

November 30, 2015



Planning Department Newsletter

ADJUSTMENTS IN THE MAKING FOR COMPREHENSIVE PLAN REVISION SCHEDULE

Inside this issue:

*Historic Preservation
Commission Recruiting
Volunteer Assistance* 3

*Pending Land Use
Proposals* 4

In March of 2015, the city engaged the services of consultant David Evans and Associates, Inc. (DEA) to assist with the preparation of a Comprehensive Plan revision for the city. On two occasions earlier this year, the Planning Commission met with DEA project manager Lisa Key to discuss matters related to the plan update. This summer, DEA informed planning staff that Lisa Key had separated from service with the company. The new project manager is Ken Geibel, Senior Civil Engineer, who works in DEA's Spokane office. The new planning professional working on the project is Gigi

Cooper, Senior Planner, from DEA's Portland office.

The transition to these new staff members at DEA has created a delay in the Comprehensive Plan revision process. The original schedule for completion of project tasks involved a public workshop regarding proposed goals and policies in September of 2015, a public meeting to discuss proposed land use plan scenarios in December of 2015, and preparation of a draft Comprehensive Plan in April of 2016. The amended schedule, assembled in draft form by planning staff in consultation with the consultant, is outlined in the table below.

AMENDED SCHEDULE FOR COMPREHENSIVE PLAN REVISION (DRAFT)	
YEAR / MONTH	ACTIVITY
2015	
DECEMBER	<ul style="list-style-type: none"> issue public draft of "Existing Conditions and Future Forecasts" document
2016	
JANUARY	<ul style="list-style-type: none"> issue public draft of proposed goals and policies bulletin conduct Planning Commission meeting to review/revise proposed goals and policies bulletin
FEBRUARY	<ul style="list-style-type: none"> conduct public meeting on proposed goals and policies bulletin issue public draft of "Goals and Policies" document
MARCH	<ul style="list-style-type: none"> issue public draft of proposed land use plan scenarios conduct Planning Commission meeting to review/revise proposed land use plan scenarios
APRIL	<ul style="list-style-type: none"> issue public drafts of refined land use plan scenarios, scenario performance evaluation, and transportation performance evaluation conduct public meeting on proposed land use plan scenarios

MAY	<ul style="list-style-type: none"> • issue public draft of preferred land use plan scenario • issue public draft of street plan and pedestrian/bicycle plan maps
JUNE	<ul style="list-style-type: none"> • issue public draft of "Future Land Use Plan" document • issue public draft of "Transportation Plan" document
JULY	<ul style="list-style-type: none"> • issue public draft of proposed implementation plan and refined policies • conduct Planning Commission meeting to review/revise proposed implementation plan and revised policies
AUGUST	<ul style="list-style-type: none"> • issue public draft of "Refined Policies and Implementation Plan" document
SEPTEMBER	<ul style="list-style-type: none"> • prepare Environmental Checklist for Comprehensive Plan revision
OCTOBER	<ul style="list-style-type: none"> • compile complete Comprehensive Plan revision in draft form

Once DEA submits to the city a complete draft plan, the consultant’s responsibilities with regard to this project will be fulfilled. Planning staff will then guide the draft plan through the public hearing process with the Planning Commission and City Council.

At its November 18 meeting, the Planning Commission reviewed this tentative schedule and concurred that it presents a reasonable timeline for completion of the Comprehensive Plan revision tasks. Commission members remarked that the most important consideration is to conclude the process with a high quality product for the community.



At its November meeting, the Planning Commission stated that the most important factor with respect to the Comprehensive Plan revision process is to create an excellent final product for the community.

HISTORIC PRESERVATION COMMISSION RECRUITING VOLUNTEER ASSISTANCE

Last year, the Historic Preservation Commission (HPC) facilitated the creation of a brochure to guide interested parties on a walking tour of historic resources in and around downtown Pullman. The brochure, inspired by a similar pamphlet created for Pullman in the early 1990s, was produced by students enrolled in a WSU architecture class, with the assistance of the WSU Center for Civic Engagement. The Chamber of Commerce provided resources for the printing of the document, and copies of the brochure can be obtained at the Chamber office or City Hall.

While the HPC was helping to assemble the brochure, it stated its desire to create a mobile application (app) for use with cell phones and other electronic equipment that could enhance the walking tour experience. Basically, the app would provide more in-depth information for the historic properties shown in the brochure. The potential functions discussed by the HPC included Global Positioning System (GPS) data, photos of the historic resources identified on the tour, access to historic inventory or survey forms and historic register entries, and documentation of important people or events associated with each property.

In April of this year, the city applied for grant funding through the Washington State Department of

Archaeology and Historic Preservation to assist with the creation of this app. However, due to significant competition statewide for such funding, the city's application was denied.

Fortunately, one outcome of the HPC's coordination with the WSU Center for Civic Engagement has been interest expressed by certain WSU students in acquiring an internship with the city specifically to develop the mobile app for the walking tour. So, the planning department is currently advertising for a student intern for this project.

The selected candidate will be asked to create the mobile app for the Android OS platform. Duties will include collecting and/or generating elements, such as text or graphics, to be included in the app; coding and testing the alpha version of the app; correcting bugs in the coding; developing and testing a beta version of the app; and presenting periodic progress reports to the HPC. Desired qualifications include experience with software coding and/or application development; software testing and debugging; graphic design and image manipulation; and the ability to communicate effectively orally and in writing. This will be a temporary unpaid position, beginning on or around January 11, 2016 and ending on April 29, 2016. To be considered for this internship, the planning department is asking interested parties to submit their résumé by email to Jason Radtke, Assistant Planner, at jason.radtke@pullman-wa.gov. The position will remain open until filled.

If the city is successful in recruiting a student intern to develop the mobile app, this project would advance the HPC's goal of effecting public educational and interpretive programs regarding local historic resources. While many visitors to our community may enjoy using the paper copy of the walking tour brochure, given our technologically-minded culture (especially among WSU students), a great number of others may wish to utilize their mobile devices to educate themselves about Pullman's heritage.



The Northern Pacific Railroad Depot at 330 North Grand Avenue, also known as the Pufferbelly Depot, is one of many historic properties described in the walking tour brochure.

This building was constructed in 1916.



Pending Land Use Proposals

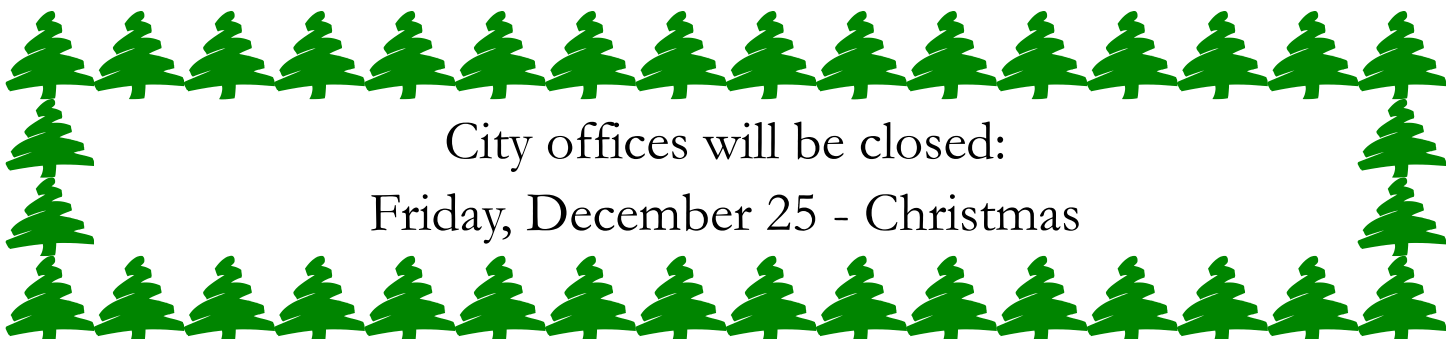
Displayed below are land use applications submitted to the planning or public works department or city-generated proposals for planning provisions that require a public meeting, public notice, or site plan review in accordance with the city code.

PROJECT	DESCRIPTION	LOCATION	STATUS
Comprehensive Plan Revision	full-scale revision of city's Comprehensive Plan	Citywide	PC and HPC workshop held 6/10/15; consultant preparing draft goals for public review
College Hill Design Review Standards	formulate design standards for new construction	College Hill Core	staff reviewing responses to recent stakeholder questionnaire
Shoreline Master Program Update	revise city's Shoreline Master Program in collaboration with Whitman County	Citywide	PC recommended approval 7/22/15; CC discussion held 8/18/15; CC final action scheduled for January
Harrington Garage Setback/Lot Coverage Variance (V-15-4)	expand garage resulting in 5-foot rear setback and 43 percent lot coverage	230 NW Olsen Street	staff reviewing application; tentative BOA hearing on 12/21/15
Storm Water LID Retrofits 2016 site plan (15-7)	add storm water treatment/control features to two parking lots	Neill Public Library (210 N. Grand Avenue) and South Street Lot (across from 775 SE South Street)	staff reviewing revised site plan
Glendimer Apartments site plan (15-8)	rebuild retaining walls and reconstruct parking area	125 NW Larry Drive	staff requested applicant to revise site plan
Decagon Devices Parking Lot Addition site plan (15-11)	establish off-site parking lot with 90 spaces	northeast side of NE Nelson Court	staff requested applicant to revise site plan
Coulter Airport Hangar site plan (15-13)	construct 4,800-square-foot hangar with attendant facilities	Pullman-Moscow Regional Airport	staff requested applicant to revise site plan
Campus Commons Maintenance Shop site plan (15-14)	build 525-square-foot shop at existing apartment complex	1920 NE Terre View Drive	staff requested applicant to revise site plan
TH Consulting Shop site plan (15-16)	install modular building and attendant parking for recreational marijuana retail sales	1320 SE Bishop Boulevard	staff reviewing revised site plan
Courtyard by Marriott Hotel site plan (15-19)	construct 122-room hotel with restaurant and meeting rooms	1295 NE North Fairway Road	staff reviewing site plan

KEY TO ZONING DISTRICTS: R1 Single Family Residential; RT Residential Transitional; R2 Low Density Multi-Family Residential; R3 Medium Density Multi-Family Residential; R4 High Density Multi-Family Residential; C1 Neighborhood Commercial; C2 Central Business District; C3 General Commercial; I1 Light Industrial; I2 Heavy Industrial; IRP Industrial Research Park; WSU Washington State University

KEY TO ABBREVIATIONS: CC: City Council; PC: Planning Commission; BOA: Board of Adjustment; HPC: Historic Preservation Commission; DOE: State Department of Ecology; DAHP: State Department of Archaeology and Historic Preservation

NOTES: 1) If an applicant fails to act on a pending application for a period of six months, said application will be dropped from the above list. 2) Numbers in parentheses are planning staff's internal file numbers. 3) Site plan review by city staff is generally conducted for proposed construction of developments other than single family homes, duplexes, or manufactured homes; it does not apply to most construction on the WSU campus.



City offices will be closed:

Friday, December 25 - Christmas



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