



# Planning Department Newsletter

## BOARD OF ADJUSTMENT APPROVES PLANS FOR LINCOLN MIDDLE SCHOOL EXPANSION

Last November, the Pullman School District submitted a conditional use permit application to expand the Lincoln Middle School facility at 315 SE Crestview Street. At its public hearing on January 27, the Board of Adjustment approved this application, with one condition identified below.

The original Lincoln Middle School at the subject property was built in 1963, and a conditional use permit was issued for a significant reconstruction of the school in 2003. The modifications proposed by the school district in its November application include the following basic changes:

- a) expand the floor area of the school building by about 14,000 square feet (from 98,000 to 112,000 square feet total) by adding up to eight classrooms and two science labs;

- b) revise the configuration of the off-street parking lot to the west of the school building, including the addition of approximately 33 parking stalls (from 142 existing stalls to 175 proposed stalls);
- c) improve arrangements for student drop off/pick up functions by providing a continuous lane of approximately 1,000 feet for motorists;
- d) modify the west vehicular access to the school grounds from Crestview Street by separating entrance and exit movements through the use of a median; and
- e) add a 10-foot-wide pathway from the northwest corner of the subject property to the school building entrance.

No site work is planned for the area east of the school where the vehicle turnaround area and football field/track are located.

According to information supplied by the school district, the existing enrollment at the middle school is approximately 700 students. The school district stated in its application that the expansion of the school is being proposed to address current overcrowding and to increase the capacity of the facility to accommodate up to 850 students.

In its review of this application, planning department staff reported that the expansion plans would conform to all of the relevant zoning code development

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The proposed expansion at the middle school involves classroom additions on the north and west sides of the building along with other property improvements.

standards. Staff also noted that the design of the proposed modifications appeared to be well conceived.

As part of its preparations for this proposal, the school district retained a consultant to conduct a traffic impact analysis. The consultant studied the anticipated effect of the planned expansion on transportation facilities in the area, and it concluded that no improvements to streets or sidewalks were warranted. However, the consultant did recommend public safety enhancements for crosswalks at four particular intersections, namely:

- Kamiaken and Crestview Streets
- Spring and Crestview Streets
- Harvest and Carolstar Drives
- the Lincoln Middle School west access at Crestview St.

The suggested enhancements involve:

- changing the striping of the crosswalks to continental, or “zebra,” stripes

- installing reflective signage to alert motorists of the crosswalks in advance of the intersections
- placing reflective signage at the crosswalks themselves

In its report, planning staff recommended approval of the requested permit, with the condition that the applicant implement the public safety improvements described above.

At the public hearing, three individuals (two school district representatives and one private citizen) provided public comment to the Board. All of the testimony was offered in support of the proposal. After a short discussion, the Board decided to approve the conditional use permit with the condition suggested by staff.

The proposed modifications at Lincoln Middle School are part of a bond measure that has been submitted to voters within the school district; Election Day is Tuesday, February 11.

## PUBLIC WORKS DEPARTMENT INTRODUCES DRAFT COMPLETE STREETS POLICY

One of the current goals of the City Council is to “pass a Complete Streets ordinance that enhances multimodal access.” For those who may be unfamiliar with the term, the U.S. Department of Transportation has prepared the following description of “Complete Streets”:

Complete Streets are streets designed and operated to enable safe use and support mobility for all users. Those include people of all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or public transportation riders. The concept of Complete Streets encompasses many approaches to planning, designing, and operating roadways and rights of way with all users in mind to make the transportation network safer and more efficient.

The State of Washington encourages local agencies to adopt complete streets policies. One way this is supported is through the State’s Transportation



Improvement Board (TIB) Complete Streets grant program (RCW 47.04.320). Program goals include:

- Promote healthy communities
- Improve safety
- Protect the environment
- Preserve community character

To assist in the fulfillment of the above-cited Council goal, the public works department recently released a draft Complete Streets policy for review. The draft policy document includes sections for Definitions, Vision and Intent, Background and Policy, Design Guidance and Best Practices, Performance Measures, and Exceptions.

The Background and Policy section of the document outlines the principles of the proposed program. It reads, in part, as follows:

This Complete Streets policy is applicable to all capital projects (new construction and reconstruction) undertaken by the City of Pullman. It is also intended as a guide for all private development that affects streets, the transportation system, and the public realm. The City of Pullman shall make Complete Streets practices a routine part of its operation. The principles of this policy shall

inform all transportation planning, design, maintenance, and funding decisions. To the maximum extent practicable, the City of Pullman will plan, design, construct, operate, maintain, and identify funding to provide a comprehensive and integrated multi-modal transportation system for All Users. The application of this policy/principles should begin at the earliest phase of a project. The City Engineer shall be the staff lead for administering this policy. A Complete Streets committee shall review upcoming City capital projects for opportunities to enhance multi-modal transportation modes. The Committee shall consist of the City Engineer, Planning Director, Parks and Facilities Director, Transit representative, and Maintenance and Operations (M&O) representative, with the City Engineer as the chair of the committee.

The City of Pullman recognizes that multi-jurisdictional contributions are necessary for an effective Complete Streets policy and will work cooperatively within all City Departments and among the State of Washington, the Palouse Regional Transportation Planning Organization (PRTPO), Whitman County, Pullman School District, citizens, businesses, interest groups, and neighborhoods.

Complete Streets should not be a “one-size-fits-all” strategy. Design of Complete Streets should embrace flexibility of design, including incorporation of interim, pilot, or phased projects where appropriate. Not every improvement will be applicable for every context, nor do all streets necessitate improvements in order to be considered safe, comfortable, or complete.

The draft policy was presented to the Planning Commission for review at its January 22 meeting. The city offered members of the public the opportunity to provide input on the document either before or during the Commission meeting. Five parties furnished written comments before the meeting, and two of those individuals spoke at the session. In general, the citizens who offered feedback heartily endorsed the concept of Complete Streets. More specific comments included the following:

- Our neighborhood’s most successful streets are those adhering closely to the complete streets model, with mature street trees providing a barrier between pedestrians and the roadway
- The vision we share for our city—the reason complete streets is under consideration—is best served by encouraging the comfort,

convenience, and safety of nonmotorized transit over other transportation modes

- Good street design must be complemented with consistent code enforcement
- It would be helpful for the complete streets committee to develop a predictable, understandable process for soliciting and reviewing public comment
- The lens through which the community defines a Complete Street must include more than just adding a sidewalk and bike lane and calling it “complete”; all road users’ safety needs must be taken into account and prioritized above things like vehicle level of service and vehicle speed
- Keeping sidewalks, bike lanes, and curb ramps clear of snow should be included in the maintenance activities that are addressed in the Complete Streets policy
- The policy is nice to have, but the community should take actionable steps moving forward, such as updating the city’s engineering design standards to incorporate Complete Streets elements
- The city should create a new committee to oversee and implement the Complete Streets ordinance and policy, and the member composition of this committee should include both city staff and citizens



For its part, the Planning Commission expressed support for the program. One member suggested the use of the city’s established Capital Improvement Program Committee as an advisory board relative to Complete Streets principles.

The public works department is currently revising the draft policy document after receiving this public input. The City Council is scheduled to conduct a discussion on this matter at its meeting of February 4. At this point, public works staff expects to present a final draft of the policy to the Council for action in March.



## 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 meeting to be scheduled for February or March
Small Cell Facilities Zoning Code Amendments	revise code to provide for small cellular network equipment	Citywide	PC hearing held 12/18/19 and continued to 2/26/20
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 meeting scheduled for February or March
Aspen Heights Zone Change Application (Z-19-2)	rezone 25.6 acres from I1 to R3	southwest of intersection of N Grand Avenue and Albion Road	PC recommended approval on 12/18/19; CC approved application on 1/14/20
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 meeting to be scheduled for February or March
Paradise Hills No. 11 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	staff reviewing application
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
Carper Variance Application (V-19-5)	construct covered porch with 3-foot side yard setback	720 SW Finch Way	BOA conditionally approved application on 1/27/20
Lincoln Middle School Expansion Conditional Use Permit Application (C-19-4)	expand school facilities from 98,000 to 112,000 square feet	315 SE Crestview Street	BOA conditionally approved application on 1/27/20
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
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

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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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PROJECT	DESCRIPTION	LOCATION	STATUS
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 asked applicant to revise site plan
Hampton Inn Hotel site plan (19-12)	construct 114-room hotel on 4.4-acre site	1120 SE Bishop Boulevard	staff asked applicant to revise 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 asked applicant to revise site plan
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 asked applicant to revise site plan
Kamiak Cottages PRD site plan (19-19)	develop 12 homes and accessory structures	300 feet southeast of the intersection of NW Terre View and NW Canyon View Drives	staff completed site plan conditions on 1/3/20
Black Cypress Greenhouse site plan (19-20)	construct 100-square-foot greenhouse adjacent to restaurant	215 E. Main Street	applicant withdrew application on 1/21/20
Hilltop Suites site plan (20-1)	construct building and parking to provide apartments/hotel rooms	310 NW Old Wawawai Road	staff reviewing site plan
Maple Street Apartments site plan (20-2)	demolish existing residence and construct 4-plex	970 NE Maple Street	staff reviewing site plan
Lincoln Middle School Addition and Renovation site plan (20-3)	expand school facilities from 98,000 to 112,000 square feet	315 SE Crestview Street	staff reviewing site plan