



**EPHRATA PLANNING COMMISSION  
AGENDA  
Thursday, April 11, 2019**

**Board:** Joe Dennis  
Jo Maedke  
Tom Moncrief  
Don Guillemette  
David Spencer

- A. Regular Commission Meeting: Open to the Public.
- B. Ephrata City Hall - 121 Alder Street S.W.
- C. Call meeting to order - 7:00 p.m.
- D. Roll Call
- E. Approval of Commission Minutes: January 24, 2019
- F. Correspondence:
- G. Additions and/or revisions to Published Agenda:

**Business:**

- 1. Introduction of new City staff member
- 2. Zoning Code, Chapter 19.05.040 Parking Standards for Specific Activities- Review of Draft Revisions

**Adjourn**

Please contact Stacy Hooper at 754-4601 extension 123 if you will not be able to attend this meeting.



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**April 5, 2019**

**Subject:** Planning Commission Consideration of Proposed Revisions to EMC 19.05.040,  
*Parking Standards for Specific Activities*

In response to recent discussions surrounding the parking requirements of Ephrata Municipal Code 19.05, Planning Staff has drafted a revision to section 19.05.040, *Parking Standards for Specific Activities*. The proposed additions to the section are underlined and in red. Many of the changes decrease the number of required parking spaces for the most common uses. Other changes are simply for clarification.

**Attachment:**

1. Section 19.05.040, Parking Standards for Specific Activities, 4 pages

**Action:** The Planning Commission should consider the proposal and discuss the current changes along with any additional changes that need to be made. The Commission should then direct staff on how to proceed.

Respectfully submitted,

Daniel Leavitt  
Community Development Director  
City of Ephrata

## PLANNING COMMISSION MINUTES

Date: January 24, 2019

The Ephrata Planning Commission, Grant County, Washington met on January 24, 2019. The meeting was called to order in Council Chambers at 7:00 p.m. by Chairman Joe Dennis. Roll was taken. Members present Don Guillemette, David Spencer and Tom Moncrief ; Jo Maedke Excused

Staff present: Ron Sell, Community Development Director; Anna Franz, City Attorney; Bill Sangster, Public Works Director and Stacy Hooper, Secretary.

The commission reviewed the minutes of the July 26, 2018 meeting. Minutes approved with no changes. (m/s Don Guillemette/Tom Moncrief). Motion carried.

Correspondence: **Ron Sell** one page was added to packet with information with other jurisdictions parking requirements based on business type and square footage.

Additions and/or Revisions to Published Agenda: No additions or revisions to agenda.

**Study Session – Zoning Code, Chapter 19.05 – Off Street Parking and Loading Requirements update.**

**Joe Dennis** asks **Ron Sell** for staff report: **Ron Sell** goes over the letter in the packet from a council member addressed to council regarding commercial parking. Council started a study session and recommends an easy fix that they saw. At this point, discussion is open for Planning Commissions opinion, we do not have to follow their recommendation. An idea was to let the business owner recommend the number of parking spaces. **Ron Sell** gives a quick comparison of City of Ephrata parking to other jurisdictions parking.

**Joe Dennis** asks if this is regarding new construction only, not existing business's; **Ron Sell**, it is for commercial zones and light industrial along Basin Street only at this point. If Planning Commission would like to look at residential and heavy industrial parking we can. **Ron Sell** points out there was no changes to the existing code addressing drive thru coffee stands and drive thru restaurants.

**Joe Dennis** asks if the quick fix would solve the problem or will it come back and cause problems in the future; there are areas where the business will have no parking or parking that is inadequate; without having parking requirements in the code, in the future it is highly likely that the city could be blamed for business's not being able to exist due to lack of parking; **Discussion Ensues**

**Anna Franz** clarifies that her perspective is not only as the City Attorney, but is also as a tenant in a commercial building in the downtown core. **Anna Franz** explains the impact of the parking and the building she is in. **Anna Franz** gives examples of a few business's where parking was built in compliance for the building but does not meet the needs of the business in the building, in both Ephrata and Moses Lake. **Anna Franz** does not feel the entire parking requirement should be eliminated, **Joe Dennis** agrees that this would be a mistake. **Joe Dennis** gives his observation; when driving down the streets in downtown many times the large parking lots are empty, and the requirements make it hard for a business to build. **Discussion Ensues**

**Dave Spencer** gives example of requirement challenges he has experienced while developing mini storages. **Dave Spencer** asked what the specific numbers for parking would be. **Discussion Ensues.**

**Don Guillemette** gives some favorable and non-favorable ideas, either build small building with many parking spots or demolish buildings to build parking; **Discussion Ensues.**

**Anna Franz** states that one of the issue that can be discussed is the difference between new construction versus change of use; there should be different standards for those activities. **Anna Franz** we are trying to get direction from Planning Commission as to what information you want to review and

what concerns you have about parking issues, then staff can provide that information. **Joe Dennis** asks if it would be appropriate to have a public meeting or hearing where business owners can voice their concerns; **Ron Sell**, City Council did ask the Chamber of Commerce to provide comments from business owners, and nothing came back. **Anna Franz**, we can hold a public meeting or hearing or you as a board member can invite individual members of the community to a meeting and ask for their input. **Discussion Ensues.**

**Tom Moncrief** asks how many complaints have we actually had in recent years. **Joe Dennis** gives scenario from many years ago regarding same discussion in the City of Auburn. **Discussion Ensues**

**Tom Moncrief** asks **Anna Franz**; instead of putting the parking decision on the business owner, can we keep in code and add that the requirement maybe waived based on business. **Anna Franz** states there needs to be some kind of standard; First step we should review is what are the reasonable parking needs for Ephrata and how it is measured. Second step is when do those requirements apply, is it only new construction, is it change of use; an existing building, is it change of occupancy. Also exceptions and variances; when should there be an exception or variance to those requirements. **Joe Dennis** states the type of business should be taken into account as well. **Discussion Ensues.**

**Joe Dennis** points out the few public parking lots that are placed around the downtown area, these were supposed to alleviate the parking issues; **Discussion Ensues.**

**Bill Sangster** asks about ADA Parking requirements for new construction; **Discussion Ensues**

**Joe Dennis** would like to come up with something that will bring new businesses to town.

**Ron Sell** asks **Planning Commission** for suggestions;

**Tom Moncrief** suggests if we have to have regulations, we should make the requirements minimum, or something to the effect of this is what we would like to see. **Discussion Ensues**; **Joe Dennis** asks how do we come up with that minimum number. If we don't give a number than the parking will be abused.

**Anna Franz** suggest doing a peak hour parking lot study at the local downtown businesses; **Discussion Ensues.**

**Tom Moncrief** suggests we are trying to help new businesses not hinder their progress. **Bill Sangster** brings up parking at the Bureau parking lot and other spots in that same area. **Discussion Ensues**

**Tom Moncrief** leads discussion on differences between public and private parking. **Discussion Ensues**

**Bill Sangster** suggests if he was a business owner he should be able to say how much parking he needs **Discussion Ensues**

**Don Guillemette** talks about parking at the Auto Part stores. **Discussion Ensues**

**Planning Commission** agree that we do need some kind of regulations but these regulations should be reasonable and fit the business type. **Discussion Ensues**

**Joe Dennis** requests a recommendation at next meeting from staff. **Ron Sell** states we can come up with a number; **Dave Spencer** suggests something like, business owners in the downtown core business area should have a blank amount of parking spaces and outside the downtown area business would be different. **Discussion Ensues.** **Ron Sell** suggests we can do something like business in a certain area should meet a minimum number of parking or have a sliding scale. **Discussion Ensues**

**Ron Sell** asks if you have recommendations please submit them. Staff is asked to put something together for next meeting.

**Tom Moncrief** asks about the letter to Council; what were the opinions of some of the other council member. **Don Guillemette**, most like the idea to turn over to business owner; **Anna Franz** explains they didn't have all of the codes as this was a very preliminary discussion with council.

**Ron Sell** asks if there are any issues with Residential parking issues. **Discussion Ensues**. No changes to be made to residential parking requirements.

Meeting on January 24, 2019 adjourns at 7:43 p.m.

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Joe Dennis, Planning Commission Chairman

**Attest:**

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Stacy Hooper, Secretary

**19.05.040 Parking standards for specific activities.**

A. Standards for the number of parking spaces for specific activities are indicated in the following chart:

SPECIFIC LAND USE	PARKING SPACE REQUIREMENT
<b>Living activities</b>	
Single-family	<del>2.</del> Two (2) parking spaces per single-family dwelling.
Duplex	<del>Two</del> (2) parking spaces per dwelling unit.
Multifamily <sup>±</sup>	<del>One (1) parking space per unit for efficiency studio or 1-bedroom apartments in all-sized developments; two (2) parking spaces for each dwelling unit for of two or more bedrooms. developments with forty-nine (49) or less dwelling units; one and eight-tenths (1.8) parking spaces per dwelling unit for developments of fifty (50) or more dwelling units. For developments of fifty (50) or more dwelling units, one (1) parking space for each fifteen (15) dwelling units for recreation vehicles.</del>
Multiple dwellings for low-income elderly Senior-Citizen Dwellings/Apartments	One (1) parking space for each two (2) <del>per</del> dwelling units.
Accessory dwelling unit	One off-street parking space per accessory unit is required in addition to the required parking for the single-family home. The community development director may waive this requirement where there are special circumstances related to the property and its location. The surface of a required ADU off-street parking space shall comply with EMC <u>19.05.090(C)</u> .
Boardinghouses, Bed and Breakfast facilities and lodging houses	One (1) parking space for the proprietor, plus one (1) space per sleeping room for boarders or lodging use, plus one (1) additional space for each four (4) persons employed on the premises.
Mobile and manufactured home parks	Two (2) parking spaces for each mobile home site, plus one (1) <del>screened space for each ten (10) lots for recreation vehicles.</del> <u>5% of total for guest parking</u>
Recreational vehicle park	One (1) parking space for each site.
Hotels/Motels	One (1) parking space for each guest room, plus two (2) parking spaces for each three (3) employees.
<b>Commercial Activities</b>	
Banks <del>Financial Institutions</del>	One (1) <u>3 parking spaces for each</u> two hundred (200) <del>1000</del> square feet of gross floor area except when part of a shopping center.
Professional and business offices	One (1) <u>1</u> parking space for each two hundred fifty (250) <del>300</del> square feet of gross floor area, except when part of a shopping center.

Shopping centers	<del>Four and one-half (4.5) spaces per one-thousand (1,000) square feet of gross leaseable area (GLA) for centers having GLA of less than four-hundred-thousand (400,000) square feet, and five (5.0) spaces per one-thousand (1,000) square feet of GLA for centers having a GLA of over four-hundred-thousand (400,000) square feet.</del>
Restaurants taverns and lounges	<del>One (10) parking space for each one-hundred (100) </del> 1000 square feet of gross floor area, except when part of a shopping center.
Take out Restaurants	Five (5) parking spaces for each one-thousand (1,000) square feet of gross floor area, except when part of a shopping center.
Retail stores, supermarkets, department stores and personal service shops	<del>One (1) </del> 3.3 parking spaces for each two-hundred (200) 1000 square feet of gross floor area, except when located in a shopping center.
Other retail establishments; furniture, appliance, electronics, hardware stores, parts stores, household equipment service shops, clothing or shoe repair shops	One (1) parking space for each five-hundred (500) square feet of gross floor area, except when located in a shopping center.
Drive-in business	One (1) parking space for each one-hundred (100) square feet of gross floor area, except when located in a shopping center.
Uncovered commercial area, new and used car lots, plant nursery	One (1) parking space for each five-thousand (5,000) square feet of outdoor retail sales area in addition to any parking requirements for buildings, except when located in a shopping center.
Motor vehicle repair and services	One (1) parking space for each four-hundred (400) square feet of gross floor area, except when part of a shopping center.
Industrial showroom and display	One (1) parking space for each five-hundred (500) square feet of display area.
Bulk retail stores	One (1) parking space for each three hundred fifty (350) square feet of gross floor area.
<b>Industrial Activities</b>	
Manufacturing, research and testing laboratories, creameries, bottling establishments, bakeries, canneries, printing and engraving shops	<del>One (1) parking space for each one-thousand (1,000) square feet of gross floor area.</del> 1 parking space per shift employee. For parking requirements for associated office areas, see "Professional and business offices".
Warehouses and storage buildings	<del>One (1) parking space for each two thousand (2,000) square feet of gross floor area.</del> Maximum office area of two (2) percent of gross floor area may be included without additional parking requirements. 1 parking space per shift employee

Speculative warehouse and industrial buildings with multiple use or tenant potential	One (1) parking space for each one thousand (1,000) square feet of gross floor area if building size is less than one hundred thousand (100,000) square feet, or one (1) parking space for each two thousand (2,000) square feet of gross floor area for buildings which exceed one hundred thousand (100,000) square feet gross of floor area. This is a minimum requirement and valid for construction permit purposes only. Final parking requirements will be based upon actual occupancy.
<b>Recreation-Amusement Activities</b>	
Auditoriums, theaters, places of public assembly, stadiums and outdoor sports areas	One (1) parking space for each four (4) fixed seats, or one (1) parking space for each one hundred (100) square feet of floor area of main auditorium or of principal place of assembly not containing fixed seats, whichever is greater.
Bowling alleys	Five (5) spaces for each alley, except when located in a shopping center.
Dance halls and skating rinks	One (1) parking space for each two hundred (200) square feet of gross floor area, except when located in a shopping center.
Golf driving ranges	One (1) parking space for each driving station.
Miniature golf courses	One (1) parking space for each hole.
Recreational buildings, whether independent or associated with a multifamily complex	One (1) parking space for each two hundred (200) square feet of gross floor area. Such spaces shall be located adjacent to the building and shall be designated for visitors by signing or other special markings.
<b>Educational Activities</b>	
Senior high schools, public, parochial and private	One (1) space for each employee plus one (1) space for each ten (10) students enrolled. In addition, if buses for the transportation of students are kept at the school, one (1) off-street parking space shall be provided for each bus, of a size sufficient to park each bus. One (1) additional parking space for each one hundred (100) students shall be provided for visitors in the vicinity of or adjacent to the administration portion of the building or complex. Such parking spaces shall be so designated by signing or other special marking as approved by the public works director.
Colleges and universities and business and vocational schools	Two and one-half (2 1/2) 2.5 parking spaces for each employee, plus one (1) space for each three (3) students residing on campus, plus one (1) space for each five (5) day students not residing on campus. In addition, if buses for transportation of students are kept at the school, one (1) off-street parking space shall be provided for each bus, of a size sufficient to park each bus. One (1) additional parking space for each one hundred (100) students shall be provided for visitors in the vicinity of or adjacent to the administration portion of the building or complex. Such parking spaces shall be so designated by signing or other special marking as approved by the public works director.
Elementary and junior high	Two and one-half (2 1/2) 2.5 parking spaces for each employee. In addition, if buses for transportation of students are kept at the school, one (1) off-street parking space shall be provided for each bus, of a size sufficient to park each bus. One (1) additional parking space for each one hundred (100) students shall be provided for visitors in the vicinity of or adjacent to the administration portion of the building or complex. Such parking spaces shall be so designated by signing or other special marking as approved by the public works director.
Libraries and museums	One (1) parking space for each two hundred fifty (250) square feet in office and public use.
Day-care centers	One (1) parking space for each employee, plus loading and unloading areas.



<b>Medical Activities</b>	
Medical and dental offices	One <del>(1)</del> parking space for each two-hundred <del>(200)</del> square feet of gross floor area, except when located in a shopping center.
Convalescent, nursing and health institutions	One <del>(1)</del> parking space for each two <del>(2)</del> employees, plus one <del>(1)</del> parking space for each three <del>(3)</del> beds.
Hospitals	One <del>(1)</del> parking space for each three <del>(3)</del> beds, plus one <del>(1)</del> parking space for each staff doctor, plus one <del>(1)</del> parking space for each three <del>(3)</del> employees.
<b>Religious Activities</b>	
Churches	One <del>(1)</del> space for each five <del>(5)</del> seats in the main auditorium; provided, that the spaces for any church shall not be less than ten <del>(10)</del> . For all existing churches enlarging the seating capacity of their auditoriums, one <del>(1)</del> additional parking space shall be provided for each five <del>(5)</del> additional seats provided by the new construction. For all existing churches making structural alterations or additions which do not increase the seating capacity of the auditorium, no additional parking need be provided.
Mortuaries or funeral homes	One <del>(1)</del> parking space for each one-hundred <del>(100)</del> square feet of floor area of assembly rooms.
Other uses	For uses not specifically identified in this section, the amount of parking required shall be determined by the planning department, based on staff experience, parking required for similar uses, and, if appropriate, documentation provided by the applicant.