

**PLANNING COMMISSION MEETING AGENDA  
WEDNESDAY, AUGUST 12, 2020  
4 P.M.  
CITY HALL  
HELD REMOTELY**

**PURSUANT TO GOVERNOR INSLEE'S ORDER 20-28 DATED MARCH 24, 2020 – ALL PUBLIC MEETINGS WILL BE HELD REMOTELY.**

**The Planning Commission will participate via ZOOM. The public can participate via the following:**

- [Sign up to provide Public Comment at the meeting via calling in](#)
- [Submit Written Public Comment Prior to 2 pm on August 12, 2020](#)
- [Join the Zoom Meeting](#)

Questions or Need Assistance? Please contact Planning Commission Clerk Kelsey Wright at [kwright@libertylakewa.gov](mailto:kwright@libertylakewa.gov)

1. Call to Order
2. Roll Call
3. **GENERAL BUSINESS:**
  - Review of Agenda
  - Approval of Minutes from July 8, 2020
  - Ratification of Findings, Conclusions & Recommendations re: RV Sales & Service in the C-1 Zone
4. **WORKSHOPS/PRESENTATIONS:** 2020 Annual Comprehensive Plan and Code Amendments
  - CPA 2020-001: Food Trucks as a Limited Use in C-1, C-2 & RD-C Zone
  - CPA 2020-002: Junk Car Definition
  - CPA 2020-003: Land Division Process Improvements
  - CPA 2020-004: Increasing Maximum Lot Coverage in R-2 Zone
5. **REPORTS:**
  - Secretary's Report
  - Planning Commissioner Reports
6. Citizens Comments
7. Adjournment

**Next Meeting:** September 9, 2020

## **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/88600234730?pwd=Sy9DaVJJSdIGbDNFckZzbExKMi90Zz09>

## WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming council meeting, please email your comments to [kwright@libertylakewa.gov](mailto:kwright@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/88600234730?pwd=Sy9DaVJJSdIGbDNFckZzbExKMi90Zz09>

### **Dial In Phone Numbers:**

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

**Meeting ID: 886 0023 4730**

**Password: 725966**



## PLANNING COMMISSION MEETING MINUTES WEDNESDAY, JULY 8, 2020

**Planning Commission Members Present:** Jesse Fox, Joe Mann, Charles Matthews, Richard Siler

**Adjunct Member(s) Present:** Kate Laven, Shelli Dickinson

**Absent:** Jamie Baird, Paul Brown, Joshua McKee

**Staff Present:** Lisa Key, Kelsey Wright, Todd Henderson, Ben Schmitt

**Call to Order:** Meeting was called to order at 4:00 p.m.

**Roll Call:** A quorum of members was present.

### **Review of Agenda & Approval of Minutes:**

Commissioner Laven moved that the March 11th minutes be approved, seconded by Commissioner Matthews. A roll call vote followed which carried unanimously.

### **Public Hearing:** Proposed Amendment to C-1 Zone, allowing for RV Sales and Service as a Permitted Use

Lisa Key presented a brief staff report on the proposed code amendments. Questions asked and answered.

No public testimony was heard, and deliberations ensued.

Upon deliberation, the Planning Commission concluded that:

- The proposed amendment **is** consistent with the Comprehensive Plan and **is not** detrimental to the public welfare.
- The proposed amendment **is** warranted by a change in economic, technological and/or land use conditions.
- The proposed amendment **is not** necessary to correct an error.
- The proposed amendment **is not** necessary to clarify meaning or intent.
- The proposed amendment **is not** necessary to provide for a proposed use that was not previously addressed.
- The proposed amendment **is** deemed necessary as being in the public interest.

On this basis, Commissioner Fox moved to recommend approval of the proposed amendments to the City of Liberty Lake Development Code to provide for “automobile, manufactured home, recreational vehicle, trailer, & boat sales & rentals” and “boat, recreational vehicle, & trailer – construction, repair, parts sales, & maintenance” as limited uses in the C-1 Zone. The motion was seconded by Commissioner Mann. A roll call vote followed, which carried unanimously.

The Hearing closed at 4:29 PM.

## **Workshops/Presentations:**

- A. Potential Docket for 2020 Annual Comprehensive Plan and Code Amendments: Lisa Key presented on the potential docket for 2020 annual comprehensive plan and code amendments, proposing we defer one docket item the following year. Questions asked and answered. Discussion followed regarding the workload and what would be achievable this year.

Commissioner Fox moved that the docket be approved with one item deferred, as recommended by Lisa Key, seconded by Commissioner Laven. A roll call vote followed which carried unanimously.

## **Secretary's Report:**

Lisa Key reported on the below listed items:

- Introduced Ben Schmitt – City Engineer
- PEBS Staff Update
- Short Course in Planning Opportunity

## **Planning Commissioner Reports:**

No reports at this time.

## **City Council Reporter of the Month:**

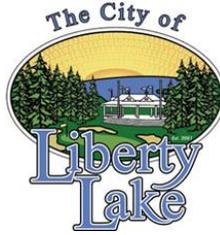
Commissioner Siler volunteered to report at the next City Council meeting.

## **Citizens Comments:**

Tom Sahlberg, city resident, commented commending the work of the Planning Commission.

## **Adjournment:**

Commissioner Fox moved to adjourn the meeting, seconded by Commissioner Laven, which carried unanimously. The meeting adjourned at 4:57 p.m.



**PLANNING COMMISSION FINDINGS, CONCLUSIONS & RECOMMENDATIONS**

**IN THE MATTER OF AN AMENDMENT TO CITY OF LIBERTY LAKE DEVELOPMENT CODE §10-2, PROVIDING FOR “AUTOMOBILE, MANUFACTURED HOME, RECREATIONAL VEHICLE, TRAILER, & BOAT SALES & RENTALS” AND “BOAT, RECREATIONAL VEHICLE, & TRAILER - CONSTRUCTION, REPAIR, PARTS SALES, & MAINTENANCE” AS LIMITED USES IN THE C-1 ZONE**

**HEARING DATE:** July 8, 2020 @ 4:00 p.m.

**PROPOSAL COORDINATOR:** Lisa D. Key, Director of Planning, Engineering & Building Services

<b>PROPOSAL SUMMARY:</b>	
<b>Location</b>	Citywide
<b>Applicant(s)</b>	City of Liberty Lake
<b>Proposal Information</b>	To allow for automobile, manufactured home, recreational vehicle, trailer, & boat sales and service as limited uses in the C-1 Zone
<b>Code Chapter / Section</b>	<b>§10-2A-4, Zoning Matrix</b> <b>§10-2H-3, Limited Uses in the C-1 Zone</b>
<b>Proposal Summary</b>	List “Automobile, manufactured home, recreational vehicle, trailer, & boat sales & rentals” and “Boat, recreational vehicle, & trailer - construction, repair, parts sales, & maintenance” as limited uses in the C-1 Zone.  In order to protect nearby residential uses, such uses are proposed to be limited uses in the C-1, permitted only on sites that are at least 300 feet away from any residential zones or use.
<b>Proposed Amendment Text</b>	See Exhibit A.

## STATE OF WASHINGTON REGULATORY FRAMEWORK, AUTHORITY & REQUIREMENTS:

### **RCW 36.70A: Growth Management Act (GMA):**

*Liberty Lake is mandated to plan under GMA. The City's Comprehensive Plan and Development Regulations were developed in accordance with the requirements of GMA. Development Regulations are required to implement the City's Comprehensive Plan, and any amendments to City Development Code must be consistent with the City's adopted Comprehensive Plan. The City must provide reasonable public notice of proposed amendments and opportunities for public participation.*

### **WAC 365-196: Growth Management -- Procedural Criteria for Adopting Comprehensive Plans and Development Regulations**

*Development code amendments must comply with procedures established in WAC 365-196, including rules regarding internal consistency, interjurisdictional coordination, public participation requirements, and notification to the Department of Commerce of "intent to adopt" proposed code amendments at least 60 days prior to final adoption.*

### **WAC 197-11: State Environmental Policy Act (SEPA) Rules:**

*Development Regulations are subject to SEPA review as a non-project action, in accordance with procedures established in WAC 197-11.*

## CITY OF LIBERTY LAKE REGULATORY FRAMEWORK & PROCEDURAL REQUIREMENTS:

### **City Code §10-4B-5: Type IV Projects:**

*Development Code Amendments are classified as Type IV Projects in the City of Liberty Lake Development Code and are considered legislative decisions. The procedural requirements and decision criteria are detailed in City Development Code §10-4B-5.*

## **SEPA REVIEW:**

SEPA Checklists were completed for the proposed amendment to development Code. The City of Liberty Lake Planning, Engineering & Building Services has determined that the proposal, as a non-project review, will have no significant adverse environmental impacts and issued a Determination of Non-Significance (DNS) and Adoption of Existing Environmental Documents on **June 10, 2020**. The City adopted the Spokane County Final Supplemental Environmental Impact Statement for the Spokane County Comprehensive Plan that was prepared on November 22, 2000 and was previously adopted for the original City of Liberty Lake Comprehensive Plan and Development Code, as well as the Final Environmental Impact Statement for the City of Liberty Lake Urban Growth Area Boundary Alternatives that was prepared on December 13, 2006. The Notice of Availability, SEPA Checklist and Threshold Determination, and Amendment Document were routed to agencies on or before **June 10, 2020**, and a Notice of Availability was posted at the Liberty Lake Municipal Library and at City Hall, as well as being published in the **June 19, 2020** edition of the Valley News Herald. On or before **June 11, 2020**, the Notice of Availability, Notice of Hearing, SEPA Checklist and Threshold Determination, and Amendment Lists were also posted on the City website, and the notice and

a link to the City website was emailed to the public notice group. Comments on the SEPA Checklist and Threshold Determination were due by **June 24, 2020**.

**PROCEDURAL INFORMATION:**

Planning Commission Workshop on Proposed Amendment:	March 11, 2020
SEPA Notice/ Public Hearing Notice:	June 10, 2020
SEPA Comment/Appeal Period Ends:	June 24, 2020
Planning Commission Hearing:	July 8, 2020

**AGENCY REVIEW:**

SEPA Distribution List & Adjacent Jurisdictions: Liberty Lake Police Department; Avista; Century Link; Central Valley School District; City of Spokane Valley; CDA Tribe; Comcast; Spokane Clean Air; Spokane Valley Fire District; Spokane Transit Authority; Spokane Regional Health District; Spokane Tribe; WS Department of Ecology; WS Department of Fish & Wildlife; WS Department of Natural Resources; WS Department of Transportation; Spokane Regional Transportation Council; Liberty Lake Water & Sewer District; Consolidated Irrigation District; Spokane County Utilities; Spokane County Planning; WS Department of Commerce.

**RELEVANT COMPREHENSIVE PLAN GOALS & POLICIES:**

**Governance Goal 1:** Actively involve residents, businesses, and property owners in the governance of the City.

**Economic Development Goal 1:** Maintain a healthy and sustainable local economy.

**Governance Policy 1:** The City shall use the website, email, social media, newsletters, local newspapers, special announcements and other techniques to keep the community well-informed.

**Governance Policy 4:** Regulations developed by the City of Liberty Lake will not result in or constitute a taking of private property and shall be evaluated as provided for in RCW 36.70A.370.

**Land Use Policy 2:** Provide for a compatible mix of housing and commercial uses in all commercial districts, neighborhood centers, community centers, and the Central Business District.

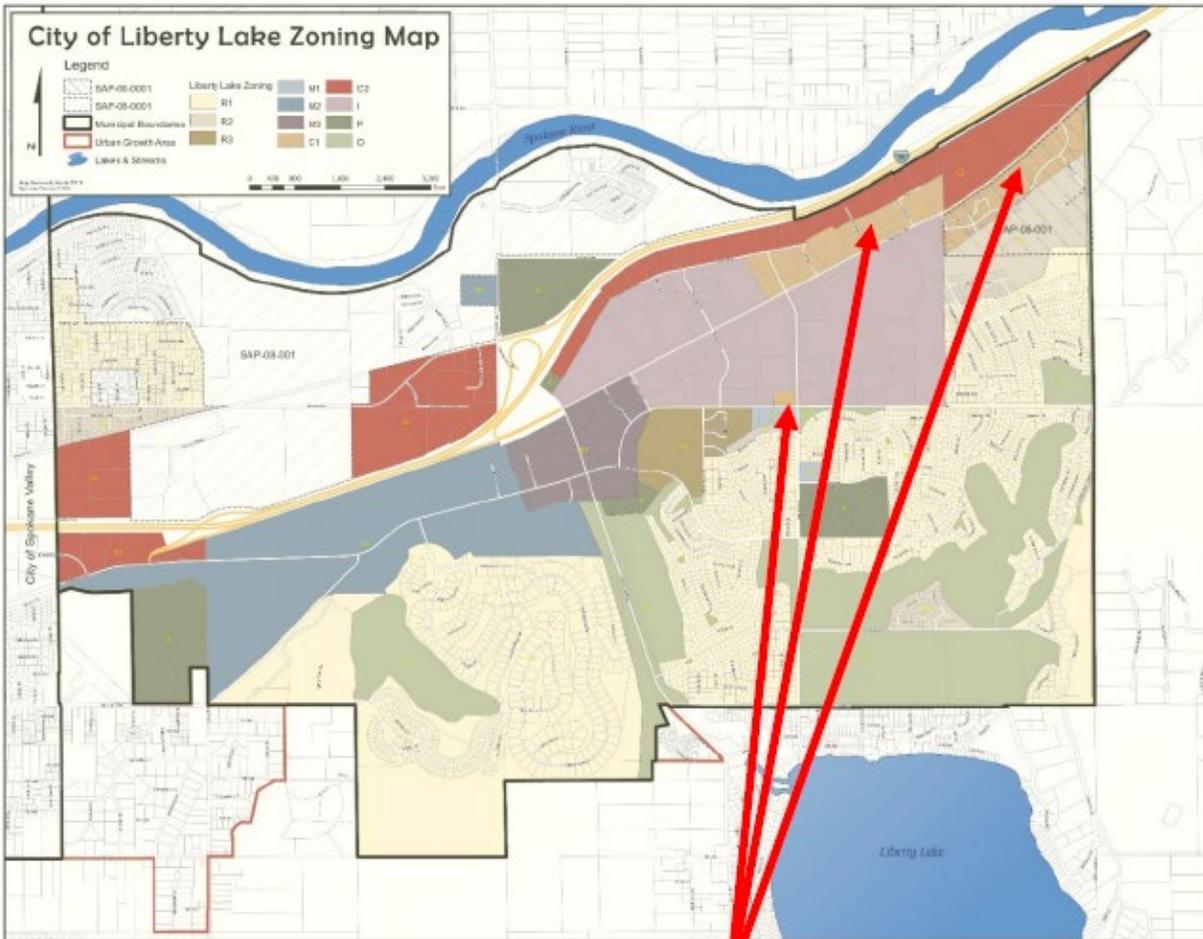
**Economic Development Policy 4:** Continue to support the start-up, retention, expansion, and recruitment of businesses.

**Economic Development Policy 5:** Provide consistent, fair, and timely regulations that are flexible, responsive, and effective.

**Economic Development Policy 6:** Periodically review and update economic development techniques to provide a business climate conducive to new and start-up businesses.

**Economic Development Policy 14:** Maintain an inventory of usable industrial and commercial land that is sufficient to meet projected demand and encourage marketability of the City.

**STAFF ANALYSIS:**



**C-1 Zone**

- Currently, there are 3 areas of the City that are zoned C-1:
  - A small area on the NW corner of Mission & Molter, which is fully developed (it contains half of The Portal building; the other half of the building is zoned Light Industrial);
  - The portion of Stonehill the fronts on Appleway, and is part of Specific Area Plan (topography and access make this use an unlikely candidate in this location; and,
  - An area located on the north side of Appleway which contains several such uses that are currently legal, non-conforming uses (this area is surrounded by Light Industrial and Freeway Commercial, where this use is permitted).

- There are minimal differences in permitted uses between C-1 and C-2 zone.
- There are several instances of legal, non-conforming uses of this nature already located in the C-1 zone.
- The only residential use permitted in the C-1 zone is an accessory caretaker's residence.
- In order to protect residential uses in proximate residential zones, RV Sales and Service are proposed to be a limited use in the C-1, permitted only on sites that are at least 300 feet away from any residential zones or use.

#### **FINDINGS:**

1. The required SEPA review has been completed on the proposed amendment.
2. All public and agency notice requirements were met and accomplished in a timely manner.
3. The public was provided the opportunity for participation.
4. The public had the opportunity to submit written comments and testify at a public hearing before the Planning Commission.

#### **CRITERIA FOR APPROVAL:**

The criteria for approval of a code amendment are established in City Code §10-4B-5(A), which states:

##### ***A. Criteria for Amendment:***

*The City may amend development regulations when it finds that **any** of the following applies:*

1. *Such amendment is consistent with the Comprehensive Plan and is not detrimental to the public welfare;*
2. *Change in economic, technological, or land use conditions has occurred to warrant modification;*
3. *It is found that an amendment is necessary to correct an error;*
4. *It is found that an amendment is necessary to clarify meaning or intent;*
5. *It is found that an amendment is necessary to provide for a use(s) that was not previously addressed; or*
6. *Those amendments as deemed necessary by the City Council as being in the public interest.*

#### **CONCLUSIONS:**

1. The proposed amendment **IS** consistent with the Comprehensive Plan and **IS NOT** detrimental to the public welfare.
2. The proposed amendment **IS** warranted by a change in economic, technological and/or land use

conditions.

3. The proposed amendment **IS NOT** necessary to correct an error.
4. The proposed amendment **IS NOT** necessary to clarify meaning or intent.
5. The proposed amendment **IS NOT** necessary to provide for a proposed use that was not previously addressed.
6. The proposed amendment **IS** deemed necessary as being in the public interest.

**RECOMMENDATION:**

In the matter of an amendment to city of Liberty Lake Development Code §10-2, providing for “automobile, manufactured home, recreational vehicle, trailer, & boat sales & rentals” and “boat, recreational vehicle, & trailer - construction, repair, parts sales, & maintenance” as limited uses in the C-1 zone, the City of Liberty Lake Planning Commission does hereby recommend to City Council that the amendment be **APPROVED**.

**EXHIBIT A**  
**PROPOSED DEVELOPMENT CODE AMENDMENTS**

**Proposed Amendments to City Development Code §10-2A-4, Zoning Matrix:**

<b>Comprehensive Plan Category</b>	<b>Implementation - Zoning District</b>
Single Family Residential	<b>R-1</b> (Single Family Residential)
Mixed Residential	<b>R-2</b> (Mixed Residential)
Multi-Family Residential	<b>R-3</b> (Multi-Family Residential)
Neighborhood Center	<b>M-1</b> (Neighborhood Center)
Community Center	<b>M-2</b> (Community Center)
Central Business District	<b>M-3</b> (Central Business District)
Community Commercial	<b>C-1</b> (Community Commercial)
Freeway Commercial	<b>C-2</b> (Freeway Commercial)
Light Industrial	<b>I</b> (Light Industrial)
Public / Semi-Public Institutional	<b>P</b> (Public / Semi-Public Institutional)
Open Space / Recreation	<b>O</b> (Open Space / Recreation)
Aesthetic Corridors / Boulevards	Aesthetic Corridors / Boulevards Overlay

**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 Director 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
<b>Animal related</b>											
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
<b>Automobile, etc. oriented</b>											
Automobile, manufactured home, recreational vehicle, trailer, & boat -sales	N	N	N	N	N	N	NL	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	NL	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
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	NL	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
<b>Child day-care</b>											
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
<b>Community recreation and facilities</b>											
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
<b>Dining, personal services, entertainment, lodging, and retail (excluding automobile oriented)</b>											
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

Facilities and Uses	R-1	R-2	R-3	M-1	M-2	M-3	C-1	C-2	I	P	O
	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	N	N	N
Pharmacy (without drive-thru)	N	N	N	P	P	P	P	P	N	N	N
Pharmacy (with drive-thru)	N	N	N	L	L	L	P	P	N	N	N
<b>Dining, personal services, entertainment, lodging, and retail (excluding automobile oriented), <i>continued</i></b>											
Printing, reprographics, bookbinding, & graphic services	N	N	N	P	P	P	P	P	P	N	N
Restaurant, cafe, deli, or ice cream parlor (without drive-thru)	N	N	N	P	P	P	P	P	L	N	L
Restaurant, cafe, 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
<b>Government / civic offices and facilities</b>											
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
<b>Schools - public / private</b>											
Nursery / pre-school	P	P	P	P	P	P	N	N	N	P	N

<b>Facilities and Uses</b>	<b>R-1</b>	<b>R-2</b>	<b>R-3</b>	<b>M-1</b>	<b>M-2</b>	<b>M-3</b>	<b>C-1</b>	<b>C-2</b>	<b>I</b>	<b>P</b>	<b>O</b>
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
<b>Housing</b>											
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, multi-family (greater than 30 units per net acre)	N	N	CU	N	L	N	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
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
<b>Housing, continued</b>											
Specialty housing (independent senior, assisted living, nursing home, convalescent home, Alzheimer's facilities)	N	L	L	L	L	L	L	N	N	N	N
Zero lot line (single family courtyard home)	N	L	L	L	L	N	N	N	N	N	N
<b>Manufacturing, equipment, and industrial production</b>											
Concrete product manufacturing / ready mix concrete (excluding extraction / mining)	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



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
<b>Storage, freight, and wholesale facilities</b>											
Outdoor vehicle storage	N	N	N	N	N	N	N	N	N	N	N
Self service storage facility (mini storage)	N	N	N	N	N	N	N	N	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
<b>Utilities and facilities</b>											
Power plant - EPF	N	N	N	N	N	N	N	N	N	CU	N
Public utility local distribution facility	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
Wireless communication antenna array	N	CU	CU	CU	N						
Wireless communication support tower	N	N	N	N	N	N	N	N	CU	CU	N

**Proposed Amendments to City Development Code §10-2H-3, Limited Uses in the C-1 Zone:**

**10-2H-3 Limited Uses (L)**

- A. Limited Uses. The land uses listed in the Zoning Matrix (Section 10-2A-4) under the C-1 (Community Commercial) District with the letter “L” are allowed in the C-1 zone if they comply with the development standards of the C-1 (Community 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-1 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. Mobile sales / concessions**

- a. Requires application for and approval of a Temporary Use Permit as outlined in Section 10-4I-1.
- b. Only permitted during special community events such as Liberty Lake Yard Sale Weekend.

**3. 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.

**4. Public assembly**

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

**5. Seasonal and special events**

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

**6. Temporary construction / sales office**

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

**7. Tower**

- a. The tower shall be enclosed by a 6-foot sight-obscured fence with a locking gate; however, no barbed wire or razor wire shall be permitted.
- b. The tower shall have a locking trap door or the climbing apparatus shall stop 12 feet short of the ground.
- c. The tower shall not exceed 15 feet above the maximum height of the underlying zone.
- d. The applicant shall show that the impact area (that area in all directions equal to the tower's height above grade), as designed and certified by a registered engineer, 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 of Liberty Lake Planning & Community Development Department or its successor agency can remove the easement.
- e. Before the issuance of a building permit, the applicant shall demonstrate that all applicable requirements of the Federal Communications Commission, Federal Aviation Administration and any required aviation easements can be satisfied.

**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 of Liberty Lake Planning & Community Development Department or its successor agency 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, manufactured home, recreational vehicle, trailer, & boat – sales**

- a. Only permitted on sites that are at least 300 feet away from any residential zones or use.

**40-11. Automobile, recreational vehicle, trailer, truck, & taxi – rentals**

- a. Only permitted on sites that are at least 300 feet away from any residential zones or use.

**44-12. 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.

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

- 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.
- b. Only permitted on sites that are at least 300 feet away from any residential zones or use.

**42-14. 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.

**43-15. Espresso stand**

- a. The facility shall be located on a separate platted lot with a tax parcel number or shall be part of a leasable commercial strip or structure.
- b. The building shall contain an ADA accessible bathroom, as specified in the building code.

**44-16. 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.

**45-17. Specialty housing (independent senior, assisted living, nursing home, convalescent home, Alzheimer's facilities)**

- a. All specialty housing shall be duly licensed by the State of Washington, if required by the State.
- b. A minimum of one parking space shall be provided for each employee

and typical number of visitors, in accordance with Article 10-3D-3 - Parking requirements.

**~~16.18.~~ Plastic injection molding, Sandblasting / cutting, & Tool and die making**

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

**~~17.19.~~ Welding / sheet metal shops**

- a. Open air welding shall be prohibited

**~~18.20.~~ Woodworking / cabinet manufacturing with & without retail sales showroom**

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

**~~19.21.~~ Research facility / laboratory**

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

**CPA 2020-001**

**Permit Food Trucks as a Limited, Accessory Use in C-1, C-2 & RD-C Zones**

**Amendment to City Development Code §10-2H-3(C), Requirements for Specific C-1 Limited Uses, as follows:**

**2. 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.

**Amendment to City Development Code §10-2H-3(C), Requirements for Specific C-2 Limited Uses, as follows:**

**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.

**Amendment to City Development Code §10-2H-3(C), Requirements for Specific RD-C Limited Uses, as follows:**

**2. 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.

CPA 2020-002

Update “Junk Car” Definition Consistent with RCW 46.55.010

Amendment to Definition for “Junked Vehicle” in City Development Code §10-1C-(B) as follows:

**Junked vehicle** - ~~Any vehicle substantially meeting at least two of the following conditions:~~

- ~~1. Is extensively damaged, such damage including but not limited to any of the following: A broken window or windshield or missing wheels, tires, motor, or transmission.~~
- ~~2. Is or appears to be inoperable.~~
- ~~3. Is without a current, valid registration plate.~~

Any vehicle certified as meeting at least three of the following a requirements:

1. Is three years old or older;
2. Is extensively damaged, such damage including but not limited to any of the following: A broken window or windshield, or missing wheels, tires, motor, or transmission;
3. Is apparently inoperable;
4. Has an approximate fair market value equal only to the approximate value of the scrap in it.

CPA 2020-003

Land Division Process Improvements

Amendments to City Development Code §10-4D-3(B), as follows:

B. Review of Final Plat or Short Plat. Review of a final plat for a subdivision or short plat shall be processed administratively using the approval criteria in Section 10-4D-7.

1. For plats, the following signatures, as applicable, shall be on the face of the plat.

- a. Property Owners of Record
- b. Spokane County Auditor's Certificate
- c. Surveyor's Certificate
- d. City of Liberty Lake

This plat was approved and accepted by the City of Liberty Lake of Spokane County, Washington, on this \_\_\_\_\_ day of \_\_, 20\_\_.

\_\_\_\_\_  
Mayor, City of Liberty Lake

- e. City of Liberty Lake Planning, Engineering & Building Services  
Examined and approved this \_\_\_ day of \_\_, 20\_\_.

\_\_\_\_\_  
City of Liberty Lake Director of Planning & Engineering

- f. City of Liberty Lake Engineer  
Examined and approved this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City of Liberty Lake Engineer

- g. Spokane County Assessor
- h. Spokane County Treasurer

The original ~~mylar or medium acceptable to the County Auditor~~ of said final plat shall be filed for record with the Spokane County Auditor. One ~~reproducible electronic~~ copy shall be retained by the City, one paper copy shall be filed with the Spokane County Assessor, and one paper copy shall be given to the applicant.

2. For short plats, the following signatures, as applicable, shall be on the face of the plat.

- a. Property Owners of Record
- b. Spokane County Auditor's Certificate

- c. Surveyor's Certificate
- d. City of Liberty Lake Planning, Engineering & Building Services  
Examined and approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
City of Liberty Lake Director of Planning & Engineering

- e. City of Liberty Lake Engineer  
Examined and approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
City of Liberty Lake Engineer

- f. Spokane County Assessor
- g. Spokane County Treasurer

The original ~~mylar or medium acceptable to the County Auditor~~ of said final short plat shall be filed for record with the Spokane County Auditor. One ~~reproducible electronic~~ copy shall be retained by the City, one paper copy shall be filed with the Spokane County Assessor, and one paper copy shall be given to the applicant.

**Amendments to City Development Code §10-4D-4(A), as follows:**

**A. Preliminary Plat.**

In addition to the general requirements described in Section 10-4D-2 above, the preliminary plat application shall consist of drawings and supplementary written material on application forms approved and provided by the City. Complete applications shall contain the following information, as applicable:

1. Site analysis map (~~1 hard copy 24" x 36" min.~~, 1 electronic version in a format requested by the City):
  - a. Streets: Location, name, present width of all streets, alleys, and rights-of-way on and adjacent to the site;
  - b. Easements: Width, location and purpose of all existing easements of record on and adjacent to the site;
  - c. Utilities: Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest ones;
  - d. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent. Such ground elevations shall be related to some established bench mark or other datum approved by the City Engineer.
  - e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);

- f. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential;
  - g. Critical areas, including wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies as requiring protection. (See also, Chapter 6 Environment and relevant portions of the Comprehensive Plan.);
  - h. Site features, including existing structures, pavement, wells, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches, and other improvements;
  - i. Designated historic and cultural resources on the site and adjacent parcels or lots;
  - j. The location, size and species of existing trees having a caliper (diameter) of 12 inches or greater at four feet above grade in conformance with Article 10- 3C;
  - k. North arrow, scale, name and address of owner and project designer; and,
  - l. Other information, as deemed appropriate by the Zoning Administrator. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.
2. Proposed preliminary plat / PUD plat map (~~1 hard copy 24" x 36" min.,~~ 1 electronic version in a format requested by the City):
- a. Name of subdivision. This name must not duplicate the name of another subdivision in Spokane County (please check with Spokane County Assessor);
  - b. Date, north arrow, and scale of drawing;
  - c. Vicinity map with the location of the proposed development sufficient to define its location in the City;
  - d. Proposed development boundaries shown on map, a legal description of the site, and location by section, township, and range;
  - e. Names, addresses, and telephone numbers of the owners, contact person, designer, and engineer or surveyor, and the date of the survey with surveyor's certificate;
  - f. Public and private streets, tracts, driveways, open space, parks, trails, etc. with location, names, right-of-way dimensions, and approximate radius of street curves. Tracts shall also have approximate dimensions, area calculation in square feet, and identification numbers or letters;
  - g. Lot, block, dimensions, area calculation in square feet, and building setbacks for all lots;
  - h. Easements: location, width, and purpose of all easements;
  - i. Proposed uses of the property, including all areas proposed to be dedicated to the public or reserved as open space for the purpose of surface water management, recreation, or other use;
  - j. Ground elevations shown by contour lines at 5-foot vertical intervals for

ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent. Such ground elevations shall be related to some established bench mark or other datum approved by the City Engineer.

- k. Existing structures that will remain on site;
  - l. Conditions of adjacent property, platted or unplatted, and if platted, giving the subdivision name and showing the streets. If the proposed plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown and a copy of the existing plat, along with any and all recorded covenants and easements;
  - m. Subject site survey data;
  - n. Data table, as applicable:
    - i. Existing and proposed zoning,
    - ii. Comprehensive plan category,
    - iii. Existing and proposed uses,
    - iv. Number of lots,
    - v. Smallest lot size, typical lot size, and largest lot size,
    - vi. Minimum lot frontage,
    - vii. Gross site area,
    - viii. Percent of building coverage - assuming worst case 1/3 of lot covered, ( $\#$  of lots x 1/3 x average lot area in acres / gross site area),
    - ix. Gross residential density (see Section 10-4D-2, subsection E above),
    - x. Net residential density (see Section 10-4D-2, subsection E above),
    - xi. Building setbacks - front, flanking, side, and rear,
    - xii. Public / common landscaped and open space area (acres),
    - xiii. Percent of open space,
    - xiv. Number of parking spaces required (see Article 10-3D);
  - o. Identification of the drawing as a "preliminary plat" and the drawing shall contain a border size as required by the Spokane County Auditor's office; and
  - p. Other information, as deemed appropriate by the Zoning Administrator.
3. Proposed landscape plan (~~1 hard copy 24" x 36" min.,~~ 1 electronic version in a format requested by the City):
- a. Proposed preliminary plat base map
  - b. The location and height of existing and proposed fences and other buffering or screening materials;

- c. The location of proposed open space, parks, trails, etc.
  - d. The location, size, and species of the existing and proposed plant materials (at time of planting) that will remain on the site;
  - e. Existing and proposed building outlines, location of street fixtures, lighting, and any signage; and
  - f. Other information as deemed appropriate by the City. An arborist's report may be required for sites with mature trees that are protected under Article 10-3C of this Code.
4. Proposed structures (~~1 hard copy 18" x 24" min.~~, 1 electronic version in a format requested by the City):
- a. Building elevations with building height and width dimensions;
  - b. Building materials, color, and type; and
  - c. Other information as deemed appropriate by the City.

**Amendments to City Development Code §10-4D-4(B), as follows:**

**B. Preliminary Short Plat.**

In addition to the general requirements described in Section 10-4D-2 above, the preliminary short plat application shall consist of drawings and supplementary written material on application forms approved and provided by the Zoning Administrator. Complete applications shall contain the following information, as applicable:

- 1. Site analysis map (~~1 hard copy 18" x 24" min.~~, 1 electronic version in a format requested by the City):
  - a. Streets: Location, name, present width of all streets, alleys, and rights-of-way on and adjacent to the site;
  - b. Easements: Width, location and purpose of all existing easements of record on and adjacent to the site;
  - c. Utilities: Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest ones;
  - d. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent. Such ground elevations shall be related to some established bench mark or other datum approved by the City Engineer
  - e. The location and elevation of the closest benchmark(s) within or adjacent to the site (i.e., for surveying purposes);
  - f. Potential natural hazard areas, including any flood plains, areas subject to high water table, landslide areas, and areas having a high erosion potential;
  - g. Critical areas, including wetland areas, streams, wildlife habitat, and other areas identified by the City or natural resource regulatory agencies

as requiring protection. (See also, Chapter 6 Environment, and relevant portions of the Comprehensive Plan.);

- h. Site features, including existing structures, pavement, wells, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches, and other improvements;
  - i. Designated historic and cultural resources on the site and adjacent parcels or lots;
  - j. The location, size, and species of existing trees having a caliper (diameter) of 12 inches or greater at four feet above grade in conformance with Article 10- 3C;
  - k. North arrow, scale, name, and address of owner and project designer; and
  - l. Other information, as deemed appropriate by the Zoning Administrator. The City may require studies or exhibits prepared by qualified professionals to address specific site features and code requirements.
2. Proposed preliminary short plat (~~1 hard copy 18" x 24" min.,~~ 1 electronic version in a format requested by the Zoning Administrator):
  - a. Date, north arrow, and scale of drawing;
  - b. Vicinity map with the location of the proposed development sufficient to define its location in the City;
  - c. Proposed development boundaries shown on map, a legal description of the site, and location by section, township, and range;
  - d. Names, addresses, and telephone numbers of the owners, contact person, designer, and engineer or surveyor, and the date of the survey with surveyor's certificate;
  - e. Public and private streets, tracts, driveways, open space, parks, trails, etc. with location, names, right-of-way dimensions, and approximate radius of street curves. Tracts shall also have approximate dimensions, area calculation in square feet, and identification numbers or letters;
  - f. Lot, block, dimensions, area calculation in square feet, and building setbacks for all lots;
  - g. Easements: location, width, and purpose of all easements;
  - h. Proposed uses of the property, including all areas proposed to be dedicated to the public, or reserved as open space, for the purpose of surface water management, recreation, or other use;
  - i. Ground elevations shown by contour lines at 5-foot vertical intervals for ground slopes exceeding 10 percent and at 2-foot intervals for ground slopes of less than 10 percent. Such ground elevations shall be related to some established bench mark or other datum approved by the City Engineer.
  - j. Existing structures that will remain on site;
  - k. Conditions of adjacent property, platted or unplatted, and if platted, giving the subdivision name and showing the streets. If the proposed short plat

is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown and a copy of the existing plat, along with any and all recorded covenants and easements;

- I. Subject site survey data;
  - m. Data table, as applicable:
    - i. Existing and proposed zoning,
    - ii. Comprehensive plan category,
    - iii. Existing and proposed uses,
    - iv. Number of lots,
    - v. Smallest lot size and minimum lot frontage,
    - vi. Gross site area,
    - vii. Percent of building coverage - assuming worst case 1/3 of lot covered, ( $\#$  of lots  $\times$  1/3  $\times$  average lot area in acres / gross site area),
    - viii. Gross residential density (see Section 10-4D-2, subsection E above),
    - ix. Net residential density (see Section 10-4D-2, subsection E above),
    - x. Building setbacks - front, flanking, side, and rear,
    - xi. Public / common landscaped and open space area (acres),
    - xii. Percent of open space,
    - xiii. Number of parking spaces required (see Article 10-3D);
  - n. Identification of the drawing as a "preliminary short plat" and the drawing shall contain a border size as required by the Spokane County Auditor's office; and
  - o. Other information, as deemed appropriate by the Zoning Administrator.
3. Proposed landscape plan (~~1 hard copy 18" x 24" min.~~, 1 electronic version in a format requested by the City):
- a. Proposed preliminary short plat base map
  - b. The location and height of existing and proposed fences and other buffering or screening materials;
  - c. The location of proposed open space, parks, trails, etc.
  - d. The location, size, and species of the existing and proposed plant materials (at time of planting) that will remain on the site;
  - e. Existing and proposed building outlines, location of street fixtures, lighting, and any signage; and
  - f. Other information as deemed appropriate by the City. An arborist's report may be required for sites with mature trees that are protected under

Article 10-3C of this Code.

4. Proposed structures (~~1 hard copy 18" x 24" min.,~~ 1 electronic version in a format requested by the City):
  - a. Building elevations with building height and width dimensions;
  - b. Building materials, color, and type; and
  - c. Other information as deemed appropriate by the City.

**Amendments to City Development Code §10-4D-7(A), as follows:**

- A. Submission Requirements. Final plats and short plats shall be reviewed and approved by the City prior to recording with Spokane County. The applicant shall submit the final plat or short plat within 5 years of the approval of the preliminary plat or short plat, as provided by Section 10-4D-3 above.
  1. One (1) ~~hard copy of the final plat or short plat map and one (1)~~ electronic copy shall be submitted in a format acceptable to the Spokane County Auditor and shall include the items required under subsection B, Approval Criteria, below.
  2. One (1) ~~hard copy and one (1)~~ electronic copy of the street, grading, and drainage plans shall be submitted. Civil plans shall include City Street Standards submittal requirements, as well as street trees located and selected in accordance with Section 10-3C-4 of this Code, street signs located and selected in accordance with Section 10-3G-2, subsection U of this Code and the City Street Standards, and street lighting located and selected in accordance with Section 10-3G-2, subsection W of this Code.
  3. If required by the Zoning Administrator, a geotechnical letter shall be supplied that lists the soil types within the development site and provides a schematic map identifying soil type areas. The letter must be prepared by a qualified engineer.
  4. The sewer and water plan ~~mylar~~ shall be submitted for the City's review and signature.
  5. ~~Two (2) copies~~ One (1) electronic copy of a plat certificate, ~~a hard copy and an electronic version~~ in a format requested by the City (less than 30 days old).

All final plats and short plats shall comply with RCW 58.17 or other applicable state laws or this Code.

**Amendments to City Development Code §10-4D-10(A), as follows:**

- A. Filing with County. Once the final plat or short plat has been reviewed, approved, and signed by the applicable agencies and the Mayor, the ~~Zoning Administrator applicant~~ shall, within seven (7) calendar days, file the final plat or short plat with the Spokane County Auditor and the ~~applicant~~ shall be so notified of such filing. Fees to record the final plat or short plat ~~must be submitted to the Zoning Administrator prior to filing shall be the responsibility of the applicant.~~

**Amendments to City Development Code §10-4D-13(C), as follows:**

C. Contents of Preliminary Binding Site Plan.

Every preliminary binding site plan application shall consist of the preliminary binding site plan, applicable fees, and the following:

a. Maps/Exhibits.

- i. ~~A minimum of one~~ (1) ~~hard~~ electronic copy of the preliminary binding site plan prepared by or under the direction of a licensed professional land surveyor, ~~24" x 36" in size, and~~ with a scale of 1"=50', 1"=100'. If approved by the City, an appropriate scale may be used which does not exceed 1"=200'.
- ii. ~~One electronic version in a format requested by the City.~~
- iii. One copy of the Spokane County assessor's map showing the location of and the existing parcel number of all abutting properties. The approximate location of the subject property shall be clearly marked.
- iv. Environmental checklist per City of Liberty Lake environmental ordinance.
- v. Legal description of the property with the source of the legal description clearly indicated.
- vi. Public notice packet.

**Amendments to City Development Code §10-4D-13(S), as follows:**

S. Final Binding Site Plan Submittal.

The final binding site plan shall incorporate any conditions of approval imposed by the City and shall be prepared and certified by a licensed professional land surveyor. Submittal of a final binding site plan shall be made within five years of the date of preliminary approval, unless an extension of time has been granted under the provisions of 10-4D-I. A final binding site plan may include all of the lots being created or it may consist of the boundary of the binding site plan. If no lots are being created at the time of filing the final binding site plan, the creation of any lots shall be made by a record of survey under the provisions of RCW 58.09. Final BSP review should be completed within sixty (60) days of submittal.

All final binding site plan submittals shall include the following:

- ~~1. One (1) hard copy of the proposed final binding site plan;~~
- ~~2. 1.~~ 1. One electronic version in a format requested by the City
- ~~3. 2.~~ 2. Final binding site plan fees;
- ~~4. 3. Two (2) copies of a plat certificate, a hard copy and an One (1) electronic version copy of a plat certificate~~ 3. Two (2) copies of a plat certificate, a hard copy and an One (1) electronic version copy of a plat certificate in a format requested by the City (less than 30 days old).

**Amendments to City Development Code §10-4D-13(U), as follows:**

U. Filing.

Once the final binding site plan has been reviewed, approved and signed by the City, the ~~Zoning Administrator~~applicant shall file the final binding site plan with the county auditor and the ~~applicant~~City shall be so notified of such filing. Fees to record the final binding site plan ~~must be submitted to the Zoning Administrator prior to filing~~ shall be the responsibility of the applicant.

**Amendments to City Development Code §10-4D-13(V), as follows:**

V. Record of Survey.

1. A record of survey may be filed subsequent to the recording of a final binding site plan to establish lots within the boundaries of the final binding site plan, consistent with the Preliminary Binding Site Plan approval, conditions, and expiration provisions. The record of survey should be reviewed and approved, usually within 45 days, by the Zoning Administrator prior to its recordation.

All record of survey submittals shall include the following:

- a. ~~One (1) hard copy of the proposed record of survey;~~
- b. One electronic ~~version~~copy of the proposed record of survey in a format requested by the City;
- c. Record of survey fees;
- d. ~~Two (2) copies of the plat certificate, a hard copy and an~~ One (1) electronic version copy of the plat certificate in a format requested by the City (less than 30 days old).

**CPA 2020-004**

**Increasing Maximum Lot Cover in R-2 Zones**

**Amendment to City Development Code §10-2C-7(C) as follow:**

- C. Restrictions. Structures shall not be placed over an easement that prohibits such placement or encroach into the public right-of-way.

<b><i>R-2 Land Use</i></b>	<b><i>Lot Area</i></b>	<b><i>Lot Width / Depth</i></b>	<b><i>Lot Coverage</i></b>	<b><i>Residential Density</i></b>
<b>Detached Single Family Housing; Manufactured Homes on Lots</b>	Minimum area: None.  Maximum area: None.	Minimum Width: None  Maximum Depth: None	Maximum: <del>50</del> <u>60</u> percent	Minimum Net Density: 6 dwelling units per acre  Maximum Net Density: 12 dwelling units per acre
<b>Two-Family Housing (duplex)</b>	Minimum area: None.  Maximum area: None.	Minimum Width: None  Maximum Depth: None	Maximum: 70 percent	Minimum Net Density: 6 dwelling units per acre  Maximum Net Density: 12 dwelling units per acre
<b>Attached (townhome) Single Family Housing; Clustered Housing</b>	Minimum area: None.  Maximum area: None.	Minimum Width: 20 feet at front property line  Maximum Depth: None	Maximum: 70 percent*	Minimum Net Density: 6 dwelling units per acre  Maximum Net Density: 12 dwelling units per acre
<b>Manufactured Home Parks</b>	See Section 10-2C-3 for Manufactured Home Park standards.			Minimum Net Density: 6 dwelling units per acre  Maximum Net Density: 12 dwelling units per acre
<b>Multi-Family Housing</b>	Minimum area: None.	Minimum Width: 50 feet at front property line	Maximum: 70 percent	Minimum Net Density: 6 dwelling units per acre

	Maximum area: None.	Maximum Depth: None		Maximum Net Density: 12 dwelling units per acre
<b>Other Uses</b>	Minimum area: None	Minimum Width: 60 feet at front property line	Maximum: 70 percent	None
	Maximum area: None	Maximum Depth: None		

\* Attached Clustered Housing shall be based on the individual project boundary