

Tonasket City Council Agenda
Tuesday, July 27, 2021
7:00 pm

VIRTUAL ZOOM MEETING ID #825 1011 2097
PHONE # 1-253-215-8782

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda. **Action Item**
- 5) Approve the minutes of the previous meeting. **Action Item**
- 6) Public Comment
- 7) Unfinished Business
 - a) Youth Center **Action Item**
- 8) Mayor/Council/Committee Reports
- 9) New Business
 - a) Gardinier Tech Submittal for Service **Action Item**
 - b) Ordinance #828 Budget Amendment **Action Item**
 - c) Paint Stripe Streets **Action Item**
 - d) Amendments to the Tonasket Zoning Code-Chapters 17.10 Definitions, 17.70.090 Accessory Dwellings and new Chapter 17.70.182 Therapy Animals **Action Item**
- 10) Miscellaneous and Correspondence
- 11) Adjournment

DRAFT

Minutes of the July 13, 2021 Regular Tonasket City Council Meeting

Present: Mayor Kriner and Councilmembers Alexander, Levine, McMillan and Weddle

Staff: Johnson, Danison and Attwood

The meeting was called to order at 7:00 pm and the pledge of allegiance was given by all.

The Roll call was taken and all were in attendance except for Councilmember Ritter.

Motion to excuse Councilmember Ritter from the meeting. M/McMillan, S/Levine. Carried 4:0.

Motion to approve the agenda with the addition of excusing Councilmember Ritter. M/Weddle, S/McMillan. Carried 4:0.

Public Comment

- George Hill stated the council may want to consider the parking for the employees and the Extended Care Facility before making a decision on the Tran Go bus stop.

Ed Koonce was present to discuss an organized neighborhood watch group. Ed stated the nextdoor.com program isn't working out and he plans on creating a Neighborhood Watch program. He has informed the Sheriff's Department. He would also like to ask the Council if there would be a chance for a liaison from the Council to be part of the group. Ed will be contacting superintendent Johnson to talk about the possible placement of neighborhood watch signs.

Sheriff Hawley Report

- Reported briefly what is at stake for law enforcement with the new laws and hopes to get better guidance from the courts on how to move forward.
- Trying to keep policies with different entities similar and working with Police Chiefs to accomplish that goal.
- Mission to perform Public Safety as best as they can and keep staff safe from injunctions against them.

Kurt Danison Report

- Reported on the Economic Development and Infrastructure Prioritization Process; Tonasket has 4 projects, 1) the Perfect Passage, 2) the Municipal Building, 3) South access to Chief Tonasket Park and 4) the South End Annexation. The presentation will be August 9th and he would like someone from the City to do the presentations. Councilmember Levine volunteered to do so. Councilmember Weddle said she could help if needed.
- Brief report on the STP funding.

Unfinished Business

There was lengthy discussion on the placement of a TranGo Bus stop on Western Ave near the Extended Care Facility. Kelly Scalf, TranGo, was in attendance via zoom and Alan Ulrich, Hospital CFO, was present for the discussion.

Motion to approve the TranGo bus stop on Western Ave near the Extended Care Facility and to change in the Franchise Agreement in Section 6.5 the time for notification from 10 days to 20 days. M/McMillan, S/Levine. Carried 3:0. Councilmember Weddle recused herself from the discussion and the vote.

Department Head Reports

Johnson

- Reported well #8 was down and has been repaired.
- The booster pump was also down and was repaired.
- There was a water break in front of the Catholic Church and has been repaired.
- Has quotes for a snow-plow
- The new employee starts on Monday.

Attwood

- No report.

DRAFT

Mayor/Council/Committee Reports

Mayor

- The Youth Center is coming along and looks good, and are working on the gutters.
- Reminder the auction is Friday the 16th at 1:00 pm.
- Met with Councilmembers Weddle and McMillan and discussed the City's Loans

Motion to approve the pay off of the loan with US Bank for the City Hall Roof. M/Weddle, S/Levine. Carried 4:0.

Motion to extend the meeting another 30 minutes. M/Levine, S/Weddle. Carried 4:0.

Levine

- Reported on the OCOG Back Roads Study.
- Reported the City needs to adopt a Resolution to allow for the appointment of the Mayor as primary OCOG attendee and two alternates. Levine stated she would like to continue to go to the meetings.

McMillan

- Met with the Mayor and Weddle to discuss the city's Loans.
- Reported on Public Safety.

Weddle

- No Report.

Alexander

- Stated that the Cemetery was discussed at the retreat and it was mentioned the property should be leased or repurposed. Also, that underground sprinklers are needed in the old cemetery. The Mayor stated that the new cemetery needs to start being designed for use as a cemetery, the old cemetery is beginning to be full.

Motion to authorize Superintendent Johnson to purchase a snow-plow for the 2019 Ford Truck from Okanogan Truck and Tractor in the amount of \$12,304.27 and to choose this quote over the other two quotes due to location. M/McMillan, S/Weddle. Carried 3:0, Levine abstained. The other two quotes were Cascade Pipe and Supply, Twisp, WA \$11,860.69 and Horizon, Spokane, WA \$11,528.71.

Motion to authorize Varela Engineering to proceed with applying for TIB funds to for the Perfect Passage and Jonathan St. M/Levine, S/Weddle. Carried 4:0.

Motion to authorize Varela Engineering to proceed with the TIB applications for the City and to rescind the prior motion. M/Levine, S/Alexander. Carried 4:0.

Motion to adopt Ordinances #825, #826 and #827, Budget Amendments. M/McMillan, S/Alexander. Carried 4:0.

Miscellaneous and Correspondence--None

Motion to approve the consent agenda, the minutes of the previous meeting June 22nd, the June 29th retreat, the July Bills \$75,290.94 (10833 through 10876 & EFT 1-3) and the June Payroll \$41,039.71 (10811 through 10832 & direct deposit run 6-28-2021). M/McMillan, S/Levine. Carried 4:0.

There being no further business the meeting was declared adjourned at 9:23 pm.

Alice J. Attwood, Clerk-Treasurer

Council Memo
Tuesday, July 27, 2021
7:00 pm

VIRTUAL ZOOM MEETING ID #825 1011 2097
PHONE # 1-253-215-8782

TO: Mayor and City Councilmembers

FROM: City Clerk-Treasurer

The Youth Center is almost complete—contractor is working on a few punch list items. There is one issue that we need to address. Ms. Nelson has had difficulty with finding the proper gutter system for the Youth Center. The roof line requires specific gutters and she is not finding an answer to the situation. My recommendation is to amend the portion of the contract/scope of work that addresses gutters, and remove that portion from the dollar figure in her quote. Then later we can proceed with requesting quotes for the type of gutter system the building requires. I have spoken with Attorney Howe and he stated this is allowable. **Suggested Motion: I move to amend the contract and scope of work with 509 Quality Property Maintenance LLC, for the Tonasket Youth Center Project, to exclude the portion regarding placing gutters over entrances.**

Since the City has been experiencing vandalism and thefts it is prudent that we are proactive and try to prevent further incidents. Greg Gardinier has submitted a quote for services to set up a system for the city with cameras, etc. He will be present at Council to discuss this and answer any questions. **Suggested Motion: I move to approve the work to be done by Gardinier Tech in the amount of \$9,306.80.**

Ordinance #828 is a budget amendment for the US Bank loan pay off for the City Hall roof. **Suggested Motion: I move to adopt budget amendment Ordinance #828.**

I have received word from WSDOT that it is time for paint striping the streets again. **Suggested Motion: I move to authorize WSDOT to paint strip the streets as depicted on the information from WSDOT and authorize the Mayor to sign applicable documents.**

Kurt Danison has submitted the results of the Planning Commission Meeting regarding Accessory Dwelling Units and therapy animals. His Staff Report is attached. **Suggested Motion: I move the City Council approve the amendments to Chapters 17.10 definitions, 17.70.090 accessory dwellings and add new chapter 17.70.182 Therapy Animals to Title 17 Zoning TMC subject to the staff finding of facts and conclusions and pass an ordinance enacting the same.**

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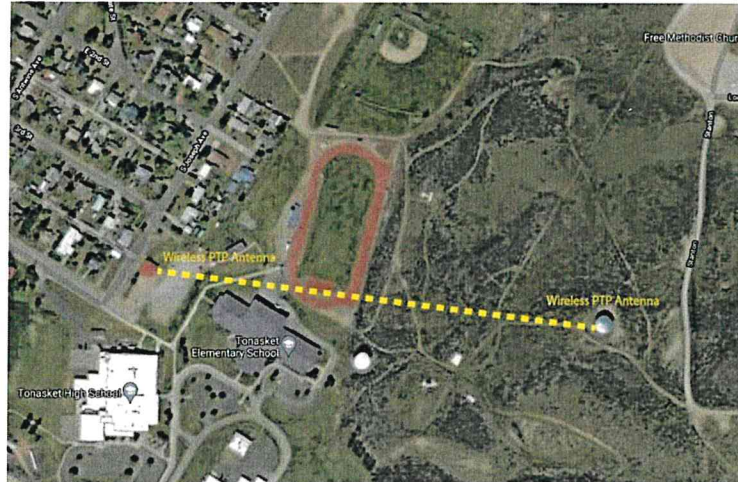
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GARDINIER TECH

Solar, Network, and Surveillance System Proposal

Gardinier Tech has designed and sourced the needed equipment to install a solar power system at the city's water tower East of town. This system will supply surveillance, switching, and wireless equipment with power year-round. It includes a networked solar controller that will enable the city to remotely monitor the equipment for any outages/issues. The surveillance system will allow for *at least* 3 cameras at the water tower.



The system will also include supporting networking equipment at the Tonasket Youth Center which will house the NVR (Networked Video Recorder) equipment. This site separation is necessary as there are no outbuildings or weatherproof/climate-controlled enclosure at/near the water tower itself.

This surveillance system is scalable and can be easily remotely accessed/administered by any authorized user. It can easily be integrated/deployed throughout the city at other locations such as the Graveyard, Airport, Maintenance Buildings, Pool, and more, if desired. It will lay the groundwork for a cost-effective city-wide network that will act as a foundation for various technology needs in the future.



SOLAR & CAMERAS COST BREAKDOWN

DESCRIPTION	SKU	LINK	QTY	COST	TOTAL
APC NETSHELTER RACK	AR3003	https://www.ebay	1	\$800.00	\$800.00
PDU	AP9562	https://www.prov	1	\$100.00	\$100.00
G3 BULLET	UVC-G3-BULLE	https://store.ui.cc	6	\$150.00	\$900.00
POE SWITCH	USW-24-PoE		1	\$600.00	\$600.00
UNIFI PROTECT NVR	UNVR	https://store.ui.cc	1	\$300.00	\$300.00
NanoStationM	LocoM5(US)	https://store.ui.cc	4	\$100.00	\$400.00
CALBES	-	-	1	\$30.00	\$30.00
SOLAR PANELS 200W	-	https://www.ama	2	\$269.00	\$538.00
UBIQUITI SUNMAX	SM-SP-40	https://store.ui.cc	1	\$200.00	\$200.00
UBIQUITI SOLARSWITCH	SM-SW-40	https://store.ui.cc	1	\$200.00	\$200.00
PANEL MOUNT			1	\$100.00	\$100.00
BBA-6 ENCLOSURE		23014166617&cl	1	\$1,100.00	\$1,100.00
BATTERIES	-	-	2	\$500.00	\$1,000.00
NETWORK ASCESSORIES	-	-	1	\$750.00	\$750.00
DESIGN AND PACKAGING	-	-	1	\$1,559.70	\$1,559.70
TAX					\$729.10

TOTAL \$9,306.80

Ordinance No. 828

AN ORDINANCE of the City of Tonasket, Washington, amending the 2021 Budget Ordinance #819, and Budget Amendments #823, #824 and #825 and #826 and #827.

WHEREAS, the City Council of the City of Tonasket adopted the 2021 Budget, Ordinance #819 and budget Amendments #823, 824 and #825 and #826 and #827;

WHEREAS, the City Council did not foresee paying off the loan with US Bank at the time the 2021 Budget was adopted;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON, as follows:

Revenues		
Section 1.	Current Expense	Amended
Beg. Net Cash & Invest.	400,000.00	479,000.00
Expenditures		
Loan Pay Off	-0-	79,000.00
Total 2021 Budget (amended)		\$4,017,433.08
Budget Amendment Ordinance #828		<u>79,000.00</u>
Total Amended 2021 Budget		<u>\$4,096,433.08</u>

This ordinance shall become effective from and after its passage by the Council, approval by the Mayor and five days after publication as required by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2021.

APPROVED:

Marylou Kriner, Mayor

ATTEST:

Alice J. Attwood, Clerk-Treasurer

APPROVED AS TO FORM:

Michael Howe, City Attorney



**Washington State
Department of Transportation**

North Central Region
2830 Euclid Avenue
Building A
Wenatchee, WA 98801
509-667-3000 / FAX: 509-667-2940
TTY: 1-800-833-6388
www.wsdot.wa.gov

July 15, 2021

Ms. Alice Attwood
City Clerk/Treasurer
City of Tonasket
PO Box 487
Tonasket, WA 98855-0487

Dear Ms. Attwood:

Per your inquiry on for State paint striping services for the 2021 season, please furnish the following information to my office as soon as possible so we can prepare an agreement for the State to paint stripe your streets.

1. A letter from the City formally requesting the State to perform such work.
2. One copy of a color-coded map showing those streets you wish striped and the type of striping.
3. A breakdown listing the quantity of the various types of striping requested.

Upon receipt of the above information, I will obtain and forward an estimate (prepared by the NCR Traffic Office) to perform the work requested for your review and concurrence. Upon concurrence from the City, I will prepare an agreement which will enable the State to provide the services requested.

Please call me at (509) 630-9018 should you have any questions.

Sincerely,

Digitally signed by Brian
Pearson
Date: 2021.07.15 08:38:43
-07'00'

Brian Pearson
Local Programs Engineer

BP:bp
Enclosure

cc: Mostaffa Sadia
Tim Davison
Scott Strutzel

CITY OF
TONASKET
INFORMATION MAP

LEGEND

- INC. BOUNDARY
 - CITY HALL / LIBRARY
 - POLICE DEPARTMENT
 - FIRE DEPARTMENT
 - POST OFFICE
 - CITY SHOP
 - NORTH VALLEY HOSPITAL
 - FAMILY HEALTH CENTER
 - NORTH VALLEY NURSING HOME
 - NORTH VALLEY FAMILY MEDICAL
 - YOUTH CENTER
 - SENIOR CENTER
 - RAILROAD CROSSING
 - ELEMENTARY SCHOOL
 - MIDDLE SCHOOL
 - HIGH SCHOOL
 - SCHOOL DISTRICT OFFICE
 - SCHOOL BUS GARAGE
 - WATER TOWER
 - BOAT LANDING
 - VISITOR INFORMATION CENTER
- PARKS**
- HISTORY PARK
 - VISITOR CENTER
 - STATE STREET PARK
 - LACROSS PARK AND BALLFIELD
 - VALHALLA PARK
 - TONASKET YOUTH COMPLEX (BALLFIELDS)

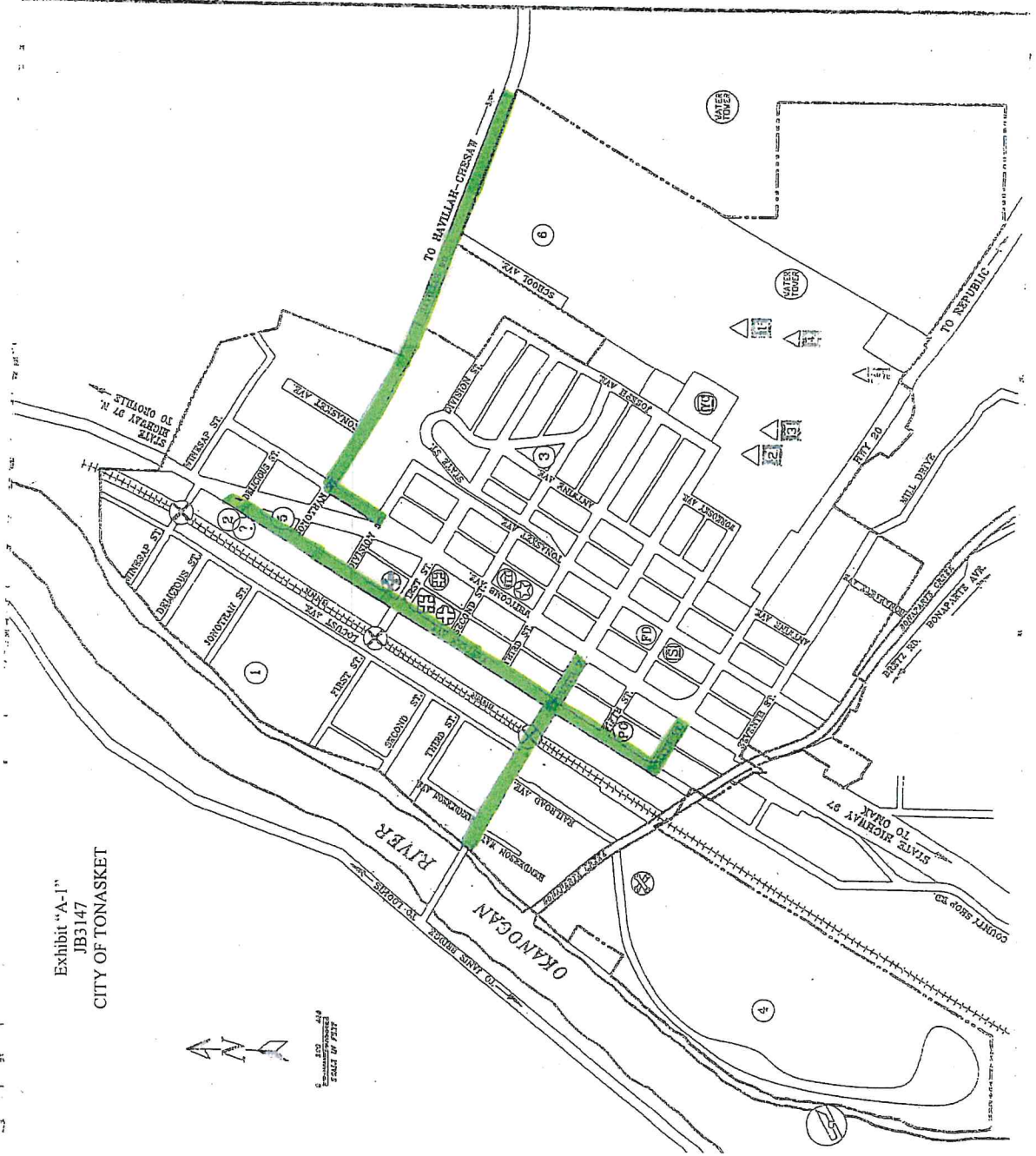


Exhibit "A-1"
JB3147
CITY OF TONASKET



Scale: 1" = 400'
Date: 05/28/98

Staff Report

DATE: July 19, 2021

TO: City of Tonasket Planning Commission

FROM: Kurt Danison, Planner

Re: **Amendments – City of Tonasket Zoning Code - Chapters 17.10 Definitions, 17.70.090 Accessory Dwellings and add new Chapter 17.70.182 Therapy Animals**

* * * * *

BACKGROUND

Over the past several years the State Legislature and various state agencies have been exploring and passing legislation intended to help alleviate the housing shortages being experienced throughout the state. One of the key issues that has been subject to legislation is centered on accessory dwelling units. An accessory dwelling unit is defined by the state as follows:

“means a dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit.”

While the legislation requiring local government’s allow accessory dwelling units in single-family zones along with limitations on lot size and parking requirements, do not apply to Tonasket, the Planning Commission, at the suggestion of staff, decided to review the City’s present code regarding accessory dwelling units. In addition, the City Council entertained a request by the North Valley Extended Care facility to allow therapy animals and directed the planning commission to make a recommendation on how this could accomplished.

The Commission had the subject on their agenda for public meetings in March, April and May of 2021. At its May meeting the Commission decided to send the draft amendments to the City Council for its review prior to scheduling a public hearing. The Council had no comments so the amendments were distributed for review and a public hearing before the Planning Commission set for 3:00 pm on July 20, 2021.

LAND USE DESIGNATIONS AND ZONING

The proposed amendments affect all land use designations and zoning districts.

SEPA

SEPA review has been completed, no appeals or comments received.

60-DAY REVIEW

The required 60-day Department of Commerce review process has not been initiated

COMMENTS

No written comments had been received as of the date of this staff report.

PROPOSAL

A strike-out copy of the proposed amendments to the zoning code is attached hereto.

PROCESS

The Planning Commission will hold a Public Hearing on July 20, 2021 following which they will make a decision to recommend approval of the amendments as submitted by staff, modify the amendments or direct staff to address specific concerns and bring a revised draft for consideration.

After a Planning Commission decision is made, the City Council will consider recommendation at their next regular Council meeting. The Council, will set a public hearing after which they may accept, modify, remand back to the Commission for further work, reject some or all of the proposed amendments as recommended by the Planning Commission. Regardless, the City Council will have to pass ordinance adopting amendments to the Zoning Code before the amendments can be included in the Municipal Code.

ACTIONS ON OTHER RELEVANT PERMITS

There are no relevant permit applications on file with the City that depend on the code revisions.

FINDING OF FACT

1. Chapter 35A.63 of the Revised Code of Washington establishes the City of Tonasket as the authority with jurisdiction on local land use decisions.
2. The amendment process was undertaken as part of the City's annual review of the Comprehensive Plan and Implementing regulations.
3. No comments were received during the required review process.
4. A SEPA Determination of Non-Significance was issued on June 16, 2021.
5. The proposed amendments to Chapter 17.10 and 17.70 are consistent with the intent, goals and policies of the Tonasket Comprehensive Plan.
6. Public Notice requirements regarding the July 20, 2021 public hearing on said amendments have been completed. The affidavit of publication for said notice is attached and incorporated herein.
11. The File of Record, Staff Report, and exhibits were received, admitted into the record and considered by the Planning Commission (hearing body).
12. Any Conclusion of Law that is more correctly a Finding of Fact is incorporated herein as such by this reference.

CONCLUSIONS

1. The Planning Commission has authority to make a recommendation to the City Council

on amendments to the Tonasket Municipal Code.

2. The site of the subject amendments is in the Tonasket town limits located on property within all zones. As described, the proposal is consistent with the City's Comprehensive Plan.
3. Any Finding of Fact that is more correctly a Conclusion of Law is incorporated herein as such by this reference.

RECOMMENDATION

If the Commission is satisfied that the proposed amendments, as submitted by staff, should be recommended to the City Council for adoption, Staff recommends the following motion:

"I MOVE TO RECOMMEND THE CITY COUNCIL APPROVE THE AMENDMENTS TO CHAPTERS 17.10 DEFINITIONS, 17.70.090 ACCESSORY DWELLINGS AND ADD NEW CHAPTER 17.70.182 THERAPY ANIMALS TO TITLE 17 ZONING TMC SUBJECT TO THE STAFF FINDING OF FACTS & CONCLUSIONS AND PASS AN ORDINANCE ENACTING THE SAME."

LETTER OF TRANSMITTAL 7/20/2021

To: Honorable Mayor & Council
From: Gail Mailloux, Chair, Tonasket Planning Commission
Subject: Planning Commission Recommendation on Proposed Amendments to Title 17 of the Tonasket Municipal Code amending 17.90 regulating Accessory Dwelling Units and adding a new definition for “Therapy Animals” to Chapter 17.10.029 and a new Section 17.70.182 regulating the keeping of therapy animals.
Date: 7/23/2021
Cc: Project File

The Tonasket Planning Commission has completed its review of the Accessory Dwelling provisions in the zoning code and responded to the Council’s request to develop regulations for “therapy animals”. After reviewing and discussing potential amendments to accessory dwelling regulations and considering options for therapy animals, the Commission held a public hearing on August 19, 2021. The hearing concluded a 30-day public review process wherein only one comment was received (from the County Health District) and no public testimony was taken.

At the conclusion of the hearing two motions were made and passed.

Motion #1

Commissioner Jenkins moved that a new condition 6 be added to the proposed 17.70.182 B to read as follows: “Compliance with WAC 246-215-06570.”

Motion seconded by Commissioner Assmussen, carried unanimously

Motion #2

Commissioner Jenkins moved recommend the city council approve the amendments to chapters 17.10 definitions, 17.70.090 accessory dwellings and add new chapter 17.70.182 therapy animals to title 17 zoning TMC, as modified, subject to the staff finding of facts & conclusions and pass an ordinance enacting the same

Motion was seconded by Commissioner Assmussen, carried unanimously.

Gail Mailloux, Chair

Attachments: Final Staff Report

Strike-out the Accessory Dwelling Regulations
New Chapter 17.70.182

Add new definition to 17.10.029 “T” definitions as follows:

“Therapy animal” means a small domestic animal (cat, non-dangerous dogs, rabbit, chicken, etc) used in an extended care, rehabilitation or similar licensed care facility for their therapeutic value for patients of the facility.

Add new 17.70.182 Therapy animals.

A. The intent of this section is to provide for and establish standards for the keeping of small domestic animals for the therapeutic use of the patients in extended care, rehabilitation and similar licensed facilities.

B. Therapy animals are permitted to be kept and maintained as an accessory use subject to the following conditions:

1. Maximum of 3 chickens, excluding roosters. Hens only.
2. Maximum of 2 rabbits.
3. Therapy animals must be safely secured and housed in mobile pens in a secure area when not in therapy sessions with patients.
4. The therapy animals will be housed off site from November 1 through March 1 each year.
5. The facility is licensed by the State of Washington and evidence provided that the care and housing of therapy animals on-site is permitted.
6. Compliance with WAC 246-215-06570.

C. Prior to approval of a therapy animal permit, the applicant must provide a site drawing showing the location and type of pen that will house the animals and a care plan detailing how the animals will be cared for.

Add new footnote in Table 1 District Use Chart as follows:

**Table 1 – District Use Chart
CITY OF TONASKET ZONING USE CHART**

Land Uses	Zoning Districts								
	R-1	R-2	R-R	C-1	C-2	MU	M-1	AI'	PU
Nursing homes ¹⁴	CUP	CUP	CUP	A	A	A	X	X	A
Residential care facilities ¹⁴	CUP	CUP	CUP	A	A	A	X	X	A

14 – Therapy animals are permitted subject to 17.70.182

17.70.090 Accessory dwellings.

Accessory dwelling units in new or existing one-family dwellings, or on a parcel with an existing one-family dwelling, shall be allowed as provided in Table 1 – District Use Chart, TMC [17.70.020](#). Such dwellings in C-1 and C-2 districts shall only be permitted as appurtenant to the permitted use. Accessory dwelling units are subject to the following design and occupancy standards:

~~A. The property owner, which shall include title holders and contact purchasers, must occupy either the principal unit or the accessory dwelling as their permanent residence; provided, that the administrator may waive this requirement for temporary absences of less than one year; and~~

~~BA.~~ The accessory dwelling shall contain not less than minimum required for a dwelling unit by the International Residential Code¹⁹⁹ square feet and not more than 50 percent of the square footage of primary dwelling, excluding any related garage area; provided, if the accessory dwelling is completely located on a single floor, the administrator may allow increased size in order to efficiently use all floor area, so long as all other standards set forth in this section are met; and

~~C. Accessory dwellings shall not be permitted in structures detached from the primary residence, including but not limited to guest cottages, detached garages or workshops; and~~

~~DB.~~ Any number of related persons may occupy each unit in a one-family residence with an accessory dwelling; provided, that if unrelated persons occupy either unit, the total number of persons occupying both units together may not exceed 10; and

~~EC.~~ One off-street parking space shall be required for the accessory dwelling, in addition to the off-street parking required for the main building primary residence or use; and

~~FD.~~ Any additions to an existing building for the purpose of installing an accessory dwelling, or a detached accessory dwelling, shall not exceed the allowable lot coverage or encroach into the existing setbacks; and

~~G. A form as specified by the administrator shall be filed by the applicant as a deed restriction with the county auditor to indicate the presence of the accessory dwelling, the requirement of owner occupancy, and other standards for maintaining the unit as described in this section.~~

In order to encourage the development of housing units for people with disabilities, the administrator may allow reasonable deviation from the stated requirements to install features that facilitate accessibility. Such facilities shall be in conformance with the State-International Building Code as adopted by the city.

That portion of a one-family dwelling or other structure which meets the definition of an accessory dwelling which was in existence prior to the effective date of this title may continue in existence provided the following requirements are met:

1. The accessory dwelling complies with the minimum requirements of the ~~State~~ International Building Code as adopted by the city related to efficiency dwellings.

~~2. The accessory dwelling complies with subsections (A) and (G) of this section. (Ord. 778 § 2 (Exh. A), 2017).~~