



CITY OF OTHELLO PLANNING COMMISSION

**Regular Meeting
500 E. Main St.
August 15, 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 June 20 Minutes p.3
4. Active Transportation Public Engagement - Update p.6
5. Municipal Code Update – Fences – OMC 14.36 - Discussion p.14
6. Municipal Code Update – Landscaping – OMC 17.74 p.25
7. Housing p.39
8. Housing Action Plan p.44
 - a. The City has accepted a grant from Commerce to explore the Multi-Family Tax Exemption (MFTE) program, put out a Request for Proposals, and selected Mud Bay Consulting to do this work. The Planning Commission will start to review the MFTE work in September.
 - b. The Commission should discuss other strategies the Commission wants to consider implementing. We may have some grant funds left we could potentially use for this, but work must be completed by June 2023.
9. Building & Planning Department Report
 - a. June 2022 p.46
 - b. July 2022 p.49
10. Old Business
 - a. Zoning Update – Home Occupations – OMC 17.59 – We will come back to this soon as time allows

- b. Subdivision Update – OMC Title 16 – This should be the next big project for the Commission

Next Regular Meeting is Monday, September 19, 2022 at 6:00 PM

Remote Meeting Instructions:

You can join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/854845757>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+1(872)240-3412)

Access Code: 854-845-757

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/854845757>



City of Othello
Planning Commission
June 20, 2022
Zuleica Morfin

CALL TO ORDER

Chair Chris Dorow called the meeting to order at 6:04 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

MINUTES APPROVAL

Commissioner Carmona requested that the Landscaping/Street Tree portion of the May 16, 2022 minutes be amended to reflect that **businesses** don't like being told what to do, rather than that Commissioner Carmona doesn't like being told what to do, as stated in the draft. The minutes were approved as amended. M/S Carmona/Gentry

ACTIVE TRANSPORTATION PUBLIC ENGAGEMENT UPDATE

Commissioners went over a draft survey for the public about active transportation. Chair Chris Dorow said he knows what active transportation is, but was concerned about whether the public would understand what it meant and what they were being asked. Commissioner Kevin Gilbert suggested the first line that introduces the survey questions be in bold as his eyes went immediately to the questions. Councilmember John Lallas asked the Commissioners if the word "pedestrian" should be included somewhere in the survey. Commissioner Brian Gentry said he wasn't sure why it was called active transportation. Community Development Director Anne Henning responded that the state uses walk/bike/roll and asked if that would be better.

Commissioners asked for a question about driving, maybe "What is your primary mode of transportation?" in order to better understand the responses.

Commissioners also discussed ideas of where the survey could be distributed. Commissioner Gilbert asked Ms. Henning what the methods would be for returning the survey. Ms. Henning said she was working on having the surveys sent out with the utility bills and then they could be brought back to City Hall.

Commissioner Gilbert ask Ms. Henning what the response was for the parks survey. Ms. Henning replied that the parks plan received close to 200 replies. Chair Chris Dorow asked what the main collection was for the parks plan surveys. Most of the responses were from utility bills, social media, and personal outreach by Commissioners and Council.

Commissioner Alma Carmona suggested a QR code be posted on the community billboard so that people could scan the code while they were stopped at the traffic light. The QR code could also be posted on the City Hall front door and/or the front counter. Commissioner Gilbert suggested an option for someone to text a picture. He said he doesn't use QR codes but he would text a picture.

Chair Dorow asked if anyone had anything to add regarding the survey. Commissioner Carmona said she likes the survey and felt like it would get a lot of input. Chair Dorow asked if anything would be done for the Fourth of July event as it was already approaching. Ms. Henning said it was too soon and also the booth would have needed to be staffed all day, which she couldn't commit staff to right now. Commissioner Carmona also suggested that a QR code be posted at the chamber of commerce booth.

Ms. Henning said she is working with the consultant to do an event in front of Walmart. Commissioners said they could help during the event. Commissioner Daniela Voorhies suggested asking "How did you get here?" Commissioner Gentry suggested having some sort of incentive, maybe a drawing for a taco box.

MUNICIPAL CODE UPDATE FENCES OMC 14.36

Due to recent changes in the public works department, fence permits will no longer be going through the public works department and will be going to the building and planning department. Community Development Director Anne Henning said there was some issues with the code, and it needs to be cleaned up. Ms. Henning told the Commissioners that she just wanted them to be aware of what was to come and if they had any initial input to give. Commissioner Alma Carmona said she didn't know enough about the code as of right now, so she didn't have any questions. Ms. Henning will bring more information next meeting.

ZONING UPDATE LANDSCAPING/STREET TREES OMC 17.74

Chair Chris Dorow said he was at the council meeting when the topic of street trees came up. He learned that the landscape code was less flexible than he had thought when the Planning Commission recommended going to a point system. The specific example is that the Cow Path Bakery had to get permission to put their trees on the side of their building instead of along the street. Ms. Henning mentioned another example: Ace Hardware is required by code to put trees along the street at their new storage building. Their concern was the power lines and irrigation so they asked if they could install wine barrels and petunias instead of the trees. Commissioners did not feel that barrels and flowers were a good substitute for trees.

Chair Dorow is in favor of giving businesses as much freedom as possible for landscaping, but he does want to see trees along the streets in residential areas. Commissioner Alma Carmona said the code should allow people to plant the trees where they want, but we can incentivize street trees by giving points for trees along the street. Commissioner Brian Gentry felt that the tree requirement didn't make much sense for the Ace Hardware storage building. Chair Dorow brought up the carwash with planter pots against the building, Dollar Tree, and the planter pots at the old CBHA building, all of which he felt were appealing landscaping. He also thought it would be good to have consistency in commercial areas. Commissioner Carmona didn't want the code to be too restrictive. Commissioner Gentry felt trees shouldn't be required. Commissioner Carmona thought trees should be required by not necessarily along the street. Councilmember John Lallas mentioned that desertscape can be beautiful and wouldn't use up scarce water resources. He suggested that the code just require aesthetically pleasing landscaping, and we should encourage less water use. He mentioned artificial turf. Ms. Henning mentioned that "aesthetically pleasing" is difficult to regulate, since it is in the eye of the beholder.

Ms. Henning suggested changing the code to only require street trees for new development, not for remodels. The Commissioners were in favor of this direction. Councilmember Lallas mentioned that requiring new landscaping for existing sites can impact the amount of parking available. Chair Dorow suggested that the code only require points, not the various types of required landscaping like now, with incentives to encourage trees. Commissioner Carmona liked the freedom of loosening the regulations, but she also wanted to see consistency. She is concerned that businesses won't install landscaping if it isn't required.

The Commission's direction was to draft changes showing no street tree requirement for remodels and additions, and to change the Street Tree section to increase the points if the trees are close to the street.

Commissioners discussed the residential landscape requirements. It is very difficult to get homeowners to install the required landscaping once they are moved in. Commissioner Carmona stated that a new homeowner likely will have trouble coming up with \$10,000 in the first year to put in landscaping. The Commissioners asked for information about what is common in the area, especially similarly sized cities. Does the builder put in the yard? They would like builders and the Beautification Committee invited when this is discussed further.

ADJOURNMENT

Having no further business, the meeting was adjourned at 8:00pm. Next regular meeting is Monday July 18, 2022.

Date: _____

Date: _____
Zuleica Morfin, Building and Planning Secretary

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: August 15, 2022

SUBJECT: Active Transportation Plan – Public Engagement – Update

Our consultants, SCJ Alliance, are continuing to work on Othello's active transportation plan (bicycle/pedestrian/non-motorized transportation) through a planning grant from QuadCo. Here is the current status:

1. Staff worked with them to refine the survey the Commission reviewed at the June meeting. A paper survey (English/Spanish) was mailed out with utility bills June 30. The survey is posted on the website (<https://www.othellowa.gov/ActiveTransportationPlan>) and was shared on social media. We have received about 110 paper surveys back, and 25 online responses. We will be doing another social media post soon.
2. City staff and a representative of the consultant held a public event July 8 from 2:00-6:00 in front of Walmart. We collected about 40 paper surveys and had a lot of good conversations about walking and biking. Because this event came together so quickly, I forgot to let the Planning Commission know ahead of time so they could help out.
3. The survey will stay open until Aug. 31. If we feel it is beneficial, we might be able to do another event in conjunction with CBHA's Color Run Aug. 27. The survey asks about walking and biking in general, while the consultant would like some feedback on the proposed bike and pedestrian network.

Attachments

- Othello Active Transportation Plan – Public Survey/Plan de Transporte Activo Othello – Encuesta Pública
- Outreach Boards

Action: The Commission should provide direction if additional input is needed.

OTHELLO ACTIVE TRANSPORTATION PLAN – PUBLIC SURVEY

The City of Othello is developing an Active Transportation Plan. We need your help to identify where the city's walking and bicycling infrastructure needs to be improved, and which types of improvements should be prioritized. This will ensure the plan and any future improvements ultimately reflect the needs and desires of the community.



Active transportation is any self-propelled, human-powered mode of transportation, such as walking or bicycling

1. How do you mostly get around town?

- Driving
- By foot (Walking/Running)
- Bicycle, E-bike/e-scooter or similar
- Wheelchair
- Other _____

2. Do you currently use “active transportation” (walk/bike/etc.) in Othello?

- Yes, frequently (several times a week)
- Yes, sometimes (a few times a month)
- Yes, rarely (a few times a year)
- Never
- Other _____

3. What active forms of transportation would you like to use in Othello? Select all that apply.

- Walk/run
- Bicycle
- E-bike/e-scooter or similar
- Wheelchair
- Other _____

4. What are the main reasons you would use active transportation (walk/bike/etc)? Select all that apply.

- Commuting for work or running errands
- To get to school
- For exercise or recreation
- Other _____

5. How would you rate the city's current network of pedestrian facilities (sidewalks, crosswalks, pathways)?

- Excellent
- Good
- Fair
- Poor

6. What does the city need most to improve conditions for pedestrians and cyclists in Othello? Select all that apply.

- Bike lanes
- Sidewalk improvements
- Protected/separated sidewalks
- Signalized crosswalks
- Walking/biking paths
- Other _____

7. What are some of the reasons that keep you from using active transportation in Othello? Select all that apply.

- Lack of connectivity to where I want/need to go
- It's not safe because of dangerous driving behavior
- It's not safe because vehicle speeds are too high
- Lack of bicycle/pedestrian facilities
- Lack of maintenance of bicycle/pedestrian facilities
- Difficulty in crossing busy streets or highways
- Lack of interest
- Other _____

Tell us a little about yourself

Our hope is to hear from a wide range of community members. Help us understand who we have heard from.

8. What is your age range? Select one.

- Under 18
- 18 to 34
- 35 to 49
- 50 to 64
- 65 or older

9. What gender do you identify as? Select one.

- Male
- Female
- Other _____

Thank you for participating in this survey!

The answers you have provided will help to inform and guide us as we move forward! Below is a space to share any additional information or comments we may have missed.

*** Please return completed survey to City Hall by August 31, 2022. Or send a picture or PDF to

building@othellowa.gov or 509-318-5130***

You may also complete this survey online at

<https://www.othellowa.gov/ActiveTransportationPlan> or by scanning the QR code below:



PLAN DE TRANSPORTE ACTIVO OTHELLO – ENCUESTA PÚBLICA

La Ciudad de Othello está desarrollando un Plan de Transporte Activo. Necesitamos su ayuda para identificar dónde se debe mejorar la infraestructura para caminar y andar en bicicleta en la ciudad, y qué tipos de mejoras se deben priorizar. Esto garantizará que el plan y cualquier mejora futura refleje en última instancia las necesidades y los deseos de la comunidad.



El transporte activo es cualquier modo de transporte autopropulsado, impulsado por humanos, como caminar o andar en bicicleta.

1. ¿Cómo te desplazas principalmente por la ciudad?

- Manejar
- A pie (Caminar/Correr)
- Bicicleta, E-bike/e-scooter o similar
- Silla de ruedas
- Otra _____

2. ¿Utiliza actualmente “transporte activo” (caminar/bicicleta/etc.) en Othello?

- Sí, frecuentemente (varias veces a la semana)
- Sí, a veces (algunas veces al mes)
- Sí, rara vez (algunas veces al año)
- Nunca
- Otro _____

3. ¿Qué formas activas de transporte te gustaría usar en Othello? Seleccione todas las que correspondan.

- Caminar/Correr
- Bicicleta
- E-bike/e-scooter o similar
- Silla de ruedas
- Otro _____

4. ¿Cuáles son las razones principales por las que usaría el transporte activo (caminar/bicicleta/etc.)? Seleccione todas las que correspondan.

- Ir a trabajo o hacer recados
- Para ir a la escuela
- Para ejercicio o recreación
- Otro _____

5. ¿Cómo calificaría la red actual de instalaciones para peatones de la ciudad (aceras, cruces peatonales, caminos)?

- Excelente
- Bueno
- Justo
- Pobre

6. ¿Qué es lo que más necesita la ciudad para mejorar las condiciones de los peatones y ciclistas en Othello? Seleccione todas las que correspondan.

- Carriles de bicicleta
- Mejoras en las aceras
- Aceras protegidas/separadas
- Cruces peatonales señalizados
- Senderos para caminar o andar en Bicicleta
- Otro _____

7. ¿Cuáles son algunas de las razones que le impiden utilizar el transporte activo en Othello? Seleccione todas las que correspondan.

- Falta de conectividad a donde quiero/necesito ir
- No es seguro debido a un comportamiento de conducción peligroso
- No es seguro porque las velocidades del vehículo son demasiado altas
- Falta de instalaciones para bicicletas/peatones
- Falta de mantenimiento de las instalaciones para bicicletas/peatones
- Dificultad para cruzar calles o carreteras muy transitadas
- Falta de interés
- Otro _____

Cuéntanos un poco sobre ti

Nuestra esperanza es escuchar a una amplia gama de miembros de la comunidad. Ayúdanos a entender de quién hemos escuchado.

8. ¿Cuál es su rango de edad? Seleccione uno.

- Menor de 18
- 18 a 34
- 35 a 49
- 50 a 64
- 65 o mayor

9. ¿Con qué género te identificas? Seleccione uno.

- Masculino
- Femenina
- Otro _____

¡Gracias por participar en esta encuesta!

Las respuestas que ha proporcionado ayudarán a informarnos y guiarnos a medida que avanzamos! A continuación hay un espacio para compartir cualquier información adicional o comentarios que podamos haber pasado por alto.

*** Devuelva la encuesta completada al Ayuntamiento antes del 31 de Agosto o envíe una foto o PDF a building@othellowa.gov o al 509-318-5130 ***

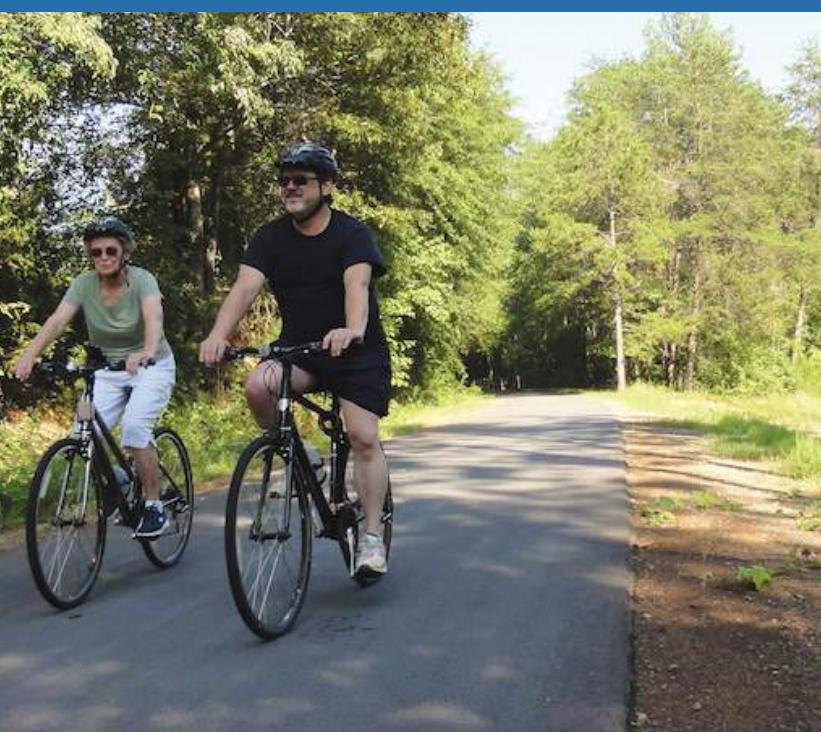
También puede completar esta encuesta en línea escaneando el código QR a continuación:



Bicycle Network

We want to make sure that people on bicycles can get around town to major destinations including schools, parks and recreation, and city and social services. The proposed network has 3 different types of bicycle-oriented routes:

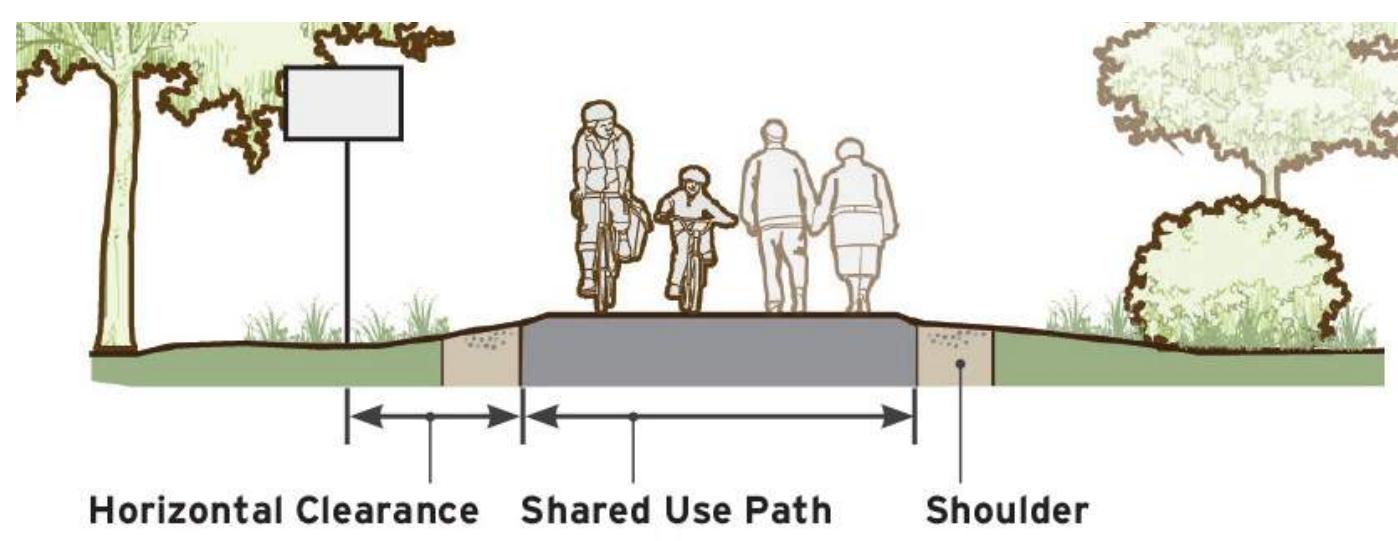
1.



2.



3.



1. Shared Use Paths

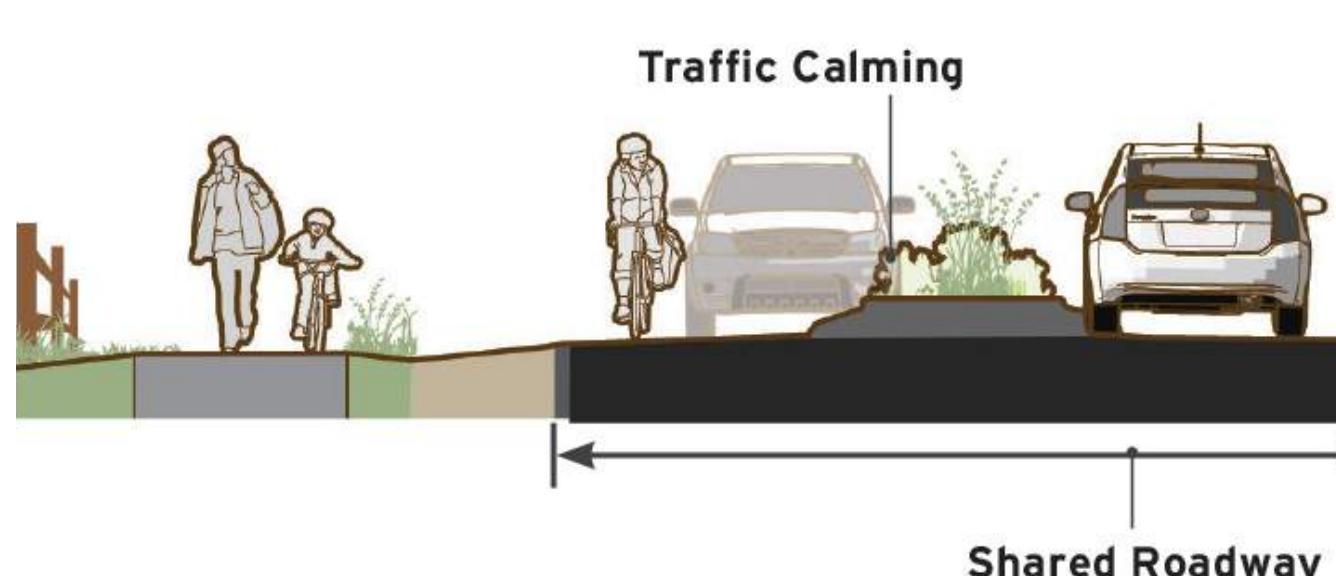
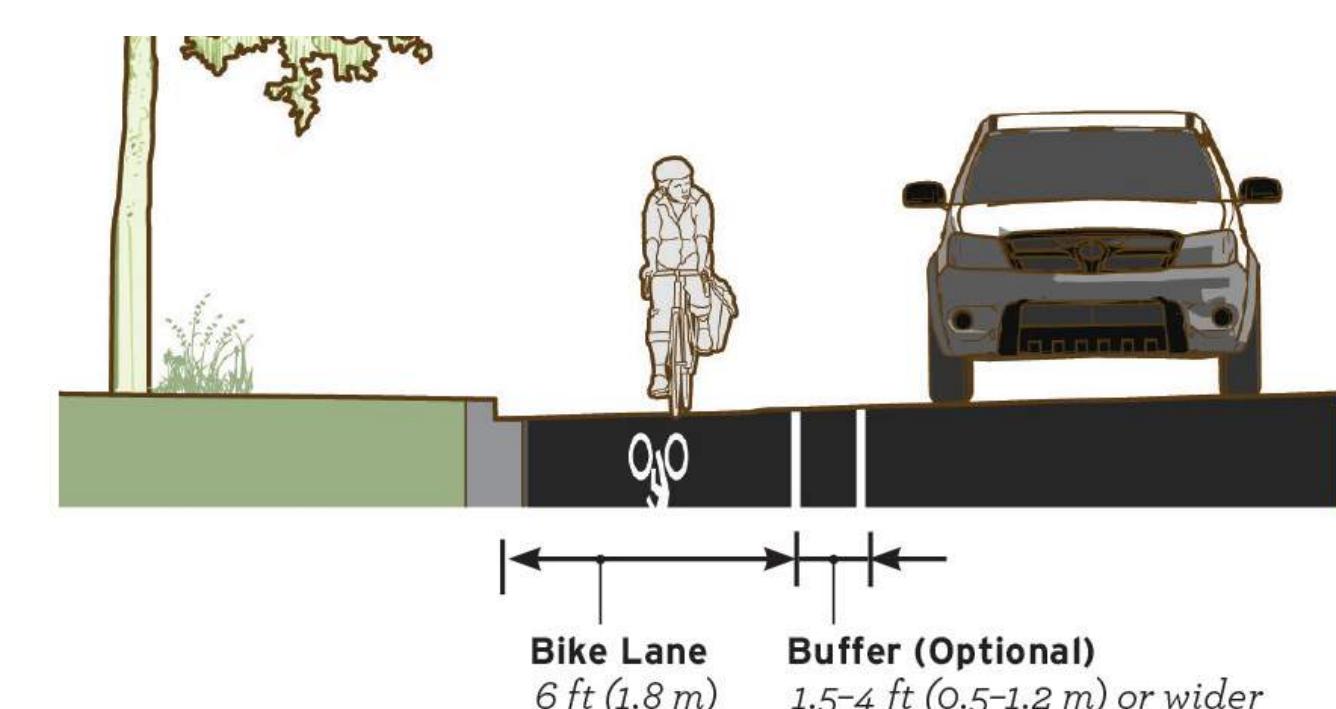
Shared use paths are pathways or trails that allow both bicycle and pedestrian use. They are the safest facilities for bicycles because they are physically separated from vehicle traffic. We already see these in Othello's parks and along the canal on the east side of town.

This plan proposes adding new paths along the canal that follows 14th Avenue and one that is set off from, but parallel to, SR 26 on the south side of town.

2. Bicycle Lanes

Bicycle lanes are stripes painted along existing roadways that designate space on the street for bicycle use.

- They are most appropriate on streets that have higher traffic volumes or faster speeds to help cyclists maintain some distance from fast-moving cars.
- Bicycle lanes are also an affordable and easy way to incorporate active transportation into existing streets.
- All it takes is some paint and some signs!



3. Bicycle-Friendly Streets

Bicycle-friendly streets are designated bicycle routes along low-traffic, slow-speed streets. These are often residential streets that inter-connect across town. Bicyclists, such as kids riding to school, may already use these routes because of their calm and safe nature.

Designating these streets as "bicycle-friendly streets" would help ensure cyclists are continued to be prioritized through investments in:

- Safe crossings where these routes cross busier collectors and arterials.
- New signage on streets to help make drivers aware that the road is shared with bicycles, increasing awareness, and therefore safety, of the routes.

Pedestrian Network

The pedestrian network connects people walking or running with schools, shopping, parks & recreation, and social & city services. Ideally, all streets in town will eventually have continuous sidewalks for safe pedestrian travel.

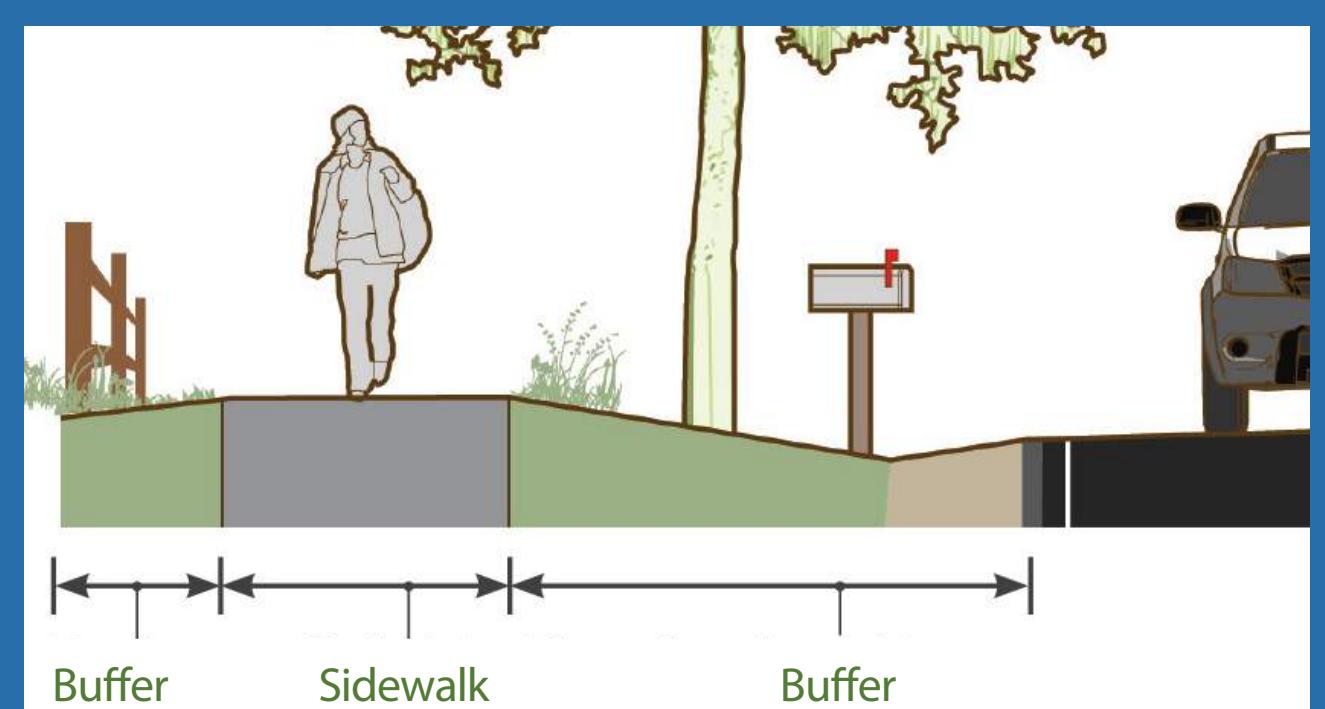
Priority 1

These routes are the highest priority pedestrian routes. These follow arterial and collector streets across the city and provide a high degree of connection. These are also busier streets, making it more important that there are safe and continuous sidewalks and crosswalks.



Priority 2

These routes are all other city streets. Pedestrians should have safe access to all parts of Othello. While it will be important to ensure these routes have sidewalks or safe spaces for pedestrians, they are the routes that provide a lower degree of connection, often connecting to residential areas or city outskirts.



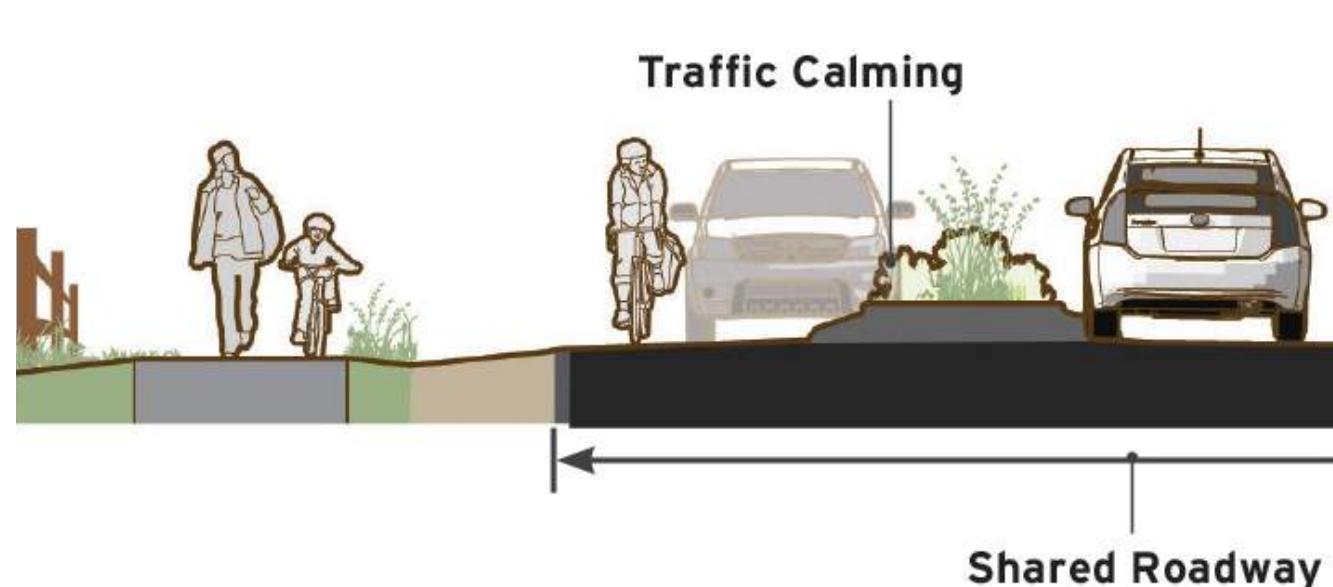
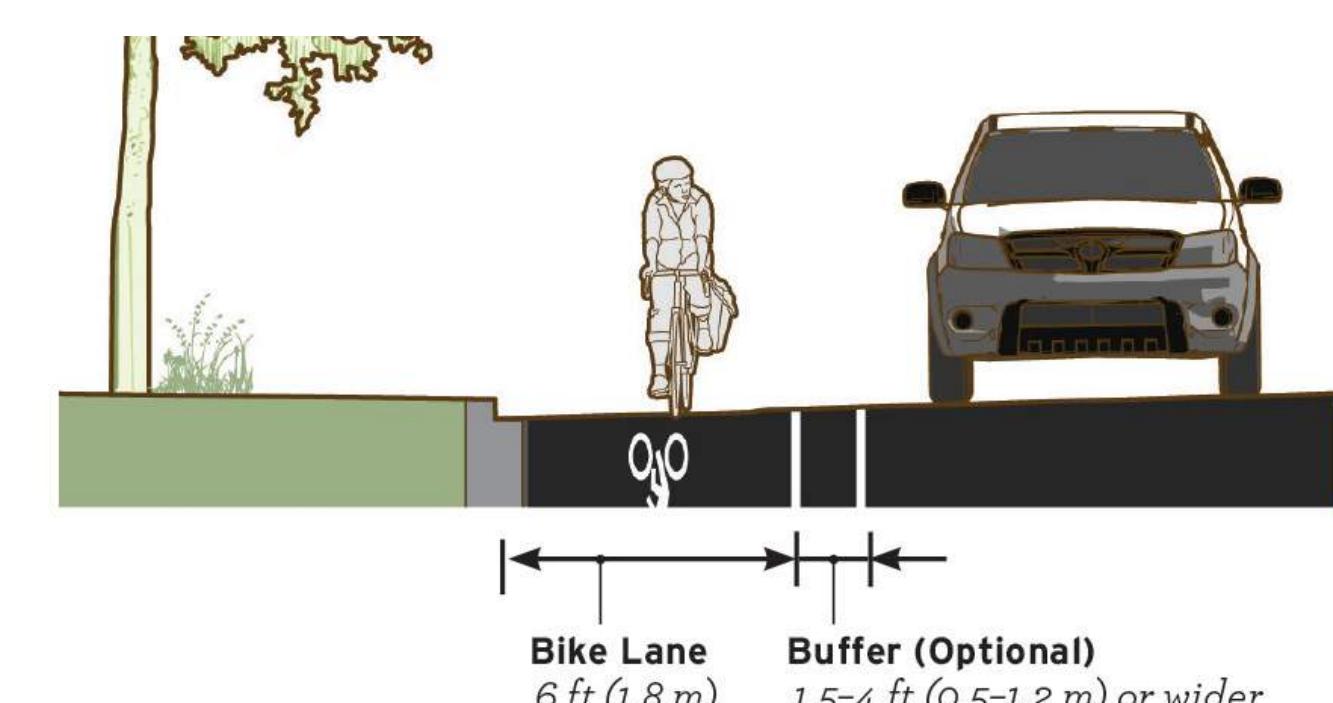
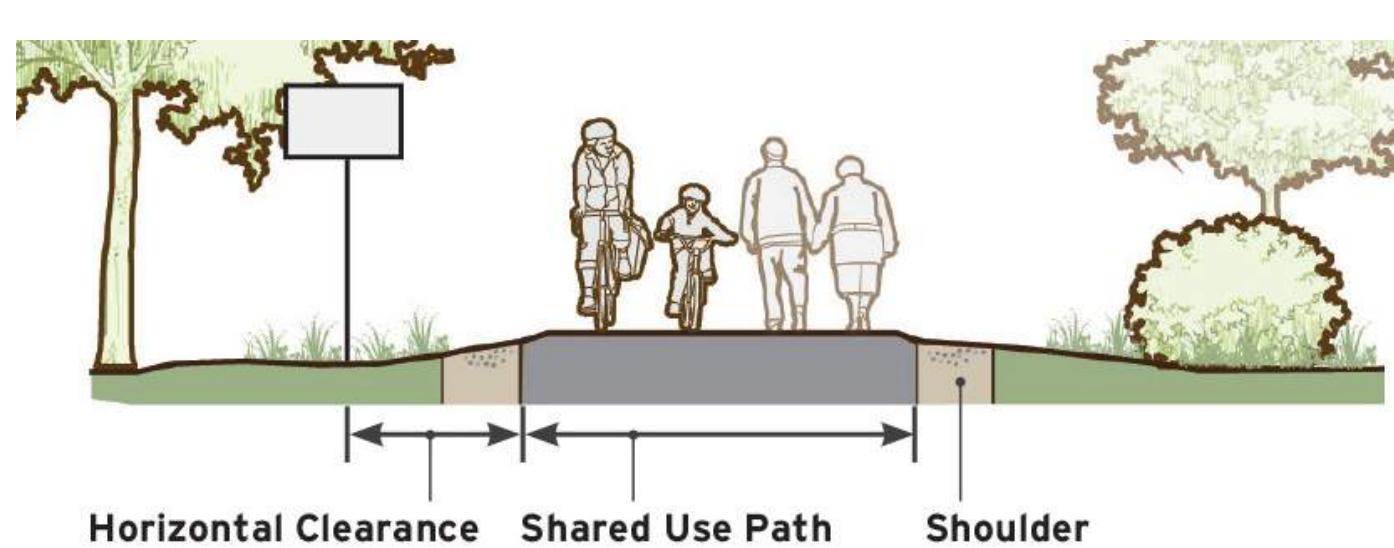
Proposed Route Types

Othello Active Transportation Plan



Red de Bicicletas

Queremos asegurarnos de que las personas en bicicleta puedan moverse por la ciudad a los principales destinos, incluidas escuelas, parques y recreación, y servicios sociales de la ciudad. La red propuesta tiene 3 tipos diferentes de calles ciclistas:



1. Rutas de Uso Compartido

Los caminos de uso compartido son caminos o senderos que permiten el uso tanto de bicicletas como de peatones. Son:

- Las instalaciones más seguras para bicicletas porque son físicamente separados del tráfico de vehículos.
 - Ya visto en los parques de Othello y a lo largo del canal de la ciudad.
- Este plan propone agregar nuevos caminos a lo largo del canal que sigue al 14 avenida y uno que parte de, pero es paralelo a, SR 26 en el lado sur de la ciudad.

2. Carriles para Bicicletas

Los carriles para bicicletas son franjas pintadas a lo largo de las carreteras existentes que designan el espacio en la calle para el uso de bicicletas.

Los carriles para bicicletas son más apropiados en calles que tienen un mayor volumen de tráfico o velocidades más rápidas para ayudar a los ciclistas a mantener cierta distancia de los automóviles que se mueven rápidamente.

Los carriles para bicicletas también son una forma asequible y fácil de incorporar el transporte activo en las calles existentes. ¡Todo lo que se necesita es un poco de pintura y algunos letreros!

3. Calles Aptas Para Bicicletas

Las calles aptas para bicicletas son rutas ciclistas designadas a lo largo de calles de baja velocidad y poco tráfico. Estas son a menudo calles residenciales que se interconectan a través de la ciudad.

Los ciclistas, como los niños que van a la escuela, ya pueden usar estas rutas debido a su naturaleza tranquila y segura.

Designar estas calles como "calles amigables para bicicletas" ayudaría a garantizar que los ciclistas continúen siendo priorizados a través de inversiones en:

- Cruces seguros donde estas rutas crucen colectores y arterias más concurridas.
- Nueva señalización en las calles para ayudar a concienciar a los conductores de que la calzada es compartida con bicicletas, aumentando el conocimiento, tanto la seguridad, de los recorridos.

Red Peatonal

La red peatonal conecta a las personas que caminan o corren con escuelas, tiendas, parques y recreación, y servicios sociales de la ciudad. Idealmente, todas las calles de la ciudad eventualmente tendrán aceras continuas para un viaje peatonal seguro. La red propuesta incluye dos tipos de rutas peatonales:

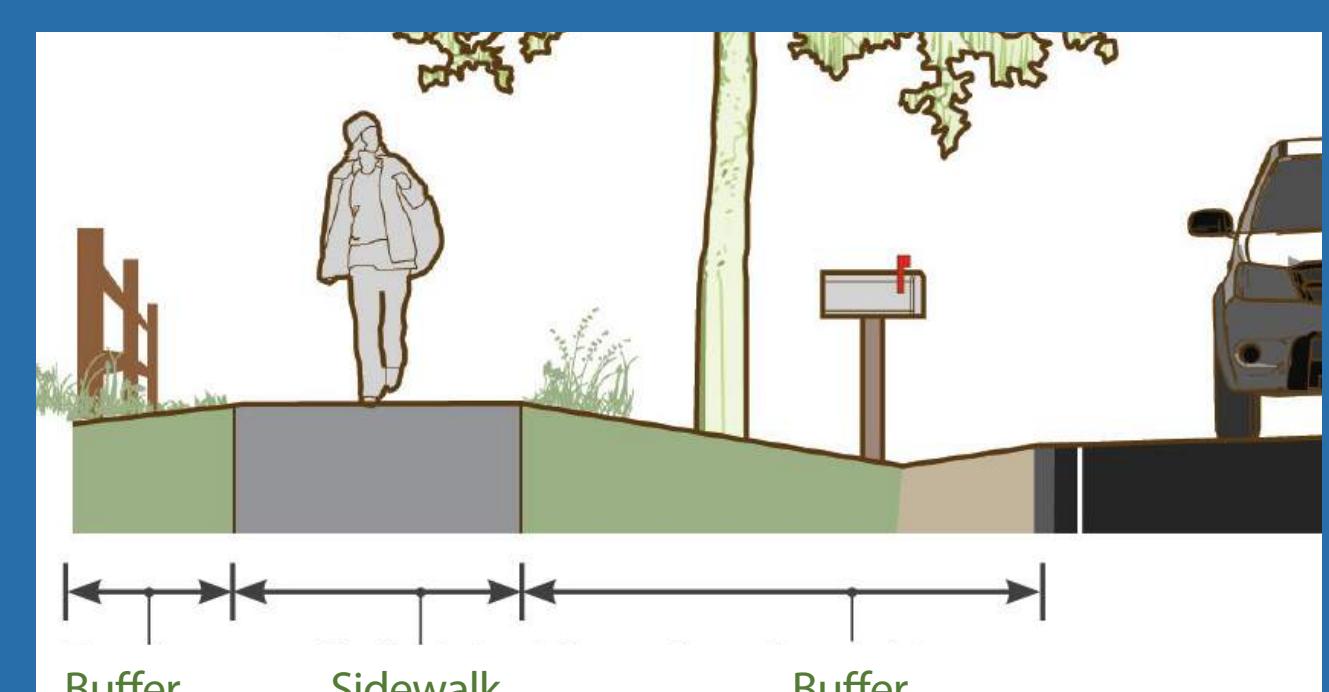
Prioridad 1

Las rutas de prioridad 1 son las rutas peatonales de mayor prioridad. Estos siguen calles arteriales y colectoras a lo largo de la ciudad y proporcionan un alto grado de conexión. Estas también son calles más transitadas, por lo que es más importante que haya aceras y cruces peatonales seguros y continuos.



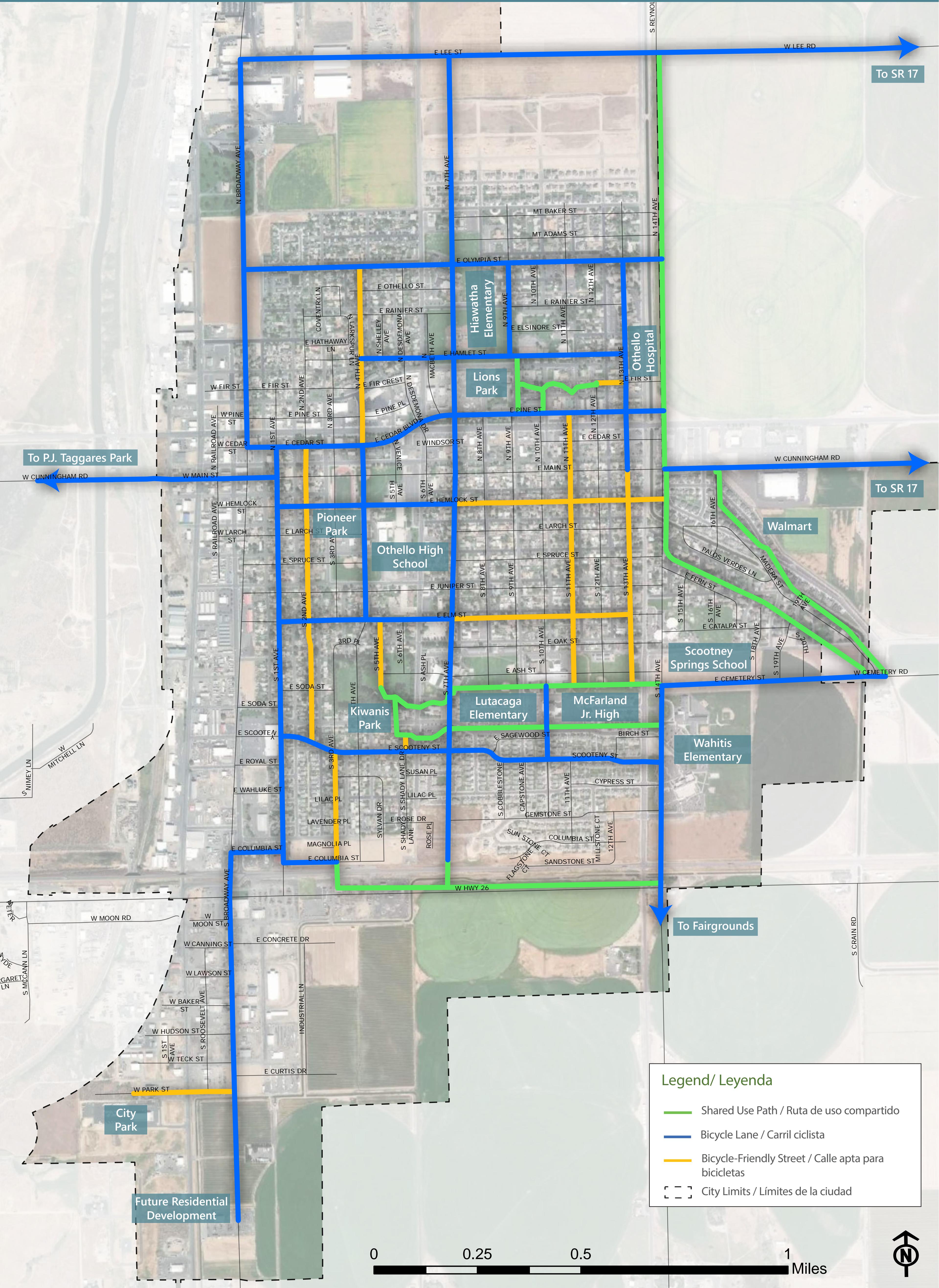
Prioridad 2

Las rutas de prioridad 2 son todas las demás calles de la ciudad. Los peatones deben tener acceso seguro a todas las partes de Othello. Si bien será importante asegurarse de que estas rutas tengan aceras o espacios seguros para los peatones, son las rutas que brindan un menor grado de conexión, a menudo conectando con áreas residenciales o las afueras de la ciudad.



Tipos de Rutas Propuestas Plan de Transporte Activo de Othello

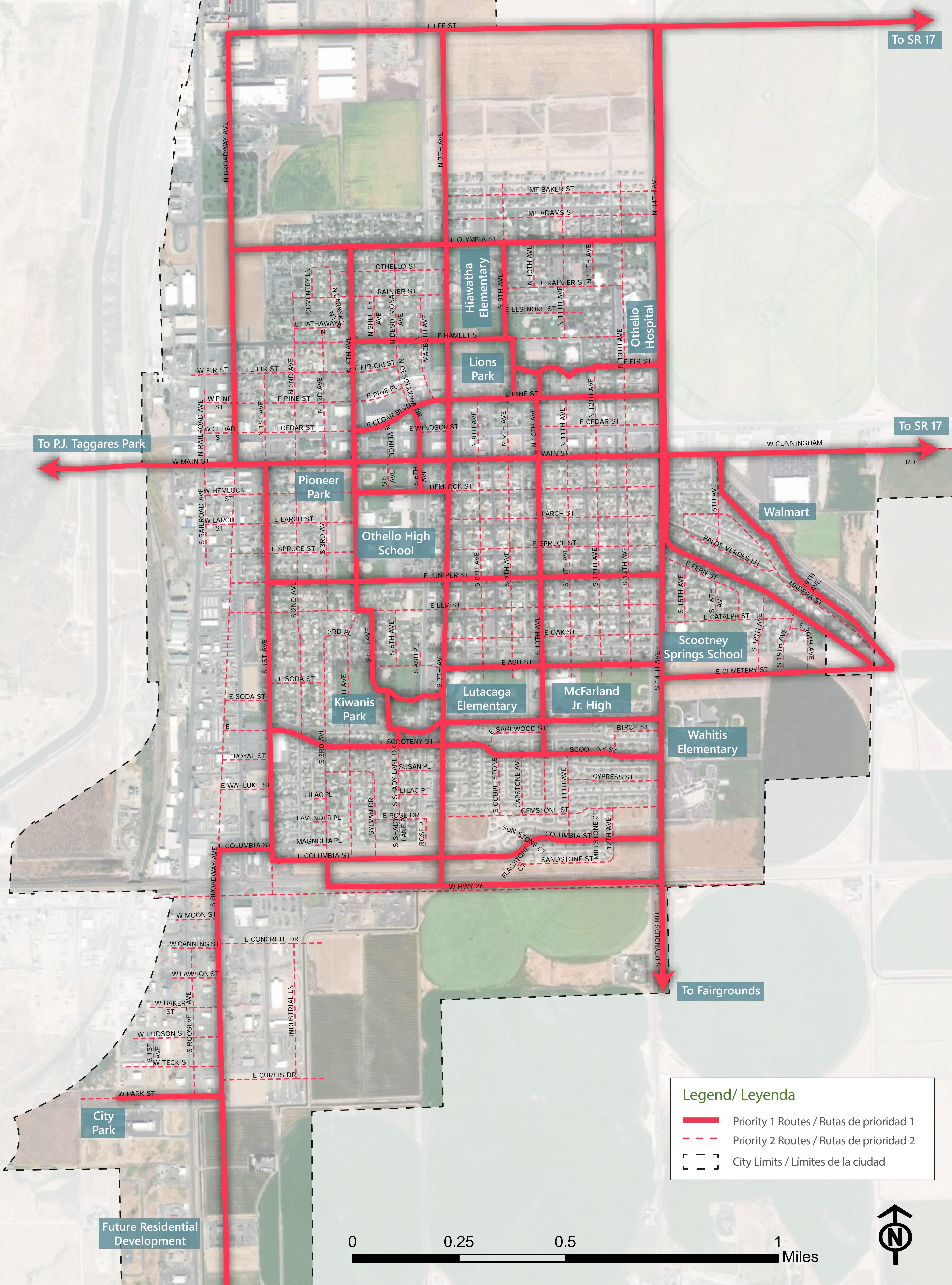




SCJ ALLIANCE
CONSULTING SERVICES



Proposed Bicycle Network / Red Ciclista Propuesta
Othello Active Transportation Plan / Plan de Transporte Activo de Othello



Proposed Pedestrian Network / Red Peatonal Propuesta
Othello Active Transportation Plan / Plan de Transporte Activo de Othello



SCJ ALLIANCE
CONSULTING SERVICES

Improvements/ Mejoras	Examples/ Ejemplos	Votes / Votos
Add Bike Lanes / Lineas de Bicicleta		
Add Sidewalks / Añadir Aceras		
Protected or Separated Sidewalks / Aceras Protegidas o Separadas		
Signalized Crosswalks / Aceras Señalizadas		
Walking/Biking Paths / Senderos Para Caminar o andar en Bicicleta		
Fix Existing Sidewalks / Arreglar las Aceras Existentes		



TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: August 15, 2022

SUBJECT: Municipal Code Update - Fences – OMC 14.36—Introduction

The fence code dates to 1979 and 2003, with a minor addition in the 2020 Zoning update to address location along alleys. Fence permits have historically been handled here by the Public Works Department, but in most cities are reviewed through Building & Planning. Recent staff changes have caused us to look at our fence permit process and determine it needs to be evaluated and the existing ordinance updated.

Staff Comments

1. Residential fences are currently regulated in the code by OMC 14.36. The 2020 zoning update including a paragraph each in the Commercial (17.30) and Industrial (17.40) chapters to address fences within those zones. There are also application forms which include a few requirements that are different from the code.
2. The attached version of OMC 14.36 has a few suggested changes:
 - a. A requirement for a fence permit was added to 14.36.020. Currently, the code does not require a permit, which made enforcement difficult. See permit discussion below.
 - b. Some language about hedges was also included in 14.36.020 for consideration. Should a hedge require a permit the same as a fence?
 - c. Requirement to build a sidewalk was removed from 14.36.030(c). This requirement has not been enforced and seems out of scale for a fence project.
 - d. Requirement added to 14.36.030(c) for separation between fence and curb, to leave space for future sidewalk. This kind of requirement appears in several other codes (Moses Lake 6', Pasco 5', Richland 5'). The way the fence code had been administered previously, fences were not allowed in right-of-way, even though this section of the code specifically says fences are allowed in right-of-way.
 - e. 14.36.030(c) changed from "building permit" to "fence permit". The building code does not require a building permit for fences under 7' tall, but a jurisdiction can require a fence permit for any fence.
 - f. Swimming Pool Fences, 14.36.070, was deleted. The International Pool and Spa Code has specific fence requirements, which are addressed in the building permit for the pool. A city could adopt different provisions for the required security measures, but may expose itself to liability by setting different standards than those adopted by the state.
 - g. Code Enforcement Officer was added to 14.36.110 and 120, since she is much more likely to be doing the notifications of violations. But leaving the building inspector in this section allows more flexibility.

These are the immediate issues that should be addressed. The Commission may want to consider if other changes are needed.

3. The attached sketch shows areas OMC 14.36 does not allow a fence taller than 3': in the front setback area (20' from front property line), 45' from the corner, and 13' from the intersection of the curb and the alley.
4. A related issue that should be addressed is the conflict created by OMC 17.56.040 setting different height and distance limits for vision clearance at intersections for fences and hedges.

The most fool-proof way to eliminate the conflict would be to just refer to the vision clearance code in the fence regulations. However, it is more user-friendly to have the limits in the fence code instead of making people look up multiple code sections. Most of the other codes reviewed had the height limitations in the fence section. If 17.56.040 is retained, it will need some work since the existing language isn't clear.

5. Of jurisdictions reviewed, roughly half do not require fence permits; however, all have standards that must be complied with whether or not a permit is required. Staff discussed the merits of requiring a permit and concluded it is a good educational tool as well as more effective than having Code Enforcement have to follow up on all the fences built out of compliance, as well as the aggravation for the residents of having to make changes to a fence after they put it up. By requiring a permit, the city can confirm that the proposal meets requirements before construction.
6. Most of the city codes reviewed do not specify a final inspection. Staff agrees that a final inspection creates unnecessary liability for the city as to whether the fence was constructed well or is correctly located in relation to property lines.
7. A few changes to the fence provisions in Commercial and Industrial Zones are proposed:
 - a. Removing Public Works as the review authority for fence permits.
 - b. Adding lock box language at the request of the Fire Chief. Similar language is currently on the Commercial Fence Permit Application.

Attachments

- OMC 14.36 Fences, Walls, and Hedges, with suggested changes
- Sketch showing areas where a fence taller than 3' is not allowed
- Other relevant code sections:
 - OMC 17.30.100 Fences and Walls (Commercial Zones), with suggested changes
 - OMC 17.40.090 Fences and Walls (Industrial Zones), with suggested changes
 - OMC 17.56.040 Vision Clearance at Intersections
- Residential Fence Permit Application (existing—should be updated)
- Commercial Fence Permit Application (existing—should be updated)

Action: The Planning Commission should provide direction to staff.

Chapter 14.36

FENCES, WALLS AND HEDGES

Sections:

- 14.36.010 Definitions.
- 14.36.020 Applicability.
- 14.36.030 Restrictions.
- 14.36.040 Construction.
- 14.36.050 Barbed wire fences.
- 14.36.060 Electric fences.
- 14.36.070 Swimming pool fences.
- 14.36.080 Rear yard access.
- 14.36.090 Deviations.
- 14.36.100 Nuisance—Declaration.
- 14.36.110 Nuisance—Abatement.
- 14.36.120 Violation—Penalty.

14.36.010 Definitions.

As used in this chapter:

- (a) “Corner lot” means a lot or plot of land located at the interior angle of two streets.
- (b) “Fence” means any barrier erected, constructed or placed on a lot or plot of ground and includes hedges, masonry walls and ornamental constructions as well as the commonly known wire, board, metal, wood, wood picket or wood rail fences.
- (c) “Front street” means the street along the shorter platted frontage of a corner lot.
- (d) “Hedge” means any vegetation serving as a fence or barrier including a row of closely planted shrubs, trees, bushes or other vegetation.
- (e) “Height” means the distance measured above the street curb parallel to the fence line. For interior and alley fences, the height is measured above the average grade within five feet of the fence on the high side of the fence. (Ord. 1152 § 1 (part), 2003; Ord. 586 § 1, 1979).

14.36.020 Applicability.

These regulations shall apply to fences and hedges for residential use. (Ord. 1152 § 1 (part), 2003; Ord. 586 § 2, 1979). A fence permit is required prior to construction of a fence. A hedge must comply with the height and location requirements but does not require a permit.

14.36.030 Restrictions.

The following restrictions shall apply to construction, maintenance, repair or placement of fences and hedges, and no deviation from these requirements shall be made except as provided in Section 14.36.090:

- (a) Corner Lot. A maximum of six feet in height anywhere on a corner lot, except as follows:
 - (1) A maximum of three feet in height where closer than forty-five feet from the point of projected intersections of the street curb face;
 - (2) A maximum of three feet in height where closer than twenty feet from the front street property line (right-of-way);
 - (3) A maximum of three feet in height where closer than thirteen feet from a point located by projecting the side street curb and the alley right-of-way.

(b) Interior Lot. A maximum of six feet in height anywhere on an interior lot, provided a maximum of three feet in height where closer than twenty feet from the front property line.

(c) Public Right-of-Way. ~~Property owners constructing or reconstructing a fence on public right of way shall provide a public sidewalk parallel to the curb for the full length of the lot side per the public works design standards. On properties lacking a public sidewalk along the street, the fence shall be set back at least 6' from the curb to allow space for a future sidewalk.~~ Wood and chain link fences on public right-of-way shall be considered licensed by the city with the fence building permit. Masonry and/or decorative metal fences shall obtain a standard public right-of-way license approved by council. Fences on public right-of-way will be removed at the adjacent landowner's expense within sixty days of terminating said license. Upon request of removal, the fence shall be considered a public nuisance.

(d) Driver Visibility. Property owners shall not allow a hedge to grow such that a visibility hazard is created for a driver of a vehicle on or entering onto public right-of-way.

(e) Fences along alleys shall be located completely on private property and at least ten feet from the alley centerline. (Ord. 1544 § 1, 2020: Ord. 1152 § 1 (part), 2003; Ord. 586 § 3, 1979).

14.36.040 Construction.

Fences may be constructed of wood, masonry, iron, wire fence or grown as hedges. All construction is to be done in such manner as to leave no sharp or protruding ends, barbs or projections. Fences shall not be made of used materials such as pallets, conveyor chain, tin siding, rusted pipe, vehicle bodies or similar used materials. (Ord. 1152 § 1 (part), 2003; Ord. 586 § 4, 1979).

14.36.050 Barbed wire fences.

Fences containing barbed wire shall be prohibited for residential use. (Ord. 1152 § 1 (part), 2003; Ord. 586 § 6, 1979).

14.36.060 Electric fences.

Electric fence shall be prohibited. (Ord. 586 § 5, 1979).

14.36.070 Swimming pool fences.

~~A new swimming pool shall receive a certificate of occupancy only after it is enclosed by a fence and/or structure which shall be at least six feet in height as measured from the outside of the fence. This safety barrier shall be a fence not readily climbed by children or a structure that is a barrier to unauthorized entrance. The fence gate shall have a latch not readily operable by small children. (Ord. 1152 § 1 (part), 2003; Ord. 586 § 7, 1979). (Swimming pool fences are regulated by the International Pool and Spa Code, and are addressed through the required building permit for the pool).~~

14.36.080 Rear yard access.

Every fence built along the alley property line or within the required rear yard shall be provided with a gate at least three feet in width so as to provide accessibility to the rear of any lot in case of an emergency. (Ord. 1152 § 1 (part), 2003; Ord. 668 § 2, 1983; Ord. 586 § 8, 1979; Ord. 10 § 5.02, 1951).

14.36.090 Deviations.

No deviation may be made from these regulations except with the written approval of the city planning commission, with the right of appeal to the city council. The following criteria shall be established as grounds for deviation from the regulations set forth in this chapter:

(a) Special circumstances applicable to the property in question or to the intended use that do not apply generally to other properties or classes of use in the same vicinity and zoning classifications;

(b) A deviation is necessary for the preservation and enjoyment of a substantial property right or use possessed by other property in the same vicinity and in zoning classification which because of special circumstances is denied to the property in question;

- (c) The granting of a deviation will not be materially detrimental to the public welfare or injurious to other property improvements in such vicinity and zoning classification in which the subject property is located;
- (d) That the granting of a deviation will not conflict with the general intent of this chapter. (Ord. 1152 § 1 (part), 2003; Ord. 586 § 9, 1979).

14.36.100 Nuisance—Declaration.

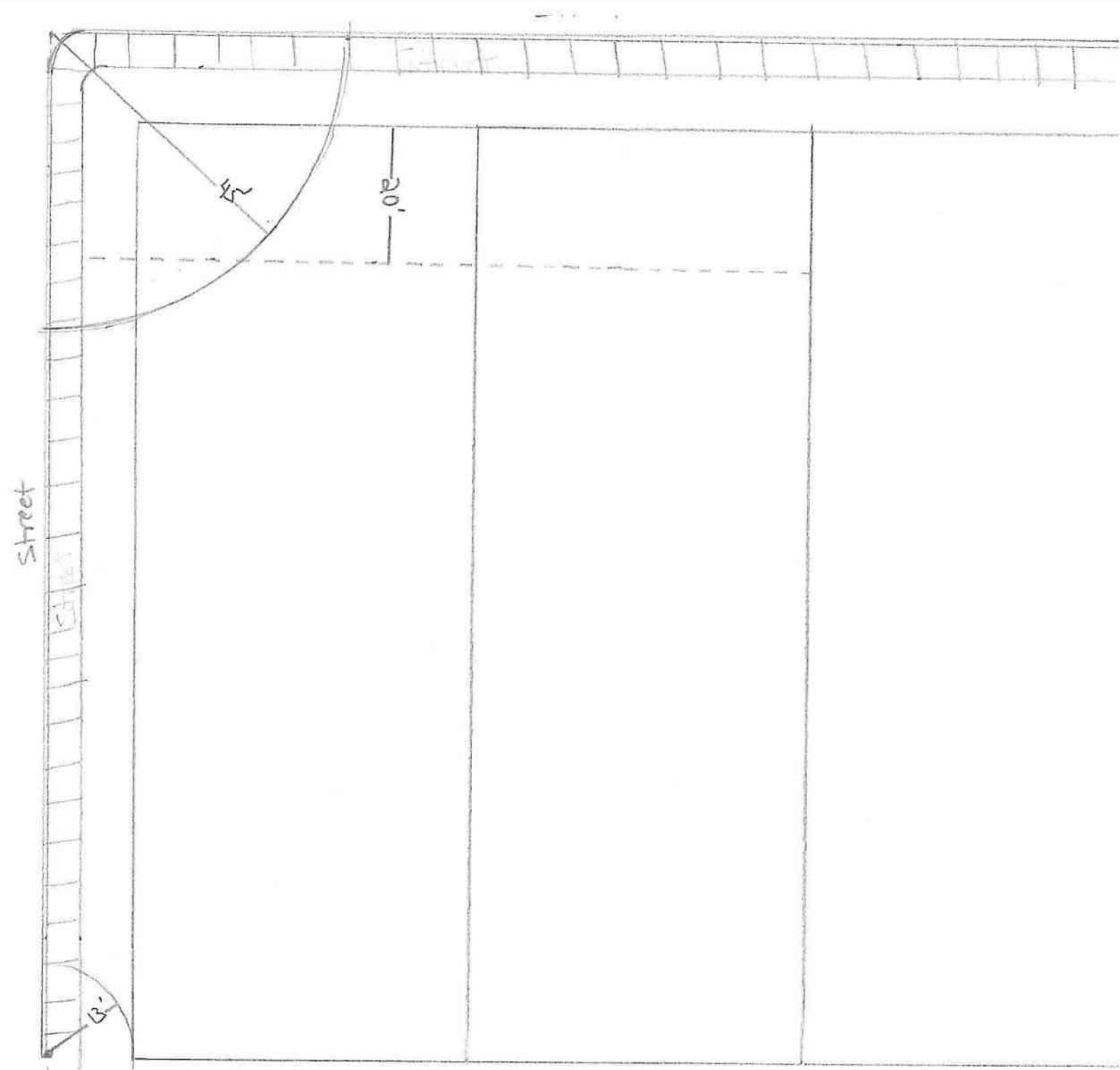
All existing fences and new fences hereafter erected in violation of the provisions of this chapter are public nuisances. Such fences are subject to being abated by any means permitted by this code or state law. (Ord. 1152 § 1 (part), 2003; Ord. 586 § 11, 1979).

14.36.110 Nuisance—Abatement.

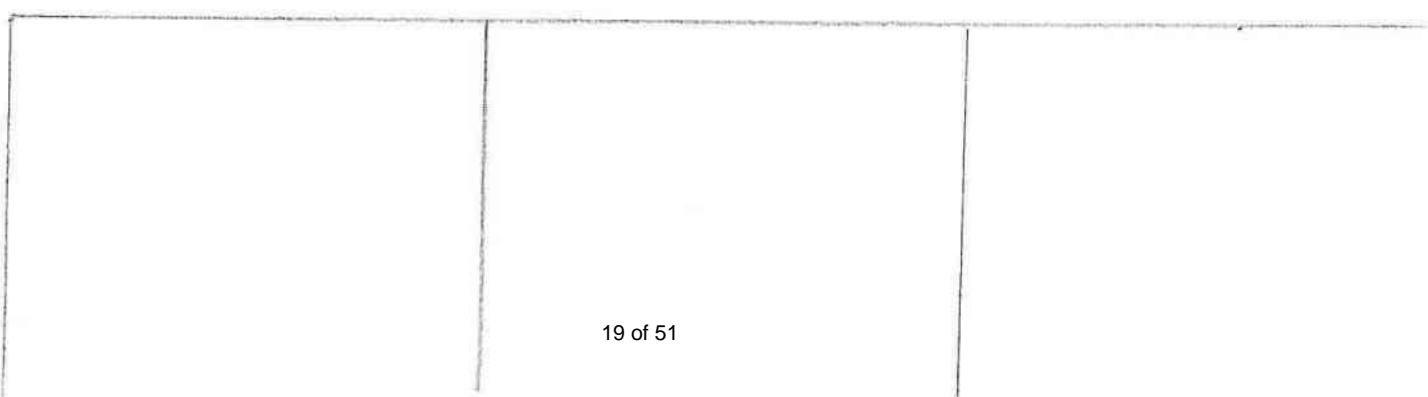
Whenever any fence has become a public nuisance, as herein defined, the code enforcement officer or building inspector of the city shall notify the owner of record of the premises on which the same is located, or his agent or person having charge or control of said premises, in writing, to obtain a variance, if he can, or to remove or abate such nuisance within sixty days after receiving such notice. The person so notified shall have the right, within the sixty days period to alter the fence so that the same conforms to the requirements of this chapter. If such alteration is so made, no further action will be taken. If the person so notified neglects or refuses to alter, remove or abate such nuisance, the code enforcement officer or building inspector is authorized to request the city attorney to institute in the name of the city such proceedings as may be necessary, in any court of competent jurisdiction to secure abatement of the same. (Ord. 586 § 12, 1979).

14.36.120 Violation—Penalty.

In addition to the remedy of abatement provided herein, any person, firm or corporation who suffers or permits any nuisance as herein defined to exist or remain upon his, their or its premises or under his, their or its control after having been notified by the code enforcement officer or building inspector to remove or abate the same is deemed to have committed a civil infraction as provided in this code and is subject to a penalty of up to one thousand dollars for each day the violation exists after being declared a nuisance as provided in Section 14.36.110. (Ord. 1152 § 1 (part), 2003; Ord. 586 § 13, 1979).



Alley



OMC 17.30 Commercial Zones

17.30.100 Fences and walls.

Fences and walls not exceeding eight feet in height may be permitted subject to the requirements of this section. Prior to construction or installation, all fences and walls will require a fence permit ~~to be issued by public works~~ and/or a building permit issued by the building and planning department. Electric and barbed wire fences are prohibited, except that security fences containing barbed wire may be permitted subject to review by the building official regarding the safety of such a fence. All applications for permits to construct or install fences or walls shall be reviewed by the building official and city engineer for vehicular and pedestrian safety. [A fence enclosing property may be required to have a gate with an approved lock box or lock installed for emergency vehicle access](#) (Ord. 1547 § 4 (part), 2020).

OMC 17.40 Industrial Zones

17.40.090 Fences and walls.

Fences and walls not exceeding eight feet in height may be permitted subject to the requirements of this section. Prior to construction or installation, all fences and walls will require a fence permit ~~to be issued by public works~~ and/or a building permit issued by the building and planning department. Electric and barbed wire fences are prohibited, except that security fences containing barbed wire may be permitted subject to review by the building official regarding the safety of such a fence. All applications for permits to construct or install fences or walls shall be reviewed by the building official and city engineer for vehicular and pedestrian safety. [A fence enclosing property may be required to have a gate with an approved lock box or lock installed for emergency vehicle access](#) (Ord. 1547 § 5 (part), 2020).

OMC 17.56 General Provisions

17.56.040 Vision clearance at intersections.

In all residentially zoned areas, no fence, wall, structure of any kind, bush or foliage, shall be erected or placed or be allowed to grow or to be maintained at a height of over three and one-half feet above the established top of any curb grade on any public or privately owned land within an area having a direct base line as follows:

- (a) Street Intersections. Intersecting two street lines at points twenty-five feet from the intersection of such street lines or such street lines produced;
- (b) Alley Entrances. Intersecting the street and alley line at points twenty feet from the intersection of such street and alley lines or such street and alley lines produced. (Ord. 948 § 2 (part), 1995).



The City of Othello

500 East Main Street OTHELLO, WASHINGTON 99344 Telephone (509) 488-5686
Fax (509) 488-0102

RESIDENTIAL FENCE PERMIT

Thank you for inquiring about a permit to place a fence on your residential property. This permits you to construct or reconstruct a fence without submitting a site plan and design details if all the following criteria are met.

- | | | |
|--|-----------|-----------|
| 1. Will the fence be built around your own home? | YES _____ | NO _____ |
| 2. Will the fence be 13 feet or more, from the front curb? | YES _____ | NO _____ |
| 3. The only concrete being used will be to anchor each post? | YES _____ | NO _____ |
| 4. Will the fence be entirely on your property? | YES _____ | NO _____ |
| 5. Will the front yard fence be 3 feet high or less? | YES _____ | NO _____ |
| 6. Will the backyard fence be 6 feet high or less? | YES _____ | NO _____ |
| 7. Will all fencing over 3 feet high be set back from the curb equal to or more than the house on either side? | YES _____ | NO _____ |
| 8. Do you have a swimming pool over 2 feet deep? | YES _____ | NO _____ |
| 9. If you have a corner lot , will any fence over 3 feet high be at least 45 feet from the curb radius? | YES _____ | NO _____ |
| 10. Have you identified the property line with survey pins? | YES _____ | NO _____ |
| | YES _____ | N/A _____ |

Please draw a sketch of your property showing the proposed fence on a separate sheet of paper and attach it to this application to submit it for review.

IMPORTANT REQUIREMENTS FOR ALL FENCES:

- The fence must be made of new material, wood, vinyl, or steel.
- There cannot be any sharp, protruding, or dangerous edges.
- A fence over three feet high enclosing the backyard must have a gate.
- If a contractor installs the fence, they must have a State, and City license.
- No fence can be electrified or hazardous to touching.
- If your fence encloses any utility box, valve, man hole, meter, etc. call that utility for approval.
- No Fence will be permitted *in, on or across* a utility easement or City right-of-way. **ANY NON-COMPLIANCE WITH THIS WILL RESULT IN THE FENCE BEING REMOVED AT THE COST OF THE OWNER.**
- **Be sure you call 811 OR 1-800-424-5555 to have public utilities located before digging postholes.**
- No fence can be over 6 feet high.

I AGREE TO BUILD MY FENCE IN COMPLIANCE WITH ALL THE ABOVE TERMS.

PRINT NAME: _____ DATE: _____

OWNER SIGNATURE: _____ PHONE: _____

PROJECT ADDRESS: _____

CONTRACTOR SIGNATURE: _____ DATE: _____

CITY LICENSE: _____ STATE LICENSE: _____

THIS FENCE PERMIT IS VALID FOR SIX MONTHS AFTER THIS DATE. _____

TO BE COMPLETED BY THE CITY OF OTHELLO PUBLIC WORKS DIRECTOR

The public works director shall review and approve this fence permit prior to approval and issuance of permission to erect a fence.

DOES THIS FENCE COMPLY WITH ALL STANDARDS

YES

NO

APPLICATION FOR FENCE PERMIT IS APPROVED

YES

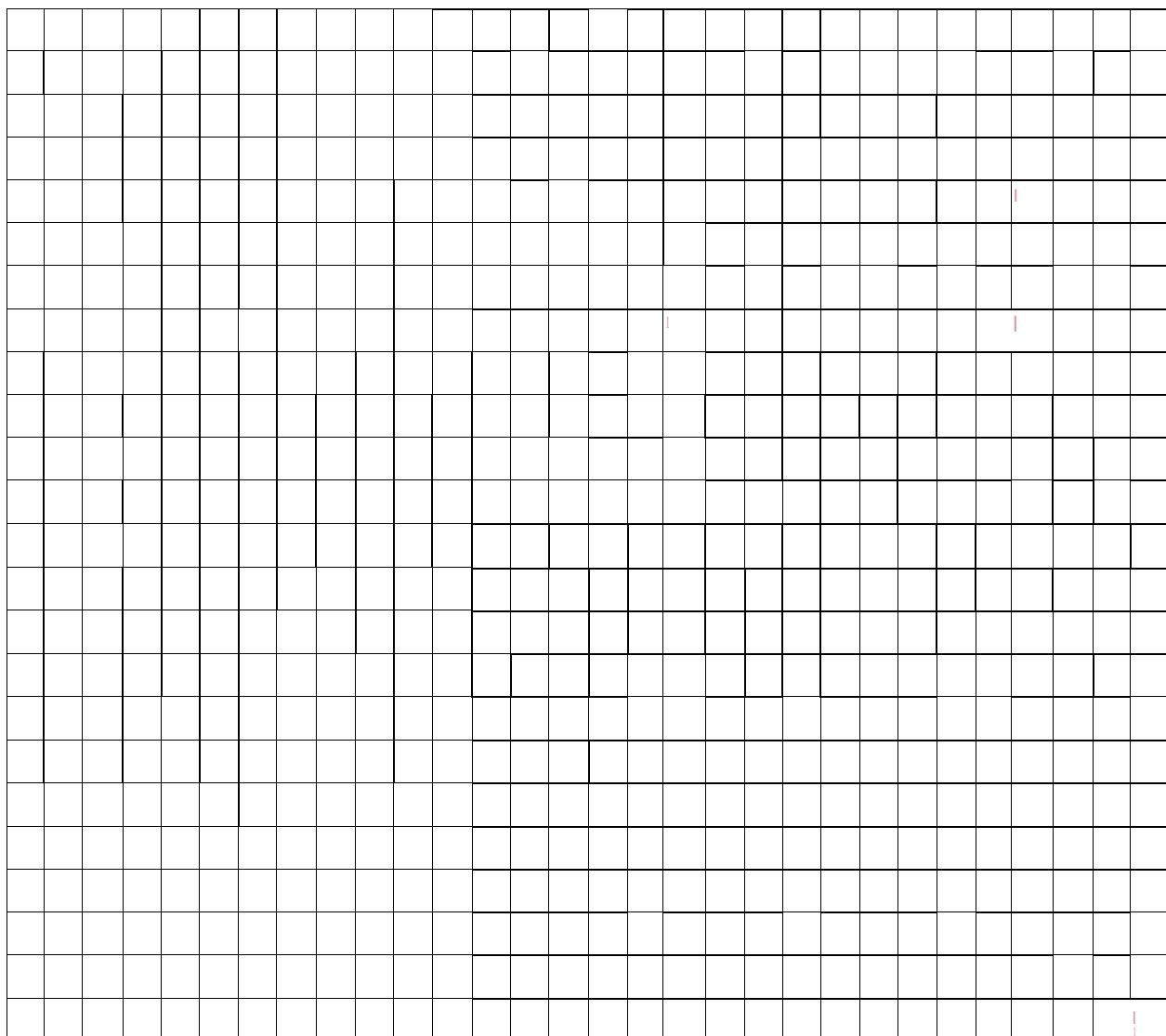
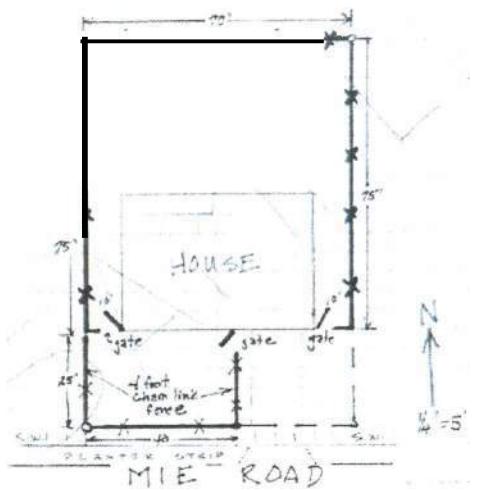
NO

NOTES: _____

PUBLIC WORKS DIRECTOR: _____ **DATE:** _____

Include:

- North Arrow
- Property lines
- Building location(s)
- Fence Location
- Fence heights(s)
- Road and/or Alley location
- Any easements
- Measurements
- Scale $\frac{1}{4}'' = 5'$





The City of Othello

500 East Main Street OTHELLO, WASHINGTON 99344 Telephone (509) 488-5686
Fax (509) 488-0102

COMMERCIAL FENCE PERMIT

A Building Permit is required for all commercial fencing.

1. The fence will be built around your own property? YES _____ NO _____
2. The fence shall not exceed 8 feet in height? YES _____ NO _____
3. The fence will be 13 feet or more, from the front curb? YES _____ NO _____
4. The only concrete used will be to anchor each post? YES _____ NO _____
5. The fence will be entirely on your property? YES _____ NO _____
6. On a **corner lot**, any fence over 3 feet high will be at least 45 feet from the curb radius? (Alternative fencing may be considered with site plan). YES _____ NO _____
7. I have identified the property line with survey pins? YES _____ NO _____

**Please draw a sketch of your property showing the proposed fence on a separate sheet of paper and attach it to this application to submit it for review.*

IMPORTANT REQUIREMENTS FOR ALL FENCES:

- The fence must be made of new material, wood, vinyl, or steel.
- There cannot be any sharp, protruding, or dangerous edges.
- A fence enclosing property must have a gate with a lock box installed so that emergency vehicles can enter in case of an emergency. (lock box application can be acquired from the Fire Department)
- If a contractor installs the fence, they must have a State, and City license.
- No fence can be electrified or hazardous to touching.
- If your fence encloses any utility box, valve, man hole, meter, etc. call that utility for approval.
- No Fence will be permitted *in, on or across* a utility easement or City right-of-way. **ANY NON COMPLIANCE WITH THIS WILL RESULT IN THE FENCE BEING REMOVED AT THE COST OF THE OWNER.**
- Be sure you call 1-800-424-5555 to have public utilities located before digging postholes.
- No fence can be over 8 feet high.

I AGREE TO BUILD MY FENCE IN COMPLIANCE WITH ALL OF THE ABOVE TERMS.

PRINT NAME: _____ SIGN: _____

OWNER SIGNATURE: _____ DATE: _____

PROJECT ADDRESS: _____ PHONE: _____

CONTRACTOR SIGNATURE: _____ DATE: _____

CITY LICENSE: _____ ST LICENSE#: _____

THIS FENCE PERMIT IS VALID FOR SIX MONTHS AFTER THIS DATE. _____

TO BE COMPLETED BY THE CITY OF OTHELLO PUBLIC WORKS DIRECTOR

The public works director shall review and approve this fence permit prior to approval and issuance of permission to erect a fence.

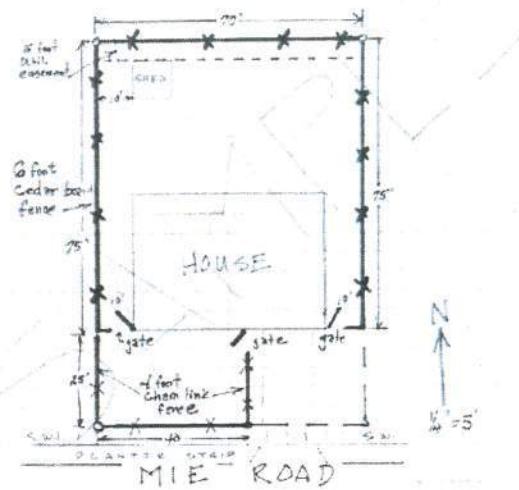
**DOES THIS FENCE COMPLY WITH ALL STANDARDS
APPLICATION FOR FENCE PERMIT IS APPROVED**

YES NO
 YES NO

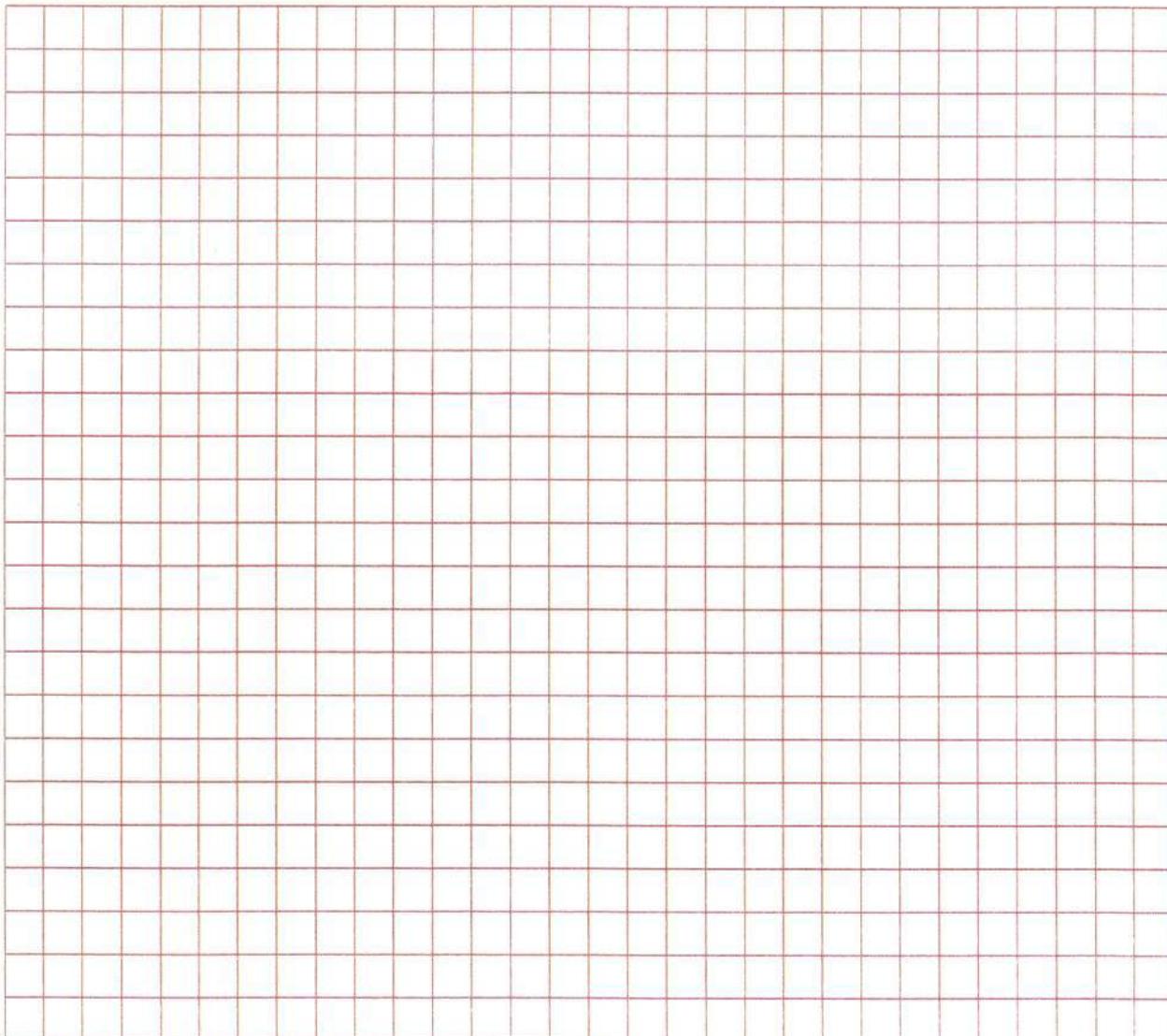
NOTES: _____

PUBLIC WORKS DIRECTOR: _____ DATE: _____

Include:



- North Arrow
- Property Lines
- Building Location(s)
- Fence Location
- Fence Height(s)
- Road and/or Alley Location
- Any Easements
- Measurements
- Scale $\frac{1}{4}$ " =



TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: August 15, 2022

SUBJECT: Landscaping – OMC 17.74 - Discussion

As discussed at the May and June meetings, the Council has asked the Planning Commission to review the street tree requirement, especially related to Main Street and commercial remodels. The Commission provided some direction to staff at the June meeting, which has been incorporated into the attached draft. The Commission has also been intending to review residential landscape timing requirements.

Staff Comments

1. The changes made to the attached draft were:
 - a. Eliminate the requirement for street trees for non-residential remodels/additions, and have it apply only to new projects.
 - b. Increase the points for trees when planted within 10' of right-of-way. The intention was to incentivize street trees without necessarily requiring them. The 10' distance and 25% increase weren't discussed, staff added those as a starting point for discussion.
2. At the May and June meetings, the Planning Commission expressed a desire to simplify the landscape requirements. We can continue to discuss ways that the code could be simplified.
3. 17.74 Landscaping and Screening was adopted in February 2020. This chapter was developed through discussions by the Planning Commission in 2018 (Jan. 16, Feb. 20, May 18, & Nov. 19) and 2019 (Jan. 23, May 20, & Aug. 19).
4. OMC 17.74 replaced previous landscaping requirement scattered among several OMC chapters, including 14.57 Landscaping (adopted 2009), which required Type III Street Frontage Landscaping with 1 tree and 4 shrubs for every 25' of street frontage for commercial developments, including remodels where the cost exceeded 25% of assessed value. At the time of the 2018-2020 update, we were trying to simplify and reduce conflicts in the code, without necessarily making big changes to the actual requirements. With a few years of using the ordinance, it is appropriate to examine how well it is working and improve on it if possible.
5. The Commission requested information about what and when other cities require residential landscaping. Staff didn't have time for new research, but see attached for information gathered in September 2020.

Attachments:

- OMC 17.74 Landscaping and Screening, with draft changes
- Residential Landscape Installation in Eastern Washington, as of September 2020

Action: The Planning Commission should provide direction to staff on the landscape code.

Chapter 17.74

LANDSCAPING AND SCREENING

Sections:

- 17.74.010 Purpose and intent.
- 17.74.020 Applicability.
- 17.74.030 General landscaping.
- 17.74.040 Parking lot landscaping.
- 17.74.050 Street trees.
- 17.74.060 Property line screening.
- 17.74.070 Trash enclosure screening.
- 17.74.080 Blank facade landscaping.
- 17.74.090 Residential landscaping.
- 17.74.100 Landscape point values.
- 17.74.110 Approved, discouraged and prohibited plants.
- 17.74.120 Landscape plan requirements.
- 17.74.130 Modifications.
- 17.74.140 Installation, maintenance, and enforcement.
- 17.74.150 Approval of landscape plan and installation of landscaping.
- 17.74.160 Variances.

17.74.010 Purpose and intent.

The purpose of this chapter is to establish landscaping provisions to achieve the following:

- (a) Provide a smooth transition between adjacent properties and buffer different intensities of land uses.
- (b) Maintain and enhance the character and appearance of the city.
- (c) Soften the visual impact of paved surfaces and blank building walls.
- (d) Reduce the effects of light, noise, glare, exhaust fumes, heat, wind, erosion, and other adverse effects.
- (e) Provide shade.
- (f) Reduce environmental impact. (Ord. 1547 § 6 (part), 2020).

17.74.020 Applicability.

(a) Other than the exceptions listed in subsection (b) of this section, the requirements of this chapter shall apply to all of the following:

- (1) New development.
 - (2) Any change in the use of a property requiring a land use permit.
 - (3) Any change in the use of a property requiring a change of occupancy permit.
 - (4) Any addition, remodel, alteration, or repair of a structure that increases the gross floor area by more than twenty percent or where the cost of the addition, remodel, alteration, or repair exceeds twenty-five percent of the existing assessed value of the structure.
- (b) Exceptions.
- (1) This chapter does not apply to any use or development in the C-1 zone, other than parking lots and trash enclosure screening.

(2) Partially Developed Lots. When only a portion of a lot is being developed, the community development director may grant a deferral of the landscaping requirements for the undeveloped remainder of the lot.

(c) Landscaping Required.

Specific types of landscaping are required for the following categories of projects:

Table 1

Type of Landscaping	Subject Property Use				
	Individual Single-Family Houses or Duplexes	Residential Subdivisions	Multifamily Development (Triplex or Larger) and Manufactured Home Parks	Nonresidential Development	Development in Industrial Zones
General	No	No	Yes	Yes	No
Parking Lot	No	No	Yes	Yes	No
Street Trees	No	Yes	Yes	Yes <u>for new development</u> <u>No for remodels and additions</u>	No
Property Line Screening	No	At time of construction of each house	Yes	Yes	Yes
Trash Enclosure Screening	No	No	Yes	Yes	No
Blank Facade	No	No	Yes	Yes	No
Residential	Yes	At time of construction of each house	Yes	No	No

(Ord. 1547 § 6 (part), 2020).

17.74.030 General landscaping.

Multifamily and nonresidential projects, except when located in an industrial zone, shall provide the following landscaping points on the site, in addition to other required landscaping:

Table 2

Developed Area	Landscaping Points Required
500—2,500 sq. ft.	25
2,501—5,000 sq. ft.	50
Over 5,000 sq. ft.	50 plus one point for each 200 sq. ft. of area over 5,000

Developed area shall be calculated as the area of the building and amenities including patios, sidewalks, and common areas. Parking area is not included in the developed area calculation and is instead addressed in Section 17.74.040. (Ord. 1547 § 6 (part), 2020).

17.74.040 Parking lot landscaping.

(a) Applicability. Parking lot landscaping is required for multifamily and nonresidential projects, except for the following:

- (1) Projects located in an industrial zone.
 - (2) Display areas for automotive and equipment sales and rental.
- (b) Landscaping Point Requirements. Parking lots with more than ten required spaces shall provide two landscaping points for each required parking space, plus one point for each additional parking space.
- (c) Location.
- (1) All landscaping shall be located intermittently between parking stalls, at the end of parking columns, or between stalls and the property line. The design should strive to have all parking spaces within fifty feet of the trunk of a shade tree with a fifteen-foot minimum canopy at maturity.
 - (2) When parking islands are provided, trees shall be planted a minimum of two feet away from the edge of the parking island, to prevent damage to trees from vehicle overhang or opening doors.
 - (3) Landscaping shall be protected from vehicle damage by permanent curbs or structural barriers. Curbing or barriers may have openings to facilitate stormwater drainage. (Ord. 1547 § 6 (part), 2020).

17.74.050 Street trees.

- (a) Applicability. The provisions of this section shall apply to new developments, including multifamily development, residential subdivisions, and nonresidential projects except when located in industrial zones.
- (b) Developments adjacent to public streets shall provide one medium or large tree for each seventy-five lineal feet, or fraction thereof, of street frontage abutting the property.
- (c) Trees shall be approximately evenly spaced. Tree spacing may be modified for conflicts such as utilities, site topography, and visual safety at intersections and driveways.
- (d) Trees should be planted within ten feet of the edge of right-of-way but shall not be planted within right-of-way without approval of the public works director.
- (e) Street trees shall be chosen from the approved list in Section 17.74.110. Street trees not on this list must be approved by the community development director and public works director.
- (f) Street trees near a side property line shall be planted clearly on one side of the line or the other, to make clear which owner is responsible for maintaining the tree.
- (g) Street trees may be counted toward the landscape points needed for a site. (Ord. 1547 § 6 (part), 2020).

17.74.060 Property line screening.

- (a) Applicability. Property line screening is required for subdivisions, multifamily development, manufactured home parks, and nonresidential projects in all zones.
- (b) Visual screening shall be installed along the adjoining property line in the following situations:
 - (1) A nonresidential project abuts a multifamily project; or
 - (2) A residential subdivision has lots that back to an arterial street.
- (c) Full screening shall be installed along the adjoining property line in the following situations:
 - (1) A multifamily or nonresidential project abuts a one- or two-family dwelling or vacant land zoned R-1 or R-2;
 - (2) The project is a manufactured home park;
 - (3) A project in an industrial zone abuts a different zoning district; or

- (4) An industrial use has the potential to substantially impact adjacent properties with noise, nuisance, or vibration, as determined by the city administrator or designee.
- (d) Visual screening shall consist of one or a combination of subsections (d)(1) through (3) of this section. Full screening shall consist of subsection (d)(1) of this section plus at least one of subsections (d)(2) through (3) of this section.
- (1) A sight-obscuring fence, which may consist of wood, ornamental iron, aluminum, brick, masonry, architectural panels, chain link with slats, or other permanent materials that are typically used for fencing;
 - (2) A maintained, landscaped earthen berm at least five feet wide with a minimum of ten points of landscaping for every twenty-five lineal feet of property line frontage; or
 - (3) A five-foot-wide landscape screen that shall consist of:
 - (A) A mixture of evergreen and deciduous trees, planted no less than thirty-five feet on center, with a maximum of seventy-five percent of the trees being deciduous;
 - (B) Evergreen shrubs shall comprise at least fifty percent of the plantings;
 - (C) A minimum of eighteen landscape points for every twenty-five lineal feet of property line being screened.
- (e) Height of Screening.
- (1) Visual or full screening shall be a minimum of six feet high measured from finished grade, except where shorter screening is needed for safety, such as within front setbacks and at street corners and driveways.
 - (2) Where the elevation of the finished grade within six feet of the screen differs from one side of the screen to the other (as when a fence is placed on top of a slope or retaining wall), the height shall be measured from the side with the lowest finished grade elevation. (Ord. 1547 § 6 (part), 2020).
- 17.74.070 Trash enclosure screening.**
- (a) Applicability. Trash enclosure screening is required for multifamily projects larger than four dwelling units and nonresidential projects utilizing trash containers larger than ninety-six gallons, except that trash enclosure screening is not required within industrial zones.
- (b) Trash receptacles larger than ninety-six gallons shall be enclosed on all four sides by a six-foot-high, one hundred percent sight-obscuring barrier. Three sides of the enclosure shall be block wall or similar. (Ord. 1547 § 6 (part), 2020).
- 17.74.080 Blank facade landscaping.**
- Blank building facades more than twenty feet in height or fifty feet in width or length shall be landscaped with trees, trellises, and plantings to provide visual relief and soften the effect of the building on the surrounding area. A blank facade within twenty feet of another building or otherwise not visible from a public street is not required to be screened. (Ord. 1547 § 6 (part), 2020).
- 17.74.090 Residential landscaping.**
- (a) Front Yard Setback. The required front yard setback of all residential uses shall be landscaped within one year of occupancy and maintained. For the purposes of this section, “landscaping” shall be defined as the addition of lawn, trees, plants, shrubs, and other natural and decorative features. At least fifty percent of the front yard area shall be landscaped. Driveways and parking areas may be located in the remaining fifty percent that is not required to be landscaped.
- (b) Multifamily Structures. Multifamily residential uses shall also landscape the required open space areas so that they are usable for outdoor recreation.

(c) Manufactured Home Parks. All areas within the boundaries of the manufactured home park shall be landscaped. All lawns, trees, landscaping, occupied and unoccupied manufactured home spaces, recreation areas, and open space areas shall be continually maintained. A permanent irrigation system shall be installed and maintained for planted common areas. (Ord. 1547 § 6 (part), 2020).

17.74.100 Landscape point values.

Where this chapter specifies landscape points, the points shall be calculated per the following table. Where drought-tolerant plantings and techniques are used, point values may be increased by twenty percent.

Table 3: Landscape Point Values

Type of Plant Material	Minimum Size (at time of planting)		Point Value	
	Deciduous Trees (in caliper inches)	Evergreen Trees (in feet of height)	New Vegetation	Preserved Vegetation
Large tree (mature height > 60')	Over 25" caliper	>41'		58
	20.1 to 25"	37—40'		46
	15.1 to 20"	33—36'		40
	10.1 to 15"	29—32'		35
	8 to 10"	22—28'	26*	30
	7"	19—21'	24*	28
	6"	16—18'	22*	25
	5"	13—15'	20*	23
	4"	11—12'	18*	21
	3"	9—10'	15*	17
Medium tree (mature height 25—60')	2"	7—8'	12*	14
	1.5"	6—7'	10*	12
Small tree (mature height <25')	1"	5—6'	9*	10
<u>*Points for a tree are increased by 25% if planted within 10' of a street right-of-way line</u>				
Large shrub	5-gallon, 24" height at planting		3	4
Medium shrub	3-gallon, 12" height at planting		2	3
Small shrub	2-gallon, 8" height at planting		1	n/a
Ornamental grass or perennial >12" tall	1-gallon		1	n/a
Groundcover plant	1-gallon		1/2	n/a
	4" pot		1/4	n/a
Landscaped berm	30" height, 10' length, 3:1 slope		1 point per 5 lineal feet	n/a
Turf grass	n/a		1/4 per square yard	n/a
Basalt column			1/2 per cubic foot	

Type of Plant Material	Minimum Size (at time of planting)		Point Value	
	Deciduous Trees (in caliper inches)	Evergreen Trees (in feet of height)	New Vegetation	Preserved Vegetation
Boulder			1/2 per cubic foot	
Beautification committee approved red planter pot			Small = 15 points. 18 points with plants Medium = 19 points. 22 points with plants Large = 23 points. 26 points with plants	
Barrel with plants	2' minimum diameter		5	
Curbing			1 point per 10 lineal feet	
Original artwork/sculpture			1/10 per cubic foot	
Decorative rock groundcover			1 per 10 square yards	

(Ord. 1547 § 6 (part), 2020).

17.74.110 Approved, discouraged and prohibited plants.

(a) General. Any plant listed by the Adams County weed district as a noxious weed is prohibited from being planted or allowed to exist anywhere within the city limits of the city.

(b) Trees.

(1) Approved trees are preapproved, specific trees that the city of Othello has approved to be planted as park trees and city-planted public trees in the right-of-way. This list is also advisable to use for private landscaping outside the city right-of-way on private property: flame maple, trident maple, tatarian maple, common hornbeam, zelkova, tree lilac, red sunset maple, Kwanzan flowering cherry, chanticleer flowering pear, white ash, red maple and spring snow crabapple.

(2) Discouraged trees have particular negative attributes that should be considered for sustainability for the specific location prior to planting in Othello. Research these trees carefully: box elder maple, hickory, autumn brilliance service berry, imperial honeylocust, kousa dogwood, redbud, black pine, Chinese chestnut, catalpa, hackberry, hawthorn, black walnut, aspens, elms, fruit-bearing trees, fruit-bearing crabapple, and any tree within seven feet of a building or four feet of concrete.

(3) Prohibited trees have a clear and definitive reason not to plant anywhere in Othello: tree of heaven, silver maple, box elder, poplar, black cottonwood, pin oak, willows, Russian olive, Siberian elm, sycamore, sweetgum, sequoia, four oak, Norway maple, and black locust. Said trees are only prohibited from being planted by any person within city rights-of-way and/or easements, or within one hundred feet of a public sewer.

(c) Plants Discouraged from Use.

(1) Thorny plants in locations that tend to catch wind-blown trash, such as barberry.

(2) Plants that need significant maintenance to retain an attractive appearance, and are difficult to remove once established, such as yucca.

(3) Plants that are very large and hard to control, such as pampas grass. (Ord. 1547 § 6 (part), 2020).

17.74.120 Landscape plan requirements.

(a) Landscape plans shall be to a standard scale and shall include the size and type of landscaping materials and vegetation, the dimensions of the lot, the developed area, parking areas, point calculations showing compliance with this chapter, and an irrigation plan detailing types of irrigation delivery and controller.

(b) A landscape plan shall be prepared by a person experienced in the selection and installation of plants. (Ord. 1547 § 6 (part), 2020).

17.74.130 Modifications.

The city administrator or designee may approve modifications to the landscaping requirements of this chapter when the applicant demonstrates that:

- (a) Required landscaping directly interferes with the operation or maintenance of existing stormwater facilities or natural drainage systems; or
- (b) Existing development, improvements, utilities, or easements directly preclude installation of the required landscaping. (Ord. 1547 § 6 (part), 2020).

17.74.140 Installation, maintenance, and enforcement.

(a) Landscaping shall be primarily vegetative and consist of trees, shrubs, and groundcover. Nonliving natural features may also be incorporated.

(b) All plant material shall be in a healthy condition at the time of planting and shall meet quality standards set forth by the American Standard for Nursery Stock.

(c) All newly planted trees and shrubs shall be mulched and maintained in healthy conditions and to give a clean and weed-free appearance.

(d) Maintenance of required landscaping shall be the responsibility of the property owner. All unhealthy or dead plant materials shall be replaced within the next planting season, not to exceed one hundred eighty days from the date of loss. Planted areas shall be maintained free of trash and weeds.

(e) The type and location of vegetation shall not interfere with utilities and the safe and efficient flow of street traffic. Approval by the appropriate city departments and utility providers shall be required.

(f) Where turf grass is used, it shall be planted, seeded, watered, and maintained in such a manner as to completely cover all exposed areas of soil after one full growing season.

(g) Disturbed ground shall not be left exposed. Mulch or vegetative ground covers shall cover all unpaved and undisturbed areas.

(h) Landscaping may be included within stormwater facilities, provided it does not conflict with the operation of the stormwater facility and complies with state and local stormwater regulations.

(i) Irrigation. All portions of any irrigation system shall be maintained in order to perform its original function. Uncontrolled emission of water from any pipe, valve, head, emitter or other irrigation device shall be considered evidence of lack of maintenance and a violation of this chapter.

(j) Hardscape. Maintenance of all landscape areas shall also include the painting, repairing, reconstruction, and restoration of landscape structures such as fences, walls, trellises, etc. (Ord. 1547 § 6 (part), 2020).

17.74.150 Approval of landscape plan and installation of landscaping.

(a) After receipt of a complete landscape plan, all development applications shall be reviewed by the planner for compliance with this chapter concurrently with and as a part of the review process of the principal use or structure and prior to issuance of any grading, building, or land use permit or approval.

(b) Other than for single-family homes, no certificate of occupancy, or final inspection approval if no certificate of occupancy is required, shall be issued until one of the following occurs:

(1) The required landscaping is installed.

(2) A bond or some other form of cash surety acceptable to the city is submitted at a value of one hundred twenty percent of the estimated cost to complete the landscaping according to the approved landscape plan. Upon completion of the landscape installation, the city shall promptly release the surety. (Ord. 1547 § 6 (part), 2020).

17.74.160 Variances.

A variance from the regulations of this chapter may be obtained through the hearing examiner in compliance with the provisions of Chapter 2.16 entitled "Hearing Examiner." (Ord. 1547 § 6 (part), 2020).

Residential Landscape Installation in Eastern Washington (September 2020)

City	Population	Requirements	Timing
Airway Heights	9,200	Street trees required for new subdivisions (Public Works Standards & Urban Forestry section of Municipal Code). No code requirement for front yard landscaping, but often there is a grassy swale for stormwater so that is part of the lawn.	Street trees are verified when the street is built.
Clarkston	7,095	No code requirement for residential landscaping.	
Cheney	12,403	Street trees (usually 1 per lot) are required as part of a subdivision. Other landscape requirements don't apply to individual homes. Per staff, their system is not working all that well.	They try to make sure it is in by C of O. Mostly gets done because of HOAs.
College Place	9,358	No code requirement for residential.	Per staff, most homes in their area come with the front yard installed, and banks want it that way.
Connell CMC	5,566	Code does not list any landscaping requirements for residential.	
East Wenatchee 17.72.060.G 17.72.060.D 17.72.110	14,168	Residential Low & Medium Density require 20% of site landscaped, Residential High Density 15%. Street frontage landscaping is required in Commercial & Industrial but not Residential.	Landscaping must be installed or bonded before C of O.
Ellensburg	20,977	Code does not require landscaping for single family yards, but does require street trees during subdivision process.	Street trees required before final plat approval.
Ephrata EMC 19.07.070.B EMC 19.07.040(c)(1)	8,190	Street trees for new subdivisions.	Street trees installed or bonded before final plat approval. Front yard landscaped within 1 year of occupancy. Staff has not had problems with yards not being landscaped.

City	Population	Requirements	Timing
			Many are finished before C of O.
George GMC 19.57.040.C.1 GMC 19.57.070.B	518	Street trees for new subdivisions.	Street trees installed or bonded before final plat approval. Front yard landscaped within 1 year of occupancy
Grandview GMC 17.75	11,147	Single family and duplex require at least 50% of front yard (including right-of-way) to have live landscaping and/or decorative rock. Code defines "decorative rock" and "live vegetation" (healthy nursery stock consisting of shrubs, trees, ground cover or lawn. Does not include weeds, bark or other mulches, ornamental stone or artificial plants). Gardens (also defined) within established landscapes are excluded from the requirements.	Houses existing at the time of adoption of the code are considered legal non-conforming. Legal non-conformance does not apply to areas of decorative rock that have silted over or have patches of exposed soil or yards totally devoid of live vegetation or decorative rock. For new houses, if landscaping not installed by C of O, require a landscape plan and timeline for when it will be installed.
Kennewick	82,943	Street trees & front yards both required. Front yard landscaping is almost always installed as part of the construction of the house.	Street trees are required before C of O (or bond 125%). Front yard landscaping is required within 180 days of C of O.
Liberty Lake	10,594	Street trees are required for subdivisions. Front yard landscaping is not required by code, but per staff, almost all homes are part of an HOA so landscaping is installed without the city needing to require it.	Street trees are bonded for with the subdivision, or are a condition of the building permit.
Medical Lake	4,952	No code requirement for street trees or front yards. Developers have been putting in front yard landscaping as part of the sale of	

City	Population	Requirements	Timing
		the home. It sounds like most/all subdivisions have HOAs.	
Moses Lake MLMC 18.57.070 18.57.040.C.1	24,009	Street trees for new subdivisions. Front yard landscaping.	Street trees for a residential lot required before C of O. Front yard landscaped within 1 year of C of O.
Pasco PMC 25.180.050.4&5 12.12.070	74,778	At least 50% of front yard (including ROW but excluding driveways) shall have live vegetation. Front yard areas not covered by required 50% live vegetation must have mulch or decorative rock. All planting strips shall be maintained with lawn, trees, shrubs, living ground cover, or combination thereof. City approval needed for trees and shrubs.	Residential landscaping no later than 3 months after C of O.
Pullman PMC 17.45.100	34,019	Landscaping required for all new development.	Landscaping installed prior to occupancy or use, except up to 1 year delay where planting season conflicts would produce high probability of plant loss.
Quincy QMC 20.48.050.A.5 20.48.080	7,838	Residential Medium District 6' streetscape landscaping	Landscaping installed prior to occupancy or issuance of C of O. Bond allowed.
Richland RMC	57,303	Maintenance of public trees in planter strips is required. Landscaping/street trees required for the master planned community of Badger Mountain South.	In Badger Mountain South, landscaping/street trees required before C of O.
Ritzville RMC 11.90	1,649	Landscaping required for commercial & industrial. No code requirement for residential landscaping.	
Royal City RCMC 17.57	2,230	Street trees for new subdivisions.	Street trees for a residential lot required before C of O.

City	Population	Requirements	Timing
		Front yard landscaping.	Front yard landscaped within 1 year of C of O.
Selah	8,024	Front yard landscaping required by Code Enforcement section of Municipal Code. Haven't had problems with people not putting in landscaping, have more problems with weeds. Builders usually put in the yard.	
Spokane Valley SVMC 22.70	99,703	Street trees for new subdivisions	Prior to C of O, person who prepared landscape plan must certify that irrigation & landscaping installed per plan. 20.40.040 bond for non-street improvements including landscaping in lieu of completing prior to approval of final plat.
Sunnyside	16,742	Predominantly live landscaping, automatic underground sprinklers, no bare dirt.	Landscaping within 3 months of occupancy per landscape chapter (17.65.140.A), 1 year per Residential chapter (17.12.050.G)
Toppenish	8,894	No current requirements, but working on a street tree ordinance. Did not sound like they have an issue with front yards.	
Union Gap		No code requirement for front yard landscaping.	
Walla Walla	32,986	Street trees for new subdivisions. No specific code requirement, but front yard landscaping is typically included in the house price.	Street trees and sidewalks are required to be installed before C of O (WWMC 19.32.020) or within 3 years of final plat approval if not all houses completed by then.
Warden WMC 17.57	2,775	Street trees for new subdivisions. Front yard landscaping.	Street trees for a residential lot required before C of O.

City	Population	Requirements	Timing
			Front yard landscaped within 1 year of C of O.
Wenatchee WMC 10.62	34,329	Street trees for new subdivisions.	Installed or bonded for before C of O.
West Richland	14,928	No landscape requirement for residential in code; however, they attach landscape requirements (street trees) to plat approvals.	Plat approval conditions require street trees to be installed or bonded for before final plat approval.
Yakima	98,884	No code requirement for front yard landscaping.	

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: August 15, 2022

SUBJECT: Housing and Accessory Dwelling Units

As the Commission is well aware, housing continues to be a concern in Othello as well as across the state. Other cities have started to take additional measures to try to increase housing supply and affordability. For example, the City of Spokane recently adopted an ordinance that included changes to accessory dwelling units, lot sizes, short plats, townhouses, duplexes, environmental review, and short term rentals.

Attachments

- City of Spokane "Shaping Spokane Housing" Announcement

Action: The Commission should provide direction if time allows.



Projects



Shaping Spokane Housing



Shaping Spokane Housing

Residential Development Code Initiatives

Announcements

June 27 City Council Approval: Accessory Dwelling Units, Lot Size Transition, and Short Plats

- City Council unanimously voted to approve proposed code changes on Monday, June 27th
- Code changes will go into effect 30 days from Council's vote
- Property owners or applicants interested in submitting permits are encouraged to speak with Current Planning on application requirements. You can visit the Development Services Center on the 3rd Floor of City Hall, call 509-625-6188, or email Current Planning at planningreview@spokanecity.org

Carrying Out the Housing Action Plan

City map
GIS interactive map

Shaping Spokane
2017 update to the Comprehensive ...

Contact Information

Amanda Beck, AICP
Assistant Planner II
abeck@spokanecity.org
509.625.6414

Tirrell Black, AICP
Principal Planner
tblack@spokanecity.org
509.625.6185

Items of Interest

- Spokane Housing Action Plan

Spokane has been working for years to address housing need while preserving community character and livability. To make changes based on the well-informed strategies in the [Spokane Housing Action Plan \(HAP\)](#), the City has identified seven code amendments that could be included in the 2022 Plan Commission work program and would be adopted as changes to the Spokane Municipal Code as early as spring 2022. The proposed changes are also guided by Mayor Woodward's [July 26, 2021 Housing Emergency Proclamation](#) and the City Council's HAP [Implementation Plan](#).

- [Proclamation Addressing Housing Emergency](#)
- [Current Development Options](#)

Phased Changes

Phase 1 code amendments are **foundational to increasing housing supply, variety, and affordability** and would provide necessary updates for the second phase of code changes. Phase 1 addresses development of attached houses (townhouses), duplexes, accessory dwellings, and smaller multifamily projects among other code amendments. Phase 2 code amendments may require Comprehensive Plan changes, exploring opportunities for increasing the number of homes allowed per acre of land, and permitting for a wider variety of housing types generally.



Illustration adapted from Missing Middle Housing by Opticos Design

To address the urgent demand for housing, under [Phase 1](#) the City is exploring seven opportunities to encourage greater housing variety for current and future residents of all **income levels** in locations with **access to services** and **travel options** by amending the Unified Development Code.

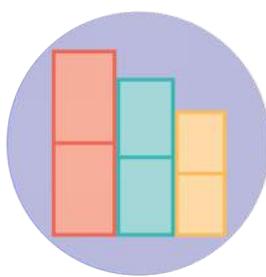
Phase 1 Code Topics



Accessory Dwelling Units

Increase flexibility of development and design standards for Accessory Dwelling Units.

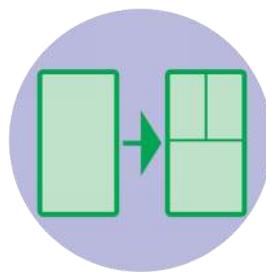
- [Approved Ordinance C36225 \(PDF 15.1 MB\)](#)



Lot Size Transition Requirements

Clarify development regulations, and provide additional flexibility for natural topography or critical areas.

- [Approved Ordinance C36225](#) (PDF 15.1 MB)



Short Plat Application Process

Reduce or streamline the notification and commenting requirements.

- [Approved Ordinance C36224](#) (PDF 1.9 MB)
- [Approved Ordinance C36226](#) (PDF 1.1 MB)



Attached Housing (Townhouses)

Encourage infill development, update development and design standards to integrate with neighborhood character.

- [Info Sheet](#) (PDF 1.3 MB)
- [Quick Info Video](#)
- [Standards Comparison Memo](#) (PDF 339 KB)



Duplexes in Residential Single Family (RSF) Zone

Expand the permitted zoning districts and lot types, update design standards to integrate with neighborhood character.

- [Info Sheet](#) (PDF 387 KB)
- [Quick Info Video](#)



Environmental Review Thresholds

Adopt exemption levels as permitted in WAC 197-11-800 to streamline permitting processes, add standards for discovery of historic artifacts.

- [Info Sheet](#) (PDF 365 KB)

- [Quick Info Video](#)



Short Term Rentals

Expand allowable zones to enable licensing compliance.

- [Info Sheet \(PDF 239 KB\)](#)
- [Quick Info Video](#)

Provide Feedback

We want to hear from the community throughout the process for each code amendment. It is important that proposed changes to residential development and design standards meet Spokane's goals, giving all existing and future residents more options for housing types and locations.

- [Sign up](#) to receive email announcements about this project.
- Email questions and comments, or request community outreach events, by emailing DevelopmentCode@spokanecity.org.
- Come back to this page for updates on each code amendment as they progress.

Public Hearing Process



Plan Commission Workshops



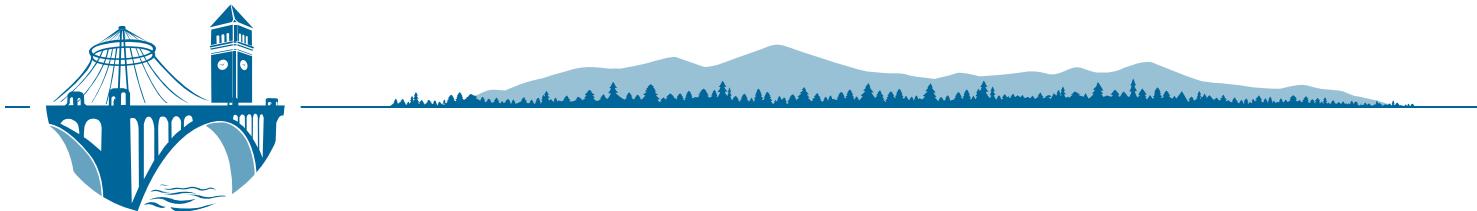
Email Updates



Past Open Houses



Background



The City of Choice

What is the MFTE Program?

Under the [2021 changes](#) to the MFTE program and Chapter 84.14 RCW, all cities and certain counties can now offer property tax exemptions for new construction, conversion and rehabilitation of multifamily residential improvements. Qualifying projects are not charged property taxes on the residential improvements for a certain number of years. The project still pays taxes on the land and any nonresidential development such as the commercial portion of a mixed-use building.

Jurisdictions throughout the state may choose to offer MFTE programs to incentivize multifamily residential development in specific areas called Residential Targeted Areas. MFTE may also be used to encourage the development of income- and rent-restricted housing. Local design of the program is used strategically to meet local housing goals.

Middle 2 columns apply to Othello

Who can offer MFTE?

	Eight-year	12-year	20-year (homeownership)	20-year (rental)
Eligible cities	Cities and towns with populations $\geq 15,000$; with populations $\geq 5,000$ in a county under Buildable Lands Program; or largest city or town in county planning under GMA.	Same as eight-year MFTE. All other cities, under RCW 84.14.010(3)(d) .	Same as eight-year MFTE. All other cities, under RCW 84.14.010(3)(d) .	Same as eight-year MFTE; city/town population must be $\leq 65,000$.
Eligible counties	Counties with unincorporated population $\geq 170,000$	Same as eight-year MFTE.	Same as eight-year MFTE.	None.
Minimum affordability requirements	None required, although communities may set their own requirements.	At least 20% of units must be affordable to low- ($\leq 80\%$ AMI) and moderate-income (80–115% AMI) households for the duration of the exemption.*	At least 25% of units sold as permanently affordable at 80% AMI or less, with ground lease/deed restriction.	At least 20% of units must be affordable to low-income ($< 80\%$ AMI) households for a 99-year period.**
Density requirements	None.	<i>Cities under RCW 84.14.010(3)(d):</i> Minimum density of 15 housing units/ gross acre.	<i>Cities under RCW 84.14.010(3)(d):</i> Minimum density of 15 housing units/acre.	None.
Transit requirements	None.	None.	None.	Within one mile of high-capacity transit, 15-min frequency.
Extension by city/county	12-year extension allowed if 20% of units set aside as affordable to low-income households ($\leq 80\%$ AMI) or if local 12-year requirements are met.	12-year extension allowed if 20% of units set aside as affordable to low-income households ($\leq 80\%$ AMI) or if local 12-year requirements are met.	Not applicable.	Not applicable.
Sunset for issuing exemptions	December 31, 2031.	December 31, 2031. <i>Cities under RCW 84.14.010(3)(d):</i> December 31, 2026.	December 31, 2031.	December 31, 2031.

Exhibit 5. Matrix of Strategies and Relationship to Housing Objectives

Strategy	Housing Action Plan Objectives			
	1. Make it Easier to Build Affordable Ownership and Rental Housing	2. Increase Housing Variety and Choice	3. Ensure Opportunities for Families with Children	4. Promote Housing for Agricultural Workers
1. Revising Zoning and Building Standards				
1.1 Coordinate future upzoning in areas likely to experience redevelopment	✓	✓	✓	✓
1.2 Modify setback, lot coverage , and landscaping standards for site design	✓	✓	✓	
1.3 Require minimum residential densities for development	✓		✓	
1.4 Add provisions for ADUs or smaller lot homes in some residential zones	✓	✓		✓
1.5 Adopt design standards or guidelines		✓		
1.6 Remove extra lot area requirements in the R-4 zone	✓	✓	✓	✓
1.7 Continue with long-term planning for annexation and infrastructure extension	✓	✓	✓	✓
2. Parking and Transportation Standards				
2.1 Review off-street parking requirements	✓	✓		✓
2.2 Encourage or require alley-accessed, rear, or shared parking	✓	✓		
2.3 Reduce neighborhood street width requirements	✓	✓		
3. Affordable Housing Incentives or Investments				
3.1 Offer density bonuses for affordable housing	✓	✓	✓	✓
3.2 Offer alternative development standards for affordable housing	✓	✓	✓	✓
3.3 Offer fee waivers for affordable housing	✓	✓	✓	✓
3.4 Explore the use of a Multifamily Tax Exemption (MFTE) program for affordable housing	✓	✓	✓	✓
4. Process Improvements				
4.1 Streamline permit review	✓	✓	✓	

City of Othello
Building and Planning Department
June 2022

Building Permits			
	Applied	Issued	Final
Residential	16 ¹	16 ⁴	10 ⁷
Commercial	4 ²	5 ⁵	0
Industrial	0	1 ⁶	1 ⁹
Total	20	22	11

¹ 1 new residence, 3 residential foundation-only permits, 1 living room addition, 3 remodel, 7 reroof, 1 fence.
²New filling station/convenience store/laundromat on 1st Ave, reroofing at McFarland Middle School, HVAC at Cow Path Bakery, Fence at 1st Baptist Church.
⁴ 1 new residence, 2 residential foundation-only permits, 9 reroof, 2 remodel, 1 living room addition, 1 fence.
⁵ New pool at Othello Inn & Suites, remodel/addition carwash (251 E. Main), reroofing at McFarland Middle School, reroof at Sacred Heart, fence at 1st Baptist.
⁶ Remodel & reroof for building at Broadway & Columbia for bean shipping, receiving, and storage.
⁷ 7 new residences, 3 reroof.
⁹ McCain office remodel.

Inspections

- The Inspector completed 136 inspections in June, including 7 rental inspections.

Land Use Permits		
Project	Actions in June	Status as of June 30
1 st Ave Filling Station SEPA review	Appeal period for MDNS ended June 8. No appeals.	SEPA review complete.
Charan Short Plat	Preliminary plat approved.	Next steps will be sidewalk and final plat.
M. Gomez Boundary Line Adjustment (Matching lines with businesses at 724-728-740 E. Main St)	(BLA approved in April.) Answered questions from the surveying company about the recording process.	Waiting for copy of recorded BLA
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	Inadvertent Discover Plan received.	Street and utility construction must be completed or bonded for before final plat can be accepted for review.
Story Rentals Short Plat (Ace Hardware)	Applicant had questions about landscaping (related to building permit, rather than plat).	Waiting for sidewalk improvements to be accepted and then final plat submittal.
Wahitis Short Plat	(History: May 2019 Plat approved. Dec. 2019 Scootney street/utility	No change: Street improvements must be completed or bonded

Land Use Permits		
Project	Actions in June	Status as of June 30
	<p>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.</p> <p>Dec. 2021 OSD received paperwork releasing the USBR easement, but it had some errors that will need to be corrected by USBR.)</p>	<p>before accepting mylars for recording.</p> <p>USBR issues must be resolved before street improvements can proceed.</p>

Rental Licensing & Inspection Program

- 22 new rental applications for 30 units were received in June.
- 7 sites with a total of 12 units were inspected in June.
- 1 site with 2 units was approved in June.
- 34 locations with a total of 56 units have been fully approved so far.
- There are currently 104 active applications for a total of 223 units in various stages of inspection and correction.
- In mid-May, we sent certified letters to a list of known landlords, giving them 30 days to get their licenses. Five of these landlords have now applied. The remaining 12 landlords been turned over to Code Enforcement for the next steps of tickets and fines.
- We are preparing to send letters to landlords who have applied for rental licenses but have not scheduled inspections yet, or who failed the initial inspection and haven't called for reinspection.

Development Projects

- STCU project still moving slowly. The last step before being ready to issue the permit is for them to formally request and justify the multiple driveways they show on their site plan. Their representative has asked how long the permit is valid, implying that it may be a while before they are ready to get started on the permit.

Housing

- Commerce sent the contract for the Housing Action Plan Implementation grant to explore the Multi-Family Tax Exemption (MFTE) program. When we applied in February, we expected the contract to be in place shortly after so we had our work plan starting in March. Rewrote timeline for July start (still need to finish by June 2023). Prepared it for Council review of grant acceptance.
- Prepared and circulated Request for Proposals (RFP) for a consultant to do the MFTE project (due 7/6).

Municipal Code

- Due to changes in the Public Works department, fence permits will now go through Building & Planning, and right-of-way permits will go through Engineering. Working on updates to the OMC for both types of permits. Discussed fence regulations (OMC 14.36) with Planning Commission. The Commission will review draft fence code changes in July.

- Continued discussion with Planning Commission on street trees and landscaping required by OMC 17.74, based on Council direction after a project on Main Street was reviewed by Council.

Parks/Recreation

- Watched and gave feedback on 64 park projects from across the state during a week of technical review as part of the advisory committee for RCO Local Parks grants. Formal review and scoring of projects will be in August.
- Provided comments on Othello's YAF grant application for futsal/lighting/restroom remodel.

Transportation

- The Active Transportation (Walking/Biking/Etc.) Plan needs public input. The consultants provided a draft survey for us. Because the folding machine can only accommodate 1 sheet along with the utility bills, we had to find a month without any other bill inserts. The only opportunities to mail a survey with utility bills before the end of the year were June and July, so we scrambled to get the survey ready for the June 30 mailing. Planning Commission provided input into the questions. Grant Administrator Thalia Lemus formatted the survey, translated into Spanish, created QR codes, and set up English and Spanish versions in Survey Monkey. Administrative Assistant Brianna Garza printed the copies, and Utility Billing Clerk Bonnie Valdez folded and mailed them with the bills this month.
- Several virtual meetings with the Active Transportation Plan consultant to discuss public engagement. They will participate in an in-person event to gather input on July 8.

Training

- Inland Empire Section of American Planning Association Conference. Sessions were: "Water Law – Collaborative Decision-Making", "Tribal Planning Collaboration", "Facilitating Difficult Land Use and Housing Conversations", "Tools for Engaging Youth, and Beyond", and "Telling Stories that Advance Placemaking" (First + Main Films)
- Webinars: "The Generational Workforce", "New Ideas for Carbon-Smart Architecture"

Website

- Updated [Public Works](#) page to show current info in Staff Directory.
- Created very basic page for the [Active Transportation Plan](#), with links to the survey.
- Updated [Long Range Planning](#) page, to link to the new Active Transportation page and also update the other topics.

Other

- Now that fence permits and ROW permits will go through City Hall, working with front office staff on how to take in and process these permits. We plan to use the Permit Trax software we use for building permits to also route and track these new types of permits.
- Continuing to participate in the EPA Climate Resiliency Pilot Project. Community Development Director and City Engineer had another virtual meeting with EPA and consultants for them to show us the online tool for identifying relevant strategies and potential funding sources.

City of Othello
Building and Planning Department
July 2022

Building Permits			
	Applied	Issued	Final
Residential	16 ¹	11 ⁴	18 ⁷
Commercial	2 ²	1 ⁵	2 ⁸
Industrial	2 ³	1 ⁶	0
Total	20	13	20

¹ 4 new residences, 1 remodel from office space to 2 apartments, 1 remodel from garage to ADU, 1 addition, 1 new garage, 1 new carport, 1 garage renovation, 1 patio cover, 3 reroof, 1 shed, 1 fence.
² Public Works building HVAC, School District Food Services storage container
³ Restroom remodel at Lineage, fencing at 1995 S. Broadway
⁴ 3 new residences, 1 residential foundation-only permit, 1 patio cover, 2 reroof, 1 remodel, 1 addition, 1 carport, 1 garage renovation
⁵ Public Works building HVAC
⁶ Restroom remodel at Lineage
⁷ 6 new residences, 1 garage converted to ADU, 1 remodel, 6 reroof, 2 porch/patio cover, 2 foundation permits
⁸ Reroof at Port of Othello, fence at 1st Baptist

Inspections

- The Inspector completed 137 inspections in July, including 38 rental inspections.

Land Use Permits		
Project	Actions in July	Status as of July 31
Charan Short Plat	No change (Preliminary plat approved in June)	Next steps will be sidewalk and final plat.
M. Gomez Boundary Line Adjustment (Matching lines with businesses at 724-728-740 E. Main St)	No change (BLA approved in April.)	Waiting for copy of recorded BLA
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	Street and utility construction proceeding.	Street and utility construction must be completed or bonded for before final plat can be accepted for review.
Story Rentals Short Plat (Ace Hardware)	No change (Preliminary plat approved Oct. 2021)	Waiting for sidewalk improvements to be accepted and then final plat submittal.
Wahitis Short Plat	(History: May 2019 Plat approved. Dec. 2019 Scootney street/utility	No change: Street improvements must be completed or bonded

Land Use Permits		
Project	Actions in July	Status as of July 31
	<p>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.</p> <p>Dec. 2021 OSD received paperwork releasing the USBR easement, but it had some errors that will need to be corrected by USBR.)</p>	<p>before accepting mylars for recording.</p> <p>USBR issues must be resolved before street improvements can proceed.</p>

Rental Licensing & Inspection Program

- 15 new rental applications for 22 units were received in July.
- 29 sites with a total of 51 units were inspected in July (some needed multiple inspections because they failed the first time).
- 19 sites with 37 units were approved in July.
- 54 locations with a total of 93 units have been fully approved so far.
- There are currently 100 active applications for a total of 190 units in various stages of inspection and correction.
- In July, we sent letters to landlords who have applied for rental licenses but had not scheduled inspections yet, or who failed the initial inspection and hadn't called for reinspection. We were able to get many of these completed in July, and have more inspections scheduled for early August.

Development Projects

- Met again with Adams County and their consultants about the process to add a building to the Sheriff's office site. The site is unplatte, and the code requires street and utility improvements. Discussed deferral process in more depth.
- Meeting/conversations/emails with contractor for rail spur updates at CHS bean plant. Determined exempt from wetland regulations and from SEPA.

Housing

- Selected and contracted with a consultant to explore the Multi-Family Tax Exemption (MFTE) program, through a Commerce grant for Housing Action Plan Implementation.
- Started gathering information requested by the MFTE consultant.
- At the Active Transportation event, a local developer mentioned that Spokane is considering provisions to support construction of more housing. Spent some time looking into this, will bring this topic to Planning Commission soon.

Municipal Code

- Due to changes in the Public Works department, fence permits now go through Building & Planning. The Planning Commission will review draft fence code changes (OMC 14.36) in August.
- July Planning Commission meeting was cancelled due to 3 Commissioners not available to attend.

Staffing

- Helped review applications for Parks & Recreation positions.
- Provided input into interview questions for Parks & Rec Coordinator.
- Assisted with revised job descriptions for Public Works Director and Engineering Technician.

Transportation

- Continued to gather public input for the Active Transportation Plan (Walking/Biking/Etc.) Held an in-person event outside Walmart on Friday, July 8, 2:00-6:00 PM. We had paper copies of surveys (English/Spanish), QR codes for those who wanted to take the survey online, and display boards (Spanish translations by Deputy Clerk Yvonne Hernandez) for discussion and notes. It was a challenge to arrange Spanish-language coverage (2 front office staff were out of the office that day, utility bills were due that Sunday so City Hall was very busy, and All-Star registrations needed to be delivered to Des Moines in person that same day), but our teamed pulled together like they always do and divided up the workload. Grant Writer/Administrator Thalia Lemus, Public Works Records Clerk Assistant Jezlenn Valdez, Deputy Finance Officer Jackee Carlson, and City Clerk Tania Morelos all participated in the event. We collected 39 surveys and had a lot of good conversations with members of the public about walking and biking.

Training

- Public Records Act training for staff by Assistant Attorney General Morgan Damerow.

Website

- Updated [Council Meeting Schedule](#) page, added links to the calendar and agendas.