

ADMINISTRATIVE DESIGN REVIEW – TC OVERLAY ZONE *Review Checklist*



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This checklist summarizes the design standards and guidelines for projects located in the Town Center Overlay Zone in the City of University Place. Project designers should use this checklist as a tool to ensure that all standards and guidelines are addressed by a proposal. City staff will use this checklist to help determine compliance with the design standards and guidelines. If you have any questions, please contact the Planning and Development Services Department at (253) 566-5656.

RETURN 5 COPIES OF THIS CHECKLIST WITH YOUR APPLICATION

PROJECT NAME:

- INSTRUCTIONS**
1. Administrative Design Review (formally Design Standard Review) is required for all new development, exterior alterations and major improvements in the Town Center Overlay Zone (see Town Center Overlay Design Standards).
 2. Standards are mandatory while guidelines are discretionary and may be used to demonstrate equivalent items. Guidelines cannot be imposed to deny an application.
 3. A standard may be replaced with an equivalent item(s) if the applicant can demonstrate to the satisfaction of the Director that the replacement is of equal or greater quality or quantity than the standard.
 4. Complete all questions below. Check the equivalent box if proposing to replace a standard with an equivalent item(s). Justify all equivalent requests.
 5. See Administrative Design Review Submittal Checklist for all documents required for submittal.

Provide a detailed description of the proposal. (May be attached)

Please describe how the proposal meets or exceeds the criteria of the following sections of the Town Center Overlay Design Standards:

Chapter III – Use: (e.g., how does the proposal promote the mix of uses described in the design standards, including compliance with accessory, seasonal, and prohibited uses?)

Chapter IV – Site Design - Crime Prevention through Environmental Design: (e.g., what design aspects of the proposal discourage criminal activity?)

Chapter IV – Site Design – Setbacks: (e.g., in what ways do setbacks and walkways encourage pedestrian access or provide architectural interest?)

Equivalent Requested.

Chapter IV – Site Design – Walkways & Gateways: (e.g., describe walkway, decorative paving, artwork or discovery element, lighting etc. How do gateways within the proposal comply with design standards to provide a sense of arrival?)

Equivalent Requested. **Are all walkways at least 10' wide?** **Yes** **No**

Chapter IV – Site Design – Courtyards and Plazas: (e.g., how does the proposal comply with design standards related to courtyards and plazas and related size, location, landscaping, decorative paving, utilities, lighting and artwork?)

Equivalent Requested. **Size of Building Footprint(s)** _____

Chapter V – Building Design - Primary & Secondary Façades: (e.g., explain how architectural elements, materials and colors create vertical and horizontal articulation on the building’s primary façade. How is the building’s primary façade carried around to the secondary façade(s)?)

Equivalent Requested.

Chapter V – Building Design – Significant Corners: (e.g., describe the architectural elements that distinguish the significant corners at intersections within the proposal.)

Equivalent Requested.

Chapter V – Building Design - Architectural Features: (e.g., what elements are included on the buildings upper stories to “dress up the building”?)

Equivalent Requested.

Chapter V – Building Design - Projections: (e.g., how do projections, comply with design standards?)

Equivalent Requested. Does any projection project in to the right-of-way? **Yes** **No**

Chapter V – Building Design – Awning and Canopies: (e.g., describe how awnings and canopies are integrated with the building's design, what materials are used, and how wide are the awnings or canopies?)

Equivalent Requested.

Chapter V – Building Design – Materials and Color: (e.g., how are the building and roofing materials and colors indicative of the Pacific Northwest and compliant with design standards? Are there any prohibited material proposed?)

Equivalent Requested. Provide a Color Palette.

Chapter V – Building Design – Storefronts, Windows, and Entries: (e.g., what elements are used in storefront design? How are storefronts lit? What treatments are used on upper story windows to create shadow lines?)

Equivalent Requested. Percent of Ground Floor Façade in Glazing _____

Chapter V – Building Design- Height: (e.g., how does the proposal comply with height standards including upper floor setbacks if required?)

Equivalent Requested. Building Height _____ **Number of Stories** _____

Chapter VI – Parking: (e.g., describe the parking locations, describe entrances and exits, pedestrian features and loading opportunities provided in the proposal consistent with design standards.)

Equivalent Requested. Number of Spaces: Required _____ **Provided** _____ **Compact Spaces** _____

Chapter VI – Parking – Structured: (e.g., describe the structure locations, describe entrances and exits, use of parapet walls and/or landscaping to screen exterior of structure.)

Equivalent Requested. Percent of Façade Designed for Active Retail or Office Use _____

Chapter VI – Parking – Loading: (e.g., Describe the locations of loading docks. How are loading areas designed to minimize visibility from the street?)

Equivalent Requested. Number of Loading spaces: Required _____ **Provided** _____

Chapter VII – Streetscapes – General: (e.g., how does the streetscape promote pedestrian conform and safety? Does the street support multi-modal opportunities? How is the street visual interest enhanced? What streetscape amenities are proposed?)

Equivalent Requested.

Chapter VII – Streetscapes – Paving, Sidewalks & Curbs: (e.g., how are significant corners, gateways and cross walks treated?)

Equivalent Requested.

Chapter V – Streetscapes – Landscaping: (e.g., describe how elements of the landscape plan serve to meet the design standards beyond the minimum plant requirements specified in UPMC Chapters 13 and 19.)

Equivalent Requested.

Chapter VII – Streetscapes – Street Furniture: (e.g., is sidewalk café seating proposed? Will planter boxes double as benches? Is there a water feature included in the plans?)

Equivalent Requested.

Chapter VII – Streetscapes – Transit: (e.g., how does the proposal provide for access to multi-modal transportation options?)

Equivalent Requested. **Was Pierce Transit Notified of this Proposal?** **Yes** **No**

Chapter VII – Streetscapes – Kiosks: (e.g., is there any outdoor kiosks associated with this proposal? How will kiosks be designed?)

Equivalent Requested. **Number of Kiosks** _____ **Manned Kiosks** _____

Chapter VII – Streetscapes – Waste and Recycling Receptacles: (e.g., location of receptacles, type or design if not Victor Stanley, location, and design and screening of large scale trash and recycling containers)

Equivalent Requested.

Chapter VII – Streetscapes – Handrails and Fences: e.g., type of handrails or fences proposed, location design and height)

Equivalent Requested.

Chapter VII – Streetscapes – Miscellaneous Features: e.g., how do other street features, such as bollards, bicycle racks, pay phones, mailboxes, etc. comply with standards?)

Equivalent Requested.

Chapter VIII – Town Center Streets: (e.g., which town center street(s) is the project located on? Location of required streetscape elements.)

Equivalent Requested.

Chapter IX – Signs: (e.g., describe number, type, size and location of signs. How are signs to be lit? Will there be temporary signs?)

Equivalent Requested. Note: Separate permits are required for some signs.
