

CITY OF PULLMAN, 190 SE CRESTVIEW ST., BLDG. A, PULLMAN, WA 99163

***INFORMATION REQUIRED WHEN APPLYING FOR A SPECIAL USE PERMIT
FOR HISTORIC STRUCTURES***

APPLICATION

A complete application must be filed with the Planning Division in sufficient time to allow for staff to review the application and give public notification of the hearing before the Hearing Examiner. An application will not be accepted until complete, as determined by the Planning Division. A complete application must include:

1. Application Form (attached)
2. Findings of Fact (see attached pages)
3. Environmental Checklist (EC). The EC, if needed, will be reviewed by the City’s designated “responsible official,” who will determine if there appears to be a probable significant environmental impact; if so, an Environmental Impact Statement (EIS) may be required.
4. Plot Plan. A scaled drawing prepared in a reproducible format on a sheet with minimum dimensions of 8½” x 11” and maximum dimensions of 24” x 36” is required that shows the proposed layout of site development, including the following:
 - a) Dimensions and orientation of the property;
 - b) Location and dimensions, including heights, of existing and proposed structures;
 - c) Location and layout of parking and loading areas, access points, pedestrian walkways, and landscaping.
5. Financial Documentation. The applicant shall provide documentation showing that the proposed use will be reasonably able to financially support the property in a manner that will preserve the historic integrity of the structure.
6. Proof of Registration. The applicant shall furnish proof that the structure is registered, or application has been made for registration, on a federal, state, or local registry of historic places.
7. Legal Description. A complete legal description that adequately describes the property for which the special use permit is requested, which will be checked and verified by the City Engineer. Inadequate legal descriptions will be returned for correction.

FEES

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|----|-------------------------------------|----------|
| 1. | Special Use Permit Application Fee: | \$400.00 |
| 2. | Environmental Checklist Review Fee: | \$300.00 |

ASSISTANCE

The Planning Division is available to answer any questions about an application by phoning (509) 338-3220.

CHECKLIST

SPECIAL USE PERMIT FOR HISTORIC STRUCTURES

- _____ 1. Application filed with the Planning Division.
- _____ 2. Application reviewed for completeness by the Planning Division.
- _____ 3. Legal description checked by the City Engineer.
- _____ 4. Environmental Checklist reviewed by responsible official and determination of environmental impact made.
- _____ 5. Application accepted as complete by the Planning Division.
- _____ 6. Date set for Hearing Examiner public hearing (date must be within 90 days of date of filing).
- _____ 7. Notice of public hearing filed by the Planning Division with official newspaper of the City (notice must appear at least ten days prior to the hearing).
- _____ 8. Notice of public hearing posted at subject property and mailed to surrounding property owners (notice must be distributed at least ten days prior to the hearing)
- _____ 9. Staff report prepared by the Planning Division and mailed to applicant and Hearing Examiner, and made available for public review prior to the public hearing.
- _____ 10. Public hearing conducted by Hearing Examiner; Board makes decision on application.
- _____ 11. Applicant notified in writing of Hearing Examiner's decision.
- _____ 12. Following Hearing Examiner decision, 21-day appeal period ensues.

RECEIPT NO.: _____

DATE APPLICATION RECEIVED: _____

DATE APPLICATION ACCEPTED AS COMPLETE: _____

CITY OF PULLMAN
SPECIAL USE PERMIT FOR HISTORIC STRUCTURES APPLICATION

APPLICANT:

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

STATUS (property owner, lessee, agent, purchaser, etc.): _____

PROPERTY OWNER (if different than applicant):

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

PROPERTY LOCATION (general or common address):

ZONING DISTRICT: _____

PROPOSED SPECIAL USE:

All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.

Applicant's Signature

Date

Do you prefer email communication

This Special Use Permit for Historic Structures is being submitted with my consent.

Property Owner Signature

Date

APPLICANT'S PROPOSED FINDINGS OF FACT

Prior to making a decision regarding a request for a Special Use Permit for Historic Structures, the Pullman Hearing Examiner must adopt “findings of fact.” These findings of fact are factual statements which the Board relies upon in reaching its conclusions and decisions. The burden of proving that a special use permit should be granted under the provisions of the Pullman Zoning Code rests with the applicant. Thus, it is necessary for the applicant to present facts in brief written form which will make it possible for the Board to conclude affirmatively that all of the following criteria can be met.

- (1) That the structure is listed on a federal, state, or city registry of historic places;
- (2) That the proposed use is reasonably necessary to preserve the historic integrity of the structure, considering its existing use and other uses allowed in the zone district in which it is located;
- (3) That none of the uses designated for the underlying zone district as set forth in Use Chart 17.70.030 are likely to locate in the structure in a manner that would result in the preservation of the structure in a manner that would maintain its historic integrity;
- (4) That the proposed use will be a “practical economic use” (i.e., a use which will be reasonably capable of supporting and maintaining the property in a manner that preserves its historic integrity);
- (5) That the proposed use as approved or as approved with special exceptions will:
 - (a) be located on a site that is adequate in size and shape;
 - (b) be located on a site that has access to streets and highways that are adequate in width and type of surface to carry the quantity and quality of traffic generated by the proposed use;
 - (c) not have significant adverse environmental impact resulting in excessive noise, light and glare, or soil erosion on adjacent properties as determined by the responsible official;
 - (d) be provided with parking availability that is adequate for the proposed use and which will not significantly adversely affect or interfere with the character or use of neighboring properties or the surrounding area;
 - (e) be served by adequate public utilities and facilities;
- (6) That the owner of the property, in exchange for the benefits afforded by the special use permit, will enter into an agreement with the City containing at least the following elements: (a) mutually agreeable maintenance standards; (b) assurances that the property will retain those characteristics that make it architecturally and historically significant; and (c) provisions for the agreement to run with the land. The agreement will be recorded by the City at the permittee’s expense with the Whitman County Auditor.

**ANSWERS SHOULD BE PREPARED ON SEPARATE PAPER AND ENTITLED
“APPLICANT’S PROPOSED FINDINGS OF FACT”**

SPECIAL EXCEPTIONS. In order to satisfy the criteria established in the above-cited findings of fact, the following exceptions may be granted by the Hearing Examiner for special use permits:

- (1) increase or decrease the required lot size or yard dimensions;
- (2) increase or decrease street widths;
- (3) control the location and number of access points to the property;
- (4) increase or decrease the number and location of off-street parking and loading spaces required;
- (5) limit or increase the number, type, and allowable square footage of signs;
- (6) limit the coverage or height of buildings because of obstructions to view and reduction of light or air to adjacent property;
- (7) limit or prohibit openings in sides of buildings or structures or expand requirements for screening or landscaping where necessary to reduce noise and glare and maintain the property in a character in keeping with the surrounding area;
- (8) establish requirements under which any future enlargement or alteration of the use shall be reviewed by the City and new conditions imposed; and,
- (9) establish regulations for the use of the property as necessary to protect nearby property or improvement from detrimental effects of the proposed use, such as limiting the hours of operation or number of employees.