety and code compliance, and generating revenue. The purpose statements specific to home occupation codes include the following:
 - a. Allowing activities for profit within a dwelling while maintaining the residential character of the property and avoiding detrimental effects to the surrounding neighborhood. (Anacortes)
 - b. Recognize the desire and/or need of some citizens to use their residence for business purposes. Ensure home occupations will not be detrimental to the character and livability of the surrounding properties, maintain and preserve the character of residential neighborhoods, ensure home occupations are compatible with other uses

permitted in residential districts, provide flexibility for residents to use their homes as their workplace and encourage creativity in careers. (East Wenatchee)

- c. Preserve the residential character of neighborhoods from commercial encroachment while recognizing that certain business activities are compatible with residential use. (Ephrata)
- d. Allow small scale commercial operations while guaranteeing all residents freedom from excessive noise, traffic, nuisance, fire hazard, and other possible effects of commercial uses in residential neighborhoods. (Marysville)
- e. Protect residential areas from potential adverse impacts as a result of commercial activities. Also to permit residents a reasonable use of their residence as a place of livelihood and/or for supplementing personal/family income. (Moses Lake)
- f. Create an administrative framework to authorize business uses that do not pose a disruption to or a conflict with the residential environment. (Pasco)
- g. Protect residential areas from the adverse impacts of business activities, allow residents to use their homes as a place of livelihood and the production or supplementing of personal and family income, and establish standards. (Pullman)
- h. Provide residents with the option to use their residence for small-scale business activities that do not interfere with the residential character of their neighborhood. (West Richland)

Othello's priorities should guide Othello's regulations.

5. For reference, annual city revenue from all business licenses (all commercial uses including home occupations) is about \$60,000. The cost of a business license is \$80 (plus \$19 service fee to the state). The reporting system does not distinguish between home occupations and other business licenses, so we are unable to say how many home occupations there are.

Attachments

- Comparison chart of home occupation regulations in selected cities (packet p.9)
- Comparison chart of uses specifically allowed or prohibited as home occupations in selected cities (packet p.15)
- Sample codes:
 - Anacortes Municipal Code 19.47.040 Home Occupations (packet p.19)
 - Kennewick Municipal Code 18.42.090 Home Occupations (packet p.20)
 - Marysville Municipal Code 22C.190 Home Occupations (packet p.21)
 - Sedro-Woolley Municipal Code 17.68 Home Occupations and "home occupation" definition from 17.04.030 Definitions (packet p.23)
 - Spokane Valley Municipal Code 19.65.180 Uncategorized Uses, Section A, Home Businesses (packet p.24)

Action: The Planning Commission should discuss the home occupation regulations and provide direction to staff, specifically:

1. Standards that should or should not be regulated.
2. Whether uses (allowed and/or prohibited) should be listed in the code.
3. If any sample codes seem like a good model to work from.

Requirements	Othello – 4 pages	Anacortes – 1 page	E. Wenatchee – 5 pages	Ephrata – 3 pages(p.178)	Kennewick – 1 page	Marysville – 2 pages	Moses Lake – 4 pages	Pasco – 5 pages	Pullman – 4 pages	Sedro-Woolley – 1 page	Spokane Valley – 2 pages	Wenatchee – 2 pages	West Richland – 4 pages
Entirely within a residence	Y						Y						
Within dwelling or detached accessory structure		Y	Y	Y	Y	Y		Y			Y	Y	Y
Non-resident employees	0	0	1	1	1 temporary or irregular employee during first 18 months	1	0 (& max of 3 total employees)	0	1 ¹	0	2	1	0
Clearly incidental to the use as a dwelling	y		Y				Y	Y				Y	Y
Must not change the residential character of the building	Y	Y	Dwelling & site must remain residential in appearance & character	Y		Y	Y			No exterior indication of anything other than a residence.	Y		
No change to outside appearance of building	Y	Y	Y										
No outward appearance of a business	Y		No exterior or window displays, storage or materials, or sample commodities displayed outside of the building except that horticulture & floriculture products grown on the premises may be displayed outdoors.		No structural alterations to accommodate the home occupation. Unless required by law, entrance to business must be from within the residence. No window displays nor commodities displayed outside building.		Y No structural alterations. Entrance to home occupation space shall be from within the residence, except when otherwise required by law. No window displays nor commodities displayed outside building.	Y No modification of the property or exterior of its structures that indicates other than residential uses of the premises. No window displays nor shall sample commodities be displayed outside the bldg	Y No work areas or storage of materials visible from off the premises.	Y No window display nor display of sample commodities except flowers and produce grown on the premises.	Y No window display and no sample commodities displayed outside the building.	Y No structural alterations unless required by law. No change in outward appearance of the building or premises or other visible evidence of the conduct of the home occupation except 1 sign. No window display and no sample commodities displayed outside the building.	Y No structural alteration or addition unless it would be suitable for typical residential purposes if not occupied by the business.
Must not infringe on rights of neighbors to enjoy peaceful	Y	Avoid detrimental effects to the	Not detrimental to the character				Y		Y		Uses which are detrimental to the existing		

¹ Except building trades & similar may have more employees if they are not employed on the premises. Home occupations with >1 nonresident employee require a CUP. 1 additional parking space required when nonresident employee works on premises.

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occupancy of their homes		surrounding neighborhood	and livability of the surrounding properties and maintain and preserve the character of residential neighborhoods								residential appearance and character are not allowed as home businesses.		
Compatible with other uses permitted in residential districts		Y	Y										
# of clients	1 at a time			1 at a time, and by appt only	No more than 4 visits/day, by appt only, and only 1 at a time. Visit means up to 4 persons arriving in a single vehicle.	Services to patrons by appt only or provided off-site.		Only 2 client vehicles on site at any given time. No more than 8 customer vehicles per day. Client visits limited to 4 hrs per client visit per day.	No more than 6 during any 60 consecutive minutes. For classes, no more than 4 students at one time, but up to 6 if additional students will not generate more traffic. Occasional exceptions for recitals, demonstrations, etc.	No more than 12 per week, and no more than 2 clients on the premises at any one time.			
Floor area limitation	30% of dwelling	25% of dwelling unit, not including garage	25% of gross floor area of the structure being used or 500 SF of total floor area, whichever is less.	300 SF	25% of residential structure; and any accessory building	25% of floor area of dwelling unit or 600 SF, whichever is less	The use, including all storage space, shall not occupy >200 SF of residence or accessory structure.	Not more than 20% of the gross floor area of the residence. If in garage: not more than 600 SF.		25%		50% of one floor. If in accessory structure, not more than 50% of residence area or 800 SF, whichever is less	500 SF
Sign	1 SF, non-illuminated, flat against the wall	2 SF, non-illuminated		2 SF, attached directly to building, fence, standard, or mailbox. Unlighted or indirect illumination	Residential use sign allowed		Not allowed in R-1 unless required by law. 2 SF in R-2 & R-3. Flat against structure, unlighted. Larger sign can be allowed by	Not allowed. No media or other off premises advertising shall give the address of the home occupation.	2 SF, flush-mounted, non-illuminated. Sign shall show only the name of the occupant and type of occupation.		4 SF, unlighted, flush against exterior wall	6 SF, nonilluminated, mounted on building.	Nameplate up to 2 SF, compatible with the architectural character of the residence, shall not be illuminated or backlit without a special use permit.

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							Hearing Examiner if will not adversely affect adjacent residential uses and if extra size is essential to the sign being seen.						
Retail	Prohibited		No stock stored nor commodities kept for sale on the premises which is not necessary to the profession or craft. Retail or wholesale sales limited to products created in the course of the home occupation or incidental items associated such as hair care products in beauty salons, sheet music offered by an instructor, implements for knitting, & similar.	Prohibited	Sales limited to merchandise produced onsite and/or mail order, internet, and telephone sales with off-site delivery.	Except for articles produced thereon, no merchandise, products, goods, or wares may be displayed or offered for sale upon the premises.							
Traffic	No more than would be expected in a residential neighborhood	May not exceed that which might reasonably be generated by residential use of the premises	Shall not be headquarters or dispatch center where employees come to the site and are dispatched to other locations.	4 (2-way) client trips per day		No more than 10 average daily round trips by customers.			Should not generate significantly greater traffic volume than would normally be expected in the residential district. No more than 4		Traffic or parking of vehicles shall not be generated in greater volumes than normally expected in a	Maximum of 10 vehicle trips per day for the business. A vehicle making a delivery and then leaving immediately would be	Combined customer, delivery, and employee vehicles visiting the property shall not exceed 6 per day.

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									vehicles per hour (up to 6 vehicles/hour can be allowed after considering the availability of on-site parking, traffic circulation in the neighborhood, and business hours. Occasional exceptions for meetings, conferences, demonstrations, etc.		residential neighborhood.	considered 2 trips. No equipment or employees shall be dispatched from the residential premises, except the owner and owner's vehicle.	Vehicle traffic shall not be an amount that would cause, or add to, any parking congestion problems, or represent a substantial increase in traffic through the residential area.	
Parking	Parking needed for the business shall be met off street but not in required front yard	Adequate off-street parking for customers/clients	No parking beyond that normal to a residential area and no excessive vehicular or pedestrian traffic. Shall not displace required parking for the residence. Vehicles larger than 10,000 pounds gross weight may not be operated from the premises and may not be parked on the property or adjacent streets.	Shall not create a need for additional onsite or offsite parking	No more than 2 vehicles related to the occupation, not exceeding 10,000 pounds GVW shall be kept on premises, providing that appropriate off-street parking requirements are maintained.	No more than 1 vehicle for the home occupation, shall not park within any required setbacks or on adjacent streets, shall not exceed 16,000 pounds GVW or 20' length or 8' width.	No parking of customer vehicles in a manner or frequency causing disturbance or inconvenience to nearby residents or so as to necessitate a public parking lot.	1 vehicle not exceeding 14,000 GVW	Parking of customers' vehicles should not create safety hazards or unusual congestion. At any 1 time, only 1 commercial vehicle associated with the business may be parked on-street near the premises for more than 4 consecutive hours. 1 additional parking space shall be required above the normal parking requirement for any business where 2 or more students or clients are likely to	2 more than 2 additional vehicles parked on or in the vicinity of the property due to the business at any one time.	Traffic or parking of vehicles shall not be generated in greater volumes than normally expected in a residential neighborhood. Parking shall be accommodated within the required off-street parking on private property.	2 spaces in addition to parking required for the primary dwelling (generally 2 for a house). Adjacent right-of-way shall not be used for parking. Required setbacks shall not be used for parking. One home occupation vehicle allowed, shall not park within any required setback area or on adjacent streets, shall not exceed weight capacity of 1 ton.	2 spaces in addition to parking required for the primary dwelling (generally 2 for a house). Adjacent right-of-way shall not be used for parking. Required setbacks shall not be used for parking. One home occupation vehicle allowed, shall not park within any required setback area or on adjacent streets, shall not exceed weight capacity of 1 ton.	No more than 2 vehicles/trailers associated with the business shall be on or near the premises at any time. Vehicles shall not be larger than a typical passenger van or 1-ton pickup, trailer not more than 18' overall length. Box-style cargo vans, semi tractors/trailers, heavy equipment, and similar vehicles are not authorized. Any vehicle or trailer that is not a typical passenger car or pickup must be parked off street. No

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Noise, vibration, glare, fumes, odors, electrical interference, etc.	No equipment or process which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot. No visual or audible interference in any radio or TV receivers off the premises, or causing fluctuations in line voltage off the premises.	Must not create any noise, dust, glare, vibration, odor, hazardous waste, smoke, electrical interference, or other adverse impact to the surrounding residential area.	No noise, vibration, smoke, dust, odor, heat or glare which would exceed that normally associated with a dwelling.	No noise, vibration, smoke, dust, odor, heat, glare, or other conditions which would exceed that normally produced by a single residence, or would create a disturbing or objectionable condition in the neighborhood.	No materials or equipment which may be detrimental to adjoining residences because of vibration, noise, odor, or interference with radio or TV reception.	No electrical or mechanical equipment that results in a change to the fire rating of the structure(s), no visual or audible interference in radio or TV receivers, or electronic equipment, or fluctuations in line voltage off-premises.	No material or mechanical equipment shall be used which is detrimental to residential uses because of vibration, noise, dust, smoke, odor, interference with radio or TV reception, or other factor.	Noise at property line shall not exceed 55 dBA from 8 AM to 8 PM, 45 dBA from 8 PM to 8 AM.	Noise, dust, odors, noxious fumes, radioactive emissions, or vibrations emanating from the premises should not exceed that which is normally produced by a single dwelling.	No nuisance beyond what would normally be expected in a residential area.	No electronic interference with radio, satellite reception, telephone, or TV reception. Shall not generate measurable levels at the property line of noise, dust, smoke, odor, or glare. Shall not generate solid waste in volume or type which is not normally associated with residential use unless specifically permitted.	No equipment or process which creates noise, vibration, glare, fumes, odor or electrical interference or causes fluctuations in line voltage off the premises.	No equipment shall be installed, no products shall be stored, and no activities shall be conducted that would violate the fire or building code limitations for a nonrated wooden structure (Type VB) regardless of the construction type of the building.

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				sewer, water, electricity, garage, or gas shall not exceed normal residential levels.				endanger the comfort, health, repose, decency or otherwise comfortable enjoyment of life and property of neighboring residents.					
No outdoor storage		Y		Y	Y	Y	Y	Y	Y	Y	Y		
Deliveries/ Shipping & receiving		Not to create excessive noise or traffic	No deliveries which are of such bulk or quantity as to require delivery by a commercial vehicle or trailer having more than a single axle.		All deliveries or shipments to or from the residence should be done by the operator of the occupation except for normal delivery service using delivery vehicles up to 26,000 pounds GVW		No materials or commodities delivered to or from the residence of such bulk or quantity to require delivery by commercial vehicle or trailer		Generally, delivery and pick-up of materials or commodities to and from the premises by a commercial vehicle should not exceed 2 trips per week.		Loading docks and mechanical loading devices are not permitted.	Deliveries shall only be between 7 AM and 7 PM.	
Operating hours			For non-resident employees and deliveries: 7 AM to 9 PM, Mon-Sat.	7 AM to 7 PM, Mon-Sat.	8 AM to 7 PM			Client visits 8 AM to 8 PM	Client visits 6 AM to 12 midnight		7 AM to 10 PM		7 AM to 7 PM
Other		Home office or home telephone or internet sales, with no customer or employee visits to the site is not regulated as a home occupation.				Minor modifications of standards for unique circumstances such as large acreage, remote site location, small scale of use		Multiple home occupations allowed on premises, so long as the impact no greater than of 1 home occupation.					Above conditions are for "Small scale home occupations". There is also a process for large scale by conditional use permit.

	Othello	East Wenatchee	Ephrata (p.178)	Kennewick	Moses Lake	Pasco	Spokane Valley	Wenatchee	West Richland
Accountants	A								A
Adult bookstore, adult retail							X		
Adult entertainment		X					X		
Animal hospital	X								
Artists	A	A							A
Architects	A								A
Barber shop	X				A				
Barber or beauty parlor with >1 chair									X
Beauty parlor	X				A				
Bed & breakfast					A				
Boardinghouse									X
Cabinet, carpentry, & paint shops	X		X						
Cabinet shop		A			X		X		
Café		X							
Catering	A	A							
Classes for home cooking & preserving		A							
Clinic, medical or dental	X	X	X						
Composers		A							
Computer-based services such as programming, web design, graphics		A							
Construction-related heavy equipment or vehicles					X				
Consultant									A
Cooking & preserving for the purpose of selling the product		A			Home canners				
Crematorium									X
Cryptocurrency mining		X							
Delivery service							X		
Dog boarding				X		X			
Draftsmen	A								A
Dressmakers, seamstresses, tailors	A	A			A				A
Engineer									A
Entertainment establishment									X
Firewood cutting						X			

A = Allowed X = Prohibited

	Othello	East Wenatchee	Ephrata (p.178)	Kennewick	Moses Lake	Pasco	Spokane Valley	Wenatchee	West Richland
(Custom) florist					A				
Fumigation services shop					X				
Funeral home		X							X
H (Hazardous) occupancy per IBC						X			
Hazardous materials generating, storage, or use									X
Home crafts, such as model making, rug weaving, lapidary work, cabinet making		A							
Hospital		X							
Industry, light							X		
Kennel	X	X	X	X		X	X	X	X
Lodging									X
Manufacturing and/or related storage							X		
Marijuana production, processing, retail, and medical cannabis cooperatives		X							
Massage parlors	A				X				
(Licensed) massage therapy					A				
Mortuary	X	X	X						
Nursing home					X				
Office facilities used in conjunction with business activities conducted off the premises, e.g. clergymen, salesmen, brokers, professional persons, etc.	A								
Outdoor storage of building or construction materials not intended for immediate use in or on the premises		X							
Party decorators	A								
Personal & professional offices (no more than 2 persons per service provider on premises at any given time, no more than 2 vehicles parked on or in the vicinity of the property as a result of the business at any one time)		A							
Pet day care									X
Pet grooming	X	A	X						
Pet training									X
Photographer					A				A

A = Allowed X = Prohibited

	Othello	East Wenatchee	Ephrata (p.178)	Kennewick	Moses Lake	Pasco	Spokane Valley	Wenatchee	West Richland
Private club	X		X						
(Commercial) Print shop		X							
Professional service providers					A				
Real estate office	X		X						
Rebuilding motors						X			
Rental of equipment							X	X	X
Rental of trailers		X							
Repair, computers, small electronic devices		A							
Repair, electronic equipment					X		X		
Repair, furniture					X				
Repair, household appliances					X		X		
Repair, small appliances	A	A							
Repair, small engines					X		X		
Repair & service, nonmotorized								X	
Repair, watches					A				
Restaurant	X	X	X				X		
Retail sales of goods not made on premises (except incidental items associated with the business, hair care products at beauty salon, sheet music at instructor, implements for knitting, etc).		X					No retail		No retail
Sale of produce raised on the premises is 3 or more sales events are conducted per year		A							
Sales by internet, mail, or telephone (offsite delivery)									A
Schools & studios for group instruction for no more than 12 students per class		A							
School, private or nursery	X		X						
Sculptors		A							
Slaughter and meat processing service									X
Small appliance repair	A	A							
Stable	X	X	X				X		X
Tax consultants	A								
Taxicab with single vehicle					A				
Taxi business with more than 1 vehicle					X				

A = Allowed X = Prohibited

	Othello	East Wenatchee	Ephrata (p.178)	Kennewick	Moses Lake	Pasco	Spokane Valley	Wenatchee	West Richland
Teacher/tutor									A
Teacher, dance	A								
Teacher, music	A								A
Towing services									X
Truck hauling and/or tow storage yard							X		X
Tutoring	A								
Typist									A
Upholstery shop					X	X			
Vehicle body repair			X	X			X		X
Vehicle building			X						
Vehicle detailing		X							
Vehicle painting	X	X				X			X
Vehicle rental	X								
Vehicle repair	X	X	X	X	X	X	X	X	X
Vehicle sales							X		X
Vehicle servicing (maintenance)		X	X			X			X
Vehicle storage									X
Veterinary clinic or hospital		X	X						
Welding & metal work	X		X			X	X	X	X
Wholesale							X		X
Woodworking shop						X			
Writers	A	A							

Codes without uses listed: [Anacortes](#), [Marysville](#), [Pullman](#), [Sedro-Woolley](#)

Codes listing prohibited uses but not allowed uses: [Ephrata \(p.178\)](#), [Kennewick](#), [Pasco](#), [Spokane Valley](#), [Wenatchee](#)

19.47.040 Home occupations.

A. *Purpose.* The purpose of a home occupation is to allow certain activities to be undertaken for gain or profit within a dwelling, or a building accessory to a dwelling, in any zone in which dwellings are present, while maintaining the residential character of the property and avoiding detrimental effects to the surrounding neighborhood.

B. *Applicability.* This section applies to all home occupations except a home office or home telephone or internet sales, or similar use, with no customer or employee visits to the site.

C. *Requirements.*

1. The occupation must not create any noise, dust, glare, vibration, odor, hazardous waste, smoke, electrical interference, or other adverse impact to the surrounding residential area.
2. The principal use of the premises must be residential and at no time may the home occupation exceed 25 percent of the floor area of the dwelling unit, not including the garage.
3. There may be no exterior indication of the occupation, including no outdoor storage related to the occupation, nor exterior modification of the building(s) to accommodate the occupation, other than an allowed sign (see AMC [19.67.070](#)).
4. No person other than members of the family residing on the premises may be engaged in such occupation.
5. If the occupation requires that customers or clients visit the premises, adequate off-street parking must be a condition of the permit, and traffic generated by the business may not exceed that which might reasonably be generated by residential use of the premises.
6. A home occupation permit may not be transferred to another person.
7. All regular business license requirements must be met.
8. The requirements for shipping and receiving of materials in connection with the business do not create excessive noise or traffic.

D. Any expansion or change of the nature of the home occupation that does not qualify for a minor permit revision requires a new permit. (Ord. 3040 § 2 (Att. A), 2019)

The Anacortes Municipal Code is current through Ordinance 4011, passed January 24, 2022.

18.42.090: Home Occupations.

Under this Section the Planning Director may approve a home occupation for any residential unit, regardless of zoning designation.

- (1) The Planning Director or Designee may approve a home occupation if he finds that it complies with the following criteria:
 - (a) There must be no structural alterations to accommodate the occupation;
 - (b) Unless otherwise required by law, the entrance to the home occupation must be from within the residence;
 - (c) The use must not occupy more than 25 percent of the floor area of the residential structure; and any accessory building used in conjunction with the home occupation;
 - (d) The occupation may occupy an accessory building or structure, providing that off-street parking requirements are maintained;
 - (e) During the first 18 months of operation, a home occupation may engage one temporary or irregular employee or business assistance person in addition to members of the immediate family;
 - (f) There must be no exterior advertising, except a residential use sign;
 - (g) There must be no window displays nor commodities displayed outside the building;
 - (h) There shall be no retail sales on the premises;
 - (i) No materials or equipment which may be detrimental to adjoining residences because of vibration, noise, odor, or interference with radio or television reception will be permitted;
 - (j) All deliveries or shipments to or from the residence should be done by the operator of the occupation except for normal delivery service using delivery vehicles up to 26,000 pounds GVW;
 - (k) No more than two vehicles, related to the occupation, not exceeding 10,000 pounds GVW, shall be kept on the premises, providing that appropriate off-street parking requirements are maintained;
 - (l) There must be no exterior storage of materials or equipment other than the occupation-related vehicle;
 - (m) There shall be no more than four customer/client visits per day, by appointment only, at the residence, and no more than one on the premises at any given time between the hours of 8:00 a.m. and 7:00 p.m. For purposes of this section, one customer/client visit shall be considered to include not more than four persons arriving in a single vehicle; and
 - (n) A home occupation shall not include automobile repair, body shop work, dog kennels, dog boarding, nor construction-related heavy equipment or vehicles.
- (2) Within "R" Districts, if the Planning Director finds that the applicant cannot substantially meet each and every one of the above-described criteria, the application will be denied.
- (3) No home occupation permit is final until the applicant has obtained a business license.

(Ord. 5180 Sec. 1, 2007)

Chapter 22C.190
HOME OCCUPATIONS

Sections:

22C.190.010 Purpose.
22C.190.020 Home occupation standards.

22C.190.010 Purpose.

The purpose of this chapter is to allow small scale commercial occupations incidental to residential uses to be located in residences while guaranteeing all residents freedom from excessive noise, traffic, nuisance, fire hazard, and other possible effects of commercial uses being conducted in residential neighborhoods. (Ord. 2852 § 10 (Exh. A), 2011).

22C.190.020 Home occupation standards.

(1) Home occupations are permitted as an accessory use to the residential use of a property only when all of the following conditions are met:

- (a) The total area devoted to all home occupation(s) shall not exceed 25 percent of the floor area of the dwelling unit or 600 square feet, whichever is less;
- (b) The home occupation may be located in the principal dwelling or in an accessory structure. If located in an accessory structure, the area devoted to the occupation, as described in subsection (1)(a) of this section, shall be based upon the floor area of the dwelling only;
- (c) Not more than one person outside of the family shall be employed on the premises;
- (d) The home occupation shall in no way alter the normal residential character of the premises;
- (e) The home occupation(s) shall not use electrical or mechanical equipment that results in:
 - (i) A change to the fire rating of the structure(s) used for the home occupation(s);
 - (ii) Visual or audible interference in radio or television receivers, or electronic equipment located off-premises; or
 - (iii) Fluctuations in line voltage off-premises;
- (f) No equipment or material may be stored, altered or repaired on any exterior portion of the premises;
- (g) Sales shall be limited to merchandise which is produced on the premises and/or mail order, Internet and telephone sales with off-site delivery;
- (h) Services to patrons shall be arranged by appointment or provided off-site;
- (i) The home occupation(s) may use or store a vehicle for pickup of materials used by the home occupation(s) or the distribution of products from the site, provided:
 - (i) No more than one such vehicle shall be allowed;
 - (ii) Such vehicle shall not park within any required setback areas of the lot or on adjacent streets; and
 - (iii) Such vehicle shall not exceed a manufacturer's gross vehicle weight in excess of 16,000 pounds, a length in excess of 20 feet, or a width in excess of eight feet;
- (j) Signs in connection with the home occupation shall comply with the restrictions of MMC 22C.160.150(9);

(k) No sales or services will be conducted on the premises which will generate more than 10 average daily round trips per day by customers.

(2) A home occupation permit issued to one person shall not be transferable to any other person, nor shall a home occupation permit be valid at any other address than the one listed on the permit.

(3) In granting approval for a home occupation, the reviewing official may attach additional conditions to ensure the home occupation will be in harmony with, and not detrimental to, the character of the residential neighborhood.

(4) Any home occupation authorized under the provisions of this chapter shall be open to inspection and review at all reasonable times by enforcement officials for purposes of verifying compliance with the conditions of approval and other provisions of this title.

(5) The community development director shall have authority to administratively grant a minor modification to the standards listed in subsections (1)(a) and/or (c) of this section, provided the use is consistent with the purposes of this chapter and will be operated in harmony with the character of a residential neighborhood. Minor modifications shall be limited to the home occupations standards in subsections (1)(a) and (c) of this section, provided they create no significant impacts to the residential neighborhood. The community development director is authorized to approve minor modifications only in cases of unique circumstances such as large property acreage, remote site access or site location, or small scale of use, when these circumstances ensure the commercial operation remains incidental to the dwelling and in no way alters the normal residential character of the premises. No variance shall be granted which would be detrimental to public health, welfare or environment. (Ord. 2852 § 10 (Exh. A), 2011).

Chapter 17.68

HOME OCCUPATION PERMITS

Sections:

- 17.68.010 General requirements.
- 17.68.020 *Repealed.*
- 17.68.030 Procedure.

17.68.010 General requirements.

This permit process shall apply in zones where home occupations are a permitted use subject to obtaining a permit in accordance herewith. In zones where the gainful activity itself is a permitted use, this permit is not required. (Ord. 1013 § 4.05.01, 1985)

17.68.020 Fee.

Repealed by Ord. 1651-09. (Ord. 1013 § 4.05.02, 1985)

17.68.030 Procedure.

The procedure for a home occupation permit application shall be as follows:

- A. The applicant completes and submits to the city planning department a home occupation permit application form together with fee. The application form will establish the necessary information.
- B. The planning director judges whether the application will conform to the definition of home occupation and grants or denies accordingly, with conditions as necessary.
- C. The decision of the planning director may be appealed to the hearing examiner pursuant to the procedures set forth in Chapter 2.90. (Ord. 1607-08 § 7(K), 2008: Ord. 1312-98 § 1 (part), 1998: Ord. 1013 § 4.05.03, 1985)

Definition from SWMC **17.04.030 Definitions.:**

“Home occupation” means a gainful occupation carried on in a residence in which:

1. No outside help is employed on the premises;
2. The business utilizes no more than twenty-five percent of the gross floor area of the structure in which it is located;
3. There are no more than two additional vehicles parked on or in the vicinity of the property due to the business at any one time;
4. There are no more than twelve clients or customers visiting per week and there are not more than two clients on the premises at any one time;
5. No work areas or storage of materials are visible from off the premises, nor other exterior indication given of anything other than a residence;
6. No nuisance is created beyond what would normally be expected in a residential area.

19.65.180 Uncategorized uses.

A. Home Businesses. The following supplemental regulations apply to all home businesses.

1. Applicability. Any person, group, or entity conducting a “for profit” enterprise from a location whose primary use is a residence shall obtain a home business permit. A home business may only be established in a residence that has been legally permitted. Businesses may be exempt from the home business permit fee, as established by the master fee schedule, if all of the following criteria are met:

- a. There are no proposed exterior alterations to the residence or any accessory structure(s) which change the residential character of the property;
- b. Goods and commodities associated with the business are not delivered to the premises;
- c. There are no business customers visiting the premises;
- d. There are no signs or window displays on the property related to the business; and
- e. Any employee(s) engaged in the business shall live in the residence.

2. Home businesses are permitted as accessory uses, except as indicated by SVMC 19.65.180 (A)(3), incidental to the property’s primary use as a residence, subject to the following requirements:

- a. Business owner shall be primary resident;
- b. Property shall retain a residential appearance and character;
- c. All storage shall be enclosed within the residence or accessory structure;
- d. There shall be a limit of two employees not residing on the premises engaged in the home business;
- e. One unlighted sign placed flush against the exterior wall of the primary structure not exceeding four square feet in area is permitted;
- f. There shall be no window display nor shall sample commodities with the exception of flowers and produce grown on the premises be displayed outside the building(s);
- g. The hours of operation are limited to 7:00 a.m. to 10:00 p.m.;
- h. The home business use shall not create electronic interference including, but not limited to, interference with radio, satellite reception, telephone, or television reception, nor generate measurable levels at the property line of noise, dust, smoke, odor, or glare. The business activity shall not generate solid waste in volume or type which is not normally associated with residential use unless specifically permitted;
- i. Loading docks and mechanical loading devices are not permitted;
- j. Traffic or parking of vehicles shall not be generated in greater volumes than normally expected in a residential neighborhood. Parking shall be accommodated within the required off-street parking on private property; and
- k. Uses which are detrimental to the existing residential appearance and character are not allowed as home businesses.

3. Specific uses which are not permitted as home businesses include, but are not limited to, the following:

- a. Adult retail use establishment;
- b. Adult bookstore or adult entertainment establishment;
- c. Auto repair;

- d. Auto body repair;
- e. Cabinet making;
- f. Kennel or stables;
- g. Large appliance/electronics or equipment repair or service;
- h. Manufacturing and/or related storage;
- i. Restaurants/drinking establishments;
- j. Small engine repair;
- k. Truck hauling and/or tow storage yard;
- l. Vehicle sales;
- m. Welding or metal plating shops; and
- n. Wholesale or retail sales.

(Ord. 16-018 § 6 (Att. B), 2016).

City of Othello
Building and Planning Department
Annual Rental Licensing & Inspection Report
February 2021-February 2022

The Rental Housing Safety Inspection Program was adopted by the City Council on Feb. 8, 2021 (Ord. 1562) and codified as OMC 4.40. We started with voluntary compliance and then in July 2021, we sent notification letters to 60 known landlords. As of the end of February 2022, 29 of these landlords had applied, with 9 of them fully complying with issued licenses. We also received applications from landlords who were not specifically notified but were aware of the requirements.

Rental License & Applications		
As of Feb. 28, 2022		
Status	Locations	Total units
Fully approved	28	51
Active applications (corrections needed)	44	119
Total applications	72	170

Inspections:

- In the first year, we formally documented 83 rental inspections. There were likely others that were consultations, pre-inspections, follow-ups, etc. but weren't entered into the system as official inspections.
- Very few units pass on the first inspection. Many units need only simple corrections like smoke alarms, GFIC outlets next to sinks, seismic straps for water heaters, etc. While these corrections are simple, they are also easy for a landlord to put off if it weren't for the requirement of an inspection.
- More difficult issues that have been successfully addressed include mold and lack of a permanent heat source.
- Active applications that still need correction include issues with mold, kitchen or bathroom ventilation, kitchen faucet not working, window that falls out of the frame, electrical wiring under a sink, thermostat not working, and cockroaches.

Next Steps: The Building & Planning Department was without administrative support for half of the report year. Now that we have a Permit Tech/Secretary again, we have started the process to re-notify the remaining known landlords to apply for their license and will also do more active follow-up with the units that still need corrections.

City of Othello
Building and Planning Department
March 2022

Building Permits			
	Applied	Issued	Final
Residential	5 ¹	5 ⁴	8 ⁷
Commercial	5 ²	6 ⁵	1 ⁸
Industrial	1 ³	1 ⁶	1 ⁹
Total	11	12	10

¹ 2 new residences, 2 reroof, 1 furnace replacement.
² Lep-Re-Kon reroof, Cow Path Bakery ventilation hood, School District food services freezer container, sign for B's Rubs, remodel of sign for Bethel Assembly of God.
³ Broadway & Columbia remodel for bean shipping/receiving.
⁴ 2 new residences, 2 reroof, 1 furnace replacement.
⁵ Lep-Re-Kon reroof, Remodel at Hemlock Plaza (espresso & restroom), Cow Path Bakery ventilation hood, Old Hickory Sheds sales office, sign for B's Rubs, remodel of sign for Bethel Assembly of God.
⁶ McCain Foods remodel for upgraded lighting/HVAC/fire sprinkler.
⁷ 5 new residence, 2 residence foundation permit, 1 furnace replacement.
⁸ Remodel at Hemlock Plaza (espresso & restroom).
⁹ McCain Foods new building & remodel for new line.

Inspections

- The Inspector completed 105 inspections in March, including 11 rental inspections.

Land Use Permits & Development Projects		
Project	Actions in March	Status as of March 31
1 st Ave Filling Station SEPA review	Waiting for submittals listed in Feb. Notice of Incomplete	Waiting for missing application items to be submitted.
M. Gomez Boundary Line Adjustment (Matching lines with businesses at 724-728-740 E. Main St)	Application received & reviewed. Issued letter that BLA can be approved as soon as PDF or reduced-size drawing received.	Waiting for missing item to be submitted.
Ochoa Short Plat	No change (Deferrals heard at Aug. 2021 Planning Commission meeting.)	Waiting for proposed covenant language from applicant's attorney, as specified in PC recommendation.
Sand Hill Estates #4	Worked through issues on phasing, cul-de-sacs, and pedestrian paths. Wrote staff report & sent to Hearing Examiner. Public Hearing. Provided comments on Findings from Hearing Examiner. Notice of Decision issued and posted.	Appeal period ends April 8. Next step is street and utility construction plans.
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 March	Status as of March 31
Wahitis Short Plat	(History: May 2019 Plat approved. Dec. 2019 Scootney street/utility improvement plans approved by City. 5/26/20 USBR notified School District that it will be about a year before they have time to review it. Dec. 2021 OSD received paperwork releasing the USBR easement, but it had some errors that will need to be corrected by USBR.)	No change: Street improvements must be completed or bonded before accepting mylars for recording. USBR issues must be resolved before street improvements can proceed.

Rental Licensing & Inspection Program

- 19 new rental applications for 29 units were received in March.
- 10 sites with a total of 11 units were inspected in March.
- 3 sites with 7 units were approved in March.
- 33 locations with a total of 54 units have been fully approved so far. Multiple others just need a few simple fixes such as smoke alarms in order to be approved. Others have more difficult problems such as mold.
- There are currently 61 active applications for a total of 148 units in various stages of inspection and correction.
- In mid-March, we re-notified 29 known landlords to get their licenses, and set a 30-day timeline. 3 complied before the end of the month. We will take the next steps in the enforcement process for the rest in the near future.

Municipal Code

- Planning Commission and City Council held public hearings on expanding commercial and multi-family uses in Residential Zones abutting 7th Avenue, since as a collector street it has developed in a more commercial manner. Changes recommended by the Planning Commission were adopted by the Council. This ordinance also included ADUs as a clean-up item to address the recently-adopted ADU ordinance.

Housing

- First permit issued for accessory dwelling unit.
- Notified by Commerce that we will receive funding to hire a consultant to explore the state Multi-Family Tax Exemption program.

Parks/Recreation

- Submitted updated Park Element to RCO. RCO has approved it for grant compliance for the next 6 years.
- Incorporated updated Park Element into the Land Use Comprehensive Plan.
- Participated in prioritizing projects for next round of RCO grants.

Transportation

- Attended virtual meeting with City Engineer and consultants for Active Transportation Plan, to discuss the initial mapping and direction for the plan.

Staffing/Technology

- Second month for our new Permit Tech/Building & Planning Secretary.

Training

- Feb. 28-March 4 Building Inspector attended EduCode week-long training on International Codes (IBC, IRC, IFC, etc.) to keep his certifications current and update his knowledge on the 2018 codes and upcoming 2021 codes.
- Webinars: "YIMBY Act: Shining a Light on Exclusionary Zoning", "Effective Conservation: Parks, Rewilding, and Local Development"

Other

- Processed quit claim deed for Tract A, Ashwood Notch 4. Researched the steps the project followed from application in 2007 to recording in 2015. Presented QCD to Council for formal acceptance.
- Working with Othello Housing Authority on their request for City utilities outside city limits if they can't get service directly from Adams County Water District #1. Worked with the county to try to make sure of what is needed. Presented to City Council.
- Adams County Planning Commission has started holding meetings again to discuss development around Othello. They are starting with the transportation system and are looking at incorporating Othello's street classifications for the surrounding area. Community Development Director will attend these meetings.

Website

- Updated the [Comprehensive Plan](#) document online to incorporate the new Park Element as well as other changes adopted in the last few years (2020 Land Use Map, 2021 Street Classification Map, 2022 recent Capital Facilities Plan)
- Finalized [Park Plan Update](#) page now that it is adopted.
- Updated [Parks & Trails Map](#) to 2022 version.
- Updated [Long Range Planning](#) page with the recent changes to adopted and upcoming.
- Added [Citizen Connect](#) link to [Building & Planning Dept](#) page (left menu)