
AGENDA
OMAK CITY PLANNING COMMISSION MEETING
Tuesday – October 6, 2020
5:45 PM via Zoom, see information below

PUBLIC HEARING

5:30

Public Hearing
Zoning and Sub-Division Codes Discrepancies

OMC 18.52.010-Zoning-Administration
OMC 18.16.122-Accessory Structures
OMC 18.11.020-Accessory Uses
OMC 18.16.020-General Development Standards
OMC 17.36-Deviation from Street Design Development

A. CALL TO ORDER

B. ESTABLISH A QUORUM

Sheila Harrison, Chair
Stacey Okland, Vice Chair
Pat Davisson

Barry Hansen
Anne Potter
Erin Munding

C. APPROVAL OF MINUTES
September 1, 2020 Meeting Minutes



D. TRANSPORTATION ELEMENT-Discussion

US 97 Omak Area Transportation Study WSDOT
5.0 Strategy Descriptions and Recommendations

Focus Area 2-US 97 and Shumway Road
Strategy 1-Single Lane Roundabout
Strategy 2-Traffic Signal
Strategy 3-Add Fourth Leg with Two-Way Stop Control

E. Parking Standards-Meadowlark Senior Housing Project-Discussion

ZBA Architecture requesting a modification to the parking standards in the OMC Chapter 18,16 Table 2.0.

F. OTHER BUSINESS
City Update-Tyler Wells and Kurt Danison

 **Action by Planning Commission**

The Omak City Hall is accessible to persons with disabilities. Hearing or visually impaired persons requiring special accommodations should contact the City Clerk one week in advance of the meeting by calling 509-826-1170 or e-mail clerk@omakcity.com in order to be provided assistance.

AGENDA
OMAK CITY PLANNING COMMISSION MEETING & PUBLIC HEARING
Tuesday – October 6, 2020
5:30 PM via Zoom, see information below

<https://us02web.zoom.us/j/87367726711?pwd=aVQ0YVlOeXcrUVdNNytGV2pUSC9RQT09>

Meeting ID: 873 6772 6711

Passcode: 333494

One tap mobile

+12532158782,,87367726711#,,,,,0#,,333494# US (Tacoma)

+16699006833,,87367726711#,,,,,0#,,333494# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 873 6772 6711

Passcode: 333494

Find your local number: <https://us02web.zoom.us/j/kiz1JeDpO>

Memorandum

To: Omak Planning Commission/Staff
From: Tyler Wells, Building Official / Permit Administrator
Date: August 14, 2020
Subject: Proposed Zoning Code Amendments

18.11.020 Accessory uses.

- (a) General. These uses shall be limited to those normally found in conjunction with one of the primary permitted uses and are allowed outright but only in conjunction with an existing, permitted use.
- (b) Accessory Buildings. These buildings shall not exceed fifteen feet in height or one story. The location of a detached accessory building shall generally be located in the rear yard of the lot, and shall not project beyond the front line of the main building.
- (c) Accessory Dwellings. Accessory dwellings shall be permitted subject to Section [18.11.050](#), District use chart, and Section [18.16.124](#). (Ord. 1877 § 6, 2019; Ord. 1286 (part), 1995).

Proposed Change:

18.11.020 Accessory uses.

- (a) General. These uses shall be limited to those normally found in conjunction with one of the primary permitted uses and are allowed outright but only in conjunction with an existing, permitted use.
- (b) Accessory Buildings. These buildings shall not exceed **the allowable height as defined in OMC-18.16.020 for each applicable zoning district**. The location of a detached accessory building shall generally be located in the rear yard of the lot, and shall not project beyond the **minimum front yard setback as defined in OMC-18.16.020 for each applicable zoning district**.
- (c) Accessory Dwellings. Accessory dwellings shall be permitted subject to Section [18.11.050](#), District use chart, and Section [18.16.124](#). (Ord. 1877 § 6, 2019; Ord. 1286 (part), 1995).

18.16.020 General development standards.

General development standards including setbacks, unit size, building height, lot size, lot coverage, and density for all districts are listed below in Table 1.0. Additional specific development standards may be listed within Chapters [18.20](#) through [18.40](#) of this title.

Table 1.0

GENERAL DEVELOPMENT STANDARDS FOR ALL DISTRICTS*

DISTRICT	Residential Single Unit RS	Residential Duplex RD	Residential Multi Unit RM	Central Business CB	Planned Shopping PS	Highway Business HB	Commercial Industrial CI	Light Industrial LI	Highway Industrial HI	UNITS
Setback: front	20	20	20	0	0	0	15	15	15	feet
Setback: side, interior	5	5	°	0 ^r	0 ^r	0 ^r	10 ^h	10 ^h	10 ^h	feet
Setback: side, street	15	15	15	0	0	0	10	10	10	feet
Setback: rear, main building	20	20	20	8 ^g	8 ^g	8 ^g	10 ^h	10 ^h	10 ^h	feet
Setback: rear, accessory building	3	3	3	8 ^g	8 ^g	8 ^g	10 ^h	10 ^h	10 ^h	feet
Minimum unit size	500	500	320	320 ^e	320 ^e	320 ^e	320 ^e	320 ^e	320 ^e	square feet
Maximum building height	35	35	45	50	50	50	50	50	50	feet
Minimum lot size	6000 ^a	6000	^b	0	5000	0	0	0	0	square feet
Maximum building coverage	45	45 ^d	45 ^d	—	60	—	—	—	—	percent of area
Allowed density	6	10	36	—	—	—	—	—	—	units per acre

* Except AI—Airport Industrial (Chapter [18.38](#)) and PU—Public Use (Chapter [18.40](#)) districts. Refer to their respective sections.

^a Except a single unit (detached) dwelling may be allowed on any lot of fifty feet in width in areas platted before January 8, 1962, and on any lot of sixty feet wide in areas platted thereafter.

^b Minimum Lot Sizes. Single-unit dwelling: 6,000 sf. Duplexes: 8,000 sf. Apartment buildings: 6,000 sf. plus 1,000 sf. for each additional unit over six. All other uses: 10,000 sf.

- c 10 ft. when abutting an RS, or RD district; 5 ft. when abutting a CB, HB, PS, LI, HI, or AI district; no setback when abutting PU or other RM properties.
- d Unless the required off-street parking is undercover, then the building coverage may be increased to sixty percent.
- e Limited to second story or above residential uses unless part of an approved multifamily or mixed use complex.
- f 10 ft. when abutting an RS, RM, or RD district.
- g 12 ft. when abutting an RS, RM, or RD district.
- h 20 ft. when abutting an RS, RM, or RD district.

(Ord. 1877 § 9, 2019; Ord. 1667 § 14, 2010; Ord. 1325 § 3, 1996; Ord. 1286 (part), 1995).

Proposed Change:

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Setback: side, street	15	15	15	0	0	0	10	10	10	feet
Setback: rear, main building	20	20	20	8 ^g	8 ^g	8 ^g	10 ^h	10 ^h	10 ^h	feet
Setback: rear,	5	5	5	8 ^g	8 ^g	8 ^g	10 ^h	10 ^h	10 ^h	feet

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accessory building										
Minimum unit size	500	500	320	320 ^e	320 ^e	320 ^e	320 ^e	320 ^e	320 ^e	square feet
Maximum building height	35	35	45	50	50	50	50	50	50	feet
Minimum lot size	6000 ^a	6000	^b	0	5000	0	0	0	0	square feet
Maximum building coverage	45	45 ^d	45 ^d	—	60	—	—	—	—	percent of area
Allowed density	6	10	36	—	—	—	—	—	—	units per acre

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^e Limited to second story or above residential uses unless part of an approved multifamily or mixed use complex.

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(Ord. 1877 § 9, 2019; Ord. 1667 § 14, 2010; Ord. 1325 § 3, 1996; Ord. 1286 (part), 1995).

18.16.122 Accessory structures.

The following regulations apply to detached accessory structures such as sheds and garages associated with single-family residences in all zoning districts:

- (1) All accessory structures shall meet the minimum front and side yard setbacks in the applicable zoning district and a minimum five-foot setback in the rear yard. All such accessory structures shall also meet the requirements of the building code currently in use by the city at the time of construction for setbacks between buildings.
- (2) The maximum building footprint of an accessory structure shall be no greater than the building footprint of the main structure subject to building coverage standards in Table 1.0 in Section [18.16.020](#).
- (3) The maximum height of accessory structures shall be limited by the maximum building height for the zoning district in which it is located.
- (4) With the exception of approved accessory dwelling units, accessory structures shall not be designed, constructed, or used as habitable structures for living, sleeping, eating, or cooking unless the structure is associated with a business that requires such facilities under which a CUP will be required.
- (5) Each accessory structure shall be compatible with the character of the zone in which it is located and the allowed uses therein. Accessory structures in excess of 12 feet in height or 300 square feet in area shall feature exterior siding similar in appearance to and compatible with the building materials of the primary structure.
- (6) No accessory structure shall create a nuisance or hazard, including noise, dust, or threat to air or water quality or to the well-being of the city and the area in which the accessory use or structure is located. (Ord. 1667 § 11, 2010).

Proposed Change:

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(2) The maximum building footprint of an accessory structure shall be **no greater than the building footprint of the main structure** subject to building coverage standards in Table 1.0 in Section **18.16.020. (REMOVE THE TEXT)**

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18.52.010 Interpretation.

(a) In interpreting and applying the provisions of this title, the provisions shall be held to be the minimum requirements for the promotion of health, safety and general welfare of the public. Therefore, where the provisions of this title impose a greater restriction upon the use of buildings and premises or upon the height of buildings or structures, or require larger open spaces than are imposed or required by other laws, ordinances, easements, regulations, codes or covenants, the provisions of this title shall control.

In case of a conflict between a general requirement and a specific requirement, the least restrictive shall apply.

(b) The planning commission shall review and determine any questions involving the proper interpretation or application of the provisions, use, or district boundaries of this title that may be requested by any property owner, tenant, government officer, department, hearings examiner or commission affected.

(c) Recognizing that there may be uses not specifically mentioned in this title, either because of advancing technology or any other reason, administrator may permit such use to be established if it is clearly evident that the use is similar and in conformity with the designated permitted uses of the use district in which it is to be located. When there is doubt as to the proper classification of a use, the planning commission shall rule on the matter. The hearing examiner's decision shall be in keeping with the spirit and intent of this title and of the comprehensive plan.

The secretary of the planning commission shall keep a record of all interpretations and rulings made by the planning commission, and such decisions shall be binding.

The hearing examiner shall report his/her findings to the planning commission when it appears desirable and necessary to amend this title. (Ord. 1667 § 21, 2010; Ord. 1562 § 6, 2006; Ord. 1344 § 1 (part), 1997; Ord. 1286 (part), 1995).

Proposed Change:

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17.36.010 Generally.

An applicant for a short subdivision or subdivision who believes the design standards of Chapter [17.32](#) are inappropriate for the short subdivision or subdivision they are proposing may, as part of their submittal, request a deviation from those standards. All requests for deviations shall be reviewed as a Type III action and be processed in compliance with Title [19](#) and a recommendation regarding the requested deviation shall be made to the planning commission by the administrator and public works director. Recommendations shall be incorporated into the staff report.

(a) The exception request shall specify the design standards they desire to follow and the justification for using those standards rather than those specified in Chapter [17.32](#). Such justification may require preparation of a traffic study (including motorized and non-motorized) at the applicant's expense as determined by the administrator;

(b) The planning commission shall review and evaluate all such requested exceptions to the standards of Chapter [17.32](#), with regard to the following factors:

(1) The comprehensive plan for the area and the suitability of the proposed standards in terms of the plan;

(2) The intensity and intended use of the proposed short subdivision or subdivision: the level of vehicle or pedestrian traffic expected; and level of guarantee, by zoning or commitments prohibiting further subdivision, so that further increases in traffic or density will not occur;

(3) The relationship of the proposed nonstandard street or other improvement to the overall street system or improvements in the area and possible need to extend those streets or improvements to serve adjacent properties that might be further divided; and

(4) The opportunity, by reducing the standards in accordance with subsections (b)(1), (2) and (3) of this section to accomplish a preservation of the natural environmental setting of the area being subdivided. This would occur as a result of having narrower cleared rights-of-way, less need for cuts and fill on cross slope roadways, and by the ability to more closely follow existing terrain if slope standards were relaxed. The intended end result would be less disturbance of vegetation, water courses, wetlands, topography, and riparian habitat.

(c) If the request is for a short subdivision, the planning commission shall consider the request at a public hearing and make a recommendation to the city council.

(d) If the request is part of the application for a subdivision, the request shall be reviewed in conjunction with the subdivision review and the planning commission shall specifically recommend approval, approval with modification, or disapproval of the deviation request as part of their recommendation regarding the subdivision to the city council. (Ord. 1812 § 1 (Exh. A)(part), 2015; Ord. 1226 (part), 1993).

Proposed Change:

17.36.010 Generally.

An applicant for a short subdivision or subdivision who believes the design standards of Chapter [17.32](#) are inappropriate for the short subdivision or subdivision they are proposing may, as part of their submittal, request a deviation from those standards. All requests for deviations shall be reviewed as a Type II action and be processed in compliance with Title [19](#) and a recommendation regarding the requested deviation shall be made to the planning commission by the administrator and public works director. Recommendations shall be incorporated into the staff report.

(a) The exception request shall specify the design standards they desire to follow and the justification for using those standards rather than those specified in Chapter [17.32](#). Such justification may require preparation of a traffic study (including motorized and non-motorized) at the applicant's expense as determined by the administrator;

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431 W. BAKER ST.
SUITE 540
SPokane, WA 99201
ZBAARCHITECTURE.COM
T. 509.456.8236

August 18, 2020

Mr. Tyler Wells, Building Official
City of Omak
PO Box 72
2 N Ash St
Omak, WA 98841

Dear Tyler:

I am writing on behalf of our client and the Owner of the future Meadowlark Senior apartments, HOAC, to request a modification to the parking standard in the Omak Municipal Code Chapter 18.16, Table 2.0. We would like to request a reduction to 1.5 stalls per dwelling unit. Per section 18.16.070 (L), a modification may be granted if it meets four requirements:

- (1) *Applicants identify the quantity of off-street parking spaces required by current city standards;*
The number of required spaces would be 2 per dwelling unit. With 16 units, that would mean 32 total parking stalls.
- (2) *Applicants identify the quantity of off-street parking spaces they intend to install;*
We propose to install 24 total stalls, which is a ratio of 1.5 stalls per dwelling unit. This was presented during our predevelopment meeting with the city in June, 2020.
- (3) *Applicants submit at least one example of a similar parking condition and property use with a complete description of all relevant and unique conditions;*
The adjacent building, Pine Meadows, is also a senior apartment building that is operated by the Housing Authority. There are 10 dwelling units in that building and 15 total parking stalls, which is the same ratio as the proposal for Meadowlark Senior, 1.5 stalls per unit. They do not regularly fill all 15 of those parking stalls because the units are mostly small, one-bedroom apartments and have just one occupant, so they would usually only have one car. This would be the same case for Meadowlark Senior.
- (4) *The request will not create any foreseeable off-site parking demands on unrelated adjacent parcels or on public rights-of-way.*
There are no foreseeable circumstances where additional parking would be required. Further, there are no adjacent undeveloped parcels that would be affected if that occurred.

Thank you for your consideration, please let me know if you have any questions or need more information.

Sincerely,

Sarah Brede, AIA
Associate Architect

2002

MEADOWLARK SENIOR

Omak, Washington



MEADOWLARK SENIOR
Housing Authority of Okanogan County
08/29/19

1

8/29/2019 9:17:09 AM

CODE & ZONING INFORMATION

ADDRESS: TBD
OMAK, WA

SITE AREA: 0.71 ACRES (34,412.40 SF)

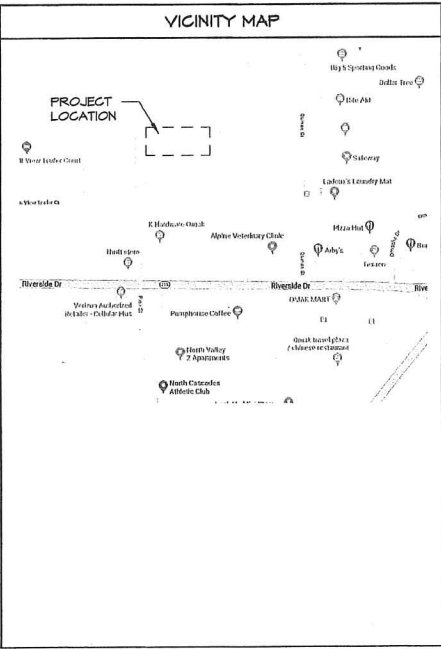
ZONING: MULTI-FAMILY RM

DENSITY: 36 UNITS PER ACRE ALLOWED

SETBACKS: FRONT YARD 20 FT
SIDE YARDS 15 FT (FROM STREET)
REAR YARDS 20 FT

HEIGHT LIMIT: 45 FOOT MAX

PARKING: 24 STALLS PROVIDED
(INCLUDING 2 ACCESSIBLE)



GENERAL INFORMATION

BUILDING SCHEDULE			
UNIT/SPACE	QTY	AREA	SUBTOTAL
1 BR	12	552	6,624
1 BR ACC	1	552	552
2 BR	3	775	2,334
2 BR ACC	0	775	0
SUBTOTAL			9,510
COMMUNITY	1	300	300
LAUNDRY	3	80	240
CIRCULATION (INCL. ELEV.)	1	2,862	2,862
OFFICE, MECH, ELEG	1	275	275
TOTAL BUILDING AREA (GSF)			13,481

UNIT SCHEDULE			
TYPE	STANDARD	ACCESSIBLE	TOTAL
1 BR	12	1	13
2 BR	3	0	3
TOTAL	15	1	16



FRONT ELEVATION

1/8" = 1'-0"

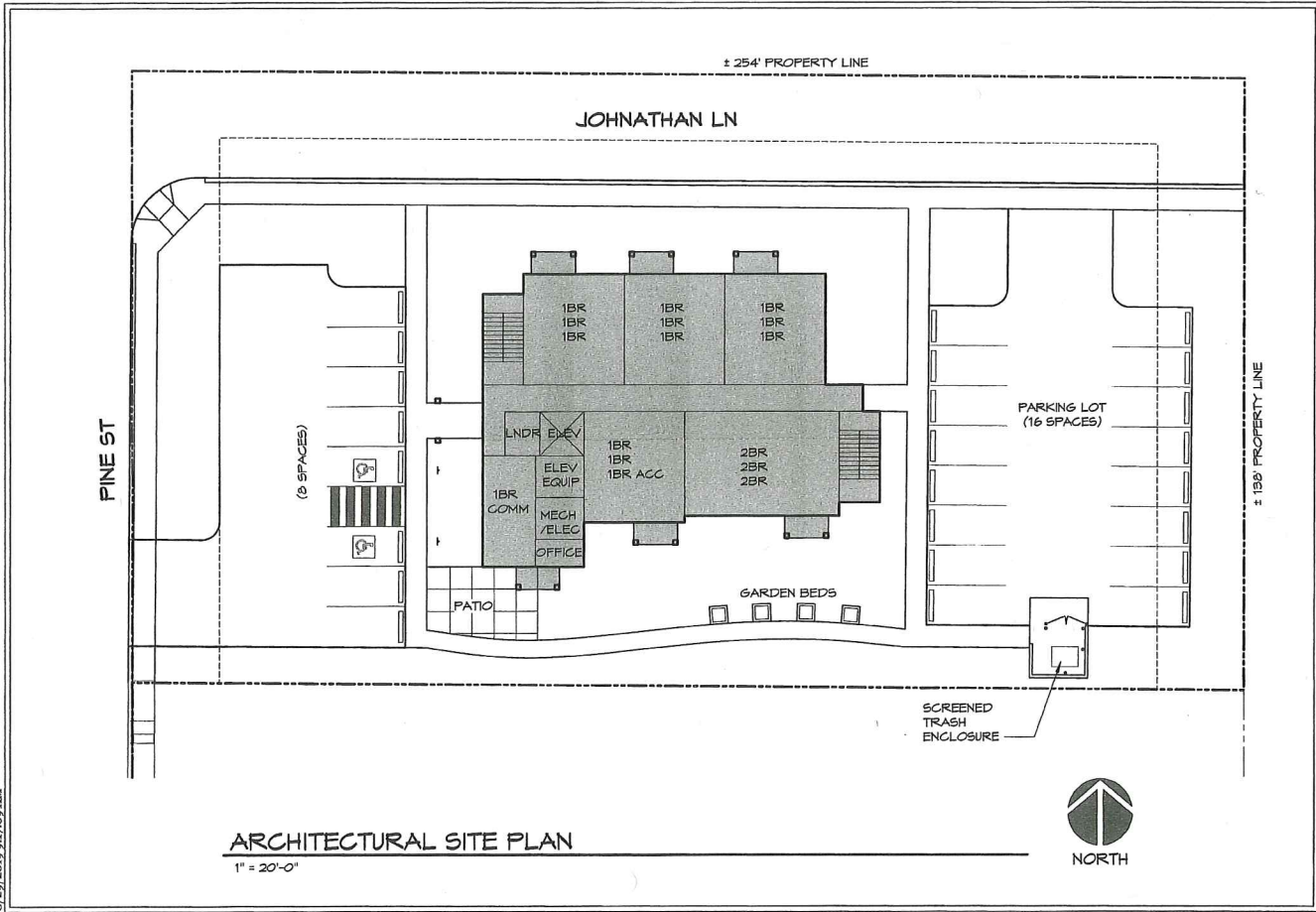
8/29/2019 9:17:10 AM

ZBA
ARCHITECTURE
421 W. EVERETT, SUITE 200
SPokane, WA 99201
Phone: (509) 325-1234

MEADOWLARK SENIOR
Housing Authority of Okanogan County
08/29/19 P/N: P1281

3

8/29/2019 9:17:09 AM



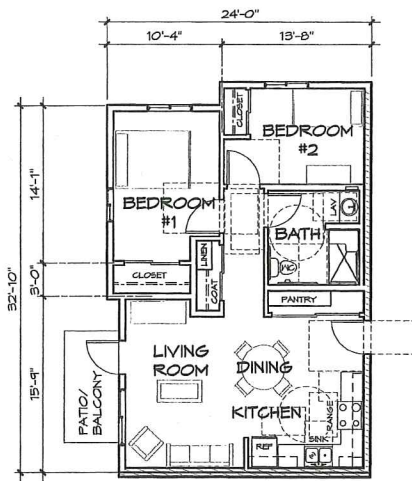
ARCHITECTURAL SITE PLAN
1" = 20'-0"



MEADOWLARK SENIOR
Housing Authority of Okanogan County
08/29/19
PN: P1281

ZBA ARCHITECTURE
421 W. ROYALDALE, SUITE 300
SPokane, WA 99201
509.325.1122
201908151281 Architectural Plan - 11/19/19

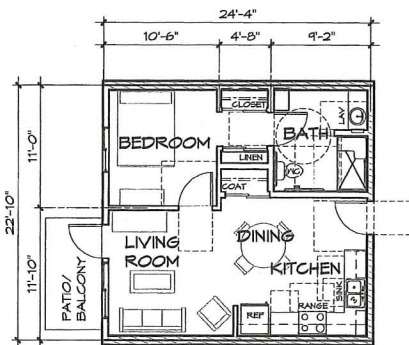
8/29/2019 9:17:17 AM



TWO BEDROOM UNIT

1/8" = 1'-0"

178 SF
+ 50 SF (BALCONY)
228 SF



ONE BEDROOM UNIT

1/8" = 1'-0"

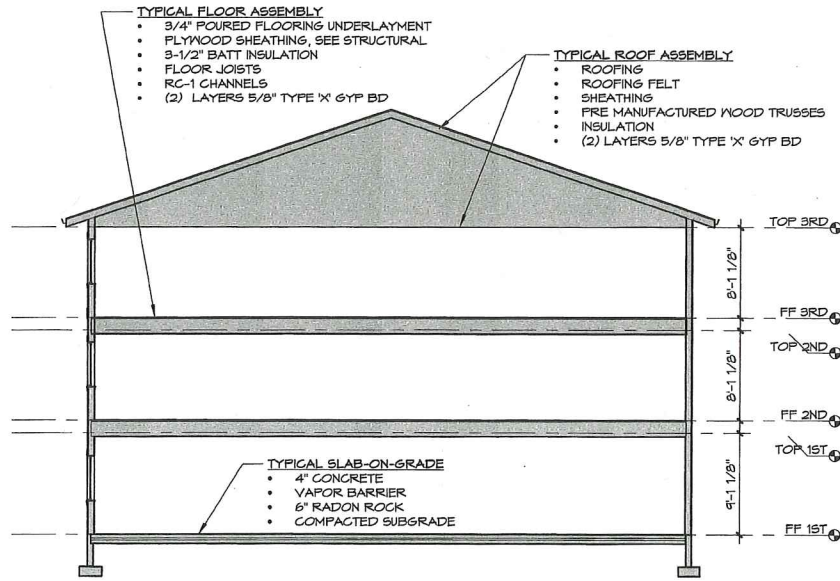
552 SF
+ 50 SF (BALCONY)
602 SF



ZBA
ARCHITECTURE
421 W. INVERCE, SUITE 800
SPokane, WA 99201
P: 509-485-4223
CELLPHONE: 509-485-4223

MEADOWLARK SENIOR
Housing Authority of Okanogan County
08/29/19 PN: P1281

8/29/2019 9:17:17 AM



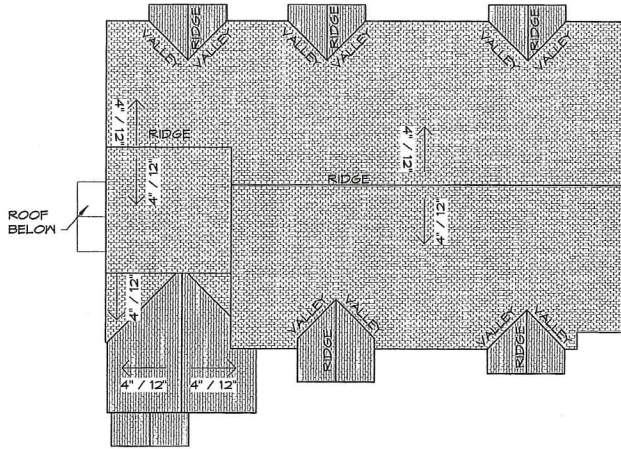
DESCRIPTIVE BUILDING SECTION

1/8" = 1'-0"



MEADOWLARK SENIOR
Housing Authority of Okanogan County
08/29/19 PN: P1281

8/29/2019 9:17:14 AM



ROOF PLAN

1/16" = 1'-0"

MEADOWLARK SENIOR
 Housing Authority of Okanogan County
 08/29/19 PN: P1281

ZBA
 ARCHITECTURE
 431 W. RIVERSIDE, SUITE 800
 POKANIE, WA 99201
 P: 509.682.1234