

ADMINISTRATIVE DESIGN REVIEW *Information*



3609 Market Place W, Suite 200
University Place, WA 98466-4488
PH: 253.566.5656

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.

ADMINISTRATIVE DESIGN REVIEW

Submittal Checklist



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This is a checklist of the submittal requirements for Administrative Design Reviews in the City of University Place. Please see associated review questions specific to the zone in which your project is located. If you have any questions, please contact the Planning and Development Services Department at 253.566.5656.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

Five (5) sets of the following materials, and any other applicable information shall be submitted with the application.

- Application:** Administrative Design Review Application.
- Affidavit:** Administrative Design Review Owner Affidavit.
- Review Checklist:** Use the review checklist that corresponds to the zone in which your project is located.
- Site Plan** at a scale of not less than 1 inch per 50 feet that includes:
 - The location of all existing and proposed structures and improvements, including, but not limited to, fences, culverts, bridges, roads and streets on the subject property.
 - The boundaries of the property proposed to be developed and, if the property is to be subdivided, the boundaries of each proposed lot within the property.
 - All proposed and existing buildings and setback lines, including those located on adjoining properties.
 - All areas to be preserved as buffers or to be dedicated to a public, private, or community use or open space and information regarding the percentage of area covered, size and type of existing vegetation to be removed or retained.
 - All existing and proposed easements.
 - The locations of all existing utility structures and lines.
 - The storm water drainage systems and management plan for existing and proposed structures and parking facilities.
 - All means of vehicular and pedestrian ingress and egress at the site and the size and location of driveways, streets and roads.
 - The design of off-street parking areas showing the size and location of internal circulation and parking spaces.
 - The location and design of trash enclosure areas, exterior lighting, exterior signage, mechanical and utility facility areas.
- Elevation Plan** drawn to scale for each building or structure elevation. Additions and alterations to existing structures shall be clearly identified on the plans. Design details such as exterior finish materials and textures, lighting and other fixtures, and design

elements such as belt courses, brackets, chimneys, cornices, roof overhangs, window trim, sills and sashes, shall be identified to assist with the review process.

- Sign Plan** showing the location, dimensions, area, design, material, color and methods of illumination of all exterior signs.
- Exterior Mechanical Device Screening Plan** that identifies the building elevation and site plans of all proposed exterior mechanical devices, including roof mounted equipment, and proposed screening.
- Landscape Plan** drawn to scale showing the locations of existing trees to be removed and to be retained on the site, the location of proposed landscaping, and location and design of irrigation systems. In addition, a plant schedule indicating species, varieties, sizes and numbers of plants to be installed, and planting specifications shall be submitted. The documentation should meet the requirements of UPMC 19.65 and demonstrate compliance with applicable design standards and guidelines.
- Topographic Map** that delineates contours, both existing and proposed, at intervals of two feet, and that locates existing streams, wetlands, forested areas and other natural features.
- A Grading Plan** showing existing and proposed grades.
- The existing zoning district of the proposed development site and any other zoning district within 300 feet of the site.
- Impervious Surface Calculations** including the proposed number of square feet of surfaces covered by buildings, driveways, parking lots, or any other structure covering land; the total number of square feet in the entire proposed development site; and the percentage of the site covered with impervious surface.
- The proposed number of dwelling units and number of bedrooms in the development.
- The proposed number of square feet in gross floor area for each residential and non-residential use.
- For properties containing critical areas or their regulated buffers, all information requirements specified in Title 17 Critical Areas shall be included in the design review submittal.

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

ADMINISTRATIVE DESIGN REVIEW *Application*



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***Use this form to apply for Administrative Design Review (formally Design Standard Review).
Please type or print clearly. Incomplete information may delay the project review.***

APPLICANT:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
PROPERTY OWNER:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	
AGENT:	Phone:	Fax:
Address (Street, City, State, Zip):	E-Mail Address:	

PROJECT NAME & TYPE:				
Project Address:		Parcel Number(s):		
Zoning:	Current Use:			
Area/Acreage:	Township:	Range:	Section:	Quarter Section:
Has this project been reviewed at a Technical Review Committee (TRC) Meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No				

ADMINISTRATIVE DESIGN REVIEW PROPOSED (see associated checklists):	
<input type="checkbox"/> <u>Innovative Housing</u> - (Cottages, Carriage Units, and Two/Three-Unit Homes) per Ordinance No. 558 <input type="checkbox"/> <u>Project located in the MU, MU-O or C Zone</u> <input type="checkbox"/> <u>Project located in the MU-M Zone</u> <input type="checkbox"/> <u>Small Lot Development</u> <input type="checkbox"/> <u>Multi-family Development</u>	<input type="checkbox"/> <u>Project located in the MU Incentive Zone</u> <input type="checkbox"/> <u>Project located in the TC Zone</u> <input type="checkbox"/> <u>Project located in the TC Overlay Zone</u>

I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.	
Print Name	<input type="checkbox"/> Owner <input type="checkbox"/> Agent/Other (specify):
Signature	Date

ADMINISTRATIVE DESIGN REVIEW *Owner Affidavit*



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DECLARATION:

Know all men by these presents that we, the undersigned, owner(s) in fee simple and/or contract purchaser(s) of the land herein described do hereby make an application for an Administrative Design Review thereof. The undersigned further declare that all attached plans, documents, and information of said Administrative Design Review and the same is made with the free consent and in accordance with the desires of the owner(s). In witness whereof we have set with our hands and seals.

<u>Name:</u>	<u>Signature:</u>
<u>Name:</u>	<u>Signature:</u>
<u>Name:</u>	<u>Signature:</u>
<u>Name:</u>	<u>Signature:</u>

ACKNOWLEDGMENT:

STATE OF WASHINGTON)
) ss
COUNTY OF _____)

On this day appeared before me _____ (owner), to me known as the individual(s) described in and who executed the within and foregoing instrument, and acknowledge that _____ (he/she) signed the same as _____ (his/her) free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official this _____ day of _____, _____.

Notary Public in and for the State of Washington

Residing at

My Commission Expires