

**PROPOSED Chapter 18.500:
SITE PLAN REVIEW**

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18.500.010 - Purpose.

The site plan review process is the principal means of implementing the RUACP regarding multifamily residential, conditional uses, commercial, industrial, office, public and mixed use developments. The purpose of site plan review is to use urban land efficiently, ensure adequate and efficient provision of capital facilities and utilities necessary to support planned development, create healthful and safe conditions, and ensure compatibility among new developments, existing uses and future developments. (*Ord. 676 § 1 (part), 1995*).

18.500.020 - Procedure.

A. Review required. No person, unless otherwise expressly exempted in this title, shall commence any use or erect any structure without first obtaining the approval of a site plan by the planning director. No use shall be established, no structure erected or enlarged, and no other improvement or construction undertaken except as shown on an approved site plan which is in conformance with the requirements of this chapter.

B. The planning director shall review site plans for new or substantially enlarged developments. The director may approve, approve with conditions or deny an application for site plan review

C. Site plan review is required for:

1. Non-single-family detached or attached residential development;
2. All new uses, change of use from the use category in RDC 18.205.020, and substantial expansions of existing uses in the mixed use, commercial, industrial, business park, public facility and open space zones;
3. Parking lots involving 10 more spaces in any district;
5. Conditional uses and nonconforming situations.

D. Pre-application conference. All applicants for basic or binding site plan review shall participate in a pre-application conference as provided for by Section 18.310.030, prior to submitting the site plan review application. The planning director may waive the pre-application requirement. (*Ord. 676 § 1 (part), 1995*).

18.500.030 - Site plan review categories.

The site plan categories of review are:

A. Basic site plan review. Basic site plan review applies to new development or to an expansion of existing development by 5,000 square feet or more of new impervious surface or the removal or fill of 500 cubic yards or more of material. This review shall precede application for building permits, and shall be considered under Type II procedures.

B. Minor site plan review. The planning director, using Type I procedures, may review new uses or modifications to an existing use or structure which involve between 1,000 square feet to 4,999 square feet of new impervious surface area of or removal or fill of 100 to 499 cubic yards of material.

C. Approved binding site plans. The city shall review modifications to a site under Type II procedures for uses which have received land use approval in the following situations:

- a. A contract re-zone;
- b. Conditional use permit;
- c. Planned unit development; or
- d. Other plans, not including building plans, which were bound by specific conditions or were approved under the provisions of the final action adopting the plan.

D. Exemptions. The following activities are exempt from review under this chapter:

1. A change in permitted use or occupancy that does not entail improvements or modifications to the site or lot;
3. Building permits;
4. Sign permits;
5. Site improvements, such as access lanes, signage, parking restrictions necessary for the sole purpose of complying with adopted fire and life safety regulations.

E. Relationship to zoning. Nothing in this section shall relieve the applicant of the obligation to comply with the standards of the underlying zoning district or of any applicable overlay district. Where there is conflict between the provisions of this chapter and Title 18, the more restrictive standard shall apply. (*Ord. 676 § 1 (part), 1995*).

18.500.040 - Submittal requirements.

A. Basic site plan and binding site plan review applications shall be accompanied by one original and three paper copies of all required submittal materials, as well as electronic copies of all materials that include graphic and text files. All site plan applications shall contain complete site plans drawn to scale and produced in such a way as to clearly indicate compliance with all applicable zoning and site design standards, and shall include the following:

1. Dimensions and orientation of the parcel;
2. Locations of existing and proposed buildings and structures;
3. Location and layout of off-street parking and loading facilities;

4. Curb cuts and internal traffic circulation;
5. Location of walls and fences, indication of their height and construction materials;
6. Existing and proposed exterior lighting;
7. Location and size of exterior signs and outdoor advertising;
8. General location and configuration of proposed landscaping;
9. Where slopes are equal to or greater than 15 percent, grading and slope conditions which may affect drainage or construction, with slope contours mapped at two-foot intervals;
10. Height and conceptual appearance of building facades for all buildings and structures;
11. Indication of proposed use of all buildings;
12. The location of any historically or archaeologically significant feature; or natural feature, including stream corridors, wetlands, wildlife habitat areas, well head protection areas, geologically unstable areas, constrained and unbuildable land, areas with native vegetation, areas with tree cover, rock outcroppings or similar natural or historic features;
13. Other architectural or engineering data which may be necessary to determine compliance with applicable regulations; and
14. Traffic analysis may be required if the proposed use could generate more than 20 average daily trips.

B. Applications for minor site plan review shall be accompanied by two copies of the submittal requirements of RDC 18.500.040(A).

C. The planning director may waive select submittal requirements on a case-by-case basis if the submittal is not applicable or relevant to the proposed site development or use.

(Ord. 676 § 1 (part), 1995).

18.500.050 - Review standards.

A. The planning director shall approve, approve with conditions, disapprove, or return the plans to the applicant within the time period specified in Section 18.310.070.

B. In reviewing the plan, the planning director shall determine whether the proposed plan complies with the requirements of this chapter, the base zone standards, the use regulations in RDC 18.205, and other applicable code provisions, including, but not limited to the design, critical areas and SEPA chapters of this Title.

C. Any projects identified in the CFP or required to meet concurrency standards shall be implemented as a condition of approval.

D. The application shall demonstrate compliance with all applicable city engineering standards, as determined by the city engineer.

18.500.060 - Environmental standards.

The applicant shall consider and demonstrate compliance with all applicable environmental standards at the time of site plan review, including SEPA, shorelines, floodplain development and critical areas protection. (*Ord. 676 § 1 (part), 1995*).

18.500.070 - Capital facilities and utilities.

All applicable concurrency standards shall be considered and met at the time of site plan review.

A. All applicable city engineering standards and subdivision standards shall be met. In limited situations where a binding site plan is proposed in lieu of a subdivision, all public improvements that would have otherwise been required through the subdivision process shall be required through this process.

B. The proposed development shall participate in the financing and construction of any project identified on the CFP as necessary to support development in the general vicinity, proportionate to the project's impact on each relevant capital facility.

C. Generally, each development subject to site plan review shall be responsible for dedication of public right-of-way and two-thirds street frontage improvements adjacent to property lines, including sidewalks, park row with street trees, curbs, gutters, a parking lane, a bicycle lane if required, and two lanes for vehicle traffic. (*Ord. 676 § 1 (part), 1995*).

18.500.080 – Decision criteria

Site plan applicants may be approved approval may be approved, or approved with conditions, when all of the following criteria are met:

A. The proposal is consistent with the applicable development regulations of the underlying zone;

B. The proposal is suitable for the site considering size, shape, location, topography, existence of improvements and natural features;

C. The proposal is timely, considering the adequacy of transportation systems, public facilities and services existing or planned for the area affected by the use;

D. The proposal complies with all applicable site plan review requirements; and

E. The proposal does not have significant adverse environmental impacts on-site or on adjacent properties that cannot be mitigated through conditions of approval consistent with RDC 18.280, Critical Areas Protection, RDC 18.810, SEPA, or RDC 18.820, Shoreline Management.

18.500.090 – Conditions, revocation of approval, term and appeals.

A. The review body may impose conditions of approval as necessary to protect the public interest, achieve compliance with the RUACP, or to mitigate any adverse impacts resulting from uses or impacts subject to this chapter.

B. Failure to comply with required conditions within the time period specified by the review body shall render the approval null and void.

C. Land use approval for all types of site plans, other than those approved through the Subdivision or PUD process, shall expire within three years from the date the city issues the

final decision unless within that time, the developer has obtained the permits from the building department and there has been substantial construction activity pursuant to the required permits. If no construction is involved, then the approval shall be void after one year unless the permitted activity is regularly conducted on the premises. The burden of proving substantial construction is on the applicant.

D. The review authority, on its own motion, may initiate proceedings, consistent with the procedures provided in RDC 18.395.050, Enforcement Procedures and Penalties, to revoke site plan approval for noncompliance with the requirements of the Title or conditions of approval listed in the final decision approving the site plan.

E. Appeals of a site plan decision may be appealed consistent with the provisions of RDC 18.310.100, Appeal Procedure.