



CITY OF OTHELLO PLANNING COMMISSION

**Regular Meeting
500 E. Main St.
February 18, 2025
6:00 PM**

For those who would like to attend remotely, see virtual instructions on the next page

1. Call to Order - Roll Call
 - a. Excused Absences
 - b. Introduce New Commissioners
2. Public Input
3. Election of Chair and Vice-Chair
4. Approval of December 16, 2024 Minutes p.3
5. Zoning Update/Housing Action Plan Strategies – OMC 17.09, 17.20, 17.56 – Definitions, Setbacks, Eave Overhang, House Width, Cottage Housing, Townhouses, Landscaping – Discussion p.6
6. Building & Planning Department Reports
 - a. December 2024 p.44
 - b. Year End 2024 p.47
 - c. January 2025 p.53
7. Old Business
 - a. Zoning Update (Parking) – OMC 17.61, 9.33, 17.56.040,050, & 055 – Off-Street Parking, RV Parking & Storage, Vision Clearance at Intersections. Council approved Feb. 3 with a few changes
 - b. Subdivision Update – OMC Title 16 – We will get back to working through this as soon as possible
 - c. Housing – Beyond the Zoning/Housing possible updates on tonight's agenda, we should continue to look at further implementation possibilities from the [Housing Action Plan](#) (p.15 of HAP/p.24 of PDF)

Next Regular Meeting is Monday, March 17, 2025 at 6:00 PM

Remote Meeting Instructions:

Join Zoom Meeting

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City of Othello
Planning Commission Meeting
December 16, 2024
Zuleica Morfin

CALL TO ORDER

Chair Chris Dorow called the meeting to order at 6:01pm.

ROLL CALL

Commissioners Present: Chair Chris Dorow, Brian Gentry, Ruth Sawyer, Daniela Voorhies, Maria Martinez

Absent: Kevin Gilbert, Alma Carmona

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

Attendees: Bob Carlson, Jose Garza, Rob Simmons

PUBLIC INPUT

Rob Simmons said there was something new he had noticed and wanted to bring to the attention of the commission. He asked the commissioners what the purpose of the improved parking was when you're coming off an already graveled alleyway. He didn't see what was wrong with having gravel for parking. He had gone around town and saw some triplexes that were built before the new code when paved parking wasn't a requirement and seemed just fine. Commissioner Chris Dorow said he would put hard surface going into a garage but in Mr. Simmons' case there wasn't going to be a garage. Ms. Henning said her best guess as to why the code was changed to require paved parking probably had to do with the maintenance of the gravel. Chair Chris Dorow raised the question of how they would maintain the integrity of the surface. Mr. Simmons said people parking on lawns used to be not allowed and he sees it happening a lot. Chair Chris Dorow said it was still in fact not allowed.

MINUTES APPROVAL

November 18, 2024, minutes approved M/S Sawyer/Gentry

Zoning Update - OMC 17.61, 9.33, 17.56.040,050, & 055- Off Street Parking, RV Parking & Storage, Vision Clearance at Intersections- Public Hearing and Recommendation to City Council

The last extensive review of the Off-Street Parking requirements was in 2018. At the September 2024 Planning Commission meeting, local resident Rob Simmons explained his difficulties in designing a triplex that meets the requirement for 8' setback for parking spaces accessed from an alley. The Planning Commission agreed to review the Off-Street Parking chapter. During review by Planning and Code Enforcement staff, parking and storage of RVs and other vehicles was identified as a related issue that also needs to be addressed, as well as vision clearance at intersections. All of these updates were reviewed by the Commission at their November 2024 meeting, and were introduced to the Council at their December 2, 2024, meeting.

Ms. Henning told commissioners that when she introduced the topic to the City Council, there were some objections to reducing the 8ft alley setback, due to blocking of the alley and also larger vehicles not having enough space to make the turn. Chair Chris Dorow said he couldn't see how a 3ft vs an 8ft affected it because it would be the space in the alley that would determine that and not the runway. Ms. Henning mentioned that the Police Chief is working on a new enforcement process for alley parking violations. Rob

Simmons had done some research and told commissioners that a 2025 crew cab 4-wheel drive pickup with a long box is 21ft and a 15-passenger van is 19ft.

Commissioners asked Ms. Henning if the city council had any comments regarding their recommendation for restaurant parking. She checked her notes and said they hadn't.

At 6:28pm Chair Chris Dorow opened the public hearing on the proposed changes for off-street parking, RV parking, and vision clearance at intersections. Bob Carlson suggested that in vision clearance, the elevation of 3 ½ feet above the street or 3 ½ feet above the curb should be 3 feet above the curb or 3 ½ feet above the street so that it is the same. Commissioner Ruth Sawyer said she would like to see the shrubs be lower than 3 feet. Ms. Henning said she had looked at the fence requirements for front yards and those cannot be taller than 3 feet above the curb, so she suggested making the requirement for shrubs the same. Commissioners agreed to make the change to 3 feet above curb and 3 ½ feet above the street so that they are the same. With no further comments, the public hearing was closed at 6:32pm.

At the last meeting, commissioners discussed restaurant parking and liked .75 for every 100 square feet of building. The staff report included a chart showing existing parking at restaurants and what would be required at .6/100, .7/100, .75/100, .8/100, and the existing requirement of 1/100. Commissioner Ruth Sawyer said she didn't like the idea of lowering the standards for future businesses, she would like to see them held at a higher standard. Commissioner Daniela Voorhies said most existing restaurants were close to .75 so she was ok with that. Commissioner Brian Gentry agreed and felt that .75 was a good compromise. Commissioner Maria Martinez agreed as well. Chair Dorow asked Bob Carlson for his opinion. Mr. Carlson also liked the .75 as long as it didn't go lower than that. Chair Chris Dorow's thought on this was to be careful about preventing growth by having rules that are too restrictive.

Ms. Henning mentioned she had recommended changing the verbiage related to used car sales by having it apply to all car sales areas. Commissioners all agreed with removing the word "used" from these sections.

Commissioners discussed the hard surface parking off an alley that Rob Simmons had brought up. Chair Chris Dorow mentioned how he had driven around some of the alleys in town and noticed how much gravel there was that people park on. He would like it to be compacted for maintenance purposes. He felt it would lower the cost of housing. Rob Simmons told commissioners they shouldn't allow gravel off an already paved alley. Chair Chris Dorow asked Mr. Simmons what his thought was if the alley was paved later after the building was done such as his triplex. Mr. Simmons said it would be reasonable, but it wouldn't handle all the current properties that have gravel. Ms. Henning said they could use the same standard as parking off a gravel street, but she asked commissioners if they wanted to require a covenant for paved parking if the alley is paved. Commissioners agreed to not require a covenant for alley parking.

Motion passed to recommend the changes as discussed to City Council. M/S Gentry/Voorhies

ZONING UPDATE/Housing Action Plan Strategies - OMC 17.09,17.20, 17.56 - Definitions, Setbacks, Eave Overhang, House Width, Cottage Housing, Design Standards - Discussion

In 2021, Othello adopted a Housing Action Plan that identifies strategies, actions, and policy tools to increase housing supply and affordability. Since that time, we have implemented some of the strategies but there are still many we haven't explored, and housing availability and affordability continue to be concerns. The staff report included small houses/small lots, cottage court development, house width, setbacks, overhangs, design standards, and townhouses.

Setbacks

Chair Chris Dorow said setbacks were pretty straightforward for him; he really liked the setback of 10 feet for a building and 20 feet for a garage because it gives people more freedom on how to build their houses. Commissioner Brian Gentry said it would give more space to build. Chair Dorow said allowing eave overhang into the front setback should also be allowed. Ms. Henning said if they were ok with allowing townhouses, she would need to add language to not requiring setbacks for attached dwellings. Commissioners will review next time.

House Width

Ms. Henning asked commissioners if they were ok with deleting the 24-foot house width. Commissioner Ruth Sawyer said the tiny house movement was very creative, and people build them out of a lot of different things. Commissioners agreed to get rid of the 24-foot house width.

Design standards

Ms. Henning said the Housing Action Plan recommended adding some regulations for design standards for denser development. She asked if commissioners wanted to require that residences have any kind of design standard such as requiring to have their entrances on the front and some sort of porch. Commissioner Ruth Sawyer said she didn't like the idea of being told how she should design her home. Commissioner Voorhies felt design standards could be set for specific types of buildings. Trees were mentioned.

COMMISSIONER COMMENTS

Commissioner Brian Gentry said he had some concerns about 7th Ave. with the new apartments, he felt that the traffic on that street would become a problem and maybe there needed to be something to slow down traffic. Chair Chris Dorow asked how the traffic on Ash Street and the other end of 7th Ave. seeing as there are apartments there as well. Commissioner Brian Gentry said he didn't see a problem at that end. Chair Dorow asked about traffic counts. Commissioner Gentry also said he has seen a lot of drag racing from Main Street and Lee and about 4 accidents off of Hamlet and 7th Ave. Commissioner Brian Gentry said he thought it was weird how we have hearings that affect everyone but no one from the public attends. So, he wondered how to better get the word out. Ms. Henning said that hearings are published in the newspaper, and they are posted on the lobby TV screens and the bulletin board. Chair Dorow mentioned that they will hear about it if they are not doing things right. He feels that people talk to him because they know he's on the commission, then they don't have to worry about it. Commissioner Daniela Voorhies suggested doing a Facebook poll on whatever question it is that they are interested in talking about. It was mentioned there should be more speed humps to slow traffic, but they need to be taller and closer together, as was recommended in the Planning Commission's traffic safety plan.

ADJOURNMENT

Having no further business, the meeting was adjourned at 8:01pm. Next meeting is Tuesday, January 21, 2025.

Date: _____

Chris Dorow, Chair

Date: _____

Zuleica Morfin, Building and Planning Secretary

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: ~~January 21, 2025~~ February 18, 2025

SUBJECT: Zoning Update/Housing Action Plan Strategies: Setbacks, Overhangs, Width – Discussion

In 2021, Othello adopted a [Housing Action Plan](#) that identifies strategies, actions, and policy tools to increase housing supply and affordability. Since that time, we have implemented some of the strategies but there are still many we haven't explored, and housing availability and affordability continue to be concerns.

As discussed at the Dec. 19 meeting, there are some simple changes to the Zoning Code that could increase the buildable area or eliminate development barriers, to potentially create additional housing. These include: Setbacks, house width, and eave overhang. Other changes discussed that could encourage housing options are to add allowances for townhouses and for cottage cluster/bungalow court developments. Another strategy from the Housing Action Plan is to remove the multifamily landscaping requirement from the Residential chapter and allow it to be regulated by the Landscape chapter.

Staff Comments

1. **House Width.** The Residential Zones currently require the minimum width for a primary structure to be 24', which can limit smaller homes. Staff believes the 24' width was a reaction to the state requiring cities to allow manufactured homes anywhere a single family home was allowed, and the 24' minimum width was added to prevent location of a single-wide home in a residential zone. However, instead of a width requirement, we can do what most other cities do which is to require that the home meet RCW 35.63.160 for a "designated manufactured home", which includes that it be at least two sections.
2. **Setbacks.** Another area that could be a simple change would be to reduce front setbacks for all portions of the house other than the garage door (to preserve enough depth for parking spaces). This would allow more lot area to be used for living area or porches, rather than front yard.
3. **Overhangs.** A related simple change would be to allow eave overhang into the front setback, rather than only into the side setback as the code is currently written. Staff could not determine any reason that eave overhang isn't allowed into a front yard.
4. **Townhouses.** Townhouses are not currently specified as a permitted use, and the current requirement for a side setback prevents townhouses from being possible. The attached draft addresses both issues, by allowing attached dwellings and by specifying no side setback for attached dwellings. Does the Commission want to discuss design standards for townhouse development? Some examples from other cities are attached.
5. **Cottage Cluster/Bungalow Court.** OMC 17.09 has an existing definition of "Bungalow Court", which was included as an allowed use when the R-3 Zone was created in 1995. (Ord. 948, p.31). However, this use was removed from the list of allowed uses in the 2020 update of the code,

since it hadn't been used. Since that time, with the attention on providing housing options, we have realized the importance of restoring this historic allowed use. One question is whether we want to set standards at this time for this use, or wait until someone proposes a development. If we have a good idea of what we want, we could add standards now. By having a chapter, we show that Othello is open to this type of development. Some samples from other jurisdictions are attached.

6. **Design Standards.** The Housing Action Plan recommended having consistent design standards for residential development to ensure that impacts from more dense development can be mitigated and the character of existing areas can be maintained. However, based on the discussion at the Dec. 19 meeting, the Planning Commission did not seem interested in adding residential design standards that would apply to single family homes. Design standards could still be set for specific types of development if desired, taking care not to discourage development by adding excessive standards.
7. **Landscape Area.** As recommended by the Housing Action Plan, the attached draft of 17.20 Residential Zones proposes to delete the line in Table 2 that requires 300 SF of landscaping per dwelling unit in R-4. Chapter 17.74, Landscaping, already requires "General" landscaping (17.74.030) based on the size of the developed area.
8. **Definitions.** The Commission should review the existing definitions related to residential development, and the proposed changes, which are:
 - a. Delete the limitation on number of unrelated persons in the definition of "Family". Per state law (RCW 35.21.682), cities may not limit household occupancy based on the number of unrelated persons. We can limit allowed occupant load per square foot for health and safety reason, through the building code.
 - b. Delete 17.09.379 Building Height. This provision was added at the same time as 17.09.380 Height of Building, and these two provisions contradict each other: One measures to the highest point, the other measures to the midpoint of the roof. While this second way seems more complicated, it is also the way the building code defines height, so staff recommends using it for consistency. This definition doesn't affect residential much, but is a chance to clean up this part of the code when we are already looking at Definitions.
 - c. Adopt a better definition for "manufactured home". It should definitely **not** be defined as the same as a mobile home, which is the current definition. The draft has 2 proposed definitions, with the second, simpler one preferred.
 - d. Adopt a better definition for "mobile home". The draft has a definition based on the existing definition, but also proposes instead a simpler definition.
 - e. The definition of "mobile home park" needs to also include manufactured homes, since a park is likely to be a mixture of both. Again, two definitions are presented, for discussion. Also of note is that RCW 35.21.684(3) does not allow cities to prevent a recreational vehicle or tiny house with wheels used as a primary residence to be placed in a manufactured/mobile home community. This doesn't need to be addressed in the definition, but the Commission should be aware of it.

9. **General Provisions.** The Commission should review the proposed changes to OMC 17.56, which are:

- a. Move the allowance for eave overhang in a setback to the Residential Development Standards (Table 2) footnotes.
- b. Delete the requirement that accessory buildings occupy no more than 25% of the rear yard. Deleting this requirement seems consistent with reducing unnecessary regulation and allowing freedom to choose how to use one's property when it doesn't affect the neighbors.
- c. The allowance for chimneys to encroach on a side yard is probably not very important if it is left in or if it is removed. The Building Inspector said he has not seen a house built with a chimney on an external wall for a long time. But there seems to be little harm to leaving it in the code.
- d. "Wells" is an odd title, but it relates to the location of window wells and stairwells. It probably does no harm to leave it as-is.

Attachments

- Draft OMC 17.20 Residential Zones (*packet p.9*)
- Draft OMC 17.09 Definitions (excerpts related to residential development) (*packet p.17*)
- Draft OMC 17.56 General Provisions (excerpts related to Eaves, Chimneys, Accessory Buildings, and Wells) (*packet p.19*)
- Townhouses
 - AARP "Missing Middle Housing Types: The Townhouse" (*packet p.20*)
 - Ellensburg 15.54.060 Townhouse Design Standards (*packet p.21*)
 - Wenatchee 10.47.130 Townhouses (*packet p.24*)
- Cottage Housing or Bungalow Courts
 - AIA Seattle "Cottage Clusters or Bungalow Courts" fact sheet (*packet p.29*)
 - AARP "Missing Middle Housing Types: The Cottage Court" (*packet p.30*)
 - Dept of Commerce Middle Housing User Guide, p.60-61 on Cottage Housing (*p.31*)
 - Wenatchee Infill Cottage Housing (2-4 units) 10.47.080 and Cottage Housing (4 or more units) 10.47.090 (*packet p.33*)
 - Yakima Cottage Housing 15.09.035 (*packet p.40*)
- Housing Action Plan Strategy Matrix (*packet p.43*)

Action: The Planning Commission should discuss the issues and provide direction to staff.

Chapter 17.20

RESIDENTIAL ZONES

Sections:

- 17.20.010 Purpose.
- 17.20.020 Additional requirements.
- 17.20.030 Uses.
- 17.20.040 Prohibited.
- 17.20.050 Accessory uses, buildings, and structures.
- 17.20.060 Development standards.
- 17.20.070 Performance standards.
- 17.20.080 Performance standards for residential structures.
- 17.20.090 Street frontage required.
- 17.20.100 Construction code requirements.
- 17.20.110 Fences and walls.

17.20.010 Purpose.

(a) Generally. This chapter provides for residential development of various types and densities. The purpose of this chapter is to provide for:

- (1) The specific characteristics of residential development that may take place in Othello;
- (2) A consistent and compatible land use pattern;
- (3) The residential housing needs of Othello residents;
- (4) The public safety needs of Othello residents.

(b) R-1 Residential District. The R-1 zone is intended as a low-density zone which allows one-family dwellings.

(c) R-2 Residential District. The R-2 zone is intended as a low-density zone which allows one- and two-family dwellings.

(d) R-3 Residential District. The R-3 zone is intended as a medium-density zone which allows a mix of home types, including triplex and fourplex dwellings.

(e) R-4 Residential District. The R-4 zone is intended as the highest-density residential zone, allowing larger multifamily dwellings in addition to one-, two-, three-, and four-family dwellings.

(f) Residential-Medical Zone. The residential-medical zone is intended to allow the coexistence of medical uses and residential uses, and ensure compatibility between these uses.

(g) S-1 Suburban Zone. The S-1 zone is suitable for residential use on land parcels of one to five acres, which are, or will become, a single-family living area. Uses are limited to residential uses. Animals, livestock and crops, primarily for the personal use of occupants of dwellings, are permitted in accordance with the standards relative to the land area required to protect public health and welfare. (Ord. 1547 § 3 (part), 2020).

17.20.020 Additional requirements.

Additional requirements are found in other chapters of the municipal code and other adopted city regulations, included but not limited to the following:

- (a) Chapter 17.05, Interpretation, Purpose, Applicability;
- (b) Chapter 17.56, General Provisions;
- (c) Chapter 17.61, Off-Street Parking;

- (d) Chapter 17.65, Building Permits;
- (e) Chapter 17.67, Use Review Standards;
- (f) Chapter 17.74, Landscaping and Screening;
- (g) Chapter 14.04, Building Codes;
- (h) Chapter 14.36, Fences, Walls and Hedges;
- (i) City of Othello Public Works Design Standards. (Ord. 1547 § 3 (part), 2020).

17.20.030 Uses.

(a) Table 1: Land Uses in Residential Zones indicates where categories of land uses may be permitted and whether those uses are allowed outright or by conditional use permit. Only residential zones are included in this table. Land uses not listed are prohibited unless allowed through the process specified in subsection (c) of this section. Further interpretation of these zones may be obtained as specified in Section 19.03.020. Land uses are also subject to the footnotes following the table.

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

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

(c) Uses similar to those listed may be established as allowed or conditionally allowed through the interpretation process in Section 19.03.020(b). In determining whether a use should be permitted, the administrator shall refer to the purpose statement in Section 17.20.010 and the most recent version of the North American Industry Classification System (NAICS), as used by federal agencies in the classification of business establishments.

(d) Procedural requirements for permits are described in Title 19, Development Code.

TABLE 1: LAND USES IN RESIDENTIAL ZONES

USE CATEGORIES	R-1	R-2	R-3	R-4	R-M	S-1
Residential						
One-family dwelling (site-built, manufactured, or modular) (<u>attached or detached</u>)	A	A	A	A	A	A
Condominium in compliance with Chapter 17.54, Planned Development District Overlay	A	A	A	A	A	A
Two-family dwelling	X	A	A	A	X	X
Triplex or fourplex dwelling	X	X	A	A	X	X
Triplex, fourplex, or multifamily dwelling on a lot directly abutting 7th Avenue	X	A	A	A	X	X
Multifamily dwelling larger than 4 units	X	X	C	A	X	X
<u>Cottage housing development/Bungalow Court</u>	<u>X</u>	<u>X</u>	<u>A</u>	<u>A</u>	<u>X</u>	<u>X</u>
<u>Rental of an apartment appurtenant to a single-family residence [Same as two-family dwelling]</u>	<u>X</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>X</u>
Accessory dwelling unit (ADU) in compliance with Chapter 17.63	X	A	A	A	X	X
Commercial¹						

USE CATEGORIES	R-1	R-2	R-3	R-4	R-M	S-1		
Adult family home licensed by the state	A	A	A	A	A	A		
Art gallery	X	X	C	A	X	X		
Bed and breakfast ²	A	A	A	A	A	A		
Boardinghouse, bunk house, hostel, dormitory, resort, timeshare condominium, lodging house	X	X	C	A	X	X		
Clinic, including medical, dental, chiropractic, holistic, or physical therapy, and supporting medical facilities	X	X	X	X	A	X		
Child day care as a separate facility	X	X	X	X	X	X		
Child day care as a separate facility on a lot directly abutting 7th Avenue	A	A	A	A	X	X		
Day care for more than 12 children, in the home of the care provider and licensed by the state ³	C	C	C	C	C	C		
Day care for more than 12 children, in the home of the care provider and licensed by the state, on a lot directly abutting 7th Avenue ³	A	A	A	A	X	X		
Family day care home licensed by the state	A	A	A	A	A	A		
Home occupations in compliance with Chapter 17.59	A	A	A	A	A	A		
Medical-related commercial vendor	X	X	X	X	A	X		
Museum	C	C	C	C	C	C		
Neighborhood commercial uses abutting 7th Avenue ⁴	A	A	A	A	X	X		
Nursing home, convalescent home, assisted living, or similar residential/medical use and its support facilities	X	X	X	C	A	X		
Nursing home, convalescent home, assisted living, or similar residential/medical use and its support facilities, on a lot directly abutting 7th Avenue	X	A	A	A	X	X		
Public and Institutional⁵								
Churches	C	C	C	C	C	C		
Library	X	C	C	C	X	X		
Municipal buildings or structures	C	C	C	C	C	C		
Municipal facilities, such as wells or lift stations	A	A	A	A	A	A		
Parks and playgrounds, including park buildings	C	C	C	C	C	C		
Public hospital	X	X	X	X	A	X		
Schools, public or private	C	C	C	C	C	C		
Senior center or similar use, on a lot directly abutting 7th Avenue	A	A	A	A	A	X		
Agricultural								
Gardening or fruit raising on vacant property, when maintained in a neat, orderly, and clean condition such that it does not constitute any sort of nuisance	A	A	A	A	A	A		
Keeping of animals and/or livestock	X	X	X	X	X	A		
Keeping of chickens and rabbits	See Chapter 6.12				A			
Miscellaneous								
Household pets	See Chapter 6.04							

Notes for Table 1:

¹ All commercial uses shall require a city business license and any applicable state licenses. Where these commercial uses are conditionally allowed in a specific residential zone, they may be outright permitted in that zone on lots that directly abut 7th Avenue provided parking meets Chapter 17.61, operating hours are limited to seven a.m. to ten p.m., new buildings meet C-1/C-2 design standards (Section 17.30.070), and the commercial use extends no more than one-half block from 7th Avenue.

² A bed and breakfast facility shall be allowed with the following conditions:

- (a) Must meet the definition of a bed and breakfast in Chapter 17.09, Definitions;
- (b) The bed and breakfast shall be within an owner-occupied residence, and the owner shall reside on site during guest stay;
- (c) At least one hard surface parking space is provided per guest room, in addition to the parking spaces for the residents; and
- (d) Maximum length of stay for any guest shall be fourteen consecutive days.

³ Day care facilities shall be in compliance with the following requirements:

- (a) Outdoor play areas shall not be located in the front yard.
- (b) One on-site parking space is required for each employee, in addition to required resident parking.
- (c) An on-site, off-street loading and unloading area shall be provided.
- (d) Signage shall not be allowed.
- (e) No structural or decorative alteration which would alter the character or be incompatible with the surrounding residences shall be allowed.
- (f) The structure shall be in compliance with zoning and building code requirements.
- (g) Adjacent property owners shall be notified of an application for a day care facility prior to obtaining a license from the state.
- (h) The hearing examiner may impose conditions to mitigate any potential adverse impacts on the surrounding area.

⁴ The following uses allowed in commercial zones, and those deemed similar and compatible with the neighborhood by the planning commission, shall be allowed on lots abutting 7th Avenue provided parking meets Chapter 17.61, operating hours are limited to seven a.m. to ten p.m., new buildings meet C-1/C-2 design standards (Section 17.30.070), and the commercial use extends no more than one-half block from 7th Avenue:

- (a) Retail uses not otherwise specified.
- (b) Eating and drinking places.
- (c) Service uses.
- (d) Banking and financial services.
- (e) Cultural, recreational, and entertainment uses.
- (f) Daily care providers (childcare, elder care).
- (g) Health care providers.
- (h) Personal service shops.
- (i) Professional offices.

The following commercial uses are specifically prohibited: contractor supply and sales, lumberyard, daily outdoor merchandise display, drive through, farm and landscaping equipment sales, supplies, and service; fuel stations, manufactured home sales, marijuana sales, open sales lot, vehicle sales lot, warehouse sales, wholesale, adult entertainment; clubs, lodges, and assembly halls as a primary use; dance hall, hospital, kennels, animal boarding, pet care; recreational vehicle park, rental of vehicles, trailers, and machinery; repair and maintenance, theater (movie), truck stop, sales, and repairs; veterinarian.

⁵ Where these public and institutional uses are conditionally allowed in a residential zone, they may be outright permitted on lots that directly abut 7th Avenue.

⁶ Animals and/or livestock are allowed in the S-1 zone as follows: not to exceed one horse, one mule, one cow, two goats, or two sheep for every twenty-one thousand seven hundred eighty square feet of lot area. No such livestock shall be maintained closer than one hundred feet to any dwelling.

⁷ Chickens, rabbits, and guinea pigs are allowed in the S-1 zone as follows: not to exceed fifteen fowl and not to exceed fifteen rabbits or guinea pigs. Guinea fowl and pea fowl are not permitted. Roosters are not permitted. No chickens, rabbits, or guinea pigs shall be maintained closer than twenty-five feet to any dwelling.

(Ord. 1578 § 1, 2022; Ord. 1547 § 3 (part), 2020).

17.20.040 Prohibited.

The following are prohibited in all residential zones:

- (a) Mobile homes, defined as factory-built residential structures constructed prior to June 15, 1976, and not in compliance with the National Manufactured Housing Construction and Safety Standards Act of 1974;
- (b) Commercial activities not otherwise specifically permitted;
- (c) Garages or other accessory structures on a lot without a residence. (Ord. 1547 § 3 (part), 2020).

17.20.050 Accessory uses, buildings, and structures.

- (a) All accessory uses, buildings, and structures must be customarily incidental and subordinate to the principal building or use of the lot on which they are located.
- (b) Where there is a question regarding a particular accessory use, the community development director shall have the authority to make the final determination. The determination shall be based on the general standards of this section and on an analysis of the compatibility of the use or structure within the surrounding area and the permitted principal uses in the zone.
- (c) The following structures are customarily incidental and accessory to residential uses:
 - (1) Carports or garages for the storage of motor vehicles, boats, and/or recreational vehicles;
 - (2) Greenhouses, private and noncommercial; and
 - (3) Storage buildings for yard maintenance equipment and household goods.
- (d) Accessory uses, buildings, and structures, other than fences and retaining walls, are prohibited from locating on a lot prior to a legal principal use.
- (e) No accessory building or structure shall be placed on or over a right-of-way or public easement.
- (f) The accessory building shall be at least five feet from the primary building. Separation between accessory buildings shall be as regulated by the State Building Code. (Ord. 1547 § 3 (part), 2020).

17.20.060 Development standards.

- (a) Purpose. This section establishes the development standards and site requirements for uses in the residential zones. The standards and rules are established to provide flexibility in project design, prevent fire danger, provide adequate access and circulation, reduce incompatibilities, and prevent overloading of infrastructure due to the impacts of development.
- (b) Explanation of Table. Development standards are listed down the left column of the table and the residential zones are identified across the top row. The matrix cells contain the requirements of each zone. The footnotes identify particular requirements applicable to a specific use, standard, or zone. "NR" stands for "No Requirement."

TABLE 2: DEVELOPMENT STANDARDS IN RESIDENTIAL ZONES

Development Standards	R-1	R-2	R-3	R-4	R-M	S-1
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Development Standards	R-1	R-2	R-3	R-4	R-M	S-1
Maximum building height—primary building	2 stories	2 stories	2 stories	3 stories	3 stories and 60'	2 stories
Maximum building height—residential accessory building	20'	20'	20'	20'	20'	20'
Front street setback ¹ for primary structure (<u>excluding garage</u>)	<u>20' 10'</u>	<u>20' 10'</u>	<u>20' 10'</u>	<u>20' 10'</u>	<u>20' 10'</u>	20'
Front setback ¹ for accessory structures	No closer to the street than the dwelling unit					
Side street setback ¹ for a corner lot ²	<u>15' 10'</u>	10'	10'	10'	<u>15' 10'</u>	15'
Setback ¹ to front of garage	20'	20'	20'	20'	20'	20'
Interior side setback ¹	5'	5'	5'	5'	5'	5'
Interior side setback ¹ —residential accessory building	2'	2'	2'	2'	2'	2'
Rear setback ¹ if no alley	5'	5'	5'	5'	5'	5'
Rear setback ¹ if abutting alley and garage does not open onto alley	5'	5'	5'	5'	5'	5'
Rear setback ¹ if abutting alley and garage opens onto alley	8'	8'	8'	8'	8'	8'
Rear yard setback ¹ if abutting irrigation canal	2'	2'	2'	2'	2'	2'
Minimum lot size ²	7,000 square feet	6,000 square feet	5,000 square feet	4,500 square feet	7,000 square feet	1 acre
Maximum dwelling units per lot	1	2	4	NR	1	1
Landscape area for residential	<u>See Chapter 17.74</u>			<u>300 SF/ dwelling-unit</u>	<u>See Chapter 17.74</u>	
Maximum lot area covered by buildings	50%	50%	65%	NR	50%	35%
Minimum roof pitch for main portion of primary structure	3:12	3:12	3:12	3:12	3:12 residential. NR for medical uses.	3:12
<u>Minimum width of primary structure at the narrowest side of the rectangle formed by the structure as a whole</u>	<u>24'</u>	<u>24'</u>	<u>24'</u>	<u>24'</u>	<u>24'</u>	<u>24'</u>
Minimum number of parking spaces inside a garage for a single-family dwelling ³	2	2	2	2	2	2

Table 2 Notes:

1. Setback Notes.

a. Within the setback area shown on Table 2, no building or structure (as defined in Chapter 17.09, Definitions) shall be allowed except flagpoles, street furniture, transit shelters, signage, fencing, slope stability structures, and improvements less than thirty inches above grade, including decks, patios, walks, and driveways. Some of these structures and improvements require a permit. The setbacks shown in Table 2 are zoning setbacks. Larger setbacks may be required by the State Building Code, Fire Code, sight distance requirements, or landscaping requirements.

b. Eaves, cornices, belt courses, and similar ornamentations and overhangs may extend into a setback not more than two feet. [Adapted from OMC 17.56.070.] Balconies and bay windows may project into a front setback no more than three feet.

c. Interior side setback is not required for attached dwellings such as townhouses or for zero lot line development.

2. The minimum lot size does not apply to lots legally created prior to February 10, 2020.
3. The garage requirement was added by Ordinance Nos. 1246, 1247, and 1249 in 2007. Therefore, houses built before 2008 may convert an existing attached garage to living space, provided the following conditions are met:
 - a. A building permit is required.
 - b. The conversion shall meet all zoning and building code requirements.
 - c. The lot shall contain a minimum of four improved off-street parking spaces, unless the garage being converted is a one-car garage, then a minimum of three improved off-street parking spaces is required.
 - d. Per Section 17.74.090(a), at least fifty percent of the front yard shall be landscaped. If the garage conversion and associated parking space replacement would encroach on the fifty percent landscaped area, the conversion is not allowed.

(Ord. 1569 § 1, 2021; Ord. 1554 § 1, 2020; Ord. 1547 § 3 (part), 2020).

17.20.070 Performance standards.

Uses within the residential zones shall not inflict upon adjacent property smoke, dust, dirt, glare, odors, steam, vibration, electrical interference, or excessive hazard. Noise in the residential zones shall not exceed the standards set forth in Chapter 5.38, Noise Control. (Ord. 1547 § 3 (part), 2020).

17.20.080 Performance standards for residential structures.

- (a) All dwellings shall be placed on permanent foundations. For manufactured homes, the foundation shall be per the manufacturer's specifications or per the building code, and in addition a continuous perimeter concrete foundation per the building code must be installed, regardless if it is necessary for the structural integrity of the dwelling.
- (b) All dwellings shall be permanently connected to city utilities.
- (c) All dwellings shall be in compliance with the Washington State Energy Code.
- (d) All dwellings shall be in compliance with any regulations on radon detection and abatement.
- (e) All dwellings shall have exterior siding similar in appearance to siding materials commonly used on site-built single-family residences.
- (f) All dwellings shall have roof materials of composition or wood shake or shingle, coated metal, or similar.
- (g) Any manufactured home shall be built to the 42 U.S.C. Sections 5401 through 5403 standards (as amended in 2000).
- (h) Any manufactured home shall be previously untitled and shall be a new manufactured home as defined in RCW 35.63.160 as now enacted or hereafter amended.
- (i) Any manufactured home shall have all wheels, towing or moving apparatus removed from the site.
- (j) Any manufactured home shall be inspected and certified by the Washington State Department of Labor and Industries that it meets all applicable electrical, plumbing, and building codes for manufactured homes.
- (k) Any manufactured home shall be a “designated manufactured home” as defined in RCW 35.63.160.

(Ord. 1547 § 3 (part), 2020).

17.20.090 Street frontage required.

Every lot in a residential zone shall front upon a street dedicated for public use and accepted by the city council as a public street, unless otherwise approved through the planned development process, Chapter 17.54. (Ord. 1547 § 3 (part), 2020).

17.20.100 Construction code requirements.

All uses in the residential zones must be in compliance with the applicable requirements of the State Building Code, including but not limited to the Fire Code, Mechanical Code, Plumbing Code, and Energy Code. (Ord. 1547 § 3 (part), 2020).

17.20.110 Fences and walls.

Residential fences and walls are regulated in Chapter 14.36. (Ord. 1547 § 3 (part), 2020).

Chapter 17.09**DEFINITIONS (excerpts)****17.09.080 Apartment.**

“Apartment” means a room or suite of rooms, other than a hotel, equipped with a stove for cooking and a kitchen sink which is occupied or which is intended or designed to be occupied by one family for living and sleeping purposes, and does not necessarily constitute the main occupancy of the building. (Ord. 1237 § 1 (part), 2007: Ord. 948 § 2 (part), 1995).

17.09.090 Apartment house.

“Apartment house” means a building used or intended to be used as the home of three or more families or householders living independently of each other each having its own separate complete housekeeping units. (Ord. 948 § 2 (part), 1995).

17.09.150 Bungalow court.

“Bungalow court” means a group of permanent one-family or two-family dwellings arranged upon a lot or plot in such a manner that all dwellings face or front upon a common court, which court has direct access to a public street. (Ord. 948 § 2 (part), 1995).

17.09.250 Dwelling.

“Dwelling” means any building or portion thereof designed or used for a residence or sleeping place of one or more persons. (Ord. 1237 § 1 (part), 2007: Ord. 948 § 2 (part), 1995).

17.09.255 Dwelling, single-family.

“Single-family dwelling” means a building designed or used for residence by not more than one family and containing only one dwelling unit. (Ord. 1237 § 2 (part), 2007).

17.09.260 Dwelling, two-family, or duplex.

“Two-family dwelling or duplex” means a building designed or used for residential purposes by not more than two families and containing two dwelling units. (Ord. 1237 § 1 (part), 2007: Ord. 948 § 2 (part), 1995).

17.09.270 Dwelling, multifamily.

“Multifamily dwelling” means a building or portion thereof designed or used as a residence by more than two families and containing more than two dwelling units. (Ord. 1237 § 1 (part), 2007: Ord. 948 § 2 (part), 1995).

17.09.280 Dwelling unit.

“Dwelling unit” means a single unit providing complete, independent living facilities for not more than one family, including permanent provisions for living, sleeping, eating, cooking and sanitation. (Ord. 1237 § 1 (part), 2007: Ord. 948 § 2 (part), 1995).

17.09.300 Family.

“Family” means one person living alone; or two or more persons related by blood, marriage, or legal adoption; or a group ~~not exceeding five persons~~ living as a single housekeeping unit. (Ord. 1237 § 1 (part), 2007: Ord. 948 § 2 (part), 1995).

[Commerce Middle Housing User Guide p.97 (PDF p.98) Section 4.6:

Effective July 25, 2021, cities and towns may not limit household occupancy based on the number of unrelated persons. This may affect the definition of “family” and related terms like “single family” and “multifamily” in local development regulations. RCW 35.21.682 was added by Senate Bill 5235 with this provision: “Except for occupant limits on group living arrangements regulated under state law or on short-term rentals as defined in RCW 64.37.010 and any lawful limits on occupant load per square foot or generally applicable health and safety provisions as established by applicable building code or city ordinance, a code city may not regulate or limit the number of unrelated persons that may occupy a household or dwelling unit.”

Cities may limit allowed occupant load per square foot for health and safety reasons. Refer to the state building code and any local building code amendments. (WAC 51-50-1004)

17.09.379 Building height.

~~“Building height” means the vertical distance measured from the average grade to the highest point on the roof, ridge, or parapet wall. (Ord. 1237 § 1 (part), 2007; Ord. 948 § 2 (part), 1995).~~

17.09.380 Height of building.

“Height of building” means the vertical distance at the center of a building’s principal front, measured from the established grade to the highest point of the roof beams in the case of flat roofs, to the deck line of mansard roofs, or to the center height between eaves and ridges for gable, hip or gambrel roofs. For buildings set back from the street line, the height may be measured from the average elevation of the finished grade along the front of the building. (Ord. 948 § 2 (part), 1995).

17.09.530 Manufactured home.

~~See definition of “Mobile home” in this chapter. “Manufactured home” means a structure, designed and constructed to be transportable in one or more sections, built on a permanent chassis, and designed to be used as a dwelling unit with or without a permanent foundation when connected to the required utilities, and that includes plumbing, heating, and electrical systems contained therein. The structure must comply with the national manufactured housing construction and safety standards act of 1974 as adopted by Chapter 43.22 RCW. (RCW 46.04.302)~~(Ord. 948 § 2 (part), 1995).

OR means a factory-built dwelling built to the national manufactured housing construction and safety standards act of 1974.

17.09.550 Mobile home.

“Mobile home” means a ~~“manufactured home” that is~~ a structure, transportable in one or more sections, ~~which in the traveling mode, is eight body feet or more in width or forty body feet or more in length, or, when erected on site, is three hundred twenty or more square feet;~~ and which is built on permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes ~~the~~ plumbing, heating, ~~air conditioning~~ and electrical systems contained therein. ~~Calculations used to determine the number of square feet in a structure will be based on the structure’s exterior dimensions measured at the largest horizontal projections when erected on site. These dimensions will include all expandable rooms, cabinets, and other projections containing interior space, but do not include bay windows.~~ This definition excludes any recreational vehicles as those are defined in WAC 296-~~150B-015150P and 150R~~. (Ord. 948 § 2 (part), 1995).

OR means a factory-built dwelling built before June 15, 1976, to standards other than the national manufactured housing construction and safety standards act of 1974.

17.09.560 Mobile or manufactured home park.

~~“Mobile home park” or “manufactured home park” means a parcel of land which has been platted and is subject to a binding site plan which is designed to be where mobile and/or manufactured homes are placed. No sales of individual lots shall be permitted, no recreational vehicles shall be permitted within the park and all interior utilities and roads shall be privately maintained.~~ (Ord. 948 § 2 (part), 1995)

OR means a site having as its primary use the rental of spaces for occupancy by two or more manufactured or mobile homes.

Chapter 17.56

GENERAL PROVISIONS

Sections:

- 17.56.010 Building site calculations.
- 17.56.020 Junk.
- 17.56.025 Composting.
- 17.56.030 Building occupancy.
- 17.56.040 Vision clearance at intersections.
- 17.56.050 Recreational vehicles (RVs).
- 17.56.055 Recreational vehicle parking.
- 17.56.070 Eaves.
- 17.56.080 Chimneys.
- 17.56.090 Accessory buildings.
- 17.56.100 Wells.
- 17.56.110 Trees.
- 17.56.120 Use of premises for the keeping of livestock.
- 17.56.125 Use of premises—Kennels.
- 17.56.130 Gas station standards.
- 17.56.140 Auto wrecking and junkyard standards.
- 17.56.150 Building on multiple lots.
- 17.56.160 Vesting of rights.
- 17.56.170 Prohibited uses.
- 17.56.175 Residential foster dog permit.

17.56.070 Eaves.

~~Eaves, cornices, belt courses and similar ornamentations may extend over a side yard for a distance of not more than two feet. (Ord. 948 § 2 (part), 1995).~~ *[Moved to 17.20.060 Table 2, Footnote 1]*

17.56.080 Chimneys.

Chimneys may extend into a side yard for a distance of not more than twelve inches. (Ord. 948 § 2 (part), 1995).

17.56.090 Accessory buildings.

~~In a residential district, not more than twenty five percent of the rear yard may be occupied by accessory or other buildings. (Ord. 948 § 2 (part), 1995).~~

17.56.100 Wells.

Window wells and stairwells shall not extend into a side yard, nor shall stairwells extend into the front yard. (Ord. 948 § 2 (part), 1995).



►▼ Townhouses are a common residence type throughout the United States that can adapt to a wide range of contexts. However, when such developments are oversized and disconnected from needed shops and services, they contribute to sprawl and the need for more or expanded roadways and parking lots. Missing Middle Housing-type townhouses (pictured in Wheeling Heights, West Virginia, left, and Longmont Colorado, below) are efficient and attractive options for infill lots in new and existing walkable locations.

The TOWNHOUSE

Townhouses — sometimes called townhomes, rowhouses or rowhomes — can be found throughout the world and make up an important part of the original urban fabric in historic East Coast cities as well as in locations such as Chicago, Illinois; Cincinnati, Ohio; and San Francisco, California.

Townhouses represent a fast growing percentage of new housing, in fact the fastest from 2011 to 2017, far outpacing other Missing Middle types. This is largely because townhouses can be sold as “fee simple” units — meaning that, unlike ownership in an apartment building, the buyer owns both the building and the land beneath it. That makes the construction, sale and maintenance of the property less complex than it would be for a building of stacked units.

In contrast to freestanding detached houses, townhouses are connected to adjacent buildings on one or two sides via shared walls. Each townhouse has an entry that faces a street or courtyard. The homes typically include a small rear yard.

Because of their small footprints and shared walls, townhouses make efficient use of land, which means they can be constructed and sold at a lower price than a new detached house. Since townhouses are not stacked, it alleviates the concerns by some residents about noise from upstairs neighbors. A downside is that townhouses don’t typically offer the same diversity of unit mix (such as one- or two-bedroom units) or an option for one-story living.

The overall dimensions and unit makeup of townhouses vary. In neighborhoods of detached,



house-scale buildings, each run of townhouses might be limited to two or three units, with their height not exceeding two stories. In a more urban environment, a row of townhouses can occupy an entire block. In historic areas of Boston, Massachusetts, and the borough of Brooklyn in New York City, three- and four-story townhouses have been converted into apartments (and back again) as the housing market has shifted over time.

The way townhouses handle parking can make or break them in terms of their contribution to a walkable streetscape. Walking along a street lined by townhouses can be a delightful experience — but if the front setbacks are merely driveways and the ground floor facades are dominated by garage doors, the experience is much less inviting. In the best examples, parking is accessed at the rear and does not (as shown on page 26) occupy the majority of the ground floor. ■

See page 18 for more Missing Middle Housing types.

15.540.060 Townhouse design standards.

A. Purpose.

1. To ensure that townhouse developments enhance the pedestrian-oriented character of downtown streets;
2. To provide adequate open space for townhouse developments;
3. To reduce the impact of garages and driveways on the pedestrian environment;
4. To reduce the apparent bulk and scale of townhouse buildings compatible with adjacent uses; and
5. To promote architectural variety that adds visual interest to the neighborhood.



Figure 15.540.060(A). Desirable townhouse example. With units fronting on the street and garages placed to the rear accessible from an alley or shared driveway.

B. Entries.

1. Townhouses fronting on a street must all have individual ground-related entries accessible from the street. Configurations where enclosed rear yards back up to a street are prohibited;
2. Separate covered entries at least three feet deep are required for all dwelling units;
3. For sites without alleys or other rear vehicular access, new buildings must emphasize individual pedestrian entrances over private garages to the extent possible by using both of the following measures:
 - a. Enhance entries with a trellis, small porch, or other architectural features that provide cover for a person entering the unit and a transitional space between outside and inside the dwelling; and
 - b. Provide a planted area in front of each pedestrian entry of at least 20 square feet in area, with no dimension less than four feet. Provide a combination of shrubs or groundcover and a tree (refer to city arborist or street tree list if available); and
4. Planting strips with no dimension less than four feet are required adjacent to the primary entry of all dwelling units. This includes townhouses located to the rear of lots off an alley or private internal drive.

C. Garages and driveways.

1. Where lots abut an alley, the garage or off-street parking area should take access from the alley.

2. For lots without alleys, individual driveways off of the street are prohibited (shared driveways are required).
3. Garages facing a public street are prohibited.
4. Internal drive aisle standards.
 - a. Must meet minimum fire code widths;
 - b. Minimum building separation along uncovered internal drive aisles shall be 25 feet. The purpose is to provide adequate vehicular turning radius, allow for landscaping elements on at least one side, and to provide adequate light and air on both sides of the dwelling units and drive aisles, which often function as usable open space for residents; and
 - c. Upper level building projections over drive aisles are limited to three feet, and must comply with provisions in subsection (C)(4)(b) of this section.



Figure 15.540.060(C). Good and bad examples of garage/entry configurations. The left example features a landscaped area and a trellis to highlight the entry. In the middle image, the balconies and landscaped areas deemphasize the garage. In the right image, the lack of landscaping is a glaring omission.

- D. *Open space.* Townhouse residential units shall provide open space at least equal to ten percent of the building living space, not counting automobile storage. The required open space may be provided by one or more of the following ways:
 1. Usable private open space that is directly adjacent and accessible to dwelling units. Such space shall have minimum dimensions of at least 12 feet on all sides and be configured to accommodate human activity such as outdoor eating, gardening, toddler play, etc.;
 2. Common open space meeting the requirements of ECC 15.520.030(E)(1);
 3. Balconies, decks and/or front porches meeting the requirements of ECC 15.520.030(E)(2); and/or
 4. Community garden space meeting the requirements of ECC 15.520.030(E)(5).
- E. *Building design.*
 1. *Townhouse articulation.* Townhouse buildings shall comply with multifamily building articulation standards as set forth in ECC 15.530.030(D) except that the articulation intervals shall be no wider than the width of units in the building. Thus, if individual units are 15 feet wide, the building shall include at least three articulation features per ECC 15.530.030(D) for all facades facing a street, common open space, and common parking areas at intervals no greater than 15 feet.
 2. *Repetition with variety.* (See Figures 15.540.060(E)(2) and 15.540.060(E)(3).) Townhouse developments shall employ one or more of the following "repetition with variety" guidelines:

- a. Reversing the elevation of two out of four dwellings for townhouses;
- b. Providing different building elevations for external townhouse units (versus internal units) by changing the roofline, articulation, windows, and/or building modulation patterns;
- c. Adding a different dwelling design or different scale of the same design, such as adding a one-story version of the basic dwelling design where two stories are typical (or a two-story design where three stories are typical); and/or
- d. Other design treatments that add variety or provide special visual interest. While the variable use of color on buildings can be effective in reducing the perceived scale of the building and adding visual interest, color changes alone are not sufficient to meet the purpose of the guidelines.

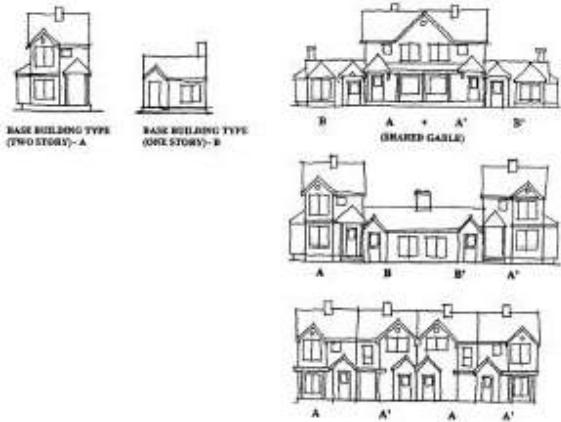


Figure 15.540.060(E)(2). Acceptable townhouse configuration employing the repetition with variety concept.



Figure 15.540.060(E)(3). An acceptable townhouse building. Note the landscaped front yards and individual walkways and entries. The internal units each have distinct, but identical windows and roof forms. The outside unit is differentiated through the use of building materials, window design, unit size, and facade detailing.

F. Energy efficiency. Townhouses are subject to energy efficiency provisions set forth in ECC 15.530.070.

(Ord. 4807 § 58, 2018; Ord. 4656 § 1 (Exh. O2), 2013)

10.47.130 Townhouses.

All townhouses, as defined in WCC 10.08.135 and where allowed by Chapter 10.10 WCC, District Use Chart, are subject to compliance with the Residential Design Guidelines and shall meet the following standards unless otherwise regulated within this code:

(1) Purpose.

- (a) To provide housing types that are responsive to changing household demographics (e.g., retirees, small families, young professionals).
- (b) To encourage creation of functional usable open space in residential communities.
- (c) To enhance the streetscape and promote neighborhood interaction and safety through design.
- (d) To ensure compatibility with neighboring uses.
- (e) To enhance design character and livability of townhouse developments.
- (f) To provide opportunities for infill development consistent with goals of the Wenatchee urban area comprehensive plan.

(2) Standards.

- (a) Setbacks. The minimum setbacks set forth in Chapter 10.46 WCC apply to development frontage and external side and rear setbacks of the entire townhouse development. Townhouse units within a single development are exempt from internal side and rear setbacks unless otherwise noted below. However, if the development includes the creation of new lots, the new development shall conform to the provisions of WCC 11.32.080, Unit lot subdivisions.
 - (i) Townhouses built along and oriented to public streets are subject to the applicable street setbacks in Chapter 10.46 WCC. Additionally, the setbacks for garages accessing a public street apply.
 - (ii) Townhouses built along side property lines of adjacent properties are subject to the applicable side setbacks in Chapter 10.46 WCC.
 - (iii) Townhouses built along rear property lines of adjacent properties shall maintain 10-foot minimum setbacks in the RS and RL zones and five-foot minimum setbacks in all other applicable zones.
 - (iv) The minimum internal setback between townhouse buildings built around and facing a pathway is 15 feet between the facades of each building.
 - (v) The minimum setback for townhouses (including porches and covered entries) not fronting on a public street shall be:

- (A) Ten feet from the back edge of the sidewalk or 15 feet from the edge of roadway/driveway pavement for an internal drive (pursuant to subsection (2)(d) of this section).
- (B) Fifteen feet from a private lane easement or tract.
- (C) The minimum setback for a garage facing a private lane or internal drive aisle shall be at least five feet further from the building facade facing the private lane or internal drive aisle, including a porch or covered entry, and no less than 20 feet from the edge of roadway/driveway pavement and sidewalk if applicable.

(vi) See also requirements for ground related residential units in Residential Design Guidelines Section C.1.1.

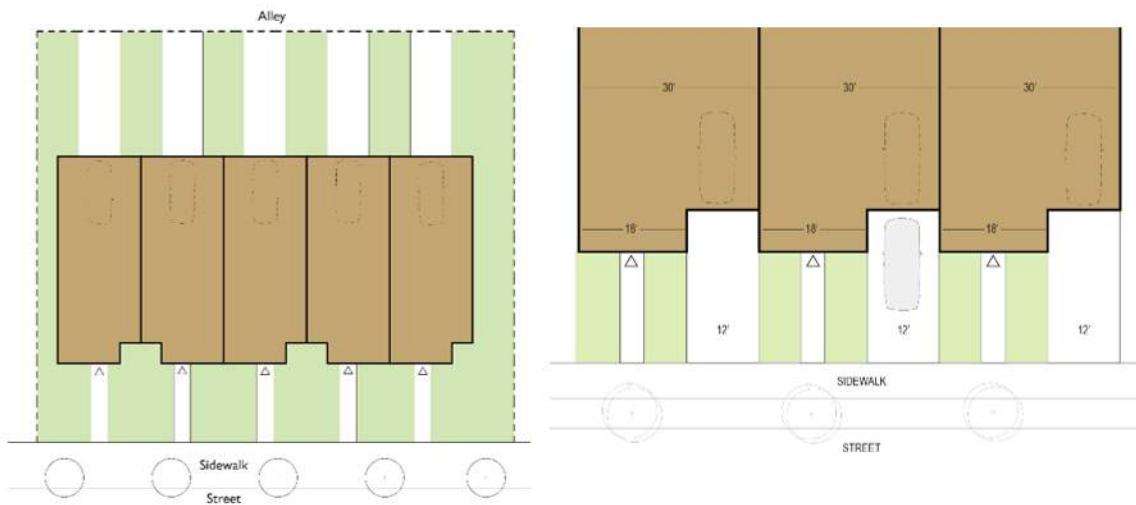
(b) Entries. See Residential Design Guidelines Section E.5.1.

(c) Front-Loaded Townhouses. Private driveways (maximum 12 feet wide) and garages facing the street (single-car width and a maximum 10 feet wide) are allowed in the following circumstances:

- (i) Where townhouse units are at least 30 feet wide. See Figure 10.47.130(2)(c) below for examples; and
- (ii) Where townhouses front a street other than a designated principal or minor arterial.

Figure 10.47.130(2)(c)

Townhouse garage access configurations – acceptable and unacceptable examples.



The left example features individual driveways and garages for townhouses less than 30' wide (and thus would not be allowed).

(d) Townhouses with Shared Access.

(i) Unless a higher classification of road is required per public works preapproved plans or by the city engineer to provide for consistency with the Wenatchee urban area plan, internal access and circulation within a townhouse development shall meet the requirements of, Fire Apparatus Access Road, of the most current edition of the International Fire Code, as amended. Where a standard residential subdivision or binding site plan is proposed associated with these developments, the standards provided in WCC 11.20.020, Streets, shall also apply.

(ii) Minimum building separation across internal drive aisles shall be 24 feet. Projections into this minimum building separation standard are permitted for each building consistent with the reduced side setback provisions referenced in WCC 10.46.080(4). The purpose is to provide adequate vehicular turning radius, allow for landscaping elements on at least one side, and to provide adequate light and air on both sides of the dwelling units and vehicle areas, which often function as usable open space for residents.

(iii) Portions of internal drive aisles within townhouse developments that have parking spaces that are directly adjacent shall meet the dimensional standards in WCC

10.60.030.

(e) Parking. Off-street parking standards for townhouses are set forth in WCC 10.60.080 as a type of multifamily dwelling (based on the number of bedrooms).

(f) Usable Open Space. Townhouse dwellings shall provide open space at least equal to 10 percent of the gross floor area. The required open space may be provided by one or more of the following:

(i) Private ground-level open space that is directly adjacent and accessible to dwelling units. Such space shall have minimum dimensions of at least 12 feet on all sides and be configured to accommodate human activity such as outdoor eating, gardening, toddler play, etc. Street setbacks from private lanes or drives may be used to meet this standard, provided they are defined with a fence meeting standards of WCC 10.48.130.

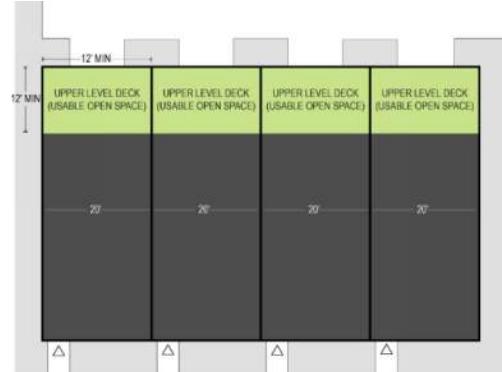
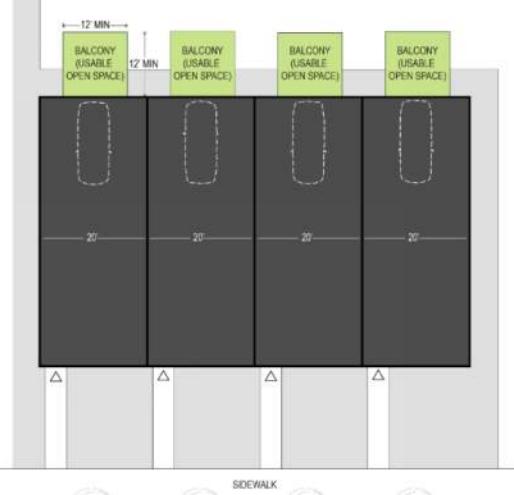
(ii) Balconies, roof decks or porches.

Figure 10.47.130(f)(1)

Examples of usable open space adjacent to townhouse units.



The lower left example includes usable open space in the front yard. The lower right example includes an upper level deck the full width of the unit. The right example uses a balcony that's placed over the garage driveway.



(g) Building Design. See Residential Design Guidelines Section E. (Ord. 2020-35 § 3 (Exh. A); Ord. 2019-35 §§ 6, 9)

Cottage Clusters or Bungalow Courts

Cottage housing is generally defined as a grouping of small, single-family dwelling units clustered around a common area and developed with a coherent plan for the entire site.

Cottage units may have other shared amenities. The shared common area and coordinated design often allow densities that are higher than typical in single-family neighborhoods while minimizing impacts on adjacent residential areas. As a result, cottage housing can offer its owners a quality living experience that is less expensive than traditional single family housing.



Cottage housing provides a degree of privacy and some of the benefits of single-family housing, combined with the lower cost and maintenance of attached housing. The clustered arrangement can also contribute to a strong sense of community within the cottage housing site itself.



Missing Middle Housing Types

The COTTAGE COURT

Single-unit, cottage court houses are typically 1 to 1½ stories tall and are oriented around a courtyard that serves as an outdoor community space in lieu of rear yards.

Cottage (or bungalow) communities typically have shared parking areas. Many include a common building that can be used for community gatherings or reserved for private parties. Since the homes are small, the developments sometimes offer shared laundry facilities, storage spaces and secondary housing units that can accommodate guests.

This Missing Middle home-type is very compatible with houses in single-family zones. ■



▲ In 2017, the city of Ashland, Oregon, approved an ordinance to allow developments with a minimum of three and a maximum of 12 cottages. Most of the homes must be 800 square-feet or smaller. Allowing one cottage per 2,500 square-feet of lot area, the overall lot size is, at its largest, about one-third of an acre. At least 20 percent of the land must be preserved as common open space.



▲ Located on a 1.37-acre lot in Healdsburg, California, eight detached, two-bedroom homes surround a shared community space.

Local Policy Choice

Single-Family Design Standards

Cities may consider applying the same types of design standards in the Model Ordinances to detached single-family residences. Some tailoring may be required for applicability and context.

Cottage Housing

Size Limit

Cities may choose to establish a maximum size limit for cottages through an administrative design review process if they allow additional cottages above the unit density required under [RCW 36.70A.635\(1\)](#). [RCW 36.70A.681\(1\)\(f\)](#) states that city and counties may not establish maximum gross floor area limits for accessory dwelling units less than 1,000 square feet. A cottage housing floor area limit above 1,000 square feet would be reasonable.

Common Open Space

Common open space traditionally serves as the social and recreational center of cottage developments. "Common open space" is referenced in the definition of "cottage housing" and will need to take up much of the minimum 20 percent open space requirement, which also can include private open space, setbacks, natural features, critical areas, and other open space. Key aspects of common open space include:

- Requiring that cottages are oriented around the common open space.
- Minimum size standards to provide a minimum usable common open space area scaled to the size of the development. The minimum 15 feet dimension is important to ensure the common open space is usable for residents.

The minimum amount of open space per cottage can be variable; 300 square feet is more appropriate for small infill lots, but larger minimums, such as 400 square feet, is a common standard required by cities that regulate cottages.

Private Open Space

In addition to common open space, some cities require private open space for individual cottages. This may be required at the front or rear of a cottage and typically is encouraged to be located between a cottage and common open space and is not allowed to be at the side of a cottage. A minimum requirement of 200 square feet per cottage is typical, along with minimum dimensional and useability standards that are similar or relaxed compared to those for the common open space.

Porch Requirement

The entry standard, which requires a roofed porch on each cottage, helps cottages be compatible with the form and character of typical low-density neighborhoods.

Community Buildings

The integration of community buildings is popular in many cottage developments and thus important to allow in larger cottage housing developments. Because cottages are size-limited compared to typical detached single-family residences, a community building can further promote livability and social activity in the development with a range of shared uses, ranging from tool and furniture storage to community kitchens, libraries, and recreation rooms.



Danielson Grove Cottages in Kirkland. Note the mix of private (landscaped areas in front of the cottages) and common (lawn area plus the patio) open spaces and community building example (right image). Source: MAKERS.

Attached Cottages

Cities should consider allowing attached cottages, which comply with the other features of cottage housing but may include clusters of duplex or triplex-style buildings. This arrangement creates more room for common open space and helps improve energy efficiency, while supporting the community-oriented goals of some cottage housing developments.

Courtyard Apartments

Courtyard apartments is one of the middle housing types defined by RCW 36.70A.030.⁷⁶ Particular design features are included in the definition. The definition states that courtyard apartments have dwelling units arranged on two or three sides of a yard or court.

Because courtyard apartments are defined by a yard or court, common open space standards are provided in the model ordinances. There is also an entry standard which allows unit entries to face either the street or the common space.

Pedestrian Access

A pedestrian access standard ensures clear and accessible pedestrian routes are provided between buildings and streets. A paved pedestrian connection, as opposed to unpaved, is important to ensure that pedestrian access is permanently available to provide safe and reliable pedestrian access for people using mobility devices and for deliveries and emergencies (i.e., carts and gurneys). If a middle housing building is located at the back of a lot or has alley access, the pedestrian access standard also ensures that residents and visitors have easy access to the street and access to vehicles parked on-street.

The standard is also written with flexibility in mind. Driveways, which are often walked upon and already connect a building and a street, may be used to meet the standard instead of a separate paved connection. The standard does not preclude the use of ramps or stairs.

Note that the standard provides an objective measurement of three feet minimum width for the paved connection. Cities may require increased width to meet Americans with Disabilities Act (ADA) standards, and larger middle housing developments with more foot traffic on a shared pedestrian connection may warrant a wider pathway.

⁷⁶ [RCW 36.70A.030\(10\)](#)

10.47.080 Infill-cottage housing (two to three units).

Infill-cottage housing developments refer to a type of cottage housing (defined in WCC 10.08.050) that features between two to three cottage dwellings. Infill-cottage housing developments, where allowed by Chapter 10.10 WCC, District Use Chart, shall meet the following standards unless otherwise regulated within this code:

(1) Purpose.

- (a) To provide housing types that are responsive to changing household demographics (e.g., retirees, small families, young professionals).
- (b) To provide opportunities for more affordable housing within single-family neighborhoods.
- (c) To ensure compatibility with neighboring uses.
- (d) To provide opportunities for infill development consistent with goals of the Wenatchee urban area comprehensive plan.

(2) Standards.

- (a) Occupancy. Cottage housing development options include ownership, rental, condominium, and subdivision. One existing single-family dwelling may be incorporated into an infill-cottage housing development. Nonconforming residences with respect to architectural standards shall be permitted.
- (b) Minimum and Maximum Number of Cottages.
 - (i) Two units minimum.
 - (ii) Three units maximum.
- (c) Maximum Cottage Size. The total floor area for cottages shall not be larger than 1,000 square feet gross floor area.
- (d) Density. For the purposes of complying with the maximum density of the applicable zoning district, each cottage shall be counted as one-half dwelling unit. For example, for an existing lot that qualifies for between 1.0 and 1.49 dwelling units, two cottages complying with the provisions herein may be built. For an existing lot that qualifies for between 1.50 and 1.99 dwelling units, three cottages may be built.
- (e) Setbacks.
 - (i) Cottages built on existing individual lots shall be subject to the standard street and side setbacks in WCC 10.46.020. The minimum rear setback shall be 15 feet.
 - (ii) Where multiple cottages are clustered on a parent lot or the units on that lot are subdivided as a unit lot subdivision, the standard front, side, and rear setbacks in WCC 10.46.020 apply to the lot lines of the parent lot(s). The minimum internal setback between cottages is 10 feet.
 - (iii) Two cottages may share a common wall with no side setback in a duplex arrangement.
- (f) Access Standards.
 - (i) Cottages, where subdivided on their own individual lots, may be accessed by private individual driveways, provided such driveways meet the standards of Table 10.47.050(2)(b).
 - (ii) A shared driveway meeting the requirements of WCC 11.20.020(11)(a)(i) through (xi) is allowed. Such shared driveway may be used to access up to three cottage dwellings, provided all other applicable standards are met.
- (g) Entry Standards. See Residential Design Guidelines, especially Sections C.1, C.2.1 and E.5.1.

(h) Parking and Garages.

(i) Each cottage dwelling unit shall provide at least one off-street parking space per bedroom, up to two parking spaces per unit.

(ii) Garages with a footprint of up to 300 square feet may be attached to individual cottages provided such garages meet setback standards set forth in subsection (2)(h)(iii) of this section.

(iii) Garages and carports are subject to the setback standards in Chapter 10.46 WCC.

(iv) Garages and other parking facilities for the cottages may be located or clustered to the side or rear of cottages. Detached and shared garages or carports are limited in size to 300 square feet footprint per cottage (e.g., up to 900 square feet if shared between three cottages).

(i) Maximum Height. Notwithstanding WCC 10.46.020, the maximum height of cottages built under this section is 25 feet where a minimum roof slope of 6:12 for all parts of the roof above 18 feet is provided. Otherwise, the maximum cottage height is 18 feet.

(j) Minimum Open Space. Cottage developments may meet their open space standards either with private open spaces or common shared open spaces.

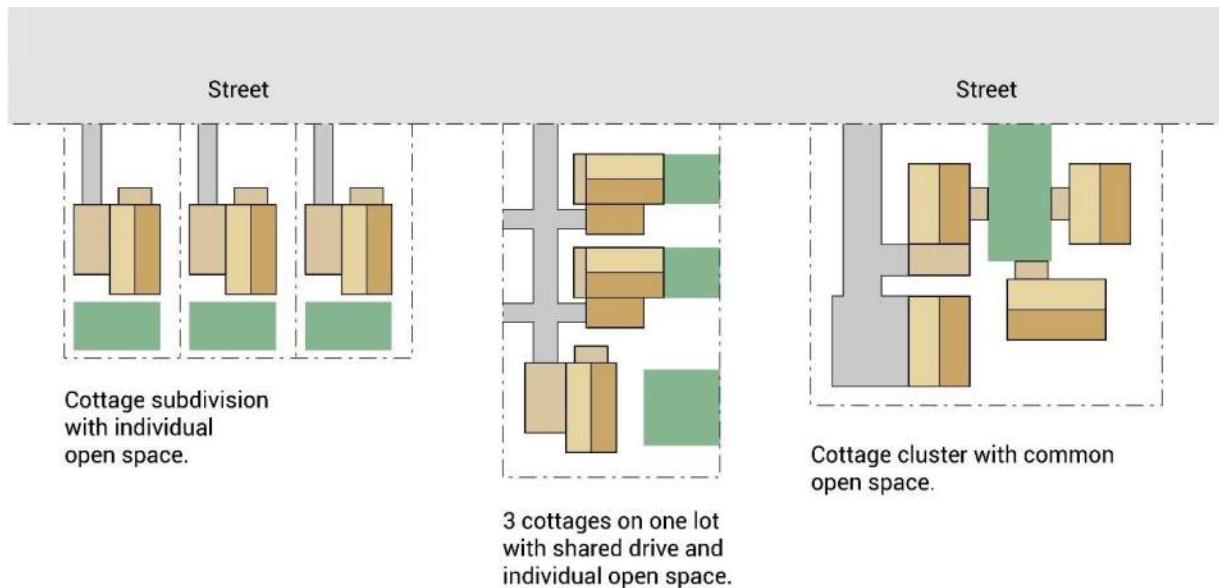
(i) Cottages developed on private individual lots are subject to the minimum usable open space standards for single-family dwellings in WCC 10.47.050(e).

(ii) Cottages opting to include shared common open spaces shall integrate such space located between and directly accessible to the cottages. The common open space shall contain at least 250 square feet per unit with no dimension less than 20 feet. Common open space shall be improved for passive or active recreational use. Common open spaces are subject to the Residential Design Guidelines Section C.3.2.b. Examples may include, but are not limited to, courtyards, open lawn areas, landscaped picnic areas or gardens. Common open space shall be located in a separate tract or tracts, and owned in common by all property owners.

(k) Landscaping. See Chapter 10.62 WCC.

(l) Covenants enforced by a homeowner's association shall be required to include the perpetual maintenance of all common areas and open spaces and preclude the conversion to another use.

Figure 10.47.080(2)
Example configurations of developments with three cottages.



(Ord. 2022-33 § 3 (Exh. A); Ord. 2020-35 § 3 (Exh. A); Ord. 2019-35 §§ 6, 9)

10.47.090 Cottage housing (four or more units).

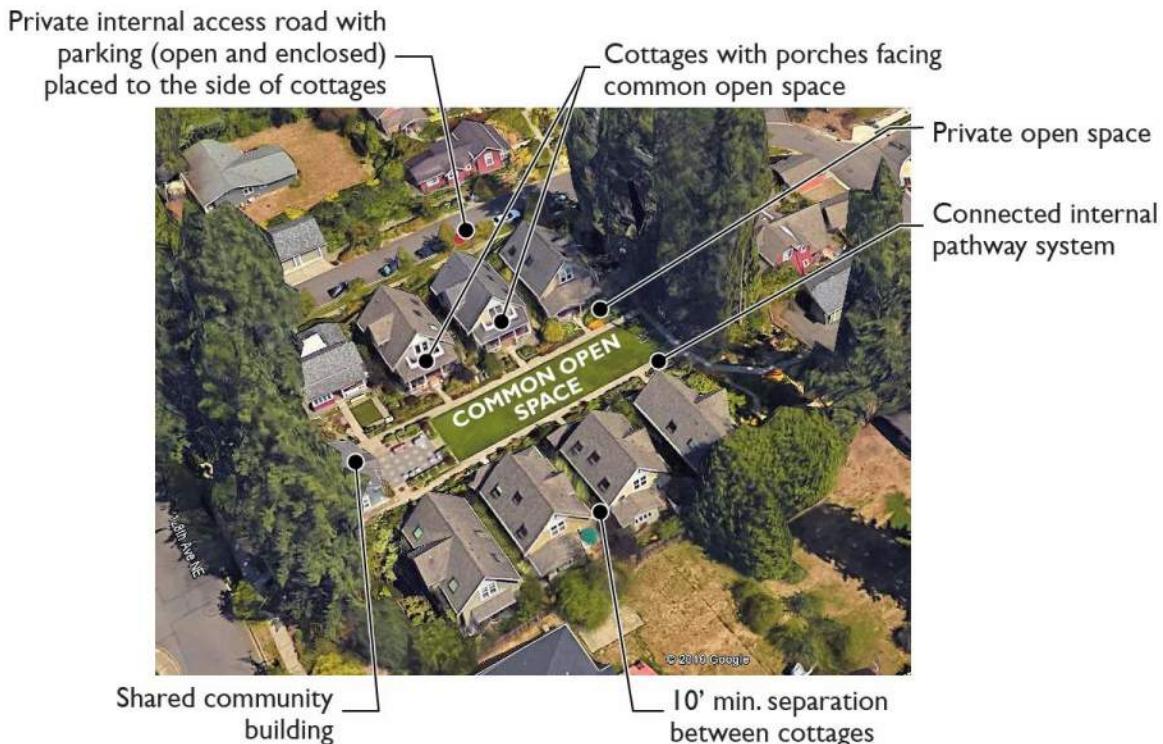
Cottage housing, where defined in WCC 10.08.050 and where allowed by Chapter 10.10 WCC, District Use Chart, shall meet the following standards when four or more units are proposed unless otherwise regulated within this code:

(1) Purpose.

- (a) To provide housing types that are responsive to changing household demographics (e.g., retirees, small families, young professionals).
- (b) To provide opportunities for more affordable housing within single-family neighborhoods.
- (c) To encourage creation of functional usable open space in residential communities.
- (d) To promote neighborhood interaction and safety through design.
- (e) To ensure compatibility with neighboring uses.
- (f) To provide opportunities for infill development consistent with goals of the Wenatchee urban area comprehensive plan.

Figure 10.47.090(1)(a)**Cottage housing development examples.**

Left example: Note the transition between the common open space on the left and the cottages includes a semi-private garden space and a porch. The middle and right images illustrate the standard “commons” as a simple green space for informal recreation activities. In all examples, the units orient towards the open space and include porches and a small semi-private garden.

Figure 10.47.090(1)(b)
Cottage housing site plan example.

(2) Standards.

(a) Cottage housing development options include ownership, rental, condominium, and subdivision.

(b) Subdivision. Where a cottage housing development involves a subdivision, development parameters as determined by the city shall be placed on the final plat or final unit lot subdivision.

(c) Minimum and Maximum Number of Cottages.

(i) A single cottage housing development shall include a minimum of four dwelling units.

(ii) Four to 12 cottage structures may make up a cluster (a grouping of cottages situated around a common open space or pedestrian circulation network, each with an entry facing the courtyard or pedestrian system).

(d) Maximum Cottage Size. The total floor area for a cottage shall be no greater than 1,200 square feet; provided, the ground floor is not greater than 800 square feet.

(e) Density. For the purposes of complying with the maximum density of the applicable zoning district, each cottage shall be counted as one-half dwelling unit. For example, for an existing lot that qualifies for three dwelling units would qualify for six cottages.

(f) Setbacks.

(i) Cottages built along streets are subject to the applicable street setbacks in Chapter 10.46 WCC.

(ii) Cottages built adjacent to side property lines are subject to the applicable side setback.

(iii) Cottages built along rear property lines of the parent lot(s) shall maintain a 10-foot minimum setback in the RS and RL zones and a five-foot minimum setback in all other applicable zones.

(iv) The minimum internal setback between cottages is 10 feet, except that two cottages may share a common wall as in a duplex configuration. Within a given development, up to one-half of the cottages may feature the shared wall/duplex configuration.

(g) Site Design and Orientation. Dwellings within a cottage housing development shall be oriented to promote a sense of community, both within the development and, with respect to the larger community, outside of the cottage project. A cottage development shall not be designed to “turn its back” on the surrounding neighborhood by locating rear yards to face a public street.

(i) Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new cottage dwellings.

(ii) All new cottage dwellings adjacent to a street shall meet the Residential Design Guidelines, especially Sections C.1 (Ground related units facing streets, common pathways, or common open space), C.2.1 (Pedestrian connectivity within multi-unit residential development with more than one building) and E.5.1 (Building entrances: configuration and details).

(iii) Common open space shall be provided in a centrally located focal area for the development and abut at least 50 percent of the cottages in the development (see open space standards below); direct access to the common open space shall be provided for each cottage by a paved walkway. See also Residential Design Guideline D.3, Residential Open Space Elements.

(iv) One existing single-family dwelling may be incorporated into a cottage housing development of six or more cottages as a residence. Nonconforming residences with respect to architectural standards shall be permitted.

(v) A cottage housing development may contain one community building that is clearly incidental in use and similar in size and architectural design of cottages. Such community building shall be located on the same site as the cottage housing development and be commonly owned by the residents.

(vi) Cul-de-sacs are not permitted within a cottage development, unless it can be demonstrated that no other configuration is feasible.

(h) Building Design and Orientation. See Section E in the Residential Design Guidelines.

(i) Open Space.

(i) A common open space is required for each cottage cluster.

(ii) A minimum of 200 square feet of common open space shall be provided per dwelling unit.

(A) Common open space within a development shall be a minimum of 1,000 square feet in size with no dimension less than 15 feet, regardless of the number of dwelling units.

(B) Common open space shall meet the requirements of the Residential Design Guidelines, especially Section C.3.2.b, and be improved for passive or active recreational use. Examples may include, but are not limited to, courtyards, noncommercial orchards, landscaped picnic areas or gardens, wildlife viewing areas, etc.

(C) Fences are not allowed within any common open space area.

(D) Common open space shall be located in a separate tract or tracts and owned in common by all property owners.

See Figures 10.47.090(1)(a) and (b) for examples.

(iii) Each cottage unit shall include a minimum of 200 square feet of private open space (in addition to common open space). The private open space shall have no dimension less than 10 feet, be located adjacent to the unit which it serves and feature direct access to the private open space via door. Examples include a semi-private garden space between a dwelling and the common open space. See Figures 10.47.090(1)(a) and (b) for examples.

(iv) Surface water management facilities may be included in the open space calculation for meeting minimum requirements, if it can be demonstrated that they are designed so that residents can use the space similar to other open space designations.

(j) Access, Driveways, Parking, and Garages.

(i) Unless a higher classification of road is required per public works preapproved plans or by the city engineer to provide for consistency with the Wenatchee urban area plan, internal access and circulation shall meet the requirements of, Fire Apparatus Access Road, of the most current edition of the International Fire Code, as amended. Where a standard residential subdivision or binding site plan is proposed associated with these developments, the standards provided in WCC 11.20.020, Streets, shall also apply.

(ii) Each cottage dwelling unit shall provide at least one off-street parking space per bedroom, up to two parking spaces per unit.

(iii) Cottages adjacent to a street are subject to applicable driveway and garage standards for single-family dwellings in WCC 10.47.050.

(iv) Parking areas shall be located to the side or rear of cottage clusters (not between the cottages and the street front unless no other configuration is feasible, as determined by the director). Landscaping in form of hedges or architectural barriers is required to screen surface parking lots for neighboring properties and common open spaces.

- (v) Private garages are allowed to be attached to or detached from individual cottages if less than 250 square feet in size and accessible by an alley or shared access. Private garages shall match the architectural style of the units and meet the same separation requirements as adjoining units.
- (vi) Enclosed parking areas may be grouped into a single structure. Individual garage doors shall be one car width.
- (k) Landscaping. Cottage housing developments shall adhere to the landscape and screening chapter, Chapter 10.62 WCC. See also Residential Design Guidelines Section D.1.
- (l) Architectural Design. See Residential Design Guidelines Section E: Building Design.
- (m) Covenants enforced by a homeowner's association shall be required to include the perpetual maintenance of all common areas and open spaces and preclude the conversion to another use. (Ord. 2019-35 § 6)

15.09.035 Cottage housing.

- A. Purpose and Intent.
 1. To provide a housing type that responds to changing household sizes and ages (e.g., retirees, small families, and single person households).
 2. To encourage creation of more usable open space for residents of the development through flexibility in density and lot standards.
 3. To ensure that the overall size, including bulk and mass of cottage structures and cottage housing developments, remain smaller and incur less visual impact than standard sized single-family dwellings, particularly given the allowed intensity of cottage dwellings.
 4. To provide centrally located and functional common open space that fosters a sense of community and a sense of openness in cottage housing developments.
 5. To provide private area around the individual dwellings to enable diversity in landscape design and foster a sense of ownership.
 6. To ensure minimal visual impact from vehicular use and storage areas for residents of the cottage housing development as well as adjacent properties, and to maintain a single-family character along public streets.
- B. Development Standards. All cottage housing developments shall comply with applicable development standards in Title 15; provided, that where the standards included herein conflict with the standards in other sections, the standards herein shall apply:
 1. Unit Size.
 - a. Minimum Unit Size: six hundred square feet.
 - b. Maximum Unit Size: one thousand five hundred square feet.
 2. Maximum accessory building footprint for community use: six hundred square feet.
 3. Parking.
 - a. Units greater than one thousand square feet: one and one-half spaces per unit.
 - b. Units less than one thousand square feet: one space per unit.
 4. Common open space: minimum four hundred square feet per dwelling.
 - a. Shall be designed and maintained as an amenity for residents of the development.
 - b. Up to thirty percent of the required common open space may be utilized through a community building built for the use of the cottage housing residents.
 5. Private open space: minimum two hundred square feet per dwelling.
 6. Development size: minimum ten thousand square feet.
 - a. Subdivision Standards. If the proposed development will be subdivided, the following standards shall apply:
 - i. Minimum lot size shall be equivalent to the dwelling unit size and private open space requirement.

1. For example, the minimum lot size of a one thousand two hundred square foot dwelling will be one thousand four hundred square feet (one-thousand-two-hundred-square-foot dwelling plus two-hundred-square-foot private open space equals one thousand four hundred square feet).
- ii. All common areas (common open space, community buildings, parking, etc.) shall be contained in a tract and include a homeowners association or other such management structure for the continued maintenance and upkeep of common facilities.
7. Maximum height: twenty-five feet.
8. Maximum lot coverage: eighty percent for the entire development site. Lot coverage for individual lots may vary if subdivided.
9. Minimum unit separation: ten feet.
10. Setbacks from exterior property lines:
 - a. Front: twenty feet.
 - b. Side: five feet.
 - c. Rear: ten feet.
11. Clustered developments shall contain a minimum of three and a maximum of twelve cottage housing units located in a cluster group to encourage a sense of community among residents. A development site can contain more than one group.

C. Design Standards and Guidelines. The following design standards and guidelines shall apply to all cottage housing developments:

1. Common Open Space.
 - a. Shall be designed and maintained as an amenity for residents of the development.
 - b. Shall be centrally located and be easily accessible to all units within the development.
 - c. Each area of common open space shall be in one contiguous and useable piece with a minimum dimension of twenty feet on all sides.
 - d. Shall abut at least fifty percent of the units in the development. A cottage is considered to "abut" an area of common open space if there is no structure between the unit and the common open space.
 - e. Landscaping located in common open space areas shall be designed to allow for easy access and use of the space by all residents, and to facilitate maintenance needs.
 - f. Common open space shall be located outside of oversteepened slopes, wetlands, streams, and other associated critical areas buffers, and shall be developed and maintained to provide for passive and/or active recreational activities for the residents of the development.
2. Private Open Space.
 - a. Shall be located adjacent to each unit for the exclusive use of the resident(s).
 - b. Each area of private open space shall contain a minimum dimension of ten feet on all sides.

- c. May be located wholly or partially under a covered patio or porch on either the front or rear of the unit. This area shall not be included in the maximum unit size calculation.
3. Community Buildings.
 - a. Community buildings shall be clearly incidental in use and size to the dwelling units.
 - b. Community buildings shall be located on the same site as the cottage housing development, and be commonly owned by the residents.
4. Parking.
 - a. Shared detached garage structures shall not exceed four garage doors per building, and a total of one thousand two hundred square feet.
 - b. For shared detached garages, the design of the structure must be similar and compatible to that of the dwelling units within the development.
 - c. Shared detached garages and surface parking areas shall be screened from public streets and adjacent residential uses by landscaping or architectural screening.
 - d. Storage of items which preclude the use of detached garage structures for the parking of vehicles is prohibited.
 - e. Surface parking areas shall not contain more than four spaces. Clusters shall be separated by a distance of at least ten feet. (Ord. 2022-011 § 2 (Exh. B), 2022).

Exhibit 5. Matrix of Strategies and Relationship to Housing Objectives

		Housing Action Plan Objectives			
Strategy		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	Partial	✓	✓	✓
1.5	Adopt design standards or guidelines		✓		
1.6	Remove extra lot area requirements in the R-4 zone	Completed	✓	✓	✓
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	Partial	✓	✓	
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 (MFTEx) program for affordable housing.	Completed	✓	✓	✓
4. Process Improvements					
4.1	Streamline permit review	✓	✓	✓	

City of Othello
Building and Planning Department
December 2024

Building Permits			
	Applied	Issued	Final
Residential	4 ¹	6 ⁴	4 ⁷
Commercial	5 ²	5 ⁵	4 ⁸
Industrial	0	0	0
Total	9	11	8

¹ 2 single family, 1 reroof, 1 natural gas fireplace
² Remodel at bowling alley, remodel at Columbia Physical Therapy, Walmart HVAC upgrades, reroof at 106 S Broadway, pressure test for existing gas piping for meter installation at Broadway Truck Repair
⁴ 2 single family, 1 remodel & addition to create duplex, 1 reroof, 1 patio cover, 1 natural gas fireplace
⁵ Remodel at Columbia Physical Therapy, enclosing stairs at 1312 E. Main, HVAC upgrades at Walmart, pressure test for existing gas piping for meter installation at Broadway Truck Repair, reroof at 106 S. Broadway
⁷ Home addition, 2 garages, natural gas fireplace
⁸ Cimaron storage building, pressure test for existing gas piping for meter installation at Broadway Truck Repair, 2 fences (Johnson Glass, La Mexicana Supermarket)

Inspections

- The Inspector completed 63 inspections in December, including 3 rental inspections.

Land Use Permits		
Project	Actions in December	Status as of December 31
Bench Road Annexation	No change	Waiting for: Proponent to submit signatures from property owners of at least 60% of the assessed value of the annexation area. City to evaluate water and sewer capacity to serve this potential annexation.
Charan Short Plat final plat (approved Aug. 2023)	No change	Waiting for more information from the property owner, and new building plans.
Carla Hampton city limits change (de-annexation) of 15' strip abutting Reynolds/14 th Ave.	Researched process to remove parcel from city limits at request of property owner. Worked with City Attorney. Prepared resolution for City Council.	Waiting to hear from Adams County that they have accepted the boundary change so that we can do the formal agency notifications of the boundary change.

Land Use Permits		
Project	Actions in December	Status as of December 31
	Notified Adams County of Council action, asked for notification when the County takes action so we can do the formal notifications. Started the process with OFM.	
Hampton Development Annexation	Received Notice of Intent. Notified proponent that zoning proposal needed.	Waiting for zoning proposal before presenting to City Council.
Hwy 26 Trail	SEPA exemption issued.	SEPA process completed.
MBRAR – Gas Station Short Plat Final Plat	No change. Notice of Incomplete sent in Nov.	Waiting for remaining documents for final plat application. Staff will bring an update to the OMC for the street name.
Ochoa Block BLA (Boundary Line Adjustment)	Application received. Routed to departments and agencies. Review comments sent. BLA approved.	Approved for recording with Adams County.
Parking/RV Parking/ Vision Clearance at intersections SEPA	Appeal period for DNS ended Dec. 11	SEPA process completed.
Pegram Major Plat & Development Agreement	Received updated maps (other updated information received in Nov) Provided the updated information to neighboring property owners who previously had concerns. Both provided updated comments. Traffic memo has error, sent back for correction.	Waiting for revised traffic memo. Need to forward comments from neighboring property owners about shared well and drain/groundwater issues. (Done 1-2-25)
Sand Hill Estates 6 (multi-family) preliminary short plat	No change	City Engineering/Public Works will process acceptance of utility improvements. Waiting for final plat submittal.
Sand Hill Estates #7 Preliminary Plat	Street and utility construction plans being reviewed by Engineering/Public Works	Streets & utilities need to be constructed and accepted before final plat can be submitted.
Wahitis Short Plat	No change (Updated plat drawings routed for review in May.)	Staff will need to review the updated drawings.

Development Projects

- Met with Adams County Health Department about septic permit for travel center at 1925 S. Broadway.
- Working on getting Permit Trax set up so people can submit permit applications online. Working with the company to correct issues.

Rental Licensing & Inspection Program

- 4 rental applications were submitted in December.
- 1 site with a total of 24 units was approved in December.
- There were 4 rental inspections in December.
- 204 locations with a total of 415 units have been fully approved so far.
- There are currently 24 active applications for 103 units in various stages of inspection and correction (including 58 new units under construction).

Municipal Code

- Planning Commission held a public hearing and recommended amendments to Off-Street Parking, OMC 17.61; revisions to standards for parking/storage of large vehicles like RVs and boats (OMC 17.56.050 & 055, 9.33); and vision clearance at intersections (OMC 17.56.040).
- Planning Commission discussed front setback for living space, allowing eave overhang into front setback, house width requirements, manufactured home definition.

Housing & Homelessness

- Attended Adams County meeting on homelessness.
- Met with Hope Source, who is working with Adams County on homelessness.
- Received Dept of Commerce CLIHP grant (Coordinating Low-Income Housing Planning) for a combined project with Adams County:
 - A portion of the required 2025-2030 Homelessness Plan
 - Steps toward the 2027 Comprehensive Plan update:
 - Land capacity analysis to look at vacant and underdeveloped land to accommodate housing for the next 20 years
 - County-wide planning policies for housing
 - Housing allocation at all income bands for the next 20 years to all jurisdictions
- Issued RFPs for Homelessness Plan and Housing Planning.

Transportation

- Consultant is close to wrapping up the Local Road Safety Plan. Next step is public input. City Clerk provided translation for paper surveys to go with the online survey.

Training

- Webinar: “We’re All In This Together: Local Government and School District Collaboration”
- Supervisor training

Other

- We continue to work through recent building permit files to ensure we have everything digitally, and scanning in anything not already in the electronic file before destroying the paper file, to free up space in the vault and make it easier to respond to public record requests.
- The Permit Tech is working with Adams County GIS to resolve site address conflicts and errors.
- Attended Adams County Planning Commission meeting where they reviewed the first half of their proposed major zoning update.

City of Othello
Building and Planning Department
2024 Year End Report

2024 Issued Building Permits						
	Number of Building Permits					Valuation
	2024	2023	2022	2021	2020	2024
Accessory Dwelling Unit ¹	3	0	2	n/a	n/a	\$154,062
Commercial (incl. major additions & remodels)	14	4	4	8	2	\$3,518,783
Demolition	2	2	1	4	1	n/a
Duplex	4	2	2	0	1	\$303,898
Fence	19	18	issued by PW before 2023			\$9,000 ²
Foundation only	0	8	18	35	59	n/a
Garage/Shed/Carport	5	2	4	2	8	\$181,991
Mechanical	32	34	25	35	20	\$563,085 ³
Multi-Family	4	1	0	3	0	\$5,866,178
Other/Misc	0	2	4	2	4	\$0
Patio/Porch	8	4	7	14	16	\$88,190
Placement (manufactured structures)	4	7	3	2	7	n/a
Plumbing	1	2	5	4	1	\$11,000 ³
Remodel/Addition	13	11	15	14	12	\$1,452,749
Roofing	31	33	27	46	45	\$358,341
Siding/Stucco	5	6	4	8	0 ⁴	\$39,700
Sign	5	8	5	9	4	\$59,700
Single Family Residence	30	40	35	53	85	\$7,282,905
Swimming Pool	2	0	4	0	0	\$284,991
Year End Total	182	184	165	239	265	\$20,174,571
<i>2023 Total</i>		184				\$19,380,986
<i>2022 Total</i>		165				\$14,535,247
<i>2021 Total</i>		239				\$15,136,677
<i>2020 Total</i>		265				\$16,345,993

1 Accessory Dwelling Units first allowed by ordinance adopted Oct. 2021
 2 Valuation is for the 2 fences over 7' high. Permits for fences under 7' are free so we don't collect valuation.
 3 Valuation for the 17 commercial permits only, we do not charge based on valuation for residential mechanical permits.
 4 Not tracked separately in 2020.

Building Inspections					
2024	2023	2022	2021	2020	2019
1211*	1574	1387	1206	1215	702

Note: 2024 is the first year with large multi-family buildings. Any given inspection for a 24-unit building is only tracked as 1 inspection, but is significantly more involved than that same type of inspection on a smaller building.

<p>Significant projects finished in 2024:</p> <ul style="list-style-type: none"> • Pizza Hut • Ambulance station at Hospital • Car wash & espresso stand at Pik a Pop • Evidence storage shed at Sheriff's Office • Old Hotel kitchen remodel • Replace sunroom at Golden Fountain • Freezer addition at TLC Meats • Remodel for J&S Tire 	<p>Notable projects started in 2024:</p> <ul style="list-style-type: none"> • 2 24-unit apartment buildings • Remodel of 140 E. Main for new businesses (former CBHA building) • Pool at Columbia Physical Therapy • Walmart remodel • Emmanuel Church addition & remodel • Remodel to add Engineering office at Public Works • Remodel/renovation at Parks & Rec bldg.
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Rental Licensing & Inspection Program

2024 Rental Licenses				
	2024	2023	2022	2021
Applications	50	20	87	70
Inspections	82	241	141	74
Approved sites	42	92	47	25
Approved units	87	207	78	40

- This is the fourth year of this program. We continue to work on getting units licensed and inspected.
- In 2024, we sent many mailings, to get landlords to register their units, or to finish the process and get their inspections once they started it.
- Most of the corrections in 2024 were simple life-safety items like smoke alarms and GFCI outlets. There were no shocking corrections needed this year, suggesting that most of the worst conditions have been addressed. However, there are some units we have not been able to inspect yet because the owners are not cooperating.
- This year we notified all units with landlord authorizations for utility payments, and have started requiring rental licenses when a new landlord authorization is submitted.

2024 Land Use Permits						
	2024	2023	2022	2021	2020	2019
Notice of Application issued	3	8	5	4	8	10
Environmental Reviews	9	6	4	6	3	10
SEPA Exemptions	3	0	4	0	2	0
Boundary Line Adjustments	2	1	1	0	5	0
Preliminary Plats approved	2	2	3	2	1	3
Final Plats approved	0	4	0	1	4	4
Plats recorded	1	2	1	2	4	2
Annexations completed	0	1	1	0	0	1
Conditional Use Permits	1	0	0	0	0	1
Rezones	0	1	0	1	Citywide	1
Zoning text changes	2	0	1	2	Citywide	0

Development Projects

- Many meetings and a lot of feedback for the gas station/convenience store at Broadway and Curtis.
- Multiple rounds of submittals and feedback on:
 - Pegram Major Plat
 - MBRAR Short Plat and Waterhole 17 addition
 - Charan Short Plat & proposed gas station/convenience store on 1st and Soda

Municipal Code, Standards, & Zoning updates

- New regulations for pushcarts/street vendors/portable vendors, [OMC 4.16](#).
- Updates to the Home Occupation code (home-based businesses) [OMC 17.59](#). This code had not been updated since 1995 and there were code conflicts. This update reorganizes the chapter to put all the requirements in one section, making the code easier to understand. It also aligns the allowed and prohibited home occupations more closely with current standards.
- Updates to the Nonconforming Use chapter, [OMC 17.79](#). This update makes the process for nonconforming uses much less cumbersome.
- Determined that new state law for permit processing timelines does not apply to Othello because we are not in a fully-planning GMA county. We do not need to make updates to OMC Title 19.
- In 2024, the Planning Commission started or continued work on:
 - Updating the Subdivision code, Title 16, including the chapters for Open Space, Reimbursements/Latecomer Agreements, and state-required “unit lot subdivisions” (for townhouses and other divisions smaller than minimum lot size).
 - Amendments to Off-Street Parking, OMC 17.61, parking/storage of large vehicles like RVs and boats (OMC 17.56.050 & 055, 9.33), and vision clearance at intersections (OMC 17.56.040). (Adopted Feb. 3, 2025.)
 - Planning Commission started discussing front setback for living space, allowing eave overhang into front setback, house width requirements, manufactured home definition.

Annexation

- Bench Road Annexation: City Council accepted the Notice of Intention to Annex 755 acres southeast of existing city limits. This is not a commitment to approve the annexation, but just allowing the proponent to start to collect signatures from affected property owners.
- Carla Hampton request to de-annex 15'-strip along Reynolds Road. Researched process to remove parcel from city limits at request of property owner. Prepared resolution for City Council. Notified Adams County of Council action, asked for notification when the County takes action so we can do the formal notifications. Started the process with OFM. A lot of the work was done on this in 2024, but it wasn't completed until 2025.
- Hampton Development Annexation: Alex Hampton submitted Notice of Intent to annex 187 acres south of Cemetery Road and east of Wahitis Elementary and CBHA. The application wasn't complete until 2025, so this was not presented to Council in 2024.

Business Licenses

- Helped Deputy Clerk optimize Permit Trax for business license review, coordinated with reviewers who have not used Permit Trax in the past (Police Department, Health Department, Public Works).

- Met with Clerk's office, Code Enforcement, and Adams County Health Department about licenses for food vendors. We all had a better understanding of the process after the meeting.
- Helped Deputy Clerk with application packet for sidewalk/pushcart vendors.

Elevate Othello/ Othello Rural Placemaking Initiative

- In 2024, we wrapped up the 2-year Othello Rural Placemaking Initiative funded through USDA-Rural Development. Othello was one of only 17 communities nationwide to receive an award in this funding cycle. Othello's project was facilitated by Rural Development Initiatives ([RDI](#)). The initial focus was on small food and agriculture businesses, youth entrepreneurship, Hispanic community involvement, and broadband.
- We started 2024 with a meeting Jan. 23 to continue to refine the projects, which included community classes, cultural events, more career options, marketing/highlighting local outdoor recreation and agriculture, and better communication/text alerts for community events.
- Reviewed and sent comments on RDI's draft Vision report.
- Participated with subgroup working on creating a system that would offer classes, similar to what Community Schools used to do.
- Posted final report/Vision & Resource Plan prepared by RDI:
<https://www.othellowa.gov/elevateothello>

Housing

- First agreement signed for MFTE (Multi-Family Tax Exemption) program. 48 units. 20% of the units will be set aside for low- and moderate-income tenants for the 12 years of the tax exemption. The project must be finished within 3 years to have the tax exemption apply, with a 2-year extension possible.
- Attended Adams County public meeting on homelessness.
- Received Dept of Commerce CLIHP grant (Coordinating Low-Income Housing Planning) for a combined project with Adams County:
 - A portion of the required 2025-2030 Homelessness Plan
 - Steps toward the 2027 Comprehensive Plan update:
 - Land capacity analysis to look at vacant and underdeveloped land to accommodate housing for the next 20 years
 - County-wide planning policies for housing
 - Housing allocation at all income bands for the next 20 years to all jurisdictions
- Issued RFPs for Homelessness Plan and Housing Planning.

Parks & Recreation

- Community Development Director is on the statewide Advisory Committee for RCO Local Parks. One week each in June and August, the committee reviewed about 60 presentations, the first time as technical review to provide feedback, and the second week to recommend how the projects should be ranked for funding. Being on the committee gives good insight into the process, as well as supporting RCO who has provided funding for many recent Othello park projects.
- Reviewed and provided comments on City's draft presentation on Kiwanis Park playground & parking lot for RCO grant.

Staffing

- Building Inspector Tim Unruh spoke to high school business education class about what he looks for at new businesses.
- Permit Tech Zuleica Morfin participated in the Othello High School Career Showcase along with other City Hall staff.
- Community Development Director continues to serve on the boards of the Planning Association of Washington and the Washington City Planning Directors Association.
- Participated in interview panels for City Attorney and City Engineer.
- Building Inspector dedicated some time each week in spring and summer to patrolling for code violations like tall weeds, since the Code Enforcement Officer now needs to spend time on animal control.

Technology

- We continue to request refinements of our Permit Trax program for building and land use permits when we realize something could be done better. The Permit Trax company is always very accommodating and prompt in making updates.
- In September 2024, we stopped creating paper files of new building permits; we will instead retain the records in digital format. We also started working back through recent files to ensure we have everything digitally, and scanning anything not already digital so we could dispose of the paper copies. This will free up space in the over-crowded vault and make it easier to respond to public record requests. In the first few months of working back through recent files, we were able to eliminate hundreds of paper building files.
- Working on getting Permit Trax set up so people can submit permit applications online. Tested each type of permit, working with the company to correct issues.

Training

- Permit Tech attended International Code Council training in March and “Complete Permit Technician” training in September to help her prepare for her certification test.
- Building Inspector attended annual 1-week International Code Council training and WABO (WA Association of Building Officials) education institute.
- Community Development Director attended Washington City & County Planning Directors Conference in September.
- Free webinars on Supporting Local and Regional Food Systems and Businesses, Rural Economic Development, Comprehensive Plan Periodic Update - Housing Element, Tax Increment Financing, Planning Ethics, Local Government and School District Collaboration
- WCIA Anti-Harassment/Bullying training and Supervisor Training

Transportation

- Helped review the RFP for Local Road Safety Plan update (QuadCo grant).
- Meetings with consultant & City Engineer on Local Road Safety Plan.
- Provided comments on documents for Sandy Williams Connecting Communities Grant/Highway 26 trail (project summary form, public engagement proposals, flyer).

- Remote meeting with City Engineering Department and WSDOT about SR26/1st Ave roundabout.

Other

- Residents on Cascade Street were having trouble getting the Post Office to acknowledge their addresses. The Permit Tech called several times trying to get this resolved. She eventually filed a complaint with USPS, which resulted in the Cascade addresses being added to the USPS system.
- Provided comments to Engineering on the General Sewer Plan draft.
- Adams County has been working on cleaning up the addresses shown in Map Sifter, so Permit Tech has been working with them on determining what addresses we use.
- Attended Adams County Planning Commission meetings when they discuss zoning around Othello, lot sizes, Planned Development ordinance, farmworker housing, and major updates to Zoning Code.
- Provided comments/corrections for the Othello portion of the Adams County Hazard Mitigation Plan.
- Checked updates to Zoning Map prepared by Engineer Technician and sent comments/ corrections.

2025 Goals

- Finish setting up system and roll out to public the ability to apply for building permits online.
- Finish update of Subdivision standards to remove conflicts, duplication, and outdated processes, and better integrate with the Public Works Design Standards.
- Help the City move toward long-term financial sustainability by ensuring development does not create unforeseen financial shortfalls.
- Increase the supply and availability of housing for all.
- Sewer extension south of Highway 26 to serve development near to Broadway.

City of Othello
Building and Planning Department
January 2025

Building Permits			
	Applied	Issued	Final
Residential	5 ¹	6 ⁴	26 ⁷
Commercial	4 ²	5 ⁵	10 ⁸
Industrial	1 ³	1 ⁶	0
Total	10	12	36

¹ 1 convert detached garage to ADU, 2 reroof, 1 replace siding, 1 replace heat pump
² Addition for Guatemalan store at 41 E Larch, reroof of office at Othello Trailer Park, storage container at Johnson Glass, fence for Clearwater Supply
³ HVAC at 1246 S. Broadway (CHS)

⁴ 2 single family, 2 reroof, 1 replace siding, 1 replace heat pump
⁵ Remodel at bowling alley, Addition for Guatemalan store at 41 E Larch, reroof of office at Othello Trailer Park, storage container at Johnson Glass, fence for Clearwater Supply
⁶ HVAC at 1246 S. Broadway (CHS)

⁷ 1 single family, Lions Park Apartments remodel, 1 kitchen/bathroom remodel, 1 convert carport to garage, 2 patio cover, 5 HVAC, 9 reroof, 2 replacing siding, 1 stucco, 3 fences
⁸ Plumbing/HVAC at 110 E Main (former CBHA building), remodel at Parks & Rec building, remodel at J&S Tires, replace portable at Lutacaga, portables at Wahitis, reroof at Catholic Church, HVAC at Public Works building, replace HVAC LDS Church, replace furnace at Emmanuel Church, fence at Lawrence Oil

Inspections

- The Inspector completed 101 inspections in January, including 1 rental inspection.

Land Use Permits		
Project	Actions in January	Status as of January 31
Bench Road Annexation	No change	Waiting for: Proponent to submit signatures from property owners of at least 60% of the assessed value of the annexation area. City to evaluate water and sewer capacity to serve this potential annexation.
Charan Short Plat final plat (approved Aug. 2023)	No change	Waiting for more information from the property owner, and new building plans.
Carla Hampton city limits change (de-annexation)	Received letter from Adams County on Jan. 31 that they have accepted the boundary change.	Next step is to do the formal agency notifications of the boundary change (done Feb. 5)

Land Use Permits		
Project	Actions in January	Status as of January 31
of 15' strip abutting Reynolds/14 th Ave.		
Hampton Development Annexation	Received zoning proposal on Jan. 28.	Scheduled for City Council Feb. 10
MBRAR – Gas Station Short Plat Final Plat	No change. (Notice of Incomplete sent in Nov.)	Waiting for remaining documents for final plat application. Staff will bring an update to the OMC for the street name.
Pegram Major Plat & Development Agreement	Neighboring property owner sent videos of the drainage issues. Forwarded comments from neighboring property owners about shared well and drainage/ groundwater issues on 1-2-25	Waiting for revised traffic memo. Waiting for response on shared well and drainage/ groundwater issues.
Sand Hill Estates 6 (multi-family) preliminary short plat	No change	City Engineering/Public Works will process acceptance of utility improvements. Waiting for final plat submittal.
Sand Hill Estates #7 Preliminary Plat	Street and utility construction started, expected to go through mid-April.	Streets & utilities need to be constructed and accepted before final plat can be submitted.
Wahitis Short Plat	No change (Updated plat drawings routed for review in May.)	Staff will need to review the updated drawings.

Development Projects

- Proposed gas station/convenience store at Broadway and Curtis is working on how to add a turn lane to Broadway. They may propose improvements in phases, tied to how many trips are generated.

Rental Licensing & Inspection Program

- 1 rental application was submitted in January.
- 3 sites with a total of 3 units were approved in January (2 of these were inspected in Dec but rental license not issued until Jan. 2).
- There was 1 rental inspection in January.
- 206 locations with a total of 418 units have been fully approved so far.
- There are currently 23 active applications for 102 units in various stages of inspection and correction (including 58 new units under construction).

Municipal Code

- City Council held a public hearing on the Planning Commission's recommended amendments to Off-Street Parking, OMC 17.61; revisions to standards for parking/storage of large vehicles like

RVs and boats (OMC 17.56.050 & 055, 9.33); and vision clearance at intersections (OMC 17.56.040). The hearing was continued to Feb. 3.

Housing & Homelessness

- Received 2 responses to the RFP for the Homelessness Plan and 1 response to the RFP for Housing Planning.

Training

- Webinar: Planning for Walkability is Planning for Health
- Webinar: Nevada's Plan for a Sustainable Water Future (strategies to reduce water use, and reclaim water after treatment)

Other

- We continue to work through recent building permit files to ensure we have everything digitally, and scanning in anything not already in the electronic file before destroying the paper file, to free up space in the vault and make it easier to respond to public record requests. We have finished most of the new residential development for the past 5 years.
- The Permit Tech continues to work with Adams County GIS to resolve site address conflicts and errors.
- Attended Adams County Planning Commission meeting where they reviewed the second half of their proposed major zoning update.