



## MEETING NOTICE AND AGENDA

Town of Washington Public Works Authority  
Monday, November 10, 2025 6pm

Town of Washington Town Hall, 204 N. Main St., Washington, OK 73093

1. **Call to Order** Time \_\_\_\_\_

2. **Roll Call**

Chairman Joel Siria \_\_\_\_\_

Trustee James Andrews \_\_\_\_\_

Trustee Tony Brennan \_\_\_\_\_

3. **Consent Agenda**

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting on October 14, 2025.

Motion \_\_\_\_\_ Second \_\_\_\_\_

Votes: Andrews \_\_\_\_\_; Brennan \_\_\_\_\_; Siria \_\_\_\_\_;

4. **Action Items**

A. None.

B. New Business (if any)

Motion \_\_\_\_\_ Second \_\_\_\_\_

Votes: Andrews \_\_\_\_\_; Brennan \_\_\_\_\_; Siria \_\_\_\_\_;

5. **Town Administrator, Staff, and Trustee Reports**

The Town Administrator, Staff, and Trustees will provide updates regarding recent and upcoming events and projects, including events of interest and the general operations of the Public Works Authority. No action will be taken.

- Public Works Report presented by Public Works Director TR Leshner
- Update on Water Tower Project and Water Filtration Project by Town Administrator Mica Lunt

6. **Adjournment** Time \_\_\_\_\_

This agenda was filed in the office of the Town Clerk and posted at 3:50pm 11/6/25, on the Town's website and in the lobby of the Town of Washington Town Hall, 204 N. Main St., Washington, Oklahoma 73093, by Mica Lunt, Town Administrator.

  
\_\_\_\_\_  
Town Administrator



**TOWN OF WASHINGTON**  
**PUBLIC WORKS AUTHORITY**  
**204 N. MAIN ST.**  
**WASHINGTON, OK. 73093**  
**MINUTES**

Type: Regular Meeting

Date: Tuesday, October 14, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:07pm

2. Roll Call:

Mayor & Trustee Joel Siria: Absent

Trustee James Andrews: Here

Trustee Tony Brennan: Here

3. Consent Agenda (Items A)

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting September 09, 2025.

Motion to approve as written by Andrews.

Second: Brennan

Votes:

Joel Siria: --

James Andrews: Aye

Tony Brennan: Aye

4. Action Items

A. Consideration and possible approval, denial, postponement, or other action regarding a recommendation to the Town of Washington Board of Trustees to Adopt an Ordinance Amending Sections of the Municipal Code establishing water rates and other associated charges, due dates for utility payments, sewer rates and other associated charges, and solid waste rates and other associated charges to be consistent with the Manual of Fees.



# TOWN OF WASHINGTON PUBLIC WORKS AUTHORITY

204 N. MAIN ST.  
WASHINGTON, OK. 73093

## MINUTES

Town Administrator explained that these changes were to update the Municipal Code to reflect the changes approved by Board of Trustees when they approved the Manual of Fees.

- 
- B. Consideration and possible approval, denial, postponement, or other action regarding a recommendation to the Town of Washington Board of Trustees to Adopt an Ordinance Amending the Employee Retirement System, Defined Contribution Plan.

---

Town Administrator explained that paying the retirement contribution on time worked, including the rarely experienced overtime, for non-salaried employees will save the Town money by issuing fewer checks.

- 
- C. New Business (if any)

---

The Town of Washington has been actively working to improve the quality of its municipal water supply by addressing sediment levels in the water lines. As part of this initiative, we have consulted with several vendors to explore the installation of filtration systems at each of the Town's four wells. We have received a proposal from one vendor to install a comprehensive filtration system at all four well sites for a total cost of \$26,500. Currently, the Town does not have any filtration systems in place. We believe implementing this solution would significantly enhance water quality for our residents. During discussions, questions were raised regarding potential impacts on water flow and pressure, as well as the feasibility of implementing the project in phases. The vendor has assured us that the filtration system is not expected to negatively affect water flow or pressure. Additionally, the quoted price reflects a negotiated rate for completing all four wells as a single project. At the Board's request, the Town Administrator will follow up with the vendor to explore the possibility of a phased installation. This would allow the Town to monitor the effectiveness of the filters and assess any changes in water quality or system performance. The Board also expressed interest in installing pressure gauges before and after the filters to provide measurable data. It was further noted that routine filter replacements would be managed by Town Hall staff.

---

Motion to approve 4A and 4B were made by Andrews

---

Second: Brennan

---

Votes:

---

Joel Siria: --



**TOWN OF WASHINGTON**  
**PUBLIC WORKS AUTHORITY**  
204 N. MAIN ST.  
WASHINGTON, OK. 73093  
**MINUTES**

---

James Andrews: Aye

---

Tony Brennan: Aye

---

Motion to approve Town Administrator Lunt to execute an agreement not to exceed \$26,500.00 for a well filtrations system made by Andrews.

---

Second: Brennan

---

Votes:

---

Joel Siria:--

---

James Andrews: Aye

---

Tony Brennan: Aye

---

5. Town Administrator, Staff, and Trustee Reports

---

Public Works Report presented by Public Works Director T.R. Leshner

---

Public Works Department

---

Monthly Activity Report – September 2025

---

Town of Washington Public Works Department

---

Monthly Report – September 2025

---

Daily Operations

- Checked municipal wells daily.
- Measured lagoon freeboard levels daily.
- Took chlorine residual readings daily per DEQ regulations.

---

Cemetery Services

- Graves Dug: 2 (9/2, 9/9)
- Funerals Held: 2 (9/2, 9/11)
- Graves Marked: 1 (9/29)
- Cemetery Mowing: Twice during September

---

Inspections

- Home Inspections: 3 total
- 1 on 9/2
- 2 on 9/24

---

Water System Maintenance

- Water Leaks Repaired:



**TOWN OF WASHINGTON**  
**PUBLIC WORKS AUTHORITY**  
**204 N. MAIN ST.**  
**WASHINGTON, OK. 73093**  
**MINUTES**

- 
- 9/4 – Eastern Ave.
  - 9/16 – Eastern Ave., N. Pybas, West Morehead
  - 9/25 – Dean
  - 9/29 – Valve replacement on Eastern Ave.
  - 9/30 – Dean & Kerby, 123 S. Turner
  - SCADA System repaired on 9/16
  - Well #1 electrical issue repaired by Meyers Well Service on 9/16
  - Air relief installed on main outside Well #4 on 9/25
  - New breaker boxes installed on Wells 1 & 2 on 9/25

---

Okie 811 Locates

- 
- Total Locates: 91
  - 9/2 – 5 locates
  - 9/8 – 7 locates
  - 9/9 – 18 locates
  - 9/17 – 10 locates
  - 9/22 – 4 locates
  - 9/23 – 14 locates
  - 9/29 – 22 locates
  - 9/30 – 3 locates

---

Facility Maintenance

- 
- Community Center Mowing:
  - 9/8, 9/17, 9/24

---

Administrative Tasks

- 
- Completed entry of Book 2 of cemetery deeds into Jayhawk software.

---

Conferences & Training

- 
- Attended Oklahoma Municipal League (OML) Conference in OKC on 9/10.
- 

---

6. Adjournment Time: 6:30pm

---



**TOWN OF WASHINGTON  
PUBLIC WORKS AUTHORITY  
204 N. MAIN ST.  
WASHINGTON, OK. 73093  
MINUTES**

---

Trustee, Tony Brennan

---

---

Chairman, Joel Siria

---

---

Clerk, Kasey Leshner

---

## Town of Washington – Public Works Department

### Monthly Activity Report

Reporting Period: October 1–31, 2025

#### Infrastructure Maintenance & Repairs

- Water System:
- Repaired water leak and replaced meter at 115 W. Morehead (10/6)
- Assisted plumber with water leak on Eastern Ave (10/17)
- Performed 6 water service cut-offs (10/20)
- SCADA system repaired at Well #2 (10/8)
- Delivered EPA/DEQ compliance flyers to all residences (10/20)
- Collected water samples for testing (10/21): BacT, Fluoride, Arsenic, Nickel, Selenium, Antimony, Beryllium, Thallium, Mercury
- Routine well inspections conducted on all scheduled workdays
- Freeboard levels measured daily in accordance with DEQ compliance standards
- Sewer System:
- Preventative maintenance on sewer lines (10/7)
- Discovered and mapped 2 previously unmapped manholes
- Installed new pump rails in lift station (North pump) (10/28)



#### Cemetery Operations

- Mowed cemetery twice
- Cut 760 pieces of rebar for new cemetery plots
- Dug graves: 10/17, 10/22 (2 graves), 10/27
- Assisted with funerals: 10/20, 10/22, 10/29
- Opened for cremation: 10/27

- Marked for 1 headstone and 4 corner markers (10/28)

#### ✍ Groundskeeping & Facility Maintenance

- Mowed community center twice
- Hauled off dead limbs from community center
- Mowed lagoons and shooting range (10/8)
- Cut trees off lagoon dykes (10/8)

#### 📍 Locates & Inspections

- Okie 811 Locates (Total: 65):
- 10/6: 12 locates
- 10/8: 1 locate
- 10/14: 4 locates
- 10/16: 6 locates
- 10/20: 11 locates
- 10/22: 1 locate
- 10/23: 18 locates
- 10/27: 12 locates
- Inspections (Total: 9):
- 10/6: 3 inspections
- 10/8: 3 inspections
- 10/16: 1 inspection
- 10/27: 2 inspections





## MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees  
Monday, November 10, 2025 6pm (or immediately following the Public  
Works Authority Meeting)  
Town of Washington Town Hall 204 N. Main St., Washington, OK 73093

1. **Call to Order** Time \_\_\_\_\_

2. **Roll Call**

Mayor & Trustee Joel Siria

Trustee James Andrews

Trustee Tony Brennan

3. **Pledge of Allegiance, Proclamations, & Presentations**

A. Pledge of Allegiance

B. Proclamations or Presentations: None

4. **Consent Agenda**

A. Approve the Minutes from the Town of Washington Regular Meeting on October 14, 2025

B. Approve the Minutes from the Town of Washington Special Meeting on October 22, 2025

C. Approve the Purchase of Rugged Laptops for the Washington Police Department

Motion \_\_\_\_\_ Second \_\_\_\_\_ Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

5. **Action Items & Public Hearings**

A. Consideration and possible approval, denial, postponement, or other action regarding the Cemetery Advisory Committee's recommendations to adopt Washington Cemetery Rules & Regulations and hear an update on the work of the Committee.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

B. Conduct a Public Hearing and consider possible approval, denial, postponement, or other action regarding an Ordinance Amending Chapter 15 Planning and Community Development, Article 2 Zoning, Section 15-23 and Article 3 Subdivision of Land and the Adoption of the Unified Development Code.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

C. New Business (If any)

Motion \_\_\_\_\_ Second \_\_\_\_\_ Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

6. **Financial Reports**

The regular monthly financial reports for all funds are provided to Trustees for their review and information. Presented by Town Administrator Mica A. Lunt. This item is for informational-purposes only.

7. **Town Administrator, Staff, and Trustee Reports**

The Town Administrator, Staff, and Trustees will provide updates regarding recent and upcoming events and projects, including events of interest and the general operations of the Town. No action will be taken.

Fire Department Report presented by Chief Justin Brazier

Police & Code Enforcement Report presented by Chief Ruben Ruiz

Town Clerk's Report presented by Town Clerk Kasey Leshner

Administration Report presented by Town Administrator Mica Lunt

8. **Public Comments** (each speaker limited to three minutes)

9. **Executive Session**

A. Board of Trustees may consider retiring into Executive session for the purpose of:

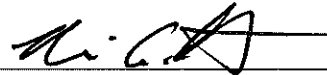
1. Consideration and discussion of personnel matters including the duties of the Town Administrator, in accordance with 25 O.S. Section 307(B)(1).

B. Board of Trustees may consider and take any action deemed appropriate as a result of the Executive Session.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Votes: Siria \_\_\_\_\_; Andrews \_\_\_\_\_; Brennan \_\_\_\_\_

10. **Adjournment** Time \_\_\_\_\_

This agenda was filed in the office of the Town Clerk and posted at 3:50pm 11/6/25, on the Town's website and in the lobby of the Town of Washington Town Hall, 204 N Main St., Washington, Oklahoma 73093, by Mica Lunt, Town Administrator.

  
\_\_\_\_\_  
Town Administrator



**TOWN OF WASHINGTON**  
**204 N. MAIN ST.**  
**WASHINGTON, OK. 73093**  
**MINUTES**

Type: Regular Meeting

Date: Tuesday, October 14, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:32 pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Here

3. Pledge of Allegiance, Proclamations, & Presentations

A. Pledge of Allegiance

B. Public Comment (each speaker limited to three minutes)

None.

4. Consent Agenda (Items A-D)

A. Approve the Minutes from the Town of Washington Regular Meeting on September 09, 2025.

B. Approve the payment of an invoice to Wee Construction in the amount of \$5,345.00.

C. Approve and Adopt an Ordinance Amending Sections of the Municipal Code establishing water rates and other associated charges, due dates for utility payments, sewer rates and other associated charges, and solid waste rates and other associated charges to be consistent with the Manual of Fees.

D. Approve and Adopt an Ordinance Amending the Employee Retirement System, Defined Contribution Plan.

Motion to approve the Consent Agenda as written by Brennan.

Second: Andrews.

Votes:



**TOWN OF WASHINGTON**  
**204 N. MAIN ST.**  
**WASHINGTON, OK. 73093**  
**MINUTES**

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

---

5. Action Items

- 
- A. Consideration and possible approval, denial, postponement, or other action regarding a resolution Establishing the Washington Cemetery Advisory Committee, Appointing Members Thereto, and Setting Forth Rights and Responsibilities Thereof.
- 

Mike Donovan addressed the Board as the Chairman of the Cemetery Advisory Committee, he stated that this committee shall meet quarterly but may meet more often, and confirmed that though this committee has a specific task to accomplish that they will not be disbanded after their initial tasks have been completed but will continue to serve the Board of Trustees, the Community and the Washington Cemetery. The Advisory Committee also requests a copy of the resolutions regarding Cemetery fees.

---

Motion by Joel Siria to approve as written and thanks Mike Donovan and the members of this committee for their service to the community.

---

Second: Brennan.

---

Votes:

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

---

- B. Consideration and possible approval, denial, postponement, or other action regarding a Resolution amending the Manual of Fees-Cemetery Fees. \*\*\* A "motion to take from the table" will be needed to bring this item back up for consideration. The Board may then consider proposed changes to the resolution, which are included in the agenda packet, or any other changes.
- 

Motion to take from the table the Resolution 25-10.2 made by Andrews.

---

Second: Brennan.

---

Votes:

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

---



# TOWN OF WASHINGTON

204 N. MAIN ST.  
WASHINGTON, OK. 73093

## MINUTES

---

Discussion between the Board members and Chairman Mike Donovan and members of the Cemetery Advisory Committee followed.

---

The committee discussed the proposed cemetery fee structure, which was developed by referencing comparable towns, specifically Purcell. It was acknowledged that the current fees are a starting point and may need to be reevaluated in six months. The fees are considered minimal and just sufficient to cover basic needs. When asked whether financial documents were reviewed to inform the proposed fees, the response was that no such documents were consulted. The committee emphasized that while the recommendations are believed to be reasonable, the Town Board has the option to reject them and request revisions. Concerns were raised about the need for transparency and accountability in future budgeting. Specifically, the committee requested detailed receipts and a full breakdown of expenses, including fuel, maintenance, groundskeeping, administrative costs, county fees, and insurance. Which has been provided by Town Administrator Lunt. The committee agreed that a reevaluation of the fee structure should occur in six months to a year. Town Administrator Lunt clarified for the Cemetery Advisory Committee that no funds from the cemetery account have been used for cemetery-related expenses to date; all such costs have been covered by the Town of Washington's general fund. Mike, the Cemetery Committee Chair, stated that he is committed to compiling a list of the committee's needs and presenting it to the Town Administrator and Board for review.

---

Motion to adopt this resolution on an interim basis for 6 months with the request for the Cemetery Advisory Committee to provide at the March 2026 Board meeting a fee structure taking operational expenses into account and that the Rules and Regulations for the Washington Cemetery be provided no later than 3 months from this meeting. We also require that the Cemetery Advisory Committee present a final draft of the Rules and Regulations by the January Board Meeting by Siria.

---

Second: Brennan.

---

Votes:

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

---

- C. Consideration and possible approval, denial, postponement, or other action regarding a resolution Authorizing the Town Administrator to execute an agreement with Aclarian for Financial Management Software.
-



# TOWN OF WASHINGTON

204 N. MAIN ST.  
WASHINGTON, OK. 73093

## MINUTES

Town Administrator Lunt explained that with this company it would eliminate the need for a third-party accounting service, resulting in cost savings. Specifically, the \$800 monthly fee currently paid to the external accountant would be removed, and the QuickBooks subscription could be downgraded, further reducing expenses. The proposed service from Aclarian would cost \$12,800 annually. QuickBooks will continue to be used in a limited capacity during the transition period

---

Motion to approve as written by Brennan.

---

Second: Siria.

---

Votes:

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

- 
- D. Consideration and possible approval, denial, postponement, or other action regarding the appointment of Planning Commissioners to vacated seats and unexpired terms of office.

---

There are two vacancies, and we have had two individuals volunteer, Catherine Goodspeed and Beau Potter.

---

Motion to approve as written by Brennan.

---

Second: Andrews.

---

Votes:

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

- 
- E. Consideration and possible approval, denial, postponement, or other action regarding a resolution authorizing the Town Administrator to Apply for a TSET Built Environment Grant.

---

This specific program is designed to enhance physical activity and to devote money to upgrading community spaces, parks, trails and recreational facilities. This grant has a zero match for our population. We did a survey for feedback on Facebook regarding installing playground and sidewalks at the time the agenda packet was put together there were 30 respondents to that survey, 97% in favor of installing a playground, 90% favored the installation of sidewalks. Those sidewalks would connect the ballfields, senior center, memorial park and hopefully connect to the big sidewalk project that's being funded by the TAP grant.



**TOWN OF WASHINGTON**  
**204 N. MAIN ST.**  
**WASHINGTON, OK. 73093**  
**MINUTES**

---

Motion to approve as written by Brennan.

---

Second: Andrews.

---

Votes:

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

---

- F. Consideration and possible approval, denial, postponement, or other action regarding a Resolution declaring the eligibility of the Town of Washington to submit an application to the Oklahoma Department of Transportation for use of Transportation Alternatives Program funds set forth by IIJA for the Sidewalk Connection Project in Washington, OK and authorizing the Town Administrator to sign the application.
- 

This is for the Tap program. We already have the funding for the sidewalk project from walnut creek to the school, we can apply for multiple grants, there is a 20% match requirement but, it is safe to cast a wide net to try and get grant funding because it is very competitive.

---

Motion to approve by Siria.

---

Second: Brennan.

---

Votes:

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

---

- G. Consideration and possible approval, denial, postponement, or other action regarding a Resolution authorizing the Town Administrator to execute necessary agreements and install a playground in Memorial Park at a Cost not to exceed \$68,000 utilizing grant revenue only.
- 

We have about \$68,000 in our grant funding if we get additional grant funding, we can devote that to our project. We have a grant for \$5,000 that is on the way. This will produce something similar to the rendering that was presented and published in the past. I would get bids from different providers and satisfy all the purchasing requirements, but this is to get that project going.

---

Motion to approve as written by Brennan.

---

Second: Andrews.

---

Votes:

---



**TOWN OF WASHINGTON**  
**204 N. MAIN ST.**  
**WASHINGTON, OK. 73093**  
**MINUTES**

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

- 
- H. Consideration and possible approval, denial, postponement, or other action regarding an Ordinance creating a procedure for the Honorary Designation of Streets.

---

Mayor Siria stated that this was something that has been talked about since Trustee Branham was on the Board. This will allow the Town of Washington to name Honorary streets for individuals who have warranted such an honor. This will not affect the name of the street for the postal route and will only be honorary.

---

Motion to approve by Siria.

---

Second: Brennan.

---

Votes:

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

- 
- I. Consideration and possible approval, denial, postponement, or other action regarding a resolution designating James Winchester Way an Honorary Street.

---

Now that we have this ordinance in place we can look at recognizing James Winchester. James Winchester is a graduate of Washington Public Schools, played football for the University of Oklahoma and is a professional football player for the Kansas City Chiefs, where he has excelled and is a 3-time super bowl champion and is currently tied for the most post-season appearances in franchise history playing in 22 games. Designation of James Winchester Way will be on Kerby Ave from Main St to Pybas St. We would get a couple of designs for this sign and post them for feedback from the community to see what the public has to say about the different options like we did with the town logo. It would be in addition to the Street Name Sign.

---

Motion to approve by Brennan.

---

Second: Andrews.

---

Votes:

---

Joel Siria: Aye

---

James Andrews: Aye

---

Tony Brennan: Aye

---





# TOWN OF WASHINGTON

204 N. MAIN ST.  
WASHINGTON, OK. 73093  
MINUTES

J. New Business (if any)

---

None.

---

6. Financial Reports

---

The regular monthly financial reports for all funds are provided to the Trustees for their review and information. (Presented by: Mica A. Lunt, Town Administrator).

This item is for informational purposes only and is also available on the Town website under the Government tab, financial reports and budgets as well as a video presentation.

---

7. Town Administrator, Staff, and Trustee Reports

---

Fire Department Report presented by Chief Justin Braziel

---

WVFD had 15 calls for the month of September 6 within the Washington city limits. Supported the School with events and provided a public training to a group of young men. We have a 40-hour wildlife fire training class. We have new standards for fire gear coming out that could cause the WVFD to need to replace all our gear. It was requested that the Chief provide a list of the kit required for one person and the cost and where you would get that kit from.

---

Police & Code Enforcement Report presented by Chief Ruben Ruiz

---

Chief of Police, Ruben Ruiz gave a report on traffic and municipal code enforcement over the course of the month. 31 traffic stops, no citations, 27 verbal warnings.

---

Town Clerk's Report presented by Town Clerk Kasey Leshner

---

- Late Penalties: \$2,286.27
  - Customers Disconnected Due to Non-Payment: 3
  - Permits Issued: 3
    - 1 Building Permit
    - 1 Storage Shed
    - 1 Storm Shelter
  - New Customers: 7, Existing Builds
  - Cemetery Lots Sold: 6
  - Cemetery Lot Re- Assignment: 0
  - Utility Customers Removed from Collections 0
  - Individuals Sent to Collections 0
- 

Administrators Report presented by Town Administrator Mica Lunt

---

Town Administrator Lunt informed the Board of Trustees that the Cemetery Records have been moved over to the Cemetery Software. We located a number of plots that had been



**TOWN OF WASHINGTON**  
**204 N. MAIN ST.**  
**WASHINGTON, OK. 73093**  
**MINUTES**

double sold and one that was triple sold, we have been able to resolve all of those by contacting the families. Our records are finally in really good shape. The new section of the cemetery is being surveyed and those lots will be marked with rebar instead of bricks. Thank you to the board for support on the filtration system. The water tower is in the middle of the engineering stage, and we continue to look for grant funding, but we will probably end up with a USDA rural development loan funding that project. We have started that application. We did locate some old records that provide an easement for the old water tower on the school property. We have been in contact with Chris Reynolds regarding increasing the size of that easement as the new water tower is going to be bigger. We are working through all of that and making progress. Halloween is around the corner, and we will have more vendors as well as a musician, we have contacted property owners and will have designated parking zones this year.

---

8. Executive Session

---

A. Board of Trustees may consider retiring into Executive Session for the purpose of:

- 
1. Consideration and discussion of personnel matters including the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the Town Administrator, in accordance with 25 O.S. Section 307(B)(1).

---

B. Board of Trustees may consider and take any action deemed appropriate as a result of the Executive Session.

---

No Action

---

9. Adjournment Time: 7:53pm

---

Trustee, Joel Siria

---

Clerk, Kasey Leshner

---



## MINUTES

**Town of Washington Board of Trustees – SPECIAL MEETING**  
**Wednesday, October 22, 2025 5pm**  
**Town of Washington Town Hall 204 N. Main St., Washington, OK 73093**

1. **Call to Order.** Mayor Siria called the meeting to order at 5:03pm.
2. **Roll Call.** Town Administrator Mica Lunt took the roll, and all Trustees (Mayor Joel Siria, Trustee James Andres, and Trustee Tony Brennan) were present, which established a quorum.
3. **Action Items.**

Mayor Siria introduced the following action item.

- A. Consideration and possible approval, denial, postponement, or other action regarding a request for a waiver to Public Works Authority Resolution 25-6.1 and Town of Washington Resolution 25-6.4 Establishing an Administrative Freeze on All Residential Developments and Zonings; Providing Exemptions as to Existing Commercial Structures; Allowing for Preliminary Plats Upon the Execution of a Disclaimer; Providing for the Duration of Said Freeze; Providing for Circumstances to which the Freeze will Not Apply for the property located at 109 East Kerby.

Mayor Siria asked Scott Farmer, owner of 109 East Kerby Avenue, to provide an overview of the facility being constructed. Mr. Farmer advised that it was a 3600 square foot facility with two office spaces and one space for small retail use.

Trustee Brennan asked about the number of toilets and sinks and overall anticipated water demand and anticipated hours of operation of businesses that may use the space. Mr. Farmer advised that there would be three to four toilets and four or five sinks, and that hours of operation for the office buildings would probably be typical office hours while the small retain area may be open later and/or on weekends. Mr. Farmer advised that water usage would be minimal.

Mayor Siria provided an overview of the Town of Washington's water system capacity, status, and current limitations advising that we working on securing funding for an additional water tower. The Trustees briefly discussed and concurred that the new building would likely not cause a negative impact on the Town's water system. In response to a question from Trustee Brennan, Mr. Farmer advised the space would likely be ready for occupancy and able to open around the first of the year.

Trustee Brennan made a motion to approve a waiver of the restrictions in Public Works Authority Resolution 25-6.1 and Town of Washington Resolution 25-6.4 for the new commercial construction at 109 East Kerby Avenue. Trustee Andrews seconded the motion. All three Trustees voted in favor of the motion.

4. **Adjournment.** Mayor Siria adjourned the meeting at 5:13pm.

These minutes were approved by the Board of Trustees on \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk



# Board of Trustees Agenda Item Summary

**Meeting Date:** Monday, November 10, 2025

**Submitted by:** Mica A. Lunt, Town Administrator

**AGENDA ITEM TYPE:**

☒ Consent

☐ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

## Agenda Item Title

Approve the purchase of rugged laptops for the Washington Police Department

Attachments (if any; file names shall correspond to the attachment)

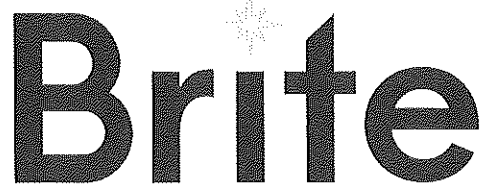
Quote

## Summary

Washington PD utilizes rugged laptops in their patrol vehicles to do a variety of tasks (e.g. write reports, communicate with dispatch, etc.). The current laptops are beyond their useful life and are no longer accepting Windows updates. The attached quote is for \$9,850 for from the company Brite, which is on a state contract.

## Recommendation

Staff recommends approval.



## Town of Washington Police Department - OK - (2) Getac S510's



Prepared by:  
**Brite**  
Ryan Nye  
(585)869-6087  
Fax 585-758-0222  
rnye@brite.com

Prepared for:  
**Town of Washington Police Department - OK**  
102 W. Carter  
Chickasha, OK 73018  
Ruben Ruiz  
(405) 543-0057  
rruiz@washingtontownhall.com

Quote Information:  
**Quote #: 013769**  
Version: 1  
Delivery Date: 10/16/2025  
Expiration Date: 11/13/2025

### Quote Summary

| Description    | Amount      |
|----------------|-------------|
| Items          | \$9,850.00  |
| Subtotal:      | \$9,850.00  |
| Estimated Tax: | \$451.50    |
| Total:         | \$10,301.50 |

- Agreed upon payment terms: NET 30
- Any changes to the orders after acceptance may result in additional fees.
- Any returns must be accompanied by a return authorization and will be subject to restocking fees.
- Any returns must be approved with 30 days of shipping dates
- All services will be invoiced upfront and efforts debited against the units described above.
- All Professional Services credits are valid for a period of 1 year from time of purchase and shall be planned in advance with a minimum of four (4) week notice period
- All hardware and accessories will be invoiced when shipped.
- All software will be invoiced upon delivery of license.
- All subscriptions will be invoiced when activated.
- Terms and conditions listed within a Master Services Agreement or Statement of Work supersede any listed here.
- Travel costs will be billed separately unless otherwise stated.
- All support is considered manufacturers depot warranty support unless otherwise stated.
- All taxes on this quote are estimated. Appropriate taxes will be calculated and included at the time of Invoice.
- **Please Note: Global trade and tariff uncertainty has created unpredictable pricing volatility. Brite cannot guarantee pricing of 3rd party solutions. Please confirm quotes prior to order submission.**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



## Resolution \_\_\_\_\_ - \_\_\_\_\_

**A RESOLUTION BY THE TOWN OF WASHINGTON, OKLAHOMA, ADOPTING THE WASHINGTON CEMETERY RULES AND REGULATIONS AND AUTHORIZING THE TOWN ADMINISTRATOR TO WAIVE FEES FOR INDIGENT BURIALS; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.**

**Whereas,** The Town of Washington Cemetery Advisory Committee has recommended a set of rules and regulations to be adopted by Town of Washington for use and enforcement at the Washington Cemetery; and,

**Whereas,** Town Management has reviewed and supports the adoption of these rules and regulations to assist in providing professional, fair, and prudent service to cemetery lot owners and guests to the Cemetery and for partnering together with funeral homes and monument companies in the overall provision of burial services; and,

**Whereas,** The Washington Cemetery Advisory Committee has also requested that the Town have a procedure for assisting indigent families with traditional burials when necessary.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON, STATE OF OKLAHOMA:**

**Section 1. Adoption of the Washington Cemetery Rules and Regulations.** The attached document "Town of Washington Cemetery Rules & Regulations" is hereby adopted.

**Section 2. Authorization of the Town Administrator.** The Town Administrator shall be authorized to waive fees for cemetery space purchases and grave openings and closings up to two times each fiscal year when a decedent and his/her family qualify for the resident space purchase rate and are financially indigent and unable to pay for said cemetery services as determined by financial qualification criteria in place for the Help to Others program.

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid, unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Resolution, except, that the effective date provision shall not be severable from the operative provisions of this Resolution.

{SIGNATURES ON FOLLOWING PAGE}

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**TOWN OF WASHINGTON**

\_\_\_\_\_  
Joel Siria, Mayor

ATTEST:

\_\_\_\_\_  
Kasey Leshner, Town Clerk



# Cemetery Rules & Regulations

For the mutual protection of lot owners and the cemetery as a whole and including all sections of the cemetery, the following rules and regulations have been adopted by the Town of Washington Board of Trustees. All Property owners and visitors within the cemetery, and all lots and spaces sold, shall be subject to said Rules and Regulations and subject further to such other rules and regulations, amendments or alterations as shall be adapted by the Town of Washington and the reference to these Rules and Regulations in the Deed of Certificate of Ownership to a lot shall have the same force and effect as if set forth in full therein.

The Town of Washington Cemetery shall not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, familial status, sexual orientation, gender identity, and creed.

## Table of Contents

|                                                              |          |
|--------------------------------------------------------------|----------|
| <b>SECTION A. DEFINITIONS.....</b>                           | <b>2</b> |
| <b>SECTION B. GENERAL RULES.....</b>                         | <b>2</b> |
| <b>SECTION C. LOTS AND LOT OWNERS .....</b>                  | <b>4</b> |
| <b>SECTION D. CARE OF LOT RULES .....</b>                    | <b>5</b> |
| <b>SECTION E. DESCENT OF TITLE RULES .....</b>               | <b>5</b> |
| <b>SECTION F. INTERMENT RULES .....</b>                      | <b>5</b> |
| <b>SECTION G. PLANTS AND SHRUBS .....</b>                    | <b>7</b> |
| <b>SECTION H. CONSTRUCTION OR PRECONSTRUCTION ITEMS.....</b> | <b>8</b> |
| <b>SECTION I: ENFORCEMENT OF RULES AND REGULATIONS .....</b> | <b>8</b> |
| <b>SECTION J: MONUMENTS AND MARKERS .....</b>                | <b>8</b> |

Adopted: November 10, 2025

Last Revised: November 10, 2025



## SECTION A. DEFINITIONS

**Cemetery:** The term cemetery is hereby defined as a burial park for interments.

**Lot:** The term shall apply to numbered divisions as shown on the record Plat, which consists of one or more spaces.

**Space:** The term space shall in general be of sufficient size to accommodate an interment. For specific details, sizes, and/or options, please contact Lexington Cemetery.

**Internment:** The term internment shall mean the permanent disposition of the remains of a deceased person by cremation and interment, or burial.

**Memorial:** The term memorial shall include a monument, marker, tablet, or headstone, for family or individual use.

**Monument:** The term monument shall include a tombstone or memorial of granite or marble which shall extend above the surface of the ground either as a foot or head monument.

**Marker:** The term marker means a memorial flush with the ground.

**Lot Marker:** The term lot marker means a marble, or granite, or steel marker used by the cemetery to locate corners of the lot or space at ground level.

**Lot Pin:** The term lot pin means an iron pin or brick used by the cemetery to locate corners of the lot or space below ground level.

**Certificate of Ownership:** The term certificate of ownership shall apply to the original deed given by the Town of Washington.

**Cemetery personnel:** Includes any employees of the Town of Washington or personnel contracted by the Town of Washington to perform cemetery services.

**Management:** The term management shall mean the person or persons duly appointed by the Town of Washington for the purpose of conducting and administering the cemetery.

**Transfer of Ownership Deed:** A transfer deed will be issued by the Town of Washington when ownership is transferred from individual to individual.

## SECTION B. GENERAL RULES

1. Washington Cemetery is operated by the Town of Washington and consistent with the laws of the State of Oklahoma. It reserves the right to refuse admission to the cemetery and to the cemetery's facilities; at any time, or to any person or persons whom the management may deem objectionable to the best interest of the cemetery and all people of the Town of Washington.
2. Cemetery services hours are Monday through Friday from 7:30am until 5:30pm except for the following observed holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Indigenous People's/Columbus Day, Veteran's Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
3. The entrances of the cemetery will always remain open.
4. Cemetery personnel will not work on Sundays, Saturday afternoons, (Saturday burials must be graveside by noon), or the forementioned Town observed Holidays (to include Saturdays immediately following holidays) except when authorized by management.
5. Cemetery personnel are not permitted to do any work for property owners except normal maintenance but are expected to be courteous and helpful to all cemetery

visitors.

6. All fees or charges for services are payable to the Town of Washington using a check, cash, money order, or credit card based on the published Town of Washington Manual of Fees.
7. Cemetery patrons and guests shall not walk across burial lots unless it is necessary to do so to gain access to one's own lot. The cemetery expressly disclaims liability for any injuries sustained by anyone violating this rule.
8. People visiting the cemetery are prohibited from picking flowers (wild or cultivated), breaking, or injuring any tree, shrub, or plant, or from writing upon, defacing or injuring any memorials, fence, or other structure within the cemetery grounds. Violators will be subject to prosecution for destruction of private property.
9. The following rules apply to vehicles inside the cemetery grounds:
  - a. Loud noises from Vehicles are prohibited.
  - b. The maximum speed in the cemetery is 10 mph.
  - c. Driving or parking any vehicle on a grave, lot or lawn is prohibited.
  - d. Parking on any road within the cemetery that prevents any other vehicle passage or otherwise blocking the lane is prohibited.
10. Children under fifteen years of age are not permitted in the cemetery unless accompanied by an adult.
11. Littering on any part of the cemetery grounds is prohibited.
12. The planting of flowers, shrubs, or trees without management authorization is not allowed, and no glass jars, metal cans, rods or hooks are allowed to be installed in the cemetery or left at graves. The placing of fencing, ornaments, chairs, and benches (unless purchased from a monument company and approved by the Town Administrator and used as a monument) are prohibited. Glass containers of any sort or similar articles on graves or lots are prohibited. Management reserves the right to remove such articles.
13. The following are not permitted at any time:
14. Loud or boisterous talking
15. Idling or loafing on the grounds, or in any of the buildings
16. Soliciting the sale of any product within the cemetery
17. Placing signs, notices, or advertisements within the cemetery
18. Bringing firearms into the cemetery except by a military escort accompanying a Veteran's funeral or attending memorial services, and law enforcement officers.
19. Management is responsible for the enforcement of all rules and regulations. Management is authorized to make temporary additional rules which may be needed to meet emergencies which are not covered by these Rules and Regulations.
20. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardships. Cemetery management reserves the right to make exceptions to, suspend, or modify any of these Rules and Regulations, without notice, when in the judgement of management such action appears necessary and such temporary exceptions, suspensions, or modifications shall in no way be construed as affecting the general application of such Rules and Regulations.
21. The Town of Washington hereby expressly reserves the right to adopt additional Rules and Regulations or to amend, alter or repeal any Rules or Regulations, at any time, and without notice.

22. The Town of Washington reserves the right to correct any errors that may be made by its personnel either in making internments, disinterments, or removals, or in description, transfer or conveyance of any internment property, either by canceling such conveyance and substituting any conveyance in lieu thereof other internment property of equal value and similar location as far as possible, or as may be selected by the management, or in the sole discretion of management, by refunding the amount of money paid for said purchases. In the event such error involves the internment of remains of any person in such property, the cemetery reserves the right to remove or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof. The cemetery will follow all applicable laws of the State of Oklahoma.

## **SECTION C. LOTS AND LOT OWNERS**

1. People desiring to purchase lots should schedule an appointment to visit the cemetery where management will aid them in selecting. Payment shall be made to the Town of Washington. Upon receipt of the funds by the Town of Washington, a certificate of ownership will be issued by the Town of Washington and provided to the purchaser.
2. Payment for lot purchases and cemetery fees must be paid by one of the following forms of payment: check, cash, money order, or credit cards (fees do apply).
3. A transfer of ownership must be made on any reselling or inheritance of lots or spaces. Once valid documentation is presented, the Certificate of Ownership can be issued by the Town of Washington.
4. No lot shall be used for any other purpose than for the interment of human remains.
5. No easement or right of interment is granted to any property owner in any road, drive, alley or walk within the cemetery. However, they may be used as a means of access to the cemetery or buildings, if management devotes it to that purpose.
6. The right to enlarge, reduce, re-plot or change the boundaries or grading of the cemetery, or section(s), including the right to modify or change the location of or remove or regrade roads, drives, walks, or any part thereof is hereby reserved. The right to lay, maintain and operate, or alter or change pipelines or gutters for water systems, drainage, etc. is also expressly reserved, as well as the right to use cemetery property not sold to individual owners for cemetery purposes, including interment of human remains, or for anything necessary, incidental, or convenient thereto. The cemetery reserves to itself and to those lawfully entitled thereto a perpetual right of ingress and egress over lots for the purpose of passing to and from other lots.
7. Descriptions of lots will be in accordance with cemetery records which are kept on file.
8. The management will take all reasonable precautions to protect lot owners, and the property rights of lot owners within the cemetery from loss or damage; but the cemetery and the Town of Washington distinctly disclaim all responsibility for loss or damage from causes beyond its reasonable control, and especially from damages caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.
9. It is the duty of the property owner to notify management of any changes in address

and in event of the owner's death, it is the responsibility of the heirs to notify management of the new owner for a transfer deed to be issued.

10. The instrument of conveyance of these Rules and Regulations and any amendments thereto constitutes the sole agreement between the cemetery and the property owner. The statement of any employee or agent, unless confirmed in writing by management, shall in no way bind the cemetery.

## **SECTION D. CARE OF LOT RULES**

The general care of the cemetery is assured by the management and includes mowing the grass at reasonable intervals, raking and cleaning of the grounds, and pruning of shrubs and trees that may be placed by management. The general care assumed by the cemetery shall not include the maintenance, repair or replacement of any memorial placed or erected upon lots or doing any special or unusual work in the cemetery, including work caused by the impoverishment of the soil. General care shall not include reconstruction of any marble or granite work on any section or lot, or any portion or portions thereof in the cemetery, caused by the elements, an act of God, vandals, explosions, unavoidable accidents, invasions, insurrections, riots, or by the order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

## **SECTION E. DESCENT OF TITLE RULES**

The laws of the State of Oklahoma govern the descent of title to cemetery lots as well as other matters pertaining to assignment, conveyances, devises, trust deed and inalienability.

## **SECTION F. INTERMENT RULES**

1. Interments will be allowed from 8:00am to 4:00pm daily apart from all Sundays and Saturday afternoons (Saturday burials must be graveside by noon). and Town observed Holidays (to include Saturdays, immediately following holidays when Town offices are closed), which include the following: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Indigenous People's/Columbus Day, Veteran's Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
2. Where immediate burial is required by laws of the State of Oklahoma and under the rules and regulations of the Board of Health or under religious beliefs, interments may be made on Sundays and holidays, but an additional fee will be added to the regular interment charges, such that the interment fee is equal to the maximum interment or disinterment fee as determined by the Manual of Fees.
3. Once a casket containing a body is within the confines of the cemetery, no funeral director nor his embalmer, assistant, employee, or agent shall be permitted to open the casket or to touch the body without the consent of legal representative of the deceased or an order signed by a court of competent jurisdiction.
4. All funerals in the cemetery shall be under the charge of the cemetery management.
5. It is a requirement that a burial order is obtained from the Cemetery prior to interment.

6. Funeral directors must be present with the necessary burial permit from the Oklahoma State Department of Health at the time of burial.
7. Lot owners shall not allow interments in their lots in return for remuneration of any kind unless there has been a properly executed transfer.
8. No interment of two or more bodies shall be made in one grave except in the case of parent and infant, two infants buried in one casket, or a cremation being placed in the casket with the deceased. Two cremations may be buried in a single space if the grave purchased is a traditional adult full-sized space. Cremated remains may also be buried on an existing burial by approval of the management and at their discretion. All cremated remains must be buried.
9. When an interment is to be made in a lot, the location of such interment shall be designated by the lot owner, but under no circumstances shall an interment be made outside or infringed upon official lot lines designated by the cemetery management. Should the lot owner fail or neglects to make such designation, the cemetery reserves the right to make the interment in a location designated by the cemetery management.
10. Cemetery Personnel are the only persons who will be permitted to open graves with the following exceptions:
  - a. When the cemetery is directed to make a disinterment by the order of a court or competent jurisdiction and a certified copy of such order has been filed with the Town of Washington and copies to cemetery personnel.
  - b. When the coroner directs the disinterment for the purpose of holding an inquest and has filed with management a signed authorization to release the body to himself and his lawful agents. The disinterment must be made by the coroner or his lawful agents. Cemetery personnel will not be permitted to assist the coroner or his agents.
11. To minimize the severity of sunken graves, it is required that all burials must be made in outside containers made of reinforced concrete. All such containers must be constructed and installed to meet specifications established by management. The only exception to this rule is that approved infant containers may be used for child's grave in the areas designed for babies. Cremations do not require outer containers.
12. All Charges for interment or services in connection therewith, shall be paid to the Town of Washington before interment will be completed.
13. At least eight (8) business hours' notice prior to any interment and at least one week's notice prior to any disinterment or removal must be received by Cemetery Personnel.
14. All interments, disinterments, and removals must be made at the time, in the manner, and upon the charges established by management.
15. Besides being subject to these Rules and Regulations, all interments, disinterments, and removals are made subject to the orders and laws of the properly constituted public authorities.
16. The cemetery will not be responsible for any mistake occurring from the lack of precise and proper instructions as to the particular space, size of grave, and location in lot, where interment is desired.
17. The cemetery will not be liable for the identity of the person sought to be interred.

## SECTION G. PLANTS AND SHRUBS

1. The cemetery will maintain the planting of trees and shrubs provided by the Town of Washington but does not take responsibility for and prohibits the placement and maintenance of individual plantings or urns of plants.
2. There shall be no individual beds of shrubbery or flowers allowed on the grounds except by special permission of cemetery personnel.
3. There shall be no glass jars, or cans, or other containers used on the premises for holding floral bouquets. Rocks, metal rods, wire stakes, or other items to secure decorations that may cause maintenance problems are prohibited. All items not placed on headstones will be picked up by the caretaker.
4. Management has the authority to remove or prune all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind from the cemetery as soon as, in the judgement of management, they become unsightly, dangerous, detrimental, or diseased, or when they do not conform to the standard maintained.
5. The cemetery shall not be liable for floral pieces, baskets, or frames, in which, or to which, such floral pieces are attached beyond the acceptance of such floral pieces or cemetery services held in the cemetery.
6. Management is not responsible for frozen plants or herbage of any kind or for plantings damaged by the elements, thieves, vandals, or by other causes beyond its control.
7. The cemetery reserves the right to prevent the removal of any flowers, floral designs, trees, shrubs, plants, or herbage of any kind unless management gives consent.
8. Schedule for placement of flowers, wreaths, potted plants:
  - a. Fresh Cut flowers may be placed in approved cemetery flower vases throughout the year. When the flowers have withered, they will be removed by the cemetery personnel. Flowers from funeral services will be removed one week after the day of service or earlier if they become unsightly.
  - b. Potted plants, wreaths, and artificial flowers, in approved cemetery vases and baskets, placed on gravesites will be removed at the discretion of Management, the only exception will be Memorial Day which will be removed on week later.
  - c. From November 1<sup>st</sup> (or after last mowing of the season) until the last week of February, the normal period when the cemetery's lawns are dormant, potted plants, wreaths, grave blankets, and artificial flowers are permitted. They will be removed when their appearance is unsightly or during the last week in February.
9. Artificial flowers that are placed in permanent vases that are integral parts of the family monuments will not be removed until their appearance is unsightly.
10. **WARNING IT IS UNLAWFUL AT ANY TIME TO REMOVE DECORATIONS OTHER THAN FROM YOUR OWN GRAVES. CEMETERY PERSONEL, AS STATED IN THE PRECEDING PARAGRAPHS, ARE ALLOWED TO REMOVE DECORATIONS UNDER THESE RULES AND REGULATIONS.**

## **SECTION H. CONSTRUCTION OR PRECONSTRUCTION ITEMS**

1. No lot, part or parcel of the cemetery shall be enclosed by any curbing, fencing, bird baths, benches, hedging, or other obstructions or structures. The Cemetery acting by and through its cemetery management, reserves and retains the right to remove from the cemetery anything placed on said lot or burial spaces in violation of this regulation.
2. No Mausoleum or above ground crypts or grave covers such as concrete, marble or granite shall be erected or constructed within the confines of the cemetery. Any maintenance on existing structures must be done by the lot owners. Management reserves the right to give permission for grave covers if they meet all requirements set by management on lots with existing grave covers only as husband or wife. There shall be no further placement of grave covers on other lots in the cemetery without any exceptions.
3. All monuments that require construction or forming of base on site must be approved by cemetery management before purchased and placed in the Cemetery.

## **SECTION I: ENFORCEMENT OF RULES AND REGULATIONS**

Management is hereby empowered to enforce all rules and regulations and to exclude from the cemetery any person violating the same. Management shall have charge of the grounds and buildings including the conducting of funerals, traffic, personnel, property owners and visitors and at all times shall have supervision and control of all people in the cemetery.

## **SECTION J: MONUMENTS AND MARKERS**

1. No structures other than headstones will be placed above ground level. Headstones shall be in line at the head of grave.
2. Footstones shall be in line and flush with the ground so as not to obstruct mowers. No more than One (1) footstone per grave is allowed.
3. Monuments and markers to be placed on any lot in cemetery shall be professionally manufactured and installed per cemetery specifications.
4. All monuments and markers must be set on at least a 4-inch thick concrete foundation with at least a 4-6-inch border.
5. The length of foundation shall not exceed lot or lot's width.
6. Materials are limited to professional granite, marble, or bronze. Any other materials must be preapproved by Management.
7. Mausoleums and crypts are not permitted.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING CHAPTER 15 (PLANNING AND COMMUNITY DEVELOPMENT), ARTICLE 2 (ZONING) SECTION 15-23 AND ARTICLE 3 (SUBDIVISION OF LAND), ADOPTING THE UNIFIED DEVELOPMENT CODE, INCORPORATING INTO WASHINGTON CODE OF ORDINANCES; REPEALING ALL OTHER ORDINANCES AND PARTS OF THE ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY.**

**Preamble:** The Town of Washington Board of Trustees has determined it in the best interests of the Town and all residents thereof for the adoption of the Unified Development Code of the Town of Washington, Oklahoma, generally relating to regulation and enforcement of zoning, subdivision regulations, and the overall promotion of orderly growth and development of land.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON, OKLAHOMA:**

**SECTION 1. Adoption of Unified Development Code**

The Unified Development Code (UDC) of the Town of Washington, Oklahoma is hereby adopted, with a copy of the same being maintained by the Town Clerk and adopted for purposes of regulation, governance, and enforcement of the development within the Town of Washington, Oklahoma.

A true and correct copy of all UDC adopted hereby shall at all times be kept and maintained on file in the office of the Town Clerk of the Town of Washington, Oklahoma, marked and designated by title.

**SECTION 2. Amendment of Chapter 15, Article 2, Section 15-23**

Chapter 15, Article 2, Section 15-23 of the Municipal Code of the Town of Washington shall be repealed in its entirety.

**SECTION 3. Amendment of Chapter 15, Article 3**

Chapter 15, Article 3 of the Municipal Code of the Town of Washington shall be repealed in its entirety and replaced with the provisions of the Unified Development Code (UDC) of the Town of Washington, Oklahoma.

Chapter 15, Article 3 of the Municipal Code of the Town of Washington shall hereafter be named: "Washington Unified Development Code."



**SECTION 4. Repealer**

All other ordinances or parts of ordinances in conflict herewith, including preexisting sections and subsections relating to zoning and penalties, located in Chapter 15 of the Washington Code of Ordinances are hereby repealed and replaced with the provisions of the UDC.

**SECTION 5. Severability**

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Trustees of the Town of Washington hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**ADOPTED AND PASSED** by the Board of Trustees of the Town of Washington, Oklahoma, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

SIGNED by the Mayor of the Town of Washington, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Joel Siria, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

Approved as to form this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Municipal Attorney



# Unified Development Code

(Zoning Code, Subdivision  
Regulations, Development  
Standards)



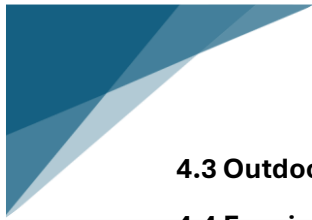
**CivicDynamics**  
EMPOWERING COMMUNITIES. DELIVERING RESULTS.





## TABLE OF CONTENTS

|                                                               |           |
|---------------------------------------------------------------|-----------|
| <b>Article 1: General Provisions</b>                          | <b>3</b>  |
| 1.1 Title, Purpose, and Intent                                | 3         |
| 1.2 Applicability                                             | 4         |
| 1.3 Authority (Oklahoma Statutes)                             | 6         |
| 1.4 Zoning Map                                                | 8         |
| 1.5 Text Amendment Procedures                                 | 9         |
| 1.6 Official Zoning Map                                       | 12        |
| 1.7 Rules of Measurement                                      | 14        |
| 1.8 Definitions and Glossary                                  | 16        |
| <b>Article 2 – Zoning Districts and Use Regulations</b>       | <b>17</b> |
| 2.1 Zoning Districts Established                              | 17        |
| 2.2. Agricultural District (A)                                | 19        |
| 2.3 Residential District (R)                                  | 23        |
| 2.4 Commercial District (C)                                   | 27        |
| 2.5 Industrial District (I)                                   | 34        |
| 2.6 Historic District (HD)                                    | 39        |
| 2.7 Planned Unit Development (PUD)                            | 46        |
| <b>Article 3 – Development Review and Approval Procedures</b> | <b>53</b> |
| 3.1 Administrative Bodies and Responsibilities                | 53        |
| 3.2 Zoning Map Amendment (Rezoning)                           | 55        |
| 3.3 Specific Use Permit (SUP)                                 | 57        |
| 3.4 Planned Unit Development (PUD)                            | 59        |
| 3.5 Site Plan Review                                          | 62        |
| 3.6 Zoning Text Amendments                                    | 64        |
| 3.7 Variances                                                 | 66        |
| 3.8 Appeals                                                   | 70        |
| <b>Article 4 – General Development Standards</b>              | <b>73</b> |
| 4.1 Off-Street Parking and Loading                            | 73        |
| 4.2 Landscaping and Screening                                 | 75        |



Unified Development Code – Town of Washington Oklahoma 2025

|                                                                        |            |
|------------------------------------------------------------------------|------------|
| <b>4.3 Outdoor Lighting .....</b>                                      | <b>82</b>  |
| <b>4.4 Fencing and Wall Requirements.....</b>                          | <b>84</b>  |
| <b>4.5 Sign Regulations .....</b>                                      | <b>86</b>  |
| <b>4.6 Access and Connectivity .....</b>                               | <b>88</b>  |
| <b>4.7 Compatibility Standards.....</b>                                | <b>90</b>  |
| <b>4.8 Utilities and Service Access.....</b>                           | <b>92</b>  |
| <b><i>Article 5 – Subdivision and Land Division Standards.....</i></b> | <b>95</b>  |
| 5.1 Applicability and Purpose .....                                    | 95         |
| 5.2 Types of Subdivisions .....                                        | 95         |
| 5.3 Platting Requirements and Process.....                             | 96         |
| 5.4 Final Plat .....                                                   | 101        |
| 5.5 Lot Split.....                                                     | 104        |
| 5.6. Replatting.....                                                   | 108        |
| 5.7 Design Standards.....                                              | 110        |
| 5.8 Construction and Improvement Requirements .....                    | 113        |
| <b><i>Article 6 – Nonconformities.....</i></b>                         | <b>116</b> |
| 6.1 Continuation of Existing Nonconforming Uses .....                  | 116        |
| 6.2 Nonconforming Structures .....                                     | 116        |
| 6.3 Limitations on Expansion or Alteration .....                       | 116        |
| 6.4 Destruction and Repair (50% Rule or Amortization).....             | 117        |
| 6.5 Termination or Abandonment .....                                   | 117        |
| <b><i>Article 7 – Definitions.....</i></b>                             | <b>118</b> |
| <b><i>Article 8 – Enforcement and Penalties .....</i></b>              | <b>122</b> |
| 8.1 Violations and Remedies .....                                      | 122        |
| 8.2 Stop Work Orders.....                                              | 122        |
| 8.3 Penalties .....                                                    | 123        |
| 8.4 Appeals and Administrative Review.....                             | 123        |



## ARTICLE 1: GENERAL PROVISIONS

### 1.1 TITLE, PURPOSE, AND INTENT

#### A. TITLE

This document shall be known and may be cited as the **Unified Development Code of the Town of Washington, Oklahoma**, hereinafter referred to as "this Code" or "the Unified Development Code." This Code consolidates and replaces previous zoning ordinances, subdivision regulations, and related development standards into a single, comprehensive set of rules governing land use and development within the Town. By adopting a unified code, the Town of Washington aims to provide a clear, accessible, and consistent regulatory framework that supports thoughtful growth and preserves the community's unique character.

#### B. PURPOSE

The purpose of this Code is to promote the **public health, safety, morals, convenience, prosperity, and general welfare** of the residents, property owners, and businesses of the Town of Washington. The Town recognizes that development regulations play a critical role in shaping the physical environment and in protecting both individual property rights and the community's shared interests. Specifically, this Code seeks to achieve the following purposes:

- **Encouraging the Orderly Growth and Development of Land:**  
This Code establishes clear standards to ensure that land within the Town is developed in a logical, coordinated, and efficient manner, avoiding haphazard or poorly planned growth patterns that strain infrastructure, disrupt neighborhoods, or create land use conflicts.
- **Preserving and Enhancing the Small-Town and Historic Character of Washington:**  
The Town of Washington's history and rural charm are defining features that its residents value. This Code is designed to protect historic areas, promote development that complements existing neighborhood patterns, and maintain the Town's distinctive sense of place.
- **Protecting Property Values, Infrastructure, and Community Aesthetics:**  
By regulating the design, use, and arrangement of land and structures, the Code safeguards private investment, ensures that public infrastructure (such as streets, water, sewer, and drainage systems) is used efficiently, and enhances the overall visual appeal and livability of the Town.
- **Supporting Economic Vitality and Compatible Land Uses:**  
The Code encourages development that contributes to a diverse and resilient local economy, while ensuring that new uses are compatible with surrounding properties and contribute positively to the Town's long-term prosperity.
- **Implementing the Goals and Policies of the Town of Washington Comprehensive Plan:**  
The Code serves as the primary tool for putting the Town's adopted Comprehensive Plan into action.



## Unified Development Code – Town of Washington Oklahoma 2025

It aligns day-to-day development decisions with the broader vision, policies, and objectives that the community has endorsed for its future.

### C. INTENT

It is the intent of this Unified Development Code to guide land use and development in a manner that balances private rights with the Town's responsibility to protect public interests, now and into the future. The Town of Washington seeks to ensure that its development regulations are fair, predictable, and reflective of the community's goals. Specifically, the Code is intended to:

- **Provide Clear and Consistent Standards for Land Use, Development, and Subdivision:**  
This Code sets forth straightforward rules that apply equally to all property owners and developers, minimizing confusion and uncertainty while maintaining flexibility to accommodate diverse project types and scales.
- **Ensure that Development is Compatible with the Town's Historic and Rural Character:**  
New construction, subdivisions, and land uses are required to respect the established character of Washington's neighborhoods, rural areas, and historic core, blending new development into the community fabric rather than disrupting it.
- **Promote Sustainable Infrastructure and Protect Public Resources:**  
Development must occur in a manner that optimizes the use of existing infrastructure, prevents environmental degradation, manages stormwater effectively, and preserves open spaces and natural resources wherever possible.
- **Balance Private Property Rights with the Long-Term Public Interest:**  
The Town recognizes that private property rights are fundamental but must be exercised in ways that do not adversely impact neighbors, the environment, or the broader community. This Code strives to maintain that balance through reasonable, carefully crafted standards.
- **Offer a Streamlined, User-Friendly Set of Development Regulations Specific to the Needs of the Town of Washington:**  
The Code has been intentionally structured to be easy to use, minimizing bureaucracy and promoting efficiency in development review and permitting processes. It is tailored specifically to the size, growth rate, resources, and character of Washington, rather than relying on a one-size-fits-all regulatory approach.

## 1.2 APPLICABILITY

### A. GENERAL APPLICABILITY

The provisions of this Unified Development Code shall apply to all lands, buildings, structures, uses, and developments located within the **corporate boundaries** of the **Town of Washington, Oklahoma**. This includes, but is not limited to:

- All new construction of residential, commercial, industrial, and public buildings;



## Unified Development Code – Town of Washington Oklahoma 2025

- Alterations, expansions, or relocations of existing structures;
- Changes in land use or occupancy;
- The subdivision or re-platting of land into separate parcels or lots;
- The installation or expansion of public or private infrastructure systems (e.g., roads, utilities, drainage facilities);
- Temporary uses and structures where regulated under this Code.

All persons, property owners, developers, businesses, public agencies, and utility companies conducting activities governed by this Code are subject to its provisions unless specifically exempted herein.

---

### B. COMPLIANCE REQUIRED

No land within the Town of Washington shall be:

- Used or occupied;
- Developed or subdivided;
- Improved through the construction, erection, alteration, movement, enlargement, or demolition of any building, structure, or infrastructure;

except in full compliance with the terms and conditions set forth in this Unified Development Code.

Additionally:

- No permit, certificate, or approval shall be issued by the Town unless the proposed use or development complies with all applicable provisions of this Code.
- Any land use, building construction, or subdivision activity initiated without compliance with this Code shall be deemed a violation, subject to enforcement actions as outlined in Article 3.

Compliance with this Code is a condition precedent to the lawful use, development, or occupancy of any land, building, or structure within the Town.

---

### C. CONFLICTS WITH OTHER LAWS

Where the requirements of this Unified Development Code conflict with those of any other Town ordinance, regulation, or local, County, State, or Federal law, the following rules shall apply:

- **More Restrictive Provision Prevails:**  
In the event of a conflict, the more restrictive provision, or the provision that imposes the higher standard of safety, welfare, or protection, shall govern unless a specific provision of this Code clearly states otherwise.





- **Non-Exclusivity:**  
Compliance with this Code does not relieve any person from the obligation to also comply with any other applicable Town, McClain County, State of Oklahoma, or Federal requirements.
- **Building Codes and Environmental Regulations:**  
Where applicable, this Code shall be administered alongside the Town's adopted building codes, fire codes, health codes, stormwater management ordinances, and other public safety or environmental regulations.

In all cases, the Town of Washington shall interpret this Code in a manner that fosters its intended purpose without unnecessarily duplicating or conflicting with other legitimate governmental requirements.

#### D. APPLICATION TO PUBLIC ENTITIES

All **public agencies, utility providers, and governmental entities** operating within the Town of Washington shall be subject to the provisions of this Unified Development Code unless:

- Specifically exempted by State law;
- Federal regulations expressly preempt municipal zoning or subdivision authority;
- A formal agreement (e.g., Memorandum of Understanding) approved by the Town Board provides otherwise.

This means that public schools, libraries, municipal buildings, County facilities, State offices, and Federal agencies located within the Town limits are expected to comply with all applicable zoning, subdivision, and development standards to the extent permitted by law.

- Public utilities and infrastructure providers shall also comply with this Code's requirements related to site development standards, rights-of-way design, and subdivision improvements unless preempted by regulatory authority.

Nothing in this section shall prevent the Town of Washington from entering into cooperative agreements with other public entities to coordinate development and land use practices in a manner consistent with the Town's goals and Comprehensive Plan.

#### 1.3 AUTHORITY (OKLAHOMA STATUTES)

This Unified Development Code (hereinafter referred to as "this Code") is adopted pursuant to the powers granted to municipalities by the **Constitution of the State of Oklahoma** and applicable provisions of the Oklahoma Statutes. The Town of Washington, Oklahoma, acting through its lawful legislative authority, exercises the right to regulate land use, zoning, development, and subdivision within its municipal boundaries for the protection of public health, safety, morals, convenience, prosperity, and general welfare.

This Code derives its authority from several principal statutes:





## Unified Development Code – Town of Washington Oklahoma 2025

The **Oklahoma Zoning Enabling Act**, codified at Title 11, Sections 43-101 through 43-110 of the Oklahoma Statutes, provides cities and towns with the power to divide their jurisdiction into zoning districts and regulate land use within those districts. Specifically, this Act authorizes the Town of Washington to:

- Regulate and restrict the height, number of stories, and size of buildings and structures;
- Regulate lot coverage, open spaces, yards, and courts;
- Control the location and use of land, buildings, and structures for residential, commercial, industrial, agricultural, and other purposes;
- Promote the orderly and compatible development of land in support of public health, safety, and welfare.

Through this Code, the Town exercises these powers by establishing zoning districts, listing permitted and conditional uses, setting dimensional standards, and adopting design criteria to guide development consistent with the Town's character and Comprehensive Plan.

The **Oklahoma Subdivision Regulations Act**, codified at Title 11, Sections 47-101 through 47-110, provides municipalities the authority to regulate the subdivision of land. Under this Act, the Town of Washington is authorized to require the platting of land prior to development or sale, to mandate the dedication of land for public purposes such as streets and utilities, and to ensure that subdivisions meet minimum standards for public health and infrastructure adequacy. This Code establishes subdivision procedures, minimum design standards for lots and blocks, infrastructure improvement requirements, and plat approval processes to implement the Town's land development policies.

In addition, this Code draws upon broader municipal powers established in **Title 11 of the Oklahoma Statutes** (Cities and Towns). Title 11 grants cities and towns general authority to adopt ordinances, regulate land use and development, create administrative bodies such as Planning Commissions and Boards of Adjustment, and implement Comprehensive Plans. It further authorizes municipalities to enforce their regulations through permitting, inspections, and legal actions to ensure compliance.

This Code shall be interpreted and applied consistently with these statutory authorities, as well as any other relevant laws of the State of Oklahoma. Other applicable laws may include, but are not limited to, statutes governing environmental protection, public health and safety, transportation, drainage, and utilities. Where necessary to resolve conflicts or ambiguities, the provisions of this Code shall be interpreted in harmony with State law, giving effect to the Town's intent to exercise its full authority over local land use and development matters.

The Town of Washington expressly reserves all powers granted by law. Nothing in this Code shall be construed as a waiver or limitation of the Town's inherent police powers, zoning authority, or subdivision control authority, unless explicitly stated. All interpretations and applications of this Code shall favor the protection of the public's health, safety, and welfare, and shall support the orderly and sustainable growth of the Town of Washington.



## 1.4 ZONING MAP

### A. ESTABLISHMENT OF THE ZONING MAP

The boundaries of the zoning districts established in this Unified Development Code are depicted on the **Official Zoning Map of the Town of Washington, Oklahoma**. This map is hereby adopted by reference and declared a fully enforceable component of this Code.

The zoning districts shown on the Official Zoning Map shall have the same force and effect as if the boundaries and designations were fully written into the text of this Code. The Official Zoning Map, together with all explanatory material and amendments thereto, shall serve as the primary visual and legal reference for determining the zoning classification of any property located within the corporate limits of the Town of Washington.

No zoning district boundaries shall be established, revised, or eliminated except through lawful amendment to this Code, consistent with applicable review and adoption procedures outlined in Article 3.

### B. AUTHORITY AND MAINTENANCE

The **Town Clerk of Washington** shall serve as the official custodian of the Official Zoning Map and shall ensure that it is:

- Accurately maintained and updated following any changes made by ordinance;
- Made available for public inspection during regular business hours at Town Hall;
- Reproduced in digital or physical form as needed to support administrative and public use.

Whenever the Town Board of Trustees adopts an ordinance amending the zoning district boundaries, the Official Zoning Map shall be updated promptly to reflect the change. Each amendment shall be clearly annotated with the ordinance number and effective date on the map or in an official log kept alongside the map.

Failure to immediately update the map following an amendment shall not invalidate the change in zoning, provided the ordinance was duly adopted and recorded according to law.

### C. CONFLICTS WITH TEXT

In the event that a discrepancy or conflict arises between the zoning district boundaries shown on the Official Zoning Map and the zoning regulations or descriptions provided in the text of this Code, the following rules shall apply:

#### 1. **Text Prevails Over Map:**

If an inconsistency is found between the Official Zoning Map and the written provisions of this Code, the text shall control.



2. **Interpretation of Boundaries:**

Where uncertainty exists as to the location of a zoning district boundary, the Zoning Administrator shall make an initial interpretation based on physical features, lot lines, surveys, legal descriptions, or other reliable data. Appeals of the Administrator's interpretation may be filed with the Board of Adjustment.

3. **Digital Versions:**

Any digital or unofficial reproduction of the Zoning Map is provided for convenience only. In the event of a conflict between a digital copy and the official printed and signed map on file with the Town Clerk, the official map shall govern.

## 1.5 TEXT AMENDMENT PROCEDURES

### A. INITIATION OF AMENDMENTS

Amendments to the text of this Unified Development Code or to the Official Zoning Map may be initiated by the following entities:

- The **Town Board of Trustees**, by motion or ordinance;
- The **Washington Planning Commission**, through resolution or recommendation;
- The **Town Administrator** or other designated staff, acting on behalf of the public interest or in response to administrative needs; or
- Any **property owner or authorized agent**, by submitting a formal application for consideration.

These amendments may include, but are not limited to: adding or revising zoning districts, changing zoning boundaries, updating use tables, revising subdivision procedures, or clarifying definitions and development standards.

### B. AMENDMENT PROCESS

All proposed amendments shall follow the review and adoption process outlined below:

#### 1. Application Submission

Applicants seeking to amend the zoning map or the text of this Code must submit a complete application to the **Town Clerk**. The application shall include all required forms, a written description or justification for the change, any supporting materials (such as maps or development plans), and the applicable fee as set by the Town Board.

#### 2. Planning Commission Review

Once a complete application is received, the **Washington Planning Commission** shall hold a public hearing on the proposed amendment.



## Unified Development Code – Town of Washington Oklahoma 2025

Public notice of the hearing shall be published in a newspaper of general circulation at least **fifteen (15) days** prior to the hearing date, in accordance with Oklahoma Statutes. Additional notice, including mailed or posted notifications, may be required as specified elsewhere in this Code or by State law.

At the hearing, the Planning Commission shall consider the proposed amendment, any staff reports or recommendations, and any public comments received.

### 3. Recommendation to the Town Board

Following the public hearing, the Planning Commission shall make a formal **recommendation** to the **Town Board of Trustees**. The recommendation shall include one of the following actions:

- Recommend approval as submitted;
- Recommend approval with modifications;
- Recommend denial.

The Commission's recommendation shall be advisory in nature but will serve as the basis for the Town Board's deliberation.

### 4. Town Board Action

The **Town Board of Trustees** shall review the proposed amendment and the Planning Commission's recommendation at a duly posted public meeting. The Board may:

- Approve the amendment by ordinance;
- Approve the amendment with modifications;
- Deny the amendment; or
- Refer the amendment back to the Planning Commission for further consideration.

All approvals must be made by a majority vote unless a supermajority is required by State law due to protest provisions or specific circumstances.

### 5. Effective Date

Unless otherwise specified in the adopting ordinance, approved amendments shall take effect **immediately upon adoption** by the Town Board of Trustees and shall be incorporated into the text of the Unified Development Code or the Official Zoning Map accordingly.

---

## C. CRITERIA FOR APPROVAL

When evaluating any proposed amendment—whether to the zoning map or to the text of the Unified Development Code—the Town of Washington shall consider the following criteria:



## Unified Development Code – Town of Washington Oklahoma 2025

- **Consistency with the Town of Washington Comprehensive Plan:**

The proposed amendment should align with the long-range goals, policies, and land use designations outlined in the adopted Comprehensive Plan.

- **Compatibility with Surrounding Uses:**

The change should support harmonious relationships between adjacent land uses, zoning districts, and built environments.

- **Changed Conditions or Community Needs:**

Amendments may be appropriate when physical, economic, or social conditions in the Town have changed, or where the current regulations no longer adequately address community priorities.

- **Advancement of the Health, Safety, or Welfare of the Town:**

Any amendment should contribute to the overall well-being of the Town's residents, infrastructure, environment, and future development patterns.

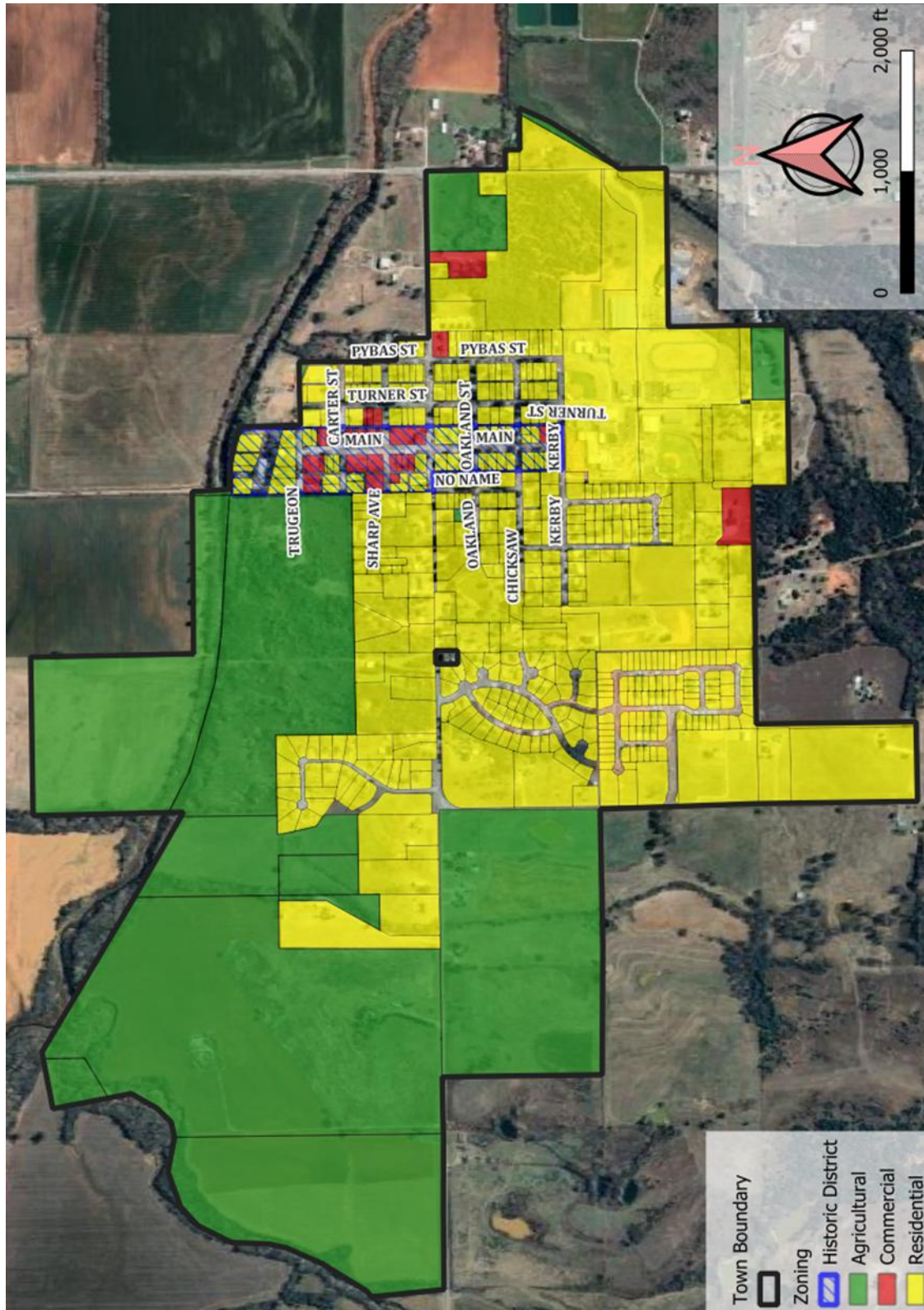
Proposed amendments that do not meet one or more of these criteria may be denied to preserve the integrity of this Code and protect the public interest.

DRAFT





## 1.6 OFFICIAL ZONING MAP





## A. LEGAL STATUS

The Official Zoning Map of the Town of Washington, Oklahoma, is hereby adopted as an integral component of this Unified Development Code. It represents the official delineation of zoning district boundaries and classifications within the corporate limits of the Town. The Zoning Map shall have the full force and effect of law and is incorporated by reference into this Code as if fully set forth herein.

No person shall engage in any development, land use, or construction activity except in conformance with the zoning district designation assigned to the property as shown on the Official Zoning Map, unless a lawful amendment or variance has been approved pursuant to the procedures set forth in this Code.

## B. MAP FORMAT AND ACCESSIBILITY

The Official Zoning Map shall be maintained in both physical and digital formats:

1. **Physical Map:** A printed, sealed copy of the Zoning Map shall be retained at Town Hall and serve as the legally controlling version.
2. **Digital Map:** A Geographic Information System (GIS)-based digital map may be published and updated to support community accessibility, transparency, and integration with Town planning systems. In case of any conflict between digital and printed versions, the physical copy maintained by the Town Clerk shall control.

## C. MAP AMENDMENTS

All changes to zoning district boundaries shall be adopted by ordinance following the procedures outlined in Article 3 of this Code. Upon adoption of a zoning map amendment:

- The Official Zoning Map shall be updated promptly.
- Each change shall be recorded with a notation indicating the ordinance number and date of adoption.
- Failure to immediately update the Map shall not invalidate the legal effect of the adopted amendment.

## D. INTERPRETATION OF BOUNDARIES

Where uncertainty exists with respect to the boundaries of zoning districts as shown on the Official Zoning Map, the following rules shall apply:

1. **Lines Following Streets or Lots:** District boundaries shown as approximately following streets, highways, alleys, or lot lines shall be construed to follow such features.
2. **Divided Lots or Parcels:** Where a district boundary divides a lot or parcel, the boundary shall be determined by the Zoning Administrator using official legal descriptions, surveys, or Town records.



## Unified Development Code – Town of Washington Oklahoma 2025

3. **Disputes:** Any interpretation of district boundaries by the Zoning Administrator may be appealed to the Board of Adjustment as provided in this Code.

---

### E. AVAILABILITY AND INSPECTION

The Town Clerk shall ensure the Zoning Map is:

- **Publicly available** for inspection during regular business hours at Town Hall;
- **Updated** following any changes made by ordinance;
- **Archived** in accordance with municipal and State record-keeping requirements.

### 1.7 RULES OF MEASUREMENT

The following rules establish how zoning standards such as lot coverage, building height, setbacks, and other dimensional requirements are measured and interpreted. These definitions apply throughout this Code unless otherwise specified.

---

#### A. LOT AREA AND LOT COVERAGE

1. **Lot Area**

Lot area is the total horizontal land area within the boundary lines of a lot, excluding public rights-of-way and alleys.

2. **Lot Coverage**

Lot coverage is the percentage of total lot area covered by all principal and accessory structures, including garages, carports, covered patios, and porches with roofs. Paved driveways, sidewalks, and uncovered decks are not included unless otherwise specified.

$$\text{Lot Coverage (\%)} = (\text{Total Covered Building Footprint} / \text{Total Lot Area}) \times 100$$

---

#### B. BUILDING HEIGHT

1. **Definition**

Building height is measured as the vertical distance from the average elevation of the finished grade at the front of the building to:

- The highest point of a flat roof;
- The deck line of a mansard roof; or
- The midpoint between the eaves and the ridge of a gable, hip, or gambrel roof.

2. **Special Cases**

- Architectural features (e.g., spires, belfries, chimneys, antennas, rooftop solar equipment) may exceed height limits if allowed by the applicable zoning district or through a variance.





## Unified Development Code – Town of Washington Oklahoma 2025

- For buildings on sloped lots, height may be measured from the average finished grade across all building façades.

---

### C. SETBACKS AND YARDS

#### 1. **Front Setback**

Measured from the edge of the right-of-way or property line (whichever is more restrictive) to the closest point of the structure, including covered porches or decks.

#### 2. **Rear Setback**

Measured from the rear property line to the closest point of the structure. In irregular or corner lots, the rear lot line is the one opposite the front line.

#### 3. **Side Setback**

Measured from the side property line to the nearest point of the structure. On corner lots, the side abutting a street shall observe a street-side setback as defined for the zoning district.

#### 4. **Projections Allowed**

Certain architectural features may encroach into required yards:

- Eaves, cornices, sills, or gutters: up to 2 feet.
- Uncovered steps, stoops, and landings: up to 5 feet, provided they do not exceed 30 inches in height above grade.
- Bay windows and chimneys: up to 2 feet, provided they do not occupy more than one-third of the wall area.

---

### D. LOT WIDTH AND FRONTAGE

#### 1. **Lot Width**

Measured at the front setback line, perpendicular to the side lot lines. For lots with irregular shapes, width may be measured at the narrowest continuous span within the front third of the lot depth.

#### 2. **Street Frontage**

The linear distance along the front lot line that abuts a public street. Minimum street frontage may be required for access and emergency service provision.

---

### E. FLOOR AREA RATIO (FAR)

Floor Area Ratio is the ratio of a building's total gross floor area to the area of the lot:

$$\text{FAR} = \text{Total Gross Floor Area} / \text{Lot Area}$$

This metric may be used to control building bulk, particularly in mixed-use or commercial zoning districts.

---

### F. LOT DEPTH



## Unified Development Code – Town of Washington Oklahoma 2025

Measured as the average horizontal distance between the front and rear lot lines. On irregularly shaped lots, depth may be determined by averaging the longest and shortest straight-line distances between front and rear boundaries.

### G. LOT ORIENTATION AND CORNER LOTS

#### 1. **Corner Lots**

A corner lot abuts two or more streets at their intersection. The front lot line is typically the shorter street frontage, or as determined by the Zoning Administrator in coordination with the applicant.

#### 2. **Through Lots**

A through lot has frontage on two parallel or substantially parallel streets. Both lot lines shall be considered front lot lines unless otherwise specified.

### H. INTERPRETATION OF AMBIGUITIES

Where questions arise regarding measurement, dimensional standards, or application to unique property configurations, the Zoning Administrator shall render an interpretation based on the intent of this Code, applicable Town ordinances, and sound planning practices. Appeals may be made to the Board of Adjustment.

## 1.8 DEFINITIONS AND GLOSSARY

For the purposes of interpreting and applying the provisions of this Unified Development Code, specific terms and phrases shall have the meanings assigned in **Article 7: Definitions and Glossary**, unless otherwise stated. Where a term is not defined in this Code, its ordinary meaning shall apply, consistent with standard planning, engineering, or legal usage.

If any ambiguity arises in the interpretation of a term or phrase, the Zoning Administrator shall issue an administrative interpretation in accordance with the procedures of this Code. Appeals of such interpretations may be filed with the Board of Adjustment.



## ARTICLE 2 – ZONING DISTRICTS AND USE REGULATIONS

### Purpose and Organization

This Article establishes the zoning districts of the Town of Washington, Oklahoma, and sets forth the use regulations that apply within each district. The intent of these regulations is to guide land use and development in a manner that promotes the orderly growth of the Town, protects the character of existing neighborhoods and rural areas, and advances the goals of the Town's Comprehensive Plan.

Each zoning district reflects a distinct pattern of land use and development intensity, ranging from rural and residential environments to mixed-use and commercial activity centers. These districts provide a framework for ensuring compatible land uses, preserving community character, supporting infrastructure efficiency, and encouraging economic vitality.

### 2.1 ZONING DISTRICTS ESTABLISHED

To implement the Town of Washington's Comprehensive Plan and manage land use in a predictable, fair, and orderly manner, the following zoning districts are hereby established. Each district serves a distinct purpose, reflecting the range of development types and intensities desired throughout the community. These zoning districts are mapped on the Official Zoning Map and governed by the regulations set forth in this Code.

#### 2.1.A. A – AGRICULTURAL DISTRICT

The Agricultural (A) District is intended to preserve land for agricultural and rural uses while allowing limited development that is compatible with the Town of Washington's small-town and rural character. This district supports traditional farming, ranching, and resource-based activities while accommodating very low-density residential uses that do not disrupt the open and agricultural nature of the land.

The A District is also designed to serve as a transitional area between more intensely developed zoning districts and open countryside or environmentally sensitive areas. It promotes large lot development, supports the continuation of agricultural operations, and protects rural lifestyles from encroachment by incompatible urban development.

#### Key objectives:

- Preserve active farmland, open space, and rural character.
- Encourage responsible land stewardship and conservation of natural resources.
- Provide for limited rural residential development on large lots.
- Allow appropriate accessory uses such as barns, workshops, and roadside stands.
- Prevent premature urban development and avoid costly infrastructure extensions into undeveloped areas.



### 2.1.B. R – RESIDENTIAL DISTRICT

The Residential (R) District is intended to preserve and protect the character of established neighborhoods while accommodating new housing that is compatible in scale and form. This district promotes low- to moderate-density residential development, including single-family and, where appropriate, duplex housing. Accessory uses, such as home occupations and community facilities (e.g., parks, schools), may be permitted with appropriate safeguards to ensure compatibility with residential living.

Key objectives:

- Maintain quiet, safe, and livable neighborhoods.
- Encourage housing types and lot sizes consistent with the surrounding built environment.
- Support infrastructure that aligns with residential density and service needs.

### 2.1.C. C – COMMERCIAL DISTRICT

The Commercial (C) District is intended to support retail, service, and office uses that serve the day-to-day needs of residents and visitors. It allows for a range of business activities, including neighborhood shopping centers, downtown storefronts, and highway-oriented commercial development, depending on location and scale. Development within this district should enhance visual quality, promote walkability where feasible, and minimize conflicts with adjacent residential areas.

Key objectives:

- Support local entrepreneurship and economic vitality.
- Promote cohesive design and site planning along commercial corridors.
- Ensure safe vehicular access and adequate parking while encouraging pedestrian-oriented design where appropriate.

### 2.1.D. I – INDUSTRIAL DISTRICT

The Industrial (I) District is established to accommodate manufacturing, warehousing, and other employment-generating land uses that may involve heavier operations or external impacts (e.g., noise, truck traffic). This district is typically located in areas with adequate transportation access and infrastructure to support large-scale operations. Appropriate buffering and design standards are required to minimize impacts on surrounding properties, especially where industrial uses are adjacent to residential or commercial areas.

Key objectives:

- Provide space for economic and job-creating uses with higher intensity.
- Protect non-industrial areas from potential nuisances or safety hazards.
- Preserve long-term land availability for industrial development.



## 2.1.E. HD – HISTORIC DISTRICT

The Historic (HD) District is intended to preserve and enhance areas of special architectural, cultural, or historic significance to the Town of Washington. New development, renovations, and demolitions within this district shall be subject to review criteria that ensure the integrity of historic resources is respected and maintained. The district supports compatible adaptive reuse of historic structures and encourages reinvestment in older areas while maintaining community identity.

Key objectives:

- Protect historically significant buildings, streetscapes, and landmarks.
- Promote heritage tourism and cultural awareness.
- Guide compatible infill development and rehabilitation.

## 2.1.F. PUD – PLANNED UNIT DEVELOPMENT

The Planned Unit Development (PUD) District allows for flexible, innovative development that may not be achievable through strict application of conventional zoning standards. This district permits a mix of uses, customized lot configurations, and unique site designs through a unified development plan approved by the Town. The PUD process encourages high-quality development outcomes that align with the Town's Comprehensive Plan, offer public benefits, and respond creatively to site constraints or opportunities.

Key objectives:

- Encourage creative land planning and architectural design.
- Allow a mix of residential, commercial, and open space uses.
- Ensure long-term coordination and phasing of complex projects.

## 2.2. AGRICULTURAL DISTRICT (A)

### 2.2.A PURPOSE AND INTENT

The Agricultural (A) District is established to preserve the rural and agricultural heritage of the Town of Washington while supporting productive uses of land that contribute to the local economy, landscape, and community identity. This district is intended for farming, ranching, and open-space uses and allows very low-density rural residential development that is compatible with agriculture and natural resource conservation.

The intent of the A District is to protect agricultural lands from premature development, limit the extension of urban services, and maintain the open, scenic character of the countryside.

This district is designed to:

- Encourage the preservation of working farms, pastures, and natural open spaces;



## Unified Development Code – Town of Washington Oklahoma 2025

- Support rural homesteads and low-impact residential uses on large lots;
- Allow limited accessory structures and uses directly related to agriculture;
- Prevent fragmentation of agricultural lands by limiting subdivision density;
- Provide a transition between rural and more developed areas.

---

### 2.2.B PERMITTED USES

The following uses are allowed by right within the Agricultural (A) District, subject to compliance with all applicable development standards in this Code:

- Crop farming, pastures, and hay production
- Livestock grazing and animal husbandry
- Single-family detached dwellings on large lots
- Barns, stables, silos, greenhouses, and other agricultural accessory structures
- Accessory dwelling units (ADUs)
- Farm stands for the sale of produce or goods grown on site
- Parks, natural reserves, and open spaces
- Home occupations (limited, non-disruptive)
- Utility installations (minor, local service only)

---

### 2.2.C CONDITIONAL / SPECIAL USES

The following uses may be allowed within the A District only upon review and approval of a Conditional Use Permit (CUP), as provided in Article 3:

- Commercial stables, riding academies, or kennels
- Agritourism facilities (event barns, farm stays, seasonal attractions)
- Rural churches or places of worship
- Public and private schools
- Utility substations or major infrastructure
- Commercial greenhouses or nurseries



## Unified Development Code – Town of Washington Oklahoma 2025

- Extraction or resource-related operations (e.g., sand, gravel, or timber harvesting)
- Rural event venues
- Telecommunication towers (subject to location and design requirements)

---

### USE-SPECIFIC STANDARDS FOR CONDITIONAL / SPECIAL USES

#### 2.2.C.1. COMMERCIAL STABLES OR KENNELS

- Minimum lot size: 5 acres
- All buildings and pens must be set back at least 100 feet from any property line
- Odor and noise control measures required
- Hours of operation may be restricted if located near residences

#### 2.2.C.2. AGRITOURISM FACILITIES

- Must demonstrate consistency with agricultural character and not disrupt rural traffic patterns
- May include event space, overnight lodging (e.g., farm stays), seasonal activities
- Adequate parking and sanitation facilities must be provided
- Noise, lighting, and signage must be designed to limit impact on adjacent rural properties

#### 2.2.C.3. COMMERCIAL GREENHOUSES / NURSERIES

- Must provide screening from adjacent properties if within 100 feet
- Structures must be maintained in good visual condition
- On-site sales must be accessory to the primary growing operation

#### 2.2.C.4. TELECOMMUNICATION TOWERS

- Must be setback at least 150% of the tower height from all property lines
- Equipment shelters and fencing must be screened with landscaping
- Lighting must be downcast and minimized
- Co-location is encouraged to reduce the number of towers

---

### 2.2.D. PROHIBITED USES

The following uses are expressly prohibited within the A District:

- High-density residential development (including duplexes and multi-family housing)



## Unified Development Code – Town of Washington Oklahoma 2025

- Retail and commercial uses not associated with agricultural production
- Industrial or manufacturing operations
- Junkyards or salvage facilities
- Recreational vehicle parks or mobile home parks
- Cannabis processing or dispensary operations
- Storage or distribution as a primary use not related to farming

### 2.3.E. DIMENSIONAL STANDARDS

To preserve the open and rural character of the Town, development in the A District shall conform to the following minimum lot and building standards:

| Standard                | Requirement              |
|-------------------------|--------------------------|
| Minimum Lot Area        | 2 acres                  |
| Minimum Lot Width       | 150 feet                 |
| Minimum Lot Depth       | 200 feet                 |
| Maximum Building Height | 35 feet or 2.5 stories   |
| Front Yard Setback      | 50 feet minimum          |
| Side Yard Setback       | 25 feet minimum per side |
| Rear Yard Setback       | 50 feet minimum          |
| Maximum Lot Coverage    | 20% (all structures)     |

**Note:** Coverage includes principal and accessory buildings but excludes driveways, agricultural roads, and uncovered patios or decks.

### 2.2.F DISTRICT-SPECIFIC MODIFICATIONS

The Zoning Administrator may approve minor deviations of up to 10% from one or more dimensional standards in this section under the following conditions:





#### Unified Development Code – Town of Washington Oklahoma 2025

1. The deviation is the result of irregular lot shape, natural topography, or unique existing conditions;
2. The deviation does not negatively impact adjacent agricultural or residential uses;
3. The proposal maintains the intent and rural character of the A District;
4. The deviation does not allow the expansion of a nonconforming use or structure.

Requests exceeding 10% or those that raise compatibility concerns shall require a variance from the Board of Adjustment, as detailed in Article 3.

## 2.3 RESIDENTIAL DISTRICT (R)

### 2.3.A PURPOSE AND INTENT

The **Residential (R) District** is established to protect and maintain the Town of Washington's traditional neighborhoods and rural-residential character. This district accommodates low-density housing that **li** reinforces the community's small-town identity and provides residents with a high quality of life. The intent is to support family-friendly neighborhoods, protect property values, and guide growth in a manner that respects existing development patterns and infrastructure capacity.

This district is designed to:

- Promote the construction and preservation of single-family homes on individual lots;
- Maintain consistent setbacks and streetscape patterns;
- Minimize land use conflicts with nonresidential or high-intensity uses;
- Encourage compatible infill where appropriate.

### 2.3.B PERMITTED USES

The following uses are allowed by right within the Residential (R) District, subject to compliance with all applicable development standards in this Code:

- Single-family detached dwellings
- Duplexes (only where identified on the zoning map or approved as part of a PUD)
- Accessory dwelling units (ADUs)
- Parks, playgrounds, and open spaces
- Home occupations (limited, non-disruptive)
- Public and private schools
- Places of worship



- Utility installations (minor, local service only)

### 2.3.C CONDITIONAL / SPECIAL USES

The following uses may be allowed within the R District only upon review and approval of a **Conditional Use Permit** (also known as a Special Use Permit), as provided in Article 3:

- Day care centers and preschools
- Group homes or assisted living facilities
- Civic and cultural facilities (libraries, museums, community centers)
- Utility substations or infrastructure requiring fencing or structures
- Cemeteries or columbaria
- Agricultural uses (where impacts such as odors or traffic may require review)

#### Use-Specific Standards for Conditional / Special Uses

The following standards apply to uses allowed in the Residential (R) District only upon issuance of a Conditional Use Permit (CUP) or Special Use Permit. These standards are in addition to the general review criteria provided in Article 3 and may be supplemented by additional conditions as determined by the Planning Commission or Town Board of Trustees.

#### 2.3.C.1. DAY CARE CENTERS AND PRESCHOOLS

Day care operations that serve more than six (6) children at any one time must meet the following standards:

- Must be located on a lot with a **minimum area of 12,000 square feet**;
- Shall be **licensed** by the Oklahoma Department of Human Services;
- Must provide **safe drop-off and pick-up areas** off-street;
- Outdoor play areas must be **fenced and screened** from adjacent residential properties;
- Hours of operation shall generally be limited to **6:00 AM to 7:00 PM**, unless otherwise approved;
- Adequate **parking** must be provided in accordance with Article 5.

#### 2.3.C.2. GROUP HOMES AND ASSISTED LIVING FACILITIES

These facilities may be allowed if they comply with applicable state regulations and the following conditions:

- Must be **licensed by the State of Oklahoma**, if required;



- Facility size and design must be **residential in character** and scale;
- No more than **eight (8) residents** may occupy the facility at one time, unless approved by special exception;
- One (1) off-street **parking space per two residents** shall be provided, plus spaces for staff;
- **24-hour on-site supervision** must be provided if residents require continuous care.

#### 2.3.C.3. CIVIC AND CULTURAL FACILITIES (LIBRARIES, MUSEUMS, COMMUNITY CENTERS)

- Must be located on an **arterial or collector street**;
- Lot must be a minimum of **15,000 square feet**;
- Must demonstrate **compatibility with adjacent residential uses** through building design, scale, and screening;
- Outdoor activity areas (if any) must be buffered by fencing and landscaping;
- May not exceed a **floor area ratio (FAR)** of 0.35;
- On-site **parking and loading areas** must be located to the side or rear and screened from adjacent homes.

#### 2.3.C.4. UTILITY SUBSTATIONS OR ENCLOSED INFRASTRUCTURE FACILITIES

- Must be enclosed within a **decorative masonry or wood fence** at least 6 feet in height;
- Mechanical equipment shall be **screened from view** using landscaping or architectural features;
- Any building on site must not exceed **500 square feet** unless approved by the Planning Commission;
- Must meet all **noise and environmental regulations** and be designed to minimize impacts on neighboring properties;
- Lighting shall be **fully shielded** and directed away from adjacent residential uses.

#### 2.3.C.5. CEMETERIES AND COLUMBARIA

- A **minimum lot size of 2 acres** is required;
- All structures must be set back at least **50 feet from property lines**;
- A **10-foot-wide landscape buffer** must be installed along all perimeters;
- Burial areas must comply with State law regarding **floodplain restrictions** and soil conditions;



## Unified Development Code – Town of Washington Oklahoma 2025

- Access must be provided via a **public street**, and adequate internal circulation must be shown on a site plan;
- Hours of public access may be limited to **dawn to dusk**, unless a different schedule is justified.

### 2.3.C.6. AGRICULTURAL USES (NON-COMMERCIAL OR LOW-IMPACT)

- Agricultural activities shall be limited to **personal or educational use** (e.g., community gardens, 4-H projects);
- Keeping of livestock shall require **minimum lot sizes** and adherence to animal control ordinances;
- Crop production must avoid use of **chemical sprays or practices** that could create nuisance impacts on neighbors;
- All structures (e.g., greenhouses, sheds, coops) must comply with **accessory building standards** and setbacks;
- No on-site **sales or commercial activity** is allowed unless authorized as a separate use.

These standards are designed to promote predictable, low-impact integration of nonresidential uses within a residential setting. They serve to protect the **peace, character, and property values** of existing neighborhoods while allowing needed community functions and services.

### 2.3.D. PROHIBITED USES

The following uses are expressly prohibited within the R District:

- Heavy commercial uses (retail, restaurants, gas stations)
- Industrial and warehousing operations
- Junkyards or salvage facilities
- Multi-family residential developments
- Recreational vehicle parks or mobile home parks
- Cannabis processing or dispensary operations
- Outdoor storage as a primary use

### 2.3.E. DIMENSIONAL STANDARDS

To preserve the low-density and consistent character of residential areas, development in the R District shall conform to the following lot and building standards:



| Standard                | Requirement              |
|-------------------------|--------------------------|
| Minimum Lot Area        | 10,000 square feet       |
| Minimum Lot Width       | 65 feet                  |
| Minimum Lot Depth       | 125 feet                 |
| Maximum Building Height | 35 feet or 2.5 stories   |
| Front Yard Setback      | 25 feet minimum          |
| Side Yard Setback       | 10 feet minimum per side |
| Rear Yard Setback       | 20 feet minimum          |
| Maximum Lot Coverage    | 35% (all structures)     |

*Note: Coverage includes principal and accessory structures but excludes driveways, walkways, and decks without roofs.*

### 2.3.G. DISTRICT-SPECIFIC MODIFICATIONS

The Zoning Administrator may approve **administrative deviations of up to 10%** from one or more dimensional standards listed above if the following conditions are met:

1. The deviation is **minor** and does not result in adverse effects on adjacent properties or the character of the neighborhood;
2. The deviation is due to **unique lot characteristics**, such as irregular shape, topography, or pre-existing development patterns;
3. The proposal **remains consistent with the intent** of the R District and Comprehensive Plan;
4. The deviation does not involve the expansion of a nonconforming use or structure.

Any request exceeding 10% or raising significant compatibility concerns shall require a **variance** from the Board of Adjustment as provided in Article 3.

## 2.4 COMMERCIAL DISTRICT (C)

### 2.4.A PURPOSE AND INTENT

The **Commercial (C) District** is established to provide locations for a diverse mix of retail, service, office, and limited civic uses that serve the daily needs of Town residents and businesses. This district is intended to promote walkable, economically vibrant commercial areas that are well-integrated into the surrounding community, particularly along key corridors and in designated town centers.

The goals of the Commercial District are to:



## Unified Development Code – Town of Washington Oklahoma 2025

- Encourage compatible commercial development in areas with appropriate infrastructure and access;
- Support local entrepreneurship and job creation;
- Maintain a visually cohesive and pedestrian-friendly streetscape;
- Ensure transitions between commercial and residential areas are well-buffered and context-sensitive.

---

### 2.4.B PERMITTED USES

The following uses are allowed by right in the Commercial District, subject to all applicable development and design standards:

- Retail stores and shops (general merchandise, clothing, home goods)
- Restaurants and cafés (excluding drive-thrus)
- Professional offices (e.g., legal, real estate, accounting)
- Medical and dental clinics (outpatient only)
- Personal services (e.g., salons, barber shops, dry cleaners)
- Financial institutions (banks, credit unions)
- Art galleries and studios
- Fitness centers and small gyms (<5,000 sq. ft.)
- Public facilities (post office, government offices)
- Farmer's markets and seasonal vendor stalls (temporary, permitted)

---

### 2.4.C CONDITIONAL / SPECIAL USES

The following uses may be allowed upon issuance of a **Conditional Use Permit**, subject to specific review for compatibility, access, and impacts on surrounding development:

- Drive-through establishments (restaurant, pharmacy, bank)
- Automotive repair and service (minor repair only)
- Gas stations and fueling facilities
- Lodging establishments (motels, small inns, bed & breakfasts)
- Multi-tenant retail centers over 15,000 square feet
- Microbreweries, craft distilleries, and tasting rooms
- Outdoor sales or display areas (e.g., garden centers)
- Child care centers
- Places of worship

---

### 2.4.D PROHIBITED USES

The following uses are not permitted in the Commercial District:

- Heavy industrial uses or manufacturing
- Junkyards, salvage yards, or outdoor storage as a principal use
- Adult entertainment establishments
- Cannabis processing or cultivation operations
- Large-scale warehousing or distribution centers
- Storage units or mini-warehouses (unless part of a PUD)



- Livestock sales or feedlots
- Tattoo parlors or piercing studios (unless permitted via overlay district)

#### 2.4.E DIMENSIONAL & DESIGN STANDARDS

All new development in the Commercial District shall comply with the following lot and building standards:

| Standard                       | Requirement                                                                            |
|--------------------------------|----------------------------------------------------------------------------------------|
| <b>Minimum Lot Area</b>        | 6,000 square feet                                                                      |
| <b>Minimum Lot Width</b>       | 60 feet                                                                                |
| <b>Maximum Building Height</b> | 40 feet or 3 stories                                                                   |
| <b>Front Setback</b>           | 15 feet minimum (0 feet if adjacent to sidewalk and compliant with frontage standards) |
| <b>Side Setback</b>            | 5 feet (15 feet if adjacent to residential)                                            |
| <b>Rear Setback</b>            | 20 feet                                                                                |
| <b>Maximum Lot Coverage</b>    | 75% (structures only)                                                                  |

To maintain architectural quality and compatibility within the Commercial (C) District, all new construction and major façade renovations shall comply with the following exterior building material requirements:

- Primary Materials**
  - A minimum of **70% of each building façade** (excluding windows and doors) shall consist of **brick, stone, or wood siding**.
  - Equivalent durable materials such as fiber-cement siding may be permitted if designed to closely resemble traditional materials.
- Metal Cladding Limitations**
  - Metal cladding may be used as an **accent material only**, and shall not exceed **30% of any building façade**.
  - Permitted applications include architectural panels, awnings, canopies, trim, or decorative elements.
  - Highly reflective or unfinished metal finishes are prohibited.

#### 2.4.F USE-SPECIFIC STANDARDS (COMMERCIAL DISTRICT)

Certain land uses within the Commercial District—while generally appropriate—can produce impacts that must be mitigated through specific design, operational, or locational requirements. The following standards apply to **conditionally permitted** or **sensitive permitted uses**, supplementing general zoning and site plan requirements.

##### 1. DRIVE-THROUGH FACILITIES

Drive-through services can create traffic conflicts, queuing issues, and noise disturbances if not properly designed. These standards ensure they integrate smoothly into the commercial environment:



### Location & Site Design

- Drive-through lanes shall not be located between the **principal building** and any **public or private street**.
- Buildings shall be oriented toward the street with the drive-through placed **behind or to the side** of the structure.

### Stacking Requirements

- A minimum stacking capacity of:
  - **5 vehicles per service lane** for food service or pharmacies.
  - **2 vehicles per ATM or banking kiosk**.
- Stacking lanes shall not block **parking access, fire lanes, or pedestrian paths**.

### Noise Mitigation

- Speaker boxes must be oriented **away from residential properties**.
- Landscaping and sound-dampening features such as **fencing, berms, or enclosures** may be required based on proximity to residential areas.

### Circulation & Access

- Clear **entry/exit signage** must be installed.
- A **separate bypass lane** must be provided to allow vehicles to exit without passing through the ordering window or service kiosk.

## 2. AUTOMOTIVE SERVICES (MINOR REPAIR, OIL CHANGE, TIRES)

While useful in community commerce, auto services can have visual and environmental impacts. These uses are restricted to light service operations and must comply with the following:

### Design & Orientation

- **Service bays** must be oriented away from adjacent residential uses and shall not face a public street unless screened by a **landscape buffer** or architectural wall feature.
- **No overnight vehicle storage** is permitted in front of the building.

### Storage & Screening

- Vehicles awaiting service or pick-up shall be:
  - Stored at the rear or side of the building;
  - Not parked in required setback areas or customer parking spaces;
  - Shielded from view with a **6-foot opaque fence** or dense landscaping.

### Operational Controls

- Service operations must occur **indoors**, including pneumatic tools and compressors.
- Hours of operation may be restricted to **7:00 AM–9:00 PM** to mitigate impacts on nearby homes or sensitive uses.

## 3. OUTDOOR DISPLAY AND SEASONAL SALES

Outdoor displays (e.g., garden centers, firewood stacks, holiday trees) are permitted under specific conditions to preserve sidewalk access and prevent visual clutter.

### Size and Location

- Outdoor displays may not exceed **10% of the principal building footprint**.
- Must be placed on **private property** at least **5 feet** back from the public sidewalk or right-of-way.
- Shall not obstruct **pedestrian walkways, fire lanes, or visibility triangles**.

### Display Materials





- Items shall be **neatly arranged**, kept in **good condition**, and **secured** to prevent hazards during inclement weather.
- All merchandise must be removed or securely enclosed **outside business hours**, unless expressly permitted by the Town.

#### Screening Requirements

- Displays involving soil, mulch, or bulk items must be **contained in bins or behind screening fences** to control runoff and wind-blown debris.

### 4. GAS STATIONS AND FUELING FACILITIES

These auto-intensive uses require greater spatial control and compatibility measures:

#### Site Layout

- Fuel pumps must be set back a minimum of **25 feet from all property lines**, and **40 feet** from any adjacent residential district.
- Canopies must be architecturally integrated with the main building and use **pitched or decorative rooflines**—flat or industrial canopies are discouraged.

#### Lighting and Signage

- Canopy lighting must be **fully recessed and downward directed**.
- LED price signs are permitted but may not flash, scroll, or change more than **once every 60 seconds**.

#### Environmental Controls

- Spill prevention and cleanup equipment must be maintained on-site.
- Stormwater runoff from fueling areas must be pretreated to remove hydrocarbons before discharge.

### 5. CHILD CARE CENTERS

Child care centers serving more than six children shall comply with the following:

#### Location and Buffering

- Must be located on an **arterial or collector street**, not a local residential road.
- Shall provide a **10-foot-wide landscaped buffer** adjacent to any residential use.

#### Outdoor Play Areas

- Must be fully enclosed by a **fence at least 6 feet high**.
- Play areas must be at least **20 feet from any residential property line**, unless an approved sound barrier is installed.

#### Traffic Management

- Drop-off and pick-up areas must be located **entirely on private property**, with **circulation clearly marked** and no backing into public streets.

### 6. MICROBREWERIES, TASTING ROOMS, AND CRAFT DISTILLERIES

These uses combine light industrial activity with retail or entertainment components. Standards are provided to balance innovation with compatibility:

#### Scale and Operations

- Production area must not exceed **5,000 square feet**, and must be located **to the rear or side** of the building.
- Retail/tasting areas must be clearly **physically separated** from production zones.

#### Odor and Noise Controls



## Unified Development Code – Town of Washington Oklahoma 2025

- Ventilation must direct exhaust away from adjacent buildings and use **odor control systems** if located near residences.
- Operations must comply with the Town’s **noise ordinance** at all property lines.

### Outdoor Seating

- Permitted only with Planning Commission approval and subject to:
  - **Designated seating area boundaries;**
  - **Noise mitigation plans;**
  - Compliance with **alcohol service restrictions** as required by State law.

## 2.4.G DISTRICT-SPECIFIC MODIFICATIONS (COMMERCIAL DISTRICT)

The Commercial (C) District is designed to support a variety of business types and commercial forms, many of which may occur on infill lots, in transitional areas, or on parcels with site constraints such as irregular shapes, existing structures, or topographic limitations. To promote adaptive reuse and high-quality development without requiring full zoning variances for minor adjustments, certain **modifications may be approved administratively** by the Zoning Administrator.

These **district-specific modifications** offer limited flexibility while maintaining the overall intent of the zoning district and safeguarding compatibility with adjacent properties.

### 1. SCOPE OF MODIFICATIONS

The Zoning Administrator may grant an **administrative modification of up to 10%** of the following development standards in the Commercial District:

| Standard                       | Eligible for 10% Modification?                                                                            |
|--------------------------------|-----------------------------------------------------------------------------------------------------------|
| Minimum lot area               | Yes                                                                                                       |
| Minimum lot width              | Yes                                                                                                       |
| Minimum front setback          | Yes                                                                                                       |
| Minimum side and rear setbacks | Yes                                                                                                       |
| Maximum lot coverage           | Yes                                                                                                       |
| Parking requirements           | Yes (up to 10% reduction if alternative transportation options or shared parking agreements are provided) |
| Landscaping buffer widths      | Yes, with approved alternative landscape plan                                                             |

Modifications to **maximum building height** are not eligible for administrative adjustment and shall require a variance through the Board of Adjustment.

### 2. APPROVAL CRITERIA

To approve a district-specific modification, the Zoning Administrator must find that the proposed deviation:

1. **Is consistent with the purpose and intent** of the Commercial District and the Comprehensive Plan;



2. **Results in equal or better urban design outcomes**, building orientation, pedestrian access, or overall site integration;
3. **Is necessary due to unique physical conditions** of the property, including size, shape, topography, or the presence of existing structures;
4. **Does not materially reduce the quality or functionality** of required elements such as landscaping, access, or public safety;
5. **Will not create adverse impacts** on adjacent properties or uses, especially residential zones;
6. **Is not used to circumvent** the intent of this Code or provide preferential treatment inconsistent with Town policies.

### 3. APPLICATION AND PROCESS

Applicants requesting a district-specific modification shall submit a written request with the following documentation:

- A **site plan** showing the requested modification;
- A **justification statement** explaining how the request meets the approval criteria;
- Any **supporting studies or photos** (e.g., topographic survey, building footprints, traffic access patterns).

The Zoning Administrator shall review the request within **10 business days** and issue a written decision. The approval or denial may include **conditions** to ensure that the modified project continues to meet the goals of the Code.

### 4. APPEALS AND LIMITATIONS

- Decisions by the Zoning Administrator may be **appealed to the Board of Adjustment** within 15 calendar days of issuance.
- Requests that exceed 10% or do not meet the intent of this Code shall be **referred to the Planning Commission** or processed as a formal variance.
- The 10% threshold applies to **each individual standard** and may not be compounded across multiple regulations to achieve larger deviations.

### 5. EXAMPLES OF ELIGIBLE MODIFICATIONS

| Standard                    | Base Requirement   | Max Admin Modification  | Example                                 |
|-----------------------------|--------------------|-------------------------|-----------------------------------------|
| <b>Lot Width</b>            | 60 feet            | 54 feet (10% reduction) | Narrow infill site in historic corridor |
| <b>Front Setback</b>        | 15 feet            | 13.5 feet               | To match adjacent historic storefronts  |
| <b>Lot Coverage</b>         | 75%                | 82.5%                   | To accommodate internal courtyard       |
| <b>Parking (Retail Use)</b> | 1 space per 300 sf | 1 space per 330 sf      | With shared parking easement            |



## 2.5 INDUSTRIAL DISTRICT (I)

### 2.5.A PURPOSE AND INTENT

The **Industrial (I) District** is established to provide locations for manufacturing, warehousing, logistics, and other employment-generating uses that may involve operational impacts such as noise, truck traffic, or outdoor storage. The district is intended to promote sustainable economic development by supporting industries vital to the Town's long-term prosperity while protecting surrounding land uses through careful site planning, buffering, and performance standards.

Objectives of this district include:

- Encouraging job creation and industrial investment;
- Ensuring efficient use of infrastructure, particularly transportation and utilities;
- Minimizing adverse impacts on residential and commercial neighbors;
- Accommodating modern industrial needs with adaptable site design standards.

### 2.5.B PERMITTED USES

The following uses are allowed by right in the Industrial District, subject to compliance with all applicable site development, environmental, and design regulations:

- Manufacturing, processing, or assembly of goods (light to moderate intensity)
- Warehousing and distribution centers
- Fabrication and machine shops
- Construction, trade, and contractor facilities
- Wholesale trade businesses
- Research and development facilities
- Truck terminals and freight logistics
- Printing and publishing operations
- Utility service yards (without outdoor storage of hazardous materials)
- Storage yards and materials depots (screened)

### 2.5.C CONDITIONAL / SPECIAL USES

The following uses may be permitted upon issuance of a **Conditional Use Permit**, based on site-specific review for impacts on infrastructure, adjacent properties, and environmental conditions:

- Heavy manufacturing or industrial operations (e.g., foundries, chemical processing)
- Waste transfer or recycling centers
- Outdoor bulk storage of chemicals, fuels, or similar materials
- Resource extraction and processing (e.g., quarrying, crushing)
- Truck stops and large-scale vehicle maintenance facilities
- Industrial-scale energy production (e.g., solar farms, bioenergy)
- Cannabis processing or testing labs (state-licensed only)
- Salvage or auto dismantling yards
- Communications towers over 60 feet



## 2.5.D PROHIBITED USES

To protect public safety, aesthetics, and long-term land use compatibility, the following uses are prohibited within the Industrial District:

- Residential dwellings (except caretaker or watchman units approved via CUP)
- Retail businesses not directly related to the principal industrial use
- Schools, child care centers, or other sensitive uses
- Slaughterhouses or meatpacking plants
- Landfills or hazardous waste facilities
- Adult entertainment establishments
- Open burning operations or incineration (except as permitted by DEQ)
- Unscreened junkyards or outdoor storage as a primary use

## 2.5.E DIMENSIONAL STANDARDS

Development in the Industrial District shall conform to the following standards:

| Standard                | Requirement                                           |
|-------------------------|-------------------------------------------------------|
| Minimum Lot Area        | 20,000 square feet                                    |
| Minimum Lot Width       | 100 feet                                              |
| Maximum Building Height | 50 feet (higher with CUP if warranted by use)         |
| Front Setback           | 30 feet                                               |
| Side Setback            | 20 feet (50 feet if adjacent to residential district) |
| Rear Setback            | 25 feet                                               |
| Maximum Lot Coverage    | 80% (structures only)                                 |

*Note: Additional buffering and screening requirements apply when adjacent to residential or non-industrial uses (see Article 5: Design and Performance Standards).*

## 2.5.F USE-SPECIFIC STANDARDS (INDUSTRIAL DISTRICT)

The following standards apply to certain permitted and conditional uses within the Industrial (I) District. These standards are intended to mitigate impacts associated with industrial activity—such as noise, dust, traffic, and visual blight—while preserving opportunities for economic development.

Each use listed below must meet both these standards and any other applicable local, state, or federal regulations (e.g., Oklahoma Department of Environmental Quality, EPA).

### 1. OUTDOOR STORAGE AND EQUIPMENT YARDS

**Applicability:** Includes building materials, fleet vehicles, industrial equipment, or similar items stored outside.

**Standards:**



- **Location:** Outdoor storage must be situated behind or to the side of the primary building. Storage in the front yard is prohibited.
- **Screening:** The storage area must be **enclosed on all sides** by an opaque fence or wall at least **8 feet in height**. Screening shall be constructed of masonry, wood, metal panels with vegetation, or similar durable material.
- **Height Limits:** Stored materials or equipment shall not exceed **15 feet in height** unless specifically approved via a Conditional Use Permit.
- **Paving and Drainage:** The storage surface must be paved or stabilized with gravel and designed to manage **stormwater runoff** without erosion or sedimentation impacts.
- **Setback:** Outdoor storage areas must be located at least **25 feet** from any adjacent residential district.

## 2. TRUCK TERMINALS, LOGISTICS CENTERS, AND FREIGHT YARDS

**Applicability:** Includes facilities primarily involved in the staging, loading, and dispatching of freight vehicles.

**Standards:**

- **Access and Circulation:**
  - Separate driveways for **truck and passenger vehicles** must be provided.
  - A designated **queuing area** shall be provided within the lot to prevent trucks from idling or staging on public streets.
- **Noise Mitigation:**
  - Truck circulation routes, loading docks, and service bays shall be **oriented away from residential areas** or screened with earthen berms, masonry walls, or sound-attenuating fencing.
- **Lighting:** Must be **fully shielded** and directed downward to minimize spillover onto adjacent properties.
- **Hours of Operation:** For facilities located within **300 feet of a residential use**, operations involving outdoor movement of goods or vehicles may be limited to **6:00 AM to 10:00 PM**, unless otherwise authorized.

## 3. MANUFACTURING AND ASSEMBLY FACILITIES

**Applicability:** Includes light to moderate production uses such as fabrication, assembly, packaging, or processing.

**Standards:**

- **Performance-Based Limits:** Facilities must comply with Town-adopted thresholds for:
  - **Noise levels** (in decibels at the property line);
  - **Airborne particulates or odors** (measured under state/federal clean air standards);
  - **Vibration**, if detectable beyond the property line.
- **Operations:** Any activity involving **dust, fumes, or emissions** must occur within an enclosed building equipped with **mechanical ventilation systems**.
- **Loading Docks:** Shall be located to the rear or side of the building and screened with walls or fencing if visible from public rights-of-way or non-industrial districts.

## 4. HAZARDOUS MATERIALS HANDLING AND STORAGE



**Applicability:** Applies to uses storing regulated quantities of fuels, solvents, chemicals, or other hazardous substances.

**Standards:**

- **Containment:** Must include **secondary containment systems** (e.g., berms or dikes) for tanks or storage containers per National Fire Protection Association (NFPA) standards.
- **Distance Buffers:**
  - Must be located at least **100 feet from any residential zoning district**;
  - Must be **200 feet** from schools, child care centers, or public parks.
- **Permitting:** Shall obtain and maintain any required permits or operating plans from the **Oklahoma Department of Environmental Quality (ODEQ)** and submit a **Hazardous Materials Management Plan** to the Town.
- **Signage:** Required placards per NFPA 704 ("fire diamond") must be displayed on all sides of storage areas accessible to emergency responders.

## 5. RECYCLING OR MATERIALS RECOVERY FACILITIES

**Applicability:** Includes indoor or outdoor facilities that collect, sort, and process recyclable materials (excluding waste transfer stations).

**Standards:**

- **Indoor Operations Preferred:** Outdoor processing may be permitted by CUP but must be:
  - Conducted on **impervious surfaces**;
  - **Enclosed or screened** with 10-foot opaque fencing or a solid wall;
  - Located at least **300 feet from any residential zone**.
- **Hours of Operation:** Limited to **7:00 AM to 7:00 PM** unless otherwise approved.
- **Debris and Dust Control:** Operators must prevent windblown debris, provide dust suppression (e.g., misters), and maintain a clean site.
- **Noise Limitations:** Equipment must meet noise standards measured at property boundaries. Backup alarms must comply with OSHA guidelines but use ambient-sensing or broadband signals when feasible.

## 6. CANNABIS PROCESSING, TESTING, OR PRODUCTION FACILITIES

**Applicability:** Applies only where permitted by state license and local ordinance. Does not allow for dispensaries or cultivation unless part of a PUD.

**Standards:**

- **Licensing:** Operators must possess valid licenses from the **Oklahoma Medical Marijuana Authority (OMMA)** and comply with all reporting and inspection requirements.
- **Odor Control:** Must install and maintain an **odor mitigation system**, including carbon filtration, for all air emissions.
- **Security:** Site must include 24/7 monitored security systems, secure access points, and perimeter fencing consistent with OMMA rules.
- **Location Buffer:** Minimum **1,000-foot separation** from schools, parks, and religious institutions.

### 2.5.G. DISTRICT-SPECIFIC MODIFICATIONS (INDUSTRIAL DISTRICT)

Industrial development often involves large-scale site design, custom building layouts, and unique operational requirements. To accommodate the needs of modern industry while maintaining regulatory





## Unified Development Code – Town of Washington Oklahoma 2025

oversight and compatibility with surrounding land uses, the Town of Washington provides a mechanism for **minor administrative modifications** to certain standards within the Industrial (I) District.

These modifications are intended to resolve site-specific constraints and promote development efficiency, particularly on **irregularly shaped parcels, redevelopment sites**, or lots affected by **topography, easements, or prior uses**.

### 1. ELIGIBLE STANDARDS FOR ADMINISTRATIVE MODIFICATION

The Zoning Administrator may approve a **modification of up to 10%** to the following dimensional or design requirements for industrial development:

| Development Standard               | Eligible for 10% Administrative Modification |
|------------------------------------|----------------------------------------------|
| Minimum Lot Area                   | Yes                                          |
| Minimum Lot Width                  | Yes                                          |
| Maximum Lot Coverage               | Yes                                          |
| Front Setback                      | Yes                                          |
| Side and Rear Setbacks             | Yes                                          |
| Off-street Loading Area Dimensions | Yes                                          |
| Required Interior Landscaping Area | Yes                                          |

**Note:** Modifications to **building height, hazardous materials setbacks, or screening/buffering from residential districts** are **not eligible** for administrative modification and require a formal variance or Conditional Use Permit.

### 2. APPROVAL CRITERIA

To approve a district-specific modification in the Industrial District, the Zoning Administrator must make all of the following findings:

1. **Intent Alignment**

The modification supports the overall **purpose and intent** of the Industrial District and is consistent with the Town's Comprehensive Plan.

2. **Justifiable Site Constraint**

The need for the modification arises due to **site-specific conditions**, such as lot shape, topography, easements, existing infrastructure, or pre-existing development.

3. **No Adverse Impact**

The modification does not result in **significant negative impacts** on:

- Adjacent properties or districts (especially residential);
- Traffic circulation or emergency access;
- Utility infrastructure or stormwater management.

4. **Equal or Better Outcome**

The proposed design achieves **equal or better functional and aesthetic outcomes** compared to strict application of the standard, especially regarding:

- Circulation and access;





## Unified Development Code – Town of Washington Oklahoma 2025

- Building orientation and layout;
- Buffering and screening effectiveness.

### 5. Compliance with Other Regulations

The modified design remains compliant with applicable State and Federal laws, including Oklahoma DEQ and building/fire codes.

## 3. APPLICATION PROCEDURE

Applicants seeking a district-specific modification must submit the following materials to the Zoning Administrator as part of their development review or site plan submittal:

- A **written request** identifying the specific standard(s) for which modification is sought;
- A **narrative justification** addressing each of the approval criteria listed above;
- A **site plan** or schematic layout clearly depicting the requested modification;
- Any relevant **supporting documentation** (e.g., topographic survey, easement maps, civil engineering constraints).

The Zoning Administrator shall render a decision within **10 business days** of receiving a complete submittal. Approvals may include **conditions** to ensure compatibility and mitigate potential impacts.

## 4. APPEALS AND LIMITATIONS

- Decisions of the Zoning Administrator may be **appealed to the Board of Adjustment** within 15 days of issuance.
- Cumulative requests for multiple 10% modifications may be considered, but the Administrator shall **not approve any single modification greater than 10%** or multiple modifications that, in total, would **materially alter the nature or function** of the development.
- Modifications may **not be used as a substitute for a variance** where a more significant departure from the Code is requested or where the hardship is self-imposed.

## 5. EXAMPLES OF MODIFICATIONS

| Scenario                                                 | Standard               | Allowed Modification | Rationale                                                                      |
|----------------------------------------------------------|------------------------|----------------------|--------------------------------------------------------------------------------|
| <b>Irregular corner lot makes site circulation tight</b> | Front setback: 30 feet | Modified to 27 feet  | Allows truck maneuvering space; building remains buffered                      |
| <b>Existing easement reduces usable depth</b>            | Rear setback: 25 feet  | Reduced to 22.5 feet | No adjacent residential property; screening remains intact                     |
| <b>Site layout favors centralized green space</b>        | Max lot coverage: 80%  | Increased to 88%     | More efficient building footprint; landscape buffers increased along perimeter |

## 2.6 HISTORIC DISTRICT (HD)

### 2.6.A PURPOSE AND INTENT



## Unified Development Code – Town of Washington Oklahoma 2025

The **Historic District (HD)** is intended to preserve and enhance Washington’s traditional downtown core and adjacent historic blocks. This district promotes **walkable, mixed-use development** within a preserved architectural context, supporting small businesses, upper-story housing, tourism, and civic activity. The Historic District emphasizes preservation of historic character while accommodating **adaptive reuse** and context-sensitive infill development.

Goals of the HD District include:

- Reinforcing the downtown’s role as the **cultural and economic heart** of the community;
- Protecting and reactivating **historic storefronts, facades, and buildings**;
- Encouraging **pedestrian-oriented commercial and civic uses**;
- Allowing residential uses only when they are compatible with commercial vitality and design.

### 2.6.B PERMITTED USES

The following uses are allowed by right in the Historic District, subject to all applicable development standards and historic preservation requirements:

- Neighborhood-serving retail (e.g., bookstore, boutique, bakery, florist)
- Restaurants and cafés (excluding drive-throughs)
- Professional offices (e.g., legal, financial, design)
- Art galleries, studios, and maker spaces
- Civic buildings (e.g., library, town hall, visitor center)
- Museums and cultural facilities
- Event or performance venues
- Public open spaces and pedestrian plazas
- Residential uses **above ground-floor commercial** (live/work or apartments)

### 2.6.C CONDITIONAL / SPECIAL USES

The following uses may be permitted upon issuance of a **Conditional Use Permit (CUP)** and evaluation for compatibility with the district’s commercial focus and historic character:

- **Single-family detached dwellings**
- **Two-family (duplex) residences**
- Bed and breakfasts or short-term rentals in historic structures
- Mixed-use buildings with residential ground-floor components
- Community meeting halls or places of worship
- Educational facilities or vocational training centers
- Microbreweries, tasting rooms, and small-scale craft production
- Residential-only buildings on side streets or rear lots

*Residential uses must demonstrate that they support rather than displace the district’s commercial vibrancy. Ground-floor residential uses facing primary streets will be **discouraged** unless part of a live/work arrangement.*

### 2.6.D PROHIBITED USES

To protect the pedestrian, civic, and economic character of the district, the following uses are prohibited:

- Drive-through facilities of any type
- Automotive sales, repair, or fueling stations



- Warehousing or industrial activities
- Metal-clad or pre-fabricated structures as primary buildings
- Self-storage or storage yards
- Cannabis dispensaries or grow operations
- Big-box or formula retail exceeding 10,000 square feet
- Demolition of historic structures without Town Board approval

## 2.6.E DIMENSIONAL STANDARDS

To ensure compatibility with historic development patterns, new structures and alterations shall comply with the following:

| Standard                | Requirement                                     |
|-------------------------|-------------------------------------------------|
| Minimum Lot Area        | 3,000 square feet                               |
| Minimum Lot Width       | 30 feet                                         |
| Maximum Building Height | 40 feet or 3 stories                            |
| Front Setback           | 0 to 10 feet (aligned with adjacent structures) |
| Side Setback            | 0 feet if attached; 5 feet if detached          |
| Rear Setback            | 15 feet minimum                                 |
| Maximum Lot Coverage    | 90%                                             |

*Lot area and width requirements may be waived for **historic lot reoccupations** or consistent infill on existing platted lots.*

## 2.6.F USE-SPECIFIC STANDARDS (HISTORIC DISTRICT)

The following standards apply to specific uses within the Historic District (HD) to ensure compatibility with the **historic character**, **commercial focus**, and **pedestrian orientation** of the district. These standards supplement general zoning requirements and are intended to preserve the district's visual integrity, cultural significance, and economic function.

### 1. GROUND-FLOOR RESIDENTIAL USES

**Applicability:** Includes single-family, duplexes, and residential components of mixed-use buildings.

**Standards:**

- Ground-floor residential uses are allowed **only as a conditional use**, and only:
  - On **side streets** or **secondary frontages**;
  - In **rear portions** of lots where street-facing frontage is reserved for commercial activity;
  - As **live/work units** with a storefront or customer-oriented activity component.
- Direct residential entries must be **separate from commercial entrances** and recessed or defined with porches, stoops, or architectural markers.
- Ground-floor units shall incorporate **transparency (windows)** and façade articulation to maintain **visual interest** from the sidewalk.



- No solid fencing or opaque walls may be placed between the residential unit and the street.

## 2. LIVE/WORK UNITS

**Applicability:** Residential units in which a portion is used for a small business or professional service.

**Standards:**

- The work component must occupy at least **30% of the floor area** and be oriented to the street.
- A **clearly defined commercial entrance** with appropriate signage must be provided.
- Only **low-impact uses** are permitted, such as:
  - Art or photography studios
  - Small offices
  - Bookkeeping or consulting services
  - Craft production (e.g., jewelry, leather goods)
- The use must comply with all **noise, odor, and occupancy regulations** as defined in Article 5.

## 3. RESIDENTIAL UNITS ABOVE COMMERCIAL

**Applicability:** Apartments or residences located on upper floors of mixed-use buildings.

**Standards:**

- Must have a **separate, clearly marked entrance** from the street or rear alley.
- Must provide:
  - **One parking space per unit**, which may be off-site or shared;
  - **Secure trash storage** and mail delivery space screened from the public realm.
- Building design must include:
  - **Sound insulation** between commercial and residential floors;
  - Windows consistent with the **historic façade rhythm** and material palette.

## 4. BED AND BREAKFASTS / SHORT-TERM RENTALS

**Applicability:** Rentals or inns operating out of historic residential or mixed-use buildings.

**Standards:**

- Allowed only in **structures that retain historic residential design** and are not located on the primary commercial street frontage unless part of a mixed-use building.
- Must be **owner-occupied or managed on-site**.
- A maximum of **5 guest rooms** unless approved through a Conditional Use Permit.
- Must include:
  - **Off-street parking** behind the structure or in an alley;
  - **Small, non-illuminated signs** consistent with the building's architectural character;
  - Landscaping and fencing that maintains an **open and welcoming streetscape**.
- Outdoor events or amplified sound require **separate approval**.

## 5. OUTDOOR SEATING AND DINING

**Applicability:** Restaurants and cafés providing customer seating outside the principal structure.

**Standards:**

- Seating must be:



#### Unified Development Code – Town of Washington Oklahoma 2025

- Located on private property or within an approved portion of the **public sidewalk (parklet or café zone)**;
- Set back at least **5 feet from all clear pedestrian pathways**.
- Furniture must be:
  - Durable and weather-resistant;
  - Consistent with the **historic character** (e.g., wrought iron, wood, or muted metal finishes);
  - Removed or secured after business hours.
- Umbrellas or canopies must:
  - Not exceed 8 feet in height;
  - Be neutral in color and free from advertising.
- **Music or speakers** must be directed inward and kept at conversational volume.

### 6. SMALL-SCALE ARTISAN OR CRAFT PRODUCTION

**Applicability:** Includes businesses such as bakeries, print shops, ceramics, metalwork, or similar.

**Standards:**

- Production must occur **entirely indoors** with **no detectable noise, odor, or vibration** beyond the property line.
- A **retail showroom or customer-facing area** must be included and comprise at least **20% of the ground-floor area**.
- Delivery or loading must occur **off-street** or in designated rear/alley loading zones.
- Facades must include **display windows or active storefronts** to enhance pedestrian interest.

### 7. SIGNAGE FOR HISTORIC BUILDINGS

**Applicability:** All nonresidential or mixed-use buildings in the Historic District.

**Standards:**

- Signs must be **pedestrian-scaled**, limited to:
  - **Hanging signs** (max. 6 sq. ft.)
  - **Window graphics**
  - **Flat wall signs** aligned with architectural elements
- Internally illuminated box signs and LED reader boards are **prohibited**.
- Projecting signs must:
  - Not exceed **3 feet in width** or **extend more than 4 feet** from the façade;
  - Be mounted a minimum of **8 feet above the sidewalk**.
- Historic painted wall signs may be preserved or restored.

### 8. FAÇADE ALTERATIONS AND STOREFRONT GUIDELINES

**Applicability:** All exterior modifications to contributing structures or infill development.

**Standards:**

- Original materials (brick, wood, stone) should be **retained or repaired** whenever possible.
- Replacement materials must closely **match the original in appearance and texture**.
- Blank walls along street-facing façades are not permitted. New façades must include:
  - A defined **base, middle, and top (cornice)**;
  - A storefront zone with **at least 60% transparency**;
  - Architectural detailing that reflects historic patterns (e.g., transoms, recessed entries).



## 2.6.G DISTRICT-SPECIFIC MODIFICATIONS (HISTORIC DISTRICT)

The Historic District (HD) is unique in that it must balance **preservation of architectural character** with the **practical needs of property owners and tenants**. Many properties were constructed before modern zoning standards and often present physical constraints due to historic lot sizes, setbacks, or design features. This section enables the Town to approve modest modifications that support restoration, continued occupancy, and reinvestment—without compromising the integrity or intent of the district.

Modifications are granted **administratively** by the Zoning Administrator, with input from a designated Historic Preservation Officer or advisory body where applicable.

### 1. ELIGIBLE MODIFICATIONS

The following development standards may be **modified by up to 10%** by administrative approval when justified by historic context or practical necessity:

| Standard                      | Modifiable?                                      | Examples                                                                   |
|-------------------------------|--------------------------------------------------|----------------------------------------------------------------------------|
| Front, side, or rear setbacks | Yes                                              | Aligning new additions with existing historic façade lines                 |
| Maximum lot coverage          | Yes                                              | Accommodating rear courtyard enclosures or accessory structures            |
| Minimum lot width             | Yes                                              | Infill on platted lots narrower than modern standards                      |
| Maximum building height       | Yes (only for decorative architectural elements) |                                                                            |
| Transparency / glazing ratio  | Yes                                              | Allowing original masonry areas in lieu of storefront windows              |
| Parking location              | Yes                                              | Preserving front-yard character by allowing rear or shared access          |
| Landscaping buffer width      | Yes                                              | Substituting hardscape or planter boxes where green buffers are infeasible |

Modifications to **use standards, demolition restrictions, or prohibited materials** are **not eligible** for administrative adjustment and must follow a formal review process through the Planning Commission or Historic Board.

### 2. APPROVAL CRITERIA

To approve a district-specific modification, the Zoning Administrator must make all of the following findings:

- Historic Integrity is Preserved**

The modification contributes to the continued **preservation, restoration, or compatible development** of a historic property or streetscape.

- Site Constraints or Historic Conditions Justify Flexibility**

The standard cannot be reasonably met due to **existing building placement, lot configuration, or prior development patterns** that pre-date zoning.



3. **No Adverse Impact on District Character**

The modification will not **visually disrupt or degrade the historic streetscape**, create conflicts with neighboring buildings, or weaken the pedestrian environment.

4. **Functional Equivalency or Superior Outcome**

The proposed solution offers a result that is **equal to or better than** the standard in terms of **aesthetic compatibility, usability, or environmental performance**.

### 3. APPLICATION AND PROCESS

Property owners or applicants must submit a **written modification request** as part of their site plan or building permit submittal, including:

- A clear description of the requested modification and affected standard;
- A **narrative justification** addressing each of the approval criteria;
- Supporting documents such as:
  - Site plans, elevations, or historic photographs;
  - Documentation of original design or construction features;
  - Structural or architectural assessments if applicable.

**Review Timeline:**

The Zoning Administrator shall issue a written determination within **10 business days**, with notice provided to any local historic advisory body or affected neighbors where required.

### 4. ADDITIONAL CONSIDERATIONS

**A. Cumulative Modifications**

If multiple modifications are requested for the same property, the Administrator may:

- Approve them individually if each remains under the 10% threshold;
- Require review by the Planning Commission if their **combined effect would materially alter** the intent or appearance of the building.

**B. Appeals**

Denials of a district-specific modification may be appealed to the **Board of Adjustment** within 15 calendar days.

**C. Modifications for Landmark Structures**

Properties officially designated as **local landmarks or contributing to the National Register** may qualify for additional flexibility when:

- A **Certified Historic Preservation Professional** verifies the work as consistent with preservation standards;
- The modification facilitates **restoration of missing features** or long-term viability of the building.





## 5. EXAMPLES OF DISTRICT-SPECIFIC MODIFICATIONS

| Scenario                                                    | Standard                   | Modification                                          |
|-------------------------------------------------------------|----------------------------|-------------------------------------------------------|
| <b>An infill structure on a 40-foot wide historic lot</b>   | Minimum lot width: 50 feet | Modified to 40 feet                                   |
| <b>Rebuilding a front porch to match original footprint</b> | Front setback: 10 feet     | Reduced to 7 feet to restore historic alignment       |
| <b>Adaptive reuse of a corner store as a bakery</b>         | Rear setback: 15 feet      | Reduced to 13.5 feet to accommodate kitchen expansion |
| <b>Historic façade retains solid masonry below windows</b>  | Transparency ratio: 60%    | Modified to 50% to retain historic design elements    |

## 2.7 PLANNED UNIT DEVELOPMENT (PUD)

### 2.7.A PURPOSE AND INTENT

The **Planned Unit Development (PUD)** District is a special zoning tool that allows the Town of Washington to approve customized development plans that **deviate from traditional zoning standards** in exchange for **higher-quality design, creative site planning, public benefits**, or infrastructure efficiency. PUDs are ideal for projects involving:

- A mix of residential, commercial, or civic uses;
- Unusual site conditions (e.g., topography, floodplains);
- Large-scale or phased development;
- Historic preservation or conservation design.

The intent of the PUD District is to:

- Encourage **design flexibility** and **innovation**;
- Promote **comprehensive planning** of land, infrastructure, and open space;
- Ensure development remains **compatible with surrounding areas**;
- Align complex projects with the **Town's Comprehensive Plan** and public infrastructure investments.

### 2.7.B PERMITTED USES

Permitted uses in a PUD District are **determined by the approved PUD Master Plan** and may include:

- Single-family and multi-family residential units;
- Retail, office, and mixed-use buildings;
- Civic and institutional facilities (e.g., schools, libraries, fire stations);
- Parks, trails, and open space;
- Accessory uses (e.g., garages, ADUs, clubhouses);
- Light industrial or business park uses, if specified.

All uses must be explicitly listed in the **PUD application and approval documents**.





### 2.7.C CONDITIONAL / SPECIAL USES

Certain uses may be allowed within a PUD only if specifically designated as **conditional or special uses** in the approved PUD Master Plan. These might include:

- Gas stations or drive-throughs;
- Lodging or hospitality uses;
- Medical or assisted living facilities;
- Community-scale event venues;
- Small-scale manufacturing or artisan production.

**All conditional uses must comply with the Town's CUP procedures** and any use-specific standards outlined in this Code or the PUD approval.

### 2.7.D PROHIBITED USES

Unless explicitly permitted in the PUD Master Plan, the following uses are generally **prohibited** within any PUD:

- Adult entertainment establishments;
- Landfills or resource extraction;
- Heavy industrial or hazardous material facilities;
- Outdoor storage as a principal use;
- Any use prohibited by State or Federal law.

### 2.7.E DIMENSIONAL STANDARDS

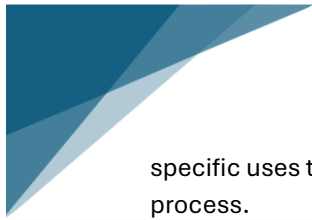
Dimensional standards in a PUD are **not fixed by underlying zoning** but are instead **established through the PUD plan approval process**, based on site-specific conditions and design intent. However, the following serve as general **baseline parameters** unless otherwise approved:

| Standard                       | Baseline Requirement                                                   |
|--------------------------------|------------------------------------------------------------------------|
| <b>Minimum Lot Area</b>        | No minimum; defined by plan                                            |
| <b>Minimum Lot Width</b>       | 40 feet for single-family units                                        |
| <b>Maximum Building Height</b> | 40 feet for residential; 50 feet for mixed-use or commercial           |
| <b>Front Setback</b>           | 10–25 feet, as contextually appropriate                                |
| <b>Side Setback</b>            | 5–10 feet or zero lot line (if attached)                               |
| <b>Rear Setback</b>            | 15–20 feet                                                             |
| <b>Maximum Lot Coverage</b>    | Up to 85% for mixed-use or commercial areas; 60% for residential areas |

Dimensional exceptions must be justified in the **PUD Development Standards Table** submitted with the application.

### 2.7.F USE-SPECIFIC STANDARDS (PLANNED UNIT DEVELOPMENT – PUD)

Planned Unit Developments (PUDs) provide an opportunity to mix land uses and development types not typically permitted within a single zoning district. However, certain uses may generate **unique impacts** on traffic, noise, infrastructure, or neighborhood character. This section outlines **additional standards** for



## Unified Development Code – Town of Washington Oklahoma 2025

specific uses that may be incorporated into a PUD, unless otherwise modified through the PUD approval process.

All use-specific standards must be incorporated into the **PUD Development Standards Table** and illustrated through the **PUD Master Plan**. These standards may be customized with justification during the application process and must be approved by the Planning Commission and Town Board.

### 1. DRIVE-THROUGH FACILITIES

**Applicability:** Fast-food restaurants, pharmacies, banks, or similar.

**Standards:**

- Drive-through lanes must not be located between the building and any public street.
- Stacking lanes shall accommodate **a minimum of 5 vehicles per lane** and be designed to avoid **interference with pedestrian or vehicular circulation**.
- Menu boards, speaker boxes, and vehicle idling areas must be buffered from adjacent residential areas using **landscaping, walls, or sound-dampening features**.
- Shared drive-throughs between multiple tenants are encouraged to reduce access points.

### 2. MIXED-USE BUILDINGS

**Applicability:** Vertical or horizontal integration of residential and commercial uses.

**Standards:**

- **Ground-floor commercial** is required along principal street frontages unless the building faces only interior or private drives.
- Residential units must be accessed separately from the commercial component and have **secure entrances** and amenities.
- A minimum of **60% window transparency** shall be provided on the ground floor along public frontages.
- Shared parking plans may be submitted to accommodate peak-hour differences in use.

### 3. MULTI-FAMILY RESIDENTIAL USES

**Applicability:** Apartments, townhomes, or condominium complexes within a PUD.

**Standards:**

- Maximum residential density must be clearly stated and shall not exceed what is specified in the approved PUD plan.
- Buildings must include:
  - **Articulated façades** and varied massing;
  - **Covered entries**, balconies, or porches for ground-floor units;
  - **Internal trash storage** and screened mechanical units.
- Projects over 20 units must include:
  - On-site **open space** equal to at least **10% of gross lot area**;
  - A mix of **unit sizes** and bedroom counts to support housing diversity.

### 4. CIVIC AND PUBLIC USES

**Applicability:** Schools, libraries, town buildings, or recreational centers.

**Standards:**



- Civic buildings must occupy prominent or central sites within the PUD (e.g., facing a green or square).
- Buildings must include **architectural detailing** reflective of the surrounding context or town character.
- Parking areas shall be located to the **side or rear**, not in front of the principal façade.
- Sites must include **public gathering areas**, such as plazas, courtyards, or shaded seating.

## 5. LIGHT INDUSTRIAL OR EMPLOYMENT USES

**Applicability:** Maker spaces, flex-industrial, R&D facilities, or light manufacturing (if permitted by PUD plan).

**Standards:**

- Buildings must be buffered from residential areas through **landscaping, walls, or green space** transitions.
- All **operations must occur indoors**; limited outdoor storage may be allowed if fully screened.
- Loading docks and service areas must be located at the rear or side of buildings and **not visible from public streets**.
- Architectural elements and materials must be **visually compatible** with nearby non-industrial uses.

## 6. PARKS, TRAILS, AND OPEN SPACE

**Applicability:** Dedicated public or private recreation areas required as part of PUD approvals.

**Standards:**

- A minimum of **15% of gross PUD area** must be reserved as open space. Of this, **50% must be usable and accessible**, not steep slopes, detention ponds, or utility easements.
- Trails and walking paths must connect internal areas of the development and provide links to adjacent neighborhoods or parks.
- Passive and active recreational uses must be clearly delineated on the PUD Master Plan.
- Open space areas must be **maintained by a homeowners' association or dedicated to the Town**.

## 7. AFFORDABLE OR WORKFORCE HOUSING

**Applicability:** When affordable or income-targeted units are proposed as part of a PUD.

**Standards:**

- Affordable units must be **evenly distributed** across the development and **indistinguishable** in exterior appearance and materials from market-rate units.
- Projects including affordable housing may be eligible for **density bonuses, reduced parking, or expedited review**.
- A **housing agreement** may be required to maintain affordability for a specified duration (e.g., 15–30 years).
- Incentives must be tied to enforceable commitments in the PUD development agreement.

## 8. ON-SITE STORMWATER OR GREEN INFRASTRUCTURE

**Applicability:** Detention ponds, rain gardens, bio-swales, or other water management features.

**Standards:**

- Must be designed as **landscape amenities**, not fenced-off utility sites.



- May count toward open space requirements if they include **pedestrian access, natural features, or interpretive signage**.
- Drainage systems must be designed to **integrate into the street network and green space plan**.

## 2.7.G DISTRICT-SPECIFIC MODIFICATIONS (PLANNED UNIT DEVELOPMENT – PUD)

The Planned Unit Development (PUD) District is inherently flexible. It is designed to allow **intentional departures from conventional zoning standards** where such changes result in **superior design outcomes, environmental stewardship, or public benefit**. This section provides the criteria and procedures for approving those modifications within the PUD framework.

### 1. PURPOSE OF MODIFICATIONS

District-specific modifications are intended to:

- Accommodate **creative design solutions** that improve layout, architecture, or land use integration;
- Resolve site constraints due to **topography, access limitations, or unusual lot configurations**;
- Enable **phased or master-planned development** in coordination with infrastructure investments;
- Encourage developments that **advance the Town's Comprehensive Plan** goals related to housing, open space, economic vitality, and sustainability.

### 2. ELIGIBLE MODIFICATIONS

The following standards may be modified through the PUD approval process:

| Category                             | Examples of Modifiable Standards                                                |
|--------------------------------------|---------------------------------------------------------------------------------|
| <b>Dimensional Standards</b>         | Lot size, width, setbacks, building height, lot coverage                        |
| <b>Use Configurations</b>            | Mixed-use development, live/work, flexible ground-floor use                     |
| <b>Density and Intensity</b>         | Residential units per acre, floor area ratio (FAR), dwelling unit types         |
| <b>Parking Standards</b>             | On-site parking minimums, shared or remote parking plans                        |
| <b>Landscaping and Open Space</b>    | Location and configuration of green space, integration of stormwater facilities |
| <b>Street and Block Design</b>       | Block lengths, private street alignments, alley or shared access configurations |
| <b>Architectural and Site Design</b> | Façade modulation, material variation, entry orientation, building placement    |

**Note:** Modifications must be proposed at the time of PUD application and must be **clearly shown on the PUD Master Plan and Development Standards Table**.

### 3. APPROVAL CRITERIA

To approve any requested modification, the Town must find that the proposal:

#### A. Delivers a Clear Public Benefit

The project provides at least one of the following:

- Affordable or workforce housing;



- Preservation of open space, natural resources, or historic structures;
- Improved pedestrian or transit infrastructure;
- Public access to parks, trails, or civic space;
- Job creation through integrated employment uses.

#### **B. Results in Superior Design or Function**

The development achieves a **better overall design outcome** than what would be produced under standard zoning. This may include:

- Enhanced streetscape quality;
- Higher levels of environmental performance or stormwater management;
- More efficient or walkable site layout;
- Greater architectural diversity or historic compatibility.

#### **C. Maintains or Improves Compatibility**

The project uses **transitions, buffering, and thoughtful massing** to respect and integrate with:

- Adjacent residential neighborhoods;
- Town-designated character areas;
- Historic properties or sensitive sites.

#### **D. Aligns with the Comprehensive Plan**

The development supports:

- Identified land use designations;
- Transportation or housing goals;
- Economic development or tourism objectives.

## **4. PROCESS FOR MODIFICATIONS**

Modifications are approved as part of the **PUD rezoning process** and must be documented in:

- The **PUD Master Plan** map;
- A **Narrative Justification** explaining the rationale and benefits of the modification;
- A **Development Standards Table** clearly showing the base standard and proposed deviation.

These documents become binding through the **PUD zoning ordinance** and **PUD Development Agreement**, if required.

## **5. LIMITATIONS**

Not all standards may be modified. The following are **not eligible** for modification without separate review (e.g., variance or separate ordinance):

- State or federal mandates (e.g., floodplain regulations, ADA compliance);
- Building and fire code requirements;
- Health and safety codes;
- Use types not permitted by the Town's base zoning or Comprehensive Plan without justification.



## 6. EXAMPLES OF ACCEPTABLE MODIFICATIONS

| Scenario                                                         | Standard Modified           | Justification                                                                |
|------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------|
| <b>A townhome cluster uses shared rear access to garages</b>     | Side setbacks reduced to 0' | Improves streetscape and enables compact infill while maintaining open space |
| <b>Commercial buildings have reduced on-site parking</b>         | Parking reduced by 25%      | Demonstrated shared parking strategy and walkability plan                    |
| <b>Mixed-use development includes public plaza and trailhead</b> | Lot coverage increased      | Public benefit through high-quality civic space and trail connectivity       |
| <b>Housing near floodplain adjusted to fit site topography</b>   | Minimum lot area reduced    | Sustainable building placement and increased open space dedication           |

## 7. POST-APPROVAL AMENDMENTS

If a developer seeks to further modify approved standards after adoption of the PUD:

- **Minor amendments** (e.g.,  $\leq 10\%$  change in a dimension, footprint relocation) may be approved administratively;
- **Major amendments** (e.g., increase in density, changes in use mix, reduction in public benefit) require review and re-approval by the Planning Commission and Town Board.



## ARTICLE 3 – DEVELOPMENT REVIEW AND APPROVAL PROCEDURES

### 3.1 ADMINISTRATIVE BODIES AND RESPONSIBILITIES

The effective implementation of the Unified Development Code depends on a clear understanding of the **roles and responsibilities** of each public body involved in development review. This section establishes the duties of **Town Staff**, the **Planning Commission**, the **Board of Adjustment**, and the **Town Board of Trustees** in reviewing, approving, and administering land use and development activities within the Town of Washington.

#### 3.1.A TOWN STAFF

**Roles:** Administrative review, enforcement, technical assistance, public guidance  
Town Staff, including the **Zoning Administrator**, **Building Inspector**, **Town Clerk**, and any contracted planning or engineering consultants, are responsible for the day-to-day administration of this Code. Their duties include:

- **Reviewing applications** for completeness and compliance with Code standards;
- Issuing zoning compliance certificates, building permits, and temporary use permits;
- Coordinating the **development review process**, including site plan and subdivision review;
- Providing technical assistance and staff reports to the Planning Commission and Board of Trustees;
- Maintaining official maps, records, and forms related to zoning and development;
- Conducting field inspections to ensure compliance with approved plans and conditions;
- Investigating potential **violations** and initiating **code enforcement actions** as necessary;
- Advising applicants, residents, and elected officials on the provisions and intent of the Code.

Town Staff may **approve minor modifications** or issue administrative decisions where specifically authorized in this Code, subject to appeal as provided herein.

#### 3.1.B PLANNING COMMISSION

**Roles:** Policy review, public hearings, recommendations on major development actions

The **Washington Planning Commission** is a citizen advisory board appointed by the Town Board of Trustees. It plays a central role in reviewing major development proposals and advising on land use policies. Its responsibilities include:

- Conducting **public hearings** on zoning map amendments, text amendments, Planned Unit Developments (PUDs), and Comprehensive Plan updates;
- Making formal **recommendations to the Town Board** regarding zoning changes, subdivision plats, and PUD applications;
- Reviewing **site plans, preliminary plats, and final plats** for consistency with zoning, subdivision regulations, and infrastructure plans;
- Ensuring that proposed developments conform to the **Comprehensive Plan** and other adopted policies;
- Reviewing and recommending changes to the Unified Development Code;
- Holding hearings for **special uses or conditional use permits**, where authorized.

The Planning Commission acts in a **quasi-legislative capacity**, and its recommendations form the basis for final decisions by the Town Board of Trustees.





### 3.1.C BOARD OF ADJUSTMENT

**Roles:** Appeals, variances, special exceptions

The **Board of Adjustment (BOA)** serves as the Town’s quasi-judicial body for zoning interpretation and relief. It is authorized by **Oklahoma State Statute Title 11, Section 44-101 et seq.** and its duties include:

- Hearing and deciding **appeals** where it is alleged that there is an error in a decision or interpretation made by an administrative official;
- Authorizing **variances** from dimensional standards (e.g., setbacks, lot size, height) where strict enforcement would cause undue hardship and the relief is consistent with the intent of the Code;
- Hearing and deciding **special exceptions**, if and where identified in the zoning regulations;
- Determining the **classification of unlisted or ambiguous land uses**, when the Code is silent or unclear;
- Acting as the final decision-making body for such cases, subject to appeal to district court.

The BOA does **not** have the authority to:

- Amend the zoning map or Unified Development Code;
- Approve changes in land use categories (e.g., from residential to commercial);
- Grant use variances.

### 3.1.D TOWN BOARD OF TRUSTEES

**Roles:** Final authority on legislative and major discretionary decisions

The **Town Board of Trustees** is the governing body of the Town of Washington and holds final decision-making authority for most legislative land use actions. Their responsibilities include:

- Approving or denying **zoning map amendments, PUD applications, and text amendments** to the Unified Development Code;
- Adopting or amending the **Comprehensive Plan**, Official Zoning Map, and other policy documents;
- Making final decisions on **major subdivision plats** (preliminary and final), upon recommendation from the Planning Commission;
- Reviewing and approving **development agreements, infrastructure dedications, and annexation petitions**;
- Considering **appeals or referrals** from the Planning Commission when applicable.

In these roles, the Board of Trustees acts in a **legislative capacity**, weighing staff input, public testimony, and Planning Commission recommendations before making decisions in the interest of the public.

#### Summary Table of Responsibilities

| Body                       | Key Responsibilities                                                               |
|----------------------------|------------------------------------------------------------------------------------|
| <b>Town Staff</b>          | Administration, permits, code enforcement, technical review, public guidance       |
| <b>Planning Commission</b> | Policy review, public hearings, zoning and PUD recommendations, subdivision review |
| <b>Board of Adjustment</b> | Variances, appeals, special exceptions, quasi-judicial zoning interpretations      |
| <b>Board of Trustees</b>   | Final decisions on zoning changes, PUDs, ordinances, and policy documents          |





### 3.1.E APPLICATION PROCEDURES

All land use and development decisions in the Town of Washington must follow standardized procedures to ensure fairness, public participation, and consistency with the Town's Comprehensive Plan. This section outlines the required steps, review responsibilities, and approval authorities for the following application types:

### 3.2 ZONING MAP AMENDMENT (REZONING)

A **Zoning Map Amendment**, commonly referred to as a **rezoning**, is the formal process by which the zoning classification of a property is changed on the Official Zoning Map. This action enables the property to be used or developed in a way that is not permitted under the current zoning district. As a legislative action, a rezoning requires a recommendation from the Planning Commission and final approval by the Town Board of Trustees.

#### 3.2.A PURPOSE AND APPLICABILITY

Rezoning may be initiated by:

- A private property owner or developer;
- The Planning Commission;
- The Town Board of Trustees.

It is typically pursued to:

- Allow a different use or development form;
- Implement recommendations of the Comprehensive Plan;
- Correct outdated or inappropriate zoning;
- Apply a flexible zoning tool such as a **Planned Unit Development (PUD)**.

#### 3.2.B SUBMITTAL REQUIREMENTS

Applicants must provide a complete application that includes:

- Application form and processing fee;
- Legal description and parcel map;
- Proposed zoning district;
- Written justification demonstrating consistency with the Comprehensive Plan and compatibility with surrounding development;
- List of property owners within 300 feet of the subject site;
- Any relevant conceptual plans (if applicable).

#### 3.2.C REVIEW CRITERIA

When considering a rezoning request, the Planning Commission and Town Board shall evaluate the following:

- **Consistency with the Comprehensive Plan;**
- **Compatibility with surrounding zoning and uses;**
- **Suitability of the site** for the proposed district;
- **Impact on public infrastructure and services;**
- **Evidence of changed conditions** since the current zoning was applied;
- **Avoidance of spot zoning or fragmented districts;**
- **Effect on the natural or built environment.**



Unified Development Code – Town of Washington Oklahoma 2025  
Rezoning decisions must prioritize the **health, safety, and general welfare** of the community.

### 3.2.D PUBLIC NOTICE REQUIREMENTS

All rezonings require **public notification** in accordance with State and local law. Notice must be provided in three forms:

- **Newspaper Publication:** A legal notice must be published in a newspaper of general circulation at least **15 days before** the Planning Commission hearing.
- **Mailed Notice:** Letters must be sent to all **property owners within 300 feet** of the subject property, using addresses from the County Assessor.
- **On-Site Notice Sign:** A **notice sign** must be posted by the applicant on the subject property at least **15 days before the public hearing**. The sign must:
  - Be placed near the public street in a **clearly visible location**;
  - Use a **Town-approved template** with hearing date, time, and contact info;
  - Remain in place until the Town Board has made a final decision;
  - Be documented with a **photo and signed affidavit** submitted to Town Staff.

Failure to post or maintain the sign may result in deferral of the hearing.

### 3.2.E REVIEW AND APPROVAL PROCESS

| Step | Action                                                                                  |
|------|-----------------------------------------------------------------------------------------|
| 1    | Pre-application meeting with Town Staff to discuss procedures and eligibility           |
| 2    | Submit completed application, including fees, maps, notice materials, and justification |
| 3    | Town Staff reviews application for completeness and schedules the hearing               |
| 4    | Public notices issued: newspaper, mailed letters, and on-site notice sign               |
| 5    | Planning Commission conducts a public hearing and makes recommendation                  |
| 6    | Town Board of Trustees holds public meeting and makes final decision                    |
| 7    | If approved, Zoning Map is updated and ordinance recorded                               |

### 3.2.F POST-APPROVAL ACTIONS

Once the rezoning is approved:

- The applicant may proceed with further approvals (e.g., site plans, plats, permits) under the new zoning.
- Conditions of approval, if imposed, become enforceable obligations.
- Rezoning approvals may be **re-evaluated** if no development activity occurs within a **reasonable period** (typically two to five years), as determined by the Town.

### 3.2.G REAPPLICATIONS AND LIMITATIONS



A rezoning request that is denied may not be refiled for the **same or substantially similar change** on the same property for **12 months**, unless Town Staff finds that significant new facts or changes in policy justify reconsideration.

### 3.3 SPECIFIC USE PERMIT (SUP)

A **Specific Use Permit (SUP)** allows for the establishment of land uses that are **conditionally permitted** in a zoning district, subject to a case-by-case review of their compatibility with surrounding development and consistency with the Town’s goals. Unlike permitted uses, specific uses require additional scrutiny due to their potential **impacts on neighbors, infrastructure, or the environment**.

The SUP process ensures that higher-impact or context-sensitive uses are **appropriately located, designed, and managed**, with conditions of approval tailored to each site.

#### 3.3.A PURPOSE AND APPLICABILITY

A Specific Use Permit is required when:

- A use is listed as “Specific Use” or “Conditional Use” in the zoning district regulations;
- The proposed use may have **site-specific impacts** (e.g., traffic, noise, aesthetics);
- The Town wishes to **retain discretion** over how and where the use operates;
- The development requires **additional conditions** to mitigate impacts or ensure compatibility.

Common examples include:

- Churches or places of worship in residential districts;
- Drive-through facilities in commercial areas;
- Telecommunications towers;
- Event venues or assembly halls;
- Bed and breakfasts or short-term rentals in sensitive zones;
- Mixed-use or residential development in commercial or industrial zones.

#### 3.3.B SUBMITTAL REQUIREMENTS

The following materials are typically required for a SUP application:

- Completed application form and applicable fee;
- Legal description and site plan (to scale);
- Written description of the proposed use, including:
  - Hours of operation;
  - Number of employees or occupants;
  - Parking, access, loading, and service arrangements;
- Description of measures to mitigate potential impacts (noise, lighting, traffic, screening);
- List of property owners within 300 feet (for mailed notice);
- Any additional materials requested by Town Staff (e.g., traffic study, elevation drawings).

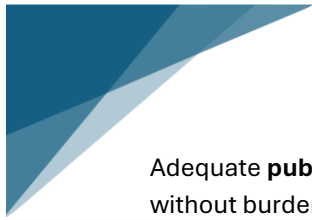
#### 3.3.C REVIEW CRITERIA

Each Specific Use Permit shall be evaluated according to the following criteria:

##### A. Compatibility

The proposed use is **compatible in scale, design, and operation** with surrounding uses and districts.

##### B. Infrastructure Capacity



## Unified Development Code – Town of Washington Oklahoma 2025

Adequate **public utilities, road access, parking, and emergency services** are available to serve the use without burdening existing infrastructure.

### C. Comprehensive Plan Consistency

The use is consistent with the Town's **Comprehensive Plan**, including future land use designations and development policies.

### D. Design and Site Planning

The site design minimizes negative impacts and includes appropriate **screening, landscaping, circulation, and buffering**.

### E. Neighborhood Impacts

The use will not **adversely affect nearby properties** through excessive traffic, noise, odors, visual intrusion, or safety concerns.

### F. Conditions of Approval

Any conditions imposed can effectively mitigate potential negative effects and ensure ongoing compliance.

## 3.3.D PUBLIC NOTICE REQUIREMENTS

Specific Use Permits require **public notification** consistent with zoning hearing procedures:

- **Newspaper Publication:** Legal notice published **at least 15 days before** the Planning Commission hearing.
- **Mailed Notice:** Notification sent to all **property owners within 300 feet** of the subject site.
- **On-Site Notice Sign:** Applicant must post a **notice sign** on the subject property, clearly visible from a public street, **15 days prior to the hearing**. The sign must include hearing details and contact information and must remain in place through final action.

## 3.3.E SUP REVIEW AND APPROVAL PROCESS

| Step | Action                                                                               |
|------|--------------------------------------------------------------------------------------|
| 1    | Pre-application meeting with Town Staff to clarify procedures and required documents |
| 2    | Submit application with all required documentation, plans, and narratives            |
| 3    | Town Staff reviews application and coordinates interdepartmental input               |
| 4    | Public notices issued (mail, newspaper, on-site signage)                             |
| 5    | Planning Commission holds <b>public hearing</b> and makes recommendation             |
| 6    | Town Board of Trustees reviews and issues <b>final decision</b>                      |
| 7    | If approved, the <b>conditions of approval</b> are recorded and enforced             |

## 3.3.F CONDITIONS AND ENFORCEMENT

- The Town Board may impose **conditions of approval** necessary to protect public health, safety, and welfare, including:
  - Limits on hours of operation;
  - Additional screening or buffering;



- Traffic circulation requirements;
- Operational restrictions (e.g., signage, noise control);
- Periodic performance reviews or compliance reports.
- Approved SUPs run with the **property**, not the applicant, unless otherwise stated.
- The Town may **revoke an SUP** through a public hearing if the use is not developed as approved or violates its conditions.

### 3.3.G EXPIRATION AND MODIFICATION

- An approved Specific Use Permit will **expire** if not implemented within **one (1) year** of approval, unless a building permit is issued or an extension is granted.
- Any **material changes** to the use, design, or operating characteristics may require a **new or amended SUP**.

### 3.3.H APPEALS

Decisions of the Town Board on a Specific Use Permit are **final** and **not subject to appeal** to the Board of Adjustment, as they are **legislative decisions**. Judicial appeal may be filed with a district court pursuant to state law.

## 3.4 PLANNED UNIT DEVELOPMENT (PUD)

A **Planned Unit Development (PUD)** is a flexible zoning tool that allows applicants to propose and implement large-scale or innovative projects that deviate from conventional zoning standards in exchange for **higher-quality design, integrated planning, and public benefit**. It is used to address unique site conditions, enable mixed-use environments, or support phased development over time.

A PUD is adopted as a **zoning district** through a **rezoning process**, and includes a **Master Plan** and a **Development Standards Table** that replace or supplement the requirements of traditional zoning districts.

### 3.4.A PURPOSE AND APPLICABILITY

A PUD may be used when:

- The project includes a **mix of uses** (e.g., residential, commercial, civic) not permitted in a single zoning district;
- The site has **physical constraints** (e.g., topography, floodplain, access) requiring design flexibility;
- The development is of **significant size or complexity**;
- The project offers **public amenities or infrastructure enhancements**;
- The applicant seeks **customized zoning standards** to support creative or context-sensitive design.

### 3.4.B PUD SUBMITTAL REQUIREMENTS

A PUD application must include the following components:

#### A. General Application Materials

- Application form and processing fee;
- Legal description of the property;
- Ownership affidavit and authorization;
- Pre-application meeting summary.

#### B. PUD Master Plan



A scaled drawing showing:

- Land use types and development areas;
- Street network and block layout;
- Open space, stormwater, and trail locations;
- Building envelopes or typologies;
- Phasing plan (if applicable).

#### **C. PUD Development Standards Table**

A written summary specifying:

- Proposed lot sizes, setbacks, and building heights;
- Permitted and conditional uses for each subdistrict;
- Parking requirements, open space ratios, and signage standards;
- Departures from base zoning requirements (with justification).

#### **D. Supporting Documentation**

- Narrative explaining the intent and benefits of the PUD;
- Compatibility analysis with adjacent areas;
- Preliminary traffic and utility analysis;
- Public benefit statement (e.g., affordable housing, open space).

### **3.4.C REVIEW CRITERIA**

The Planning Commission and Town Board shall consider the following in evaluating a PUD application:

#### **A. Public Benefit**

The PUD provides benefits not required under conventional zoning, such as:

- Affordable housing;
- Parkland or trail dedication;
- Historic preservation;
- Sustainable design features;
- Job creation or economic development.

#### **B. Design Quality**

The project demonstrates superior planning through:

- Walkable street design and block structure;
- Mixed-use integration and internal connectivity;
- Architectural variety and site sensitivity.

#### **C. Compatibility**

The proposed development transitions appropriately to surrounding neighborhoods or districts in terms of scale, use, and access.

#### **D. Infrastructure Adequacy**

Utilities, roads, drainage, and emergency access are available or will be improved to meet the needs of the development.

#### **E. Conformance with the Comprehensive Plan**

The PUD is consistent with adopted goals, land use maps, and development policies.

### **3.4.D PUBLIC NOTICE REQUIREMENTS**

Because a PUD involves a rezoning, it requires notice under State and local law:



- **Newspaper Publication:** Legal notice published at least **15 days before** the Planning Commission hearing.
- **Mailed Notice:** Sent to all property owners within **300 feet** of the site.
- **On-Site Signage:** Applicant must post a **notice sign** on the property, visible from the public right-of-way, at least 15 days prior to the Planning Commission hearing. The sign must include hearing details and remain until the Town Board decision.

#### 3.4.E PUD REVIEW AND APPROVAL PROCESS

| Step | Action                                                                                     |
|------|--------------------------------------------------------------------------------------------|
| 1    | <b>Pre-application conference</b> with Town Staff (required for all PUDs)                  |
| 2    | <b>Optional concept plan presentation</b> to Planning Commission (non-binding)             |
| 3    | <b>Submit full PUD application</b> including Master Plan and Development Standards Table   |
| 4    | <b>Staff review and interdepartmental coordination</b>                                     |
| 5    | <b>Public notice</b> issued (newspaper, mailed, and on-site signage)                       |
| 6    | <b>Planning Commission holds public hearing</b> and provides a recommendation              |
| 7    | <b>Town Board holds public meeting</b> and votes to approve or deny PUD rezoning ordinance |
| 8    | <b>PUD ordinance adopted and recorded;</b> zoning map updated                              |

#### 3.4.F CONDITIONS, MODIFICATIONS, AND ENFORCEABILITY

- The Town may impose **conditions of approval** to ensure compatibility, performance, or implementation of public benefits.
- Approved PUD plans are **binding**; all future development must conform to the Master Plan and Development Standards Table.
- Minor modifications (e.g., slight dimensional changes) may be approved administratively; major changes (e.g., use types, density increases, land use reallocation) require formal amendment and public hearings.

#### 3.4.G EXPIRATION AND VESTING

- A PUD approval shall remain valid for **two (2) years** from the date of adoption. If no development activity or platting occurs within this period, the PUD may be subject to expiration or review.
- Approved PUDs **vest development rights** according to the adopted plan, subject to compliance with Town policies and development timelines.

#### 3.4.H APPEALS

The PUD approval is a **legislative action**. As such, it is not appealable to the Board of Adjustment. Legal appeals must be made to district court in accordance with state law.



### 3.5 SITE PLAN REVIEW

**Site Plan Review** is a required process for ensuring that proposed development complies with the Town of Washington’s zoning, infrastructure, design, and environmental standards before any building, grading, or construction permits are issued. It provides a structured opportunity for Town Staff and, in some cases, the Planning Commission to review and approve the layout and design of a site in a way that protects public safety, promotes high-quality development, and supports the community’s planning goals.

#### 3.5.A PURPOSE AND APPLICABILITY

Site Plan Review ensures that:

- New developments and substantial redevelopments comply with the **Unified Development Code**;
- Buildings, parking, access, landscaping, and utilities are designed in a **safe, efficient, and visually appropriate** manner;
- Site-specific impacts on **traffic, drainage, and adjacent properties** are mitigated;
- Development is **coordinated with public infrastructure** and Town capital improvements.

Site Plan Review is required for:

- **All nonresidential construction**, including commercial, office, industrial, and civic uses;
- **Multifamily developments** (three or more dwelling units);
- **Major additions or expansions** of more than 25% of floor area or site disturbance;
- **Parking lot construction or reconfiguration** (10+ spaces);
- **Planned Unit Developments (PUDs)**, following zoning approval;
- **Conditional/Special Use Permits**, as part of operational conditions.

Projects that do not meet these thresholds may be reviewed **administratively** for zoning compliance.

#### 3.5.B TYPES OF SITE PLAN REVIEW

| Type                       | Review Authority           | Examples                                                       |
|----------------------------|----------------------------|----------------------------------------------------------------|
| <b>Administrative</b>      | Town Staff                 | Small infill projects, minor additions, sign relocations       |
| <b>Planning Commission</b> | Planning Commission        | Large-scale developments, multifamily housing, civic buildings |
| <b>PUD/Specific Use</b>    | Combined with other review | PUDs, SUPs, or rezoning requests                               |

The Zoning Administrator may elevate any site plan to the Planning Commission if the **scale, location, or potential impacts** merit additional public review.

#### 3.5.C SUBMITTAL REQUIREMENTS

Applicants must submit:

- Completed site plan application and fee;
- Site layout drawing (to scale), including:
  - Property boundaries and setbacks;
  - Building footprints and dimensions;
  - Parking and drive aisles;
  - Access points and sidewalks;





## Unified Development Code – Town of Washington Oklahoma 2025

- Trash enclosures and screening;
- Utility and drainage plans;
- Landscape and lighting plans;
- Elevation drawings or 3D renderings (if applicable);
- Narrative describing compliance with zoning and design standards.

Staff may require additional materials depending on the site's location, scale, or context (e.g., traffic study, stormwater analysis, photometric plan).

### 3.5.D REVIEW CRITERIA

Site plan applications shall be reviewed for compliance with:

- **Zoning district standards** (setbacks, height, lot coverage, use);
- **Parking, circulation, and access** requirements;
- **Landscaping, buffering, and screening** standards;
- **Stormwater and utility** infrastructure adequacy;
- **Pedestrian and bicycle connectivity**;
- **Architectural design guidelines**, if adopted;
- Compatibility with surrounding development and context.

Plans that do not meet minimum standards will be returned with required revisions before being scheduled for formal review or approval.

### 3.5.E REVIEW AND APPROVAL PROCESS

| Step | Action                                                                                 |
|------|----------------------------------------------------------------------------------------|
| 1    | <b>Pre-application meeting</b> with Town Staff (recommended for larger projects)       |
| 2    | <b>Submit application</b> with complete drawings and materials                         |
| 3    | <b>Staff review</b> for compliance, with interdepartmental input (10–20 business days) |
| 4    | <b>Comments returned to applicant</b> with required corrections (if any)               |
| 5    | <b>Revised plans submitted</b> for final review                                        |
| 6    | <b>Approval issued by Staff</b> (Administrative Review) or <b>Planning Commission</b>  |
| 7    | <b>Conditions of approval recorded</b> and building permits authorized                 |

### 3.5.F CONDITIONS AND VALIDITY

Approved site plans may include conditions necessary to:

- Ensure code compliance;
- Require additional screening, infrastructure upgrades, or operational limits;
- Phase construction or coordinate with adjacent developments.

Site plan approval remains valid for **one (1) year** from the date of approval. If a building permit has not been issued within that timeframe, the site plan **expires** unless extended by the Zoning Administrator.



### 3.5.G APPEALS

Decisions made by Town Staff may be appealed to the **Planning Commission**. Decisions by the Planning Commission may be appealed to the **Town Board of Trustees** within **15 days** of the written decision.

### 3.5.H RELATIONSHIP TO OTHER APPROVALS

Site Plan Review is often coordinated with or follows:

- **Rezoning or PUD approval;**
- **Subdivision platting;**
- **Specific Use Permit review;**
- **Variance or appeal determinations.**

No building permit shall be issued until the site plan is approved and all applicable **easements, dedications, and agreements** are executed.

## 3.6 ZONING TEXT AMENDMENTS

A **Zoning Text Amendment** is a legislative action that changes the **written language** of the Unified Development Code (UDC), including but not limited to use regulations, dimensional standards, procedural requirements, definitions, or administrative procedures. This process allows the Town to **adapt its zoning regulations** to address emerging issues, correct errors, implement policy objectives, or improve regulatory clarity and consistency.

Text amendments may be proposed by the **Town Board of Trustees, Planning Commission, Town Staff**, or a **member of the public** through an official application.

### 3.6.A PURPOSE AND APPLICABILITY

Zoning Text Amendments are used to:

- Update the Code in response to changes in **land use patterns, technology, or development trends;**
- Implement recommendations from the **Comprehensive Plan** or adopted subarea plans;
- Clarify ambiguous or conflicting language;
- Improve procedural efficiency or legal defensibility;
- Introduce new zoning tools or regulatory frameworks;
- Address unforeseen gaps or inconsistencies in the UDC.

This process **does not apply** to changes to the Zoning Map, which are addressed through the **Rezoning** procedure (see Section 3.2.A).

### 3.6.B WHO MAY INITIATE

A Zoning Text Amendment may be initiated by:

- The **Town Board of Trustees;**
- The **Planning Commission;**
- The **Zoning Administrator or Town Staff;**

### 3.6.C APPLICATION REQUIREMENTS



## Unified Development Code – Town of Washington Oklahoma 2025

Private parties proposing a text amendment must submit:

- Completed application form and processing fee;
- Proposed draft text showing **additions (underlined)** and **deletions (strikethrough)**;
- Written narrative explaining:
  - The **reason for the amendment**;
  - How the amendment advances **public health, safety, and welfare**;
  - Consistency with the **Comprehensive Plan** and other adopted policies;
  - Anticipated **impacts or benefits** of the change;
- Optional: supporting documents or research (e.g., model codes, legal references).

Town Staff may prepare internal staff drafts or coordinate legal review prior to scheduling hearings.

### 3.6.D REVIEW CRITERIA

When reviewing a proposed Zoning Text Amendment, the Planning Commission and Town Board shall consider the following:

- **Conformance with the Comprehensive Plan**;
- **Clarity and enforceability** of the proposed language;
- Whether the amendment addresses a **specific need, gap, or inconsistency** in the Code;
- The degree to which the amendment promotes **fair and consistent application** of zoning regulations;
- Potential for **unintended consequences**, conflicts, or overreach;
- Legal compliance with **State and Federal law**;
- **Administrative feasibility** of enforcement or implementation.

### 3.6.E PUBLIC NOTICE REQUIREMENTS

Public notice for Zoning Text Amendments shall be provided as follows:

- **Newspaper Publication:** A legal notice summarizing the proposed change must be published in a local newspaper at least **15 days prior** to the Planning Commission hearing.
- **Town Website and Bulletin Board:** The proposed amendment must be posted on the Town website and made available to the public for review.
- Mailed notice to surrounding property owners is **not required**, unless the amendment involves geographically specific regulations (e.g., overlay district creation).

### 3.6.F ZONING TEXT AMENDMENT PROCESS

| Step | Action                                                                                 |
|------|----------------------------------------------------------------------------------------|
| 1    | <b>Submit draft amendment</b> and justification to Town Staff (if initiated by public) |
| 2    | <b>Staff review and legal vetting</b> ; revisions or clarifications as needed          |
| 3    | <b>Public notice</b> published in newspaper and posted on Town website                 |
| 4    | <b>Planning Commission holds public hearing</b> and makes recommendation               |
| 5    | <b>Town Board of Trustees holds public meeting</b> and votes on the ordinance          |



|   |                                                                      |
|---|----------------------------------------------------------------------|
| 6 | If approved, the <b>UDC is updated</b> and the amendment becomes law |
|---|----------------------------------------------------------------------|

### 3.6.G APPEALS AND REAPPLICATIONS

Because a text amendment is a legislative action:

- **No administrative appeal** is available;
- Judicial appeal may be filed with a **District Court** per Oklahoma law;
- If a private application is denied, a similar amendment may not be refiled for **12 months**, unless Town Staff determines that **new facts or substantial changes** justify reconsideration.

### 3.6.H IMPLEMENTATION AND CODIFICATION

Upon approval, the adopted amendment shall be:

- Formally codified into the **Unified Development Code**;
- Published on the Town website and made available to the public;
- Integrated into all future interpretations, permit reviews, and zoning enforcement;
- Accompanied by **training or explanatory materials** when significant procedural or technical changes are adopted.

## 3.7 VARIANCES

A **variance** is a form of relief granted by the **Board of Adjustment (BOA)** that allows a property owner to deviate from certain **dimensional or physical standards** of the Unified Development Code when **strict enforcement would create an unnecessary hardship** due to unique circumstances related to the property. Variances are limited to **specific measurable standards** (e.g., lot size, setbacks, height) and **do not allow a change in use**. They are **quasi-judicial decisions**, which require findings of fact and are subject to appeal to District Court under Oklahoma law.

### 3.7.A PURPOSE AND APPLICABILITY

A variance may be granted only to **alleviate unique site-specific constraints** that prevent reasonable use of a property under the applicable zoning standards. Variances may be requested for:

- **Lot dimensions** (width, depth, or area);
- **Building setbacks** (front, side, or rear);
- **Height limits** (if due to topography or architectural features);
- **Lot coverage or building spacing**;
- **Fence height** or placement;
- Other **physical requirements**, where permitted by the UDC.

A variance **cannot** be granted to:

- Permit a **use** not allowed in the zoning district (this requires rezoning or a Specific Use Permit);
- Remedy a **self-imposed hardship** (e.g., intentional lot splitting or construction without a permit);
- Grant a **financial advantage** or convenience that does not rise to a hardship;
- Bypass the **intent of the Code** or Comprehensive Plan.



### 3.7.B REVIEW AUTHORITY

All variance requests are decided by the **Board of Adjustment (BOA)**. The Board acts in a **quasi-judicial capacity**, applying state-mandated criteria to the facts of each case. Decisions must be made based on evidence and findings of fact and are subject to review by **District Court**.

### 3.7.C APPLICATION REQUIREMENTS

Applicants must submit:

- A completed variance application form and applicable fee;
- A **scaled site plan or plot plan** showing the area of relief requested;
- A **written narrative** explaining:
  - The nature of the hardship;
  - Why the standard cannot reasonably be met;
  - How the request meets the legal criteria;
- Supporting documentation (e.g., surveys, engineering reports, photographs).

### 3.7.D LEGAL CRITERIA FOR APPROVAL

A variance is **not a right** but a discretionary remedy that may be granted **only** when all five statutory criteria are satisfied. The applicant bears the burden of proving, with supporting evidence, that these criteria are met. The Board of Adjustment must make **findings of fact** on each item to legally justify the variance.

## A. UNNECESSARY HARDSHIP

**"Strict application of the Code would result in practical difficulties or undue hardship due to special conditions or circumstances peculiar to the property."**

This is the **threshold condition** and the core justification for any variance. To demonstrate unnecessary hardship, the applicant must show that the property cannot reasonably be used or developed as zoned due to a **unique physical constraint**. Common qualifying conditions include:

- Irregular lot shape or size;
- Steep slopes or floodplain encroachment;
- Existing structures built before the current code;
- Legal nonconforming dimensions created by subdivision or annexation.

The hardship must relate to the **land itself**, not the personal preferences, business needs, or financial situation of the owner.

**✓ Example (Meets Standard):** A lot created prior to zoning has only 40 feet of width, and the minimum required is 50 feet. Complying with setbacks would leave no buildable area.

**✗ Not a Hardship:** The applicant wants to build a larger home than allowed to match neighboring homes, even though a compliant home is feasible.



## B. NOT SELF-IMPOSED

**"The hardship must not be the result of the applicant's actions, including past development decisions or voluntary changes to the property."**

The Board cannot reward actions that caused or worsened the hardship. Examples of self-imposed conditions include:

- Subdividing a conforming lot into nonconforming parcels;
- Building without permits and later requesting a variance;
- Purchasing a property with known constraints and seeking relief to increase profit.

If the applicant **created the problem**, a variance is generally not appropriate.

**✓ Meets Standard:** The lot was platted decades ago and does not conform to modern zoning, through no fault of the applicant.

**✗ Fails Standard:** The owner demolished an existing house, shifted the new foundation into the setback, and now seeks a variance to keep it.

## C. NO SPECIAL PRIVILEGE

**"The variance does not grant special rights or privileges inconsistent with those enjoyed by other properties in the same district."**

A variance must not create a **precedent or privilege** unavailable to others similarly situated. The relief must address a **unique and demonstrable condition**, not a general inconvenience or desire for a better design. This ensures **equal treatment under the Code** and avoids eroding the zoning district's purpose.

**✓ Meets Standard:** Several adjacent lots have similar hardships and have received variances under the same rationale and circumstances.

**✗ Fails Standard:** The applicant seeks to build closer to the road than others in the district solely for aesthetic preference.

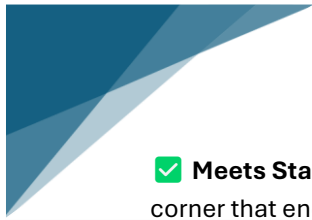
## D. MINIMUM DEVIATION

**"The variance is the minimum necessary to relieve the hardship and still meet the Code's general intent."**

The Board must ensure that any relief granted is **narrowly tailored**. The applicant must design the project to comply as fully as possible and seek relief **only for what is absolutely needed**. This prevents unnecessary overreach and protects zoning integrity.

Applicants are expected to explore alternatives, such as:

- Redesigning the site layout;
- Modifying building footprint or orientation;
- Adjusting setbacks or dimensions only in the area affected by the hardship.



## Unified Development Code – Town of Washington Oklahoma 2025

✓ **Meets Standard:** The applicant reduces the size of the proposed structure and only requests relief for a corner that encroaches 2 feet into the side setback.

✗ **Fails Standard:** The applicant requests full elimination of the rear setback to maximize buildable area despite other layout options.

### E. PRESERVATION OF PUBLIC INTEREST

**"The variance will not be materially detrimental to public health, safety, welfare, or injurious to other property or improvements in the neighborhood."**

Even if the first four criteria are met, a variance may be denied if the requested relief would **harm neighboring properties**, degrade the built environment, or create safety issues. This includes:

- Blocking views, light, or air flow;
- Reducing visibility at intersections;
- Increasing stormwater runoff or impervious surfaces;
- Undermining property values or character of the area.

The Board must weigh the **public interest against the private hardship**, and may impose **conditions** to reduce potential impacts.

✓ **Meets Standard:** The variance has no visible impact, is screened, and maintains required drainage and access.

✗ **Fails Standard:** The requested structure would loom over a neighboring home's yard and block afternoon sun.

### 3.7.E PUBLIC NOTICE REQUIREMENTS

All variance applications require **public notice**, including:

- **Newspaper publication** at least **10 days before** the hearing;
- **Mailed notice** to all property owners within **300 feet** of the subject site;
- **Posting of a notice sign** on the subject property, visible from a public street, at least 10 days prior to the hearing, using Town-approved signage.

Proof of notification must be submitted to the Zoning Administrator prior to the hearing.

### 3.7.F VARIANCE REVIEW PROCESS

| Step | Action                                                                        |
|------|-------------------------------------------------------------------------------|
| 1    | Submit completed application and site plan to the Zoning Administrator        |
| 2    | Town Staff reviews application for completeness and prepares report           |
| 3    | Public notice issued (newspaper, mail, and sign posting)                      |
| 4    | Board of Adjustment conducts <b>public hearing</b>                            |
| 5    | Board deliberates and issues decision based on legal criteria                 |
| 6    | Decision recorded; approval may include <b>conditions</b> to mitigate impacts |





### 3.7.G CONDITIONS AND EXPIRATION

- The Board may impose **conditions of approval** to ensure the variance is compatible with the area and does not undermine zoning intent.
- A variance approval is valid for **one (1) year**. If the approved development or construction does not commence within that period, the variance may expire unless extended by the BOA.

### 3.7.H APPEALS

- Variance decisions may be **appealed to District Court** within **30 days** of the Board's decision under state law.
- The Board of Adjustment's decision is final unless overturned by the court.

### 3.7.I SPECIAL EXCEPTION VS. VARIANCE

It is important to distinguish between a **variance** and a **special exception**:

- A **variance** provides relief from a dimensional standard due to hardship;
- A **special exception** allows a discretionary use subject to conditions (authorized by the Code) and is also heard by the BOA.

## 3.8 APPEALS

An **appeal** provides a formal process for a property owner, applicant, or affected party to challenge a decision made by **Town Staff** or the **Zoning Administrator** under the provisions of this Code. The appeal process ensures that land use decisions are subject to a **system of checks and balances**, offering recourse where there may have been a misapplication of the law, procedural error, or abuse of discretion. Appeals are reviewed by the **Board of Adjustment**, unless otherwise specified by the Code or required to be heard by the courts under state law.

### 3.8.A PURPOSE AND APPLICABILITY

Appeals are intended to:

- Correct errors in **interpretation or enforcement** of the Unified Development Code;
- Ensure administrative decisions are made **within the scope of authority** granted by the Code;
- Provide an affected party with an opportunity for **impartial review** by an appointed body;
- Support fairness and transparency in land use decision-making.

Appeals may be filed for:

- **Interpretations** of zoning district boundaries or use classifications;
- Denial of a **zoning certificate**, permit, or administrative approval;
- Determination of a **nonconforming use status**;
- Enforcement actions such as **stop-work orders** or violation notices;
- Administrative denial of minor waivers or modifications (e.g., setback adjustments);
- Any other decision of the **Zoning Administrator** that is not expressly final or legislative in nature.

### 3.8.B AUTHORITY TO HEAR APPEALS

Appeals of administrative zoning decisions are heard by the **Board of Adjustment (BOA)** pursuant to **Oklahoma Title 11 §44-104 through §44-110**. The BOA has authority to:

- Reverse or affirm, wholly or partly, any administrative decision;





## Unified Development Code – Town of Washington Oklahoma 2025

- Modify decisions and issue **interpretations** of zoning provisions;
- Act on appeals based solely on the **record and applicable law**, not policy preference;
- Issue binding decisions unless overturned by a court.

**Note:** Appeals of legislative actions (e.g., rezonings, text amendments, PUD approvals) must be filed in **District Court**, not with the BOA.

### 3.8.C FILING AN APPEAL

Appeals must be filed within **30 calendar days** of the decision being appealed.

To file an appeal, the appellant must submit:

- A **completed appeal application** and required filing fee;
- A **written statement of appeal**, detailing:
  - The nature of the decision being appealed;
  - The grounds for appeal (e.g., legal error, misinterpretation, improper procedure);
- A copy of the original decision notice or enforcement action;
- Any **supporting documents**, such as site plans, correspondence, or staff determinations.

Appeals submitted after the deadline, or lacking required information, will not be accepted.

### 3.8.D STAY OF PROCEEDINGS

Once an appeal is properly filed, **any enforcement or permitting action related to the decision is stayed** (paused) until the BOA renders a decision, unless:

- The Zoning Administrator certifies that a stay would cause **imminent peril to life or property**;
- A separate judicial injunction or order overrides the stay.

### 3.8.E APPEAL HEARING PROCESS

| Step | Action                                                                         |
|------|--------------------------------------------------------------------------------|
| 1    | <b>Appeal submitted</b> to Town Staff within 30 days of the original decision  |
| 2    | <b>Staff compiles the record</b> and prepares a summary for the BOA            |
| 3    | <b>Public notice published</b> at least 10 days prior to hearing (if required) |
| 4    | <b>Board of Adjustment conducts a public hearing</b>                           |
| 5    | <b>BOA deliberates and issues decision</b> (affirm, reverse, or modify)        |
| 6    | <b>Written decision recorded</b> and delivered to all parties                  |

The BOA may **only consider evidence presented in the record**, along with applicable provisions of the Unified Development Code and state law.

### 3.8.F STANDARDS OF REVIEW

The Board of Adjustment will consider:

- Whether the decision was made in **error of law or fact**;
- Whether proper procedures were followed;
- Whether the decision was **within the scope of authority** granted by the Code;



## Unified Development Code – Town of Washington Oklahoma 2025

- Whether the interpretation or action was **reasonable and consistent** with the Code's language and purpose.

The BOA may not substitute its own policy preference or re-interpret the Comprehensive Plan, except as explicitly required to correct an error.

---

### 3.8.G FINALITY AND APPEALS TO DISTRICT COURT

The decision of the Board of Adjustment is **final and binding** unless appealed to **District Court** within **30 days** of the BOA's written decision, pursuant to Oklahoma law. Judicial appeals are limited to questions of:

- Whether the BOA exceeded its jurisdiction;
- Whether the decision was arbitrary, capricious, or an abuse of discretion;
- Whether the law was correctly interpreted and applied.

---

### 3.8.H LIMITATIONS ON APPEALS

- No appeal may be filed **on behalf of another party** without legal authorization or power of attorney;
- Filing an appeal does not grant permission to begin development, occupy structures, or operate a use;
- The BOA cannot hear appeals of decisions that are **legislative** (e.g., rezoning, text amendments) or made by the **Town Board of Trustees**.



## ARTICLE 4 – GENERAL DEVELOPMENT STANDARDS

These general development standards apply to **all properties and uses** in the Town of Washington, regardless of zoning district, unless otherwise stated. They address critical design elements that influence **site function, aesthetics, and compatibility**.

### 4.1 OFF-STREET PARKING AND LOADING

All new development, redevelopment, or expansion of existing uses must provide **adequate off-street parking and loading facilities** to serve the needs of its occupants, users, and visitors. The intent is to ensure that parking is:

- **Sufficient** to meet demand without overflow into public streets;
- **Well-designed** to ensure safety and usability;
- **Context-sensitive** to promote walkability and aesthetic integration.

This section applies across all zoning districts unless modified by a Planned Unit Development (PUD) or special overlay.

#### 4.1.A PARKING REQUIREMENTS

##### 1. MINIMUM PARKING RATIOS

Minimum required parking shall be determined based on **land use category**, as established in Article 2. The general standards include:

| Use Type                              | Minimum Parking Requirement                    |
|---------------------------------------|------------------------------------------------|
| <b>Single-Family Dwelling</b>         | 2 spaces per unit (garage or driveway allowed) |
| <b>Two-Family (Duplex)</b>            | 2 spaces per unit                              |
| <b>Multifamily Residential</b>        | 1.5 spaces per unit                            |
| <b>General Office</b>                 | 1 space per 250 sq. ft. of gross floor area    |
| <b>Retail or Personal Services</b>    | 1 space per 300 sq. ft.                        |
| <b>Restaurant (sit-down)</b>          | 1 space per 100 sq. ft. or 1 per 4 seats       |
| <b>Warehouse/Storage</b>              | 1 space per 2,000 sq. ft.                      |
| <b>Places of Worship</b>              | 1 space per 5 fixed seats or 1 per 100 sq. ft. |
| <b>Civic/Institutional Facilities</b> | Based on specific operational needs            |

**Note:** Mixed-use developments may apply shared parking formulas if supported by a parking demand study.

##### 2. SHARED PARKING

Shared parking is encouraged for **mixed-use centers or adjacent properties** with differing peak periods (e.g., offices and restaurants). To qualify:

- A **shared parking agreement** must be recorded with the County;



- A **parking study** must be submitted showing demand overlap and sufficiency;
- The arrangement must be **permanent or long-term** (minimum 10 years).

### 3. ACCESSIBLE PARKING (ADA COMPLIANCE)

All developments must include **accessible spaces** per the **Americans with Disabilities Act (ADA)**:

- Minimum 1 accessible space per 25 total spaces;
- Van-accessible spaces must be 8 ft wide with an 8 ft aisle;
- Located nearest to the accessible building entrance;
- Signed and marked with **international accessibility symbols**.

### 4. BICYCLE PARKING

Bicycle parking must be provided for:

- All **civic and institutional buildings**;
- Commercial centers over 10,000 sq. ft.;
- Multifamily developments (minimum 1 space per 10 units).

Bicycle parking must:

- Be within **50 feet of building entrances**;
- Include **racks that secure the frame and wheel**;
- Be located on a **hard surface**, away from vehicular traffic.

#### 4.1.B DESIGN STANDARDS

All off-street parking areas must meet the following standards for **layout, safety, durability, and visibility**:

##### 1. SURFACE AND DRAINAGE

- Parking areas must be paved with **concrete or asphalt**; compacted gravel may be permitted in industrial districts with Town approval.
- Sites must include **drainage plans** to prevent runoff onto adjacent lots or rights-of-way.
- Stormwater must be directed to **approved detention or green infrastructure** facilities.

##### 2. STRIPING AND LAYOUT

- All spaces must be **clearly striped** and dimensioned:
  - 9' wide x 18' deep for standard cars;
  - 8' wide for compact spaces (maximum 20% of lot);
- Drive aisles must meet the following widths:
  - **24 feet** for two-way circulation;
  - **12 feet** for one-way aisles (with angled parking);
- Parking lots must include **wheel stops or curbing** to prevent vehicles from encroaching into landscaped areas or sidewalks.

##### 3. LIGHTING

- All parking areas must be lit with **fully shielded, down-directed fixtures**;
- Light levels at the property line may not exceed **0.5 footcandles**;
- Lights must be mounted no higher than:



- **20 feet** in commercial and industrial zones;
- **15 feet** in residential or mixed-use zones.

#### 4. LANDSCAPING

See Section 4.2 for full landscaping requirements. All parking lots with 10+ spaces must provide:

- **Perimeter landscaping strips** (minimum 5 feet);
- **Interior islands** every 10 spaces (minimum 150 sq. ft. each);
- One **shade tree** per island, plus 1 tree per 10 spaces overall.

#### 5. PEDESTRIAN ACCESS

- Clearly marked pedestrian pathways must be provided from **parking areas to building entrances**;
- Crosswalks must be included where drive aisles intersect with pedestrian routes.

#### 4.1.C LOADING AREAS

Loading areas ensure that deliveries, refuse collection, and freight handling can occur **safely and unobtrusively**.

#### 1. APPLICABILITY

Loading zones are required for the following:

- **Retail and restaurants** over 5,000 sq. ft.;
- **Warehouses, distribution centers**, and industrial facilities;
- **Large civic or institutional facilities** (e.g., schools, hospitals).

#### 2. LOCATION AND ACCESS

- Must be located **to the side or rear** of buildings, not visible from public streets;
- Must be **separated from primary pedestrian walkways**;
- Adequate **maneuvering space** must be provided, especially for trucks.

#### 3. SCREENING REQUIREMENTS

- Loading docks and service areas must be screened from public view using:
  - **Masonry or decorative fencing**;
  - **Evergreen landscaping** or berms;
- Screening must be at least **6 feet tall** and designed to integrate with the overall site design.

#### 4. HOURS OF OPERATION

Where adjacent to residential uses, the Town may restrict **hours of loading and unloading** to minimize impacts (e.g., no deliveries before 7:00 AM or after 9:00 PM).

### 4.2 LANDSCAPING AND SCREENING

Landscaping and screening requirements serve multiple purposes: they enhance the appearance of development, provide **shade and cooling**, **reduce stormwater runoff**, create **buffers between land uses**,



Unified Development Code – Town of Washington Oklahoma 2025  
and support **community character**. These standards apply to all **new construction, substantial expansions, and redevelopment projects**, unless exempted.

## 4.2.A GENERAL LANDSCAPING REQUIREMENTS

### 1. APPLICABILITY

Landscaping standards apply to:

- All **nonresidential developments**;
- **Multifamily residential projects** (3+ units);
- **Parking lots** with 10 or more spaces;
- Buffer yards between **incompatible land uses**;
- **Street frontages** in all zoning districts.

### 2. LANDSCAPE COVERAGE

Minimum landscaped area (grass cover) as a percentage of total lot area:

- Multifamily Residential: **20%**
- Commercial: **15%**
- Industrial: **10%**

This includes green areas such as front yards, open spaces, parking lot islands, and required buffers.

### 3. PLANT MATERIAL STANDARDS

- **Trees:** Must be a minimum of 2" caliper at planting and reach at least 30 feet at maturity (canopy trees preferred for shade).
- **Shrubs:** Minimum 18" height at planting; spaced to ensure solid coverage within 2 years.
- **Groundcover:** May include turfgrass, low-growing shrubs, mulch, or native vegetation.
- **Native and drought-tolerant species** are encouraged and may be required in large developments.
- **Prohibited Plantings:** Plant species identified as **invasive or non-native** by the [Oklahoma State University \(OSU\) Extension Office](#) or its successor list shall not be planted or used to meet landscape requirements.

All plantings must be **well-maintained**, irrigated if necessary, and replaced if dead or diseased.

## 4.2.B PARKING LOT LANDSCAPING

To reduce visual impact, mitigate heat, and define circulation, parking lots must include:

### 1. INTERIOR LANDSCAPING

- One landscape island for **every 10 parking spaces**.
- Islands must be at least **150 square feet** and contain **one canopy tree** and low-lying plantings.
- Islands must be distributed evenly throughout the lot.

### 2. PERIMETER LANDSCAPING



- A **landscape strip at least 5 feet wide** must be provided along the outer edge of the parking area, adjacent to property lines or streets.
- Must include one canopy tree every **30 linear feet** and a continuous row of shrubs or a hedge at least **3 feet tall** at maturity.

#### 4.2.C STREET FRONTAGE LANDSCAPING

To enhance the public realm and provide shade, development must include:

- A **minimum 10-foot wide landscape strip** between the front lot line and the parking or building setback.
- At least **one canopy tree every 30 feet** along street frontages.
- Grasses or groundcover in all unpaved areas.

In pedestrian-oriented or downtown areas, landscape strips may be modified to accommodate **streetscape features**, such as:

- Street furniture;
- Decorative pavers;
- Tree grates.

#### 4.2.D SCREENING REQUIREMENTS

Screening is required to **minimize conflicts** between uses and shield unattractive site elements from public view.

##### 1. ADJACENT TO RESIDENTIAL ZONES

Nonresidential or multifamily developments abutting a residential district must provide a **Type B buffer**:

- **Minimum 10-foot buffer width;**
- **Opaque fencing or wall (6 feet)** OR continuous evergreen hedge;
- One tree every 25 feet within the buffer strip.

##### 2. MECHANICAL EQUIPMENT AND UTILITIES

All rooftop and ground-mounted equipment must be:

- **Fully screened** from street and residential views;
- Screened with **architectural features** consistent with the principal structure or dense landscaping.

##### 3. SERVICE AND REFUSE AREAS

Trash enclosures, loading docks, and service areas must:

- Be located behind the building (side or rear yard);
- Be screened with a **solid masonry wall or fence** at least 6 feet in height;
- Incorporate **gates** and **landscape buffers**.

##### 4. PARKING LOT SCREENING

For lots adjacent to sidewalks or public streets:

- A **screening hedge**, low wall, or berm between **30–42 inches** high must be provided;
- Trees or shrubs must be spaced to **visually break up the parking field**.



#### 4.2.E LANDSCAPING FOR STORMWATER MANAGEMENT

Green infrastructure may be integrated into landscaping as a **functional site feature**, including:

- **Rain gardens** in parking islands or setbacks;
- **Bioswales** in parking lot perimeters or medians;
- **Permeable pavers** in walkways or parking stalls.

These features may count toward landscape coverage if properly maintained and planted with **native vegetation**.

#### 4.2.F INSTALLATION AND MAINTENANCE

##### 1. INSTALLATION TIMING

- Landscaping must be installed **prior to issuance of a certificate of occupancy**.
- Seasonal planting delays may be granted with a **performance bond or escrow agreement**.

##### 2. MAINTENANCE REQUIREMENTS

- Landscaping must be **maintained in a healthy and orderly condition**;
- Dead or dying plants must be **replaced within one planting season**;
- Irrigation systems, if installed, must be operable and leak-free.

Neglected landscaping may result in enforcement action, including notice of violation or revocation of occupancy permits.

#### 4.2.G ALTERNATIVE COMPLIANCE AND ADMINISTRATIVE FLEXIBILITY

Recognizing that some development sites present unique constraints or opportunities, the Unified Development Code allows for **administrative flexibility** in meeting landscaping and screening standards through an **Alternative Compliance** procedure. This provision empowers the Town to support **innovation, sustainability, and site-sensitive design** while maintaining the overall goals of the Code.

##### 1. PURPOSE

The purpose of alternative compliance is to:

- Enable high-quality design that fulfills the **intent** of landscape and screening standards;
- Accommodate **challenging site conditions** (e.g., lot size, shape, existing natural features, utility conflicts);
- Promote the use of **sustainable practices**, such as native landscaping or green infrastructure;
- Avoid unnecessary hardship where full compliance is **impractical or counterproductive**.

Alternative compliance is **not intended** to reduce requirements for convenience or cost-saving purposes without achieving equivalent public benefits.

##### 2. AUTHORITY

The **Zoning Administrator** has the authority to review and approve requests for alternative compliance during the **site plan review process**, subject to the standards outlined herein. The Administrator may consult with other departments (e.g., public works, planning, engineering) for input on the proposal's impact and effectiveness.

The approval must be **issued in writing** and included in the **official project record**.





### 3. ELIGIBILITY CRITERIA

An applicant may request alternative compliance if:

- Strict compliance with landscape standards is **infeasible due to documented site constraints**, such as:
  - Irregular lot geometry or size;
  - Existing mature trees or natural features to be preserved;
  - Topographic changes that limit placement of standard landscaping;
  - Presence of **easements, utility lines**, or other permanent obstructions;
- The proposed plan achieves **equal or superior outcomes** in terms of:
  - Aesthetic appeal and design quality;
  - Environmental function (e.g., shading, stormwater filtration, habitat creation);
  - Screening effectiveness and compatibility with adjacent uses;
- The alternative plan supports the **intent and purpose** of Article 4.2, even if it does not meet all prescriptive standards.

### 4. ACCEPTABLE EXAMPLES OF ALTERNATIVE COMPLIANCE

The following solutions may be considered appropriate, subject to staff approval:

| Standard Requirement                    | Alternative Compliance Option                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Landscape island every 10 spaces</b> | Use of <b>larger, combined islands</b> with increased tree count and native groundcover             |
| <b>Perimeter buffer with 6' fence</b>   | <b>Earth berm + dense vegetation</b> where topography supports equivalent screening                 |
| <b>Tree spacing at 30' intervals</b>    | Clustering trees to protect <b>existing heritage trees</b> or to enhance visual impact at key areas |
| <b>Turf grass in front yards</b>        | Substitution of <b>native, low-maintenance plantings</b> or pollinator gardens                      |
| <b>Screening wall at property line</b>  | <b>Tiered plantings</b> and architectural features integrated into building design                  |
| <b>Shrub row in parking lot buffer</b>  | Installation of a <b>bioswale</b> with grasses and stormwater benefit                               |

**Note:** Creative and context-sensitive design proposals are encouraged, especially those that **reduce long-term maintenance**, support **water conservation**, or align with **green infrastructure best practices**.

### 5. APPLICATION AND REVIEW PROCEDURE

#### 1. Applicant Proposal

Submit a **written request** with the site plan application including:

- Description of the proposed deviation;
- Explanation of why standard compliance is not feasible;
- Detailed **landscape plan** illustrating the alternative approach;



## Unified Development Code – Town of Washington Oklahoma 2025

- Narrative demonstrating how the alternative **meets or exceeds** Code intent.

### 2. Staff Review

The Zoning Administrator will:

- Review the submittal for consistency with Article 4.2 goals;
- Evaluate the design for **functionality, durability, and compatibility**;
- Consult with engineering or public works staff if needed.

### 3. Decision and Documentation

- The Administrator shall issue a **written determination** approving, conditionally approving, or denying the alternative.
- Approved alternatives must be **recorded in the zoning file** and referenced in any **Certificate of Occupancy or Site Plan Approval**.
- Conditions of approval may include **replanting, maintenance agreements, or design refinements**.

## 6. APPEALS

If the applicant disagrees with the Zoning Administrator's decision, the denial of an alternative compliance request may be **appealed to the Planning Commission** within **30 days**. The Commission shall review the request based on the same intent and criteria and render a final decision.

## 7. ENFORCEMENT AND MODIFICATIONS

- Once approved, the alternative plan must be **fully implemented and maintained**;
- Any **future changes** to the landscaping that affect the alternative compliance area must be **reviewed and re-approved** by the Zoning Administrator;
- Failure to install or maintain the approved plan may result in enforcement action under the Town's **code compliance provisions**.

## 4.2.H LANDSCAPING POINTS SYSTEM

The points system is intended to provide **flexibility** while ensuring **functional and aesthetically pleasing landscaping**. Each development must earn a **minimum number of points based on lot size** or parking lot size (see table below). Developers can choose from a **menu of landscape features**, allowing creativity while meeting performance goals.

### 1. REQUIRED POINTS BY PROJECT SIZE

| Site Type                                  | Minimum Landscaping Points Required |
|--------------------------------------------|-------------------------------------|
| <b>Residential (Multifamily, 3+ units)</b> | 25 points                           |
| <b>Commercial (under 0.5 acres)</b>        | 35 points                           |
| <b>Commercial (0.5–1.5 acres)</b>          | 50 points                           |
| <b>Commercial (over 1.5 acres)</b>         | 75 points                           |
| <b>Industrial</b>                          | 40 points                           |



## Unified Development Code – Town of Washington Oklahoma 2025

Points must be distributed across **at least three categories** (e.g., trees, shrubs, bioswales, architectural enhancements).

### 2. MENU OF LANDSCAPE FEATURES AND POINTS

| Landscape Feature                                      | Points Earned |
|--------------------------------------------------------|---------------|
| 1 large canopy tree (e.g., oak, elm)                   | 5 points      |
| 1 ornamental or medium tree (e.g., redbud, dogwood)    | 3 points      |
| 1 evergreen tree (e.g., eastern red cedar, spruce)     | 4 points      |
| 3 shrubs                                               | 1 point       |
| 10 native grasses/perennials                           | 2 points      |
| 1 shade tree planted in a parking island               | 6 points      |
| Rain garden or bioswale (min. 100 sq. ft.)             | 10 points     |
| Preservation of an existing mature tree (12"+ caliper) | 10 points     |
| Decorative fence/wall integrated with landscape        | 5 points      |
| Green screen or trellised vegetation                   | 3 points      |
| Irrigation using rainwater harvesting system           | 8 points      |
| Pollinator garden with signage (min. 100 sq. ft.)      | 7 points      |
| Landscaped berm (min. 3 feet high)                     | 4 points      |

A certified landscape plan must identify selected features and total point value.

#### 4.2.1 RECOMMENDED TREES AND SHRUBS FOR OKLAHOMA

These species are well-suited for Oklahoma's **climate, soils, and drought conditions**, and are either **native** or **highly adaptable** with low maintenance requirements.

##### 1. SHADE/CANOPY TREES (GOOD FOR STREET FRONTAGES, PARKING ISLANDS, BUFFERS)

- **Shumard Oak** (*Quercus shumardii*)
- **Chinquapin Oak** (*Quercus muehlenbergii*)
- **Bald Cypress** (*Taxodium distichum*)
- **American Elm** (disease-resistant cultivars)
- **Black Gum (Tupelo)** (*Nyssa sylvatica*)
- **Hackberry** (*Celtis occidentalis*)

##### 2. ORNAMENTAL AND MEDIUM TREES



- **Eastern Redbud** (*Cercis canadensis*)
- **Flowering Dogwood** (*Cornus florida*)
- **Serviceberry** (*Amelanchier canadensis*)
- **Desert Willow** (*Chilopsis linearis*)
- **Crape Myrtle** (*Lagerstroemia indica*)

### 3. EVERGREEN TREES

- **Eastern Red Cedar** (*Juniperus virginiana*)
- **Austrian Pine** (*Pinus nigra*)
- **Arizona Cypress** (*Cupressus arizonica*)
- **Virginia Pine** (*Pinus virginiana*)

### 4. SHRUBS (FOR SCREENING, FOUNDATION PLANTING, BUFFERS)

- **Dwarf Yaupon Holly** (*Ilex vomitoria 'Nana'*)
- **Ninebark** (*Physocarpus opulifolius*)
- **Spirea** (*Spiraea japonica*)
- **Viburnum** (*Viburnum dentatum*, *V. opulus*)
- **Indian Hawthorn** (*Raphiolepis indica*)
- **Sumac (Fragrant or Smooth)** (*Rhus aromatica*, *R. glabra*)

### 5. NATIVE GRASSES AND PERENNIALS

- **Little Bluestem** (*Schizachyrium scoparium*)
- **Switchgrass** (*Panicum virgatum*)
- **Purple Coneflower** (*Echinacea purpurea*)
- **Black-eyed Susan** (*Rudbeckia hirta*)
- **Butterfly Milkweed** (*Asclepias tuberosa*)

## 4.3 OUTDOOR LIGHTING

Outdoor lighting is regulated to:

- Ensure visibility and safety for pedestrians, vehicles, and property access;
- Prevent excessive glare and light trespass onto adjacent properties;
- Preserve the character of residential neighborhoods and the night sky;
- Support energy efficiency and low-impact design.

These standards apply to all new development, significant renovations, parking lots, and outdoor areas in all zoning districts unless otherwise exempted.

### 4.3.A GENERAL STANDARDS

All exterior lighting must comply with the following:

#### A. Shielding and Direction

- All light fixtures must be **fully shielded** and directed **downward** to prevent glare onto neighboring properties or public rights-of-way.



- **Uplighting is prohibited**, except for:
  - Flagpoles;
  - Public monuments;
  - Building facades (by approval only).

#### B. Brightness and Spillover

- Lighting must not exceed **0.5 footcandles at the property line** next to residential uses.
- Illumination must be uniform and avoid harsh contrasts or bright “hot spots.”

#### C. Energy Efficiency

- LED or other energy-efficient fixtures are strongly encouraged.
- Motion sensors or dimming technology should be used in low-traffic areas.

### 4.3.B HEIGHT LIMITS

| Zoning District      | Maximum Fixture Height |
|----------------------|------------------------|
| Residential          | 15 feet                |
| Commercial/Mixed-Use | 20 feet                |
| Industrial           | 25 feet (shielded)     |

Fixture height is measured from the base at grade to the top of the light source.

### 4.3.C PARKING LOT AND PEDESTRIAN LIGHTING

- Parking lots must be evenly lit with **no dark spots or overlit zones**.
- Lighting must ensure **safe pedestrian movement** from parking areas to entrances.
- Light poles in parking areas must be located within landscape islands or medians when possible.

### 4.3.D PROHIBITED LIGHTING

The following types of lighting are not allowed:

- Flashing, rotating, pulsating, or strobe lights;
- Exposed string lights for permanent use (holiday and temporary use permitted);
- Laser or searchlight displays;
- Internally lit canopy tops or backlit plastic building panels.

### 4.3.E EXEMPTIONS

The following are exempt from these standards:

- Temporary lighting for construction, civic events, or public safety;
- Lighting required by state or federal law;
- Residential porch and pathway lights, provided they are shielded and not disruptive to neighbors.

### 4.3.F PHOTOMETRIC PLAN REQUIREMENT

For commercial, industrial, and multifamily developments, a **photometric plan** must be submitted showing:

- Location and height of all light fixtures;
- Footcandle levels at property lines;



- Fixture specifications and shielding details.

## 4.4 FENCING AND WALL REQUIREMENTS

### 4.4.A PURPOSE

Fences and walls enhance privacy, safety, and appearance. These standards ensure fences are **durable, compatible with surroundings**, and provide effective **screening and buffering**, particularly where **commercial or industrial uses adjoin residential neighborhoods**.

### 4.4.B GENERAL REQUIREMENTS

These standards apply to all fences and walls in new development, site redevelopment, and major site upgrades.

#### A. Materials

- **Permitted:** Wood, decorative metal, brick, stone, masonry, composite materials.
- **Prohibited:** Chain link in front yards, barbed wire (except in agricultural or designated industrial areas), electrified fences (except for livestock), temporary fencing (e.g., plastic mesh).

#### B. Maintenance

- Fences and walls must be **well maintained**, structurally sound, and free of damage, graffiti, or visible deterioration.
- Repainting or replacement must maintain **consistent design and material quality**.

### 4.4.C HEIGHT AND PLACEMENT STANDARDS

| Zoning District        | Front Yard Max Height      | Side/Rear Yard Max Height  |
|------------------------|----------------------------|----------------------------|
| <b>Residential (R)</b> | 4 feet (open)              | 6 feet                     |
| <b>Commercial (C)</b>  | 4 feet (open)              | 8 feet                     |
| <b>Industrial (I)</b>  | 6 feet                     | 8 feet                     |
| <b>Historic (HD)</b>   | Subject to historic review | Subject to historic review |

- Front yard fences must be **open-style** (e.g., picket, wrought iron).
- No fence may block a **visibility triangle** at street corners or driveways.
- Fence height is measured from finished grade on the exterior side.

### 4.4.D MANDATORY SCREENING FOR COMMERCIAL/INDUSTRIAL PROPERTIES ABUTTING RESIDENTIAL ZONES

When a **commercial or industrial property directly abuts a residentially zoned property**, the following **screening requirements are mandatory**, regardless of site use or building placement:

#### A. Fence or Wall Requirement

- A **solid screening fence or wall at least 6 feet tall** must be installed along the shared property line.
- Fence or wall must be:



- Constructed of **masonry, stone, composite wood, or vinyl with opaque panels;**
- Uniform in design and finish on both sides;
- Maintained in **good condition.**

#### B. Landscape Buffer

- A **minimum 10-foot wide landscape buffer** must be planted on the commercial or industrial side of the fence or wall.
- Buffer must include:
  - **One canopy tree** every 30 feet;
  - **A continuous row of evergreen shrubs or hedge** (minimum 3 feet at planting, 6 feet at maturity).

#### C. Alternative Compliance

- The Zoning Administrator may approve **enhanced landscaping in place of a wall**, if it provides **equal or superior screening** (see Section 4.2.G).
- Walls taller than 8 feet require **justification and structural review.**

---

#### 4.4.E SCREENING FOR SERVICE AREAS AND EQUIPMENT

- **Trash enclosures, loading docks, HVAC units, utility meters,** and similar service areas must be:
  - Located to the **side or rear** of buildings;
  - **Fully screened** on three sides by an opaque fence or wall at least **6 feet in height;**
  - Gated or enclosed for security and cleanliness.

---

#### 4.4.F HISTORIC DISTRICT (HD) FENCING

- Front yard fences must reflect **historic character** (e.g., wrought iron, wood picket, brick walls under 4 feet).
- Chain link, vinyl, or modern synthetic materials are **prohibited in the front yard.**
- All fencing must be **approved by the Planning Commission** if within a designated district or adjacent to a historic resource.

---

#### 4.4.G RETAINING WALLS

- Retaining walls over **4 feet in height** require:
  - **Engineer-stamped drawings;**
  - **Permitting through the Building Department;**
  - Decorative finishes or **screening with vegetation** when visible from public streets or residential properties.

---

#### 4.4.H PERMIT AND REVIEW REQUIREMENTS

- A **fence permit** is required for:
  - Any fence or wall over **6 feet;**
  - Any retaining wall over **4 feet;**
  - Fences in the **Historic District;**
- Plans must include **location, height, materials,** and any adjacent land uses.

---

#### 4.4.I PROHIBITED FENCE INSTALLATIONS



- In easements or drainage ways without prior approval;
- Blocking access to alleys, sidewalks, or emergency routes;
- Using materials intended for **temporary or agricultural-only purposes** in urban zones;
- Any fence in violation of **visibility or traffic safety standards**.

## 4.5 SIGN REGULATIONS

### 4.5.A PURPOSE

The purpose of this section is to:

- Ensure signs are **clear, effective, and appropriately scaled** to their surroundings;
- Promote **public safety** by avoiding sign clutter and distractions;
- Support a visually attractive community and **preserve the character of neighborhoods**;
- Provide reasonable opportunities for **business and institutional visibility**;
- Ensure regulations are **content-neutral and compliant with constitutional protections**.

### 4.5.B APPLICABILITY

These standards apply to:

- All permanent and temporary signs within the Town of Washington;
- New signs and replacement of existing signs;
- Changes in sign face or structure (except routine maintenance).

Signs installed without required permits or in violation of these standards are subject to **code enforcement and removal**.

### 4.5.C GENERAL STANDARDS

#### A. Location

- No sign may be placed in a **public right-of-way**, easement, or obstruct visibility at intersections.
- Signs must be located **entirely on private property**, unless permitted by agreement (e.g., civic banners).
- All signs must maintain a **minimum 5-foot setback** from all property lines.

#### B. Safety and Design

- Signs must be constructed of **durable, weather-resistant materials**.
- All signs must be **securely anchored** and maintained in good condition.
- Illuminated signs must comply with lighting standards in Section 4.2.C.

#### C. Number of Signs

- Each lot may have **one freestanding sign per street frontage**, unless otherwise specified.
- Wall signs are allowed per building façade that faces a public street or parking area.

### 4.5.D PERMANENT SIGNS BY ZONING DISTRICT

| Sign Type | Residential (R)                                   | Commercial (C)                   | Industrial (I)                 |
|-----------|---------------------------------------------------|----------------------------------|--------------------------------|
| Wall Sign | Not permitted (except home occupation, 2 sq. ft.) | 1 per business; 15% of wall area | 1 per tenant; 15% of wall area |





|                        |                                           |                                   |                                |
|------------------------|-------------------------------------------|-----------------------------------|--------------------------------|
| <b>Freestanding</b>    | Entry sign only; max 6 sq. ft., 4 ft tall | Max 32 sq. ft., 8 ft tall         | Max 40 sq. ft., 10 ft tall     |
| <b>Monument Sign</b>   | Not permitted                             | Encouraged in place of pole signs | Permitted                      |
| <b>Projecting Sign</b> | Not permitted                             | Max 8 sq. ft., 3 ft projection    | Permitted on pedestrian routes |
| <b>Window Sign</b>     | Not permitted                             | Max 25% of window area            | Max 25% of window area         |

*Note: All freestanding signs must be set in a landscaped base at least 3 feet wide on all sides.*

#### 4.5.E TEMPORARY SIGNS

##### A. General Rules

- Temporary signs do not require a permit **unless oversized** or installed in sensitive areas.
- Signs must be **removed after the event or time limit expires**.

##### B. Examples and Time Limits

| Temporary Sign Type                 | Max Size   | Max Duration                             |
|-------------------------------------|------------|------------------------------------------|
| <b>Real estate (for sale/lease)</b> | 6 sq. ft.  | Until transaction completed              |
| <b>Political signs</b>              | 6 sq. ft.  | 60 days before and 7 days after election |
| <b>Construction sign</b>            | 16 sq. ft. | Until certificate of occupancy           |
| <b>Event banners</b>                | 32 sq. ft. | 30 days per event                        |
| <b>Yard signs (non-commercial)</b>  | 6 sq. ft.  | 90 days per year (cumulative)            |

**Prohibited:** Balloons, flashing signs, inflatable displays, and signs attached to utility poles or trees.

#### 4.5.F PROHIBITED SIGNS

The following signs are not allowed in any zoning district:

- Flashing, blinking, rotating, or strobe lights;
- Roof-mounted signs or signs extending above the building parapet;
- Signs that **mimic traffic control devices**;
- Animated or scrolling LED message boards (except for civic uses by approval);
- Any sign that obstructs visibility at intersections or driveways;
- Billboards or off-premise advertising signs, unless legally nonconforming.

#### 4.5.G ILLUMINATION

See also Section 4.2.C (Outdoor Lighting):

- Signs may be **externally or internally illuminated**, provided:
  - **No light spills onto adjacent residential properties;**
  - Illumination is **constant (non-flashing)** and shielded;



## Unified Development Code – Town of Washington Oklahoma 2025

- LED or digital signs (where permitted) must **hold each message for a minimum of 8 seconds.**

### 4.5.H SPECIAL SIGNS

#### A. Multi-Tenant Buildings

- One shared **freestanding sign** is allowed per street frontage;
- Each tenant may have **individual wall signage**, proportional to their frontage;
- **Directory signs** are encouraged near entrances.

#### B. Historic District Signage

- Must use **materials and designs compatible with historic architecture**;
- Internally lit box signs are **prohibited**;
- **Hanging signs, wood-carved, or painted signs** are encouraged;
- All signs must be reviewed by the **Historic Review Officer or Commission**.

### 4.5.I PERMITS AND ENFORCEMENT

- A **sign permit** is required for all new permanent signs unless explicitly exempt.
- Applications must include:
  - Site plan showing location;
  - Scaled design drawings;
  - Materials and lighting details.
- Signs installed without a permit may be ordered removed or fined.
- **Nonconforming signs** may remain only if:
  - Maintained in good condition;
  - Not altered, expanded, or moved;
  - Removed if structure is abandoned for 12+ months.

## 4.6 ACCESS AND CONNECTIVITY

### 4.6.A PURPOSE

The intent of this section is to ensure that all development:

- Provides **safe and logical access** for vehicles, pedestrians, and service vehicles;
- Promotes a **walkable and connected street network**;
- Reduces traffic conflicts and supports **multimodal transportation**;
- Enhances the relationship between **private property and public infrastructure**.

These standards apply to all new development, major site improvements, subdivisions, and redevelopment projects.

### 4.6.B DRIVEWAYS

#### A. Location and Spacing

- Driveways must be located to **minimize conflicts** with intersections, crosswalks, and adjacent driveways.
- Minimum spacing between driveways on the same parcel or between adjacent parcels:



## Unified Development Code – Town of Washington Oklahoma 2025

- **Residential:** 25 feet
- **Commercial:** 50 feet
- **Arterial Streets:** 100 feet (or as determined by Town Engineer)
- Corner lots must place driveways on the **side street** when possible to reduce turning conflicts.

### B. Width and Design

- Maximum driveway width at the curb:
  - **Residential:** 12–32 feet (single or double width)
  - **Commercial/Industrial:** 24–36 feet (based on use and traffic)
- Driveways must include **curb cuts and aprons** built to Town engineering specifications.
- Shared driveways between adjacent parcels are encouraged and may count toward **landscape or access credits**.

### C. Number of Driveways Allowed

- Single-family residential: **One driveway per lot**, unless approved for circular or secondary access.
- Nonresidential properties: Number determined by **lot frontage, use intensity, and site circulation plan**.

---

## 4.6.C ALLEYS

Alleys are encouraged in both new developments and redevelopments to:

- Reduce curb cuts along public streets;
- Provide **rear access for parking, loading, and refuse collection**;
- Support **traditional neighborhood design** and walkability.

### A. Design Standards

- Minimum width: **20 feet** (paved surface minimum 12 feet)
- Alleys must be:
  - Paved with concrete or asphalt;
  - Graded to drain properly;
  - Free of obstructions and maintained by the property owner(s) or HOA unless accepted by the Town.

### B. Use of Alleys

- Alleys may serve as **primary access** for detached garages or rear parking pads;
- Commercial alleys must be designed to accommodate **service vehicles** and delivery access.

---

## 4.6.D SIDEWALKS AND PEDESTRIAN CONNECTIONS

Sidewalks are required to ensure **safe, accessible, and continuous pedestrian circulation**.

### A. Required Locations

- Along all public street frontages in:
  - All zoning districts;
  - All new subdivisions;
  - Redevelopment or change of use involving more than 50% of site improvements.
- Between buildings and from **entrances to parking areas, public sidewalks, and transit stops**.

### B. Design Standards

- Minimum width:
  - **4 feet** along local streets;
  - **5 feet** along collector / arterial roads



- Surface must be **concrete** and meet **ADA accessibility standards**.
- Obstructions such as utility poles, hydrants, or signage must maintain a **minimum 4-foot clear path**.

#### C. Internal Pedestrian Pathways

- Developments with large parking lots or multiple buildings must include:
  - **Marked pedestrian walkways** across drive aisles and parking areas;
  - Direct, **well-lit, and clearly signed connections** to building entrances;
  - Pedestrian refuge or crossing zones as needed for safety.

#### 4.6.E CROSS-ACCESS AND CONNECTIVITY

To reduce traffic congestion and improve circulation:

- **Cross-access easements** between adjacent commercial properties are encouraged and may be required.
- Developments with internal streets must be designed to **connect with surrounding street networks** (no dead ends or isolated parcels unless topography prevents).
- Pedestrian connectivity must be shown on the **site plan or subdivision plat**.

#### 4.6.F ACCESS MANAGEMENT FOR MAJOR SITES

For large commercial, industrial, or institutional sites:

- A **Traffic Impact Study (TIS)** may be required to assess access, driveways, stacking, and safety;
- Driveway permits must be reviewed by the **Town Engineer and Public Works**;
- Sites must demonstrate **adequate turning radii, service access, and emergency vehicle accommodation**.

#### 4.6.G MAINTENANCE AND RESPONSIBILITY

- Property owners are responsible for maintaining:
  - **Driveways**, including curb cuts and aprons;
  - **Sidewalks** along the frontage of their parcel;
  - **Private alleys** and pedestrian paths not dedicated to the Town.
- Damaged or deteriorated surfaces must be **repaired or replaced promptly**.

### 4.7 COMPATIBILITY STANDARDS

#### 4.7.A PURPOSE

Compatibility standards ensure that new development and redevelopment:

- Minimizes **visual, noise, light, and traffic impacts** on adjacent residential neighborhoods;
- Provides **transitions in building scale, height, and intensity**;
- Enhances neighborhood character and **preserves property values**;
- Encourages context-sensitive design, especially at zoning boundaries.

These standards apply when **nonresidential or higher-intensity residential uses (e.g., multifamily, commercial, or industrial)** are located adjacent to **single-family or low-density residential zones**.



#### 4.7.B APPLICABILITY

Compatibility standards are required for:

- All new development or redevelopment of **commercial, industrial, or multifamily** buildings;
- Any **expansion** of an existing structure or parking lot by **25% or more** when abutting a residential district;
- **Zoning transitions** where different intensity districts meet (e.g., Industrial next to R or C).

#### 4.7.C HEIGHT TRANSITIONS

To reduce bulk and massing impacts near residential properties:

##### A. Step-Down Height Rule

- Buildings adjacent to single-family residential zones must **“step down”** in height:
  - **Maximum 2 stories (30 feet)** within **50 feet** of a residential property line;
  - Additional height may be permitted beyond this setback.

##### B. Exceptions

- Height transitions may be waived if:
  - A **buffer zone (e.g., alley, greenbelt)** of at least 30 feet exists;
  - A **berm or screen wall** at least 6 feet high with full landscaping is provided.

#### 4.7.D SETBACK AND BUFFERING

Additional setbacks are required to ensure visual separation and space for buffers:

| Adjacent Use                 | Minimum Setback from Residential Lot Line |
|------------------------------|-------------------------------------------|
| <b>Commercial or Office</b>  | 15 feet                                   |
| <b>Industrial</b>            | 25 feet                                   |
| <b>Parking/Loading Areas</b> | 10 feet                                   |

**Note:** These setbacks are measured from the **property line** and may be used for required **landscape buffers** (see Section 4.2.B).

#### 4.7.E SCREENING AND LANDSCAPING

When nonresidential or multifamily development abuts a residential property:

##### A. Required Screening

- A **solid masonry wall or privacy fence** at least **6 feet tall** must be installed along the shared property line;
- A **landscaped buffer** at least 10 feet wide must include:
  - One **canopy tree every 30 feet**;
  - A continuous **row of evergreen shrubs or hedge** (3 feet at planting, 6 feet at maturity).

##### B. Lighting Controls

- Outdoor lighting must be:
  - Directed **away from residential properties**;
  - Fully **shielded** to prevent glare or light spillover;
  - Compliant with standards in Section 4.2.C.



#### 4.7.F NOISE AND ACTIVITY CONTROLS

To minimize disturbances:

- **Loading docks, mechanical equipment, refuse areas**, and other high-impact features must be placed:
  - At least **30 feet** from residential property lines;
  - **Screened** and **sound-buffered** with walls or vegetation;
- **Hours of operation** may be limited by condition for uses adjacent to residential zones (e.g., deliveries only between 7:00 AM and 9:00 PM).

#### 4.7.G ACCESS AND CIRCULATION

Driveways, access roads, and service lanes must:

- Be located to **minimize traffic impacts on residential streets**;
- Avoid alignment with residential driveways or windows;
- Provide **separate pedestrian paths** and connections to public sidewalks.

#### 4.7.H BUILDING ORIENTATION AND DESIGN

To promote compatibility in form and function:

- **Building entrances and active frontages** should face away from residential properties when feasible;
- **Façade articulation** (windows, awnings, variation in materials) must be used on walls facing residential zones;
- Use of **neutral or muted color palettes** and **non-reflective materials** is encouraged along transition areas.

#### 4.7.I ALTERNATIVE COMPLIANCE

The Zoning Administrator may approve alternative solutions that provide **equal or better compatibility outcomes**, such as:

- Increased distance or enhanced landscape buffers;
- Lower-impact building materials or operational restrictions;
- Orientation or site design strategies that shield residential uses.

Alternative compliance must be **documented in writing** and meet the **intent of this section**.

### 4.8 UTILITIES AND SERVICE ACCESS

#### 4.8.A PURPOSE

The purpose of this section is to ensure that:

- **Utilities and service areas** are safely and efficiently integrated into site design;
- Refuse, mechanical, and delivery areas are **adequately screened** and **do not disrupt pedestrian areas or visual corridors**;
- Infrastructure is placed to minimize conflicts with **access, landscaping, and community character**.

These standards apply to all **new developments, redevelopment sites**, and **major expansions** in all zoning districts.



## 4.8.B GENERAL STANDARDS FOR UTILITY PLACEMENT

### A. Location

- Utility equipment such as **electrical transformers, meters, backflow preventers, HVAC units, and communication boxes** must be:
  - Located at the **side or rear** of buildings when feasible;
  - **Not located in front yards** unless screened or part of a utility easement;
  - Placed to **avoid obstruction of sidewalks, visibility triangles, or pedestrian zones.**

### B. Screening

- Ground-mounted utility equipment visible from a public street or residential property must be screened with:
  - **Landscaping** (e.g., evergreen shrubs or ornamental grasses);
  - **Architectural screening** matching the building in material and color;
  - **Opaque fencing** (min. 3 feet in height or sized to equipment dimensions).
- Screening must allow **sufficient access** for utility service and maintenance.

### C. Undergrounding

- All **new utility lines** must be placed **underground** in:
  - Residential subdivisions;
  - Commercial developments;
  - Along public streets unless otherwise approved by the Town Engineer.

Overhead lines may be permitted only in industrial zones or for temporary service by approval.

## 4.8.C REFUSE AND RECYCLING FACILITIES

### A. Location

- Dumpsters, recycling bins, and waste enclosures must be:
  - Located to the **side or rear** of buildings;
  - **Easily accessible** to collection vehicles without disrupting drive aisles or pedestrian areas;
  - Located at least **10 feet from any property line** and **30 feet from any residential property.**

### B. Enclosure Standards

- Refuse areas must be enclosed on **three sides** with:
  - **Masonry or decorative concrete walls** at least 6 feet tall;
  - **Gates** on the fourth side made of opaque metal or composite material.
- Enclosure materials must **match or complement** the primary structure.

### C. Screening and Landscaping

- Landscaping (e.g., shrubs or trellised vines) must be planted around the outside of the enclosure if visible from public streets or pedestrian areas.

## 4.8.D LOADING AND SERVICE ACCESS

### A. Location and Design

- Loading docks, delivery areas, and service entrances must be:
  - Located to the **rear or side of buildings**, not facing public streets;
  - Separated from **primary pedestrian routes**;
  - Designed to **accommodate delivery vehicles** without blocking site circulation.

### B. Screening



## Unified Development Code – Town of Washington Oklahoma 2025

- Loading and service areas visible from public streets or adjacent residential properties must be screened with:
  - A **6-foot tall masonry wall** or opaque fence;
  - **Landscaped buffers** including trees and evergreen shrubs.

### C. Hours of Operation

- For sites adjacent to residential areas, the Town may impose **limits on service and delivery hours** to reduce noise and light impacts (e.g., 7:00 AM to 9:00 PM).

---

#### 4.8.E FIRE AND EMERGENCY ACCESS

- All sites must provide **clear, unobstructed access** for fire trucks and emergency personnel.
- Fire lanes must be:
  - Clearly marked with signage and striping;
  - Designed to meet minimum turning radii and load-bearing standards;
  - Reviewed and approved by the **Town Fire Marshal or Fire Chief**.

---

#### 4.8.F EASEMENTS AND COORDINATION

- All utility and service installations must comply with **recorded easements**.
- The location of all utility lines, boxes, meters, and refuse areas must be shown on **site plans, plats, and construction drawings**.
- Applicants must coordinate with **utility providers** (electric, gas, water, sewer, communications) early in the design process.

---

#### 4.8.G MAINTENANCE RESPONSIBILITY

- Property owners or tenants are responsible for:
  - Maintaining enclosures, screening, and landscaping around service areas;
  - Keeping refuse areas clean and free of debris;
  - Ensuring that no utility or service element becomes a **hazard or visual nuisance**.





## ARTICLE 5 – SUBDIVISION AND LAND DIVISION STANDARDS

### 5.1 APPLICABILITY AND PURPOSE

#### 5.1.A APPLICABILITY

This Article applies to all **subdivision, resubdivision, and division of land** within the Town of Washington and its **extraterritorial jurisdiction**, including:

- Creation of new lots or parcels for sale, lease, or development;
- Adjustment or reconfiguration of existing lot lines;
- Dedication or extension of public rights-of-way or utilities;
- Any platting activity required under Oklahoma law or local ordinance.

Any land division not in compliance with this Article is considered **unlawful** and may result in the Town withholding permits, occupancy, or utility service.

#### 5.1.B PURPOSE

The purpose of these regulations is to:

1. Ensure the **safe, orderly, and efficient development** of land;
2. Promote compliance with the Town's **Comprehensive Plan, zoning regulations, and infrastructure plans**;
3. Provide for the **coordination of streets, utilities, drainage, and public services**;
4. Protect the public interest by ensuring that lots are **suitable for development**, including proper access, utilities, and stormwater management;
5. Avoid fragmented or premature development, especially in areas lacking infrastructure;
6. Promote **connectivity**, walkability, and neighborhood character;
7. Ensure compliance with **state statutes** regarding subdivision review and recording.

### 5.2 TYPES OF SUBDIVISIONS

Subdivisions in the Town of Washington are classified into **three categories** based on size, complexity, and the need for infrastructure improvements. Each type has its own review and approval process.

#### 5.2.A MAJOR SUBDIVISION

A **Major Subdivision** is any division of land that involves one or more of the following:

- Creation of **five (5) or more lots**;
- Construction of **new public streets, utilities, or drainage systems**;
- Dedication of **public right-of-way or easements**;
- Platting of a **previously unplatted tract**;
- Development occurring in **phases or requiring public improvements**.

#### Process:

Major Subdivisions require:

- Preliminary Plat approval (Planning Commission and Town Board);
- Final Plat approval (Planning Commission and Town Board);



- Infrastructure construction in compliance with Town standards;
- Submittal of construction drawings and performance guarantees.

**Review Timeframe:**

Typical process time is **60–120 days**, depending on completeness and complexity.

---

### 5.2.B MINOR SUBDIVISION

A **Minor Subdivision** is a simpler process used when all of the following apply:

- Creation of **four (4) or fewer lots**;
- All lots have **direct access to an existing public street**;
- **No new public infrastructure** (streets, sewer, water) is required;
- The land has **already been platted** or is being split from a single large tract.

**Process:**

Minor Subdivisions may be approved **administratively** by the Zoning Administrator or designated staff, subject to review for:

- Conformance with zoning and subdivision design standards;
- Adequate access, drainage, and utility availability;
- Lot size, frontage, and shape.

A **Final Plat** or **Lot Line Adjustment Plat** must be recorded with the County Clerk.

**Review Timeframe:**

Typical review is completed within **15–30 days**.

---

### 5.2.C LOT SPLIT

A **Lot Split** (also called a "simple land division") is the **division of a single parcel into two lots** under the following conditions:

- No additional lots beyond two are created;
- No new street or utility infrastructure is required;
- Both lots meet **zoning district standards** for area, frontage, and access;
- Not part of a phased subdivision or coordinated development plan.

**Process:**

Lot splits are reviewed **administratively** and do not require a public hearing. Applicants must submit:

- A survey or drawing showing existing and proposed lot lines;
- Legal descriptions for both parcels;
- Proof of access and utility availability.

Approved lot splits must be **recorded** with McClain County and entered into the Town's **parcel map** database.

**Review Timeframe:**

Generally completed within **10–15 business days**.

---

## 5.3 PLATTING REQUIREMENTS AND PROCESS

All subdivision of land within the Town of Washington, including major and minor subdivisions, must follow the formal **platting process** as established in this section. Platting ensures orderly development, legal lot creation, and proper coordination of **infrastructure, access, and public services**.



### 5.3.A PRE-APPLICATION MEETING

Before submitting a plat, applicants are required to attend a **pre-application meeting** with Town Staff.

**Purpose:**

- Review zoning and subdivision requirements;
- Identify required submittals and timelines;
- Discuss infrastructure needs and available utilities;
- Coordinate with the **Town Engineer, Fire, and Public Works** as needed.

**Required For:**

- All **Major Subdivisions**;
- Minor Subdivisions or Replats involving **variances, easement dedications, or infrastructure questions**.

A summary of this meeting must be submitted with the preliminary plat application.

### 5.3.B PRELIMINARY PLAT

The **Preliminary Plat** is the first official step in the subdivision approval process for all major subdivisions. It provides a **conceptual but measurable layout** of how land will be subdivided, serviced, and accessed. The Preliminary Plat enables the Town to review the proposal for **compliance with zoning, infrastructure planning, and land use policy** before engineering drawings and legal final plats are prepared.

#### 1. WHEN REQUIRED

A Preliminary Plat is **required** for:

- All **Major Subdivisions** (defined in Section 5.2);
- Any subdivision involving:
  - Creation of **five or more lots**;
  - Construction of **new public streets or utility lines**;
  - Development that includes **phasing** over time;
  - Dedication of new **public rights-of-way or easements**;
  - Complex site layouts or mixed-use designs requiring coordination.

Subdivisions that do **not involve new infrastructure** or include **four or fewer lots** may be eligible for **Minor Subdivision or Lot Split procedures**, and may skip the preliminary plat phase.

#### 2. PURPOSE AND INTENT

The purpose of the preliminary plat is to:

- Establish a **clear development concept** and evaluate compliance with Town regulations;
- Facilitate early review of the **subdivision layout, access, drainage, and utility plans**;
- Identify potential issues related to **topography, floodplain, traffic, connectivity, and service availability**;
- Allow **public input** and Planning Commission review before proceeding to Final Plat.

The preliminary plat **does not authorize construction or lot sales**, but sets the framework for the final design and development.



### 3. SUBMITTAL REQUIREMENTS

A complete Preliminary Plat application must include the following materials:

| Required Submittal                                     | Description                                                                  |
|--------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Application Form and Fee</b>                        | Submitted per Planning Department checklist                                  |
| <b>Legal Description and Vicinity Map</b>              | Including parcel ID, zoning, and context                                     |
| <b>Proposed Lot Layout</b>                             | Numbered lots and blocks, with dimensions and minimum area calculations      |
| <b>Street Layout and Access Points</b>                 | Including widths, connections, traffic circulation, and alleys (if proposed) |
| <b>Preliminary Utility Plan</b>                        | Location of proposed water, sewer, electric, and stormwater facilities       |
| <b>Drainage Concept Plan</b>                           | Identification of low areas, detention needs, and outfalls                   |
| <b>Easements</b>                                       | Location of existing and proposed utility, drainage, or access easements     |
| <b>Open Space or Trail Connections (if applicable)</b> | Preliminary location of parks, trails, or required open space dedications    |
| <b>Phasing Plan (if applicable)</b>                    | Proposed phasing of lots, infrastructure, and amenities                      |
| <b>Pre-Application Meeting Summary</b>                 | Required documentation from the initial pre-application meeting (see 5.3.1)  |

Additional technical studies (e.g., **traffic study**, **environmental report**, **floodplain analysis**) may be required depending on site conditions or staff recommendation.

### 4. REVIEW PROCESS

#### 1. Staff Review

Town Planning Staff and the Town Engineer review the application for:

- Completeness and technical adequacy;
- Compliance with zoning and subdivision codes;
- Infrastructure capacity and design feasibility.

#### 2. Planning Commission Hearing

A **public hearing** is held by the Planning Commission to:

- Consider the proposed subdivision's design and impacts;
- Receive public comment;
- Vote on a **recommendation** to the Town Board.

#### 3. Town Board Action

The Town Board of Trustees reviews the Planning Commission's recommendation and may:

- Approve the Preliminary Plat;
- Approve with conditions;
- Deny the plat, with written justification.



## 5. APPROVAL CRITERIA

The Planning Commission and Town Board must find that the Preliminary Plat:

- Conforms to the **Unified Development Code**, zoning regulations, and subdivision design standards;
- Provides **adequate access**, street layout, emergency circulation, and connectivity;
- Includes feasible and coordinated **utility and stormwater infrastructure**;
- Is compatible with surrounding development patterns;
- Aligns with the Town's **Comprehensive Plan and infrastructure master plans**;
- Avoids or mitigates development in **flood hazard or environmentally sensitive areas**.

## 6. EFFECT OF APPROVAL

Approval of the Preliminary Plat:

- Does **not authorize building permits**, construction, or sale of lots;
- Authorizes the applicant to proceed with preparation of:
  - Final Plat;
  - Construction drawings;
  - Utility and stormwater designs;
- Is valid for a period of **one (1) year** from the date of Town Board approval.

**Extensions:** One extension of up to **12 months** may be granted by the Planning Commission if a written request is submitted **prior to expiration**, explaining the delay and confirming no substantial design changes.

## TOWN OF WASHINGTON PRELIMINARY PLAT CHECKLIST

| Requirement Category           | Item                                                          | ✓ | Notes |
|--------------------------------|---------------------------------------------------------------|---|-------|
| <b>Application Information</b> | Completed Preliminary Plat Application Form                   |   |       |
|                                | Application Fee Paid                                          |   |       |
|                                | Subdivision Name and Legal Description                        |   |       |
|                                | Vicinity Map with Zoning and Parcel Boundaries                |   |       |
|                                | Contact Info: Owner, Applicant, Engineer/Surveyor             |   |       |
|                                | Date of Submittal                                             |   |       |
| <b>Plat Map Components</b>     | Lot layout with numbers, blocks, and dimensions               |   |       |
|                                | Zoning boundaries on-site and adjacent                        |   |       |
|                                | Street and access layout with names and ROW widths            |   |       |
|                                | Alleys, driveways, and pedestrian connections                 |   |       |
|                                | Easements (utility, drainage, access) – existing and proposed |   |       |

# Unified Development Code – Town of Washington Oklahoma 2025



|                                   |                                                                      |  |  |
|-----------------------------------|----------------------------------------------------------------------|--|--|
|                                   | Setback lines (if known or proposed)                                 |  |  |
|                                   | Proposed phasing boundaries                                          |  |  |
|                                   | Preliminary grading or topography                                    |  |  |
|                                   | Stormwater detention/retention locations                             |  |  |
|                                   | Water and sewer connection points                                    |  |  |
|                                   | Open space or parkland dedication areas                              |  |  |
|                                   | Trail or greenway connections (if applicable)                        |  |  |
|                                   | Floodplain, wetlands, or sensitive features (if applicable)          |  |  |
| <b>Supporting Documentation</b>   | Pre-Application Meeting Summary (required – see Section 5.3.1)       |  |  |
|                                   | Preliminary utility and drainage concept                             |  |  |
|                                   | Statement of conformance with Comprehensive Plan                     |  |  |
|                                   | Legal ownership verification or authorization letter                 |  |  |
|                                   | Confirmation of unique subdivision name                              |  |  |
|                                   | Phasing narrative (if applicable)                                    |  |  |
|                                   | Traffic Impact Study (if required)                                   |  |  |
|                                   | Environmental/wetland studies (if applicable)                        |  |  |
|                                   | FEMA floodplain map and base flood elevation data                    |  |  |
|                                   |                                                                      |  |  |
| <b>Submission Format</b>          | Three (3) printed copies of plat at engineering scale (e.g., 1"=50') |  |  |
|                                   | Digital PDF copy of plat and supporting documents                    |  |  |
|                                   | All maps include north arrow, scale bar, and legend                  |  |  |
| <b>Review and Hearing Process</b> | Completeness review by Planning and Engineering Staff                |  |  |
|                                   | Public notice issued for Planning Commission hearing                 |  |  |
|                                   | Planning Commission hearing scheduled                                |  |  |
|                                   | Anticipated Town Board review date                                   |  |  |



## 5.4 FINAL PLAT

The **Final Plat** is the last step in the subdivision process. It transforms a conceptual subdivision plan into a legally binding document that can be recorded with McClain County. Only after a Final Plat is approved and recorded can **lots be sold, permits issued, or public improvements dedicated**.

### 5.4.A PURPOSE

The purpose of the Final Plat is to:

- Confirm that the subdivision conforms to the **approved Preliminary Plat** (if applicable);
- Incorporate **surveyed lot boundaries**, easements, and dedications;
- Ensure that **infrastructure is completed** or secured through financial guarantees;
- Establish the subdivision as a legal entity through **recordation**.

### 5.4.B WHEN REQUIRED

A Final Plat is required for:

- All **Major Subdivisions** following Preliminary Plat approval;
- All **Minor Subdivisions and Lot Splits** (if not administratively exempt);
- **Replats** involving new lot configurations, dedications, or easements.

Final Plats must be submitted **within one (1) year** of Preliminary Plat approval unless an extension has been granted.

### 5.4.C SUBMITTAL REQUIREMENTS

| Item                                                 | Details                                                             |
|------------------------------------------------------|---------------------------------------------------------------------|
| <b>Final Plat Drawing</b>                            | Prepared and sealed by a licensed <b>Oklahoma land surveyor</b>     |
| <b>Legal Description</b>                             | Including metes and bounds, lot/block numbers, and subdivision name |
| <b>Dimensions</b>                                    | All lot lines, easements, and rights-of-way fully dimensioned       |
| <b>Monumentation</b>                                 | Location and description of boundary markers                        |
| <b>Easements and Dedications</b>                     | Shown and labeled; signed dedication statements provided            |
| <b>Engineer's Construction Drawings</b>              | Water, sewer, stormwater, and street design (signed and dated)      |
| <b>Utility Letters</b>                               | Confirmation of service availability (water, sewer, electric, etc.) |
| <b>Drainage and Grading Plans</b>                    | Final stamped drainage report or stormwater design                  |
| <b>As-Built Drawings (if improvements completed)</b> | Required before approval, or bonded if pending                      |
| <b>Owner's Certificate and Notary Block</b>          | Signed statement dedicating ROW and easements                       |



|                                                     |                                                         |
|-----------------------------------------------------|---------------------------------------------------------|
| <b>Title Report or Ownership Verification</b>       | Confirming clear title or identifying lienholders       |
| <b>Covenants or HOA Documents (if applicable)</b>   | Including maintenance responsibilities for common areas |
| <b>Pre-Application and Preliminary Plat Summary</b> | For reference and consistency with earlier phases       |

#### 5.4.D REVIEW PROCESS

##### 1. Staff and Engineer Review

- Planning and Engineering staff review the Final Plat for:
  - Conformance with **Preliminary Plat** (if applicable);
  - Compliance with subdivision design and **infrastructure standards**;
  - Correct legal formatting, lot descriptions, and survey details.

##### 2. Planning Commission Recommendation

- The Final Plat is presented to the **Planning Commission** at a public meeting;
- The Commission **reviews, discusses, and makes a recommendation** to the Town Board of Trustees.

##### 3. Town Board Approval

- The Town Board reviews the Final Plat and may:
  - Approve the plat and accept dedications;
  - Approve with conditions;
  - Deny the plat with written justification.

**Note:** No building permits will be issued until the plat is approved and recorded.

#### 5.4.E APPROVAL CRITERIA

To approve the Final Plat, the Planning Commission and Town Board must find that:

- It **substantially conforms** to the approved Preliminary Plat (if applicable);
- All **lots meet zoning standards** for area, frontage, and access;
- Public improvements have been:
  - Constructed to Town standards**, OR
  - Secured with a **performance bond or letter of credit**;
- Easements and rights-of-way have been **properly dedicated**;
- The plat complies with all **state and local survey, legal, and formatting requirements**.

#### 5.4.F EFFECT OF APPROVAL

- Approval of the Final Plat allows the applicant to:
  - Record the plat** with McClain County;
  - Proceed with **sale, lease, or transfer** of individual lots;
  - Apply for **building and construction permits**;
  - Initiate construction of **public improvements**, if not already complete.





- Final Plat approval is **valid for 60 days**. The plat must be recorded within that timeframe or the approval will expire, unless an extension is granted.

#### 5.4.G RECORDING AND POST-APPROVAL STEPS

Once approved:

1. Applicant submits **reproducible and digital copies** for signatures;
2. The Town signs the plat, indicating acceptance of dedications (if applicable);
3. The applicant records the plat at **McClain County** and submits a **recorded copy** to the Town;
4. If improvements were bonded, they must be completed **within 2 years** of approval;
5. Upon completion, the Town will conduct a **final inspection** before releasing the financial guarantee.

#### TOWN OF WASHINGTON FINAL PLAT CHECKLIST

| Requirement Category            | Item                                                                                    | ✓ | Notes |
|---------------------------------|-----------------------------------------------------------------------------------------|---|-------|
| <b>General Application Info</b> | Completed Final Plat Application Form                                                   |   |       |
|                                 | Application Fee Paid                                                                    |   |       |
|                                 | Subdivision Name (matching Preliminary Plat, if applicable)                             |   |       |
|                                 | Contact information for Owner, Applicant, Surveyor, and Engineer                        |   |       |
|                                 | Pre-Application Meeting Summary                                                         |   |       |
|                                 | Approved Preliminary Plat (if applicable)                                               |   |       |
| <b>Final Plat Drawing</b>       | Sealed by a licensed Oklahoma Land Surveyor                                             |   |       |
|                                 | Legal description and metes and bounds                                                  |   |       |
|                                 | Accurate lot dimensions, bearings, and block/lot numbers                                |   |       |
|                                 | ROW widths, street names, and layout                                                    |   |       |
|                                 | All existing and proposed easements shown and labeled                                   |   |       |
|                                 | Boundary monuments located and labeled                                                  |   |       |
|                                 | North arrow, scale bar, graphic scale, and legend                                       |   |       |
| <b>Engineering Plans</b>        | Floodplain boundaries or notations (if applicable)                                      |   |       |
|                                 | Final construction plans for water, sewer, stormwater, and streets (sealed by engineer) |   |       |
|                                 | Drainage report and grading plan                                                        |   |       |
|                                 | Utility service letters (water, sewer, electric, etc.)                                  |   |       |



|                                    |                                                                          |  |  |
|------------------------------------|--------------------------------------------------------------------------|--|--|
|                                    | Traffic Impact Study or access letter (if required)                      |  |  |
|                                    | As-built drawings or infrastructure cost estimates                       |  |  |
|                                    | Performance bond or financial guarantee (if improvements are incomplete) |  |  |
| <b>Legal Documents</b>             | Owner's Certificate with signature and notarization                      |  |  |
|                                    | Dedication statements for streets, ROW, and easements                    |  |  |
|                                    | Lienholder consent (if applicable)                                       |  |  |
|                                    | Title report or certificate of ownership                                 |  |  |
|                                    | Covenants, deed restrictions, or HOA documents (if applicable)           |  |  |
| <b>Submission Format</b>           | Three (3) full-size printed copies of the Final Plat                     |  |  |
|                                    | Digital (PDF) copy of plat and supporting materials                      |  |  |
|                                    | All plan sheets scaled appropriately (e.g., 1" = 50')                    |  |  |
| <b>Review and Approval Process</b> | Staff review for completeness and conformance                            |  |  |
|                                    | Planning Commission review and recommendation                            |  |  |
|                                    | Town Board of Trustees final approval                                    |  |  |
|                                    | Town Engineer review of infrastructure plans                             |  |  |
| <b>Post-Approval Actions</b>       | Final Plat recorded with McClain County within 60 days                   |  |  |
|                                    | Recorded copy submitted to the Town                                      |  |  |
|                                    | Construction of public improvements (if bonded)                          |  |  |
|                                    | Final inspection and release of performance bond                         |  |  |

## 5.5 LOT SPLIT

A **Lot Split** is a simplified procedure that allows a single parcel of land to be divided into **two legal lots** without requiring full subdivision platting. It is intended for small-scale land divisions that do not necessitate new public infrastructure or significant site redesign.

### 5.5.A PURPOSE

The Lot Split process provides a streamlined, administrative pathway for:

- Dividing a parcel into two legal lots;
- Facilitating sales, transfers, or new development on smaller parcels;
- Avoiding unnecessary platting requirements where no public improvements are needed.



This process ensures **compliance with zoning and land division standards** while minimizing the burden on property owners and Town resources.

### 5.5.B WHEN PERMITTED

A Lot Split may be approved if all of the following criteria are met:

1. The division results in **no more than two lots**;
2. Both resulting lots comply with all **zoning district requirements** for:
  - Lot area;
  - Lot width;
  - Setbacks;
  - Use;
3. Both lots have **direct access to a public street** or legal access easement;
4. No new public streets, utility lines, drainage facilities, or other **public improvements** are required;
5. The parcel is not subject to **floodplain encumbrances or environmental constraints** that would make one or both lots undevelopable;
6. The split is not part of a larger pattern of phased development intended to circumvent the subdivision process;
7. The lot has not been previously split unless previously approved by the Town.

### 5.5.C APPLICATION REQUIREMENTS

The following items must be submitted for administrative review:

| Item                                                    | Description                                                  |
|---------------------------------------------------------|--------------------------------------------------------------|
| <b>Completed Lot Split Application Form</b>             | Including applicant and property owner signatures            |
| <b>Application Fee</b>                                  | Per Town Fee Schedule                                        |
| <b>Existing Legal Description</b>                       | Survey or deed of the parent parcel                          |
| <b>Proposed Lot Split Drawing</b>                       | Scaled drawing showing:                                      |
|                                                         | — Existing and proposed lot lines                            |
|                                                         | — Lot dimensions and areas (sq. ft. or acres)                |
|                                                         | — Access points and easements                                |
|                                                         | — Adjacent streets and zoning                                |
| <b>Ownership and Title Verification</b>                 | Deed or affidavit of ownership                               |
| <b>Utility Availability Confirmation (if requested)</b> | May include letters or maps from utility providers           |
| <b>Zoning Compliance Statement</b>                      | Confirmation that both lots meet current zoning requirements |
| <b>Closure Sheet / Metes and Bounds Description</b>     | For both new lots (prepared by a licensed surveyor)          |



#### 5.5.D REVIEW AND APPROVAL PROCESS

##### 1. Administrative Review

- Lot splits are reviewed by the **Zoning Administrator** and **Town Planner**;
- The Town Engineer may be consulted if there are concerns related to **access, drainage, or easements**.

##### 2. Evaluation Criteria

Staff will evaluate the request for:

- **Conformance with zoning district standards**;
- **Legal access** to both parcels;
- **Avoidance of flag lots**, fragmented parcels, or landlocked remnants;
- Lack of **need for new infrastructure** or public improvements.

##### 3. Decision and Recordation

- If approved, a **Certificate of Lot Split Approval** is issued;
- The applicant must then **record the split with the McClain County Clerk**;
- A copy of the recorded deed or plat must be returned to the Town for its records;
- No building permits will be issued until the lot split is recorded.

#### 5.5.E DENIAL OR RECLASSIFICATION

If the proposed lot split:

- Requires public improvements,
- Results in more than two lots,
- Does not comply with zoning requirements,
- Or appears to be part of a larger subdivision effort,

...it will be **reclassified as a Minor or Major Subdivision** and required to follow the applicable platting process.

#### 5.5.F APPEAL

If a lot split application is denied, the applicant may appeal the decision to the **Planning Commission** within **30 days**. The Planning Commission's decision is final unless further appeal is made to the Town Board of Trustees.

#### 5.5.G EFFECT OF APPROVAL

Approval of a lot split:

- Creates **two legal lots of record**, eligible for individual development or sale;
- Does **not authorize** the construction of structures until:
  - The lot is properly recorded;
  - A building permit is issued following zoning and code review;
- Does **not relieve the property owner** of compliance with other local, county, or state regulations.



# TOWN OF WASHINGTON LOT SPLIT CHECKLIST

| Requirement Category                | Item                                                           | ✓ | Notes |
|-------------------------------------|----------------------------------------------------------------|---|-------|
| <b>General Application Info</b>     | Completed Lot Split Application Form                           |   |       |
|                                     | Application Fee Paid                                           |   |       |
|                                     | Name and contact information for property owner and applicant  |   |       |
|                                     | Legal description of the parent parcel                         |   |       |
|                                     | Parcel Identification Number (PID)                             |   |       |
|                                     | Zoning District of the property                                |   |       |
| <b>Lot Split Drawing</b>            | Scaled drawing showing:                                        |   |       |
|                                     | – Existing parcel boundaries                                   |   |       |
|                                     | – Proposed new lot lines and labels (Lot 1, Lot 2)             |   |       |
|                                     | – Lot dimensions and area (sq. ft. or acres)                   |   |       |
|                                     | – Adjacent street names and driveways                          |   |       |
|                                     | – Easements (existing and proposed)                            |   |       |
|                                     | – North arrow, scale bar, and legend                           |   |       |
| <b>Legal and Survey Information</b> | Metes and bounds legal descriptions for both new lots          |   |       |
|                                     | Surveyor's certificate or seal (if applicable)                 |   |       |
|                                     | Title report or ownership verification                         |   |       |
|                                     | Lienholder consent (if applicable)                             |   |       |
| <b>Zoning and Access Compliance</b> | Statement confirming both lots meet:                           |   |       |
|                                     | – Minimum lot area and width                                   |   |       |
|                                     | – Street frontage or access easement                           |   |       |
|                                     | – All other zoning requirements                                |   |       |
|                                     | No need for new public infrastructure                          |   |       |
| <b>Utility and Services Review</b>  | Utility service availability confirmed (if requested by staff) |   |       |
|                                     | No disruption to existing utility easements                    |   |       |
| <b>Administrative Process</b>       | Reviewed by Zoning Administrator                               |   |       |



|                            |                                                      |  |  |
|----------------------------|------------------------------------------------------|--|--|
|                            | No subdivision or platting conflicts                 |  |  |
|                            | No floodplain or environmental constraint violations |  |  |
|                            | Consistent with Comprehensive Plan and UDC           |  |  |
| <b>Post-Approval Steps</b> | Lot Split Certificate signed and issued              |  |  |
|                            | Lot split recorded with McClain County               |  |  |
|                            | Copy of recorded document returned to the Town       |  |  |
|                            | Parcel map and Town records updated                  |  |  |

## 5.6. REPLATTING

A **Replat** is the process of legally modifying an existing recorded plat. It is used to revise, consolidate, or reconfigure platted lots, blocks, or rights-of-way. Replats must follow the **same process and standards** as Preliminary and Final Plats, ensuring that changes are reviewed for compliance with Town regulations and coordinated with infrastructure and public services.

### 5.6.A PURPOSE OF REPLATTING

Replatting is required when a property owner or developer proposes to:

- A dramatic change the **layout of streets, alleys, or easements**;
- **Adjust or relocate lot lines** affecting multiple lots;
- **Dedicate or vacate** public easements, access ways, or rights-of-way;
- Modify plat notes, utility locations, or other legal elements shown on the original plat not associated with the private covenants.

### 5.6.B WHEN A REPLAT IS REQUIRED

A replat is required if any of the following apply:

- The subdivision has been **previously recorded** with McClain County;
- The proposed changes affect **multiple owners**, lots, or public dedications;
- There is an intent to create **new developable lots** or alter utility/service access;
- The modifications cannot be handled through a simple **lot line adjustment** or **lot split**.

### 5.6.C REPLAT PROCESS OVERVIEW

A **replat follows the same procedures** as a Preliminary Plat and Final Plat (see Sections 5.3.2 and 5.3.3), unless waived by the Zoning Administrator for **minor changes**. The replatting process ensures proper public review, compliance with zoning, and infrastructure coordination.

### 5.6.D REQUIRED STEPS FOR REPLATTING



| Step                                      | Description                                                                                                                                                                                   |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Pre-Application Meeting</b>         | Required for all replats unless waived for very minor changes. Discuss zoning, easements, infrastructure, and legal concerns.                                                                 |
| <b>2. Preliminary Plat</b>                | Required if the replat involves new streets, significant infrastructure changes, or multiple lots. If not required, the process begins with the Final Plat.                                   |
| <b>3. Final Plat (Replat Drawing)</b>     | Must be prepared by a licensed land surveyor. Shows revised lot layout, legal boundaries, dedications, and compliance with zoning and subdivision standards.                                  |
| <b>4. Planning Commission Review</b>      | Public meeting and recommendation. <b>Public notice and mailed notice</b> required if the replat involves variances, easement relocation, or new lots adjacent to existing residential areas. |
| <b>5. Town Board of Trustees Approval</b> | Final approval by ordinance. Dedications are accepted and replat is authorized for recording.                                                                                                 |
| <b>6. Recording</b>                       | The replat must be recorded with McClain County and a copy returned to the Town. No permits or sales may proceed until recorded.                                                              |

#### 5.6.E SUBMITTAL REQUIREMENTS

Replat applications must include:

- Completed **Replat Application Form**;
- Surveyor's drawing of the **proposed replat**;
- Legal descriptions of **existing and proposed parcels**;
- Description of any **vacated easements, streets, or dedications**;
- **Utility provider letters** confirming no conflicts with proposed changes;
- Statement of conformance with the **Unified Development Code**;
- **Public notice materials**, if required (mailing list, map, affidavit of notice).

#### 5.6.F PUBLIC NOTICE REQUIREMENTS

Replats may trigger **public notification requirements** if they:

- Reduce lot size below zoning minimums;
- Change access, drainage, or easement locations;
- Affect adjacent property owners.

In such cases, the Town will require:

- **Newspaper notice** at least 15 days prior to Planning Commission hearing;
- **Written notice** to all property owners within 300 feet;
- **Posted sign** on the site.

#### 5.6.G MINOR REPLAT EXCEPTIONS

A **Minor Repat** may be reviewed and approved **administratively** if all the following apply:

- No more than **two lots** are affected;
- No new public improvements or dedications are required;
- All affected property owners provide **written consent**;



- Lots comply with **zoning and design standards**;
- No public easements or rights-of-way are altered.

The Zoning Administrator may waive the Preliminary Plat requirement and allow direct review of a Final Plat.

#### 5.6.H EFFECT OF REPLAT APPROVAL

Approval of a replat:

- Legally replaces and supersedes the previously recorded plat;
- Becomes the **governing document** for all future development on the site;
- Allows for **sale, lease, and construction** in accordance with the revised plat;
- Does not eliminate prior covenants or restrictions unless amended separately.

### 5.7 DESIGN STANDARDS

Design standards ensure that all subdivisions and land developments in the Town of Washington are **safe, functional, well-connected, and aligned with community goals**. All development shall conform to these standards unless modified by a Planned Unit Development (PUD) or approved through alternative compliance.

Where not otherwise addressed in this Code, design details must conform to the **most recent edition of the AASHTO "Green Book"** and applicable **ODOT roadway design and construction standards**.

#### 5.7.A LOT DESIGN AND ACCESS

##### 1. General Requirements

- All lots must have direct access to a **public street or an approved private street** built to Town standards.
- Lot size, width, and depth must comply with the **zoning district requirements**.
- **Flag lots** are discouraged and allowed only where necessary due to topography or environmental constraints.
- Lots should be **rectangular or regular in shape** unless dictated by site features.

##### 2. Frontage Requirements

- Each lot must have a **minimum frontage of 25 feet** on a public street or as specified by the zoning district.
- Lots abutting arterial streets may require **shared access points, cross-access easements**, or frontage roads.

##### 3. Driveway Spacing

- Driveway spacing shall conform to **AASHTO access spacing guidelines** based on street classification.
- On arterial or collector roads, access management techniques such as **right-in/right-out** or **shared driveways** may be required.

##### B. Block Layout

- Blocks should be designed to promote **efficient use of land and good circulation**.
- Maximum block length: **1,200 feet**, except where topographic or environmental features justify longer blocks.
- Blocks over **800 feet** in length must include **pedestrian connections or mid-block pathways**.
- Minimum block length: **400 feet**, except in downtown, historic, or mixed-use districts.





**Reference:** AASHTO *Policy on Geometric Design of Highways and Streets* (Green Book) for connectivity spacing and turning radii.

### 5.7.C STREET DESIGN AND CONNECTIVITY

All public streets must be designed to serve current and future traffic needs and must meet **Town, ODOT, and AASHTO design standards.**

#### 1. General Street Requirements

- Streets must be designed to provide **safe access and internal circulation.**
- Dead-end streets and cul-de-sacs are discouraged unless necessary due to site constraints.
- **Multiple points of access** must be provided for subdivisions with more than 30 lots.
- Streets shall be designed to be **All-Weather-Surface**, meaning concrete or asphalt.

#### 2. Street Classification and Design

| Street Type    | ROW Width | Pavement Width | Sidewalks  |
|----------------|-----------|----------------|------------|
| Local Street   | 50 ft     | 26–28 ft       | Both sides |
| Collector      | 60–70 ft  | 34–36 ft       | Both sides |
| Minor Arterial | 80+ ft    | 40+ ft         | Both sides |

**Design standards such as lane width, curve radii, and sight distances must follow AASHTO and ODOT guidelines,** especially for collector and arterial streets.

#### 3. Intersections

- Intersections must meet **sight distance, alignment, and grade requirements** from AASHTO standards.
- Streets must intersect at 90 degrees unless otherwise approved.

#### 4. Street Naming and Signage

- Street names must be approved by the Town.
- Signage must conform to the **Manual on Uniform Traffic Control Devices (MUTCD)** and installed at developer expense.

### 5.7.D EASEMENTS

#### 1. Utility Easements

- Minimum width: **15 feet** total, with at least **7.5 feet** on each lot line (unless otherwise directed).
- Easements must be provided along:
  - Rear lot lines;
  - Side lot lines (as needed);
  - Adjacent to rights-of-way for public utilities.

#### 2. Drainage Easements

- Drainage easements shall be established for all major stormwater facilities and low points.
- No structures may be built within a drainage easement without approval from the Town Engineer.

#### 3. Access Easements

- Shared or cross-access easements may be required to reduce driveways on arterials or collectors.



## 5.7.E UTILITIES

### 1. General Standards

- All utilities shall be installed **underground**, including electric, phone, cable, and fiber.
- Utility lines must be **coordinated with the street and lot layout** to ensure logical service connections.

### 2. Location and Separation

- Utilities must be separated from water and sewer lines per **DEQ and ODEQ** standards.
- Joint trenching is encouraged for electrical, phone, and data utilities.

### 3. Utility Coordination

- Developers are responsible for contacting and coordinating with:
  - OEC, **OG&E** (electric);
  - Town of Washington (water/sewer);
  - Local telecom/internet providers;
  - ODOT, if near a state highway.

## 5.7.F STORMWATER AND DRAINAGE

### 1. General Requirements

- Stormwater systems must:
  - Accommodate a **25-year storm event for closed systems**;
  - Provide overland flow capacity for **100-year events**;
  - Be designed per **Town and ODEQ stormwater management criteria**.

### 2. Detention/Retention Facilities

- Required for all subdivisions over 1 acre or as required by the Town Engineer.
- Must be located in **common areas** or easements;
- Must include **access for maintenance** and erosion control.

### 3. Drainage Reports

- Preliminary and final plats must include a **drainage study**, reviewed and approved by the Town Engineer.

## 5.7.G PEDESTRIAN AND BICYCLE INFRASTRUCTURE

### 1. Sidewalks

- Required along **both sides** of all public streets in new subdivisions.
- Minimum width:
  - **5 feet** on local streets;
  - **6 feet** on collectors and near schools or parks.

### 2. Trails and Pathways

- Trail or greenway connections must be provided where identified in the **Town's Parks and Trails Plan**.
- Multi-use paths must be **10 feet wide** minimum and constructed of concrete or asphalt.

### 3. Crosswalks and Connectivity

- Crosswalks must be provided at all **major intersections and school access points**.
- **Bicycle lanes** may be required on collector or arterial streets based on the Town's **active transportation plan**.



All pedestrian and bicycle facilities must comply with **AASHTO's Guide for the Development of Bicycle Facilities** and **ADA accessibility requirements**.

## 5.7.H COMMON AREA REQUIREMENTS

### 1. Applicability

- All major residential subdivisions shall include one or more common areas to be maintained by the Homeowners' Association (HOA).

### 2. Size Standard

- The total land area designated as common area shall be at least equal to the average lot size of the development.

### 3. Definition of Common Area

- For the purposes of this section, a **common area** refers to land set aside for shared use by subdivision residents and may include:
  - Playgrounds or tot lots;
  - Picnic areas with seating or shelters;
  - Outdoor exercise areas, fitness trails, or courts;
  - Similar amenities that promote social interaction and a connected community.

### 4. Ownership and Maintenance

- Common areas shall be owned and maintained by the subdivision's HOA or a similar legally responsible entity.
- Maintenance responsibilities include landscaping, equipment upkeep, and ensuring safe, usable conditions.

## 5.8 CONSTRUCTION AND IMPROVEMENT REQUIREMENTS

Subdivision development must include the **design, construction, inspection, and acceptance** of public improvements. These improvements are necessary to ensure the health, safety, and welfare of future residents and to protect the Town from the burden of incomplete or substandard infrastructure.

## 5.8.A INFRASTRUCTURE INSTALLATION AND DEDICATION

### 1. Required Improvements

Before any lots are developed or sold, the following infrastructure must be **installed or secured**:

- Public streets and sidewalks;
- Curb and gutter (if applicable);
- Stormwater drainage and detention systems;
- Sanitary sewer lines and manholes;
- Potable water lines, hydrants, and valves;
- Street signage and traffic control devices;
- Street lighting (if required by the Town);
- Easements and grading required for access and maintenance.

All improvements must conform to **Town of Washington construction standards**, and where applicable, **ODOT and AASHTO specifications**.

### 2. Construction Plan Approval

- The developer must submit **construction plans** prepared and sealed by a licensed engineer;
- Plans must be reviewed and approved by the **Town Engineer** before construction begins;
- No work may commence until a **Notice to Proceed** is issued by the Town.

### 3. Inspections and Testing



## Unified Development Code – Town of Washington Oklahoma 2025

- The developer is responsible for coordinating **inspections** with the Town during construction;
- Testing of materials (e.g., compaction, concrete strength, pressure tests) must be performed as required;
- All test results must be submitted to the Town Engineer for review;
- Any failed inspections must be corrected before proceeding.

### 4. As-Built Drawings

Upon completion, the developer must submit **as-built drawings** showing the exact location, elevation, and dimensions of all constructed improvements. These must be:

- Prepared by a licensed engineer or surveyor;
- Reviewed and accepted before final approval or bond release.

### 5. Dedication of Improvements

- Once accepted, public improvements are formally **dedicated to the Town**;
- A **written warranty** (see below) and maintenance agreement must be provided;
- Title to rights-of-way and easements must be transferred through the Final Plat and confirmed by the Town Attorney.

### 6. Warranty Period

All infrastructure dedicated to the Town is subject to a **two-year maintenance warranty**. During this period:

- The developer remains responsible for correcting defects;
- A **maintenance bond** may be required (typically 10% of construction value).

## 5.8.B FINANCIAL ASSURANCE (BONDS OR ESCROWS)

To protect the Town from incomplete development, a **financial guarantee** is required if public improvements are not installed **prior to Final Plat approval and recordation**.

### 1. When Required

A performance guarantee is required when:

- A developer seeks to record a **Final Plat prior to completing construction** of required infrastructure;
- Improvements are to be **installed in phases**;
- Construction is delayed due to seasonal conditions or scheduling.

### 2. Types of Financial Assurances

Acceptable forms of financial guarantees include:

| Type                                           | Details                                                                       |
|------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Performance Bond</b>                        | Issued by a surety company licensed in Oklahoma; equal to <b>100% of cost</b> |
| <b>Cash Escrow / Certified Check</b>           | Held in trust by the Town; used if developer defaults                         |
| <b>Letter of Credit</b>                        | Issued by a bank, subject to Town legal review                                |
| <b>Subdivision Improvement Agreement (SIA)</b> | May be used in conjunction with one of the above forms                        |

### 3. Amount and Duration

- The amount must be equal to **100% of the engineer's estimate** for all unbuilt improvements;
- Estimate must be verified and approved by the **Town Engineer**;
- Duration of the bond or escrow must match the **anticipated timeline**, not to exceed **2 years**;



- Extensions may be granted by the **Town Board of Trustees** upon request.

#### 4. Release of Financial Assurance

- No portion of the financial assurance will be released until:
  - All improvements are completed;
  - The Town has accepted the infrastructure in writing;
  - As-built drawings are submitted and approved;
  - Any **maintenance bonds** are in place.

Partial release may be considered based on **completed and inspected phases**, subject to Town approval.

#### 5.8.C DEVELOPER RESPONSIBILITIES SUMMARY

| Responsibility                                 | Required Timing                                   |
|------------------------------------------------|---------------------------------------------------|
| <b>Submit construction plans</b>               | Prior to Final Plat or infrastructure start       |
| <b>Obtain approval and Notice to Proceed</b>   | Before beginning construction                     |
| <b>Install public improvements</b>             | Prior to recording Final Plat or secure with bond |
| <b>Request inspections</b>                     | Throughout construction                           |
| <b>Submit as-built drawings</b>                | Upon completion of improvements                   |
| <b>Provide financial guarantee (if needed)</b> | Prior to plat recording                           |
| <b>Maintain improvements during warranty</b>   | For two years after Town acceptance               |



## ARTICLE 6 – NONCONFORMITIES

Zoning regulations may change over time, resulting in properties, structures, or uses that were **legally established** but **no longer comply** with current standards. These are known as **nonconformities**. This article outlines the **rights, restrictions, and conditions** under which such nonconformities may continue, be altered, or be terminated.

### 6.1 CONTINUATION OF EXISTING NONCONFORMING USES

#### A. Right to Continue

Any legally established use of land or buildings that **became nonconforming due to zoning changes** may continue **indefinitely**, subject to the provisions of this Article.

#### B. Proof of Legal Establishment

The property owner has the burden of demonstrating that the use:

- Was lawfully established prior to the zoning change; and
- Has been **continuously maintained** since that time.

#### C. Restrictions on Changes

- The use cannot be **enlarged, intensified, or relocated** to another part of the property;
- The use must comply with all **building, fire, and safety codes**;
- No new structures or facilities may be added to support the nonconforming use.

### 6.2 NONCONFORMING STRUCTURES

A **nonconforming structure** is a building or structure that was lawfully built but no longer conforms to one or more dimensional or design standards (e.g., setbacks, height, lot coverage).

#### A. Right to Remain

Nonconforming structures may remain **in place and in use** unless altered in a way that increases the nonconformity.

#### B. Permitted Maintenance

- Routine repairs and maintenance are allowed;
- Cosmetic upgrades or interior remodeling are permitted, provided the **nonconformity is not increased**.

#### C. Expansion or Enlargement

- Any addition or structural alteration must **bring the affected portion into compliance**;
- Additions that **extend or worsen** the nonconforming aspect are prohibited.

### 6.3 LIMITATIONS ON EXPANSION OR ALTERATION

#### A. Use-Based Limits

Nonconforming uses **may not expand** to occupy more floor area or land area than they occupied at the time they became nonconforming.

#### B. Structure-Based Limits

Nonconforming structures may be **enlarged or modified** only if:

- The modification **does not increase** the degree of nonconformity;
- It complies with all **other applicable codes and regulations**;
- Approval is obtained through the **Zoning Administrator or Board of Adjustment**, as required.



### C. Change of Use

A nonconforming use may not be changed to another nonconforming use. However:

- It may be changed to a **conforming use** at any time;
- Once a nonconforming use is changed, it **may not revert** back.

## 6.4 DESTRUCTION AND REPAIR (50% RULE OR AMORTIZATION)

### A. Voluntary Demolition

If a nonconforming structure is voluntarily demolished, any new structure must **fully comply** with the current zoning regulations.

### B. Involuntary Destruction

If a nonconforming structure is **damaged or destroyed** by fire, storm, or other involuntary means:

- It may be **repaired or rebuilt** only if the cost of restoration does not exceed **50% of the structure's pre-damage market value**;
- If the damage exceeds 50%, the structure **must conform** to current regulations;
- The Zoning Administrator may require a **certified appraisal or contractor estimate** to verify costs.

This is known as the "**50% Rule**" and ensures that severely damaged nonconformities are not perpetuated indefinitely.

### C. Amortization (if adopted)

The Town may, by ordinance, require certain types of **nonconforming uses to cease** after a reasonable amortization period, especially if:

- The use is **incompatible with public health or safety**;
- There is **clear community interest** in its removal;
- A fair and reasonable **timeframe** is provided for the owner to recoup investment.

## 6.5 TERMINATION OR ABANDONMENT

### A. Cessation of Use

If a nonconforming use is **discontinued for 12 consecutive months**, it is presumed to be **abandoned** and may not resume.

### B. Vacancy

Vacancy of a nonconforming structure **does not automatically terminate** the nonconformity, unless:

- The use has ceased for 12 months or more (unless the owner/occupant is deployed on active military duty);
- The structure is no longer **maintainable or safe for occupancy**.

### C. Intent to Abandon

Evidence of intent to abandon (e.g., removal of business license, equipment, signage, or utility disconnects) may accelerate the termination of a nonconforming use.

### D. Enforcement

The Town may initiate enforcement action to:

- Prevent reestablishment of an abandoned nonconforming use;
- Require demolition or remediation of unsafe or derelict nonconforming structures.



## ARTICLE 7 – DEFINITIONS

This Article defines key terms used throughout the Unified Development Code. These definitions are legally binding for the purposes of interpretation, enforcement, and administration of the Code. Where terms are not defined herein, they shall be interpreted based on **common usage, industry standards**, or definitions in state law.

### **Abandonment:**

The discontinuation of a nonconforming use or vacancy of a structure for a period of **12 consecutive months** without documented intent to resume. Evidence of abandonment includes disconnection of utilities, removal of signage, or failure to maintain the property.

### **Access Easement:**

A recorded legal right granted to provide **vehicular or pedestrian access** across private property, often used when a lot lacks direct frontage on a public street.

### **AASHTO:**

The **American Association of State Highway and Transportation Officials**, a national organization that publishes engineering guidelines such as the *Policy on Geometric Design of Highways and Streets* ("Green Book"), referenced for street, sidewalk, and traffic design standards.

### **As-Built Drawings:**

Drawings prepared by a licensed surveyor or engineer that show the **final, constructed dimensions and locations** of infrastructure improvements such as roads, utilities, and drainage systems, submitted prior to project close-out.

### **Block:**

A contiguous group of lots bounded by **public streets, rights-of-way, or easements**, forming the basic unit of subdivision design.

### **Board of Adjustment:**

A quasi-judicial body authorized by state statute and the Town to **hear and decide variances, appeals of administrative decisions, and special exceptions** as defined in the zoning code.

### **Buffer:**

A physical separation between different land uses or zoning districts, typically composed of **landscaping, fences, walls, or berms**, intended to reduce visual, noise, or other impacts.

### **Buildable Lot:**

A lot that meets all applicable **zoning, utility access, frontage, and development standards** such that it can support permitted construction activity.

### **Collector Street:**

A public street that **distributes traffic between local streets and arterials**, typically with higher capacity





## Unified Development Code – Town of Washington Oklahoma 2025

than residential streets but lower than arterial roads. Design standards for collectors follow AASHTO and ODOT guidelines.

### **Comprehensive Plan:**

The officially adopted long-range policy document guiding the physical development of the Town, including land use, infrastructure, housing, and transportation elements.

### **Cul-de-Sac:**

A local street with a **single point of access and a turnaround at one end**, typically discouraged in new development unless justified by site constraints.

### **Dedication:**

The formal transfer of property rights (e.g., street right-of-way, easements, parks) from a private owner to the **public** through a plat or legal instrument.

### **Detention Facility (Stormwater):**

An engineered basin that temporarily **holds stormwater runoff** and releases it at a controlled rate to reduce flooding and downstream impacts.

### **Easement:**

A recorded legal right to use land owned by another party for a **specific purpose**, such as utilities, drainage, or access.

### **Final Plat:**

The official, **surveyed map of a subdivision**, prepared for recordation with McClain County. It includes dedications, easements, lot lines, and legal boundaries and is required before the sale or development of lots.

### **Flag Lot:**

A lot shaped like a flag, with a narrow “pole” providing access to a public street. Flag lots are discouraged and allowed only in specific, constrained situations.

### **Green Infrastructure:**

Low-impact development practices that **mimic natural processes** to manage stormwater (e.g., rain gardens, bioswales, permeable pavers).

### **Lot Line Adjustment:**

A minor change to shared lot boundaries between two or more adjacent parcels that **does not create new lots** and does not require subdivision approval.

### **Lot Split:**

A process that allows the division of a **single parcel into no more than two lots** without full subdivision procedures, provided no new infrastructure is required.



**Minor Subdivision:**

A subdivision that creates **four or fewer lots**, all fronting an existing public street, with **no new infrastructure or dedications** required. Typically eligible for administrative review.

**Major Subdivision:**

A subdivision that creates **five or more lots**, requires **new streets or public improvements**, or modifies existing dedications. Subject to **preliminary and final plat approval**.

**Nonconforming Use:**

A land use that was **lawfully established** but is now prohibited under current zoning. It may continue under specific conditions outlined in Article 6.

**Nonconforming Structure:**

A structure that was **lawfully constructed** but no longer complies with zoning standards such as setbacks, height, or lot coverage.

**ODOT:**

The **Oklahoma Department of Transportation**, which sets standards and regulations for streets and highways in Oklahoma. ODOT standards apply to any subdivision with **state-maintained roads or highway connections**.

**Performance Bond:**

A **financial guarantee** submitted by a developer to ensure timely and proper construction of required public improvements. If improvements are not completed, the Town may use the bond to finish the work.

**Preliminary Plat:**

A conceptual layout of a proposed subdivision showing **lot configuration, streets, utilities, and drainage**. Approval is required before proceeding to a Final Plat.

**Replat:**

A revision of a previously recorded plat that alters lot lines, easements, or dedications. Replats follow the **same review process as a preliminary and final plat**, unless classified as a minor replat.

**Right-of-Way (ROW):**

A strip of land dedicated for **public infrastructure**, such as streets, sidewalks, and utilities. ROW widths are determined based on street classification.

**Stormwater Management Plan:**

A plan showing how runoff from development will be **controlled, detained, and conveyed** to avoid flooding and comply with engineering standards.

**Subdivision:**

The division of land into **two or more lots**, tracts, or parcels for the purpose of sale, lease, or development. Subdivisions are subject to **Article 5** of this Code.



## Unified Development Code – Town of Washington Oklahoma 2025

### **Utilities (Public):**

Services including **water, sanitary sewer, stormwater, electricity, gas, and communications infrastructure**, typically located within public rights-of-way or easements.

### **Variance:**

A discretionary approval granted by the **Board of Adjustment** allowing deviation from specific zoning requirements due to **unnecessary hardship** or unique site conditions.

### **Zoning Map Amendment (Rezoning):**

A change to the official **Zoning Map**, altering the zoning classification of one or more properties. Requires **Planning Commission review and Town Board approval**.

DRAFT



## ARTICLE 8 – ENFORCEMENT AND PENALTIES

The regulations set forth in this Code shall be enforced by the Town of Washington through a combination of administrative procedures, civil remedies, and judicial processes. The goal is to encourage **voluntary compliance**, while providing clear and enforceable remedies when violations occur.

### 8.1 VIOLATIONS AND REMEDIES

#### A. Types of Violations

Violations of this Code include, but are not limited to:

1. **Unauthorized Land Use:**
  - Operating a use or activity not permitted in the zoning district;
  - Operating a use without proper approval (e.g., special use permit, site plan).
2. **Unauthorized Construction:**
  - Building without a required permit;
  - Constructing in a manner that deviates from approved plans or violates zoning standards (e.g., setbacks, height, lot coverage).
3. **Occupancy Without Approval:**
  - Occupying or using a structure before a Certificate of Occupancy is issued;
  - Using a temporary structure or mobile unit without approval.
4. **Failure to Maintain:**
  - Noncompliance with landscaping, screening, or site design standards;
  - Allowing deterioration of fencing, signage, or sidewalks in violation of Code.
5. **Nonconformance After Change:**
  - Resuming a nonconforming use after abandonment;
  - Expanding a nonconforming structure or use without proper authorization.

#### B. Remedies

Upon determination that a violation exists, the Town may pursue one or more of the following remedies:

- **Written Notice of Violation** to the owner or responsible party;
- **Stop Work Order** under Section 8.2;
- **Revocation of permits or approvals;**
- **Civil fines or penalties** under Section 8.3;
- **Legal action** to obtain injunctions or court orders;
- **Administrative abatement** for health, safety, or nuisance violations.

### 8.2 STOP WORK ORDERS

#### A. Authority

The Zoning Administrator, Building Official, or Town Manager may issue a **Stop Work Order** if any of the following conditions exist:

- Construction is occurring **without valid permits**;
- Work is proceeding **in violation of the approved plans or this Code**;
- Development presents an immediate **threat to public health or safety**;
- Unauthorized land disturbance, including grading or removal of protected trees.

#### B. Effect of Order

A Stop Work Order shall:



- Be **in writing**, identifying the nature of the violation;
- Require that **all work cease immediately**;
- Be posted visibly on the property and delivered to the responsible party;
- Remain in effect until the violation is corrected and the order is **lifted in writing** by the Town.

No inspections, approvals, or permits will be issued while a Stop Work Order is in effect.

### C. Lifting a Stop Work Order

The order may be lifted when:

- The property owner submits **corrected plans or documentation**;
- All violations are remedied to the satisfaction of the Town;
- Any required permits or approvals are obtained;
- Fines or costs are paid in full.

## 8.3 PENALTIES

### A. Civil Fines

The following civil penalties may be imposed for each day a violation continues:

| Violation Type                      | Daily Fine    |
|-------------------------------------|---------------|
| Zoning or use violation             | \$100 per day |
| Construction without a permit       | \$200 per day |
| Occupancy without Certificate       | \$250 per day |
| Unauthorized sign installation      | \$100 per day |
| Violation of conditions of approval | \$150 per day |

Fines accrue **daily** and continue until the violation is resolved or referred to legal enforcement.

### B. Legal Remedies

In addition to or in lieu of fines, the Town may pursue:

- **Injunctive relief** in District Court;
- **Lien placement** for unpaid fines or abatement costs;
- **Criminal prosecution** as a misdemeanor (if authorized by ordinance).

### C. Administrative Abatement

For violations posing a danger to public health or safety, the Town may:

- Abate the violation (e.g., remove unsafe structures, clean up hazardous conditions);
- Recover the costs of abatement through lien or civil action.

## 8.4 APPEALS AND ADMINISTRATIVE REVIEW

### A. Board of Adjustment Jurisdiction

The **Board of Adjustment** (BOA) is authorized to hear and decide:

1. **Appeals of administrative decisions** related to zoning enforcement, permits, or interpretations;
2. **Requests for variances** from zoning standards due to unnecessary hardship;
3. **Requests for special exceptions or use approvals**, if allowed by the zoning district.

Appeals must be filed **within 30 days** of the decision being appealed, accompanied by the required fee and written explanation.

### B. Appeal to District Court



#### Unified Development Code – Town of Washington Oklahoma 2025

Per **Oklahoma Statutes Title 11 §44-110**, any person aggrieved by a final decision of the BOA may appeal to **District Court** within **30 days** of the BOA's written decision.

- The appeal must be **filed in the District Court** of McClain County;
- The court will review whether the BOA acted within its authority, followed due process, and made findings based on evidence;
- The court may **affirm, reverse, or remand** the decision.

DRAFT