



## CITY OF OTHELLO PLANNING COMMISSION

**Regular Meeting  
500 E. Main St.  
October 20, 2025  
6:00 PM**

1. Call to Order - Roll Call	
a. Excused Absences	
2. Public Input	
3. Approval of August 18, 2025 Minutes	p.3
4. Subdivision Update – OMC Title 16 – Public Hearing & Recommendation to City Council	p.4
5. Sand Hill Estates 8 Major Plat Layout – Preliminary Discussion	p.51
6. Adams County Homeless Housing Plan	p.55
7. Upcoming Projects	
a. Annexation Policies?	
b. Comprehensive Plan Update	
8. Building & Planning Department Report	
a. August 2025	p.101
b. September 2025	p.104
9. Old Business	
a. Housing – As time allows, we should continue to look at further implementation possibilities from the <a href="#">Housing Action Plan</a> (p.15 of HAP/p.24 of PDF)	p.107

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

*For those who would like to attend remotely, see virtual instructions on the next page.  
Remote attendees will be in “listen only” mode unless prior arrangements have been made.*

Webinar Link for Planning Commission Stream  
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City of Othello  
Planning Commission Meeting  
August 18, 2025  
Zuleica Morfin

#### **CALL TO ORDER**

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

#### **ROLL CALL**

**Commissioners Present:** Chair Dorow, Ruth Sawyer, Rob Simmons, Jose Garza, Alma Carmona

**Remote:** Daniela Voorhies, Maria Martinez

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

**Attendees:** Council member John Lallas, Bob Carlson

#### **PUBLIC INPUT**

None

#### **MINUTES APPROVAL**

July 21, 2025, minutes approved. M/S Sawyer/Carmona

#### **SUBDIVISION UPDATE - OMC TITLE 16 - DISCUSSION**

Over the course of several years, the Commission has been reviewing sections of the Subdivision Title and is now nearing completion of their involvement. Ms. Henning asked the Commission to step back and look at the overall picture to make sure they are ready to move to the next steps in the review. Ms. Henning mentioned that the fees were being removed from the various Municipal Code chapters and would be compiled into one resolution for all subdivision and land division fees. This would be proposed along with the ordinance.

Commissioners asked Ms. Henning to confirm that street right-of-way widths were included in the Public Works Design Standards before they were deleted from the Subdivision Code. Other than that, they were ready to move forward to the next steps and schedule the public hearing.

#### **SEPTEMBER 15 MEETING - DISCUSSION**

Since Ms. Henning will be out of town for this meeting, Commissioners agreed to cancel the meeting instead of starting a new topic without her being present.

#### **ADJOURNMENT**

Having no further business, the meeting was adjourned at 6:21pm. Next meeting is Monday October 20, 2025.

\_\_\_\_\_  
Chris Dorow, Chair  
\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Zuleica Morfin, Building and Planning Secretary  
\_\_\_\_\_  
Date: \_\_\_\_\_

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: October 16, 2025

SUBJECT: Municipal Code Update – Subdivision Code – OMC Title 16 – Public Hearing and Recommendation to City Council

When property is divided, state law requires that it be done through the subdivision process (with a few specific exceptions). Each jurisdiction sets local subdivision standards based on state requirements. Othello Municipal Code **Title 16: Subdivisions** is our version of that. This code is in need of a major update. There are many provisions that don't match up to current practice or actually conflict with other sections of the code. In addition, the Title is long, confusing, and overly complicated. Most sections of the Title have not been updated since initial adoption in 1995. The intent of updating the Subdivision Title is to streamline the process, organize it better, make it easier to understand, and eliminate discrepancies.

Over the course of several years, the Commission has been reviewing sections of this Title. We are now at the point of holding a public hearing and making a recommendation to the City Council on updating the code.

### Staff Comments

1. Review History: The Planning Commission worked on the Subdivision Code at these meetings:

Year	Months
2019	January, October
2020	August
2021	March
2024	April, July, August, September, November
2025	July, August

Details of the Commission's review can be found in the [August 2025 staff report](#).

2. At the August 2025 meeting, the Commission reviewed the draft one last time before scheduling the public hearing. The only question was whether street right-of-way widths were addressed in the Public Works Design Standards. They are, in Detail A-1, Typical Street Cross Section, p.92 of the PDF. However the PWDS still show 66' ROW for neighborhood streets, while all recent plats have been approved for 60' ROW, due to reducing the paved width. Since the PWDS have not yet been updated with the 60' ROW, that provision has been added back to OMC 16.29.100.
3. The Subdivision title has been restructured: Instead of having a chapter for short plats, a chapter for major plats, and a chapter for binding site plans, there is a chapter for preliminary (short and major plats and binding site plans) and a chapter for final (plats and binding site plans), since there are more similarities in the requirements and

process than differences. We reviewed codes from across the state, but drew especially from Spokane Valley and Richland for our starting point.

4. OMC 16.29, Design Standards, has been modified to only address the layout of a subdivision. How improvements should be constructed is governed by the Othello Public Works Design Standards. For this reason, OMC 16.33, Improvements, is proposed to be deleted as unnecessary.
5. We explored having a simpler process in OMC 16.20 Open Space for collecting park fees, but ultimately were advised by the City Attorney's office that as a partially-planning jurisdiction under the Growth Management Act, the process in the existing code is our only option.
6. The existing OMC 16.52, Reimbursement Agreements, is not very clear. It is proposed to be replaced with a new chapter OMC 16.53 Latecomer Agreements, which was based on a similar chapter (KMC 6.05 Latecomer Agreements) from the City of Kent, which was recommended by the City Attorney's office because it had recently been overhauled..
7. Rather than fees scattered throughout the OMC chapters, all subdivision and related fees are being gathered into a resolution to be adopted at the same time.
8. At the recommendation of the Code Enforcement Officer, no changes are proposed to OMC 16.44, Violations.
9. OMC 16.48 Comprehensive Plan is being retained without changes to tie subdivision regulation to the overall development of the city.
10. OMC 16.68, Personal Wireless Telecommunications Facilities, is within the Subdivision Title but not related to Subdivisions. This chapter should eventually be moved out of this title, but no changes are proposed at this time.
11. Staff has completed the SEPA review and issued a Determination of Non-Significance.
12. Staff has submitted the draft to WA Dept of Commerce for optional 60-day review. The comment period ended Oct. 14. One comment was received from WA Dept of Ecology (attached).
13. The City Attorney's office reviewed the draft and provided comments. The relevant changes have been incorporated into the current draft.
14. The draft has been provided to the City Engineer/Public Works Director.
15. The draft has been provided to several engineering/surveying companies.

#### **Attachments**

- Public Hearing Script
- WA Dept of Ecology comments received 10-16-25
- Draft OMC Title 16 Subdivisions (labeled "Draft for 10-20-25 PC mtg")

**Action:** The Planning Commission should hold a public hearing and then make a recommendation to the City Council.

## **STANDARD CITY PUBLIC HEARING STEPS**

- 1. Open the Public Hearing** (by reading the project description into the record)
- 2. Staff presentation to the Council.**
  - Staff presents a neutral overview of the project and analysis.
  - Council asks staff questions and for clarifications.
- 3. OPEN public testimony.** (add time limit as necessary)
  - Those in support
  - Those neutral to the proposal
  - Those in opposition
- 4. Staff response.**
- 5. CLOSE public testimony**
- 6. Deliberation.**
  - Council members may ask for additional information.
  - Does Council have enough information for a decision? If not....
  - Continue (to a date/time certain...or until additional information is added to the record and a new hearing can be scheduled)
- 7. CLOSE THE PUBLIC HEARING**
- 8. ACTION: Motion for:**
  - Approval
  - Approval with conditions
  - Denial

**PROCEED TO THE NEXT ITEM ON THE AGENDA**



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

Eastern Region Office

4601 North Monroe St., Spokane, WA 99205-1295 • 509-329-3400

October 16, 2025

Anne Henning  
City of Othello  
500 E. Main Street  
Othello, WA 99344

**Re: City of Othello Subdivision Code Update  
File# LUA2025-0008, Ecology SEPA# 202504082**

Dear Anne Henning:

Thank you for the opportunity to provide comments on the State Environmental Policy Act (SEPA) Determination of Non-Significance for the **City of Othello Subdivision Code Update** proposal. Based on review of the checklist associated with this project, the Department of Ecology (Ecology) has the following comments:

**Shorelands & Environmental Assistance Program**  
**Meagan Hayes, (509) 220-2983, [meagan.hayes@ecy.wa.gov](mailto:meagan.hayes@ecy.wa.gov)**

It is recommended that the City carefully evaluate subdivision proposals involving land that contain or is adjacent to wetlands to ensure full compliance with the City's Critical Areas Ordinance, as well as applicable state and federal wetland protection regulations. The updated subdivision code should require wetland delineation and buffer identification at the preliminary plat stage, supported by clear standards to prevent encroachment, protect ecological functions, and minimize future land use conflicts. Including explicit cross-references to wetland and critical area regulations, along with early identification requirements, will help ensure subdivisions are both legally compliant and environmentally sustainable.

If you have any questions or would like to respond to these comments, please contact the appropriate program staff listed above. If you have questions about SEPA, please reach out to [sepahelp@ecy.wa.gov](mailto:sepahelp@ecy.wa.gov).

Anne Henning  
October 16, 2025  
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Sincerely,

*Amanda Hiebert*

Amanda Hiebert  
SEPA Coordinator  
Eastern Region Office

**Title 16**  
**SUBDIVISIONS\* \*\***

**Chapters:**

- 16.05 General Provisions**
- 16.09 Definitions**
- 16.10 Boundary Line Adjustment**
- 16.11 ~~Short Subdivisions~~**
- 16.12 Preliminary Short and Major Subdivisions and Binding Site Plans**
- 16.15 Final Short and Major Subdivisions and Binding Site Plans**
- 16.17 ~~Major Subdivisions~~**
- 16.20 Open Space and Parks**
- 16.26 ~~Binding Site Plans~~**
- 16.29 Design Standards**
- 16.33 ~~Improvements~~**
- 16.40 Waivers, Deviations and Deferrals**
- 16.44 Violations**
- 16.48 Comprehensive Plan**
- 16.52 ~~Reimbursement Agreements~~**
- 16.53 Latecomer Agreements – Street and Utility**
- 16.68 Personal Wireless Telecommunications Facilities**

~~\* For regulations pertaining to construction of driveways, curbs and gutters See Chapter 11.12.~~

~~\*\* Planning and zoning by municipalities provided for by statute See Chapter 35.63 RCW.~~

## **Chapter 16.05 GENERAL PROVISIONS**

Sections:

- 16.05.010 Short title.
- 16.05.020 Purpose.
- 16.05.030 Jurisdiction Applicability.
- 16.05.040 Administrative authority.
- 16.05.050 Failure of planning commission to act.
- 16.05.060 Coordination of work.
- 16.05.070 Vesting of development rights. Permit processing
- 16.05.080 Assignment of water rights for subdivision of land
- 16.05.090 Prohibition against sale, lease or transfer of property
- 16.05.100 General Standards.
- 16.05.110 Findings.
- 16.05.120 Alteration of Subdivision or Binding Site Plan
- 16.05.130 Vacation of Subdivision or Binding Site Plan

### **16.05.010 Short title.**

This title shall be known as the subdivision ordinance of the city of Othello.

### **16.05.020 Purpose.**

The purpose of this title is to:

- (a) regulate the subdivision of land in compliance with RCW 58.17; and to
- (b) promote the health, safety and general welfare in accordance with standards established by the city and the state; to
- (c) prevent the overcrowding of land; to
- (d) lessen congestion and promote safe and convenient travel by the public on in the streets and highways through the proper planning and coordination of new streets within subdivisions with existing and planned streets in the surrounding community;
- (e) promote effective use of land; to
- (f) provide for adequate light and air; to
- (g) facilitate adequate provision for water, sewage, park and recreation areas, sites for schools and school grounds, and other public requirements; to
- (h) provide for proper ingress and egress;
- (i) provide for expeditious review and approval of subdivisions which conform to zoning standards and local plans and policies;
- (j) adequately provide for the housing and commercial needs of the community;
- (k) Ensure consistency with and further the goals and policies of the Comprehensive Plan; and to
- (l) require uniform monumenting of land subdivisions and conveying by accurate legal description.

### **16.05.030 Jurisdiction. Applicability.**

- (a) These subdivision regulations shall apply to all subdivisions of land and alterations of property lines within the corporate limits of the city, including the following:
  - (1) Short Subdivision: The division of land into four or fewer lots, which has not been divided within the last five years per RCW 58.17.060.
  - (2) 2) Major Subdivision: The division of land into five or more lots.
  - (3) 3) Binding Site Plan: An alternative method of dividing land into parcels for sale or lease of commercially or industrially zoned property, or for condominiums and manufactured home parks, per RCW 58.17.035.
  - (4) 4) Boundary Line Adjustment: Adjusting property lines without creating any additional lots, tracts, parcels, or divisions.
- (b) Exemptions. The provisions of this title shall not apply to:
  - (1) Cemeteries and other burial plots when used for that purpose (RCW 58.17.040(1));

- (2) Divisions made by testamentary provisions, or the laws of descent (RCW 58.17.040(3));
- (3) Divisions of land into lots or tracts if such division is a result of either Chapter 64.32 RCW (Horizontal Regimes Act) or Chapter 64.34 RCW (Condominium Act) subsequent to the recording of a binding site plan for all such land (RCW 58.17.040(7));
- (4) A division for the purpose of leasing land for facilities providing personal wireless services while used for that purpose (RCW 58.17.040(8));
- (5) A division of land into lots or tracts of less than 3 acres that is recorded in accordance with Chapter 58.09 RCW and is used or to be used for the purpose of establishing a site for construction and operation of consumer-owned or investor-owned electric utility facilities (RCW 58.17.040(9));
- (6) Division or acquisition of land for public right-of-way.

#### **16.05.040 Administrative authority.**

~~There is established regulations related to the municipal approval or disapproval of subdivisions or dedications. The administrator Community Development Director is designated and assigned the administrative and coordinating responsibilities contained in this title, pursuant to the laws of the state as amended.~~

#### **16.05.050 Approval required prior to recordation.**

~~Any map, plat or plan, unless previously exempt, hereafter made of a proposed short or major subdivision, or any part thereof, shall be presented for approval and be recorded as set forth in OMC 16.15. No such map or plat shall be recorded or have any validity unless and until it has been approved by City departments and agencies with jurisdiction as required by OMC Title 16. [City Attorney's office notes this is very broad]~~

#### **16.05.050 Failure of planning commission to act.**

~~If in any instance the planning commission fails to act or carry out its responsibilities according to the regulations contained in this title, the city council shall assume all the duties of the planning commission as specified in this title relating to the application concerned. [Planning Commission's only duties in this Title in the proposed rewrite are to recommend deviations/deferrals/waivers (OMC 16.40) and Comprehensive Plan (OMC 16.48)]~~

#### **16.05.060 Coordination of work.**

~~The proponent, owner, or owner's agent shall be responsible to coordinate all All utilities, utility location, construction drawings, specifications and construction shall be proponent, owner or owner's agent's responsibility for coordination with for approval by the city of Othello.~~

#### **16.05.070 Vesting of development rights. Permit processing**

~~Applications for all use or development permits or permit components except subdivisions and short subdivisions shall be processed according to OMC Title 19 considered under the provisions of the municipal code and the other land use control ordinances and standards of the city in effect on the date a fully complete building permit application, meeting the requirements of the State Building Code, Chapter 17.27 RCW, including payment of all fees, is filed. Until a complete building permit application is filed, such use or development permit applications shall be reviewed subject to any zoning or other land use control ordinances that become effective prior to the date that notice of the administrator's decision on such applications is made in writing, if the decision can be appealed to the hearing examiner, or prior to the date of the administrator's decision if no hearing examiner appeal is available. If approval of a project is given by issuance of a use or development permit, and the project is delayed by litigation or administrative appeals beyond the vesting periods that apply by state law for the use of development permit issued, such approval shall be deemed withdrawn and that proposal shall be required to conform to codes, ordinances and standards in place at the time performance or construction shall actually commence. [Vesting is addressed in 19.07.060]~~

#### **16.05.080 Assignment of water rights for subdivision of land.**

- (a) As a condition for the approval of ~~the a preliminary short or major subdivision or binding site plan, of real property~~ pursuant to Chapters 16.11, 16.17, and 16.26 ~~16.12~~ of this code, utilizing city-provided water for residential consumption, irrigation, fire suppression, or commercial application, any property owner or developer of such property shall assign and transfer to the city any perfected application, certificate, permit or right of withdrawal of ground or surface waters, or such other water rights as may be appurtenant to such property in such quantities as is sufficient to serve the real property. This assignment and transfer shall not apply to individual service wells as those are exempt from certification under the laws of the state of

Washington, or properties which receive sufficient irrigation water services provided under a perfected water right from a city-approved irrigation water service provider.

(b) In the event there are no water rights represented either by perfected application, certificate, permit or right for withdrawal appurtenant to the real property benefitted in subsection (a) of this section, the property owner or developer shall pay to the city, in lieu thereof, a water rights acquisition fee as established by the city council by resolution in its sole discretion. Such fee may be waived by implementation of a soil additive program, approved by the city, that provides for the retention of thirty percent or more of the applied irrigation water.

#### **16.05.090 Prohibition against sale, lease or transfer of property.**

No person shall sell, lease or offer to sell or transfer any lot, tract or parcel subject to the requirements of OMC Title 16 without first receiving approval by the City and recording the approved division with Adams County; provided, that if performance of an offer or agreement to sell, lease, or otherwise transfer a lot, tract, or parcel of land is expressly conditioned on the recording of the short or major subdivision or binding site plan containing the lot, tract, or parcel, the offer or agreement does not violate any provision of OMC Title 16.

#### **16.05.100 General Standards**

(a) The short or major subdivision or binding site plan shall make adequate provision for roads, streets, curbs, gutters, sidewalks, street lighting circuits, alleys, extensions of municipal utilities (sanitary sewer, water, storm sewer, and irrigation), drainage ways, irrigation water rights-of-way, other public ways or any municipal improvements as deemed necessary in conformance with city Public Works Design Standards in effect at the time of plat approval.

(b) Improvements.

(1) Municipal Improvements. All municipal improvements included but not limited to streets, alleys, water service facilities, sewer service facilities, stormwater management facilities, and irrigation water service facilities shall be constructed in compliance with city of Othello Public Works Design Standards in effect at the time of plat or binding site plan approval.

(2) Internal Binding Site Plan Improvements. All improvements (i.e., water services, fire lines, building sewers, private access streets, etc.) within the binding site plan boundaries shall be privately held and maintained by the property owner(s). The binding site plan shall make adequate provision for internal private access streets, curbs, gutters, sidewalks, street lighting circuits, alleys, connections to municipal utilities (sewer and water) in the existing dedicated street the binding site plan adjoins, drainage ways, other public ways, or other municipal improvements as deemed necessary in conformance with the city of Othello Public Works Design Standards in effect at the time of the binding site plan approval. All internal streetlights required shall be supported by the formation of a streetlight utility local improvement district (ULID) coexistent with the boundaries of the binding site plan to cover the operation and maintenance costs of such streetlights.

(c) The subdivision or binding site plan shall connect to an existing street. There shall be adequate access to all lots or parcels. All platted lots shall front on a street. Subdivision streets and streets abutting a binding site plan shall be improved to city of Othello Public Works Design Standards in effect at the time of approval. Street lighting shall be provided. Binding site plans may use internal private streets.

(d) Rights-of-way dedicated for streets and utilities shall be consistent with the comprehensive right-of-way, transportation, and utility plans of the city, including the Street Classification Map, Water System Plan, and General Sewer Plan.

(e) All lots shall be served by the city of Othello water system and sewer system.

(f) The subdivision or binding site plan shall comply with all zoning, fire, and health regulations.

(g) The subdivision or binding site plan shall be consistent with the city's comprehensive plan.

(h) The subdivision or binding site plan shall provide for irrigation water rights-of-way pursuant to RCW 58.17.310 as now enacted or hereafter amended and shall be approved by the irrigation district.

(i) A street lighting plan must be provided with the street and utility construction plans. The plan must be approved by the electrical utility supplying service to the streetlights and include certification that all street lighting fees have been paid or that arrangements acceptable to the city and the electrical utility have been made for the payment of required fees.

**16.05.110 Findings.**

In compliance with RCW 58.17.110, prior to approving any preliminary short or major subdivision or binding site plan, the department in the case of short subdivisions and binding site plans or the hearing examiner in the case of major subdivisions shall determine and make written findings of fact that appropriate provisions are made for the following:

- (a) The public health, safety, and general welfare;
- (b) Open spaces;
- (c) Drainage ways;
- (d) Streets or roads, alleys, sidewalks, and other public ways;
- (e) Transit stops;
- (f) Public potable water supplies;
- (g) Sanitary sewer;
- (h) Parks and recreation;
- (i) Playgrounds, schools and school grounds;
- (j) Sidewalks and other planning features that assure safe walking conditions for students who walk to and from school;
- (k) Whether the public interest is served by the major or short subdivision or binding site plan;
- (l) The proposed major or short subdivision or binding site plan is in conformity with all applicable development code provisions; and
- (m) Other requirements found to be necessary and appropriate and for which written standards and policies have been adopted.

**16.05.120 Alteration of Subdivision or Binding Site Plan.**

- (a) Alteration of an approved major or short subdivision shall follow the standards and procedures in RCW 58.17.215.
- (b) Alteration of an approved binding site plan shall be accomplished by submitting an amended binding site plan to the plat administrator. The amended binding site plan shall be processed subject to all the procedures and requirements of this title. The amendment shall be noted in the name on the face of the drawing, such as “(Name) Binding Site Plan, Amendment 1”.

**16.05.130 Vacation of Subdivision or Binding Site Plan.**

A. ——Vacation of an approved major or short subdivision or binding site plan shall follow the standards and procedures in RCW 58.17.212. [Discussed Aug. 2020, Planning Commission agreed that plat alterations and vacations can just follow state law, and we don't need to create any additional process for the rare instances where this is needed.]

## Chapter 16.09 DEFINITIONS

### Sections:

- 16.09.010 Generally.
- 16.09.020 Binding site improvement plan.
- 16.09.030 Block.
- ~~16.09.040 Certificate of segregation.~~
- 16.09.045 City engineer.
- 16.09.050 Comprehensive plan.
- 16.09.060 Construction plans.
- 16.09.070 County auditor.
- 16.09.080 County treasurer.
- 16.09.090 Dedication.
- 16.09.100 Division of land.
- 16.09.110 Easement.
- 16.09.120 Final plat.
- 16.09.130 Improvements.
- 16.09.140 Land surveyor.
- 16.09.150 Lease.
- 16.09.160 Lot.
- ~~16.09.170 Maintenance bond.~~
- 16.09.180 Major subdivision.
- 16.09.190 Performance bond.
- 16.09.200 Planning commission.
- 16.09.210 Plat.
- 16.09.220 Plat administrator.
- 16.09.230 Preliminary plat.
- ~~16.09.240 Principal building.~~
- 16.09.250 Right-of-way.
- ~~16.09.260 Segregation.~~
- 16.09.270 Short plat.
- 16.09.280 Short subdivision.
- 16.09.285 Subdivision.
- 16.09.290 Subdivider.
- ~~16.09.300 Subdivision bond.~~
- 16.09.310 Tract.

### **16.09.010 Generally.**

As used in this title, the following words or phrases shall have the following meaning defined in this chapter shall apply unless the context clearly requires otherwise.

### **16.09.020 Binding site improvement plan.**

“Binding site improvement plan” means a drawing to the scale specified herein which identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified herein; contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established pursuant to this title, and contains provisions making any development be in conformity with the binding site plan.

### **16.09.030 Block.**

“Block” means a group of lots, tracts or parcels within well defined and fixed boundaries.

### **16.09.040 Certificate of segregation.**

“Certificate of segregation” means a written certificate, on a form provided by the public works department, that a legally described portion of land is located within and properly related to an approved binding site improvement plan and which must accompany any building permit application for construction on said legally described portion of land. [Only used in sections proposed for deletion]

**16.09.045 City engineer.**

“City engineer” means the properly credentialed ~~public works director~~ engineer employed by or contracted by the city, or the properly credentialed designee.

**16.09.050 Comprehensive plan.**

“Comprehensive plan” means the plans, maps, texts and reports which comprise the official development plan as adopted by the council in accordance with RCW Chapter 35.63 and 36.70A RCW.

**16.09.060 Construction plans.**

“Construction plans” means the maps or drawings and specifications accompanying a plat showing the specific location and design of improvements to be installed or constructed in the subdivision.

**16.09.070 County auditor.**

“County auditor” is the Adams County auditor.

**16.09.080 County treasurer.**

“County treasurer” is the Adams County treasurer.

**16.09.090 Dedication.**

“Dedication” means the deliberate appropriation of land by an owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing a final plat or short plat showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat for filing by the appropriate governmental unit.

**16.09.100 Division of land.**

“Division of land” means the division of any parcel of land into two or more parcels.

**16.09.110 Easement.**

“Easement” means a grant of one or more of the property rights by the property owner to and/or for the use by the public, the city, a corporation or another person or entity.

**16.09.120 Final plat.**

“Final plat” means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in this title.

**16.09.130 Improvements.**

“Improvements” means any street and utility (sanitary sewer, storm sewer, irrigation, and water) required in granting short plat, major plat or binding site improvement plan approval in conformance with city of Othello Public Works Design Standards ~~community street and utility standards and city design standards~~.

**16.09.140 Land surveyor.**

“Land surveyor” means an individual registered in accordance with the provisions of Chapter 18.43 RCW 16.43 and licensed to perform land surveys.

**16.09.150 Lease.**

“Lease” means a contract or agreement whereby one party grants to another party general or limited rights, title or interest in real property. This definition is intended to apply to those agreements which are ordinarily considered “ground leases” and shall not apply to those which are ordinarily considered “space leases.”

**16.09.160 Lot.**

“Lot” means a fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.

**16.09.170 Maintenance bond.**

“Maintenance bond” means any security or surety approved by the city attorney that may be accepted as a guarantee that improvements required as a part of any application for development will function as required for at least a one-

~~year period of time following acceptance by the council. [All references in this Title are proposed for deletion. This concept is covered in Public Works Design Standards]~~

**16.09.180 Major subdivision.**

“Major subdivision” means the division or redivision of land into five or more lots, tracts, parcels, sites or divisions and/or the division or redivision of land into lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership.

**16.09.190 Performance bond.**

“Performance bond” means any security or surety approved by the city attorney that may be accepted as a guarantee that improvements required as a part of any application for development are satisfactorily completed within a specified period of time.

**16.09.200 Planning commission.**

“Planning commission” means the body created pursuant to Chapter 2.21 of this code.

**16.09.210 Plat.**

“Plat” means a map or representation of a subdivision showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys, or other divisions and dedications.

**16.09.220 Plat administrator.**

“Plat administrator” means the Community Development Director or the planner charged with administering land development regulations

**16.09.230 Preliminary plat.**

“Preliminary plat” means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements of a subdivision consistent with the requirements of this title. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision.

**16.09.240 Principal building.**

~~“Principal building” means the principal structure on a lot or building site designed or used to accommodate the primary use to which the premises are devoted. [Used only once, in 16.26.010, Binding Site Plans; this section is proposed for deletion]~~

**16.09.250 Right-of-way.**

“Right-of-way” means a permanent dedication to public use of a strip of land to be used for public roads, bikeways, sidewalks, mass transit, utilities or similar related public uses.

**16.09.260 Segregation.**

~~“Segregation” means the division of land into two or more leasehold agreements. [Not used in this sense within the Title]~~

**16.09.270 Short plat.**

“Short plat” means a map or representation of a short subdivision.

**16.09.280 Short subdivision.**

“Short subdivision” means the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership.

**16.09.285 Subdivision.**

“Subdivision” means either of a short subdivision or a major subdivision, depending on the context.

**16.09.290 Subdivider.**

“Subdivider” means a person, firm or corporation that undertakes to create a major subdivision, a short subdivision or a binding improvement plan. When improvements are involved and the community street and utility standards are referred to, the subdivider shall be considered to be the same as the contractor.

**16.09.300 Subdivision bond**

~~“Subdivision bond” means any security or surety approved by the city attorney that may be accepted by the council as a guarantee that improvements required as a condition of preliminary and/or final plat approval are satisfactorily completed. [This term is never used, in the existing chapters or the new text. The concept is covered in the definition of “performance bond”.]~~

**16.09.310 Tract**

“Tract” means a parcel of land prepared for subdivision or subdividing.

**Chapter 16.10**  
**BOUNDARY LINE ADJUSTMENT & LOT CONSOLIDATION**

Sections:

16.10.010 Purpose.  
16.10.020 Scope.  
16.10.030 Boundary line adjustment review procedures.  
16.10.040 Boundary line adjustment submittal standards.  
16.10.050 Boundary line adjustment recording.

**16.10.010 Purpose.**

(a) ~~A boundary line adjustment (BLA) is a process for the purpose of adjusting boundary lines which:~~

(1) ~~Does not create any additional lot, tract, parcel, site or division; and~~

(2) ~~Does not create any lot, tract, parcel, site or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site.~~

**16.10.020 Scope.**

(a) A boundary line adjustment shall be a minor alteration in the location of lot or parcel boundaries on existing lots or parcels.  
(b) In this chapter, “lot” shall mean a parcel of land having fixed boundaries described by reference to a recorded plat, by metes and bounds, or by section, township, and range, and of sufficient area to meet minimum zoning requirements.  
(c) Boundary line adjustments may be used to document lot consolidations. The purpose of the lot consolidation process is to remove interior lot lines of a parcel comprised of two or more separate lots with contiguous ownership. Consolidation BLAs boundary line adjustments may create adjusted lots that are nonconforming provided the adjusted lots are less nonconforming than the previous lots.  
(d) Boundary line adjustments and lot consolidations must be consistent with the following:

(1) Such alteration shall not increase the number of lots nor diminish in size open space or other protected environments;  
(2) Such alteration shall not diminish the size of any lot so as to result in a lot of less width, depth, or square footage than prescribed in the zoning regulations;  
(3) Such alteration shall not result in a building setback violation or site coverage to less than prescribed by the zoning regulations; and  
(4) All lots resulting from the boundary line alteration shall be in conformance with the design standards of this title.  
(b) (5) Boundary line adjustments across public roadways are not allowed.  
(e) ~~Blanket utility easements existing along lot lines, that are specifically required as a condition of development approval, may be moved during a boundary line adjustment; provided, there is compliance with RCW 64.04.175 and the easement is not occupied by a utility. If the easement is occupied, this provision is inapplicable, and the provisions of Chapter 16.29 and RCW 64.04.175 shall apply.~~

**16.10.030 Boundary line adjustment review procedures.**

Boundary line adjustment applications must be reviewed and approved to ensure compliance with current zoning requirements, through a Type I process, pursuant to Section 19.09.030.

**16.10.040 Boundary line adjustment submittal standards.**

Application submittal requirements for BLAs boundary line adjustments include:

(a) A completed application form.  
(b) The appropriate fee.  
(c) A plat map for the lot; or if unplatted, a sales history since 1969 for each parcel to include:

- (1) Copies of all deeds or real estate contracts showing previous owners or division of the original parcel;
- (2) Prior segregation requests;
- (3) Prior recorded surveys; and
- (4) Other information demonstrating compliance with the approval criteria.

(d) A site plan ~~and survey~~ showing current conditions, including:

- (1) ~~The applicant's and contact person's name, mailing address and phone number;~~
- (2) ~~Owner's name and address;~~
- (3) Layout and dimensions of parcels drawn to scale (minimum eight and one-half by eleven inches);
- (4) ~~(2)~~ North arrow (oriented to the top, left or right of page), scale and date;
- (5) ~~(3)~~ Area of existing sites in acres or square feet;
- (6) ~~(4)~~ Location of all existing buildings/structures, septic tanks and drainfields, wells, ~~and~~ on-site utilities, and their distance in feet from all property lines;
- (7) ~~(5)~~ Public and private roads and their dimensions and location; and
- (8) ~~(6)~~ Private ~~road access~~ and utility easements and their dimensions and location.

(e) A site plan ~~and survey~~ showing proposed conditions, including:

- (1) Layout and dimensions of adjusted parcels drawn to scale (minimum eight and one-half by eleven inches);
- (2) North arrow (oriented to the top, left or right of page), scale and date;
- (3) Area of adjusted sites in acres or square feet;
- (4) Location of all existing buildings/structures, septic tanks and drainfields, wells and on-site utilities, and their distance in feet from all property lines;
- (5) Public and private roads and their dimensions and location; and
- (6) Private ~~road access~~ and utility easements and their dimensions and location.

(f) Legal descriptions for the current condition lots.

(g) Legal descriptions for the proposed conditions lots.

(h) One copy each of all involved property owners' recorded deeds, verifying current ownership of the subject property(ies).

(i) A record of survey of the property may be required by the Community Development Director. The need for a survey will be determined based on an evaluation of the number of parcels, legal descriptions, appurtenances, disputed or apparent lines of ownership, and setbacks. If required, the survey must be completed by a professional land surveyor licensed in the state of Washington.

#### **16.10.050 Boundary line adjustment recording.**

Upon preliminary approval and a finding that the boundary line adjustment is compliant with city codes and Chapter 58.17 RCW, the ~~BLA boundary line adjustment~~ shall be final when the city ~~or applicant~~ records the ~~BLA boundary line adjustment~~ document consisting of both current and proposed condition ~~drawings, surveys and legal~~

descriptions, and deeds. Costs for recording the BLA boundary line adjustment and associated documents shall be borne by the applicant.

**Chapter 16.11  
SHORT SUBDIVISIONS**

*[This chapter proposed to be deleted in its entirety]*

**Sections:**

- 16.11.010 Purpose.
- 16.11.020 Scope.
- 16.11.030 Preliminary plat conditions and requirements.
- 16.11.040 Referral to other departments, agencies and offices.
- 16.11.050 Waivers, deviations and deferrals.
- 16.11.060 Dedications.
- 16.11.070 Preliminary short subdivision application review procedures.
- 16.11.080 Expiration of preliminary plat.
- 16.11.090 Appeals.
- 16.11.100 Improvements.
- 16.11.110 Final short subdivision plat application.
- 16.11.120 Final plat review procedure.
- 16.11.130 Final plat fees.
- 16.11.140 Filing final plat.
- 16.11.150 Vested rights.
- 16.11.160 Appeals.

**Chapter 16.12**  
**PRELIMINARY SHORT AND MAJOR SUBDIVISIONS AND BINDING SITE PLANS**

Sections:

- 16.12.010 Pre-application meeting.
- 16.12.020 Contents of application.
- 16.12.030 Processing applications.
- 16.12.040 Distribution of plans.
- 16.12.050 Approval.
- 16.12.060 Expiration of preliminary approval.
- 16.12.070 Time extensions.

**16.12.010 Pre-application meeting.**

Prior to filing an application for a preliminary major or short subdivision or binding site plan, a pre-application conference pursuant to the provisions of OMC Title 19 is required unless this requirement is waived by the community development director.

**16.12.020 Contents of application.**

Every preliminary short or major subdivision or binding site plan application shall consist of the appropriate application form, applicable fees, and the following:

- (a) Maps and Exhibits.
  - (1) Application form, signed by the property owner;
  - (2) Name, address and telephone number of the owner of the subject property and the person with whom official contact should be made regarding the short or major plat or binding site plan;
  - (3) Applicable fees as adopted by resolution of the City Council;
  - (4) Five (5) copies of the preliminary short or major plat or binding site plan, which shall be a legibly drawn map, eighteen (18) by twenty-four (24) inches in size at a standard engineering scale;
  - (5) One reduced copy, eleven (11) by seventeen (17) inches or an electronic file of the preliminary short or major plat or binding site plan;
  - (6) A written narrative describing the proposal including, but not limited to: the number of proposed lots, nature of surrounding properties, proposed access, proposed utilities, zoning, and timing of phasing of the development (if any). The narrative shall also address compliance with applicable sections of the development code and other applicable regulations;
  - (7) For major subdivisions which require public hearing notice:
    - (i) One copy of the Adams County assessor's map clearly indicating the subject property and the parcel numbers of all properties within 400 feet of the subject property, unless the applicant owns adjacent property, in which case the map shall show the location and parcel number of all properties within 400 feet of the applicant's ownership;
    - (ii) One paper copy and one electronic copy of a spreadsheet of the parcel number, owner's name, and owner's mailing address for all parcels shown on the map in subsection (6)(a) above;
    - (iii) The assessor's map and property owner information shall be current within 60 days of issuing the notice of application. If the information is more than 60 days old at the time the notice of application is issued, the applicant shall provide current information;
  - (8) SEPA environmental checklist for preliminary major subdivisions and binding site plans. An environmental checklist will be required for a preliminary short plat if the construction of improvements will involve more than 500 cubic yards of grading, excavation or fill, or if critical areas exist on site;
  - (9) A plat certificate dated within 30 days of the application filing date confirming that the title of the lands as described and shown on the short or major plat or binding site plan is in the name of the owners signing.
  - (10) If applicable, any requests for waivers, deviations, or deferrals of improvements or standards, pursuant to OMC Chapter 16.40;
  - (11) If applicable, any requests for potential reimbursement or latecomers contracts, or city involvement in the cost sharing of any improvements.

(b) Preliminary short or major subdivision or binding site plan data (to be included on the preliminary short or major plat or binding site plan).

- (1) Title of the proposed short or major subdivision or binding site plan;
- (2) Location of subject property by quarter-quarter(s) of the section, township and range;
- (3) Legal description of the subject property with the source of the legal description clearly indicated;
- (4) A vicinity map at a scale of not more than 400 feet to the inch, except that the community development director may approve an alternative scale if justified. The vicinity map shall show all adjacent parcels. It shall show how the streets and alleys in the proposed subdivision connect with existing and proposed streets and alleys in neighboring subdivisions or unplatte property to produce an advantageous development of the entire neighborhood;
- (5) North arrow. The drawings shall be oriented so that north is generally toward the top of the page;
- (6) Graphic scale of 1" = 50' or 1" = 100'. An alternative standard scale may be used if appropriate under the specific circumstances and approved by the department in writing;
- (7) Boundary of the proposed short or major plat or binding site plan;
- (8) Boundaries of all blocks, block numbers, lot numbers, lot lines, lot dimensions, and lot areas in square feet;
- (9) Any proposed land dedications;
- (10) Location, names and widths of all existing and proposed streets, roads, and access easements within the proposed short or major subdivision or binding site plan, and within one hundred feet (100') thereof, or the nearest city street if there is no city street within one hundred feet (100') of the subject property;
- (11) All existing easements that affect the subject property;
- (12) All proposed easements, including municipal easements, utility easements, and tracts proposed to be dedicated for any public purpose or for the common use of the property owners of the short or major plat or binding site plan;
- (13) Location and dimensions of all existing and proposed irrigation water rights-of-way on and adjacent to the proposed subdivision or binding site plan;
- (14) Whether adjacent property is platted or unplatte. If platted, label with the name of the subdivision. If the proposed short or major subdivision is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown and a copy of the existing plat, along with the recording numbers of any recorded covenants and easements;
- (15) Name, address and seal of the registered land surveyor who made the preliminary survey;
- (16) The date of the preliminary survey and the date the map was prepared;
- (17) Monuments found and established during the preliminary survey;
- (18) Provide proposed street names for approval;
- (19) Horizontal and vertical data including benchmarks;
- (20) Any existing or proposed deed restrictions or covenants; and
- (21) For binding site plans, any provisions, conditions, or requirements of the binding site plan, which shall be enforceable on the purchaser or any other person acquiring a lease or other ownership interest in any parcel created in the binding site plan. (RCW 58.17.035)

(c) A site plan on a separate sheet, at the same size and scale as the preliminary plat or binding site plan, showing the following information:

- (1) Basic information from the plat or binding site plan drawing, such as property boundaries, blocks, lots, dedications, and easements;
- (2) Location and sizing of existing and proposed utilities including water, sewer, storm drains, irrigation, electricity, gas, street lighting, curbs and sidewalks, and telephone and cablevision lines;
- (3) Existing and proposed structures and improvements within and adjoining the proposed subdivision or binding site plan;
- (4) Location of any natural features such as significant vegetation, wetlands, streams, drainage ways, special flood hazard areas identified on the Flood Insurance Rate Map, or critical areas as defined in OMC Title 13;
- (5) Topographic information at two-foot maximum contour intervals. Delineate areas with any slopes that are greater than 30 percent. For topography, the land survey data shall be based on the vertical datum specified in the city of Othello Public Works Design Standards;
- (6) Stormwater management plan for the property;
- (7) Present zoning classification applying to and adjacent to the property; and

(8) If any of the parcels can be further divided or if only a portion of a tract is being divided, location of future streets, alleys and lot lines shall be shown by dotted lines;

**16.12.030 Processing applications.**

All applications shall be processed according to the applicable provisions of OMC Title 19. The type of application shall be classified according to OMC Chapter 19.09.

**16.12.040 Distribution of plans.**

When the department determines that an application is complete pursuant to OMC 19.07.050, the department shall distribute a Notice of Application to affected agencies and departments. The department or reviewing agencies may request additional information during the review process.

**16.12.050 Approval.**

- (a) Preliminary short subdivisions and binding site plans shall be approved by the plat administrator and city engineer.
- (b) Preliminary major subdivisions shall be approved by the Hearing Examiner.
- (c) Approval of the preliminary plat shall constitute approval for the applicant to develop and submit construction plans and specifications for approval of all municipal improvements and, when completed or bonded, to prepare the final plat.

**16.12.060 Expiration of preliminary approval.**

- (a) Approval of a preliminary short subdivision shall automatically expire one year from the date of approval unless a complete application for a final short subdivision meeting all requirements under this title is submitted to the City within that timeframe.
- (b) Approval of a preliminary binding site plan shall automatically expire one year from the date of approval unless a complete application for a final binding site plan meeting all requirements under this title is submitted to the City within that timeframe.
- (c) Approval of a preliminary major subdivision shall automatically expire five years from the date of approval unless a complete application for a final major subdivision meeting all requirements under this title is submitted to the City within that timeframe.
- (d) Extension of time may be granted as provided in OMC 16.12.070.

**16.12.070 Time extensions.**

- (a) An application and supporting data for time extension requests for a preliminary or major subdivision or binding site plan shall be submitted to the department at least 30 days prior to the expiration of the preliminary short or major subdivision or binding site plan. Time extension requests shall be processed as a Type I application pursuant to Chapter 19.09 OMC.
- (b) The department shall not grant a time extension if there are significant changed conditions or changed development regulations which would render recording of the short or major subdivision or binding site plan contrary to the public health, safety, or general welfare
- (c) The department may approve an initial one-year extension of time to apply for a final short or major subdivision or binding site plan.
- (d) Additional one-year extensions beyond the initial one-year extension may be granted by the department. Prior to granting additional time extensions beyond the initial one-year extension, the department shall circulate the time extension request to affected agencies for comments. Additional or altered conditions recommended by the department or affected agencies may be required as conditions of this extension. Such conditions may include but are not limited to new or updated City regulations deemed necessary to protect the public health, safety, or general welfare.
- (e) The department shall issue a written decision approving or denying the time extension request and provide copies to affected agencies, the applicant, and those parties requesting a copy of such decision. Appeals of a time extension shall be filed in a manner consistent with the provisions of OMC Chapter 19.11.

**Chapter 16.15**  
**FINAL SHORT AND MAJOR SUBDIVISIONS AND BINDING SITE PLANS**

Sections:

- 16.15.010 Content of application.
- 16.15.020 Final plat or binding site plan drawing.
- 16.15.030 Processing final short plat or major plat or binding site plan.
- 16.15.040 Review criteria
- 16.15.050 Mylars
- 16.15.050 Recording
- 16.15.060 Recordation.
- 16.15.070 Surety in lieu of constructing improvements.

**16.15.010 Contents of application.**

- (a) The final short or major subdivision or binding site plan shall incorporate all conditions of the preliminary approval. The application shall not be submitted for review until all required municipal improvements have been completed and accepted by the City Council, or a performance bond or alternate security is approved.
- (b) All final major subdivision, short subdivision, or binding site plan submittals shall include the following:
  - (1) Application form signed by the property owner;
  - (2) Applicable fees as adopted by resolution of the City Council;
  - (3) Five (5) full size copies of the proposed final short plat, major plat, or binding site plan;
  - (4) One (1) reduced copy eleven by 17 inches (11 x 17") or electronic file of the final short plat, major plat, or binding site plan;
  - (5) Lot, block, and boundary closures; and
  - (6) A plat certificate from a title company licensed to do business in the State of Washington, dated within 30 days of submitting the final application, confirming that the title of the lands as described and shown on the short plat, subdivision, or binding site plan is in the name of the owners signing.
  - (7) For a binding site plan, a separate instrument of dedication for any streets, right-of-way, parks, playgrounds, easements, reservations, irrigation water rights-of-way, and any other area to be dedicated to public use.
- (c) The applicant's land surveyor shall set all required monuments and shall stake all lot or parcel corners as shown on the final plat or binding site plan before the plat or binding site plan is submitted for final approval

**16.15.020 Final plat or binding site plan drawing.**

All surveys shall comply with the Survey Recording Act (Chapter 58.09 RCW), minimum standards for survey and land descriptions (Chapter 332-130 WAC), and any applicable City standards. The contents of a final short subdivision, major subdivision, or binding site plan shall include the following:

- (a) The final short plat, major plat, or binding site plan shall be a legibly drawn, printed, or reproduced permanent map measuring eighteen by twenty-four inches. (18 x 24") A two-inch margin shall be provided on the left edge, and a one-half-inch margin shall be provided at the other edges of the drawing. If more than one sheet is required, each sheet shall show sheet numbers for the total sheets.
- (b) The name of the short plat or major plat shall be formatted as follows:

(Name of subdivision or short subdivision) Short Plat/Major Plat  
If applicable: A Replat of (list the underlying subdivision, or portion thereof, with lot and block numbers)  
A portion of the (directional) 1/4 of the (directional) 1/4 of Section (number), Township (number) N, Range (number) E, Willamette Meridian, Othello, Adams County, Washington
- (c) The name of the binding site plan shall be formatted as follows:

(Name of binding site plan) / (type of) Binding Site Plan (Commercial, Industrial, Manufactured Home Park, Recreational Vehicle Park)  
A Record of Survey  
A portion of the (directional) 1/4 of the (directional) 1/4 of Section (number), Township (number) N, Range (number) E, Willamette Meridian, Othello, Adams County, Washington
- (d) The date of the drawing, datum plane, and date of survey:

- (e) A north arrow is required. The drawings shall be oriented so that north is generally up/at the top of the drawing.
- (f) Graphic scale of one inch equals fifty feet (1" = 50') or one inch equals one hundred feet (1" = 100') feet. An alternative standard engineering scale may be used if appropriate under the specific circumstances and approved by the department in writing.
- (g) A vicinity map at a scale of not more than four hundred feet (400') to the inch, except that the community development director may approve an alternative scale if appropriate under the circumstances and prior approval is obtained in writing. The vicinity map shall show all adjacent parcels. It shall show how the streets and alleys in the proposed subdivision or binding site plan connect with existing and proposed streets and alleys in neighboring subdivisions or unplatte property to produce an advantageous development of the entire neighborhood;
- (h) Legal description of the plat or binding site plan boundaries, with a statement of total area within the legal description.
- (i) A bold boundary line shall delineate the existing perimeter boundary of the short plat, major plat, or binding site plan prior to any dedication to the public.
- (j) Municipal boundaries, township lines and section lines must be shown;
- (k) The location and widths of streets, alleys, rights-of-way, and easements serving the property, parks and open spaces proposed within the property and easements existing immediately adjacent to the property shall be accurately depicted. Areas planned to be dedicated to the public must be labeled accurately and appropriately.
- (l) Layout and names of adjoining subdivisions, subdivision lots, or portions thereof shall be shown within and adjacent to the subdivision, short subdivision, or binding site plan boundary.
- (m) The layout, lot and block numbers, dimensions, and area of all lots or parcels required to be included on the drawing shall be shown.
- (n) Street names;
- (o) All monuments found, set, reset, replaced or removed and not replaced; describing their kind, size, location, elevation, and any other relevant data;
- (p) Basis of bearings, bearing, and length of all straight lines; and curve radii, arcs, and semitangents of all curves;
- (q) Suitable primary control points, approved by the city engineer or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the plat shall be referred;
- (r) Any other data necessary for the interpretation of the various items and locations of the points, lines, and areas shown;
- (s) The allowable error of mathematical closure for the final plat map shall not exceed one foot in 80,000 feet or 0.04 foot, whichever is greater;
- (t) Arrows shall be used to show limits of bearings and distances whenever any chance of misinterpretation could exist;
- (u) Plat boundary and street center lines having curves shall show radius, arc, central angle and tangent for each curve and radial bearings where curve is intersected by a non-tangent line. Spiral curves shall show two spiral curve elements in addition to the chord bearing and length;
- (v) Lots along curves shall show arc length and radius. For lot corners that are on non-tangent or non-perpendicular curves, the radial bearing shall be shown. If a curve table is provided, it shall show angle for each segment of the curve along each lot, arc length, tangent length, and radius;
- (w) All dimensions shall be shown in feet and hundredths of a foot. All bearings and angles shall be shown in degrees, minutes and seconds. All partial measurements shown shall equal the total overall measurements shown;
- (x) Existing easements and utility easements shall be identified, shown and labeled. Recording information for the easement(s) shall be provided on the survey. Any easement and/or utility easement being created by this division shall be so identified, shown and labeled.
- (y) Location and dimensions of all irrigation water rights-of-way;
- (z) Plat or binding site plan restrictions proposed or required as conditions of preliminary short subdivision, major subdivision, or binding site plan approval shall be shown.
- (aa) Any special statements of approval required from governmental agencies, including those pertaining to flood hazard areas, shorelines, critical areas, and connections to adjacent state highways shall be shown.
- (bb) If the plat constitutes a replat, or if the binding site plan is an amendment of an existing binding site plan, the parcels, lots, blocks, streets, etc., of the original plat or binding site plan shall be shown by dotted lines

in their proper positions in relation to the new arrangement of the plat or binding site plan, the new plat or binding site plan being so clearly shown in solid lines as to avoid ambiguity.

(cc) Signatures

(1) The Surveyor's Certificate shall be on the first sheet and read as follows:

i. For major plats and short plats:

SURVEYOR'S CERTIFICATE AND DECLARATION

I hereby certify that this (plat/binding site plan) is a true and correct representation of the lands actually surveyed. I hereby declare that the plat of (name) (Major Plat/Short Plat) is based on actual survey and subdivision of a portion of Section \_\_\_\_\_ Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, W.M., that the distances and courses and angles are shown thereon correctly to the best of my knowledge, information, and belief, and that property monuments have been set and lot corners staked on the ground.

(Seal) (Signature) (Date)

ii. b. For binding site plans:

SURVEYOR'S CERTIFICATE

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey Recording Act at the request of \_\_\_\_\_ in \_\_\_\_\_, 20\_\_\_\_\_.  
(Seal) (Signature) (Date)

(2) The Auditor's Certificate shall be on the first sheet and read as follows:

ADAMS COUNTY AUDITOR'S CERTIFICATE

Filed for record at the request of the City of Othello this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
at \_\_\_\_\_ m., and recorded in Volume \_\_\_\_\_ of (Plats or Surveys), on  
Pages \_\_\_\_\_, records of Adams County, Washington.

Adams County Auditor

By

Deputy County Auditor

(3) The owner's statement shall be on the last sheet and read as follows:

i. For short plats and major plats:

Dedication

The owner(s) of the land described herein in fee simple is \_\_\_\_\_ . The owner declares this plat and dedicates to the public forever, all streets, roads, alleys, easements or whatever public property that is shown on this plat for any and all public purposes not inconsistent with the uses shown on this plat.

Dated \_\_\_\_\_

Signed \_\_\_\_\_

ii. For binding site plans:

Declaration:

The owner in fee simple of the land herein described is \_\_\_\_\_ . The owner does hereby establish a Binding Site Plan for the purpose of sale or lease of portions thereof, pursuant to RCW Chapter 58.17 and Title 16 of the Othello Municipal Code, and that the undersigned declares that development of the property herein described shall conform to all inscriptions contained hereon.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

iii. When the property owner is a person or persons, the owner's signature in (i) or (ii) needs to be notarized, using the following format:

Acknowledgment

State of Washington

County of Adams

I certify that I know or have satisfactory evidence that  
signed this instrument and acknowledged it to be his/her and voluntary act  
for the uses and purposes mentioned in the instrument.

Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Notary Public  
My appointment expires

iv. When the property owner is a corporation, the owner's signature in (i) or (ii) needs to be notarized, using the following format:

Acknowledgment

State of Washington

County of Adams

I certify that I know or have satisfactory evidence that  
signed this instrument and said person on oath stated that (he/she) was  
authorized to execute the instrument and acknowledged it as the  
of \_\_\_\_\_ LLC to be the free and  
voluntary act of such party for the uses and purposes mentioned in the  
instrument.

Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name of Notary Public  
My appointment expires

(4) City Approvals. City approvals shall be by signatures using the following format:

EXAMINED AND APPROVED BY THE OTHELLO CITY ENGINEER

\_\_\_\_\_  
City Engineer \_\_\_\_\_ Date

EXAMINED AND APPROVED BY THE OTHELLO CITY ADMINISTRATOR

\_\_\_\_\_  
City Administrator \_\_\_\_\_ Date

(5) Treasurer's Statement

TREASURER'S CERTIFICATION

This is to certify that all taxes and assessments which are now due and payable  
according to the records of Adams County have been fully paid.

\_\_\_\_\_  
Treasurer \_\_\_\_\_ Date

**16.15.030 Processing final short plat, major plat, or binding site plan.**

The final short plat, major plat, or binding site plan shall be submitted to the department for review. It shall be  
routed by the city to appropriate departments and agencies in order to review for compliance with the conditions of  
approval. All offices, departments, and agencies issuing recommendations for final plat approval shall not modify  
the terms of preliminary plat recommendations without consent of the applicant, which shall be evidenced in  
writing. Once all reviewing departments and agencies are satisfied, all conditions have been met, and appropriate  
bonding and surety obtained pursuant to OMC 16.15.040, the final short plat, major plat, or binding site plan mylars  
shall be submitted to the department for obtaining the required signatures.

#### **16.15.040 Review Criteria**

Within the comment period on the final plat or binding site plan, the city engineer shall review the final plat or binding site plan and submit to the plat administrator a written report with respect to the following conditions:

- (a) That the proposed final plat or binding site plans bears the required certificates and statements of approval;
- (b) That a title report furnished by the applicant confirms the title of the land and the proposed subdivision is vested in the name of the owner whose signature appears on the plat certificate;
- (c) That the facilities and improvements required to be provided by the applicant have been completed or alternatively that the applicant has submitted with the proposed final plat or binding site plan a performance bond or other security in conformance with Section 16.15.060 of this chapter;
- (d) That the plat or binding site plan is technically correct as certified by the land surveyor responsible for the plat.

#### **16.15.050 Mylars**

Once the final plat or binding site plan has been approved, the following are required for recording:

- (a) 1 set of mylar drawings with original signatures, which mylar will become the city's official copy;
- (b) Four (4) full size paper copies required by Adams County for recording;
- (c) Before submittal to the City, the mylars and paper copies shall have the following signatures:
  - (1) Owner(s) as shown on the plat certificate;
  - (2) Notary acknowledgement of owner signature;
  - (3) United States Bureau of Reclamation, if applicable; and
  - (4) Jurisdictional Irrigation District, if applicable;
- (d) Electronic copies of the drawings, in both PDF and AutoCAD format;
- (e) Updated plat certificate, dated within 30 days of recording of the plat or binding site plan;
- (f) All fees, reimbursements, and payments required as a condition of approval;
- (g) Any covenants required to run with the land; signed, notarized, and recording fee provided;
- (h) All taxes and advance taxes required by the Adams County Treasurer must be paid;
- (i) Recording fees, payable to the Adams County Auditor.

#### **16.15.060 Recording**

- (a) Before recording, the applicant shall remit the following fees:
  - (1) When applicable, voluntary payment in lieu of a dedication of open space pursuant to OMC Chapter 16.20;
  - (2) When applicable, voluntary payment in lieu of dedication of water rights pursuant to OMC Chapter 16.05;
  - (3) The applicant shall be responsible to reimburse the city for costs incurred by the city to review, process and approve, modify or disapprove the plat or binding site plan. The applicant shall be responsible for all engineering, legal and other consulting fees and costs incurred by the city to the extent said fees and costs exceed the application fees, and the applicant shall be advised of those costs by the city clerk. The applicant shall pay such fees as billed by the city clerk. A failure to pay within thirty days any such fee billed by the city clerk shall result in a suspension of the processing of the plat on the basis that such failure to pay evidences an abandonment of the plat application. The applicant shall pay such costs in full before the final plat or binding site plan is signed by the city administrator.
- (b) Before recording, the applicant shall submit proof of payment of applicable fees to local, state, or federal agencies.
- (c) Upon signing of the final short plat, major plat, or binding site plan by the city administrator, the applicant shall pay all recording fees and have the document recorded with the Adams County auditor, and return one mylar copy along with any covenants, easements, or other documents recorded at the same time, to the city within thirty days.
- (d) No certificate of occupancy shall be issued for any structures until the plat is recorded with Adams County.
- (e) Any record of survey filed as a binding site plan which does not bear the approval of the city administrator is not a valid binding site plan and shall not confer any rights or privileges upon the property or its owners.

**16.15.070 Surety bond in lieu of constructing improvements.**

In lieu of the completion of the actual construction of any required improvements prior to the approval of the final major plat, short plat, or binding site plan, the city may accept a surety bond in an amount and with conditions satisfactory to the city consistent with the provisions of RCW 58.17.130, the city of Othello Public Works Design Standards, and the criteria listed below. Required improvements may include, but are not limited to, streets, sidewalks, water, sewer, stormwater, irrigation, and street lighting.

- (a) Required improvements must be completed within one year of the date of final approval of the plat or binding site plan;
- (b) Required improvements must be completed before any Certificate of Occupancy may be issued for any buildings on the property.
- (c) The applicant for the surety bond does not have any outstanding required improvements that have not been timely completed within other major plats, short plats, or binding site plans within the City;
- (d) The surety bond is in the form of a performance bond, cash savings assignment, or irrevocable letter of credit in an amount of at least 150 percent of the City-approved value of the outstanding improvements. Such surety bond must be issued by a surety licensed to do business in the State of Washington as surety and named in the current list of “Surety Companies Acceptable in Federal Bonds” as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department.

**Chapter 16.17**  
**MAJOR SUBDIVISIONS**

*[This chapter is proposed to be deleted in its entirety]*

**Sections:**

- 16.17.010 Purpose.
- 16.17.020 Scope.
- 16.17.030 Preliminary plat conditions and requirements.
- 16.17.040 Referral to other departments, agencies and offices.
- 16.17.050 Waivers, deviations and deferrals.
- 16.17.060 Planning commission public hearing.
- 16.17.070 Notice of public hearing.
- 16.17.080 Planning commission action.
- 16.17.090 City council action.
- 16.17.100 Expiration of preliminary plat.
- 16.17.110 Appeals.
- 16.17.120 Improvements.
- 16.17.130 Final major subdivision plat application.
- 16.17.140 Final plat review procedure.
- 16.17.150 Final plat fees.
- 16.17.160 Filing final plat.
- 16.17.170 Vested rights.
- 16.17.180 Appeals.

**Chapter 16.20  
OPEN SPACE AND PARKS**

*[No changes proposed to this chapter]*

Sections:

- 16.20.010 Scope and application.
- 16.20.020 Exceptions.
- 16.20.030 Definitions.
- 16.20.040 Open space requirements.
- 16.20.050 Open space qualifications.
- 16.20.060 Fee in lieu of open space dedication.

**Chapter 16.26**  
**BINDING SITE PLANS**

*[This chapter is proposed to be deleted in its entirety]*

Sections:

- 16.26.010 Purpose.
- 16.26.020 Binding site plan conditions and requirements.
- 16.26.025 Preliminary nonbinding advisory review.
- 16.26.030 Referral to other departments, agencies and offices.
- 16.26.040 Final filing fees.
- 16.26.050 Final filing.
- 16.26.060 Certificate of segregation—Building permit.
- 16.26.070 Vested rights.
- 16.26.080 Appeals.

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## Chapter 16.29 DESIGN STANDARDS

### Sections:

- 16.29.010 Conformance required.
- 16.29.020 Location Alignment of collector and arterial major streets—Conformity with street classification map master plan.
- 16.29.030 Streets—Relation to adjoining street systems.
- 16.29.040 Neighborhood Minor streets—Discouragement of through traffic.
- 16.29.050 Dead-end streets.
- 16.29.060 Access.
- 16.29.070 Street curves.
- 16.29.080 Street intersections.
- 16.29.090 Street grades.
- 16.29.100 Public Utility Easements Street widths.
- 16.29.140 Streets along subdivision boundaries.
- 16.29.150 Street names.
- 16.29.160 Curbs.
- 16.29.170 Alleys—Required when.
- 16.29.180 Alleys—Standards.
- 16.29.190 Easements—Municipal Public utilities.
- 16.29.200 Easements—Unusual facilities and installations.
- 16.29.210 Blocks—Length.
- 16.29.220 Blocks—Depth.
- 16.29.230 Blocks—Crosswalks.
- 16.29.250 Lots—Size.
- 16.29.270 Lots—Double frontage.
- 16.29.280 Tree planting.
- 16.29.300 Disposal of surface drainage.
- 16.29.310 Utilities—Sanitary sewers.
- 16.29.320 Utilities—Water supply.
- 16.29.330 Utilities—Street lights.
- 16.29.340 Utilities—Electrical, telephone and cable television.
- 16.29.350 Installation of street signs.
- 16.29.370 Physical developments and improvements—Standard specifications.
- 16.29.380 Monuments.

### **16.29.010 Conformance required.**

Each and every major plat, short plat, and binding site plan shall conform to the requirements set forth in this chapter, Chapter 16.33, the city of Othello public Works Design Standards design standards, and the International Fire Code as adopted by the City of Othello as may be amended fire code.

### **16.29.020 Location Alignment of collector and arterial major streets—Conformity with street classification map master plan.**

The location alignment of collector and arterial major streets shall conform as nearly as possible with that shown on the street classification map master plan of the city.

### **16.29.030 Streets—Relation to adjoining street systems.**

The layout of streets shall provide for the continuation of collector and arterial principal streets existing in adjoining subdivisions or for future projection of streets into areas which presently are not subdivided. Where a tract is subdivided into lots of an acre or more, the commission may require an arrangement of lots and streets shall such as to permit a later subdivision in conformity with the street requirements specified in this chapter.

### **16.29.040 Neighborhood Minor streets—Discouragement of through traffic.**

Neighborhood Minor streets which serve primarily to provide access to abutting property only shall be designed to discourage through traffic, including traffic calming measures.

**16.29.050 Dead-end streets.**

Streets having no outlet shall not service more than twenty dwellings, assembly uses, or large commercial structures, nor be longer than seven hundred feet (700') to the outermost driveway and shall be provided at the closed end with a turnaround. Where deemed necessary, a fire lane for secondary access, or pedestrian route, may be required. Dead-end streets less than one hundred fifty feet (150') long require a sixty-foot diameter turn around. Streets over one hundred fifty feet (150') long shall have a turn around no less than one hundred feet (150') in diameter measured from curb face to curb face.

**16.29.060 Access.**

~~The subdividing of land shall provide each Each lot shall have a minimum of twenty feet (20') of frontage on satisfactory access to an improved public street.~~

**16.29.070 Street curves.**

~~Street centerlines deflecting from each other shall be connected by a curve for the design speed limit but not less than thirty-five miles per hour. [Street centerline curvature is addressed in the Public Works Design Standards, Minimum Street Standards, Figure S1-Sheet 1]~~

**16.29.080 Street intersections.**

Street intersections and industrial, commercial, school, church, and other high traffic driveways shall be as nearly at right angles and opposite each other as is practicable. When the most feasible plan entails an intersection angle that deviates more than fifteen degrees from a right angle, curves of suitable radius and lengths shall be provided.

Intersections with centerline offsets of less than two hundred feet (200') shall be prohibited avoided.

**16.29.090 Street grades.**

~~Streets shall provide for stormwater flow, and when possible conform closely to the natural contour of the land, except where a different grade has been established by the city authorities. Grades shall be not less than three tenths percent and not more than four percent, and shall not exceed two percent within one hundred feet of an intersection. Changes in grades shall be connected by appropriate vertical curves. [Maximum grade is addressed in the Public Works Design Standards, Minimum Street Standards, Figure S1-Sheet 1. Street stormwater control is also addressed in PWDS.]~~

**16.29.100 Street widths and public utility easements.**

(A) Right-of-way and surface width for neighborhood streets shall be no less than as shown in the following table: 60'. Right-of-way width for other streets shall be as directed by the city of Othello Public Works Design Standards.

Classification of Street	R-O-W in Feet	Surface in Feet	Minimum Edge-Improvement
Commercial	100	70	8 ft. sidewalk
Industrial	90	60	6 ft. shoulder then-ditch
Arterial	80	60	-
Collector	70	48	-
Neighborhood	66	40	5 ft. sidewalk
Dead end under 350 ft.	40	30	5 ft. sidewalk
Private lanes	40	30	5 ft. sidewalk
Commercial alley	25	20	2 ft. shoulder

*[Sidewalk width and minimum ROW and surfacing width is addressed in the Public Works Design Standards, Minimum Street Standards, Figure S1-Sheet 1 Alley standards are Fig. S-2-Sheet 1.]*

Notes:

(B)4. Street rights-of-way to have an additional ten-foot (10') utility easement abutting on each side.

2. See any transportation plan for right of way preservation to find classification of route, and any additional criteria for a particular segment of roadway.

3. Any lot on a neighborhood street shall not be more than one thousand feet to the nearest collector. [The Street Classification Map sets up a  $\frac{1}{4}$ -mile grid for new collectors, so the 1000' distance will be addressed that way. Conformance with the Street Classification Map is required by 16.05.100(4)]

4. Right of way street width may be increased based on a traffic analysis for the particular use, i.e., bus routes, bike paths, turn lanes, truck traffic, etc. [Existing ROW width already adequate for these]

**16.29.140 Streets along subdivision boundaries.**

A street lying along the boundary of a subdivision will shall be dedicated and completed to its full width.

**16.29.150 Street names.**

Streets that are obviously in alignment with others already existing and named shall bear names of the existing streets (except for short, isolated cul-de-sacs or short segments). Other streets shall not bear names that duplicate or phonetically approximate the name of existing streets. Insofar as possible, a new street shall preserve and continue any alphabetical or numerical sequence and type of name already established in nearby subdivisions.

**16.29.160 Curbs.**

All streets shall be improved at edge of the paved roadway with Type A portland concrete curbs. Such curbs shall be similar in design and construction to concrete curbs adopted as standard for the city unless special conditions warrant the waiver of this requirement by the commission. [Addressed in Public Works Design Standards]

**16.29.170 Alleys—Required when.**

Alleys shall be provided at the rear of all commercial lots, except that this requirement may be waived following the process in OMC Chapter 16.40 upon request by the commission where other definite and assured provision is made for service access, such as off-street loading, unloading and parking consistent with and adequate for the uses proposed. Alleys are not required for residential lots. Fire lanes may be used in lieu of alleys for schools, industrial and other large parcels for fire response and suppression services.

**16.29.180 Alleys—Standards.**

Dead-end alleys shall be avoided wherever possible but, if unavoidable, shall be provided with adequate turnaround facilities at the dead end. Alley intersections and sharp changes in direction shall be avoided but, where they are necessary, corners shall be cut off sufficiently to permit safe vehicular movement. Alley right of way width shall be not less than twenty five feet in commercial or industrial zones. Except as otherwise provided in this title, alleys shall follow the general standards governing streets. [Alley width and construction standards are addressed in Public Works Design Standards]

**16.29.190 Easements—Municipal Public utilities.**

Municipal utilities such as fire hydrants and water, sewer, stormwater, and irrigation mains must be located in right-of-way unless an easement has been approved by Council for these utilities, (such as an alley). Sewer mains which cross a street between easements shall provide a manhole or cleanout at each right of way crossing. The termination or end of the sewer main shall be located in the right of way crossing, and a manhole shall be provided at the terminus point. An access easement fifteen feet wide shall be located from right of way to utility easement at each manhole location within the block. The width of utility easements shall be determined by the public works director. [Construction standards are addressed in Public Works Design Standards. Municipal utilities should be in ROW except in special circumstances where ROW is not available].

**16.29.200 Easements—Unusual facilities and installations.**

Easements for unusual facilities, such as high-voltage electric lines, irrigation canals, and pondage areas, shall be of such width as is adequate for the purpose of installation, maintenance, and repair, including any necessary maintenance roads.

**16.29.210 Blocks—Length.**

~~In general, blocks shall be as long as is reasonably possible consistent with the topography and the needs for convenient access, circulation, control and safety of street traffic, and type of land use proposed, but ordinarily, Residential block lengths shall not exceed six twelve hundred feet (600') or be less than three hundred feet (300'). Residential blocks longer than six hundred feet (600') may be allowed when a mid-block shared use path meeting the standards of the Public Works Design Standards is provided through the block, and a raised crosswalk is provided for the mid-block crossing. Right-of-way for the shared use path through the block shall be a minimum of eighteen feet (18'). The developer shall install bollards to prevent vehicle traffic. If the City will not be responsible for the service and maintenance of the shared use path, the face of the plat shall specify which abutting owner(s) is(are) responsible for service and maintenance of the mid-block path. For the safety and visibility of path users, a mid-block path shall be a straight line, such that the entire path is visible from both ends. Block length shall be measured from the edges of the lots, not including right-of-way.~~

**16.29.220 Blocks—Depth.**

Except for reverse frontage parcels, the width of blocks shall ordinarily be sufficient to allow for two tiers of lots of depths consistent with the type of land use proposed, that is, normally not less than two hundred feet nor more than three hundred feet for the sum of two lot depths in residential subdivisions.

**16.29.230 Blocks—Crosswalks.**

A ~~raised and ADA accessible paved~~ pedestrian crosswalk right-of-way not less than fifteen feet (15') wide shall be provided approximately at the midpoint of any block exceeding six hundred feet (600') in length, or in any block of lesser length where such a crosswalk is deemed essential, to provide circulation or access to schools, playgrounds, shopping centers, transportation lines and other community facilities. ~~An approved wheelchair ramp will be installed. Street lighting for the mid-block crossing is required.~~

**16.29.250 Lots—Size.**

Lot widths and lot areas shall conform with the zoning restrictions that are applicable to the area, except that corner lots for which side yards are required shall have extra width to permit appropriate setback from and orientation to both streets. Lot depths shall be suitable for the land use proposed but not more than one hundred fifty feet in residential lots unless rear access is available for the fire department (see IFC 503.1.1). [This IFC section no longer exists.]

**16.29.270 Lots—Double frontage.**

Lots which have street frontage along two opposite boundaries shall be avoided except for reverse frontage lots which are essential to provide separation of development from highway arteries or to overcome specific disadvantages in topography and orientation. For such lots, there shall be a planting screen at least ten feet (10') wide along the lot lines or other consideration abutting such a traffic arterial shall be maintained by the homeowners' association or adjacent property owner.

**16.29.280 Tree planting.**

Street planting plans ~~duplicate~~ must be submitted to the commission and receive its approval before planting is begun. Care of any trees that are planted by the subdivider will be the responsibility of the adjacent landowner. [Lot purchasers are responsible for installing landscaping within 1 year of C of O, and are allowed freedom to chose any landscaping that meets OMC 17.74. Therefore, an overall landscape/tree plan for the subdivision is meaningless.]

**16.29.300 Disposal of surface drainage.**

Surface drainage from streets and other areas shall be disposed of through an adequate system of gutters and storm sewers. [Addressed in Public Works Design Standards]

**16.29.310 Utilities—Sanitary sewers.**

All subdivisions ~~and binding site plans~~ shall be required to connect to the city sanitary sewer system. If adequate grade is not available to the city sanitary sewer system, a sewage lift station or transfer station of a design acceptable to the city public works department will be required. The lift station design shall be submitted to the Washington State Department of Ecology for review and must be approved ~~by the same~~ prior to construction. The subdivision shall be provided with a complete sanitary sewer serving each lot. [The sentences about lift stations need to be retained for now, until the Public Works Design Standards can be update (expected Jan 2026)].

**16.29.320 Utilities—Water supply.**

The source of water for domestic use and fire protection shall be the Othello Water System ~~city system~~. The subdivider shall provide and install looped water mains and, ~~together with~~ fire hydrants and all necessary fittings, to bring water within required connection and hydrant distance to serve all lots in the his subdivision as required by the ~~fire code~~ International Fire Code and city of Othello Public Works Design Standards. The minimum mainline size and maximum hydrant spacing along streets shall be eight inches and five hundred feet in residential zones, ten-inches and three hundred fifty feet in commercial zones and twelve inches and two hundred fifty feet in industrial zones. The kind of pipe and fittings, the manner of installation, and the installation itself, whether by the water department or by the subdivider under the supervision of the water department of the city shall be to city standards. Fire hydrants shall be located at five-hundred-foot (500') to six-hundred-foot (600') intervals along residential streets. Fire hydrant locations in other areas shall not exceed three-hundred-foot (300') intervals along streets. Except that when a subdivider is required to install a water main through or adjacent to property other than the proposed subdivision, fire hydrants are not required outside the proposed subdivision.

**16.29.330 Utilities—Street lights.**

All new subdivisions shall be required to provide for and install street lighting circuitry in accordance with plans and specifications prepared by the ~~Adams County~~ public utility provider ~~district~~ and approved by the ~~public works director~~ city engineer as part of the street and utility plan review. Subdivisions in R 1, R 2 and commercial zones shall use metal poles. It shall be the responsibility of the subdivider, in conjunction with the electrical utility, to provide circuitry for all required street lighting to be located in the proposed subdivision. The electrical utility shall prepare a street lighting plan for the new subdivision. All plans and specifications must be approved by the ~~public works director~~ prior to installation of said lighting circuitry such that the city will pay the utility only for energy and maintenance. *[Connection to utilities is not really a design issue. General requirement to connect to water and sewer and provide street lighting have been moved to 16.05.100, General Standards. Specifics of construction are in the Public Works Design Standards.]*

**16.29.340 Utilities—Electrical, telephone and cable television.**

All subdivisions shall conform to standards set forth by the local authority governing electrical, telephone, ~~and~~ cable television, natural gas, internet, and similar utilities. All utilities to be constructed in the subdivision shall be shown on the street and utility construction plans for review by the city prior to construction plan approval. All utilities shall be underground per OMC Chapter 14.56.

**16.29.350 Installation of street signs.**

~~Street signs corresponding in design to those adopted as standard for the city shall be installed at each intersection for convenient identification of streets. Any other regulatory signs that the authority with jurisdiction deems necessary, such as fire lane marking, dead ends, no parking, and similar signs, will also be installed by the developer or owner at his expense.~~ *[Public Works Design Standards.]*

**16.29.370 Physical developments and improvements—Standard specifications.**

Physical developments and improvements required by this title shall be designed and installed in accordance with ~~applicable construction~~ the most recent version of the City of Othello public works design standards of the city. ~~Construction shall be performed under the supervision of the public works director. As built drawings will be given to the city upon completion of all improvements.~~

**16.29.380 Monuments.**

Monuments shall be installed as follows:

(a) Monuments ~~Concrete or iron pipe monuments as specified in the Public Works Design Standards approved by the public works director and installed in a cast iron monument case~~ shall be set at the centerlines of all streets at intersections, all points of curvature and points of the beginning and ending of a tangent in street centerlines, and at the radial points of any cul-de-sac. *[Monument Case & Cover is Fig. S6-Sheet 1 in PWDS].*

(b) The corners of all lots within the subdivision shall be marked by iron pins, not less than three-fourths of an inch (3/4") in diameter, and twenty-four inches (24") in length, firmly driven for their full length into the ground.

## **Chapter 16.33** **IMPROVEMENTS**

*[This chapter proposed for deletion in its entirety. All street and utility improvements are required to be in compliance with the Public Works Design Standards, which is specifically noted in new section 16.05.100]*

**Sections:**

- 16.33.010** Procedure for installing improvements.
- 16.33.020** Minimum improvements.
- 16.33.030** Water mains.
- 16.33.040** Sewer mains.
- 16.33.050** Drainage.
- 16.33.060** Streets.
- 16.33.070** Alleys.
- 16.33.080** Sidewalks.
- 16.33.090** Monuments.
- 16.33.100** Conformity.
- 16.33.110** Arterials.
- 16.33.120** New utilities.
- 16.33.130** Bicycle paths.
- 16.33.140** Special improvements.

**Chapter 16.40**  
**WAIVERS, DEVIATIONS AND DEFERRALS**

Sections:

16.40.010 Waivers, deviations and deferrals.

**16.40.010 Waivers, deviations and deferrals.**

There is established a procedure for granting waivers, deviations and deferrals of the regulations contained in this title, as follows:

(a) Any subdivider can make application to the planning commission for a waiver of, deviation from or deferral of any provision contained in this title, provided the request is received concurrently with the proposed subdivision or dedication. Such application shall include any and all details necessary to support the application. All waiver, deviation and deferral requests must be forwarded to the review authority ~~city council~~ with the preliminary plat or ~~binding site plan~~ and with the planning commission's findings, conclusions and recommendations.

(b) The planning commission shall not grant a waiver, deviation, or deferral of the subdivision regulations unless it shall find that the following condition exists in each case of a request:

(1) Where, because of the size of the tract to be subdivided, its topography, the condition or nature of adjoining areas, or the existence of unusual physical conditions, the strict compliance with the provisions of this title would cause an unusual and unnecessary hardship on the subdivider, ~~the planning commission may waive, defer or deviate from the requirements set forth in this title.~~

(c) (2) In granting waivers, deviations and deferrals, the planning commission may require such conditions as will secure, insofar as practicable, the objectives of the requirement waived or deferred. Any waiver, deviation or deferral authorized shall be entered in the minutes of the planning commission together with the circumstances that justify the waiver, deviation or deferral granted.

(e) (d) If a short plat has not been approved as final within one year six months after the waiver, deferral, or deviation is granted, that waiver, deferral, or deviation shall become null and void.

**Chapter 16.44  
VIOLATIONS**

**[CODE ENFORCEMENT OFFICER SAYS TO RETAIN THIS CHAPTER AS-IS (6-11-24)]**

Sections:

16.44.010 Violation deemed misdemeanor.

**16.44.010 Violation deemed misdemeanor.**

State law provides any person, firm, corporation or association, or any agent of any person, firm, corporation or association who violates any provision of Chapter 16.05 through 16.40 or any local regulations adopted pursuant thereto relating to the sale, offer for sale, lease, or transfer of any lot, tract or parcel of land, is guilty of a gross misdemeanor and each sale, offer for sale, lease or transfer of each separate lot, tract or parcel of land in violation of any provision of Chapter 16.05 through 16.40, or any local regulation adopted pursuant thereto, is deemed a separate and distinct offense. (Ord. 947 § 2 (part), 1995).

**Chapter 16.48**  
**COMPREHENSIVE PLAN**

Sections:

16.48.010 Adoption of comprehensive plan goals, policies and maps.

**16.48.010 Adoption of comprehensive plan goals, policies and maps.**

The Othello planning commission has recommended for adoption a comprehensive planning map, plan, goals and policies. That plan, map, goals and policies are incorporated by reference and are made a part of this title as if set forth fully herein, and that plan, map, goals and policies are adopted as a plan for the physical and other generally advantageous development of the city to encourage the most appropriate use of the land throughout the city, to lessen traffic congestion and accidents, to secure safety from fire, to provide adequate light and air, to prevent overcrowding of land, to avoid undue concentration of population, to promote a coordinated development of the unbuilt areas, to encourage the formation of neighborhood or community units, to secure an appropriate allotment of land area in new developments for the requirements of the community life, to conserve and restore natural beauty and other natural resources, to facilitate the adequate provision of transportation, water, sewerage, and other public uses and requirements. That plan, map, goals and policies shall be the comprehensive land use plan and map of the city until appropriately amended, and upon any such amendment or amendments being duly made, the plan, map, goals and policies or any of them, as may be appropriate from the nature of the amendment, shall be deemed changed to conform to any said amendment.

**Chapter 16.52**  
**REIMBURSEMENT AGREEMENTS**

*[This chapter is proposed to be deleted in its entirety  
and replaced by new Chapter 16.53 Latecomer Agreements – Street and Utility]*

**Sections:**

- ~~16.52.010 Application authorized Purpose Term.~~
- ~~16.52.020 Rights and nonliability of city.~~
- ~~16.52.030 Application requirements.~~
- ~~16.52.040 Eligibility of applicants.~~
- ~~16.52.050 Procedures for reimbursement agreements.~~
- ~~16.52.090 Enforcement responsibility and future services.~~
- ~~16.52.100 Relief Similar facilities.~~
- ~~16.52.110 Severability.~~

**Chapter 16.53**  
**LATECOMER AGREEMENTS – STREET AND UTILITY**

Sections:

- 16.53.010 Purpose.
- 16.53.020 Definitions.
- 16.53.030 Application for latecomer agreement.
- 16.53.040 Preliminary determinations.
- 16.53.050 Preliminary determination notice.
- 16.53.060 Latecomer agreement.
- 16.53.070 Construction – Final costs – Conveyance.
- 16.53.080 Recording of latecomer agreement.
- 16.53.090 Defective work.
- 16.53.100 Payment of assessment – Remittance to developer.
- 16.53.110 Segregation of assessment.
- 16.53.120 Removal of unauthorized connections or taps.
- 16.53.130 City fees and cost recovery.
- 16.53.140 Enforcement of latecomer obligations.
- 16.53.150 City participation authorized.

**16.53.010 Purpose.**

This chapter outlines the conditions and procedures for reimbursing developers, including the city, for qualifying street and utility system improvements required for future development. Property owners who benefit from these improvements but did not contribute to their cost may be required to reimburse the developer. The city may enter into latecomer agreements for these reimbursements in accordance with Chapters 35.72 and 35.91 RCW

**16.53.020 Definitions.**

The following words, terms, and phrases, when used in this chapter, shall have the meanings provided in this section, except where the context clearly indicates a different meaning:

- (a) “Adjacent” means abutting on public roads, streets, rights-of-way, or easements in which street system improvements are installed or directly connecting to street system improvements through an interest in real property such as an easement or license.
- (b) “Assessment” means an equitable proportionate charge to be paid by an owner of property within the assessment reimbursement area for the cost of construction of street and/or utility system improvements made pursuant to a latecomer agreement.
- (c) “Assessment reimbursement area” means that area which includes all parcels of real property adjacent to street system improvements or likely to require connection to or service by utility system improvements constructed by a developer.
- (d) “City administrative costs” means all costs incurred by the city that are directly related to the drafting, execution, recording, and administration of the latecomer agreement, including any mailings to other property owners, any hearings before city council, as well as any costs and expenses incurred for attorneys or consultants. City administrative costs do not include permit fees or the application fee for the latecomer agreement.
- (e) “Cost of construction” means the sum of the direct construction costs incurred to construct the street and/or utility system improvements plus developer administrative costs and the city latecomer administrative costs. “Direct construction costs” include but are not limited to the actual labor and material construction costs incurred by the developer, reasonable engineering and surveying costs, bonding costs, environmental mitigation, relocation and/or new construction of private utilities as required by the city, and relocation and/or installation of street lights and signage.
- (f) “Developer” means the individual or entity that contracts with the city for the construction of street and/or utility system improvements, where such improvements are a requirement for development of real property owned by such entity or individual. As permitted by RCW 35.72.050 and 35.91.020, the city may join with or be construed as a developer for the purpose of recovery of street or utility system improvement costs.
- (g) “Developer administrative costs” means all indirect costs incurred by the developer in the creation and execution of the latecomer agreement and managing the project, such as office supplies, mailings, clerical

services, telephone expenses, accounting expenses, and project oversight. Developer administrative costs shall not exceed three percent of all direct construction costs.

(h) “Director” means the city of Othello public works director, or his or her designee.

(i) “Latecomer agreement” means a written contract between the city and one or more developers providing partial reimbursement for the cost of construction of street system improvements and/or utility system improvements to the developer by owners of property who would be required to construct these improvements and who did not contribute to the original cost of construction.

(j) “Latecomer fee” or “latecomer assessment” means a charge collected by the city against a real property owner within the assessment reimbursement area who:

- (1) Connects to or uses the utility system improvement where fees are separately stated, or is a part of a connection fee or other fee for providing access to the city’s utility system; or
- (2) Receives a building or development permit for real property located adjacent to, or having access to, the street system improvement constructed under this chapter.

(k) “Street system improvements” means public street and alley improvements made in existing or subsequently dedicated or granted rights-of-way or easements and any associated improvements including but not limited to such things as design, engineering, surveying, inspection, grading, paving, installation of curbs, gutters, pedestrian facilities, street lighting, bike lanes, and traffic control devices, relocation and/or construction of private utilities as required by the city, relocation and/or construction of street lights, traffic control devices, signage, and other similar improvements.

(l) “Utility system improvements” means city-owned water, sewer, storm drainage, and irrigation system improvements as defined by RCW 35.91.015, which shall include but not be limited to design, engineering, surveying, inspection, testing, and installation of improvements as required by the city, and includes but is not limited to the following, by utility type:

- (1) Water system improvements, including but not limited to such things as mains, valves, fire hydrants, telemetry systems, pressure reducing stations and/or valves, and other associated appurtenances;
- (2) Sewer system improvements, including but not limited to such things as gravity mains, lift stations, force mains, telemetry systems, and other associated appurtenances;
- (3) Storm sewer system improvements, including but not limited to such things as water quality structures and systems, detention and retention facilities, and storm water collection and conveyance facilities; and
- (4) Irrigation system improvements, including but not limited to such things as mains, valves, pressure reducing stations and/or valves, and other associated appurtenances.

#### **16.53.030 Application for latecomer agreement.**

(a) Applicants. Any developer using private funds to construct street system improvements and/or utility system improvements required as a prerequisite to further property development may apply to the city for a latecomer agreement in order to recover a proportionate share of the costs of construction from other property owners that will later connect to or use the street and/or utility system improvements constructed by the developer.

(b) Application form and fee. An application for a latecomer agreement shall be submitted upon a form provided by the city and be accompanied by the application fee established by resolution by the city council.

(c) Timing of application. The application for a latecomer agreement shall be made before the street and/or utility system improvements proposed for construction are approved by the city through the issuance of a civil construction or other applicable permit.

(d) Application contents. The application shall contain the following information which shall be approved by a state of Washington licensed engineer or other appropriately licensed professional:

- (1) A description and vicinity map of the developer’s property;
- (2) A description of the properties within the developer’s proposed assessment reimbursement area, together with the names and addresses of the owners of such property as shown on the records of the Adams County Assessor’s Office;
- (3) The developer’s proposed assessment reimbursement area and general location of the system improvements to be included;
- (4) The developer’s proposed allocation of the costs of construction to the individual properties within the proposed assessment reimbursement area and the method used for such allocation;

- (5) Statement from a state of Washington licensed contractor or civil engineer containing an itemized estimate of the total projected cost of construction;
- (6) Such other information as the director determines is relevant to adequately evaluate and consider the application.

(e) Application review.

- (1) The director shall review all applications and shall approve the application if following criteria are met:
  - (i) The application is timely, complete and the application fee has been paid;
  - (ii) The city's ordinances require the proposed improvements to be constructed as a prerequisite to further property development;
  - (iii) The proposed improvements fall within the definition of street and/or utility system improvements as those terms are defined in this chapter; and
  - (iv) The proposed improvements are consistent with the City of Othello Public Works Design Standards, development regulations, land use comprehensive plan, general sewer plan, water system plan, stormwater master plan, transportation master plan, and any other relevant plans and regulations.
- (2) If any of the above criteria are not met, the director shall either condition approval as necessary in order for the application to conform to such criteria, or deny the application. The final determination of the director shall be in writing.
- (3) The director may establish policies and procedures for processing applications and complying with the requirements of this chapter and applicable state law.

#### **16.53.040 Preliminary determinations.**

Upon approval of a latecomer application, the director shall formulate a preliminary assessment reimbursement area and preliminary assessment amount for each real property parcel included in the preliminary assessment reimbursement area as follows:

- (a) For street system improvements, the assessment reimbursement area shall be formulated based upon a determination of which parcels adjacent to the street system improvements would require similar street system improvements upon development or redevelopment.
- (b) For utility system improvements, the assessment reimbursement area shall be formulated based upon a determination of which parcels in the proposed area would require similar utility system improvements upon development or redevelopment or would be allowed to connect to or use the utility system improvements.
- (c) A proportionate share of the cost of the improvements shall be allocated to each parcel included in the assessment reimbursement area based upon the benefit to the property owner. The method or methods used to calculate the allocation of the assessment may be either front footage, number of units, square footage, or other equitable method, as determined by the city.

#### **16.53.050 Preliminary determination notice.**

- (a) The city shall send the preliminary assessment reimbursement area and the preliminary assessment formulated by the director, including the preliminary determination of area boundaries, assessments, and a description of the property owner's rights and options, by certified mail to the property owners of record within the preliminary assessment reimbursement area.
- (b) The developer or any property owner within the preliminary assessment reimbursement area may, in writing within 20 days of the date of mailing the notice, request a hearing to be held before the city council to contest the preliminary assessment reimbursement area and preliminary assessment. Notice of such hearing shall be given to all property owners within the preliminary assessment reimbursement area and the hearing shall be conducted as soon as is reasonably practical. The city council is the final authority to establish the assessment reimbursement area and the assessment for each property within the assessment reimbursement area.
- (c) If no written request for a hearing is received as required, the determination of the director shall be final.

#### **16.53.060 Latecomer agreement.**

- (a) Based upon the preliminary assessment reimbursement area and the preliminary assessment if no hearing is requested, or based upon the city council's determination of the assessment reimbursement area and

assessment if a hearing is requested, the director shall prepare and give to the developer a latecomer agreement. A separate latecomer agreement shall be executed for each of the following categories of improvement, as applicable: (1) street system improvements, and (2) utility system improvements.

(b) Each agreement shall include a provision requiring that, every two (2) years from the date the agreement is executed, the developer entitled to reimbursement under this section shall provide the city with information regarding the current contact name, address, and telephone number of the person, company, or partnership that originally entered into the agreement or the successor to such, if applicable. If the developer fails to comply with the notification requirements within sixty (60) days of the specified time, then the city may collect any reimbursement funds owed to the developer under the agreement. The funds collected under this subsection shall be deposited in the capital expenditure account of either the city's utility fund or street fund, as appropriate.

(c) The term of latecomer agreements is as follows:

- (1) For street system improvements, each latecomer agreement shall be valid for a period not to exceed fifteen (15) years from the effective date of the agreement.
- (2) For utility system improvements, each latecomer agreement shall be valid for a period not to exceed twenty (20) years from the effective date of the agreement.

(d) The city may terminate a latecomer agreement if the developer fails to commence or complete construction within the time and manner required in the permits for the improvements. If the agreement is terminated, the city shall record a release of latecomer agreement in the Adams County Auditor's office.

#### **16.53.070 Construction – Final costs – Conveyance.**

(a) The developer shall construct the improvements and, upon completion, request final inspection and acceptance of the improvements by the city, subject to any required obligation to repair defects. All construction, inspection, and testing shall conform to the Othello Municipal Code and Othello Public Works Design Standards.

(b) Within one hundred twenty (120) days of completion of construction, the developer shall provide the city with documentation of the actual costs of the improvements and a certification by the applicant that all of such costs have been paid. The city shall use this information to finalize the assessment paid by owners within the assessment reimbursement area, which will become part of the latecomer agreement recorded in accordance with OMC 16.53.080.

(c) After the requirements of subsections (a) and (b) of this section have been satisfied, the developer shall provide the city with an appropriate deed of conveyance or other equivalent written document transferring ownership of the improvements to the city, together with any easements needed to ensure the city's right of access for maintenance of the improvements. Title to the improvements shall be conveyed to the city clear of all encumbrances.

(d) No connection to, or other use of, the improvements will be allowed or permitted until the city has officially accepted the construction as complete and title to the improvements is conveyed to the city.

#### **16.53.080 Recording of latecomer agreement.**

(a) The provisions of the latecomer agreement shall not become effective as to any owner of real estate not a party to the agreement until it is recorded with the Adams County Auditor's office. For a utility latecomer agreement, recording must be prior to the time that the owner of the real estate taps into or connects to water or sewer facilities.

(b) The city shall record the fully executed latecomer agreement with Adams County within thirty (30) days of final execution; provided, that the developer shall have an independent duty to review the Adams County Auditor's office records to confirm that the latecomer agreement has been properly and timely recorded.

#### **16.53.090 Defective work.**

The developer shall be responsible for all work found to be defective within one (1) year after the date of acceptance of the improvements by the city. Nothing in this chapter shall preclude the director from requiring a performance bond or maintenance bond for the street or utility system improvements as authorized for such improvements within the Othello Municipal Code or Othello Public Works Design Standards.

#### **16.53.100 Payment of assessment – Remittance to developer.**

(a) Upon recording, the latecomer agreement shall be binding upon all parcels located within the assessment reimbursement area who are not party to the agreement and did not contribute to the original cost of the

utility system improvements and/or street system improvements. Payments shall be paid to the city in one lump sum as follows:

- (1) Assessments for street system improvements shall be paid prior to the development or redevelopment of property.
- (2) Assessments for utility system improvements shall be paid prior to connection to or use of the utility system improvements.

(b) The city will pay over to the developer the amounts collected less any unpaid city administrative costs within sixty (60) days of receipt.

(c) When the assessment for any property has been paid in full, the director shall issue a certification of payment that will release such property from the latecomer agreement which may be recorded by the owner.

(d) The latecomer assessment shall be in addition to the usual and ordinary charges, including connection charges, tap charges, system development charges, and any other fees or charges which must be paid by persons applying for city services.

#### **16.53.110 Segregation of assessment.**

The director shall, upon the request of any property owner within the assessment reimbursement area, segregate the assessment. Any request to segregate the assessment must be submitted before the application for a lot line adjustment or subdivision. The request shall include a map showing the proposed subdivision of property, including legal descriptions and the proposed cost segregation based on the original method of assessment. The assessment shall only be segregated if the lot line adjustment or subdivision is completed. The property owner seeking segregation of the assessment shall pay an additional review fee as established by resolution by the city council.

#### **16.53.120 Removal of unauthorized connections or taps.**

Whenever any tap or connection is made into any utility improvement without payment of the assessment being made as required by this chapter, the director is authorized to remove and disconnect, or cause to be removed and disconnected, such unauthorized tap or connection including all connecting tile or pipe located in the right-of-way and to dispose of such unauthorized material without liability. The owner of the property where the unauthorized connection is located shall be liable for all costs and expenses of any type incurred to remove, disconnect, and dispose of the unauthorized tap or connection.

#### **16.53.130 City fees and cost recovery.**

The developer shall pay the following fees:

- (a) Application fee. The application fee as set forth in OMC 16.53.030, payable at the time the application is submitted.
- (b) City administrative costs. The developer shall reimburse the city for its administrative costs, as defined in OMC 16.53.020. This shall be paid prior to and as a condition of the recording of the latecomer agreement.
- (c) Recording fee. For every separate parcel of property within the developer's assessment reimbursement area, the city shall charge a recording fee in accordance with fees charged by the Adams County Auditor's office. This fee shall be paid as part of the city administrative costs prior to and as a condition of the recording of the latecomer agreement.

#### **16.53.140 Enforcement of latecomer obligations.**

- (a) Nothing in this chapter is intended to create a private right of action for damages against the city for failing to comply with the requirements of this chapter. The city, its officials, employees, or agents may not be held liable for failure to collect a latecomer assessment unless the failure was willful or intentional.
- (b) In processing and imposing obligations in this chapter for reimbursement of developers, the city in no way guarantees payment of assessments, or enforceability of assessments, or enforceability of the latecomer agreement, or the amount(s) thereof, against such persons or property; nor will the offices or finances of the city be used for enforcement or collection of assessments beyond those duties specifically undertaken by the city herein. It shall be the obligation of a developer to take whatever authorized means are available to enforce payment of assessments, and developers are hereby authorized to take such actions. The city shall not be responsible for locating any beneficiary or survivor entitled to any benefits by or through a latecomer agreement.
- (c) If the developer fails to comply with the notification requirements set forth in OMC 16.53.050 and within the latecomer agreement within sixty (60) days of the specified time, then the city may collect any

reimbursement funds owed to the developer under the latecomer agreement. Such funds must be deposited in the capital fund of the city.

**16.53.150 City participation authorized.**

As an alternative to financing projects under this chapter solely by a developer, the city may join in the financing of improvement projects and may be reimbursed in the same manner as the developer who participates in the projects.  
As another alternative, the city may create an assessment reimbursement area on its own initiative, without the participation of a private property owner or developer, finance the costs of the street or utility improvements, and become the sole beneficiary of the reimbursements that are contributed. The city will only seek to be reimbursed for the costs of improvements that benefit that portion of the public who will use the improvements within the assessment reimbursement area established pursuant to state law. No costs for improvements that benefit the general public may be reimbursed.

**Chapter 16.68**  
**PERSONAL WIRELESS TELECOMMUNICATIONS FACILITIES**

*[No changes proposed at this time, but this chapter should eventually be moved out of the Subdivision Title]*

TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: March 18, 2024

SUBJECT: Proposed Sand Hill Estates 8 Major Plat (Replat of Sand Hill 6) – Street Layout – Discussion

Palos Verdes LLC is proposing to not build more apartments after the 2 current buildings, and to instead finish out their property with more single-family lots. Due to the street pattern that has been created, this creates a long dead-end street, which is not allowed by OMC 16.29.050, which limits dead-end streets to 700' and 20 dwelling units. The developer is proposing to maintain secondary access through the apartment parking lot, but with speed bumps to discourage through traffic. The developer is also considering a street stub to the north, for possible future connectivity, although there is no street connection proposed at this time and it is unknown how the property to the north will be developed (it is zoned light industrial and is owned by the City).

The street as proposed would be about 1100' long and have 30 lots. There are already houses built on every lot to the south, so there is no opportunity to extend another street to the south without removing a new house.

Before the developer formally submits the plat and requests a deviation per OMC 16.40 for this dead-end street, it would be beneficial for the Planning Commission to discuss the layout and give any input to design changes that might make this proposal better fit the intent of the code.

### **Staff Comments**

1. The layout has been discussed with Engineering/Public Works, Building, and Fire. The consensus is the layout isn't ideal but it also isn't unworkable.
2. The International Fire Code requires two access points for one- or two-family developments when there are more than 30 dwelling units. Adams County Fire District #5 Chief Tom Salsbury prefers this layout with secondary access through the parking lot over a previous design that had a cul-de-sac with no access to the parking lot.
3. One of the reasons to limit the length of a dead-end is that a long dead-end water main can cause problems with the water system. That isn't a concern for this development because the water main loops through the apartment property (in a city easement).
4. Another concern for dead-end streets is traffic circulation for the residents, especially in an emergency where one route is blocked. The proposed layout provides a secondary access to reduce this concern.
5. Pedestrian circulation is another reason that long dead-ends are not preferred. While the pedestrian routes are long, the layout does provide access to both east and west.
6. Note that OMC 16.40 requires specific findings about the nature of the site or the area (size, topography, condition or nature of adjoining areas, unusual physical conditions) that justify granting the deviation.

7. OMC 16.40 allows the Commission to set conditions on a deviation.

**Attachments**

- OMC 16.29.050 and OMC 16.40
- Proposed Sand Hill Estates 8 sketch

**Action:** The Planning Commission should discuss the proposed layout and the likely future request for a deviation and make any recommendations to the developer for changes to the layout.

**16.29.050 Dead-end streets.**

Streets having no outlet shall not service more than twenty dwellings, assembly uses, or large commercial structures, nor be longer than seven hundred feet to the outermost driveway and shall be provided at the closed end with a turnaround. Where deemed necessary, a fire lane for secondary access, or pedestrian route, may be required. Dead-end streets less than one hundred fifty feet long require a sixty-foot diameter turn around. Streets over one hundred fifty feet long shall have a turn around no less than one hundred feet in diameter measured from curb face to curb face. (Ord. 1255 § 1 (part), 2007: Ord. 1110 § 1 (part), 2001).

**Chapter 16.40**  
**WAIVERS, DEVIATIONS AND DEFERRALS**

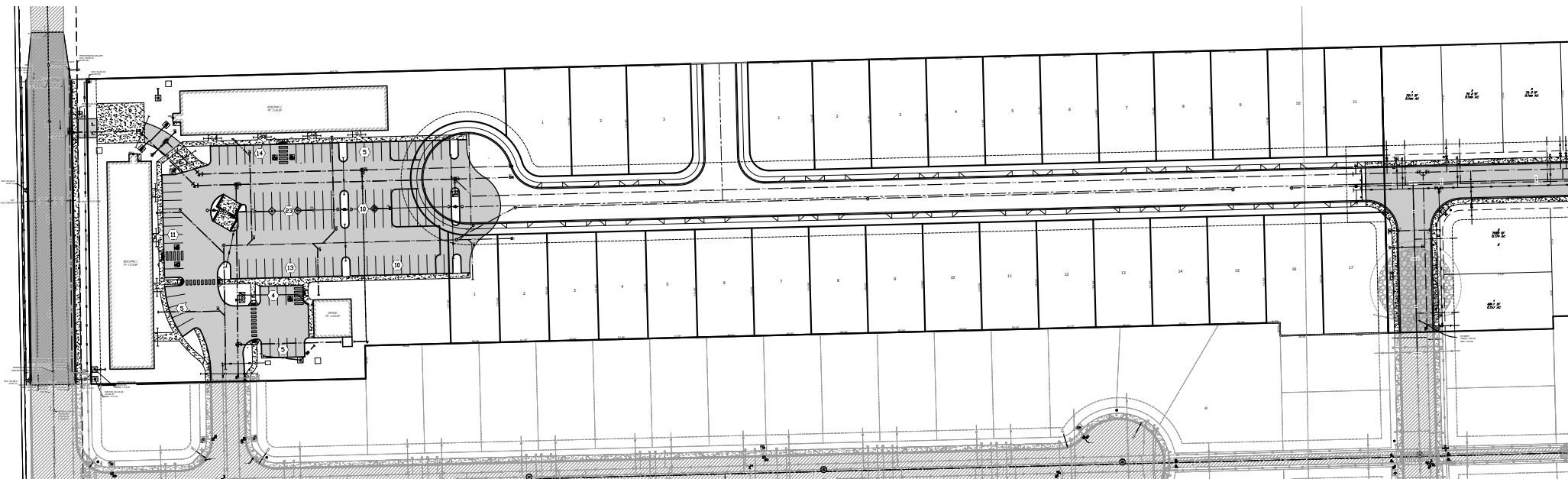
Sections:

**16.40.010 Waivers, deviations and deferrals.**

**16.40.010 Waivers, deviations and deferrals.**

There is established a procedure for granting waivers, deviations and deferrals of the regulations contained in this title, as follows:

- (a) Any subdivider can make application to the planning commission for a waiver of, deviation from or deferral of any provision contained in this title, provided the request is received concurrently with the proposed subdivision or dedication. Such application shall include any and all details necessary to support the application. All waiver, deviation and deferral requests must be forwarded to the city council with the preliminary plat and with the planning commission's findings, conclusions and recommendations.
- (b) The planning commission shall not grant a waiver, deviation or deferral of the subdivision regulations unless it shall find that the following condition exists in each case of a request:
  - (1) Where, because of the size of the tract to be subdivided, its topography, the condition or nature of adjoining areas, or the existence of unusual physical conditions, the strict compliance with the provisions of this title would cause an unusual and unnecessary hardship on the subdivider, the planning commission may waive, defer or deviate from the requirements set forth in this title.
  - (2) In granting waivers, deviations and deferrals, the planning commission may require such conditions as will secure, insofar as practicable, the objectives of the requirement waived or deferred. Any waiver, deviation or deferral authorized shall be entered in the minutes of the planning commission together with the circumstances that justify the waiver, deviation or deferral granted.



TO: Planning Commission

FROM: Anne Henning, Community Development Director

MEETING: October 16, 2025

SUBJECT: Adams County 2025-2030 Homeless Housing Plan

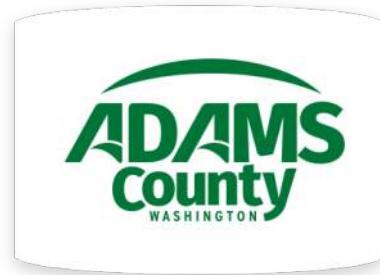
All counties in the state are required to have a 5-Year Homeless Housing Plan. Adams County has not had one before now. The WA Dept of Commerce had some funds for Coordinated Low Income Housing Planning (CLIHP) that we were able to use to pay for preparation of a Homeless Housing Plan, along with some other housing planning services (County-Wide Planning Policies on Housing, Land Capacity Analysis for housing). We contracted with HopeSource for the Homeless Plan. A Task Force has been meeting monthly to work on this plan. At this point, there is a draft plan which will be presented to the Adams County Board of Commissioners at a public hearing Nov. 12 at 6:00 PM in the Othello District Court Room.

The Othello Planning Commission is invited to review the plan and make any comments or recommendations that could be provided to the Task Force at their Oct. 28 meeting and/or forwarded to the Board of County Commissioners. Planning Commissioners are also welcome to attend the public hearing.

**Attachments**

- Public hearing notice
- PowerPoint
- Draft Adams County 2025-2030 Homeless Housing Plan

**Action:** The Planning Commission should review the draft Homeless Housing Plan and direct staff to make any comments to the Task Force and/or the Adams County Commissioners.



**PUBLIC HEARING NOTICE**  
**Adams County Homeless Housing Plan 2025–2030**

**Date:** Wednesday, November 12, 2025

**Time:** 6:00 p.m.

**Location:** Othello District Court Room, 425 E Main St Othello WA 99344

Notice is hereby given that the Adams County Board of Commissioners will hold a **public hearing** to receive comments on the proposed **Adams County 2025–2030 Homeless Housing Plan**

The **Adams County 2025–2030 Homeless Housing Plan** outlines the community's approach to addressing homelessness and housing instability over the next five years. This is the first formal homeless housing plan for Adams County and reflects the commitment of local leaders, service providers, and community members to work together toward building a more effective and coordinated response system.

The plan sets forth a vision of a community where all residents have access to safe, stable housing; homelessness is rare, brief, and non-recurring; and individuals and families are thriving and independent. It adopts the State's mandated goals and proposes strategies to guide local action. The plan also identifies current resources, gaps, and future needs that must be addressed to achieve meaningful progress.

**Copies of the draft plan are available for public review at;**

The Adams County Website <https://wa-adamscounty.civicplus.com/533/Public-Notices> or at the Building and Planning Office located at 449 E Cedar Blvd Othello WA, 99344.

Written comments may be submitted in advance to Andie Lorenz at [andiel@co.adams.wa.us](mailto:andiel@co.adams.wa.us) or mailed to 449 E Cedar Blvd Othello WA 99344.

All interested persons are encouraged to attend and provide input.

**Adams County Building and Planning Director**  
Andie Lorenz  
449 E Cedar Blvd, Othello WA, 99344  
509-488-9441

# Adams County Homeless Housing Plan 2025-2030



# Why this matters

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HOMELESSNESS AFFECTS SAFETY, ECONOMY, LIVABILITY

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CITIES AND COUNTIES SHAPE HOUSING, ZONING, AND SERVICES

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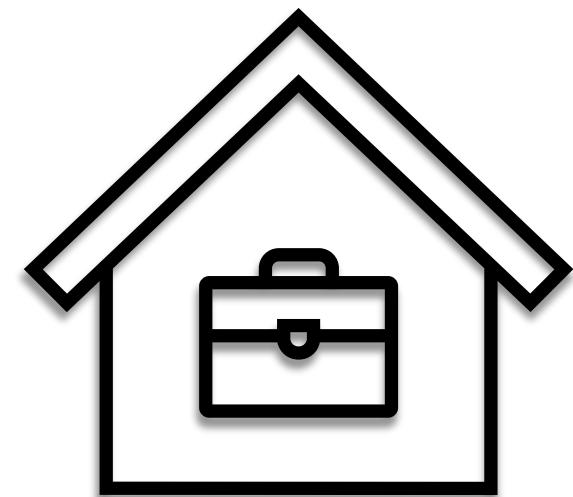
ALIGNS WITH RCW 43.185C AND UNLOCKS FUNDING

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HOMELESSNESS LOOKS DIFFERENT IN RURAL AREAS

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COMMUNITY IS ENGAGED, NEW PARTNERSHIPS FORMING



# Plan Overview



First formal homeless housing plan for Adams County



Planning process from April through December 2025



20+ organizations and individuals invited to participate



Guides efforts to make homelessness rare, brief, and nonrecurring

# Participants

- ▶ City of Othello
- ▶ SkillSource
- ▶ Lighthouse Community Center
- ▶ Othello Housing Authority
- ▶ HopeSource
- ▶ Adams County Commissioners
- ▶ Othello Food Bank
- ▶ Adams County Community Development
- ▶ Nazarene Church
- ▶ City of Ritzville
- ▶ Adams County Integrated Healthcare Services
- ▶ Adams County Emergency Planning

# Adams County Snapshot

Population 21,000

65% Hispanic/Latino

34.5% under age 18

15% live in poverty

# Housing in Adams County



IDENTIFIED AS TOP SERVICE  
AREAS NEEDING  
IMPROVEMENT



2/3 RESPONDENTS REPORTED  
DIFFICULTY FINDING  
AFFORDABLE HOUSING



HOUSING AVAILABILITY AND  
AFFORDABILITY AFFECTS  
EMPLOYERS



40% OF RENTERS ARE COST  
BURDENED, DESPITE LOW  
HOUSING COSTS

# Homelessness in Adams County

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July 2024: 151 unstably housed or unhoused

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1.7% of youth were homeless

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117 day median homelessness; no exits to permanent housing recorded

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Unhoused population struggles with high medical and behavioral health needs

# Workforce Challenges

---

33% report secondary trauma

---

50% overwhelmed by job demands

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Low compensation

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Limited professional support

# Vision & Mission

## Vision Statement

- ▶ Adams County envisions a community with **safe, stable housing** for all, where **homelessness is rare and brief**, and people are **thriving and independent**.

## Mission Statement

- ▶ Adams County works to prevent homelessness and strengthen housing services by **prioritizing support, fostering collaborative partnerships, and providing sustainable housing solutions** that promote stability, dignity, and opportunity for independence.

# Guiding Principles

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Accessibility

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Accountability and transparency

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Workforce empowerment

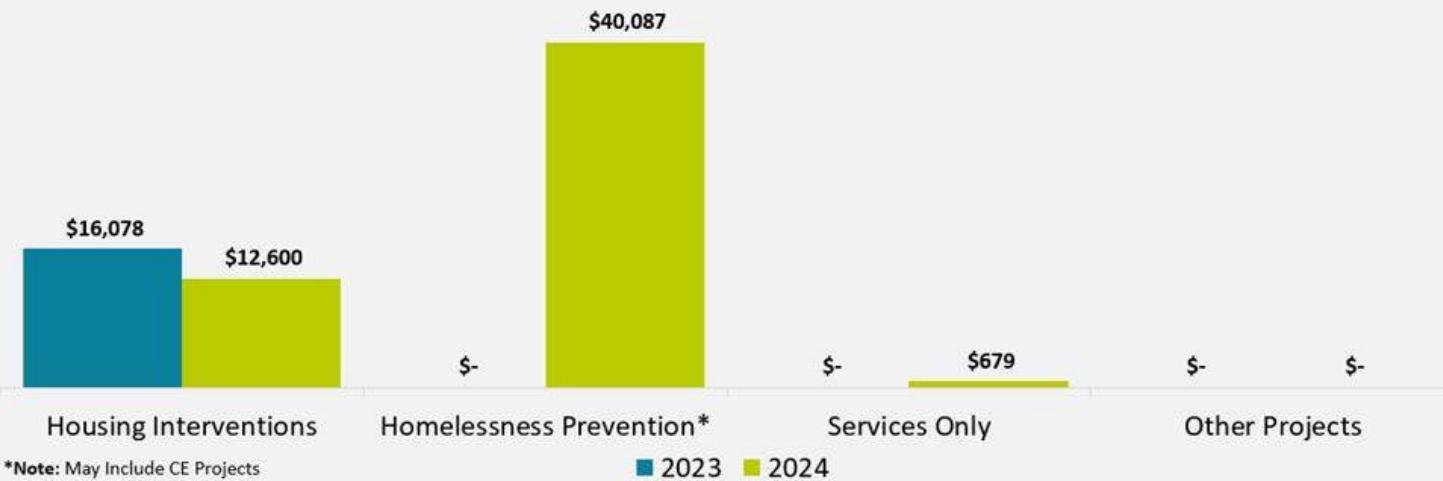
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Prevention

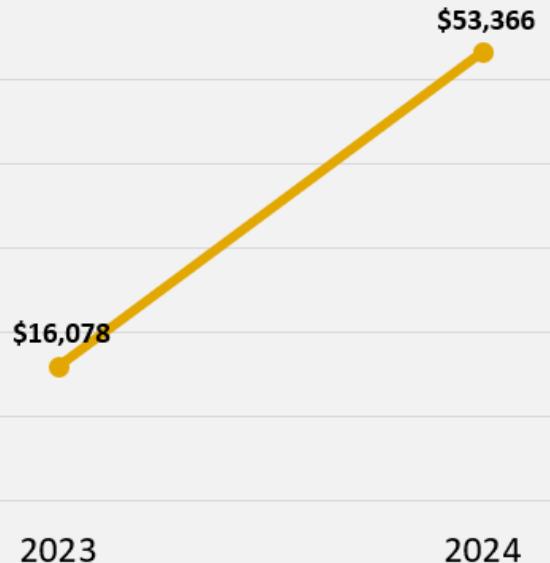
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Housing stability

### Expenditures by Project (2023-2024)



### Total Expenditures (2023-2024)



# Current Resources

CONSOLIDATED HOMELESS GRANT SHIFTED FROM GRANT COUNTY HOUSING AUTHORITY TO HOPESOURCE

# Current System



Emergency Shelter: 19 beds



Homelessness Prevention



Rapid Rehousing



Permanent Supportive Housing: 236 section 8 vouchers



Informal Street Outreach



Faith based and community organization services

# Future Needs by 2030

---

+480 new housing units needed

---

+5 emergency shelter beds

---

+51 permanent supportive housing units

---

+73 non PSH units for extremely low income

# Funding Landscape



Housing Sales & Use Tax



Document Recording Fees



Consolidated Homeless  
Grant

# Goal 1: Promote an equitable, accountable, and transparent *homeless crisis response system*.

- ▶ Inventory existing services and identify gaps.
- ▶ Establish a community communication channel to make requests for community needs.
- ▶ Create a community resource list for homelessness and housing services
- ▶ Explore establishing a permanent housing and homelessness committee at the county level
- ▶ Explore implementation of the coordinated entry system for Adams County.

## Goal 2: Strengthen the homeless service provider workforce.

- ▶ Implement training opportunities and learning collaboratives.
- ▶ Implement communication campaign and toolkit for community members.
- ▶ Support employment programs in Adams County for the homeless service provider workforce.

# Goal 3: Prevent episodes of homelessness whenever possible.

- ▶ Establish and strengthen partnerships.
- ▶ Supporting programs that provide prevention services and life skills education opportunities .
- ▶ Promote program and service awareness and opportunities through community outreach.
- ▶ Provide temporary financial assistance to prevent homelessness
- ▶ Increasing community education and mediation for housing conflicts

## ***Goal 4: Prioritize those with the most significant barriers to housing stability and the greatest risk of harm.***

- ▶ Create an assessment tool for placement prioritization
- ▶ Establish formal partnerships with group services for expedited housing placements.

## **Goal 5: Seek to house everyone in a stable setting that meets their needs.**

- ▶ Increase access to support services, case management, and inter-agency communication
- ▶ Provide temporary and long-term financial support.
- ▶ Explore increasing accessible emergency and temporary shelter and transitional housing.
- ▶ Consider and explore potential future capital projects.

# Questions and comments

# Adams County Homeless Housing Plan

## Introduction

The Adams County 2025–2030 Homeless Housing Plan outlines the community’s approach to addressing homelessness and housing instability over the next five years.

This is the first formal homeless housing plan for Adams County. It reflects the commitment of local leaders, service providers, and community members to come together and build a more effective response system.

Homelessness looks different here than in larger urban areas. Many individuals and families experience hidden homelessness, doubling up with relatives, staying in overcrowded housing, or moving frequently without stable options. The formal homeless response system is still developing and faces capacity and resource challenges.

At the same time, the county has key strengths to build upon. The community is engaged. New partnerships are forming. Data collection and services have improved in recent years. And the Task Force guiding this plan brings energy and commitment to creating real change. This work is about more than programs or funding; it is about helping neighbors find safe and stable housing.

This plan sets out a vision of a community with safe, stable housing for all, where homelessness is rare and brief, and people are thriving and independent. It adopts the State’s mandated goals and proposes initial strategies to guide local action. It also identifies current resources, gaps, and future needs that must be addressed to make progress.

While the plan is an important milestone, it is also a starting point. The coming year will focus on refining strategies, building capacity, and strengthening coordination across partners. The work ahead will require sustained collaboration and a shared commitment to ensuring that everyone in Adams County has access to stable housing.

## About the Plan

The Adams County 2025–2030 Homeless Housing Plan provides a framework for reducing homelessness and improving housing stability in Adams County over the next five years.

Each county in Washington is required by state law (RCW 43.185C) to develop a local homeless housing plan. These plans must align with state goals and priorities while reflecting local needs and conditions. The goal is to guide county efforts to make

homelessness rare, brief, and nonrecurring. It is also intended to serve as a practical tool for service providers, community partners, and local leaders working together to address housing needs in Adams County.

This plan fulfills that requirement and serves several key purposes:

- It establishes a shared vision, mission, priorities, and values for addressing homelessness and housing in Adams County.
- It outlines initial strategies to achieve the state's five mandated goals for reducing homelessness.
- It provides a foundation for coordinated action, funding decisions, and system improvement over time.

The Adams County Homeless Housing Plan is a living document. The county is in the early stages of building a coordinated homeless response system. Many strategies and components will continue to evolve through community input and implementation.

This plan exists because homelessness affects individuals, families, and communities throughout Adams County. It helps ensure that limited resources are used effectively, that people with the greatest needs are prioritized, and that the community is working toward shared outcomes.

## Public Participation & Input

### Homeless Housing Task Force

Public participation is essential to planning because it fosters transparency, builds trust, and ensures that decisions reflect community needs and values. When diverse voices are included, plans are more representative, sustainable, and relevant. It also strengthens accountability, helping planners identify potential challenges early and build public support for implementation. While not all who were invited could participate, those who participated in the task force were key to ensuring the plan accurately represents the Adams County community. More than 20 organizations and groups of people were invited to participate via targeted emails describing the planning process and the importance of participation. Representatives from the following organizations and groups actively participated in the planning process between April and December 2025.

Several attempts were made to engage individuals with lived experience of homelessness and low-income community members in the planning process, including targeted outreach and invitations to participate in the task force. Despite these efforts, direct participation was not achieved during this planning cycle, and therefore no compensation was provided.

Future planning efforts will prioritize earlier and more sustained engagement to ensure these perspectives are represented and appropriately compensated.

**List of task force members/participants:**

Adams County Commissioners

Adams County Building and Planning

Adams County Emergency Management

Adams County Integrated Health Care Services (Behavioral Health Administrative Service Organization, emergency shelter operator)

City of Othello Community Development (largest city)

City of Ritzville Community Development (2<sup>nd</sup> largest city)

City of Ritzville Police Department (2<sup>nd</sup> largest city)

HopeSource (Private nonprofit with experienced in low income housing, homeless outreach provider, permanent supportive housing provider, coordinated entry staff, rental subsidy administrator)

Lighthouse Community Center

Nazarene Church

Opportunities Industrialization Center (OIC)

Othello Food Bank

Othello Housing Authority (permanent supportive housing provider and operator, rental subsidy administrator)

Skillsource

## Local & State Context and Background

Adams County is a rural agricultural community in eastern Washington with a population of just over 21,000 residents (U.S. Census Bureau, 2024). The county's geography and dispersed communities create unique challenges for delivering housing and homeless services. Adams County is the 14<sup>th</sup> largest county in the state covering 1,925 square miles but also has one of the lowest population densities in the state at 10.7 people per square mile (Meseck, Donald, Adams County Profile August 2022.) There are only two cities (Othello and Ritzville) and three towns (Hatton, Lind, and Washtucna) and 55% of the population lives in unincorporated areas (WA Office of Financial Management, April 2025 population

estimates.) Like many rural areas, Adams County faces limited housing availability, high rates of housing cost burden, and a lack of dedicated infrastructure to address homelessness.

Homelessness in Adams County often takes forms that are not easily captured through traditional measures. Many individuals and families experience hidden homelessness, moving frequently between overcrowded or unstable living arrangements. This first Homeless Housing Plan gives the community an opportunity to better understand these patterns and strengthen the local response system.

## Community Demographics and Housing Market

Adams County's population grew by 2.1% between 2020 and 2024. The community has the highest percentage of Hispanic or Latino residents in the state (65%), and nearly one-quarter of residents are foreign-born (23%) (U.S. Census Bureau, 2024). More than one-third of the population (34.5%) is under age 18, giving the county the highest percentage of youth in the state.

Educational attainment and poverty rates present additional challenges. Only 70% of residents have a high school diploma, the lowest rate in Washington, and 15.1% of residents live in poverty (U.S. Census Bureau, 2024).

The housing market reflects both low costs and high need. The county has 7,010 housing units, with 543 vacant. The median home value is \$251,300—the second lowest in the state—and the median gross rent is \$901. Despite these relatively low costs, housing remains unaffordable for many residents: 40% of renters spend more than 35% of their income on rent (U.S. Census Bureau, 2024).

## Community Perspectives on Housing

In recent years, local surveys have highlighted community concerns about housing stability. The 2018 Community Health Survey found that 15% of respondents reported someone moving into their household because they lacked other housing options. Housing was also identified as one of the top service areas needing improvement and ranked seventh among issues affecting quality of life (Adams County Community Health Survey, 2018).

The 2020–2021 Othello Housing Action Plan surfaced similar concerns. Nearly two-thirds of respondents reported difficulty finding affordable housing that met their needs. More than half called for additional apartments and smaller rental units, and 45% identified affordable

and low-income housing as a priority. Local employers also cited housing availability and affordability as barriers to recruiting and retaining workers (Othello Housing Action Plan, 2021).

## Homelessness in Adams County

State data provides a partial view of homelessness in the county. The July 2024 Snapshot Report from the Washington State Department of Commerce identified 151 individuals as unstably housed or homeless in Adams County, with 100 meeting the state's definition of homelessness. Hispanic and Latino individuals were overrepresented among both groups (76% of unstably housed, 68% of homeless) (Commerce, 2024).

Youth homelessness remains a concern. In 2022, 1.7% of youth and young adults ages 12–24 experienced homelessness (Commerce, 2022). This age range reflects the federal definition used for youth homelessness, which includes both minors and transition-age young adults to ensure consistent reporting and service planning. While the needs within this group vary, using this definition aligns with state and federal guidance and funding frameworks. Among single adults experiencing homelessness, a 2021 report found that 21% reported serious mental illness, 28% reported substance use disorder and involvement with the criminal legal system, and 17% reported high medical and behavioral health needs (Commerce, 2021).

System performance data underscores the need for ongoing system strengthening. In 2024, Commerce's County Report Card showed 43 enrollments into services—34 through homelessness prevention and 9 through rapid rehousing. The median length of homelessness was 117 days, and no exits to permanent housing were recorded during the reporting period. The average cost per day was \$93 for homelessness prevention and \$19 for rapid rehousing (Commerce, 2024).

## Service Provider Workforce Challenges

Service providers in Adams County face workforce challenges that mirror trends across Washington. The state's homeless service workforce is under strain, with many positions offering inadequate compensation and limited professional support.

Statewide data from Commerce shows that 33% of providers report frequent experiences of secondary trauma, and 50% report feeling overwhelmed by job demands. Sector challenges include insufficient funding, limited housing stock, emotional strain, and difficulties in building sustainable organizational capacity (Commerce, 2024).

Strengthening the local service workforce is a key step in building a more responsive and sustainable homeless system in Adams County.

## Vision, Mission, and Guiding Principles

Through its first Homeless Housing Plan, Adams County is establishing a shared vision, mission, and set of guiding principles to shape the community's response to homelessness.

These statements were developed by the Homeless Housing Plan Task Force as part of the planning process. They reflect the Task Force's commitment to building a fair, effective, and compassionate homeless response system. As this work continues, the vision, mission, and principles will serve as a foundation for system development and guide decision-making across programs and partnerships.

The following statements are proposed and will be reviewed and refined as part of ongoing plan development.

### Vision Statement

Adams County envisions a community with safe, stable housing for all, where homelessness is rare and brief, and people are thriving and independent.

### Mission Statement

Adams County works to prevent homelessness and strengthen housing services by prioritizing support, fostering collaborative partnerships, and providing sustainable housing solutions that promote stability, dignity, and opportunity for independence.

### Guiding Principles

#### *1. Accessibility*

We are dedicated to an accessible homeless crisis response system that ensures access to resources and housing for all.

#### *2. Accountability & Transparency*

We uphold the highest standards of integrity, openly sharing data, decisions, and outcomes to foster trust among individuals experiencing homelessness, service providers, and the broader community, while also respecting and protecting confidentiality.

### 3. *Workforce Empowerment*

We invest in strengthening the capacity and effectiveness of the homeless service provider workforce.

### 4. *Prevention*

We believe in early intervention and proactive measures to prevent homelessness wherever possible, reducing barriers and creating independence.

### 5. *Housing Stability*

We take a person-centered approach that seeks to house everyone in environments that respect individual needs, preferences, and dignity while fostering long-term stability.

## Current Resources and Future Needs

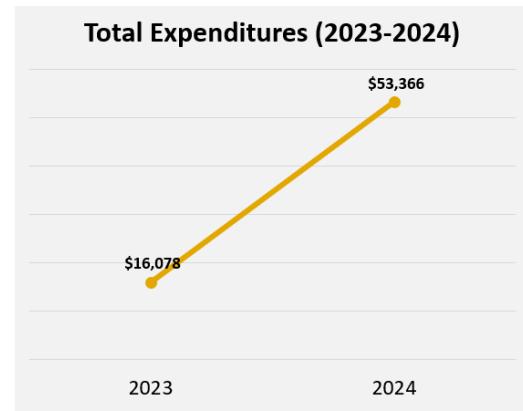
Adams County's homeless response system is in an early stage of development. The county has limited formal infrastructure to address homelessness but has made important progress in building capacity through new partnerships and expanded services. This section summarizes current resources, identifies key system gaps, and outlines future needs that will shape priorities for the next five years.

Until recently, Adams County lacked a dedicated provider for the Consolidated Homeless Grant (CHG), which significantly limited the availability of formal homeless services. In 2023, CHG funds were administered by the Grant County Housing Authority and shared across both Grant and Adams Counties. In 2024, HopeSource was awarded the Consolidated Homeless Grant for Adams County and began providing dedicated, targeted services in the community.

### Annual Expenditures and Enrollments

The total annual expenditures for homeless services in Adams County increased by 332% from 2023 to 2024 (Washington State Department of Commerce, 2024). This increase reflects the establishment of dedicated CHG-funded services in the county and the corresponding growth in service capacity.

Housing interventions provided in both 2023 and 2024 included rapid rehousing and homelessness prevention. In 2024, additional service-only interventions were also provided. Screenshots from the Estimates of Service Levels tool are included in Appendix C.



Performance data from the Washington State Department of Commerce highlights both progress and ongoing challenges. In 2024, 43 individuals enrolled in services, 34 through homelessness prevention and 9 through rapid rehousing. The median length of homelessness for those served was 117 days. No exits to permanent housing were recorded during this reporting period, underscoring the need for expanded housing options and system improvements (Commerce, 2024).

## Current System Components

The current homeless response system in Adams County includes the following components:

- Emergency Shelter: Adams County Integrated Health Care Services provides temporary emergency housing through motel vouchers and limited shelter placements. A total of 19 emergency shelter beds are available, with 18 operated by the county and one by New Hope.
- Homelessness Prevention: HopeSource offers homelessness prevention services, including short-term financial assistance and housing stability support.
- Rapid Rehousing: HopeSource provides rapid rehousing services, with the capacity to serve up to 9 households at a time.
- Permanent Housing: The Othello Housing Authority operates a variety of permanent housing options, including HUD 268 total units, including Project-Based Section 8 units, public housing, low-income tax credit projects, USDA-funded projects, and affordable housing units. These developments serve a range of low-income households, including agricultural workers, seniors, and families.
- Street Outreach: HopeSource conducts informal outreach but does not have a formally funded street outreach program.
- Other Services: Faith-based and community organizations provide additional support, though these services are not fully documented or coordinated through the homeless response system.
- Coordinated Entry: The county does not currently have a formal Coordinated Entry system in place.

## Future Needs and System Gaps

The Housing for All Planning Tool projects that Adams County will require approximately 1,922 additional housing units between 2020 and 2047. For the purposes of this five-year plan, this translates to a need for about 480 new housing units across income levels, with

the greatest demand among extremely low- and very low-income households. These estimates were developed in collaboration with local providers including members of the Task Force, and local comprehensive planners at the county and city levels.

- The county would need **5 additional emergency shelter beds** to meet estimated temporary housing needs.
- **51 permanent supportive housing (PSH) units** are needed to house individuals with the most significant barriers to stability and fall into the extremely low-income households (0-30% AMI).
- **73 additional non-PSH units** are needed for extremely low-income households (0–30% AMI).
- **54 units** for very low-income households (30–50% AMI).
- **91 units** for low-income households (50–80% AMI).
- Additional needs exist across higher income levels, but the largest share of projected need falls below 50% AMI, where private market options are scarce.

Meeting this need will require a significant increase in affordable and supportive housing, coupled with an expansion of services that help people succeed in housing. Expanding flexible housing options and pairing them with appropriate services and support will be important in achieving the goals of this plan.

## Services

In addition to expanding housing capacity, Adams County has the opportunity to further strengthen supportive services to help individuals and families achieve lasting housing stability. Community feedback, national best practices, and local insights highlight the importance of growing supportive services alongside housing to meet the needs of all residents.

Key priorities for service system development include:

- **Behavioral health services:** Expanding access to mental health and substance use treatment will help more individuals maintain stable housing and improve overall well-being. Enhancing partnerships and service capacity in this area is an important opportunity for progress.
- **Prevention and diversion:** Strengthening the county's capacity to prevent new episodes of homelessness is a key focus. By building strong connections with health

care, schools, legal services, and other community partners, Adams County can proactively support households at risk and reduce the flow into homelessness.

- **Street outreach:** Formalizing and funding a dedicated street outreach program will create new pathways to connect unsheltered individuals with housing and services. This will ensure that the most vulnerable members of the community are engaged and supported.
- **Workforce development:** Investing in the homeless services workforce will be essential to sustaining progress. Providing opportunities for training, promoting staff well-being, and ensuring competitive compensation will help attract and retain skilled professionals dedicated to this work.

Expanding these services, alongside housing development, will allow Adams County to build a more responsive and equitable homeless response system. Adams County is taking important first steps. Continued collaboration among local partners will be key to building a stronger system that meets the needs of the community.

## Survey of Fund Sources

All funds listed are specifically to serve Adams County, with the exception of the Homeless Diversion grant which serves both Adams and Grant County. Prior to FY24, the Consolidated Homeless Grant funds for Grant and Adams Counties were combined and administered by Grant County Housing Authority. Towards the end for FY24, the CHG funds for Adams County were awarded to HopeSource. FY25 amounts reflect the full amount of the CHG for the fiscal year.

Fund Source	Source	Status	Allowable Uses	Amount received SFY24	Actual/projected received SFY25
<b>Affordable and Supportive Housing Sales and Use Tax (RCW 82.14.540)</b>	Local	Receiving/collecting	Acquisition, rehab, construction of AH, O&M for AH or supportive housing	<b>\$75,501.53</b>	<b>\$76,546.64</b>
<b>Document Recording Surcharge, Local Portion (RCW 36.22.250)</b>	Local	Receiving/collecting	Acquisition/rehab/construction; operations & maintenance of AH; shelter operations	<b>\$93,725</b>	<b>\$15,000.00</b> <b>\$78,000.00</b>
<b>Local Document Recording Fees Support (Commerce)</b>	State	Receiving/Collecting	“for maintaining programs and investments” under local homeless housing plans and affordable housing under RCW 36.22.250.	<b>\$16,671.00</b>	<b>\$26,100.00</b>
<b>HUD Continuum of Care Grant</b>	Federal	Expiring	Permanent supportive housing, rapid rehousing, transitional housing, supportive services, acquisition/rehab	<b>\$679.00</b>	<b>N/A</b>
<b>Consolidated Homeless Grant/System Demonstration Grant</b>	State	Receiving/collecting	Homeless housing and assistance	<b>\$52,686.89</b>	<b>\$479,426.00</b>
<b>Connecting Housing to Infrastructure (CHIP)</b>	State	Receiving/collecting	Utility improvements for affordable housing, reduce per unit connection fees	<b>\$1,511,754.00</b>	<b>N/A</b>
<b>Homeless Diversion Grant (Opportunities Industrialization Center)</b>		Receiving/collecting		<b>N/A</b>	<b>8,333.00*</b>

<b>Mental Health Sales and Use Tax (RCW 82.14.460)</b>	Local	Not receiving/collecting	Mental health and drug treatment	N/A	N/A
<b>Housing and Related Services Sales and Use Tax (RCW 82.14.530)</b>	Local	Not receiving/collecting	Acquisition, construction of AH or behavioral health housing, O&M for AH or supportive housing	N/A	N/A
<b>Local Housing Levies (RCW 84.52.105)</b>	Local	Not receiving/collecting	Affordable Housing for very-low income households, affordable homeownership, owner-occupied home repair, foreclosure prevention	N/A	N/A
<b>HUD Emergency Solutions Grant</b>	Federal	Not receiving/collecting	Rapid re-housing, emergency shelter, and homelessness prevention	N/A	N/A
<b>HUD Community Development Block Grant</b>	Federal	TBD	Acquisition, preservation of existing housing, rehab, weatherization, home buyer assistance. NO NEW Const.		
<b>HUD Youth Homelessness Demonstration Project Grants</b>	Federal	Not receiving/collecting	Rapid rehousing, permanent housing, transitional housing, and host homes for youth	N/A	N/A
<b>HOME</b>	Federal	Not receiving/collecting	New construction, acquisition, preservation, rehab, home buyer assistance	N/A	N/A

*\*Estimate of the Adams County portion of the 3 year program serving both Grant and Adams Counties*

## Goals and Strategies

The Adams County 2025–2030 Homeless Housing Plan is structured around five goals mandated by the State of Washington. These goals establish a common framework for county homeless housing plans across the state and reflect key priorities for reducing homelessness and improving housing outcomes.

The strategies in this section represent initial ideas for local action, based on current resources, identified needs, and input from the Task Force. As Adams County is in the early stages of system development, many of these strategies are foundational, focused on building capacity and strengthening coordination.

The Task Force will meet to refine and prioritize strategies and develop metrics to track progress over time. The strategies below are intended as a starting point for that ongoing work.

### Goal 1: Promote an equitable, accountable, and transparent *homeless crisis response system*.

Strategies	Measures of Success	Timeline
A. Inventory existing services and identify gaps.	<ul style="list-style-type: none"><li>Completed inventory of services</li><li>Identified gaps with committee</li></ul>	Start and complete in 2026
B. Establish a community communication channel to make requests for community needs.	<ul style="list-style-type: none"><li>Identified communication channel</li><li>Community needs met through channel</li></ul>	Start in 2026, then ongoing
C. Create a community resource list for homelessness and housing services that is kept updated and is widely available, and all agencies who might have contact with those in need have the list and distribute it.	<ul style="list-style-type: none"><li>Identified entity to manage resource guide</li><li>Resource guide created</li></ul>	Start in 2026, then ongoing
D. Explore establishing a permanent housing and homelessness committee at the county level.	<ul style="list-style-type: none"><li>Formal committee established</li><li>Members actively participating</li><li>Hold regular meetings to implement and monitor plan</li></ul>	Start in 2026, then ongoing

	<ul style="list-style-type: none"> <li>• Person with lived experience participating</li> </ul>	
Explore implementation of the coordinated entry system for Adams County.	<ul style="list-style-type: none"> <li>• Assessment of readiness for coordinated entry</li> </ul>	Revisit in 2029

## Goal 2: Strengthen the homeless service provider workforce.

Strategies	Measures of Success	Timeline
A. Implement training opportunities and learning collaboratives as opportunities for service providers, including learning about each other's programs and services.	<ul style="list-style-type: none"> <li>• Identified training needs</li> <li>• Regular (quarterly at least) service provider meetings</li> </ul>	Start in 2027, then ongoing
B. Implement communication campaign and toolkit for community members about how to provide assistance to people who are unhoused or who are looking for resources.	<ul style="list-style-type: none"> <li>• Tool kit created</li> <li>• Venues communicated</li> </ul>	Start in 2027, then ongoing
C. Support employment programs in Adams County for the homeless service provider workforce.	<ul style="list-style-type: none"> <li>• Continuation and expansion of existing employment programs in Adams Co.</li> </ul>	Start in 2027, then ongoing

## Goal 3: Prevent episodes of homelessness whenever possible.

Strategies	Measures of Success	Timeline
A. Establish and strengthen partnerships between different sectors, including homeless providers, municipalities, law enforcement, emergency management, public health etc.	<ul style="list-style-type: none"> <li>• MOUs in place</li> <li>• Regular meetings of partners</li> </ul>	Start in 2026, then ongoing
B. Supporting programs that provide prevention services (afterschool and extracurricular activities, etc.) and life skills	<ul style="list-style-type: none"> <li>• Continuation and expansion of existing life skills and prevention programs</li> </ul>	Start in 2026, then ongoing

education opportunities for youth and adults.		
C. Promote program and service awareness and opportunities through community outreach.	<ul style="list-style-type: none"> <li>• Regular information sessions</li> <li>• Outreach events</li> <li>• Local marketing efforts</li> </ul>	Start in 2026, then ongoing
D. Provide temporary financial assistance to prevent homelessness (i.e. rent, deposits, utilities, furnishings, food, transportation, shelter, hygiene supplies, medical costs, etc.)	<ul style="list-style-type: none"> <li>• Program established</li> <li>• Clients/households served</li> <li>• Average length of time homeless</li> </ul>	Start in 2028, then ongoing
E. Increasing community education and mediation for housing conflicts (landlord-tenants, family conflict, etc.)	<ul style="list-style-type: none"> <li>• Program established</li> <li>• People trained/educated</li> <li>• Mediation provided</li> </ul>	Start in 2028, then ongoing

**Goal 4: Prioritize assistance based on the greatest barriers to housing stability and greatest risk of harm.**

Strategies	Measures of Success	Timeline
A. Create an assessment tool for placement prioritization given current resources and to reduce service gaps.	<ul style="list-style-type: none"> <li>• Tool created</li> <li>• Evaluation of tool effectiveness</li> </ul>	Start and complete in 2027
B. Establish formal partnerships with group services for expedited housing placements.	<ul style="list-style-type: none"> <li>• MOUs established</li> </ul>	Start and complete in 2028

**Goal 5: Seek to *house everyone in a stable setting* that meets their needs.**

Strategies	Measures of Success	Timeline
A. Increase access to support services, case management, and inter-agency communication.	<ul style="list-style-type: none"> <li>• People served through case management</li> <li>• Interagency referrals</li> <li>• People exiting to permanent housing</li> </ul>	Start in 2027, then ongoing

<p>B. Provide temporary and long-term financial support through subsidies and permanent supportive housing.</p>	<ul style="list-style-type: none"> <li>• Program established</li> <li>• People/households served</li> <li>• People exiting to permanent housing</li> <li>• Returns to homelessness</li> </ul>	Start in 2028, then ongoing
<p>C. Explore increasing accessible emergency and temporary shelter and transitional housing options in the community.</p>	<ul style="list-style-type: none"> <li>• Assessment of need completed</li> <li>• List of options created</li> </ul>	Revisit in 2029
<p>D. Develop a prioritization criteria to consider potential future capital projects.</p>	<ul style="list-style-type: none"> <li>• List of options created</li> </ul>	Revisit in 2030

The task force has opted to not include additional local objectives at this time. The state objectives are comprehensive and given that this is the county's first homeless housing plan, the task force wants to make sure it is realistic.

## Appendix A

List of organizations/groups that were invited to participate in the planning process:

- 4 Clients of HopeSource (individuals with lived experience of homelessness)
- Adams County Integrated Health Care Services (Behavioral Health Administrative Service Organization, emergency shelter operator)
- Adams County Sheriff's Office
- City of Lind
- City of Othello (1<sup>st</sup> largest city)
- City of Ritzville (2<sup>nd</sup> largest city)
- City of Washtucna
- Columbia Basin Health Association
- East Adams Library District
- East Adams Rural Healthcare
- HopeSource (Private nonprofit with experience in low income housing, homeless outreach provider, permanent supportive housing provider, coordinated entry staff, rental subsidy administrator)
- Lind-Ritzville Cooperative Schools
- Mennonite Church
- Nazarene Church
- New Hope
- Othello Community Hospital
- Othello Housing Authority (permanent supportive housing provider and operator, rental subsidy administrator)
- Othello Police Department
- Othello School District
- Ritzville Library

Email language that was sent to invite participants:

*I hope this message finds you well. As part of our commitment to addressing homelessness in Adams County, we are embarking on an important initiative to develop a 5-year Homeless Plan for the county. This plan will be focused on identifying sustainable solutions and creating actionable strategies to reduce homelessness and improve services for individuals experiencing housing instability.*

*We are inviting key community stakeholders to join a Task Force that will guide the development of this plan. The Task Force will be responsible for offering input on priorities, reviewing data, providing*

*insight into existing resources, and brainstorming innovative approaches that can have a lasting impact.*

*We would be honored to have you participate, as your expertise and experience will be invaluable to this process. The workgroup will meet monthly starting in Mid-April through December. Please let us know if you are available to participate and if you would like to nominate anyone from your organization or network to participate as well. We will follow up with a survey to determine the best meeting time for the group.*

*The success of this effort will depend on collaboration from a broad range of perspectives, and we believe your input will be instrumental in shaping a meaningful, community-driven plan.*

***Please reply to this email if you are interested in participating.*** Also, please feel free to reach out if you have any questions or would like more details. We look forward to working together to create a more sustainable and supportive future for those experiencing homelessness in Adams County.

## Appendix B

### Notices of Plan Development

(Adams County does not use social media.)

### Notice of Plan Development for the 2025-2030 Local Homeless Housing Plan for Adams County

[Liz Powell, Ritzville Journal](#) | Last updated May 01, 2025 8:9am

### Notice of Plan Development for the 2025-2030 Local Homeless Housing Plan for Adams County

Adams County in collaboration with HopeSource is initiating the development of the 2025-2030 Local Homeless Housing Plan aimed at addressing homelessness in our community. This five-year plan will include goals, strategies, activities, performance measures, and timelines to eliminate homelessness within Adams County. The 2025-2030 Local Homeless Housing Plan is expected to be adopted by the Adams County Board of Commissioners in December of 2025. Please direct your comments to Brittany Bouchouari with HopeSource: [bbouchouari@hopesource.us](mailto:bbouchouari@hopesource.us)

Published April 30 and May 7, 2025



The screenshot shows the Adams County website with a dark green header. The header includes the Adams County logo, navigation links for GOVERNMENT, DEPARTMENTS, RESIDENTS, BUSINESS, and QUICK LINKS, a search bar, and language selection options. The main content area displays a table titled '2025 Projects' with the following data:

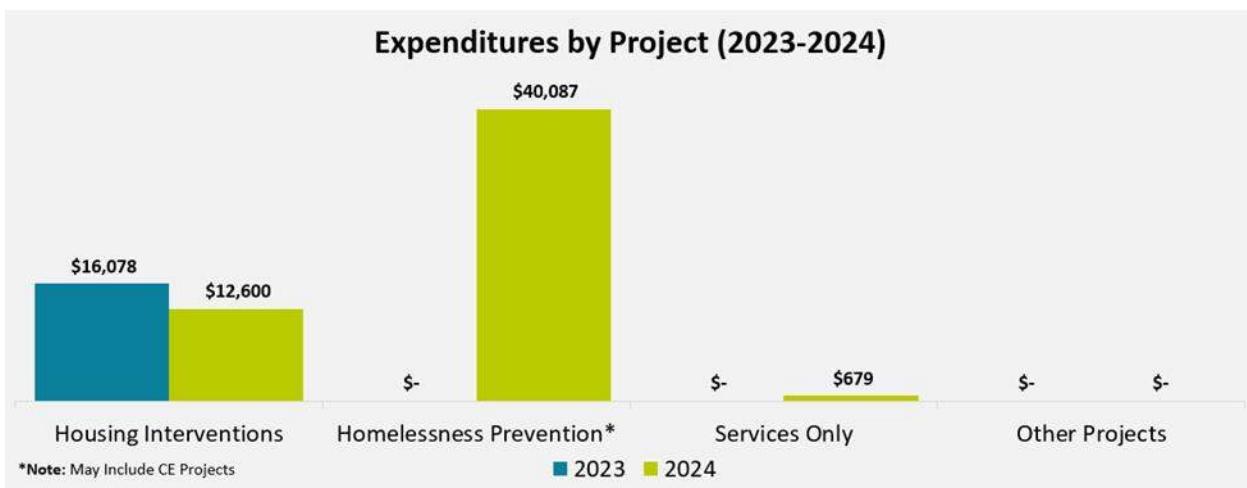
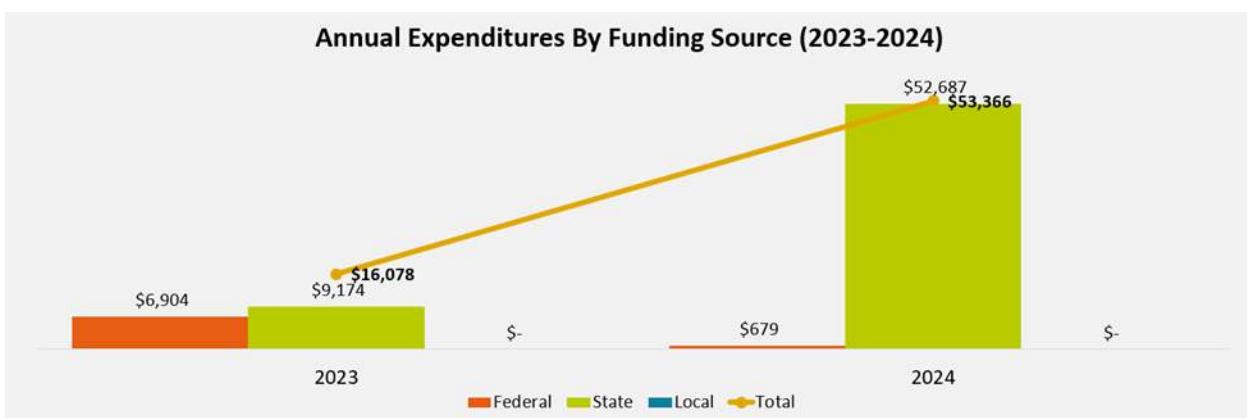
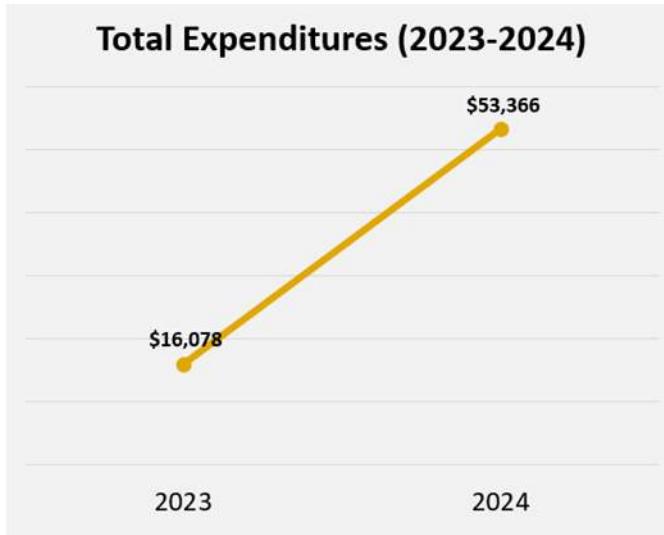
2025 Projects						
	Project Name	Site Location	Application Number	Project type	Document Links	Status
Zoning Map & Codes	Ritzville Warehouse / Templins AC Storage Facility	1608 N Sage Rd. Parcel No. 29351204-00001	ACLU-2025-013	Project SEPA Review	DNS, Notice of Application, SEPA Checklist, Site Plan, Preliminary Construction Plan, SEPA Application	Closed
Public Notices	Title 17 Update and Zoning Map Amendment	Adams County	N/A		Information Webpage	Pending BOCC Approval
Hearing Examiner	Weis Towers New Cell Tower	Parcel 2536300010001	ACLU-2025-012	SEPA Review	DNS, Notice of Application, SEPA Checklist.	Closed
	Notice of Plan Development for the 2025-2030 Local Homeless Housing Plan for Adams County.	N/A	N/A		<p>Adams County in collaboration with HopeSource is initiating the development of the 2025-2030 Local Homeless Housing Plan aimed at addressing homelessness in our community. This five-year plan will include goals, strategies, activities, performance measures, and timelines to eliminate homelessness within Adams County. The 2025-2030 Local Homeless Housing Plan is expected to be adopted by the Adams County Board of Commissioners in December of 2025.</p> <p>Please direct your comments to Brittany Bouchouari with HopeSource: <a href="mailto:bbouchouari@hopesource.us">bbouchouari@hopesource.us</a></p>	Pending

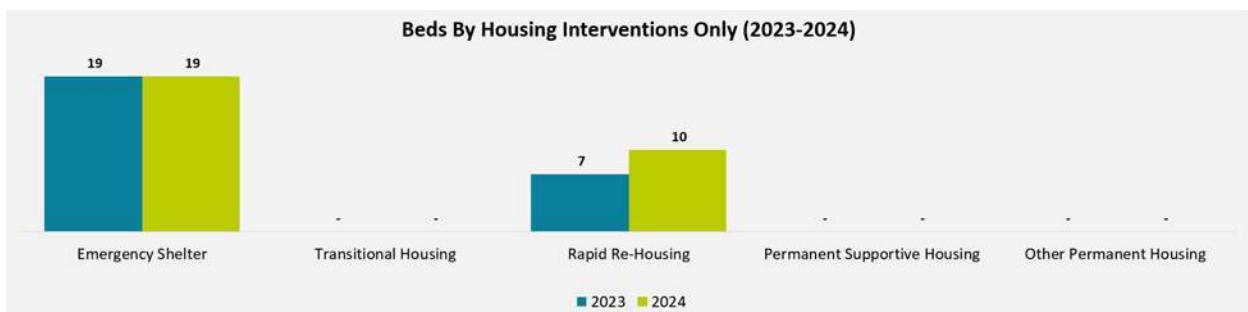
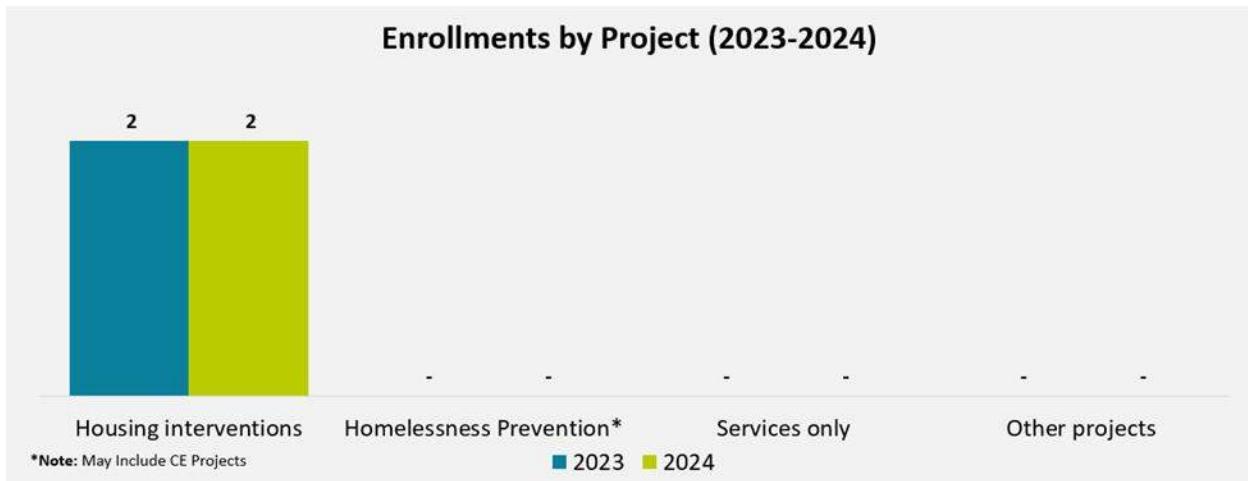
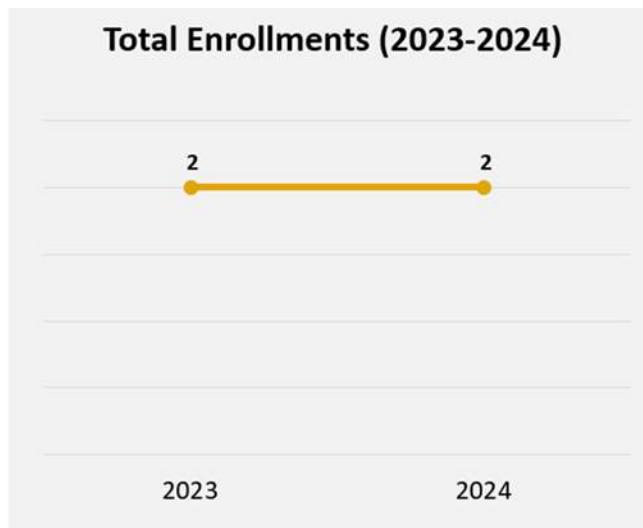
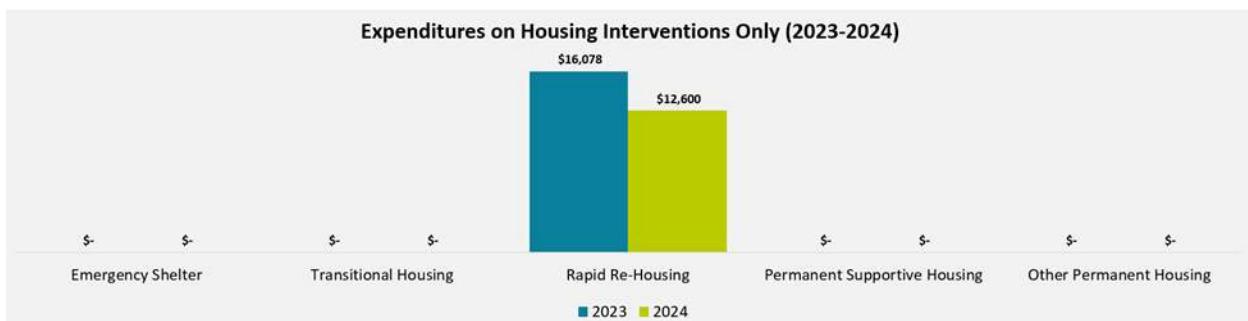
## Notices of Public Hearing

TBD

## Appendix C

### Estimates of Service Levels





## Appendix D

### Alignment with Local Planning Documents

This crosswalk outlines how the goals of the Adams County 5-Year Homeless Housing Plan align with existing local and regional planning documents. The purpose is to ensure consistency across planning efforts, highlight shared priorities, and identify opportunities to build on established policy frameworks. Each goal is paired with relevant comprehensive plans or housing action plan.

Goal	Local Report / Plan	Alignment
Goal 1: Promote an equitable, accountable, and transparent homeless response system	Adams County Comprehensive Plan	The “Plan Development and Public Participation” chapter outlines the county’s approach to involving the public in planning processes.
	City of Othello Housing Action Plan (2021)	Developed with Washington Commerce support, includes strategies for community engagement to inform housing priorities.
Goal 3: Prevent episodes of homelessness whenever possible	City of Othello Housing Action Plan (2021)	Sets strategies to expand housing supply, increase housing variety, and streamline development processes, which address structural drivers of homelessness.
Goal 4: Prioritize assistance based on greatest barriers to housing stability and greatest risk of harm	Ritzville Comprehensive Plan Housing Update	Highlights affordable housing, smaller homes, and aging-in-place needs, identifying specific populations (seniors, cost-burdened households) to inform prioritization frameworks.
	Adams County Comprehensive Plan	The Residential Lands framework provides countywide policy direction for housing development and stability.
Goal 5: Seek to house everyone in a stable setting that meets their needs	City of Othello Housing Action Plan (2021)	Formally adopted by City Council resolution, it includes actionable strategies to increase affordable, stable housing options.

# Appendix E

## Invite language for participants with lived experience

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On Mar 25, 2025, at 3:23 PM, Brittany Bouchouari <bbouchouari@hopesource.us> wrote:

I hope this message finds you well. As part of our commitment to addressing homelessness in Adams County, we are embarking on an important initiative to develop a 5-year Homeless Plan for the county. This plan will be focused on identifying sustainable solutions and creating actionable strategies to reduce homelessness and improve services for individuals experiencing housing instability.

We are inviting key community stakeholders to join a Task Force that will guide the development of this plan. The Task Force will be responsible for offering input on priorities, reviewing data, providing insight into existing resources, and brainstorming innovative approaches that can have a lasting impact.

We would be honored to have you participate, as your expertise and experience will be invaluable to this process. The workgroup will meet monthly starting in Mid-April through December. Please let us know if you are available to participate and if you would like to nominate anyone from your organization or network to participate as well. We will follow up with a survey to determine the best meeting time for the group.

The success of this effort will depend on collaboration from a broad range of perspectives, and we believe your input will be instrumental in shaping a meaningful, community-driven plan.

**Please reply to this email if you are interested in participating.** Also, please feel free to reach out if you have any questions or would like more details. We look forward to working together to create a more sustainable and supportive future for those experiencing homelessness in Adams County.

Best regards,

Fri 4/4/2025 8:00 AM

Good morning

I will be sharing a meeting poll this morning, please indicate the timings that work best for your schedule.

As someone with lived experience of homelessness, your time will be compensated. I'm still working with our finance team to figure out the details. In the past, we've given compensation through gift cards or checks, and I'll keep you updated on how this will work.

Thank you so much for agreeing to be part of this important work. Your experience is very important to this project, and we look forward to hearing from you.

Best regards,

**City of Othello**  
**Building and Planning Department**  
**August 2025**

<b>Building Permits</b>			
	Applied	Issued	Final
Residential	9 <sup>1</sup>	6 <sup>4</sup>	12 <sup>7</sup>
Commercial	3 <sup>2</sup>	2 <sup>5</sup>	3 <sup>8</sup>
Industrial	0	0	0
Total	12	8	15

<sup>1</sup> 1 single family, 1 single family remodel, 1 storage shed, 1 fence, 5 reroof  
<sup>2</sup> Othello School District sign, fire suppression hood at Emmanuel Church, Lawrence Oil fence permit  
<sup>4</sup> 1 single family, 1 replace siding, 3 reroof, 1 HVAC  
<sup>5</sup> Mid Columbia Libraries remodel at 125 E. Hemlock, fire suppression hood at Emmanuel Church  
<sup>7</sup> Sand Hill Apartments Bldgs A & B (24 units each), 6 single family, 1 remodel house into duplex, 1 reroof, 2 fences  
<sup>8</sup> Office building for Sand Hill Apartments, Columbia Physical Therapy remodel, TLC Meats new freezer

#### **Development Projects**

- For the proposed gas station/convenience store at Broadway and Curtis, WSDOT and the engineer designing the mini roundabout have a remote meeting every other week. As of 8/28, WSDOT was mostly satisfied with the roundabout design but it still needs work. There is concern about the proximity of the proposed site driveway to the roundabout. Updated civil plans for the gas station were submitted to the city 8/27 but showed an older version of the roundabout. These issues need to be resolved before the gas station permit can move forward.
- STCU building permit signed off by all city reviewers end of August (paid for and issued early September).

#### **Inspections**

- The inspector completed 170 inspections in August including 7 rental inspections. This also includes the final inspections of the two 24-unit apartment buildings, which involves inspecting each individual apartment and takes multiple hours for each building.

<b>Land Use Permits</b>		
Project	Actions in August	Status as of August 31
Bench Road Annexation	No change (Public hearing held July 14 and further continued to Oct. 13)	Waiting for an updated petition.
Charan Short Plat final plat (approved Aug. 2023)	No change	Waiting for more information from the property owner, and new building plans.

Land Use Permits		
Project	Actions in August	Status as of August 31
Hampton Development LLC Annexation	Mtg with proponents about development process. Received recorded ordinance back from County Auditor.	Waiting for end of 60-day notification period (Sept. 15). Then will amend city maps and conduct the required population census.
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.
Ortiz-Banos Short Plat (creating 2 lots for 2 existing duplexes)	Engineering company is working to make the corrections (final plat approved in June)	Waiting for mylars for recording.
Pegram Major Plat & Development Agreement	Engineering company called, they are drafting a development agreement and maybe changing the layout.	Waiting for additional information from proponent.
Wahitis Short Plat	No change (Updated plat drawings routed for review in May 2024)	Staff will need to review the updated drawings.

### Rental Licensing & Inspection Program

- 3 rental applications for 3 units were submitted this month.
- 5 sites with 59 units were approved this month (including 48 new apartments).
- There were 7 rental inspections this month.
- 223 locations with a total of 507 units have been fully approved so far.
- There are currently 20 active applications for 31 units in various stages of inspection and correction (including 4 sites/5 units under construction).

### Municipal Code

- Planning Commission did a final review of the updated draft Subdivision Code, OMC Title 16. The draft was sent to the City Attorney and City Engineer/Public Works Director, with public hearings anticipated in October.
- Drafted code for keeping of bees and removing the prohibitions on beehives, to comply with RCW 36.63.300 and 35A.63.320.

### Housing & Homelessness

- Participated in the monthly meeting of the Adams County Homelessness Task Force, run by the consultant (Hope Source) hired through the CLIHP grant the city and county were awarded to create the required 5-Year Homeless Plan and do other housing planning. At the August meeting, the task force worked on strategies to implement the state objectives, measures of success, and timelines. The consultant intended to have a draft plan to submit to the state's consultant by Sept. 1 for review comments.
- Received application to finalize Multi Family Tax Exemption (MFTE) for Sand Hill Apartments. Determined that our source for income limits, Washington Center for Real Estate Research (WCRER), had some glitches in their calculations, making Othello's income limits higher than

Moses Lake's, even though Moses Lake's median income is substantially higher than Othello's. Met with WCRER and Commerce, WCRER corrected their methodology. The new calculation affects Sand Hill Apartment's one required "low income" (50-80% median income) unit but not their 9 required "moderate income (80-115% median income) units, since the proposed rent for all units meets even the recalculated limits.

#### **Training**

- Affordable Housing: Pro Formas for Single & Multifamily Housing
- City Hall Run-Hide-Fight training and tourniquet training
- Q-GIS Basics (free GIS program)

#### **Other**

- Participating in discussions between cities, counties, and developers about rewriting the state subdivision statute (RCW 58.17)
- Attended Innovia Foundation Community Heart and Soul presentation for Othello

**City of Othello**  
**Building and Planning Department**  
**September 2025**

<b>Building Permits</b>			
	Applied	Issued	Final
Residential	10 <sup>1</sup>	14 <sup>4</sup>	12 <sup>7</sup>
Commercial	1 <sup>2</sup>	3 <sup>5</sup>	0
Industrial	0	0	0
Total	11	17	12

<sup>1</sup> 2 single family, adding covered front porch, adding crawl space, 1 remodel, 1 fence, 4 reroof  
<sup>2</sup> Fence around HVAC at 70 W Hemlock  
<sup>4</sup> 1 single family, 1 replace siding, 3 reroof, 1 HVAC  
<sup>5</sup> STCU addition (full branch at drive-thru location), fence around HVAC at 70 W Hemlock, Huskie Hub Sign  
<sup>7</sup> 2 ADUs, 1 convert garage to apartment, 1 remodel, 1 siding, 1 HVAC, 5 reroof, 1 fence

#### **Development Projects**

- For the proposed gas station/convenience store at Broadway and Curtis, WSDOT and the engineer designing the mini roundabout have a remote meeting every other week. The roundabout design is progressing but they will still need to address the proximity of the proposed site driveway to the roundabout. These issues affect the design of the site so need to be resolved before the gas station permit can move forward.

#### **Inspections**

- The inspector completed 84 inspections in September including 2 rental inspections.

<b>Land Use Permits</b>		
Project	Actions in September	Status as of September 30
Bench Road Annexation	Updated petition received and forwarded to County Assessor to certify it.	Waiting for Assessor to certify the updated petition. Public hearing has been continued to Oct. 13.
Charan Short Plat final plat (approved Aug. 2023)	No change	Waiting for more information from the property owner, and new building plans.
Hampton Development LLC Annexation	Attempted census of the house within the annexation area. Mtg with proponents about development proposals. Requested changes to City maps, especially Zoning Map.	Waiting for contact from resident of house within the annexation area for required OFM census before completed required filings with the state.

Land Use Permits		
Project	Actions in September	Status as of September 30
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.
Ortiz-Banos Short Plat (creating 2 lots for 2 existing duplexes)	Reviewed pre-mylar drawing.	Waiting for mylars for recording. Expected mid-October.
Pegram Major Plat & Development Agreement	Engineering company called, they are working on addressing the issues. Proponent will be requesting a name change to Fox Meadows Major Plat	Waiting for additional information from proponent.
Subdivision Code Update SEPA	Completed Environmental Checklist. Issued & routed DNS.	DNS & public hearing notice will be published 10/8. Appeal period ends 10/17. Public hearings 10/20 & 10/27
Wahitis Short Plat	No change (Updated plat drawings routed for review in May 2024)	Staff will need to review the updated drawings.

### Rental Licensing & Inspection Program

- No rental applications were submitted this month.
- 1 site with 1 unit was approved this month.
- There were 2 rental inspections this month.
- 224 locations with a total of 508 units have been fully approved so far.
- There are currently 19 active applications for 30 units in various stages of inspection and correction (including 4 sites/5 units under construction).

### Municipal Code

- Council introduction of the updated draft Subdivision Code, OMC Title 16.
- Council discussed draft code for keeping of bees, in compliance with RCW 36.63.300 and 35A.63.320, and provided feedback for staff to incorporate.

### Housing & Homelessness

- Participated in the monthly meeting of the Adams County Homelessness Task Force, run by the consultant (Hope Source) hired through the CLIHP grant the city and county were awarded to create the required 5-Year Homeless Plan and do other housing planning. At the September meeting, the task force reviewed and commented on the draft plan, which has also been submitted to the state's consultant for review comments.

### Long Range Planning

- Working on contract for consultant to prepare Comprehensive Plan and Critical Area updates.

**Training**

- Annual Washington City/County Planning Directors Conference. As always, this conference was exceptional. Some of the best sessions were on managing employees from different generations with different mindsets, recent land use law changes, legislative update with city and county lobbyists (AWC and WSAC) and state agencies, and Development Agreements (panelists included planners and an attorney who have worked on many development agreements, and also the Mayor of Cle Elum who is dealing with the results of an agreement that did not go well).

**Other**

- Participating in discussions between cities, counties, and developers about rewriting the state subdivision statute (RCW 58.17)
- Attended Innova Foundation Community Heart and Soul presentation for Othello

## 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
<b>1. Revising Zoning and Building Standards</b>					
1.1	Coordinate future upzoning in areas likely to experience redevelopment	✓	✓	✓	✓
1.2	Modify setback, lot coverage, and landscaping standards for site design	Mostly Completed	✓	✓	
1.3	Require minimum residential densities for development	✓		✓	
1.4	Add provisions for ADUs or smaller lot homes in some residential zones	Mostly Completed	✓		✓
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	✓	✓	✓	✓
<b>2. Parking and Transportation Standards</b>					
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	✓	✓	
<b>3. Affordable Housing Incentives or Investments</b>					
3.1	Offer density bonuses for affordable housing	✓	✓	✓	✓
3.2	Offer alternative development standards for affordable housing	✓	✓	✓	✓
3.3	Offer fee waivers for affordable housing	✓	✓	✓	✓
3.4	Explore the use of a Multifamily Tax Exemption (MFTE) program for affordable housing.	Completed	✓	✓	✓
<b>4. Process Improvements</b>					
4.1	Streamline permit review	✓	✓	✓	