

**CALL TO ORDER**

Pro-Tem Terry Thompson, called the meeting to order at 6:01 p.m. January 20, 2015.

**ROLL CALL**

Commissioners: Pro-Tem Terry Thompson, Mike Bailey, Roger Ensz, Pat Simmons, and Rex Robbins.  
Staff: City Community Development Director Travis Goddard, and Planning Secretary, Trisha Tolley

Public: Mayor Shawn Logan, City Administrator Wade Farris, Council Members John Lallas and Corey Everett, Pete Olsen, Bob Carlson, Jesse Cowger and Kurt Holland with the Varela & Associates Engineering Firm

Quorum Established.

**APPROVAL OF NOVEMBER 18, 2013 AND MARCH 17, 2014 PLANNING COMMISSION MEETING MINUTES**

It was voted to accept the minutes from November 18<sup>th</sup>, 2013. M/S Bailey/Ensz  
It was voted accept the minutes from March 17<sup>th</sup>, 2014. M/S Simmons/Bailey

**ELECT NEW PLANNING COMMISSION CHAIRMAN**

A nomination for Planning Commission Chair was made by Rex Robbins to elect Terry Thompson.  
M/S Robbins/Bailey

**ELECT NEW PRO-TEM CHAIRMAN**

A nomination was made by Mike Bailey to elect Rex Robbins as the Pro-Tem Chair. M/S Bailey/Ensz

**NEW COMMUNITY DEVELOPMENT DIRECTOR INTRODUCTION**

Community Development Director Travis Goddard introduced himself to the Planning Commission members. He explained what his intentions were for the City of Othello as the Community Development Director. His vision for the city in the next 20 years was to be ahead of the curve with whatever our population is and be prepared for growth, will have infrastructure in place, will know what the community is going to look like before we arrive there and help achieve your vision whatever it is when it's laid out in the comprehensive plan. Mr. Goddard then asked each member of the planning commission as well as the public to comment on what they would like Othello to look like in 20 years. Planning Commission Member Pat Simmons – would like to see the city grow in a planned fashion with some direction with economic growth, with small businesses and have more things to do than there is now. Roger Ensz - would like to see the city grow and have more housing and keep the small town feel we have to make it appealing. Terry Thompson – indicated that he has sold real-estate for a living for the last nine years and said Othello is short of housing. About five years ago a study was done and at that time 35% of our work force lived in Moses Lake or Tri Cities. Othello did not have enough housing or rentals. He would like to see some ground designated for R-4 zoning where we could have some duplexes or small apartment complexes. Rex Robbins – has lived in and around Othello since 1985, and thinks Othello great place to raise a family. He believes we are going a good direction. One thing he would like to see is more variety in restaurants, like Sheri's or Perkins. Mike Bailey – felt that Othello was always on the verge of turning the corner, from being a co-dependent little community out in the middle of nowhere, becoming its own master and attracting people and businesses. He feels in 20 years that Othello will be able to provide citizens of Othello everything they need. Public Comments: City Administrator, Wade Farris – would like to see better restaurants, we need more affordable housing, more rental housing, more amenities. Jessie Cowger with Varela & Associates Engineering Firm was present as a complimentary portion to the planning side of things, helping the city answer some of the infrastructure questions and wanted to hear what the planning commission has a vision for. Pete Olsen – He likes the more housing idea. He also suggested that if the city wants more rental housing we need to keep an eye on the

balance between the subsidized housing and the market housing, it really messes up the market end of it when it gets out of balance. Kurt Holland with Varela & Associates Engineering – he is excited to help and support the city staff in their ambitions and goals to grow Othello in the most cost feasible manner as possible. Mayor of Othello, Shawn Logan – He and Wade Farris wanted to put a team together (Planning Commission) to tackle this project and do it right. The Planning Commission is going to help Othello, with their different backgrounds and experiences, they will be helping review the sub division codes, so the public will know and understand what is required of them before they even start a project. We want to make it easy to develop in Othello and since we have over grown our Comprehensive Plan boundaries we are going to review and update the Comprehensive Plan so we can expand and plan outside those boundaries. The city out grew our part-time Planner and now have hired a full time Community Developer Director, Travis Goddard. He is extremely experienced and is going to help guide us through the process. Council Member John Lalas – He would like to see Othello grow in a manner that’s sustainable and he agrees we do have a housing shortage and we do not need subsidizing housing, we need sustainable housing. We need it to be managed and controlled by code enforcement and ordinances, we don’t need a bunch of dumps popping up all over the place. He feels we are heading in the right direction. Council Member Corey Everett believes Othello is at an exciting time right now. He hopes it grows at a managed rate. Bob Carlson - agrees it would be nice to have a self-sustainable city. We need things to be planned out in advanced, so that traffic is figured out. 14<sup>th</sup> Ave could start having problems South of Main Street if things aren’t figured out ahead of time.

### **COMMUNITY DEVELOPMENT WORK PLAN FOR 2015**

Community Developer Director Mr. Goddard demonstrated some of the techniques he uses for the permit process and the different roles of the Building Department, Public Works, Engineering Department and the Planning Department. He is visiting with the real-estate agencies and asking questions about what is going on in the community. He will be talking with the irrigation districts, the banks, the department of transportation office, other state and federal agencies to get an idea of the entire community so that he will be aware of the building pressures, the real-estate and the banking realities. There are 3 types of permits. Type 1 is an administrative decision, it has clear objective and non-discretionary standards. If they meet those standards, he will approve them. There is no interpretation of what’s going on. Type 2 is an administrative decision also, but it does have some objective and subjective standards with limited discretion. It also requires public notice to the neighbors. Type 3 is quasi-judicial which requires a public hearing in front of a hearings examiner because it has standards that allows significant discretion. An example is a Major sub-division, with 20 to 30 lots. Another type is the Legislative decision which he calls a Type 4, but really isn’t a “permit”. Legislative decisions are the creation, the implementation or the amendment of the city’s policies and laws. Those are the legislative responsibility of the City Council. In our code the Planner and Hearings Examiner cannot make Legislative decisions. It falls completely to the Legislative body which in this case is the City Council. Community Developer Director, Travis Goddard then went through the permit process. To start the process there is a pre-application process, second is a preliminary review, this is a formal review of the project designs. It helps determine whether the proposal meets the state, federal and local regulations. The final review is the construction inspections and looks at the public and private improvements, to fill the conditions that were laid out in the preliminary approval. The last stage is the building phase, construction and occupancy of the building. The reason for Mr. Goddard showing the planning commission the detailed process is because it is not fully in our code yet, and he will be asking them to put it in. Another topic Mr. Goddard wanted to talk about is where the Planning Commission gets its authority. The two sources are Revised Code of Washington, which is 35.63 which says you are appointed by the Mayor and confirmed by the council. If you for any reason need to be removed it would be the same method if necessary. The RCW’s also give power to the commission, and that is they are a research and fact finding body for issues authorized by the council (or by state regulations) which is to assemble and analyze data, to formulate plans and make recommendations. To cooperate and coordinate with other commissions and agencies; cooperate and coordinate with public works programs; and to carry out the Planning Commissions powers and duties in integrating the land use and transportation process. The Othello Municipal Code under title 2- 2.21 says that you are given the authority under the previous RCW’s. Although the Council can take action on anything they want without consulting the commission.

**DEVELOP A 2015 PLANNING COMMISSION WORK PLAN TO PRESENT TO COUNCIL**

Community Developer Director Travis Goddard said the three things they will be working on this year is retooling the code doing some minor and major fixes, Comprehensive Plan updates and the Capital Improvement Program. The retooling of the code is talking about potential code changes, figure out what kind of complexity to take on, what's the priority, is it important enough to spend time on now or do it later, what our needs are verses our wants on fixing the code. Mr. Goddard would like to put some tables in the code. Our code now has five residential zones that have to be read through and if it was laid out in a table it would be easier to read. Some obvious changes are where there is the wording Planning Director has the authority. We do not have a Planning Director, if an applicant didn't want to do something, they could appeal us to superior court, because we don't have a Planning Director, had a Planner and now we have a Community Developer Director. Another thing to work on is the Comprehensive Plan and to work on more code changes to implement the plans, to allow taller buildings, more dense development, thinner roads or more traffic calming techniques. The Capital Improvement program is the six year program to making improvements to the community. Capital assets are anything the city considers a physical asset. The Capital Improvement Program decides what the city is going to spend their money on. Mayor Shawn Logan commented that he would like to see us complete the three things that were mentioned earlier, this year. He feels that if we do those things the growth will come to our city. We need to avoid becoming a low income housing city and need to figure out how to put in our sub-division codes and zoning so that we limit the low income housing and locate it in areas. Mayor Logan doesn't want to eliminate it, but he doesn't want to see a tremendous growth of low income housing and not have the middle and higher income apartments. City Administrator Wade Farris mentioned that the City Council will be having a retreat on February 5<sup>th</sup>, discussing where we want the city to be. Topics are how we are going to plan our roads, it is a critical piece of our growth and how to help developers find land to develop on. Mr. Goddard then wanted to talk about population. He showed a chart with historical populations from 1900 through 2010 and then up to 2013. Othello is currently 40 percent of Adams County, growing about 200 people per year, the only city that is growing percentage wise is Othello. In the planning horizon from 2015 to 2035 the county population will go from almost 19,000 to 21,000 to 29,000. That is where the office of Financial Management projections are, which is part of the state growth management estimating group. The Ground Water Management Area plan (GWMA) estimates a 2% population growth which (it is assumed) they measure in water use. Mr. Goddard, mentioned that we need to create zoning and sub-division codes that allow different types of development, such as custom, middle and higher income housing. One way to solve this is to have mixed use zoning and we would have to increase height limitations in some of our zones and talk about intermixing commercial and residential. Mr. Goddard asked what population projections does Planning Commission want to see for Othello by 2035. It was discussed that if we plan too low and end up high, we then did not plan very well. If we plan high and come in low, we are still ahead. Mr. Goddard announce that John Lalas is going to be the official liaison for the Planning Commission and will be attending the meetings.

**ADJOURNMENT**

Having no other business at hand Chairman Terry Thompson asks for a motion to adjourn the meeting, the next meeting is scheduled for February 24, 2015. Meeting adjourned at 8:48 pm. M/S Bailey/ Ensz.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Trisha Tolley, Planning Secretary

NOTE: These are abbreviated minutes that contain all motions and business conducted. These meetings are taped; a complete record of the minutes may be obtained by contacting the Planning Commission Office or a verbatim copy of these minutes can be ordered at the requestor's expense.