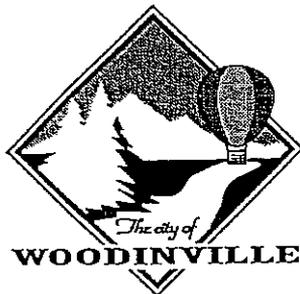


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# ADMINISTRATIVE PROCEDURES

for

# INTERIM DESIGN PRINCIPLES



March 13, 1995

# INTERIM DESIGN PRINCIPLES

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## I. Administrative Procedures

The City of Woodinville (City) has developed design principles in the interest of those who live, work, shop or recreate here. The City and those who develop in the City have a common interest in assuring quality development that benefits property owners and the City.

The Director of Planning will report design review activity regularly to the Planning Commission who will serve as the monitor for these INTERIM DESIGN PRINCIPLES .

The City is committed to incorporating design review procedures that:

- apply to all commercial designated property within the City;
- allow for flexibility to accommodate creative design that meets intent of adopted principles;
- do not prolong approval processes, and
- encourages design review that parallels development design for economy of design resources.

The procedures below are intended to accomplish the objectives above. The underlying premise of the procedures established for design review is to provide City review that parallels design processes . The developer has access to design review as design development progresses so that design resources are directed to known, expected results.

The Design Principles Checklist will be used for addressing design issues in all review processes.

## A. DESIGN REVIEW PROCEDURES

Design review is available and encouraged in phases described below:

### 1. SCHEMATIC DESIGN REVIEW

Schematic design, as used here, is preliminary graphic representation of the proposed development that is based on information available. The graphic representation may be supplemented with written information.

The intent of SCHEMATIC DESIGN REVIEW is to provide a way for the developer to convey information that describes the developers objectives early so the Design Principles that relate to the development can be identified for consideration. Major issues will be addressed at SCHEMATIC DESIGN REVIEW with the understanding that details of these issues will be addressed subsequently.

SCHEMATIC DESIGN REVIEW will be conducted by the City's Technical Review Committee (TRC). Multiple TRC reviews may be justified for larger developments. TRC review will be most beneficial if the following items are included in schematic plans:

- a. Site Layout;
- b. Pedestrian, bicycle and vehicular circulation on site and in relation to connecting walks and streets;
- c. Building elevations;
- d. Landscaping in concept and general material types;
- e. Storm drainage system concept.

### 2. PERMIT DOCUMENT DEVELOPMENT DESIGN REVIEW

At the developer's option, the City will provide reasonable periodic design review during preparation of development permit documents. This review may be conducted by TRC or the Staff person responsible for the issue reviewed.

### 3. DISPUTE RESOLUTION

Either the applicant or the staff may request consultation with the Planning Commission as provided in Section B.9.a. below.

### 4. FINAL DESIGN REVIEW

A final Design Principles Checklist will be prepared using documents submitted for development permits. Staff will also prepare a final decision with conditions of approval as may be required.

### 5. APPEAL

Any appeal of the final decision shall be made to the City Council pursuant to Ordinance No. 18 and 81.

## B. ALTERNATIVE REVIEW PROCEDURE

### 1. INTENT

- a. To provide an alternative review procedure that recognizes the unique opportunities and special challenges of developments that merit special considerations. Such considerations include environmental constraints or circumstances or large lot development (five acres or larger) ;
- b. To permit greater flexibility and encourage more creative and imaginative site planning and design than may be possible under procedures described I.A. above
- c. Qualifying developments may utilize ALTERNATIVE REVIEW PROCEDURE to gain flexibility to vary from the strict requirements of certain of the City's Interim Zoning development standards (WMC21A 12-18) and Interim Design Principles provided that the City's Planning Director determines that the proposal complies with the City's Comprehensive Plan, meets the intent of the development standards and Interim Design Principles and provides public benefit by meeting items of I.A.1. SCHEMATIC DESIGN REVIEW and as further specified below.

- (1) To promote more economical and efficient use of the land;
- (2) To reduce the negative impacts to adjacent properties;
- (3) To increase convenient pedestrian and vehicular circulation in the vicinity to the subject property;
- (4) To upgrade the overall visual quality in the commercial areas of Woodinville and maintain a human architectural scale;
- (5) To produce consistent design identity compatible with the surrounding commercial area;
- (6) To take advantage of special opportunities to create a pleasing composition of buildings and landscape features, and
- (7) To create a focal point in the downtown.

## **2. APPLICABILITY**

Alternate Review Procedures may be used by holders of an equitable interest in or option on property but the applicant must submit evidence of such interest.

## **3. PERMITTED USES**

Land uses of the site plan review process shall be limited to those permitted in the underlying zone.

## **4. PUBLIC SERVICE AVAILABILITY**

Design review under Interim Design Principles shall consider sufficiency of public facilities such as water lines, sewer lines and streets. Sufficiency shall mean either the system(s) exist or are planned to serve the proposed development and integrate with total systems of which the reviewed system is a part.

## 5. SITE PLAN REVIEW CRITERIA

- a. The TRC may consider and approve plans submitted under the Alternative Review Procedures for development that vary from the development standards of WMC 21A.12-18 and City adopted Interim Design Principles provided that the TRC finds that all of the following standards are met:
- (1) The proposal is consistent with the INTENT of the City's Interim Design Principles and the general intent of goals and policies contained in the *COMMUNITY CHARACTER AND URBAN DESIGN* ( Exhibit A attached);
  - (2) The proposal complies with the City's Interim Comprehensive Plan;
  - (3). The proposal provides a public benefit by meeting the following standards:
    - (a). The site planning for developments reviewed under this Alternative Review Procedure shall demonstrate unifying organization as well as accomplish the following goals:
      - 1). Mitigate transportation impacts and conform to the City's objectives for better circulation by connecting through streets;
      - 2). Provide convenient, inviting pedestrian circulation connecting all on-site activities to adjacent pedestrian routes and street rights of way and encourage bicycle access and use;
      - 3). Encourage buildings to complement adjacent activities and visual character and create human scale;
      - 4) Incorporate open space and landscape design as a significant unifying element;
      - 5). Upgrade the quality of pedestrian oriented streets if adjacent to streets classified as "pedestrian oriented street" for design review purposes;

- 6). Incorporate screening, environmental mitigation, utilities and drainage as positive elements in site design such as creating a "natural" open space or wet pond as a site feature to accommodate surface water runoff;
- 7). Reduce the visual and functional impacts of parking through placement and design of parking lots;
- 8). Where it is warranted and feasible, incorporate shared or joint use parking, transit access and other parking/auto trip reduction measures.

## 6. SCHEMATIC SITE PLAN REVIEW

- a. Before filing any application, the prospective applicant shall submit for review by the Technical Review Committee (TRC) information noted in I.A.1.a. through e. above for consideration and advice regarding the relation of the proposal to the City's Design Principles, policies and regulations. The TRC will review the information submitted for adequacy of public services.
- b. The TRC will meet with the applicant who will provide information necessary for a complete application. A written record of the TRC's recommendations and comments shall be provided to the applicant after the meeting.
- c. The Planning Director shall issue a letter indicating acceptance when documents submitted for Schematic SITE PLAN DESIGN REVIEW for major issues identified in A.1.a. through e. above are satisfactory to the City. Approved documents, marked for identification, will be provided to the applicant and retained in the files of the City.

## 7. PERMIT DOCUMENT DEVELOPMENT DESIGN REVIEW

- a. Subsequent to SCHEMATIC SITE PLAN REVIEW, the City will provide periodic design review at the applicant's request and reasonably scheduled by the City during development of permit documents.

- b. The City will reasonably schedule PERMIT DOCUMENT DEVELOPMENT DESIGN REVIEWS until the applicant is prepared to submit documents for Final Design Review.
- c. The applicant may request tentative approval of design acceptance for this phase upon completion of the phase. The Director of Planning shall respond to the applicant by written tentative approval, approval with conditions, or disapproval with reasons for disapproval. The applicant and the City are to retain duplicates of documents accepted for design review as references for FINAL DESIGN CONFIRMATION.

## 8 FINAL DESIGN CONFIRMATION

- a. Documents submitted for FINAL DESIGN CONFIRMATION are documents submitted for permit approval. Where the project is to be developed in phases, a master plan shall be prepared that indicates phasing and methods for ensuring functionality of phased utility, circulation and drainage systems.
- b. Submission requirements for FINAL DESIGN CONFIRMATION shall conform to permit submission requirements as follows:
  - (1). Building and Planning Departments requirements;
  - (2). SEPA Check List or determination from prior SEPA review for the project proposed;
  - (3). Updated Design Review Check List indicating conformance with Design Principles of the final design compared with Checklist review conducted for SCHEMATIC SITE PLAN REVIEW and PERMIT DOCUMENT DEVELOPMENT DESIGN REVIEWS;
  - (4). A written description of phasing proposed and measures included in the design to assure the public, safety and welfare during all phases of the development.
- c. FINAL DESIGN CONFIRMATION will be part of permit approval.

## 9. APPEALS

### a. Request for dispute resolution to the Planning Commission:

- (1). The applicant or the Planning Director may request consultation with the Planning Commission during SCHEMATIC SITE PLAN REVIEW or PERMIT DOCUMENT DEVELOPMENT DESIGN REVIEW to resolve interpretation disputes of the Interim Design Principles.
- (2). The Planning Director shall schedule a requested consultation with the Planning Commission within a reasonable time period after the request. The reasonableness of time shall give consideration to any time required to review an environmental checklist and make a threshold determination and to develop and review an environmental impact statement, if required under SEPA, as well as time consumed by Planning Commission optional review.

The Planning Commission shall render a decision on the design review issue(s) subject of the requested consultation. Thereafter, the Planning Director shall consider the decision of the Planning Commission and shall issue a final decision.

### b. Appeal of Final Decisions to City Council:

- (1). Design review decisions may be appealed to the City Council by the applicant after they are heard by the Planning Commission. Appeals to the City Council shall be considered on the basis of whether or not the proposed design(s) are consistent with the Design Principles and otherwise comply with the provision of law.
- (2). Permitted land uses in the underlying zone cannot be appealed under design review processes.
- (3). Appeals shall be made in accordance with the provisions of Ordinance No. 18 and 81.

## 10. AMENDMENT OF SITE PLAN

- a. Major change(s) to plans approved by the Planning Director or City Council may only be amended by the same procedures provided herein for original site plan approval. Design review for amendments shall be limited to the proposed change except the proposed amendment shall be considered in context with approved design review.

A major change is a change that affects a design principle reviewed in the original approval(s).

## 11. EXPIRATION

- a. Site plan approval shall expire within two years of the date of approval, except as provided for phased site plan approvals below. A single two year extension may be granted for good cause as determined by the Planning Director.
- b. The Planning Director may grant site plan approval for large projects planned to be developed in phases over a period of years exceeding the normal time limits of subsection 11. a. above. Such approval shall include time limits for particular phases of the development as agreed upon by the applicant and the Planning Director. If the time limits of a phase cannot be met, a single two year extension may be granted for good cause by the Planning Director.

## 12. NOTICE

Notice of the final staff decision for design review or the alternate review procedure shall be posted and published in the same manner as SEPA threshold determinations.

