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Planning Department Newsletter



HISTORIC PRESERVATION COMMISSION ADOPTS BYLAWS

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Typically, city committees do not make their bylaws the focal point of activity for any length of time. However, with the city's Historic Preservation Commission (HPC), the circumstances are different.

As mentioned in previous newsletter articles, the HPC was created as part of the city's Certified Local Government (CLG) program. This program, created by the National Historic Preservation Act of 1966, involves federal, state, and local government interaction for the purpose of preserving historic properties in those communities that choose to participate.

With most city committees, the City Council authorizes the creation of the panel, the Mayor and Council appoint the members, and the committee proceeds to accomplish its appointed duties. However, with the CLG program, the initial steps taken by the City Council and HPC are necessary actions just to apply to the state and federal government for official designation as a historic preservation municipality.

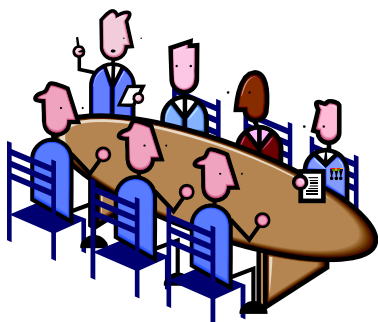
The first step involved is City Council adoption of a local CLG ordinance that creates the HPC and sets forth the various regulations pertaining to the program. The Council passed this ordinance in December of last year.

The second step is Mayor and Council appointment of members to serve on the HPC. According to the CLG ordinance,

each member must have a "demonstrated interest and/or competence in historic preservation," and at least three of the members must have actual experience in historic preservation or a related field. The Mayor and Council made these appointments in March.

The final requirement for the CLG application process is a set of bylaws adopted by the HPC. The HPC has held four meetings thus far (between May and September), and it spent a considerable portion of each of those four sessions addressing its bylaws. There's good reason for this—these bylaws provide the basic rules under which the committee will conduct its important business identifying and protecting historic resources in the community. The committee must also be sure to craft bylaws that will be acceptable to the state and federal government entities that will act on the city's CLG application. During its September meeting, the HPC completed its final discussion regarding these rules. At the conclusion of this discussion, the committee unanimously adopted its bylaws.

Now that the three main tasks associated with the CLG application process have been accomplished, planning department staff is assembling the necessary materials to request official certification under this program. (In addition to the items mentioned above, certain statements of qualifications for HPC members and staff must also be submitted.) The city hopes to receive notification concerning the outcome of this application procedure by December.



UPDATE ON COLLEGE HILL PLAN IMPLEMENTATION

In November of 2009, the City Council adopted the College Hill Core Neighborhood Plan (CHCNP) for the area bounded by Stadium Way, Grand Avenue, and Main Street, excepting the WSU campus. The objective of this plan is to maintain a high quality diversified neighborhood by addressing a series of strategies outlined in the document. (The plan is available for review at the planning department page of the city of Pullman website <http://www.pullman-wa.gov/>.)

Since the time this plan was adopted, city staff has been busy implementing its various objectives. These activities have been described in previous editions of this newsletter. Planning staff's current CHCNP implementation efforts are described below.

Pamphlet for College Hill Residents

The CHCNP calls for the delivery of an orientation pamphlet to each household in the College Hill Core to help educate occupants about being responsible residents and good neighbors. In 2010, the city produced this pamphlet based on input from a group of College Hill stakeholders. During the fall semester last year, the Sigma Alpha Epsilon (SAE) fraternity, working in concert with the WSU Center for Civic Engagement, distributed a copy of this pamphlet to each residence in the College Hill Core area. This year, the planning department was fortunate to again secure the services of the SAE fraternity to distribute the pamphlets door-to-door in the neighborhood. The fraternity members are currently engaged in this effort.

Design Review for New Construction

Design review is the process of applying appearance standards to real estate developments proposed for construction. The CHCNP promotes the establishment of these design regulations for the College Hill Core neighborhood to help make new developments more attractive and more compatible with surrounding properties. These regulations would assist in enhancing the character of the historic College Hill neighborhood.

The Planning Commission conducted discussions on this topic at three separate meetings last year. During those discussions, the Commission provided direction to staff on the appropriate form and substance of the regulations.

Earlier this month, planning department staff completed its first draft of design review concepts for residential developments, and distributed this draft to a

number of College Hill stakeholders. The draft standards address the placement and design of new buildings, parking areas, walkways, and open space. They also set parameters for the appearance of new buildings, including walls, entryways, windows, roofs, foundations, and exterior materials. The planning department expects to conduct a meeting in October to solicit comments from stakeholders regarding these design review concepts. When this first draft of design standards has been refined appropriately, planning staff will present the document to the Planning Commission for review. Eventually, the proposed regulations will be submitted to the City Council for consideration.



The proposed design review standards would apply to new construction related to all residential uses in the College Hill Core area.

Property Appearance Survey

One of the goals of the CHCNP is to establish attractive, well-maintained properties in the neighborhood. In order to obtain baseline data for use in achieving this goal, the planning office is currently conducting an appearance survey of each property within the College Hill Core through the services of a departmental intern. The intern is assessing the appearance of the structures and yard on every parcel, and taking notes to document particularly positive or negative features.

The information derived from this project will be used by planning staff to determine the most appropriate locations to concentrate the city's efforts in promoting good property maintenance. As suggested in the CHCNP, staff will continue to work in a cooperative fashion with affected owners, managers, and tenants to seek solutions to identified maintenance issues. Furthermore, the planning department intends to conduct this type of appearance survey every few years in order to chart trends in the neighborhood.



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 |
|--|--|--|---|
| Certified Local Government Program | establish historic preservation program for community | Citywide | HPC approved bylaws 9/12/11; staff preparing CLG application materials |
| College Hill Architectural Design Standards | formulate design standards for new construction | College Hill Core | PC meeting to set direction held 9/22/10; staff sent draft standards to stakeholders 9/16/11; stakeholder meeting to be scheduled for October |
| City Urban Growth Area Expansion | expand urban growth area to accommodate future growth | greater Pullman area | PC recommended approval 3/23; CC endorsed UGA 6/28; staff conducting final preparations for CC adoption |
| Mifflin Lot Coverage Variance (V-11-2) | build deck resulting in 42.7% total lot coverage | 775 SE Ridgeview Court | BOA hearing scheduled for 10/17 |
| Langdon Setback Variance (V-11-3) | construct duplex with 3.5-foot side yard setback | 555/557 SW Crithfield Court | BOA hearing scheduled for 10/17 |
| Port of Whitman County Fiber Optic Cable Substantial Development Permit (No. 79) | install underground cable near S. Fork of Palouse River | along SE Bishop Boulevard, E. Main Street, and N. Grand Avenue | Notice of application filed 9/10/11; comments due by 10/10/11 |
| Washington State Employees Credit Union Building site plan (11-1) | construct 3,400-square-foot building on 36,750-square-foot site | 670 SE Bishop Boulevard | staff requested applicant to revise site plan |
| Decagon Devices Addition site plan (11-15) | construct 27,000-square-foot addition to existing manufacturing building | 2365 NE Hopkins Court | 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; DOE: State Department of Ecology; HPC: Historic Preservation Commission

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
