



# Planning Department Newsletter

## FIRST PROPERTY LISTED ON PULLMAN HISTORIC REGISTER

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At the Historic Preservation Commission meeting of June 9, the Commission made a decision to record the former St. James Episcopal Church at 600 NE Oak Street on the Pullman Register of Historic Places. This, in itself, was a historic act, as this building became the first property to be listed on the Pullman Register.

As a Certified Local Government authorized to practice historic preservation, the city of Pullman is expected to survey historic resources in the community and designate appropriate sites for listing on the local register. Since its inception in 2011, the Historic Preservation Commission (HPC) has noted as one of its goals the placement of properties on the register. So, the HPC welcomed the opportunity to review the nomination for the former St. James Church.

The nomination was submitted to the city in April by local consultant Plateau Archaeological Investigations, LLC, on behalf of the property owner,

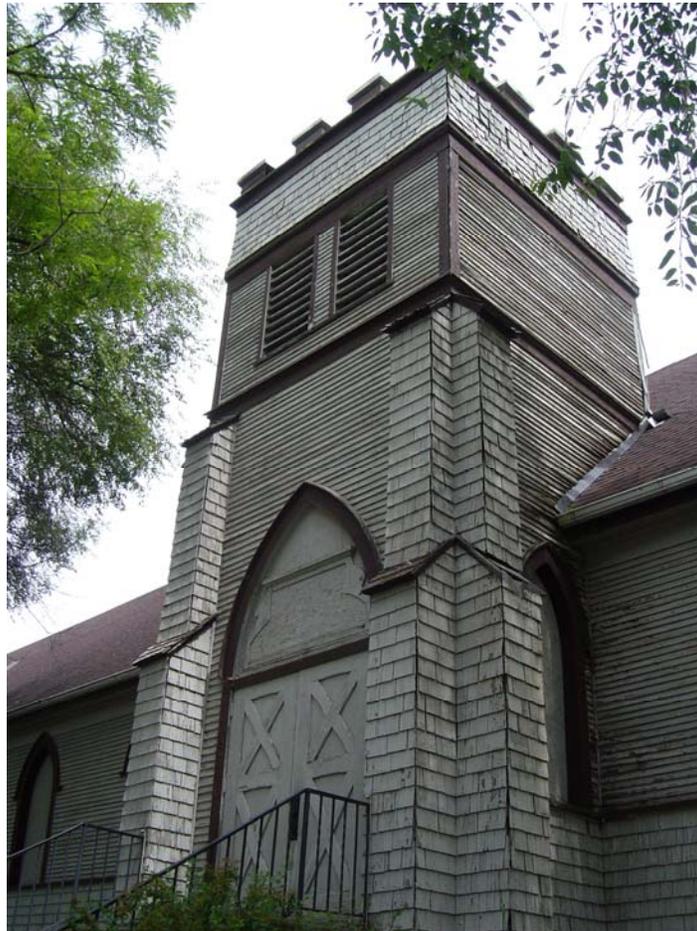
Crimson and Gold, LLC. The nomination form describes the structure and the history associated with it.

According to the nomination narrative, the Episcopal Church organization began its existence in Pullman as St. Katherine's Episcopal Church, and the inaugural house of worship was located near the present-day intersection of State Street and Davis Way. The church was renamed to St. James in 1903, and growth of the congregation necessitated the development of a larger structure shortly thereafter. The site chosen for the new church was the corner of Oak and Ruby Streets (currently addressed as 600 Oak Street). Construction was completed in 1912, with one expansion, known as "Parish Hall," added in 1917 on the north side of the building. The organization again relocated in 1956, this time to its present location at Stadium Way. Therefore, although it is not the first Episcopal Church built in

Pullman, the structure at 600 Oak Street is the oldest Episcopal Church still existing, and the second oldest Episcopal Church in Whitman County (Holy Trinity Episcopal Church was built in Palouse in 1895).

The building at 600 Oak Street was designed by architect William Swain, who worked in Duluth, Minnesota, before moving to Pullman. It was constructed in the English Gothic/Carpenter Gothic style, popular for Episcopal Churches built around the mid-19<sup>th</sup> to early 20<sup>th</sup> centuries. According to the author of the nomination, the building has retained its early 20<sup>th</sup>-century integrity primarily in its exterior, although the stained glass windows have been covered by plywood. Mr. Swain is a

prominent name in the history of architecture in Pullman. He drafted the plans for several local buildings, such as the Flatiron Building and the Greystone Church. He also designed the original St. Katherine's Episcopal Church. On top of those achievements, Mr. Swain served the community as city clerk, city treasurer, Police Court Judge, Justice of the Peace, and Mayor.



The former St. James Church on Oak Street was built in 1912 and has maintained much of its original character since that time.

At its meeting on June 9, the HPC accepted input from David Harder of Plateau Archaeological Investigations in support of the application. The HPC then discussed the proposal and determined that

the property in question met the city code criteria for listing on the local register based on its age, integrity, and historical significance.

Now that this property has been placed on the Pullman Register of Historic Places, the owner can potentially take advantage of special zoning and building code exceptions, and apply for reduced property tax valuation for qualified improvements to the property. In addition to proceeding through the standard

building permit review process for any proposed changes to the structure, the owner must obtain approval of its plans from the HPC to ensure that the proposed modifications would maintain the historic integrity of the building. There are currently five occupied apartments in a portion of the subject structure. The owner has indicated to planning staff that it may wish to expand this multi-family residential use in the near future.

## SERVING UP RULES FOR MOBILE CATERING

With the warmer weather we've been experiencing lately, the planning department has fielded several inquiries about placing food trucks and other mobile catering equipment at various places around town. These types of operations can provide a good food service alternative for hungry folks on the go.

Mobile catering is permitted within the city, so long as the proprietor follows certain standards. These standards are derived from zoning, building, fire, electrical, and public health laws, as well as storm water service and business registration programs. For those interested in starting a mobile catering operation, the basic rules are presented below:

- Mobile catering is allowed in commercial and industrial zoning districts.
- Hours of operation are limited to the period between 8:00 a.m. and 3:00 a.m.
- Off-street parking is required (at a ratio of one parking space for every two-hundred (200) square feet of "activity area" [vehicle space plus any seating area]) if the operation is located on private property.
- For mobile catering on private property, the proprietor must provide written consent from the property owner for the operation.
- For mobile catering on public sidewalks, the proprietor must leave a minimum of five feet of unobstructed sidewalk width.
- The operation must conform to applicable building code standards, including public works department approval of a metered potable water source; a back flow prevention device for any connections to a domestic

water supply; a plan for disposal of any liquid or solid waste, including fats, oils, or grease; and an "industrial user" application.

- All wash water must be disposed of to the sanitary sewer system; dumping liquids or any other waste into a storm drain or waterway or on the ground is strictly prohibited.
- All solid waste and recycling containers associated with the operation must be secured, have closeable lids, and be kept closed when not in use.
- A fire department inspection is required prior to use of the mobile catering vehicle or cart to ensure that it conforms to departmental requirements, including a 10-foot separation of the vehicle/cart



In Pullman, mobile catering operations have been set up primarily in commercial districts on College Hill and in the downtown area.

from a building or other concession stand; limits on the capacity, location, and use of liquid petroleum gas containers; standards involving the location and use of any cooking

equipment and kitchen hood vents; and provision of appropriate fire extinguishers in the mobile catering unit.

- By fire department standards, the public is not allowed in the concession vehicle when cooking is being conducted.
- The Washington State Department of Labor and Industries electrical division must approve electrical connections to the mobile catering unit.
- Any mobile catering operation must abide by Whitman County Health Department requirements, including applicable permits, approvals, and licenses.
- Mobile catering businesses must have a current Commercial Business Registration with the city of Pullman through the Washington State Department of Licensing Master License Service (MLS); registration through MLS will also satisfy most

business licensing requirements of the state of Washington, but proprietors are advised to check with the Washington Department of Licensing and Department of Revenue to be sure.

- In most cases, mobile catering operations will need to obtain and display Itinerant Vendor Permits for the business owner and all employees; permit applications and current fee information is available from the police department.

The city has produced a brochure that explains these rules in more detail. A paper copy of this brochure is available in the lobby of the public works/planning department office at City Hall. The pamphlet is also provided on the "FORMS/APPLICATIONS/BROCHURES" page of the city's planning department website (<http://www.pullman-wa.gov/departments/planning/applicationsbrochuresmaps>).

### PLANNING COMMISSION MEMBER APPOINTMENTS

In last month's newsletter, we reported that three of the nine Planning Commission members had submitted their letters of resignation to Mayor Glenn Johnson. The three resignations were coincidental, as each of the departing members had their own reasons for moving on to other pursuits.

When he became aware of the circumstances, Mayor Johnson acted quickly to fill the vacancies. By the City Council meeting of June 10, three new members appointed by the mayor had been confirmed by the Council. The incoming members on the Commission are Cheryl Clancy, Scott Vik, and Brent Carper. Planning staff has assured these folks that it will keep them plenty busy with fulfilling projects over the coming months and years. Congratulations, new Planning Commission appointees!





## 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
College Hill Design Standards	formulate design standards for new construction	College Hill Core	PC reviewed concepts 1/15/14 and 2/26/14; CC reaffirmed project 4/1/14; staff formulating standards
Zoning Code Amendment (Pigs and Electric Fences)	code amendment to allow miniature pigs and electric fences in city	Citywide	PC recommended draft amendments 5/28/14; CC review scheduled for 7/22/14
Shoreline Master Program Update	revise city's Shoreline Master Program in collaboration with Whitman County	Citywide	public kickoff meeting held 12/4/13; consultant conducting shoreline inventory
Davis Way street vacation petition	vacate 3,600 square feet of Davis Way right-of-way	Davis Way near its intersection with State Street	State Dept. of Transportation reviewing petition
Concordia Church Preschool Conditional Use Permit (C-14-3)	establish preschool in existing house	1765 NE Lower Drive	BOA approved permit 6/16/14; appeal period ends 7/7/14
Pimlico Apartments Sign Variance (V-14-1)	retain existing sign at 30 square feet in area and 8 feet in height	1455 NE Brandi Way	BOA hearing scheduled for 7/21/14
Harrington Setback Variance (V-14-2)	construct garage and house addition with 6-foot rear setback	230 NW Olsen Street	staff reviewing application
Downtown Historic Property Inventory	use federal funds for a survey of about 40 historic properties	downtown area	CC approved contract 11/12/13; consultant selected 2/24/14; consultant conducting survey
Pioneer Hill Historic Property Inventory Grant Application	use federal funds for a survey of about 35 historic properties	vicinity of the High Street/Jackson Street intersection	CC endorsed application 4/1/14; application sent to DAHP 4/14/14
Palouse/Maple Streets Local Historic Register Nomination	list parts of Palouse and Maple Streets on the historic register	Palouse and Maple Streets from Kamiaken Street to Whitman Street	CC granted consent 5/6/14; HPC meeting scheduled for 7/14/14
Veterans' Memorial Local Historic Register Nomination	list the Veterans' Memorial on the historic register	northeast corner of NE Spring and E. Main Street	CC granted consent 5/6/14; HPC meeting scheduled for 7/14/14
St. James Episcopal Church Local Historic Register Nomination	list the church on the historic register	600 NE Oak Street	HPC approved nomination 6/9/14
Laughery Animal Request (14-4)	request to keep up to 11 fowl on property	605 W. Main Street	staff approved request 6/21/14; appeal period ends 7/1/14
Washington State Dept. of Transportation Wash Building site plan (13-14)	construct 1,200-square-foot wash building	980 NW Davis Way	staff requested applicant to revise site plan
Illinois Street Duplex site plan (14-10)	build duplex on 6,400-square-foot lot	815 NE Illinois Street	staff requested applicant to revise site plan
Wysup Imports and More site plan (14-11)	create 17 paved auto display areas in existing grass area	1220 S. Grand Avenue	staff requested applicant to revise site plan
Pullman High School Bid Package 2 site plan (14-12)	demolish majority of existing building, renovate 47,000 square feet of existing building, and add 135,000 square feet of floor area	510 NW Greyhound Way	staff requested applicant to revise site plan
Pullman Building Supply site plan (14-13)	construct 115,000 square feet of retail and storage buildings on 11.5 acres	northwest corner of Fairmount and Harvest Drives	staff requested applicant to revise site plan
Golden Hills Multi-Family West Phase I site plan (14-14)	develop 48 apartments on 5.6-acre site	south of SW Old Wawawai Road and west of SW Golden Hills Drive	staff requested applicant to revise 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.





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**[WWW.PULLMAN-WA.GOV](http://WWW.PULLMAN-WA.GOV)**

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