

**WENATCHEE PLANNING COMMISSION  
SCHEDULED MEETING  
August 16, 2017  
WENATCHEE CITY HALL COUNCIL CHAMBERS  
129 S. Chelan Avenue  
Wenatchee, WA 98801**

<b>AGENDA</b>
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**I. CALL TO ORDER AND WELCOME**

**II. ADMINISTRATIVE AFFAIRS**

A. Approval of minutes from the last regular meeting on July 19, 2017

**III. OLD BUSINESS**

None

**IV. NEW BUSINESS**

A. Workshop: Limited amendments to the Wenatchee City Code - Titles 10 Zoning and 12 Environmental Protection

**V. OTHER**

A. Member roundtable

**VI. ADJOURNMENT**

***In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Mayor's office at (509) 888-6204 (TTY 711). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1.)***

MINUTES

**I. CALL TO ORDER**

Vice Chair Ace Bollinger called the meeting to order at 5:30 p.m. with the following members in attendance: Joe Gamboni, Courtney Tiffany, Susan Albert, and John Brown.

City Planning staff was represented by: Glen DeVries, Community Development Director; Steve King, Economic Development Director; Stephen Neuenschwander, Planning Manager; and Kim Schooley, Administrative Assistant. Also present was Gary Owen, City Engineer.

**II. ADMINISTRATIVE AFFAIRS**

A. Approval of the minutes of the regular meeting of May 17, 2017.

**Commissioner Gamboni moved to approve the minutes of May 17, 2017. Commissioner Albert seconded the motion. The motion carried.**

**III. OLD BUSINESS**

None

**V. NEW BUSINESS**

A. 2018 – 2023 Transportation Improvement Program (TIP) – Gary Owen, City Engineer

Gary Owen, City Engineer, presented the staff report and addressed questions of the Commission.

B. Overview of work plan items for 2017-2018

Stephen Neuenschwander, Planning Manager, and Glen DeVries, Community Development Director, presented the staff report and outlined future work plan items.

C. A presentation on upcoming revisions to Chapter 12.08 Resource Land and Critical Areas Development

Stephen Neuenschwander, Planning Manager, provided an overview of the Chapter to Commissioners and discussed items for future review.

Commissioners asked staff if they would provide them with a timeline of work plan items for the coming year.

Staff advised that as they worked out the details they would provide them with that information.

**VI. OTHER**

- A. Member roundtable
  - Status application - subdivision Skyline Drive

**VI. ADJOURNMENT**

With no further business to come before the Planning Commission, Vice Chair Ace Bollinger adjourned the meeting at 6:39 p.m.

Respectfully submitted,

CITY OF WENATCHEE  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
*Kim Schooley, Administrative Assistant*

DRAFT



**City of  
Wenatchee**

**DEPARTMENT OF  
COMMUNITY DEVELOPMENT**

Public Services Center  
1350 McKittrick Street, Suite A  
Wenatchee, WA 98801

(509) 888-3200  
Fax (509) 888-3201

Date: August 8, 2017  
To: City of Wenatchee Planning Commission  
From: Community Development Staff  
RE: Amendments to the Wenatchee City Code and draft work schedule

Included in your meeting materials is a draft schedule of the work plan items that were discussed in the July meeting. This schedule is a tentative plan of when items may come before the planning commission. On the work plan are several amendments to the City Code that will require extensive time, resources, and the full 60-day review period for state agencies to comment on the proposals. These amendments include revisions to the critical areas regulations, parking, signage, and housing..

In addition to these larger code review projects, the Community Development Department has identified several limited amendments to the City of Wenatchee Code in Chapters 10 Zoning and 12 Environmental Protection that can be processed relatively quickly because of their limited scope. These limited amendments are intended to meet the criteria in RCW 36.70A.103 for expedited review – "...after consultation with other state agencies, the department (Washington State Department of Commerce) may grant expedited review if the department determines that expedited review does not compromise the state's ability to provide timely comments related to compliance with the goals and requirements of this chapter or on other matters of state interest." Expedited review may be granted by the state if the amendments are narrow in scope and do not necessitate commenting state agencies to request the full 60-day comment period.

The work on these amendments are in various stages of review. For some of the amendments, city staff are still researching the topic and associated issues while others have draft code ready for your review.

**Amendment #1**

In October of 2016, planning staff presented information about amending the District Use Chart in Chapter 10.10 to allow schools in the Central Business District (CBD) as a conditional use. The minutes of that meeting indicate that staff would look at other jurisdictions such as Walla Walla, Spokane, Chelan, Yakima, and Richland that allow schools in their downtowns through a public review process (i.e. Conditional Use). This research is ongoing and additional information will be presented to you at the planning commission meeting on the 16<sup>th</sup>.

**Amendment #2**

Industrial uses are regulated throughout the city in a variety of commercial districts, industrial overlays, and the industrial district. Outside the industrial district, many industrial uses are processed as either a conditional use or accessory use. Community Development staff will be working with the Planning Commission to review these uses, the review criteria, the definitions of industrial uses, the appropriate review process, and the location that industrial uses are

allowed. This research is ongoing and additional information will be presented to you at the planning commission meeting on the 16<sup>th</sup>.

**Amendment #3**

The purpose of accessory dwelling units authorized primarily in single-family residential districts is to:

- make it possible for adult children to provide care and support to a parent or other relatives in need of assistance;
- provide increased security and companionship for homeowners;
- provide the opportunity for homeowners to gain the extra income necessary to help meet the rising costs of home ownership; or
- to provide for the care of disabled persons within their own homes.

Community Development staff have identified two areas associated with the ADU standards that would benefit with some additional review and potential amendments – the minimum lot size to qualify and simplifying the text on the size allowed for an ADU.

*Minimum lot size.* Some property owners are unable to develop an ADU on their property because their lots do not meet the minimum standards in the zoning code. Per section 10.48.040(3), in order to qualify for an ADU, the minimum lot size must be at least 1,500 square feet greater than the minimum lot size of the underlying district. For the districts in the city this requirement is as follows:

Standard	RS	RL	RM	RF	OMU	RMU
<b>Minimum Lot Area for ADU</b>	11,500 square feet	8,500 square feet	7,500 square feet	21,500 square feet	6,500 square feet	6,500 square feet

The question to the Planning Commission is should the minimum lot size to qualify for an ADU be reduced, eliminated, or retained in its current standard?

*Clarifying the text on the size of an ADU:* The current text in the zoning code reads as follows:

“(7) In no case shall an ADU be larger than 40 percent of the habitable floor area of the principal dwelling, nor more than 800 square feet of gross floor area.”

There are several issues with the way this section is written:

- The ratio of the accessory dwelling unit to the primary residence could be increased and still maintain an appropriate balance between the two structures.
- The intent of the code is to limit the ADU to 40% of the size of the primary unit or 800 square feet. This section is poorly written and should be re-drafted to simplify the intent and purpose so that property owners can easily determine how large an ADU they could possibly build.

- The zoning code does not have a definition of “habitable floor area.” The code does have a definition of gross floor area. This would be a better term since it is defined in the code.

Staff has reviewed the ADU standards of several other jurisdictions with similar criteria and have drafted for discussion purposes a revision that incorporates these changes:

(7) The maximum size of ~~In no case shall~~ an ADU shall be no larger more than 40 50 percent of the ~~habitable-gross~~ floor area of the principal dwelling, ~~nor more than 800~~ square feet of gross floor area, whichever is less.

#### **Amendment #4**

The State Environmental Policy Act (SEPA) authorizes local governments to set flexible thresholds for projects that are exempt from SEPA review. The city completed this process in 2011 and identified development levels for minor new construction that should be exempt from SEPA review. After the city completed its process and amended the code, the State changed the categorical exemption text in WAC 197-11-800 in 2014. This change resulted in several incorrect references in the city code.

In order to clarify the intent of the city and to ensure that references remain correct, city planning staff has drafted the following revisions:

#### **12.04.030 Categorical exemptions and threshold determinations.**

##### **(2) Flexible Thresholds for Categorical Exemptions.**

(a) The city of Wenatchee establishes the following exempt levels for minor new construction under WAC 197-11-800(1)(b) based on local conditions:

- (i) For all residential dwelling units in ~~WAC 197-11-800(1)(b)(i)~~ up to 20 dwelling units;
- (ii) For agricultural structures in ~~WAC 197-11-800~~ up to 30,000 square feet;
- (iii) For office, school, commercial, recreational, service or storage buildings in ~~WAC 197-11-800(1)(b)(iii)~~ up to 12,000 square feet and up to 40 parking spaces;
- (iv) For parking lots in ~~WAC 197-11-800(1)~~ up to 40 spaces;
- (v) For landfills and excavations in ~~WAC 197-11-800(1)(b)(v)~~ up to 500 cubic yards.

(b) Whenever the city establishes new levels under this section, such levels shall be filed with the Department of Ecology headquarters office, Olympia, Washington 98504 under WAC 197-11-800(1)(e).

Please review the information in this memorandum in preparation for the meeting on August 16<sup>th</sup>. If you have any questions please direct them to Stephen Neuenschwander, Planning Manager, at 509-888-3285 or via email at [sneuenschwander@wenatcheewa.gov](mailto:sneuenschwander@wenatcheewa.gov).

## **Tentative Schedule for the Planning Commission Meeting Agenda Topics**

### August

- Limited City Code Amendments

### September

- Low Impact Development Presentation
- Wireless/Small Cell Workshop
- Parking Code Update Workshop

### October

- Sign Code Draft
- CAO Update and Workshop
- Limited amendments workshop
- CAPFAC Workshop

### November

- Wireless/Small Cell Public Hearing
- CAPFAC Public Hearing

### December

- Limited amendments public hearing

### January 2018

- CAO Update

### February 2018

- Sign Code

### March 2018

- Housing Update and Workshop

### April 2018

- Public Hearing on CAO Update

### May 2018

### June 2018