



**PLANNING COMMISSION MEETING AGENDA
WEDNESDAY, JANUARY 11, 2023
4 P.M.
CITY HALL
HELD REMOTELY & IN-PERSON AT CITY HALL**

To participate remotely, you can:

- [Sign up to provide Public Comment at the meeting via calling in](#)
- [Submit Written Public Comment Prior to 2 pm on January 11, 2023](#)
- [Join the Zoom Meeting](#)

Questions or Need Assistance? Please contact Planning Commission Clerk Kathy Cummings at kcummings@libertylakewa.gov

1. Call to Order
2. Roll Call
3. **GENERAL BUSINESS:**
 - Review of Agenda
 - Approval of Minutes from December 14, 2023
 - Approval of Planning Commission 2023 Meeting Schedule
 - Election of Planning Commission Chair & Vice-Chair for 2023 - 2024
4. **Workshops:**
 - RV & Ministorage as a Limited Use in C-2 (Freeway Commercial) Zone – Lisa Key
 - Special Event Permits – Amy Mullerleile
5. **REPORTS:**
 - Secretary's Report
 - Planning Commissioner Reports
6. Citizens Comments
7. Adjournment

Next Meeting: February 8, 2023

PUBLIC COMMENT

If you wish to provide oral public comments or testimony during the Planning Commission meeting, please register through this link:

<https://us02web.zoom.us/j/86976544398?pwd=Qy94bHRqbkswaXhQb3lXZDNmQ2ltZz09>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming council meeting, please email your comments to kcummings@libertylakewa.gov by **2:00 p.m.** the day of the Planning Commission meeting and include all of the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Liberty Lake resident
4. The Agenda Item(s) which you are speaking about

JOIN ZOOM MEETING

To view the meeting live via Zoom Meeting, join the Zoom web meeting:

Meeting Instructions:

To join the Zoom web meeting:

<https://us02web.zoom.us/j/86976544398?pwd=Qy94bHRqbkswaXhQb3lXZDNmQ2ltZz09>

Dial In Phone Numbers:

- +1 253 215 8782 US (Tacoma)
- +1 669 900 6833 US (San Jose)

Meeting ID: 869 7654 4398

Passcode: 884050



PLANNING COMMISSION MEETING MINUTES
WEDNESDAY, DECEMBER 14TH, 2022
HELD VIA ZOOM & IN PERSON AT CITY HALL

Planning Commission Members Present: Richard Siler, Joe Mann, DG Garcia, Tim Olsen (via Zoom) & Paul Brown

Adjunct Member(s) Present: Kimball Bighorse (via Zoom)

Absent - Excused: Jim Baumker

Absent - Unexcused: Stephen Ramirez & Dale Robbins

Staff Present: Lisa Key, Amy Mullerleile & Kathy Cummings

Call to Order: Meeting was called to order at 4:05 p.m.

Roll Call: A quorum of members was present.

Absences:

Commissioner Brown moved to excuse the absence of Commissioner Baumker, seconded by Commissioner Mann. This motion carried unanimously.

Review of Agenda & Approval of Minutes:

Commissioner Brown moved that the November 9th minutes be approved, seconded by Commissioner Mann. The motion carried unanimously.

Ratification of Findings, Conclusions & Recommendations for 2022 CPAs:

Commissioner Siler read the Planning Commission's recommendation and criteria of approval for each the Comprehensive Plan Map Amendments, the Zoning Map Amendment Manufactured Home-Limited Use Requirements, and the Amendments to the Parking Standards.

Comprehensive Plan Map Amendments:

Commissioner Brown moved to ratify, seconded by Commissioner Mann. The motion carried unanimously.

Zoning Map Amendment:

Commissioner Garcia motioned to approve, seconded by Commissioner Olsen. The motion carried unanimously.

Manufactured Home – Limited Use Requirements:

Commissioner Mann motioned to approve, seconded by Commissioner Brown. The motion carried unanimously.

Amendments to Parking Standards:

Commissioner Garcia motioned to approve, seconded by Commissioner Brown. Commissioner Mann abstained.

Workshops:

Amendments to Building Height Definition:

Senior Planner, Amy Mullerleile, gave a presentation with examples of the current definition and how it is used to determine building height. She also presented examples of the recently proposed definition with the inclusion of grade plane as defined within the International Building Code. Comments and questions were asked and answered throughout. It was agreed that another workshop would be beneficial to clarify language and discuss alternatives.

Public Comment:

Jim Frank, speaking on behalf of Greenstone Corporation, discussed his interpretation of the current definition. He did not agree with revising the definition.

RV & Ministorage as a Limited Use in Certain Zones:

Director Key opened with discussion on the potential zones that could be appropriate for such uses and provided background on similar uses where they currently exist in the city. Discussion included a variety of concerns with allowing this use and potential mitigation strategies as limited use standards. It was agreed that a future workshop would be beneficial.

Public Comment:

Del Stratton, with Clearwater Summit Group, shared pictures of current mini-storage projects around the Spokane area and spoke on the positive points of their design. He discussed the growing need for storage due to smaller lot sizes, extra vehicles and RV / boat storage.

Secretary's Report:

No report was given.

Planning Commissioner Reports:

No reports were given.

Planning Commission Meeting
December 14, 2022

Citizens Comments:

No additional comments were provided at this time.

Adjournment:

Commissioner Brown moved to adjourn the meeting, seconded by Commissioner Mann which carried unanimously. The meeting adjourned at 5:48 p.m.

DRAFT



PLANNING COMMISSION 2023 MEETING SCHEDULE

January 11, 2023

February 8, 2023

March 8, 2023

April 12, 2023

May 10, 2023

June 7, 2023

July 12, 2023

August 9, 2023

September 13, 2023

October 11, 2023

November 8, 2023

December 13, 2023

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 755-6700 with 48-hours advance notice for special accommodations.



Liberty Lake Planning Commission

Meeting the 2nd Wednesday of each Month at 4 p.m.
in the City Hall Council Chambers

Regular Members - Voting

- **Dr. Dale Robbins** (City Resident)
Term Expiration: 12/31/2022
Email: DRobbins@libertylakewa.gov
- **Dg Garcia** (City Resident)**
Term Expiration: 12/31/2024
Email: DGarcia@libertylakewa.gov
- **Tim Olsen** (City Resident)*
Term Expiration: 12/31/2023
Email: TOlsen@libertylakewa.gov
- **Joe Mann** (City Resident)* - **Vice Chair**
Term Expiration: 12/31/2024
Email: JMann@libertylakewa.gov
- **Vacant**
Term Expiration: 12/31/2023
Email:
- **Paul Brown** (City Resident)
Term Expiration: 12/31/2025
Email: pbrown@libertylakewa.gov
- **Richard Siler** (City Resident) - **Chair**
Term Expiration: 12/31/2023
Email: RSiler@libertylakewa.gov

Adjunct Member(s) - Non-Voting

- **Jim Baumker** (City Resident)- Adjunct Position #1
Term Expiration: 12/31/2024
Email: JBaumker@libertylakewa.gov
- **Kimball Bighorse** (City Resident) - Adjunct Position #2
Term Expiration: 12/31/2024
Email: KBighorse@libertylakewa.gov

Chair/Vice Chair Term **(2021/2022)**

* Design Review Sub-Committee Members (2022/2023)

**Design Review Committee Alternate (2022/2023)

PROPOSED DEVELOPMENT CODE AMENDMENT

Recreational Vehicle & Ministorage As A Limited Use In The C-2 (Freeway Commercial Zone)

10-2A-4 Zoning Districts Matrix

Comprehensive Plan Category	Implementation - Zoning District	
Single Family Residential	R-1	(Single Family Residential)
Mixed Residential	R-2	(Mixed Residential)
Multi-Family Residential	R-3	(Multi-Family Residential)
Neighborhood Center	M-1	(Neighborhood Center)
Community Center	M-2	(Community Center)
Central Business District	M-3	(Central Business District)
Community Commercial	C-1	(Community Commercial)
Freeway Commercial	C-2	(Freeway Commercial)
Light Industrial	I	(Light Industrial)
Public / Semi-Public Institutional	P	(Public / Semi-Public Institutional)
Open Space / Recreation	O	(Open Space / Recreation)
Mixed Residential	RD-R	(River District-Mixed Residential)
Community Center Mixed Use	RD-M	(River District-Community Center)
Freeway Commercial	RD-C	(River District-Freeway Commercial)

Types of Uses

- **Permitted Uses (P):** Permitted uses are designated in matrix (10-2A-4) with the letter “P”. These uses may occur without special action by the Hearing Body, subject to development standards of the zone in which it is located, and other applicable portions of this Code.
- **Limited Uses (L):** Limited uses are designated in matrix (10-2A-4) with the letter “L”. These uses are allowed if they comply with the development standards of the zone in which it is located, and other applicable portions of this Code, including meeting the requirements for the necessary permits or approvals. These uses include accessory uses, temporary uses, home occupations, special uses, etc.
- **Conditional Uses (CU):** Conditional uses are designated in matrix (10-2A-4) with the letters “CU”. Conditional uses are permitted to locate only after a public hearing and the decision to grant a permit (conditional use permit) imposing such performance standards as will make the use compatible with other permitted uses in the same vicinity and zone and ensure against excessive interference with other permitted uses or imposing excessive demands upon public utilities and facilities as determined by the Hearing Body. Conditional use permits require a public hearing before the Hearing Examiner.
- **Not Permitted (N):** Uses designated in matrix (10-2A-4) with the letter “N” are not permitted. All uses not specifically authorized by this Code are prohibited.
- **Use Determinations:** It is recognized that all possible uses and variations of uses cannot be reasonably listed in a use matrix. The Zoning Administrator may classify uses not specifically addressed in the matrix consistent with similar uses. Classifications shall also be consistent with Comprehensive Plan policies.
- **Essential Public Facilities (EPF's):** Facilities that may have statewide or regional/countywide significance are listed in the Facilities and Uses column as EPF and shall additionally be evaluated to determine applicability with the “Spokane County Regional Siting Process for Essential Public Facilities”, as amended.

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Agriculture (actively farmed)	N	N	N	N	L	N	N	N	N	N	N
Agricultural product / craft sales stand (Farmer's market)	N	N	N	L	L	L	L	L	L	L	L
Church / religious institution	P	P	P	P	P	P	P	P	P	N	N
Funeral home / mortuary	N	N	N	N	N	N	P	N	N	N	N
Home occupation	L	L	L	L	L	L	N	N	N	N	N
Hospital - EPF	N	N	N	N	P	N	P	P	P	N	N
Large-scale retail establishments	N	N	N	N	L	L	N	L	N	N	N
Marijuana Producer	N	N	N	N	N	N	N	N	N	N	N
Mobile sales / concessions	L	L	L	L	L	L	L	L	L	L	L
Parking structure	N	N	L	L	L	L	L	L	L	N	N
Planned unit development (PUD)	P	P	P	P	P	P	P	P	P	N	N
Public assembly	L	L	L	L	L	L	L	L	L	L	L
Seasonal & special events	L	L	L	L	L	L	L	L	L	L	L
Temporary construction / sales office	L	L	L	L	L	L	L	L	L	L	L
Tower	N	N	N	N	N	N	L	N	L	N	N
Tower, private	L	L	L	L	L	L	L	L	L	N	N
Animal Related											
Animal health services / veterinarian - domestic animals	N	N	N	L	L	L	L	L	N	N	N
Animal shelter / kennel	N	N	N	N	N	N	N	N	L	L	N
Animal, wildlife rehabilitation facility	N	N	N	N	N	N	N	N	N	N	N
Dangerous animal / livestock keeping	N	N	N	N	N	N	N	N	N	N	N
Automobile, etc. oriented											
Automobile, manufactured home, recreational vehicle, trailer, & boat - sales	N	N	N	N	N	N	L	P	N	N	N
Automobile parts sales (retail)	N	N	N	N	L	L	P	P	P	N	N
Automobile parts sales (wholesale)	N	N	N	N	N	N	N	N	P	N	N
Automobile, recreational vehicle, trailer, truck, & taxi - rentals	N	N	N	N	N	N	L	P	N	N	N
Automobile / truck repair or maintenance (service station)	N	N	N	N	N	N	L	L	P	N	N
Automobile impound yard	N	N	N	N	N	N	N	N	N	P	N
Automobile wrecking / recycling, junk, & salvage yards	N	N	N	N	N	N	N	N	N	N	N
Boat, recreational vehicle, & trailer - construction, repair, parts sales, & maintenance	N	N	N	N	N	N	L	L	P	N	N
Car wash (automatic or self-service)	N	N	N	N	N	N	P	P	P	N	N
Gas station / convenience store	N	N	N	N	N	L	L	L	N	N	N
Child day-care											

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Family child day-care home (5 or fewer children)	P	P	P	P	P	P	N	N	N	N	N
Family child day-care home (6 to 12 children)	P	P	P	P	P	P	N	N	N	N	N
Child day-care center	CU	P	P	P	P	P	P	P	L	P	N
Child day-care center (in a church or a school)	L	P	P	P	P	P	P	P	L	L	N
Community recreation & facilities											
Athletic club / exercise facility / gym	N	N	N	P	P	P	P	P	P	N	L
Community center / hall / club	L	P	P	P	P	P	P	P	N	P	L
Golf course	N	N	N	N	N	N	N	N	N	N	P
Parks & recreation	P	P	P	P	P	P	P	P	P	P	P
Participant & spectator sports facilities	N	N	N	L	L	N	P	P	P	N	L
Recreational vehicle park / campground	N	N	N	N	N	N	N	N	N	N	N
Dining, personal services, entertainment, lodging and retail (excluding automobile oriented)											
Adult entertainment establishment	N	N	N	N	N	N	CU	N	N	N	N
Adult retail use establishment	N	N	N	N	N	N	CU	N	N	N	N
Banks / financial institutions (without drive-thru)	N	N	N	P	P	P	P	P	P	N	N
Banks / financial institutions (with drive-thru)	N	N	N	L	L	L	P	P	P	N	N
Bed and breakfast inn	CU	CU	CU	CU	CU	CU	N	N	N	N	N
Building supply / hardware – sales (inside sales & storage)	N	N	N	P	P	P	P	P	N	N	N
Building supply / hardware – sales (outside sales & storage)	N	N	N	N	N	N	N	P	P	N	N
Commercial laundromat & dry-cleaning facility (without drive-thru)	N	N	N	P	P	P	P	P	N	N	N
Commercial laundromat & dry-cleaning facility (with drive-thru)	N	N	N	L	L	L	P	P	N	N	N
Cultural center, library, museum	N	P	P	P	P	P	N	N	N	P	N
Espresso stand	N	N	N	N	N	N	L	N	N	N	N
General retail	N	N	N	P	P	P	P	P	L	N	L
Grocery store	N	N	N	P	P	P	P	P	N	N	N
Hotel, motel, inn	N	N	N	P	P	P	P	P	N	N	N
Landscape supply, greenhouse, or commercial nursery	N	N	N	N	P	N	P	P	P	N	N
Marijuana Retailer	N	N	N	N	N	N	N	N	N	N	N
Personal care services such as barber shops, hair and nail salons, tanning salons, etc.	N	N	N	P	P	P	P	P	L	N	N
Pharmacy (without drive-thru)	N	N	N	P	P	P	P	P	N	N	N

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Pharmacy (with drive-thru)	N	N	N	L	L	L	P	P	N	N	N
Printing, reprographics, bookbinding, & graphic services	N	N	N	P	P	P	P	P	P	N	N
Restaurant, café, deli, or ice cream parlor (without drive-thru)	N	N	N	P	P	P	P	P	L	N	L
Restaurant, café, deli, or ice cream parlor (with drive-thru)	N	N	N	P	P	P	P	P	N	N	N
Sports Bar	N	N	N	N	L	L	P	P	N	N	N
Tavern / pub / liquor store	N	N	N	N	L	L	P	P	N	N	L
Theater – motion picture	N	N	N	N	P	N	N	N	N	N	N
Theater – performing arts	N	N	N	P	P	P	P	P	L	N	L
Winery / Microbrew	N	N	N	N	P	P	P	P	P	N	N
Government/ civic offices and facilities											
Detention facility - EPF	N	N	N	N	N	N	N	N	N	CU	N
Maintenance / public works facility	N	N	N	N	L	L	L	L	L	P	L
Municipal Offices / Facilities	N	N	P	P	P	P	P	P	P	P	N
Post office	N	N	N	L	L	L	N	N	N	P	N
Prison / correctional facility - EPF	N	N	N	N	N	N	N	N	CU	N	N
Public transit facilities - EPF	P	P	P	P	P	P	P	P	P	P	N
Schools – public / private											
Nursery / pre-school	P	P	P	P	P	P	N	N	N	P	N
Elementary school	P	P	P	P	P	N	N	N	N	P	N
Middle school / Junior High	N	P	P	P	P	N	N	N	N	P	N
High school	N	N	P	N	P	N	N	N	N	P	N
College or university - EPF	N	N	P	N	P	N	N	N	N	P	N
Specialized / vocational / trade school	N	N	P	N	P	P	N	N	P	P	N
Housing											
Accessory caretaker's residence	N	N	N	N	N	N	N	L	L	N	L
Accessory dwelling unit (ADU), attached or detached	L	L	L	L	L	L	N	N	N	N	N
Adult family home	P	P	P	P	P	P	P	P	N	N	N
Dwelling, multi-family	N	L	L	L	L	L	N	N	N	N	N
Dwelling, single family	P	P	P	N	N	N	N	N	N	N	N
Dwelling, single family attached townhome	L	L	L	L	L	L	N	N	N	N	N
Dwelling, two-family duplex	N	L	L	N	N	N	N	N	N	N	N
Emergency housing & shelters	N	N	N	L	L	L	L	L	N	N	N
Manufactured homes (on individual lots)	L	L	L	N	N	N	N	N	N	N	N
Manufactured home park	N	L	L	N	N	N	N	N	N	N	N
Transitional & Supportive Housing, 8 beds or less	L	L	L	L	L	L	L	L	N	N	N
Transitional & Supportive	N	N	L	L	L	L	L	L	N	N	N

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Housing, more than 8 beds											
Zero lot line (single family courtyard home)	N	L	L	L	L	N	N	N	N	N	N
Manufacturing, equipment, and industrial production											
Concrete product manufacturing / ready mix concrete (excluding extraction / mining)	N	N	N	N	N	N	N	N	N	N	N
Artisan / Craftsman Live Work	N	N	N	N	N	N	N	N	N	N	N
Construction / industrial equipment sales or rental	N	N	N	N	N	N	N	P	P	N	N
High impact uses	N	N	N	N	N	N	N	N	N	N	N
Light manufacturing & assembly	N	N	N	N	L	L	P	P	P	N	N
Light manufacturing & assembly w/ retail sales showroom	N	N	N	N	L	L	P	P	P	N	N
Lumber mill, sawmill, shingle mill, plywood mill	N	N	N	N	N	N	N	N	N	N	N
Machine shop	N	N	N	N	N	N	N	L	P	N	N
Marijuana Processor	N	N	N	N	N	N	N	N	N	N	N
Plastic injection molding	N	N	N	N	N	N	L	L	P	N	N
Sandblasting / cutting	N	N	N	N	N	N	L	L	P	N	N
Tool and die making	N	N	N	N	N	N	L	L	P	N	N
Welding / sheet metal shop	N	N	N	N	N	N	L	L	P	N	N
Woodworking / cabinet manufacturing	N	N	N	N	N	N	L	L	P	N	N
Woodworking / cabinet manufacturing w/ retail sales showroom	N	N	N	N	L	N	L	L	P	N	N
General office and professional facilities											
Communications service systems	N	N	N	N	P	N	P	P	P	N	N
Office	N	CU	P	P	P	P	P	P	P	N	N
Medical equipment supply	N	N	N	N	P	N	P	P	P	N	N
Research facility / laboratory	N	N	N	N	P	N	L	L	P	N	N
Telemarketing centers / catalog & mail order houses	N	N	N	N	P	N	P	P	P	N	N
Social Services											
Secure Community Transition Facility (SCTF, 3 or fewer residents) - EPF	N	CU	CU	N	N	N	N	N	N	N	N
Solid waste management & recycling											
Commercial composting storage / processing facility - EPF	N	N	N	N	N	N	N	N	N	CU	N
Incinerator - EPF	N	N	N	N	N	N	N	N	N	CU	N
Landfill - EPF	N	N	N	N	N	N	N	N	N	CU	N
Recycling collection center	N	N	N	N	N	N	N	N	N	CU	N
Solid waste transfer site - EPF	N	N	N	N	N	N	N	N	N	CU	N

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
Tire salvage yard	N	N	N	N	N	N	N	N	N	N	N
Storage, freight, and wholesale facilities											
Outdoor vehicle storage	N	N	N	N	N	N	N	N	N	N	N
<u>Recreational vehicle storage & Self-service storage facility (mini storage)</u>	N	N	N	N	N	N	N	N _L	N	N	N
Warehouse & freight movement	N	N	N	N	N	N	P	P	P	N	N
Wholesaling / distribution facility	N	N	N	N	L	N	P	P	P	N	N
Utilities and facilities											
Macro cell wireless communication antenna array	N	CU	CU	CU	CU	CU	CU	CU	CU	CU	N
Macro cell wireless communication support tower	N	N	N	N	N	N	N	N	CU	CU	N
Power plant - EPF	N	N	N	N	N	N	N	N	N	CU	N
Public utility local distribution facility	CU	CU	CU	CU	CU	CU	CU	CU	CU	CU	N
Public utility transmission facility - EPF	N	N	N	N	N	N	CU	L	L	L	N
Sewage treatment plant - EPF	N	N	N	N	N	N	N	N	N	CU	N
Small wireless facility	L	L	L	L	L	L	L	L	L	L	L

10-2I-3 Limited Uses (L)

- A. Limited Uses. The land uses listed in the Zoning Matrix (Section 10-2A-4) under the C-2 (Freeway Commercial) District with the letter “L” are allowed in the C-2 zone if they comply with the development standards of the C-2 (Freeway Commercial) District, and other applicable portions of this Code, including meeting the requirements for the necessary permits or approvals. These uses include accessory uses, temporary uses, home occupations, special uses, etc. Only land uses which are specifically listed in the Zoning Matrix (Section 10-2A-4), and land uses which are approved as “similar” to those in the Zoning Matrix (Section 10-2A-4), may be permitted as Limited Uses. The following standards are intended to control development scale; avoid or minimize impacts associated with traffic, parking, and design compatibility; and ensure management and maintenance of common areas, as applicable.
- B. Determination of Similar Land Use. Similar use determinations shall be made in conformance with the procedures in Article 10-4G - Administrative Interpretations.
- C. Requirements for Specific C-2 Limited Uses.

1. Agricultural product / craft sales stand (Farmer's market)

- a. Requires application for and approval of a Temporary Use Permit as outlined in Section 10-4I-1.
- b. Displays of merchandise and vendors shall be limited to crafts, cards, plants, gardening/floral products, food, books, newspapers, and similar

small items for sale to pedestrians.

- c. A minimum aisle width of 6 feet shall be maintained between booths or displays.

2. Large-scale retail establishments

- a. The following standards and the standards identified in Section 10-2F-10, subsection C-4 apply to all Large-scale retail establishments, as defined in Article 10-1C that make application for any of the following:
 - i. New construction;
 - ii. An addition that would increase the building(s) square footage to equal or greater than the square footages above; or
 - iii. A remodel of a building(s) with square footage that is equal or greater than the square footages defined for Large-scale retail establishments within these standards and which the remodel exceeds fifty percent (50%) of the assessed value of the existing structure. The value of the remodel shall be based on the current Building Valuation Data Table adopted by the City of Liberty Lake.
 - iv. Exceptions - Waivers to these standards may be granted through a Class A Variance process under the following circumstances and in accordance with the chart below:
 - aa. Strict application of the standard would result in peculiar or exceptional practical difficulties or exceptional and undue hardship upon the owner of the property; or
 - bb. A proposed alternative building or site design satisfies the intent of the ordinance as well or better than would strict compliance with the standard; or
 - cc. The new siting of parking areas and buildings in relation to the street is not possible with the remodel or addition; and
 - dd. Granting of the waiver would not impose significantly more negative impacts on nearby properties.

Requirements	New Construction	Addition	Interior Remodel	Exterior Remodel
Compliance with the City Development and Building Codes	Required	Required	Required	Required
Application Requirements	Required	Required	Required	Required
Site Design & Features	Required	x	Exempt	x
Outdoor Display / Sales Area & Accessory Uses	Required	x	N/A	x
Building Design	Required	Required	N/A	x
Materials & Colors	Required	Required	N/A	Required
Adaptability for Reuse / Compartmentalization / Redevelopment	Optional	Optional	N/A	Optional
Signage	Optional	Optional	Optional	Optional

- b. Development Agreement - Prior to building permit issuance for a large-scale retail establishment or at the time of a property ownership change, the City will require property owners (including assigns, heirs, and successors in interest) to sign an agreement, that the City will record with the Spokane County Auditor, to cover the following:
 - i. The property owner agrees not to impose any post-closure limits on the type of reuse of previously occupied buildings (e.g. not permitting another large-scale retail establishment from occupying the vacated building);
 - ii. The property owner agrees to provide a notice of closure to the Zoning Administrator as soon as a closure is anticipated or at least three (3) months prior to an anticipated store closure; and
 - iii. The property owner agrees to meet with the Zoning Administrator at least three (3) months prior to an anticipated store closure to discuss their exit strategy and facilitate opportunities for building / property reuse and redevelopment. At this meeting, the property owner will provide a maintenance plan for normal repairs and upkeep of property, in compliance with Article 10-31 (Property Maintenance Standards) of the City Development Code and elimination of legible impressions, images, or remnants of signs remaining on a building or sign surface after the use for which the sign was permitted ceases to operate.
- c. Pedestrian & Bicycle Circulation / Facilities
 - i. Ten (10) foot wide sidewalks will be required across the front of all buildings or wherever public access areas are located around the building;
 - ii. Distinct pedestrian crossing markers or changes in surfacing must be used; and
 - iii. Publicly accessible focal points with features such as a patio /seating area are required.
- d. Shopping Cart Storage & Return Stations - When a business utilizes shopping carts, adequate close-by shopping cart return stations to temporarily house returned shopping carts shall be provided throughout the parking lots. All shopping carts shall be effectively contained or controlled within the boundaries of store premises, which refers to the lot area, maintained, managed and/or utilized by the business, that may include the building, parking lot and adjacent walkways, and where the business's shopping carts are permitted. Exterior shopping cart storage areas are not permitted and carts must be permanently stored inside the building. The following standards apply to exterior shopping cart return stations
 - i. Shopping cart return stations shall be identified on the site plan and the locations shall be approved by the City;
 - ii. Shopping cart return stations shall incorporate landscaping, architectural features, or similar design elements to draw attention to and lessen the impact of stand-alone features within parking areas;

- iii. Storage or temporary storage of shopping carts shall not be allowed on walkways outside of buildings at any time; and
 - iv. The applicant shall submit a working plan for the collection of shopping carts from the parking lot.
- e. Outdoor Storage Uses & Service / Loading Areas -
- i. Outdoor storage of items such as products, racks, and pallets, and the use of cargo containers for storage is prohibited;
 - ii. Areas for truck parking, trash collection or compaction, loading, or other such uses shall not be visible from public or private rights-of-way, not located within 20 feet of any public or private street, public sidewalk, or internal pedestrian way and location(s) are restricted to the location(s) shown on the site plan approved by the City;
 - iii. Loading docks, truck parking, utility meters, HVAC equipment, trash dumpsters, trash compaction, and other service functions shall be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets, and no attention is attracted to the functions by the use of screening materials that are different from or inferior to the principal materials of the building and landscape; and
 - iv. When the site is abutting a Residential Zone / Use, deliveries and collections shall not occur between 10:00 p.m. and 6:00 a.m., unless mitigating measures can be proposed to prevent noise or light nuisances.
- f. Outdoor Display / Sales Areas & Accessory Uses
- i. All outdoor display / sales areas and accessory uses shall be permitted only where clearly depicted on the site plan approved by the City;
 - ii. Outdoor displays of merchandise, equipment, vending machines, etc. located on building aprons or along the storefront are only permitted if shown on the approved site plan and permitted by the Zoning Administrator or permitted through a Temporary Use Permit (see temporary sales / displays below). Display areas on building aprons or along the storefront must maintain a minimum walkway width of ten (10) feet between the display items and any vehicle drives;
 - iii. All outdoor display areas shall be separated from motor vehicle routes by a physical barrier visible to drivers and pedestrians, and by a minimum of ten (10) feet;
 - iv. Any permanent display / sales areas not located on building aprons, shall be permanently defined and screened with walls, fences, or evergreen hedges, a minimum of five (5) feet in height;
 - v. Outdoor display / sales areas and accessory uses such as food vendors shall be incorporated into the overall design of the building and the landscaping; and

- vi. Temporary sales / displays, such as Christmas trees, landscape materials, etc.
 - aa. Temporary sales / displays shall be reviewed and approved by the Zoning Administrator through the Temporary Use Permit process in accordance with Section 10-4I-1.
- g. Adaptability for Reuse / Compartmentalization / Redevelopment - It is recommended that the building design include specific elements for adaptation for multi-tenant re-use. The design standards above will aid in adaptive reuse of a building, additionally, the building design should also allow for the following:
 - i. Facades that readily adapt to multiple entrances and adapt to entrances on all but one side of the building;
 - ii. Parking lot schemes that are shared by establishments or are linked by safe and functional pedestrian connections; and
 - iii. Landscaping schemes that complement the multiple entrance design.

3. Mobile sales / concessions

- a. Requires application for and approval of a Temporary Use Permit as outlined in Section 10-4I-1.
- b. Mobile food service establishments may be located on private property or adjacent parking in the public right-of-way as an accessory use, where a principal use has already been established on the subject property.
- c. Mobile sales/ concessions may be located in public right-of-way when associated with a special community event, such as Liberty Lake Yard Sale Weekend, with the approval of the adjacent property owner or business.
- d. Hours of operation for the mobile concession shall be limited to the hours of operation of the principal use associated with the subject property, except when associated with a community event, in which case the hours of operation for the mobile concession shall be limited to the hours of operation of that community event.

4. Parking structure

- a. Parking structures shall be accessed from an alley, placed underground, placed within buildings, or located behind or to the side of a building.
- b. Parking structure entrances facing a street shall be recessed behind the front elevation by a minimum of 4 feet. On corner lots, parking structure entrances shall be oriented to a side-street (i.e., away from the arterial or collector street) when vehicle access cannot be provided from an alley.

5. Public assembly

- a. Requires application for and approval of a Public Assembly Permit from the Building Official.

6. Seasonal and special events

- a. Requires application for and approval of a Temporary Use Permit as

outlined in Section 10-4I-1.

7. Temporary construction / sales office

- a. Requires application for and approval of a Temporary Use Permit as outlined in Section 10-4I-1.

8. Tower, private

- a. The applicant shall show that the impact area (that area in all directions equal to the private tower's height above grade) is completely on the subject property or that an easement(s) has been secured for all property in the tower's impact area. Such easement(s) shall be recorded with the County Auditor with a statement that only the City can remove the easement.
- b. The tower shall not exceed the maximum height of the underlying zone.
- c. The tower must be accessory to a residence on the same site.

9. Animal health services / veterinarian - domestic animals

- a. Treatment rooms, cages, yards, or runs are to be maintained within a completely enclosed building. Compliance with noise standards for a commercial noise source as identified by WAC 173-60-040, shall be demonstrated by the applicant.
- b. Short term boarding of animals not currently under treatment may be permitted within the clinic building. The operation of the clinic shall be conducted in such a way as to produce no objectionable odors or noise outside its walls, or other nuisance or health hazard.
- c. Sidewalks or pathways shall be provided to connect pedestrians from the frontage street to the animal health services / veterinarian building.

10. Automobile / truck repair or maintenance (service station)

- a. All vehicles being repaired or maintained shall be completely enclosed within a building or shall be completely enclosed with a solid wall or fully sight obscuring fence to a minimum height of 6 feet.

11. Boat, recreational vehicle, & trailer - construction, repair, parts sales, & maintenance

- a. All boats, recreational vehicles, and/or trailers being constructed, repaired, or maintained shall be completely enclosed within a building or shall be completely enclosed with a solid wall or fully sight obscuring fence to a minimum height of 6 feet.

12. Gas station / convenience store

- a. Underground storage tanks and stormwater disposal shall not be located within the 1000 foot radius of a wellhead.
- b. Pump islands and other fuel dispensing tanks (e.g. propane) shall be located at least 25 feet from the right-of-way line(s).
- c. Convenience stores/gas stations shall not exceed 8 pump sites and the building footprint area shall not exceed 5,000 square feet per lot. A pump site is one dispenser which may be double sided.

13. Maintenance / public works facility

- a. All equipment shall be completely enclosed within a building or shall be completely enclosed with a solid wall or fully sight obscuring fence to a minimum height of 6 feet.

14. Accessory caretaker's residence

- a. The residence is an accessory use to the primary use and is limited to the duration of need associated with the custodial, maintenance or overseeing of the owner's property, building, and/or use.
- b. Construction of the primary use shall occur previous to or simultaneous with the construction of the residential unit.
- c. The caretaker's residence shall be limited in size to 1,000 square feet and shall be served with public water and sewer.

15. Emergency Housing & Shelters

- a. The facility must be open 24 hours per day, 7 days per week.
- b. The maximum number of residents in the facility is limited to the general capacity of the building, but in no case shall it exceed 75 residents,
- c. Beds or rooms shall be assigned to specific residents.
- d. On-site services such as laundry, hygiene, and meals are limited to the residents of the facility and shall not be available for drop-in use by non-residents.
- e. In order to prevent the concentration of facilities in one area of the City, the proposed facility must be distanced at least 3/4 mile from any other stand-alone emergency shelter or transitional and supportive housing, as measured from the nearest points of such properties.
- f. The facility must be located within 1/4 mile of a fixed transit route.
- g. The facility shall meet any applicable state and federal licensing requirements.

16. Transitional & Supportive Housing, 8 Beds or Less

- a. The facility shall be limited to 8 or fewer residents, not including caregivers and staff.
- b. The facility shall meet any applicable state and federal licensing requirements.

17. Transitional & Supportive Housing, More than 8 Beds

- a. The facility should be limited to 50 or fewer housing units within a single facility or complex.
- b. In order to prevent the concentration of facilities in one area of the City, the proposed facility must be distanced at least 3/4 mile from any other stand-alone emergency shelter or transitional and supportive housing, as measured from the nearest points of such properties.
- c. The facility must be located within 1/4 mile of a fixed transit route.
- d. The facility shall meet any applicable state and federal licensing requirements.

18. Machine shop, plastic injection molding, sandblasting / cutting, & tool and dye making

- a. The uses shall be completely enclosed within a building.

19. Welding / sheet metal shops

- a. The welding / sheet metal shop use shall be completely enclosed within a building.
- b. Open air welding shall be prohibited

20. Woodworking / cabinet manufacturing with and without retail sales showroom

- a. The woodworking / cabinet manufacturing use shall be completely enclosed within a building.

21. Research facility / laboratory

- a. The research facility / laboratory use shall be completely enclosed within a building.

22. Recreational vehicle storage & self-service storage facility (mini storage)

- a. Storage facilities shall be limited in size to a maximum area of 5 acres.
- b. All storage shall be completely screened from view using buildings with exterior walls meeting architectural design standards as detailed in paragraph k below.
- c. All storage shall be covered by a roof.
- d. All driving, parking, and storage shall be located on an impervious surface approved by the City.
- e. All drains shall be equipped with an oil-water separator.
- f. Stand-alone outdoor storage shall not be permitted.
- g. Storage facilities shall be required to maintain 24-hour access control.
- h. Entrance gates shall be so designed as to be fully sight-obscuring.
- i. Buildings shall be set back a minimum of 20 feet from edge of right-of-way.
- j. A Type II visual relief landscape buffer shall be required along all right-of-way frontage.
- k. Architectural design standards:
 - i. Outward-facing, exterior building walls shall incorporate architectural detailing through use of varied materials and features, in a manner that breaks up large surfaces and provides spacing and articulation.
 - ii. Outward-facing walls shall incorporate articulation and divide large masses through such techniques including but not limited to building offsets, projections, modulation, recessed or projected entries, windows, canopies, etc.

23. Public utility transmission facility – EPF

- I. The utility company shall secure the necessary property or right-of-way to assure for the proper construction, maintenance, and general safety of

properties adjoining the public utility transmission facility.

- m. All support structures for electrical transmission lines shall have their means of access located a minimum of 16 feet above the ground and the height of the structure above ground shall not exceed 45 feet.
- n. Before issuance of a building permit, the applicant shall have complied with all applicable requirements for the siting of an essential public facility in accordance with state, regional, and local mandates.
- o. Undergrounding of all newly installed or extensively modified utilities under 55kV shall be required.

24. Small Wireless Facilities

- a. Siting Hierarchy.
 - i. Collocation on an existing building or existing or replacement non-wooden light poles is the preferred siting location in this zone.
 - ii. If collocation as described in the subparagraph above is demonstrated to be technically infeasible or inadequate for network objectives, collocation on an existing or replacement wooden or metal utility pole within the zoning district shall be allowed.
 - iii. If collocation as described in the subparagraph above is demonstrated to be technically infeasible or inadequate for network objectives, a wireless only pole shall be permitted.
- b. Shall only be permitted on public property or in public right-of-way with a valid Franchise Agreement in place, as required in Liberty Lake Municipal Code §8-8, which expressly addresses small wireless facilities.
- c. Must meet design standards as detailed in City Development Code §10-3F-4.
- d. Small Wireless Communication Facility Permit is required, as detailed in City Development Code §10-4I-4.