

# MULTI-FAMILY DEVELOPMENT RESIDENTIAL PROJECTS *Review Checklist*



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*This checklist summarizes the design standards and guidelines for multi-family development projects in the MF-L and MF-H districts 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 for multi-family development. 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:

## Design Element 1: Site Planning and Design MF1: Building Siting and Orientation

	Yes	No	Comments
Multi-family buildings are clustered or grouped to form neighborhoods.			
Multi-family buildings are organized around a common open space, public open space (e.g., a greenway), natural features located on the site (e.g., a stream corridor), or community amenities such as swimming pools or other recreational facilities.			
Individual buildings within a multi-family development are oriented to primary perimeter streets, including thoroughfares, or boundaries; or through-access drives.			
Pedestrian building entrances face the street and are clearly visible from the street.			
Buildings do not present blank walls lacking articulation, modulation, or window and door openings, to streets, access drives or parking areas.			
Buildings provide windows that face the street to provide "eyes on the street" concept for safe streets.			
Placement of buildings considers the existing context of the surrounding area. Multi-family developments respect privacy and solar access through appropriate siting of structures.			

*Also refer to Design Guidelines MF1.2.1 – MF1.2.2 for design guidelines that help meet the 'Building Siting & Orientation' criterion*

## MF2: Grading and Storm Water Management

	Yes	No	Comments
Structures, roadways and other site improvements (drainage ways and storage areas) are designed to blend with the natural topography, with a minimum of site disturbance and grading changes.			

Low Impact Development (LID) techniques are used to the extent practicable, as determined by a development site's soil characteristics, to maximize storm water infiltration within the site and minimize the amount of storm water that is transferred off-site.			
Storm water ponds are designed as a landscape amenity and planted with grass or native plants.			
Storm water ponds are not fenced, and do not exceed a 4 horizontal to 1 vertical slope.			
Filling and grading is in accordance with UPMC 13.25 and the King County Surface Water Design Manual (KCSWDM) to control storm water runoff impacts to adjacent properties.			
<i>Also refer to Design Guidelines MF2.2.1 – MF2.2.5 for design guidelines that help meet the 'Grading &amp; Storm Water Management' criterion</i>			

**MF3: Parking**

	Yes	No	Comments
Carports, parking areas and parking structures are internalized in building groupings or oriented away from street frontage.			
Parking areas and freestanding parking structures (detached garages or carports) do not occupy more than 30 percent of each public street frontage. Freestanding parking structures that are visible from public streets are sited to be perpendicular to the street to reduce visual impacts on the streetscape.			
Total number of required parking spaces is broken up into smaller "blocks" of parking, with no more than 10 parking spaces per parking block.			
Parking garages and driveways do not dominate the streetscape and substantially diminish or eliminate on-street parking.			
<i>Also refer to Design Guidelines MF3.2.1 – MF3.2.3 for design guidelines that help meet the 'Parking' criterion</i>			

**MF4: Common Open Spaces**

	Yes	No	Comments
New development sets aside a percentage of the net site acreage as common open space for the use and enjoyment of the development's residents. The minimum amount of open space (as a percentage of net land area) is 17%.			
Open space areas are clearly identified on the development plan. Common outdoor spaces shall provide at least 6 amenities from the design standards list to accommodate a variety of ages and activities.			
To the maximum extent practicable, common open space land is compact and contiguous unless the land is used as a continuation of an existing greenway, trail, or other linear park, or unless specific topographic features require a different configuration.			
Common open space is organized to create integrated systems of open space that connect with open space, parks, schools, etc.			
Common open space is accessible to all residents of the development.			

A variety of common open spaces is provided throughout the neighborhood in the form of parks, common greens, pocket parks, and pedestrian easements.			
Where common open space is bordered by private rear or side yards, opaque fences and walls are not erected in such yards bordering the open space.			
<i>Also refer to Design Guidelines MF4.2.1 – MF4.2.2 for design guidelines that help meet the 'Common Open Spaces' criterion</i>			

**MF5: Accessory Structures**

	Yes	No	Comments
The design of mailboxes and mailbox enclosures is consistent with the architectural style of the development and matches the colors and materials of other onsite buildings.			
Mailboxes are clustered and lockable consistent with U.S. Postal Services (USPS) standards.			
Trash enclosures are of sufficient size to house the number and size of trash bins and containers needed to accommodate the waste generated by the building user, including, trash, cardboard, cans and bottles, food waste, green waste and other recyclables.			
Trash enclosures are integrated into the site plan to minimize enclosure visibility and accommodate truck access.			
Trash enclosures are constructed of durable materials and the color, texture, and architectural detailing is consistent with the overall site and building design.			
Backflow prevention devices are included in the plans for design review and are screened from public view by the use of landscaping, berms, low walls and other such screening devices.			
<i>Also refer to Design Guidelines MF5.2.1 – MF5.2.7 for design guidelines that help meet the 'Accessory Structures' criterion</i>			

**MF6: Signage**

	Yes	No	Comments
Signage contributes to the development's identity as a unique environment. Professionally designed, creative signage is strongly encouraged, especially for internal directions and building identification.			
Clear legible entry signage is provided to identify the development. Internal circulation signage and visitor parking areas are also clearly indicated.			
Building numbers and individual unit numbers are readily visible from the nearest street or access way, in a consistent location, well lit at night, and compatible with the overall design of the development.			
<i>Also refer to Design Guidelines MF6.1 – MF6.3 for design guidelines that help meet the 'Signage' criterion</i>			

**Design Element 2: Building Design**

**MF7: Mass, Scale and Form**

	Yes	No	Comments
Multi-family building designs incorporate visually heavier and more massive elements at the building base, and lighter elements above the base.			

The massing of larger residential buildings is broken down to convey a sense of “home”, and give individuality to each unit that lies within it.			
Building massing is subdivided into portions or segments compatible with the adjacent residential scale.			
Façades of long buildings are architecturally subdivided into shorter segments every 25 to 50 feet.			
Each vertical module of units incorporate architectural features that help to individually distinguish them, such as wall breaks, projections, distinct color schemes and individual roof treatments.			
Roof profiles define the form, scale and proportion of the building and reduce bulk.			
<i>Also refer to Design Guidelines MF7.2.1 – MF7.2.3 for design guidelines that help meet the ‘Mass, Scale &amp; Form’ criterion</i>			

**MF8: Architectural Style**

	Yes	No	Comments
The architectural style of the building enhances the character of the neighborhood.			
The architectural form of the building is carefully designed to articulate the style of the building.			
<i>Also refer to Design Guidelines MF8.2.1 – MF8.2.2 for design guidelines that help meet the ‘Architectural Style’ criterion</i>			

**MF9: Façade and Entries**

	Yes	No	Comments
All building entries adjacent to a collector or residential (local) public street or to a public street or private drive with on-street parking are pedestrian-scaled. Pedestrian-scaled entries are those that provide an expression of human activity or use in relation to building size. Doors, windows, entranceways, and other features such as corners, setbacks, and offsets are used to create pedestrian scale.			
Buildings with long façades use design techniques to break up long continuous building walls, reduce the architectural scale of the building and add visual interest.			
Fronts of buildings are articulated through the use of bays, insets, balconies, porches, or stoops related to entrances and windows.			
When there are common entries, they are clearly identifiable and visible from the street, with well defined walkways from pedestrian routes to building entries.			
Front yards include an entrance sequence between the sidewalk and the building including elements such as trellises, site furnishings, low hedges, landscaped borders, and special paving.			
Façades facing streets are not dominated by garage doors and driveways, or present blank walls lacking articulation, modulation, or window and door openings.			
<i>Also refer to Design Guidelines MF9.2.1 – MF9.2.2 for design guidelines that help meet the ‘Façades &amp; Entries’ criterion</i>			

**MF10: Windows and Doors, Porches and Balconies**

	Yes	No	Comments
All multi-family building elevations contain windows, except when necessary to assure privacy for adjacent property owners.			
All windows within a building and across a façade relate in design, operating type, proportions and trim.			
Windows are used as architectural elements that add relief to the façade and wall surface.			
Windows employ design details, if appropriate to the architecture, such as mullions, to break the scale of the façade into smaller components.			
<i>Also refer to Design Guidelines MF10.2.1 – MF10.2.8 for design guidelines that help meet the 'Windows &amp; Doors, Porches &amp; Balconies' criterion</i>			

**MF11: Materials and Colors**

	Yes	No	Comments
Consistent pattern and application of exterior materials is used on new buildings and additions in order to enhance the appearance and character in the existing neighborhood.			
The combination of materials on a building façade is appropriate to its style and design.			
<i>Also refer to Design Guidelines MF11.2.1 – MF11.2.6 for design guidelines that help meet the 'Materials &amp; Colors' criterion</i>			

**MF12: Roof Design**

	Yes	No	Comments
Roof materials relate to the design and architectural style of the building.			
Pitched roofs on multi-family buildings have a minimum slope ratio of 6:12.			
On buildings where sloping roofs are the predominant roof type, each building has a variety of roof forms. For instance, a gable or hip configuration is used with complimentary sheds, dormers, and other minor elements. Other roof forms will be considered on a case-by-case basis.			
Roof forms are designed to correspond and denote building elements and functions such as entrances and arcades.			
<i>Also refer to Design Guidelines MF12.2.1 for design guidelines that help meet the 'Roof Design' criterion</i>			

**Design Element 3: Lighting**

**MF13: Lighting Design**

	Yes	No	Comments
Exterior lighting is designed as an integral part of the building and landscape design.			
Site plans and architectural plans include the location of fixtures, their design and nature and level of the illumination they will provide.			
Illumination levels are provided to address security concerns, especially for parking lots, pedestrian paths, outdoor gathering spaces, at building entries and any other pedestrian accessible areas.			

The height of luminaries is in scale with the building and site design and in no case shall the height exceed 16 feet in height from grade.			
The light source for externally illuminated signs is positioned so that light does not shine directly on adjoining properties, cause glare, or shine in the eyes of motorists or pedestrians.			
<i>Also refer to Design Guidelines MF13.2.1 – MF13.2.11 for design guidelines that help meet the 'Lighting Design' criterion</i>			

**Landscaping Design Element**  
**L1: General Landscape Design**

	Yes	No	Comments
Landscaping is an integral part of the overall site design, rather than functioning as a camouflage for unused or unusable spaces or poor architectural design.			
Larger, more mature plant materials are used as much as possible to ensure that some immediate effect on the project's appearance will be attained within 2 years of planting.			
All landscaped public or common areas and front yard landscaping within a development have automatic irrigation systems or xeriscape concepts to ensure plant survival.			
<i>Also refer to Design Guidelines L1.2.1 – L1.2.10 for design guidelines that help meet the 'General Landscape Design' criterion</i>			

**L2: Yard Landscape Design**

	Yes	No	Comments
Front yard landscaping reinforces other design elements of the home through the use of vines on trellises, hedges, or low fences or walls.			
Fences and hedges are not placed near neighborhood streets, access lanes, or alleyways in such a way to create a safety or entering sight distance concern and they complement building and site design.			
<b>Front Yard Decorative Fences:</b> Front yard fences are decorative and help to define semi-private areas in the front of the building or between the building and common open space area.			
a. The maximum height is 3 feet except that decorative posts and gates may have a maximum height of 4 feet.			
b. Front yard decorative fences are located at least 1 foot from sidewalks and walkways to allow for planting between edge of sidewalk and fence.			
c. Front yard decorative fences provide a balance of solid surfaces and voids, such as picket or open rail fence styles.			
d. Front yard decorative fences are constructed of wood, simulated wood, iron, masonry, or steel picket or comparable. Solid privacy fences, vinyl fences and chain link are prohibited.			

<b>Hedges:</b>			
a. The maximum height of a hedge in a front yard, corner side yard, or area between the building and a common open space area is 3 feet.			
b. The maximum height of hedges in interior and rear yards of multi-family developments is 6 feet, except when located abutting a common open space area the maximum may be 3 feet.			
c. The maximum height of hedges in rear yards of small lot developments is 6 feet, except when located abutting a common open space area the maximum may be 3 feet. Hedges are not allowed in interior side yards in small lot developments.			
<b>Privacy Fencing:</b> Privacy fencing is permitted in rear yards and must be in character with the building's architecture.			
a. The maximum height of privacy fencing is 6 feet, provided that portions above 4 feet are visually permeable through the use of open rails, ironwork, trellis or other treatment to encourage interaction between neighbors.			
b. Privacy fencing adjacent to a public space is set back a minimum of 1 foot from the property line.			
c. Planting is provided along fences that face a street or public spaces.			
d. If privacy fencing is located along an alleyway, a gate is provided for access to the alleyway.			
e. Privacy fencing is constructed of wood, simulated wood, iron, masonry, steel pickets or comparable. Vinyl or chain link fencing is not permitted.			
Walls, hedges, and fences used to define outdoor private spaces that are not located within a required yard are a maximum of 6 feet. Portions above 4 feet in height are visually permeable through the use of open rails, ironwork, trellis or other treatment to encourage interaction among neighbors.			
At least 1 tree having a minimum caliper size of 2 inches or height of 8 feet is planted in the front yard of each small lot development home that has a front yard setback of 15 feet or greater unless this would conflict with an approved street tree planting plan.			
<b>Shrubs:</b>			
a. A continuous row of shrubs is planted adjacent to that portion of a foundation facing a public space. Spacing reflects the varying growth habits of the selected species and ensures effective screening of the foundation. The use of a mix of species and varieties within a foundation planting area is encouraged.			
b. Shrubs have an average size of 2-gallon for native plants and 3-gallon for non-native.			
Entry walks have a minimum width of 3 feet.			
<i>Also refer to Design Guidelines L2.2.1 – L2.2.4 for design guidelines that help meet the 'Yard Landscape Design' criterion</i>			

### **L3: Parking Area Landscaping**

	Yes	No	Comments
All parking areas provide interior landscaping for shade purposes and aesthetic enhancement.			
Curbed planter areas are provided at the end of each parking aisle to protect parked vehicles from the turning movements of other vehicles.			
Parking lots are landscaped with broad branching shade trees at a minimum ratio of 3 trees per 10 parking spaces for single-loaded stall, 6 trees per 20 parking spaces for double-loaded stalls and 1 tree for every 3 parking spaces for smaller parking bays.			
<i>Also refer to Design Guidelines L3.2.1 – L3.2.6 for design guidelines that help meet the 'Parking Area Landscaping' criterion</i>			

### **L4: Landscaping and Planting Requirements**

	Yes	No	Comments
<b>Planting Calculation and Installation:</b> If the calculation of the number of plantings results in a fraction of 0.5 or greater, the fraction is rounded up to the next whole number. If the calculation of the number of plantings results in a fraction of less than 0.5, the fraction is rounded down to the previous whole number. Existing trees may be used to meet the tree requirements in the planting calculations.			
<b>Parks:</b>			
a. One 2 inch caliper or 8 foot tall canopy or ornamental tree is planted for every 2,000 square feet of park area.			
b. Shade trees are provided adjacent to play structures and at other elements in the park, such as sport courts and benches.			
c. A pathway, with a minimum width of 3 feet, connects parks to neighborhood street, access lanes or other pedestrian connections.			
<b>Common Greens and Pocket Parks:</b>			
a. One 2 inch caliper or 8 foot canopy or ornamental tree is planted for every 1,000 square feet of common green or pocket park area.			
b. The common greens and pocket parks are planted with plants that reflect the character and the intended use of the greens.			
c. A pathway, with a minimum width of 3 feet, connects common greens or pocket parks to neighborhood streets, access lanes or other pedestrian routes.			
<b>Pedestrian Easements:</b> Trees are required along all pedestrian easements to provide shade.			
a. Trees have a minimum caliper of 2 inches at time of planting unless the City determines that a particular species or cultivar, which is available only in a smaller size, is the preferred selection for a specific location.			
b. Trees are spaced 20 to 30 feet on center, depending on the form and spacing requirements for the selected trees.			
c. Trees are placed so as not to block sight distance or create a safety concern.			

<p>d. Generally, tree species are selected from the City's Approved Street Tree Palette, which is contained in the City's Streetscape Design Standards and Guidelines adopted pursuant to UPMC 19.53. The City may approve trees that are not on the Approved Street Tree Palette provided a registered landscape architect or certified arborist demonstrates to the satisfaction of the City that the proposed tree species will not cause damage to infrastructure or create nuisance conditions.</p>			
<p>Shrubs are planted with a minimum 15 percent of easement space.</p>			
<p>a. Shrubs are spaced to reflect the varying growth habits of the selected species.</p>			
<p>b. Shrubs have an average size of 2-gallon for native plants and 3-gallon for non-native.</p>			
<p>Ground cover or perennials must fully cover the remaining landscape area. Plantings are designed to achieve a minimum planting area coverage of 90 percent of required coverage within 3 years of installation.</p>			
<p><i>Also refer to Design Guidelines L4.1 – L4.4 for design guidelines that help meet the 'Landscaping &amp; Planting Requirements' criterion</i></p>			