

RESOLUTION NO. R- 71 -16

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF SUNNYSIDE HEIGHTS ADDITION NO. 10.

WHEREAS, the Pullman Planning Commission held a public hearing on October 26, 2016, for the purpose of receiving public comment on the preliminary plat of Sunnyside Heights Addition No. 10; and,

WHEREAS, the Pullman Planning Commission has recommended approval of said preliminary plat, subject to 10 conditions outlined in Planning Commission Resolution No. PC-2016-4; and,

WHEREAS, the City Council has reviewed the proceedings before the Pullman Planning Commission and determined that it is in the best interest of the city to take action on said preliminary plat; now, therefore,

IT IS HEREBY RESOLVED by the City Council of the city of Pullman that the Findings of Fact set out in Exhibit "A" and the Conclusions set out in Exhibit "B," attached hereto and by this reference made a part hereof as though set forth in full herein, which justify the approval of the Sunnyside Heights Addition No. 10 preliminary plat, are hereby adopted.

BE IT FURTHER RESOLVED that the preliminary plat of Sunnyside Heights Addition No. 10, as shown on the map set out in Exhibit "C," attached hereto and by this reference made a part hereof as though set forth in full herein, is hereby approved, subject to the conditions set out in Exhibit "D," attached hereto and by this reference made a part hereof as though set forth in full herein.

ADOPTED by the City Council of the city of Pullman at a regular meeting this _____ day of _____, 2016.

DATED this _____ day of _____, 2016.

Glenn A. Johnson, Mayor

ATTEST:

Leann L. Hubbard, Finance Director

Approved as to Form:

Laura McAloon, City Attorney

Findings of Fact

1. On August 23, 2016, Ryan Itani, on behalf of Itani Development III, submitted to the public works department a preliminary plat application for Sunnyside Heights Addition No. 10.
2. The proposed preliminary plat involves the division of approximately 9.2 acres into 30 lots and public streets.
3. The property proposed to be subdivided is located between the intersection of SW Panorama Drive and SW Teal Court/Ramsey Court and the intersection of SW Latour Peak Street and SW Marcia Drive on Sunnyside Hill.
4. The subject property is located within an R2 Low Density Multi-Family Residential zoning district.
5. Staff Report No. 16-16, prepared by planning staff, provides the following zoning district description:

R2 District: Provides for single family dwellings, duplexes, manufactured homes, townhouses, and apartments developed to a maximum density of fifteen (15) dwelling units per net acre.
6. The subject property is currently vacant land; the topography of the site is characterized by moderate slopes.
7. City water, sanitary sewer, and storm drain lines exist in the locality of the subject property.
8. The area to the north of the subject property is zoned R1 Single Family Residential and is occupied by Sunnyside Park; the area to the south of the subject property is zoned R2 and is occupied by single family homes, duplexes, and Itani Linear Park; the area to the east of the subject property is zoned R1 and R2 and is occupied by single family residences, duplexes, and vacant land; the area to the west of the subject property is zoned R2 and R2 with Planned Residential Development overlay district and is occupied by single family homes, townhouses, and vacant land.
9. Access to the subject property would be gained by way of SW Panorama and Marcia Drives, classified as local access streets on the Comprehensive Plan Arterial Street Plan Map.
10. An Environmental Checklist for this proposal was submitted on June 10, 2016, and a Determination of Nonsignificance was issued for the project by the Responsible Official on July 8, 2016, following a review of said checklist.
11. Prior to the Planning Commission public hearing on this matter, copies of the proposed preliminary plat were distributed to a number of organizations and agencies in the greater Pullman area. Staff Report No. 16-16 provides the following description of these entities' responses to this notification:

- a. **Avista:** *No response.*
- b. **Frontier Communications:** *No response.*
- c. **Palouse Conservation District:** *No response.*
- d. **Pullman School District:** *No response.*
- e. **Time Warner Cable:** *No response.*
- f. **Whitman County Planning Division:** *No response.*
- g. **Whitman County Health Department:** *No response.*
- h. **Whitman County Commissioners:** *No response.*
- i. **WSU Capital Planning Department:** *No response.*
- j. **Pullman Protective Inspections Division:** *No response.*
- k. **Pullman Public Services Department:** *No response.*
- l. **Pullman Fire Department:** *No response.*
- m. **Pullman Police Department:** *No response.*
- n. **Pullman Public Works Department:** All public works infrastructure shall be designed and constructed in accordance with the City of Pullman Design Standards and Standard Construction Specifications; the “Hatley Basin” provisions of the City of Pullman Design Standards shall apply for the design and construction of stormwater detention; all-weather access to all public utility maintenance locations (e.g. manholes, stormwater detention/treatment, etc.) located outside the public right-of-way shall be provided and constructed as approved by the Public Works Director; water mains shall be sized for a fire flow of 1,500 gallons per minute, with a minimum size of eight inches in diameter; footing and/or roof drains from any lots shall be routed and conveyed as approved by the Public Works Director; a utility easement, adjacent to the right-of-way, is required along the frontage of all lots, as approved by the Public Works Director, and the width of said easement will vary between five and ten feet based on layout of franchise utilities; sidewalk along the frontage of Lot 30, as well as all ADA ramps, shall be constructed with initial subdivision improvements; for public stormwater detention and treatment facilities proposed on Lot 30, the developer shall either provide a public easement, or dedicate Lot 30, to the City of Pullman, as approved by the Public Works Director; the depth of cover of public utilities shall be as prescribed in the Design Standards (e.g. maximum cover of ten feet on sanitary and storm sewer), unless otherwise approved by the Public Works Director; and the maximum street grade for Marcia Drive shall be ten percent, unless otherwise approved by the Public Works Director.
- o. **Pullman Engineering Division:** Comments included in “Staff Analysis and Recommendation” section [of Staff Report No. 16-16].
- p. **Pullman Planning Department:** Comments included in “Staff Analysis and Recommendation” section [of Staff Report No. 16-16].

12. Staff Report No. 16-16 states that the following provisions need to be considered when reviewing a proposed preliminary plat:

Subdivision Ordinance Sections 13.80.050, 13.80.110, 13.80.120, 13.80.130, and 13.80.170
 Zoning Code Sections 17.01.050, 17.75.010, and 17.75.080
 Comprehensive Plan Land Use Goals LU1, LU3, and LU4 and their respective policies
 Comprehensive Plan Housing Goal H3 and its respective policies

Comprehensive Plan Transportation Goal T1 and T2, and their respective policies
Comprehensive Plan Capital Facilities and Utilities Element Goal CF1 and CF5, and their respective policies
Pedestrian/Bicycle Circulation Plan Policies 2A and 2B, and their respective implementation strategies

13. Staff Report No. 16-16 states the following:

Planning staff believes that the public use and interest would be served by the establishment of the proposed subdivision and the dedications requested. The proposed subdivision appears to be consistent with the pertinent goals and policies of the Comprehensive Plan. Planning staff also feels that this proposal would be consistent with the city's planning standards and specifications. The smallest lot in this subdivision is proposed to be 6,748 square feet. The narrowest lot is proposed to be 62 feet wide. The minimum lot size and lot width for the R2 zoning district is 6,000 square feet and 60 feet, respectively. Thus, the planned lots conform to the design requirements of the zoning code. In addition, staff finds that the proposed plat complies with the pertinent subdivision ordinance standards involving street design.

14. Staff Report No. 16-16 includes the following paragraph:

Public Works staff believes the requested subdivision could be adequately served by public services. The water main, sanitary sewer, and storm water conveyance lines are proposed to be extended from the existing water, sewer, and storm water systems in SW Panorama and Marcia Drives.

15. Staff Report No. 16-16 states the following:

With regard to city transit, the nearest stop is located at the intersection of SW Center and Fountain Streets. As with other developments, the city's transit staff would evaluate the need to extend transit service closer to the subject lots as development in this area continues. There are three parks located in the area; Itani Park and Itani Linear Park are located southeast of the proposed subdivision, and Sunnyside Park is located northeast of the proposed subdivision. Itani Park is approximately 7.4 acres in size, and Itani Linear Park is about 7.1 acres in area; these parks provide a connection to the 25-acre Sunnyside Park via sidewalks between Itani Park and Itani Linear Park and the pedestrian path through Itani Linear Park to Sunnyside Park. Regarding educational facilities, planning staff has been provided no evidence from the Pullman School District that the development of housing units in this subdivision would place excessive demands on Pullman's local school system. Based on the above information, it appears that appropriate provisions have been made in this application for public transit, schools, and parks and recreation.

16. Staff Report No. 16-16 states the following:

The applicants estimate in their Environmental Checklist (Attachment D [of Staff Report No. 16-16]) that the proposed subdivision would establish 30 dwelling units. It is estimated that this number of dwelling units would generate approximately 300 vehicular trips per day. Staff believes the street system in this area has the capacity to accommodate

the traffic volume specified above. This subdivision also creates a connection between SW Center Street and Old Wawawai Road via SW Panorama and Marcia Drives.

17. Staff Report No. 16-16 reads, in part, as follows:

A Determination of Nonsignificance (Attachment E [of Staff Report No. 16-16]) was issued for this project under the State Environmental Policy Act. Therefore, the subdivision is not expected to have a significant adverse environmental impact on the adjacent area or the community in general.

18. Staff Report No. 16-16 includes the following passage:

Following its review of this application, public works staff has suggested a number of conditions to ensure that the infrastructure for this proposal would comply with city standards. Planning staff finds that, with the imposition of these conditions, the proposed preliminary plat would make appropriate provisions for the public health, safety, and general welfare.

19. At the Planning Commission public hearing related to this matter, testimony from a neutral party urged the city to consider traffic calming measures in the development.

Conclusions

1. With the application of certain conditions, the proposed preliminary plat appears to be consistent with the Comprehensive Plan and city planning standards and specifications.
2. With the application of certain conditions, appropriate provisions seem to have been made with respect to the proposed preliminary plat for public health, safety and general welfare, open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds.
3. With the application of certain conditions, the public use and interest appear to be served by the proposed subdivision and the dedications proposed.
4. Written comments or recommendations required by law have been recorded for the proposed preliminary plat.
5. Given the decision of the Responsible Official to issue a Determination of Nonsignificance relative to this project, it appears that the proposed preliminary plat would not have a probable significant adverse environmental impact.

Conditions

1. All public works infrastructure shall be designed and constructed in accordance with the City of Pullman Design Standards and Standard Construction Specifications.
2. The “Hatley Basin” provisions of the City of Pullman Design Standards shall apply for the design and construction of stormwater detention.
3. All-weather access to all public utility maintenance locations (e.g. manholes, stormwater detention/treatment, etc.) located outside the public right-of-way shall be provided and constructed as approved by the Public Works Director.
4. Water mains shall be sized for a fire flow of 1,500 gallons per minute, with a minimum size of eight inches in diameter.
5. Footing and/or roof drains from any lots shall be routed and conveyed as approved by the Public Works Director.
6. A utility easement, adjacent to the right-of-way, is required along the frontage of all lots, as approved by the Public Works Director. Width of this utility easement will vary between five and ten feet based on layout of franchise utilities.
7. Sidewalk along the frontage of Lot 30, as well as all ADA ramps, shall be constructed with initial subdivision improvements.
8. For public stormwater detention and treatment facilities proposed on Lot 30, the developer shall either provide a public easement, or dedicate Lot 30, to the City of Pullman, as approved by the Public Works Director.
9. The depth of cover of public utilities shall be as prescribed in the Design Standards (e.g. maximum cover of ten feet on sanitary and storm sewer), unless otherwise approved by the Public Works Director.
10. The maximum street grade for Marcia Drive shall be ten percent, unless otherwise approved by the Public Works Director.

8. A RESOLUTION AUTHORIZING FINANCIAL PARTICIPATION

STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

RESOLUTION NO. R-72-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PULLMAN, WHITMAN COUNTY, WASHINGTON, APPROVING MEANINGFUL PARTICIPATION IN A LOW-INCOME APARTMENT PROJECT PLANNED BY THE COMMUNITY ACTION CENTER.

DISCUSSION _____

ACTION TAKEN _____

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of : 11/15/16

ACTION REQUESTED:

Authorize financial participation in a low-income apartment project.

BACKGROUND:

The Community Action Center (CAC) is in the process of developing a project to construct an affordable housing project on property adjacent to and south of the Village Centre Cinemas on Bishop Boulevard. CAC is taking advantage of a financing program that includes low income housing tax credits competitively awarded by the Washington State Housing Finance Commission. This year for the first time, one point can be earned for the competitive ranking of the project if a municipality provides meaningful financial participation in the project in an amount equal to one-half of one percent of the total project cost. For the proposed CAC project, this financial participation threshold is estimated at \$65,000. CAC has requested that the City of Pullman consider providing this meaningful participation in its proposed project; the request letter is attached. The proposed project will include an extension of South Bypass Street from Kevin Kirkman's Palouse Business Park development near Wal-Mart and the extension of utilities through and from the Village Centre property. Satisfaction of the requested meaningful financial participation can be attained by the City participating in street oversizing costs and by constructing and/or financially participating in some of the utility extension work, affecting the Arterial Street Fund and the Utility Fund. It is proposed that Council authorize the City's participation in the proposed CAC project as requested.

RECOMMENDATION:

Adopt the attached resolution approving meaningful participation in a low-income apartment project planned by Community Action Center.

FISCAL IMPACT:

\$65,000.00
401 and 104 funds
BARS Code Number

SUBMITTED BY:

Name Mark Workman
Title City Supervisor
Dept. Administration

ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

- 1. Resolution No. R-72-16
- 2. Request Letter

REVIEWED BY:

	Initial	Date
Department Head		
City Supervisor	<u>MW</u>	<u>11/7/16</u>
City Attorney	<u>[Signature]</u>	<u>11-9-2016</u>
(As to Form)		

RESOLUTION NO. R-72-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PULLMAN, WHITMAN COUNTY, WASHINGTON, APPROVING MEANINGFUL PARTICIPATION IN A LOW-INCOME APARTMENT PROJECT PLANNED BY THE COMMUNITY ACTION CENTER.

WHEREAS, a market analysis of the need for affordable rental housing in the City of Pullman (City) completed by the Gill Group found that there are 4,063 renter households with incomes below 50% of median (\$29,150 for a family of 3), and 1,780 of the households with low income are paying more than 35% of their income for rent and utilities; and

WHEREAS, in order to help address the affordable housing needs of low-income City residents, the Community Action Center (CAC) has developed a plan for the construction of a 56-unit, low-rise apartment complex (Project) at an estimated total Project cost of \$13,000,000; and

WHEREAS, the Washington State Housing Finance Commission (WSHFC) provides a housing tax credit financing program that enables projects to be developed, constructed and operated with rental rates affordable to families with low income; and

WHEREAS, the tax credits are awarded to individual projects through a competitive process conducted once a year by the WSHFC and scored on a points basis; and

WHEREAS, a new points category has been added to the WSHFC's competitive process that enables the City to assist the CAC in obtaining the tax credits awarded to the Project by providing meaningful municipal participation in the form of a direct contribution to the Project equal to or greater than 0.5% (one half of one percent) of the Project's total project cost, that otherwise would have to be paid for out of Project funds; now, therefore,

IT IS HEREBY RESOLVED by the City Council of the City of Pullman that the City will support the Project by participating in the CAC's costs to extend utility services and street improvements in the amount of at least 0.5% of the Project's total cost, estimated as a \$65,000 direct contribution to the Project.

ADOPTED by the City Council of Pullman, Washington at a regular meeting held on the 15th day of November, 2016.

DATED this _____ day of _____, 2016.

Mayor Glenn A. Johnson

ATTEST:

Finance Director Leann L. Hubbard

Approved as to Form:

City Attorney



community
action
center

350 SE Fairmont Road, Pullman WA 99163

509.334.9147 | 800.482.3991 | Fax: 509.334.9105 | cac@cacwhitman.com

moving people and communities to a positive future

October 31, 2016

Glenn A. Johnson , Ph.D.

Mayor

City of Pullman

325 SE Paradise St.

Pullman WA 99163

Mayor Johnson,

In September a market analysis of the need for affordable rental housing in Pullman was completed the Gill Group. They found that there are 4,063 renter households who have incomes below 50% of median (\$29,150 for a family of 3). The analysis determined that 1,780 of the households with low income are paying more than 35% of their income for rent and utilities. In addition, they found that the vacancy rate for all rental units in Pullman is 1.5%. To help address the affordable housing challenge for Pullman residents with low income, the Community Action Center (CAC) has developed a plan for a 56 unit low rise apartment complex. In renting units, priorities will be given to veterans, people with disabilities, and homeless families with children.

The primary financing program that enables projects to be developed and operated with rental rates affordable to families with low income is the low income housing tax credit program. The tax credits are awarded to individual project through a competitive process conducted once a year by the Washington State Housing Finance Commission (WSHFC). Information on the program can be found at <http://wshfc.org/mhcf/9percent/2017application/c.policies.pdf>.

This year a point category has been added to the competitive system that enables the City to help get the tax credits awarded to our planned project if the city provides meaningful participation in supporting the project (refer to section 6.23 of the policies). The participation could be completing public infrastructure with a value of \$65,000 or more that otherwise would have to be paid for out of project funds. For example this could include off site work such as extending the water or sewer line to a location adjacent to the project site or improving the public street adjacent to the property.

The City's support is critical to getting this housing built in Pullman. Thank you for your consideration.

Sincerely,

Francene Watson, Chair of the Board of Directors



Community Action Center is an Equal Opportunity Organization

- 9. A MOTION TO UPGRADE A 4/5-TIME RECORDS SPECIALIST POSITION TO FULL-TIME.

STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

DISCUSSION _____

ACTION TAKEN _____

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of : 11/15/16

ACTION REQUESTED:

Upgrade the Police Department 4/5-time Record Specialist position to full time

BACKGROUND:

The Police Department is currently allocated four full-time and one 4/5-time Record Specialist I positions and two full-time Record Specialist II positions. The Record Specialist II positions perform more advanced tasks such as processing concealed pistol licenses, coding police reports to the National Incident Based Reporting System, and especially responding to records requests. Record Specialist I position tasks include interacting with the public at the counter, answering the business phone, transcribing reports, entering data, accepting fines, and processing licenses. In order to provide more flexibility in scheduling and completing the work that needs to be done, the 2017 Police budget provides for combining the Record Specialist I and II positions into a single Records Specialist position classification that can perform all of the Record Specialist tasks. This will be most helpful in responding to public records requests, which have increased approximately 40 percent in the last two years, with this trend anticipated to continue for the foreseeable future.

Recently, the Police Department has experienced vacancies in Record Specialist staffing that have limited scheduling options and the ability to provide coverage, with one additional vacancy recently announced. The solution to this problem identified by the Police Chief involves a combination of 10-hour shifts that will be better facilitated if the 4/5-time Record Specialist I position is upgraded to a full-time position. The 4/5-time Record Specialist I already receives full benefits, so the annual cost to transition this position from 4/5-time to full-time is only \$12,750, which is further reduced to no more than \$7,600 when the avoided overtime is considered.

RECOMMENDATION:

By motion, approve upgrading the Police Department 4/5-time Record Specialist position to full time.

FISCAL IMPACT:

\$7,600 net
001.2100.521.13.11.00
BARS Code Number

SUBMITTED BY:

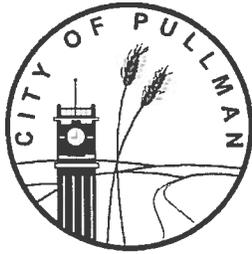
ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

Name Mark Workman
Title City Supervisor
Dept. Administration

REVIEWED BY:

	Initial	Date
Department Head	<u> </u>	<u> </u>
City Supervisor	<u>MW</u>	<u>11/9/16</u>
City Attorney	<u> </u>	<u> </u>

(As to Form)



CITY OF PULLMAN

HIGH Tech, HIGHER Education, HIGHEST Quality of Life

325 S.E. Paradise Street Pullman, WA 99163

(509) 338-3208 Fax (509) 334-2751

admin@pullman-wa.gov

MEMORANDUM

TO: Mayor and City Council
FROM: Mark Workman, City Supervisor MW
RE: Joint Meeting with State Legislators
DATE: November 15, 2016

One of Council's goals is to hold a joint meeting with the District 9 State Legislators. The date for this joint meeting with the Legislators is December 20. At this time, we would like your suggestions for agenda items for this meeting.

The agenda for the joint meeting with the District 9 Legislators on November 10 last year was as follows:

1. Opening comments by Legislators
2. Grants/low interest loans (TIB, PWTF, etc.)
3. Liquor and marijuana tax sharing with local agencies
4. Waste water reuse project funding
5. K-higher education support
6. Transportation funding (airport realignment, local streets, etc.)
7. Public Records Act impacts on cities
8. Human resources, homelessness, affordable housing
9. Paths and Trails (John Wayne, Pullman to Colfax, Chipman, etc.)