

# Planning Department Newsletter

March 31, 2020



## CHANGES OCCURRING TO REDUCE THE SPREAD OF COVID-19

The outbreak of coronavirus disease 2019 (COVID-19) has affected the entire world, and the city of Pullman has been doing its part to protect the health and safety of our community. Measures taken by the state and the city over the past month have had a significant impact on city operations, including those of the planning department.

On February 29, Governor Inslee issued Proclamation 20-05, which decreed a state of emergency for all counties throughout the state as a result of the disease. Soon thereafter, Washington State University announced that in-person classes would move to an online format following the week of spring break.

On March 12, Mayor Glenn Johnson declared a state of emergency for the city

of Pullman. The Mayor's declaration facilitated potential future assistance related to COVID-19, including business assistance from the Small Business Administration (SBA), as well as access to regional and state resources. In conjunction with the emergency declaration, the city opened an Emergency Operations Center (EOC) at the Pullman Police Department. The EOC manages emergency-related information and resources as needed.

Over the next few days, Governor Inslee required the statewide closure of all K-12 schools, as well as restaurants, bars, entertainment services, and recreational facilities. In keeping with these directives, the city of Pullman announced the closure of Neill Public Library, the Pullman Aquatic and Fitness Center, and the Pullman Senior Center. The exterior doors to City Hall were locked, and the public was invited to conduct business with the planning department and other municipal offices primarily by means of telephone or email.

On March 19, Mayor Johnson, following up on his emergency declaration from the previous week, wrote a memorandum suspending the code-prescribed time limits for city action on land use applications and other processes administered by the planning and public works departments. The affected applications include such requests as subdivisions, annexations, rezones, conditional use permits, site plan reviews, and right-of-way disturbance permits.

On March 23, the Governor issued his "Stay Home, Stay Healthy" order. This proclamation requires every person in the

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Outdoor activity is light throughout the Pullman community as residents observe the Governor's "Stay Home, Stay Healthy" proclamation.

state to remain in their home unless they are pursuing an essential activity. The order also closed all non-essential businesses, and banned all gatherings for social, spiritual, and recreational purposes.

In the days that followed, the Governor announced additional restrictions to further implement the “Stay Home, Stay Healthy” proclamation. First, he ordered that residential and commercial construction temporarily cease, except for construction that: a) is related to essential activities; b) advances a public purpose related to a public entity or governmental function or facility including, but not limited to, publicly financed low-income housing; or c) prevents spoliation and avoids damage or unsafe conditions, or addresses emergency repairs at both non-essential businesses and residential structures.

Second, the Governor suspended several key parts of the Open Public Meetings Act (OPMA) and the Public Records Act (PRA). His order waived the requirements in the OPMA that compel governments to hold meetings in public areas open to citizens. Until this order is lifted, in-person attendance by citizens at any public meeting is prohibited. Also, the directive disallows the taking of “action” at any governmental meeting until “regular public participation” can be resumed, unless that action relates to “necessary and routine matters” or a jurisdiction’s COVID-19 response. With regard to the PRA, the order suspends

the requirement for agencies to allow people to submit requests and review records in person. Also, the mandate defers the obligation of a jurisdiction to initially respond to a public record request within five business days from receipt, although it retains a general provision that agencies must respond to inquiries promptly.

For the time being, the planning department is conducting business with the public by phone, email, or video conferencing services. If someone wishes to submit any paper documents to the department (e.g., applications, plans, or letters), they can send the materials via the postal mail or make use of the drop-off bin located in the vestibule at the southwest entrance to City Hall. Given the Governor’s proclamation that limits the taking of action at agency meetings, the department has suspended its scheduling of public hearings for land use applications. It is unlikely that the Planning Commission, Board of Adjustment, or Historic Preservation Commission will meet until this proclamation is rescinded.

As we all know by now, governmental response to the spread of COVID-19 is continuously evolving. In order to stay abreast of the latest local developments in this regard, citizens are advised to monitor the COVID-19 Updates page at the city of Pullman website.

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## PLANNING DIRECTOR ANNOUNCES RETIREMENT

Last week, Planning Director Pete Dickinson informed the Mayor and City Administrator that he will be retiring from his position. His last day on the job will be June 26 of this year.

Pete started working for the city back in 1982 as a student intern. He was enrolled in the Master of Regional Planning program at WSU, and an internship was required as part of the degree. One year later, he was hired as a half-time Planning Technician. In 1984, he gained full-time employment with the city as its first ever Assistant Planner. For the first few years in this new position, Pete conducted business at City Hall during the day, and worked on the WSU campus in the evenings to make progress on his thesis. He obtained his master’s degree in 1988.

In 1993, Pete advanced into the position of Planning Director. He has spent the last 27 years guiding land use development in the community through the preparation and administration of plans and regulations. After announcing his retirement, Pete said, “It’s been a privilege to be a part of the city of Pullman planning office all these years. I’ve really enjoyed working with residents, business owners, and city officials to contribute to the success of our community.” He is looking forward to new adventures starting this summer.





## Pending Land Use Proposals

Displayed below are land use applications submitted for planning department action 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	consultant and staff preparing draft plan
Animal/Fowl Zoning Code Amendments	amend code related to keeping of chickens and miniature pigs	Citywide	PC held discussions at 3/27/19 and 4/24/19 meetings; PC recommended approval on 12/18/19; CC action suspended
Small Cell Facilities Zoning Code Amendments	revise code to provide for small cellular network equipment	Citywide	PC hearing held 12/18/19 and 2/26/20, and continued to 4/22/20, but may be canceled
Hearing Examiner Zoning Code Amendments	amend code to establish a hearing examiner system	Citywide	CC discussion suspended
Carnahan Zone Change Application (Z-19-1)	rezone 36,515-square-foot parcel from R2 to C3	50 NW Terre View Drive, near intersection of N Grand Avenue and Terre View Drive	PC recommended approval on 1/22/20; CC approved proposal on 3/10/20
Palouse Business Center Zone Change (Z-19-3)	rezone 20.3 acres from C3 to R4	intersection of SE Grand Ronde Court and SE Bypass Drive	PC recommended denial on 1/22/20; CC denied proposal on 3/10/20
Kamiak Cottages PRD Preliminary Plat and Kamiak Cottages Planned Residential Development	divide 3.7 acres into 18 lots and develop 12 cottage homes and accessory structures on a portion of the site	300 feet southeast of the intersection of NW Terre View and NW Canyon View Drives	PC action suspended
Gilbane Zone Change Application (Z-20-1)	rezone 2.8 acres from R3 to R4	northeast of intersection of NW Ritchie Street and NW Stadium Way Extension	PC action suspended
Vulelich Annexation	annex 106 acres of land into the city	southeast of intersection of S Grand Avenue and SW Golden Hills Drive	staff reviewing proposal
Islamic Center Expansion Conditional Use Permit Application (C-18-1)	construct new 1,600-square-foot prayer room building and 900-square-foot addition to Mosque	1155 NE Stadium Way	applicant revising application materials
Elevate Student Housing Conditional Use Permit Application (C-19-3)	develop 292 apartments and commercial parking on 4.9-acre site with variances involving number of parking stalls, parking area dimensions, building height, and floor area ratio	1200 block of SE Johnson Avenue	applicant revising application materials
High Street Short Term Rental Conditional Use Permit Application (C-20-1)	establish short term rentals in an existing duplex	208/210 SE High Street	applicant revising application materials
Irving Street Short Term Rental Conditional Use Permit Application (C-20-2)	establish short term rentals in an existing duplex	511/513 NW Irving Street	applicant revising application materials

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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.





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*Continued from previous page*

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Elevate Student Housing Shoreline Permit Application (No. 97)	develop 292 apartments and commercial parking on 4.9-acre site near South Fork of Palouse River	1200 block of SE Johnson Avenue	applicant revising application materials
Elevate Short Plat Application	divide 4.9 acres into two lots	1200 block of SE Johnson Avenue	staff reviewing application
Alumni Pointe at University Crossing site plan (19-5)	construct condominiums on 3.2-acre parcel	1300 NE North Fairway Drive	staff asked applicant to revise site plan
405 Brelsford Drive site plan (19-10)	develop 1,500-square-foot retail building on a 1.3-acre site	405 SE Brelsford Drive	staff approved site plan on 3/11/20
Hampton Inn Hotel site plan (19-12)	construct 114-room hotel on 4.4-acre site	1120 SE Bishop Boulevard	staff reviewing revised site plan
Paradise Lofts site plan (19-15)	construct 10 apartments and office space on 5,400-square-foot lot	435 SE Paradise Street	staff approved site plan on 3/20/20
T-Mobile Wireless Facility site plan (19-16)	install 35-foot-tall cell tower and ground equipment	2992 NE Airport Road	staff asked applicant to revise site plan
Paradise Artesian Studio Apartments site plan (19-18)	establish four apartments on second floor of building	260 SE Paradise Street	staff approved site plan on 3/11/20
Hilltop Suites site plan (20-1)	construct building and parking to provide apartments/hotel rooms	310 NW Old Wawawai Road	staff reviewing revised site plan
Maple Street Apartments site plan (20-2)	demolish existing residence and construct 4-plex	970 NE Maple Street	staff asked applicant to revise site plan
Lincoln Middle School Addition and Renovation site plan (20-3)	construct 14,000-square-foot addition and other site improvements	315 SE Crestview Street	staff asked applicant to revise site plan
Annex Apartments site plan (20-4)	develop 204 apartments on a 9.7-acre parcel	1555 NE Northwood Drive	staff asked applicant to revise site plan
Aspen Heights Apartments site plan (20-5)	develop 196 apartments on a 23-acre property	southeast of intersection of N Grand Avenue and Albion Drive	staff reviewing site plan
Lawson Garden House site plan (20-6)	construct event center on 13-acre park property	705 SE Derby Street	staff reviewing site plan

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