

# ADMINISTRATIVE DESIGN REVIEW *Information*



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*The following information summarizes the City's Administrative Design Review (ADR) provisions. If you have any questions, please contact the Planning and Development Services Department at (253) 566-5656.*

## **Purpose**

The ADR provisions establish procedures for the review of small lot, multi-family and innovative (cottage) housing developments for which design review is required. In addition, these procedures apply to projects that are subject to compliance with the design standards and guidelines for the MU, MU-O, MU-M, and C zones per UPMC 19.50, MU-I per UPMC 19.55 or the TC zones per UPMC 19.52 and Town Center Design Standards. The design review process is intended to enable the City to evaluate development proposals with respect to architectural design, landscape design, urban form, pedestrian and vehicular circulation, utility design, and site characteristics. The process allows the City to condition development proposals to ensure their compatibility with adjoining uses, compliance with development regulations, and consistency with comprehensive plan goals, objectives and policies. The process is intended to ensure that all critical design issues are addressed early in the site planning and review stages of project development.

## **Authority**

The Director is authorized to review development proposals subject to administrative design review. The Director may approve, approve with conditions, modify and approve with conditions, or deny, the application for administrative design review. The City shall grant design approval when the Director has determined that the criteria listed below have been met by the proposal. The Director may impose specific conditions upon the use. These conditions may include, but are not limited to: restrictions on locations of structures and uses; structural restrictions that address safety, noise, light and glare, vibration, views, aesthetics, and other impacts; and increased buffering requirements, including open space, berms, fencing and landscaping.

## **Criteria**

Before any administrative design approval may be granted, the Director shall adopt written findings showing that the following criteria are met by the proposal.

1. The proposed use and site design will not be: detrimental to public health, safety, and welfare; injurious to property or improvements in the vicinity; or adversely affect the established character of the surrounding vicinity.
2. The proposed use and site design will meet or exceed all applicable development, performance and design standards and guidelines required for the specific use, location, or zoning classification.
3. The proposed use and site design will be consistent and compatible with the goals, objectives and policies of the comprehensive plan.

4. All conditions necessary to lessen any impacts of the proposed use are measurable and can be monitored and enforced.

### **Application Procedures**

Administrative Design Review is classified as a Type II application. The processing procedures for this application are described in UPMC 22.05.

### **Pre-Application Review**

Applicants are encouraged to schedule a pre-application meeting with the City's Technical Review Committee (TRC) prior to formal project application. An applicant may present schematic sketches and a general outline of the proposal for a preliminary staff review. The meeting is intended to provide a prospective applicant with information concerning application procedures, submittal requirements and design standards and guidelines that may be applicable to the proposal. The meeting is also intended to provide a prospective applicant with early input and initial design direction from City staff on the proposal. The completion of this pre-application review process does not vest any future application.

### **Final Design Review**

The Director may determine that a design submittal generally meets the criteria listed above but includes specific design elements that will require a more detailed review later in the design process to demonstrate full compliance. In such case, the Director may grant design approval subject to the submittal and approval of additional detailed plans. This final design review is intended to ensure that all specific design issues identified during the Director's initial review are fully addressed prior to issuance of a building permit, site development permit or other construction permit.

### **Submittal Requirements**

For a list of the submittal requirements please see the Administrative Design Review Submittal Requirements Checklist.

### **Waiver of Submittal Requirements**

The Director may waive the submittal requirements for any of the required items listed on the Administrative Design Review Submittal Requirements Checklist, if in the reasonable discretion of the Director, the item is unapplicable or unnecessary for the completion of the design review.

### **Request for Additional Information**

The Director may require the applicant to submit additional information or material that is necessary for the proper review of the application.

### **Performance Bond**

The Director may require as a condition of Administrative Design Review approval that the applicant furnish the City with a performance bond, or other form of guarantee deemed acceptable by the City Attorney, to secure the applicant's obligation to complete the provisions and conditions of the design submittal as approved. If a performance guarantee is required, the property owner shall provide the City with an irrevocable notarized agreement granting the City and its agents the right to enter the property and perform any necessary work.