

ORDINANCE NO. 554

AN ORDINANCE OF THE CITY COUNCIL OF WOODINVILLE, WASHINGTON, ADOPTING FINDINGS; MAKING THE FOLLOWING HOUSEKEEPING AMENDMENTS:

1. AMENDING WMC 17.07.030, PROJECT PERMIT APPLICATION FRAMEWORK, TO INCLUDE ADDITIONAL PROJECT PERMIT TYPES;
 2. AMENDING CHAPTER 17.09 WMC, TYPE I-V PROJECT PERMIT APPLICATIONS, TO SPECIFY PERMIT SUBMITTAL REQUIREMENTS AND REQUIRE A WRITTEN NOTICE OF DECISION WITHIN 10 WORKING DAYS OF MAKING A DECISION;
 3. AMENDING WMC 17.11.040, NOTICE METHODS, TO CLARIFY REQUIREMENTS FOR POSTING OF NOTICES;
 4. AMENDING WMC 21.06.123, CONDITIONAL USE PERMIT, TO ADD A CORRECT CITATION;
 5. AMENDING WMC 21.08.020, INTERPRETATION OF LAND USE TABLES, TO ADD A CORRECT CITATION;
 6. AMENDING WMC 21.12.040, DENSITIES AND DIMENSIONS – PUBLIC AND COMMERCIAL/INDUSTRIAL ZONES, TO REMOVE AN INCORRECT FOOTNOTE;
 7. AMENDING WMC 21.15.030, EXEMPTIONS, TO PROVIDE AN EXEMPTION FROM THIS CHAPTER FOR TREE REMOVAL AS PART OF A CITY CONSTRUCTION PROJECT;
 8. AMENDING WMC 21.18.030, COMPUTATION OF REQUIRED OFF-STREET PARKING SPACES, REGARDING PARKING RATIOS FOR WINERIES, BREWERIES AND DISTILLERIES;
 9. AMENDING WMC 21.20.030, EXEMPT SIGNS, TO CLARIFY ALLOWANCES FOR FLAGS;
 10. AMENDING WMC 21.22.050, PERIODIC REVIEW, TO CORRECT A CITATION;
 11. AMENDING WMC 21.24.080, EXCEPTIONS; TO REQUIRE REVIEW OF CRITICAL AREA EXCEPTIONS AND REASONABLE USE PERMITS AS TYPE III PROJECT PERMITS;
 12. AMENDING WMC 21.28.060, ADEQUATE ROADS, TO CLARIFY REVIEW OF DEVIATIONS FROM ROAD STANDARDS;
 13. ESTABLISHING WMC 21.44.020, COMMERCIAL, MIXED-USE, INDUSTRIAL, PUBLIC AND MULTI-FAMILY RESIDENTIAL PROJECT APPROVAL; TO SPECIFY WHEN A LAND USE PROJECT APPROVAL PERMIT IS REQUIRED;
- PROVIDING FOR SEVERABILITY; REQUIRING A COPY TO BE FILED WITH THE DEPARTMENT OF COMMERCE; PROVIDING FOR AN EFFECTIVE DATE; AND ALLOWING FOR SUMMARY PUBLICATION BY TITLE.**

WHEREAS, pursuant to the requirements of the Washington State Growth Management Act, the City of Woodinville is required to develop and adopt development regulations implementing its Comprehensive Plan; and

WHEREAS, the City Council has determined that specific regulations require housekeeping amendments that improve the clarity and consistency of the development standards; and

WHEREAS, the City Council added zoning code amendment to the 2012 Docket List, to review proposed housekeeping amendments; and

WHEREAS, the City Council referred this matter to the Woodinville Planning Commission for study and recommendation; and

WHEREAS, the Woodinville Planning Commission reviewed this matter at a study session on November 14, 2012, and a public hearing on December 5, 2012; and

WHEREAS, the Woodinville Planning Commission recommends the housekeeping amendments of the Woodinville Municipal Code; and

WHEREAS, the Woodinville City Council has reviewed the Planning Commission's recommendation and received additional public comment regarding the recommended changes at a public hearing on January 8, 2013; and

WHEREAS, the Woodinville City Council has determined that certain amendments are necessary to keep the Zoning Code updated and to accommodate the needs of its citizens; and

WHEREAS, the Woodinville City Council has determined that the proposed amendments contained in Ordinance No. 554 are consistent with the City's Comprehensive Plan Goals and Policies, the purposes of the Zoning Code, and the required criteria in WMC 21.46.030; and

WHEREAS, the requirements of the State Environmental Policy Act (SEPA) RCW 43.21C have been met; and

WHEREAS, adoption of this ordinance will promote the public health, safety, and general welfare within the City of Woodinville;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings. The above recitals are adopted by this reference as findings in support of Sections 2 through 14 of this Ordinance.

Section 2. Section 17.07.030, Project permit application framework, is hereby amended as follows (new text is shown by underline; deletions of text are shown by ~~striketrough~~); all other provisions of this section shall remain unchanged and in full force and effect:

17.07.030 Project permit application framework.

PROJECT PERMIT APPLICATIONS AUTHORITY AND PROCESS				
TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V
<ul style="list-style-type: none"> • Boundary Line Adjustments • Commercial, Mixed-Use, Industrial, 	<ul style="list-style-type: none"> • Administrative Approvals (including projects requiring SEPA review) 	<ul style="list-style-type: none"> • Conditional Use Permits • <u>Critical Area Exception</u> • Flood Variance 	<ul style="list-style-type: none"> • Subdivisions – Final 	<ul style="list-style-type: none"> • Annexations • Area-Wide Zoning Map Amendments • Comprehensive

PROJECT PERMIT APPLICATIONS AUTHORITY AND PROCESS				
TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V
<ul style="list-style-type: none"> • Multifamily Residential, Public Projects (tenant improvements, additions or alterations not requiring SEPA) • Critical Area Determination • <u>Design Review</u> • Flood Improvement Permit • Grading/Site Development Permits (SEPA not required) • Home Occupation Permits • Home Industry Permits • Master Signage Plan • Right-of-Way Permits (SEPA not required) • Shoreline Exemption • Sign Permits and Portable Sign Variance • Single-Family Residential Building Permits (SEPA not required) • Temporary Use Permits • Tree Removal Permits 	<ul style="list-style-type: none"> • Administrative Interpretations • Binding Site Plans • Commercial, Mixed-Use, Industrial, Multifamily Residential, Public Projects (new or requiring SEPA) • <u>Critical Area Alteration</u> • Forest Practices Permit • Grading/Site Development Permits (SEPA required) • Personal Wireless Service Facility • Right-of-Way Permits (SEPA required) • Short Plats • Minor Modifications Subdivisions • Shoreline Substantial Development Permits • Single-Family Residential Building Permits (SEPA required) 	<ul style="list-style-type: none"> • Forest Practices Request for Removal of Development • Moratorium or Single-Family Dwelling Exception • Major Modifications Subdivisions • <u>Reasonable Use Permit</u> • Shoreline CUPs • Shoreline Variance • Site-Specific Zoning Map Amendments • Special Use Permits • Subdivisions – Preliminary • Variances 		<ul style="list-style-type: none"> • Plan Amendments • Development Agreements • Development Regulations Amendments • Subdivision Vacations • Zoning Code Amendments

Section 3. Chapter 17.09, Type I-V Project Permit Applications, is hereby amended as follows (new text is shown by underline; deletions of text are shown by

striking through); all other provisions of this chapter shall remain unchanged and in full force and effect:

17.09.030 Submission and acceptance of application.

(10) Permit Submittal Requirements Table.

Permit Submittal Requirements										
Submittal Requirements	Boundary-Line Adjustment	Building Permit (inc. Mechanical/ Plumbing/ Demolition)	Critical Area Determination	Grading/ Site Development Permit	Home Industry/ Home Occupation	Shoreline Exemption	Signs/ Master Signage Plan	Tree Removal	Required for Complete Application?	Submitted?
General:										
Application Form	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental application form ¹							X		<input type="checkbox"/>	<input type="checkbox"/>
Legal Description	X	X	X	X		X	X		<input type="checkbox"/>	<input type="checkbox"/>
Owner Authorization Form	X	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Verification		X		X			X	X	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative			X		X				<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision Criteria			X			X	X		<input type="checkbox"/>	<input type="checkbox"/>
Submittal fees	X	X	X	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Building Height Verification	*	X		*	*				<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Fee Worksheet		X		*	*				<input type="checkbox"/>	<input type="checkbox"/>
Notice Mailing Labels		*		*					<input type="checkbox"/>	<input type="checkbox"/>
Water and Sewer/Septic Availability Certificate	*	*		X	*				<input type="checkbox"/>	<input type="checkbox"/>
Building Plans:										
Building/ Construction Plans (max 22x34)		X			*		X		<input type="checkbox"/>	<input type="checkbox"/>
Structural/ Lateral Calculations		X			*		*		<input type="checkbox"/>	<input type="checkbox"/>
Isometrics		*							<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Report		*							<input type="checkbox"/>	<input type="checkbox"/>
Energy Calculations		*							<input type="checkbox"/>	<input type="checkbox"/>
Design Review Materials:										
Design Review Checklist:		X					*		<input type="checkbox"/>	<input type="checkbox"/>
Building Elevations/ Building Floor Plans		X					*		<input type="checkbox"/>	<input type="checkbox"/>
Reduced elevations/floor plans		X					*		<input type="checkbox"/>	<input type="checkbox"/>
Color Renderings/ Color Elevations/ Materials Board		X					*		<input type="checkbox"/>	<input type="checkbox"/>
Site/Civil Plans:²										
Site Plan (max 22x34)		X	X	X	X	X	X	*	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Site Plan (max. 11x17)		X		X		X			<input type="checkbox"/>	<input type="checkbox"/>
Survey	X	*		*					<input type="checkbox"/>	<input type="checkbox"/>
Landscaping and Irrigation Plans		*		X			*	*	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Landscaping Plan		*		X					<input type="checkbox"/>	<input type="checkbox"/>

(max. 11x17)									
Plat Map								<input type="checkbox"/>	<input type="checkbox"/>
Clearing and grading plans		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Drainage study (TIR)/calculations		X		X				<input type="checkbox"/>	<input type="checkbox"/>
Road and drainage plans		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Topography (existing and proposed;) (survey may be required)		X		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer/ Utility Plans				X		X		<input type="checkbox"/>	<input type="checkbox"/>
Environmental:									
Geotechnical Report								<input type="checkbox"/>	<input type="checkbox"/>
SEPA Checklist								<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)			X					<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Habitat Report								<input type="checkbox"/>	<input type="checkbox"/>
Tree Plan				X			X	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Study								<input type="checkbox"/>	<input type="checkbox"/>
Other:									
CC&R's								<input type="checkbox"/>	<input type="checkbox"/>
Photo Simulation diagram								<input type="checkbox"/>	<input type="checkbox"/>
Title Report (less than 30 days old)	X							<input type="checkbox"/>	<input type="checkbox"/>
School Safewalk Form								<input type="checkbox"/>	<input type="checkbox"/>

Permit Submittal Requirements									
Submittal Requirements	Temporary Use Permit	SEPA/ Project Approval	Binding Site Plan	Personal Wireless Service Facility Permit	Shoreline Permit	Conditional Use Permit	Special Use Permit	Required for Complete Application?	Submitted?
General:									
Application Form	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental application form-1								<input type="checkbox"/>	<input type="checkbox"/>
Legal Description	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Owner Authorization Form	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Verification				X				<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative		X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision Criteria							X	<input type="checkbox"/>	<input type="checkbox"/>
Submittal fees	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Building Height Verification				X				<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Fee Worksheet		X				X	X	<input type="checkbox"/>	<input type="checkbox"/>
Notice Mailing Labels		X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Water and Sewer/Septic Availability Certificate		X			X			<input type="checkbox"/>	<input type="checkbox"/>
Building Plans:									
Building/ Construction Plans (max 22x34)				X				<input type="checkbox"/>	<input type="checkbox"/>
Structural/ Lateral				X				<input type="checkbox"/>	<input type="checkbox"/>

Calculations									
Isometrics								<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Report								<input type="checkbox"/>	<input type="checkbox"/>
Energy Calculations								<input type="checkbox"/>	<input type="checkbox"/>
Design Review Materials:									
Design Review Checklist		X				•	•	•	<input type="checkbox"/>
Building Elevations/ Building Floor Plans		X				•	•	•	<input type="checkbox"/>
Reduced elevations/floor plans		X				•	•	•	<input type="checkbox"/>
Color Renderings/ Color Elevations/ Materials Board		X				•	•	•	<input type="checkbox"/>
Site/Civil Plans: 2									
Site Plan (max 22x34)	X	X	X	X	X	X	X	X	<input type="checkbox"/>
Reduced Site Plan (max. 11x17)		X	X	X	X	X	X	X	<input type="checkbox"/>
Survey		•	X	•					<input type="checkbox"/>
Landscaping and Irrigation Plans		X		X	X	X	X	X	<input type="checkbox"/>
Reduced Landscaping Plan (max. 11x17)		X		X	X	X	X	X	<input type="checkbox"/>
Plat Map									<input type="checkbox"/>
Clearing and grading plans		X		•	X	•	•	•	<input type="checkbox"/>
Drainage study (TIR) calculations		X			X	•	•	•	<input type="checkbox"/>
Road and drainage plans		X		•	X	•	•	•	<input type="checkbox"/>
Erosion Control Plans (TECSP)		X		X	X	X	X	X	<input type="checkbox"/>
Topography (existing and proposed,) (survey may be required)		X	X	X	X	X	X	X	<input type="checkbox"/>
Water/Sewer/Utility Plans		X				•	•	•	<input type="checkbox"/>
Environmental:									
Geotechnical Report		•	•	•	•	•	•	•	<input type="checkbox"/>
SEPA Checklist		X	X	X	X	X	X	X	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)		•	•		X	•	•	•	<input type="checkbox"/>
Wildlife Habitat Report		•	•		•	•	•	•	<input type="checkbox"/>
Tree Plan		X	•		•	•	•	•	<input type="checkbox"/>
Traffic Study		•	•		•	•	•	•	<input type="checkbox"/>
Other:									
CC&R's			•						<input type="checkbox"/>
Photo Simulation diagram				X					<input type="checkbox"/>
Title Report (less than 30 days old)		•	X						<input type="checkbox"/>
School Safewalk Form		•							<input type="checkbox"/>

Permit Submittal Requirements									
Submittal Requirements	Short Plat	Preliminary Plat	Variance	Final Plat	Comprehensive Plan Amendment	Zoning Code Amendment	Zoning Map Amendment	Required for Complete Application?	Submitted?
General:									
Application Form	X	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental application form [†]								<input type="checkbox"/>	<input type="checkbox"/>

Legal Description	X	X	X	X			*	☐	☐
Owner Authorization Form	X	X	X	X				☐	☐
Contractor Verification								☐	☐
Project Narrative	X	X	X					☐	☐
Statement on Decision Criteria			X	X	X	X	X	☐	☐
Submittal fees	X	X	X	X	X	X	X	☐	☐
Building Height Verification			*					☐	☐
Traffic Impact Fee Worksheet	X	X						☐	☐
Notice Mailing Labels	X	X	X				*	☐	☐
Water and Sewer/Septic Availability Certificate	X	X		X				☐	☐
Building Plans:									
Building/ Construction Plans (max 22x34)			*					☐	☐
Structural/ Lateral Calculations								☐	☐
Isometrics								☐	☐
Asbestos Report								☐	☐
Energy Calculations								☐	☐
Design Review Materials:									
Design Review Checklist			*					☐	☐
Building Elevations/ Building Floor Plans			*					☐	☐
Reduced elevations/floor plans			*					☐	☐
Color Renderings/ Color Elevations/ Materials Board			*					☐	☐
Site/Civil Plans:									
Site Plan (max 22x34)		X	X				*	☐	☐
Reduced Site Plan (max 11x17)		X	X				*	☐	☐
Survey				X				☐	☐
Landscaping and Irrigation Plans	*	X	*					☐	☐
Reduced Landscaping Plan (max 11x17)	*	X	*					☐	☐
Plat Map	X	X		X				☐	☐
Clearing and grading plans	X	X	*					☐	☐
Drainage study (TIR)/calculations	X	X	*					☐	☐
Road and drainage plans	X	X	*					☐	☐
Erosion Control Plans	X	X	*					☐	☐
Topography (existing and proposed,) (survey may be required)	X	X	X					☐	☐
Water/Sewer/ Utility Plans	X	X	*					☐	☐
Environmental:									
Geotechnical Report	*	*						☐	☐
SEPA Checklist	*	X			X	X	X	☐	☐
Critical Area Study (Wetland and Stream)	*	*						☐	☐
Wildlife Habitat Report	*	*						☐	☐
Tree Plan	X	X						☐	☐
Traffic Study		X						☐	☐
Other:									
CC&R's	X	X						☐	☐
Photo Simulation								☐	☐

diagram								
Title Report (less than 30 days old)	X	X		X			<input type="checkbox"/>	<input type="checkbox"/>
School Safewalk Form	X						<input type="checkbox"/>	<input type="checkbox"/>

Footnotes:

X— In the codified version of this checklist, a “X” indicates that the item is required for submittal. The Director shall set the number of copies required.

• In the codified version of this checklist, a “•” indicates that the item may be required for submittal. The Director shall set the number of copies required.

¹— See supplemental application form for specific submittal requirements.

²— Preliminary plans (grading, drainage, etc.) are required for project approvals, shoreline permits, conditional use permits, variances, preliminary plats and short plats. Final plans are required for grading and site development permits and building permits.

Table 1a – Construction Permits

<u>Submittal Requirements</u>	<u>Building Permit – New Building</u>	<u>Building Permit – Additions</u>	<u>Building Permit – Tenant Improvement, Alterations</u>	<u>Mechanical or Plumbing Permit</u>	<u>Demolition Permit</u>	<u>Required for a Complete Application?</u>	<u>Submitted?</u>
General:							
Application Form	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Owner Authorization Form	X	X	X			<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision Criteria						<input type="checkbox"/>	<input type="checkbox"/>
Submittal Fees	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Water Availability Certificate	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Sewer Availability Certificate /Septic Approval	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Building Plans:							
Building/Construction Plans (max. 22 x 34)	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Structural/Lateral Calculations	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Isometrics				X		<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Report					X	<input type="checkbox"/>	<input type="checkbox"/>
Energy Calculations	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer's Specifications				X		<input type="checkbox"/>	<input type="checkbox"/>
Site/Civil Plans:¹							
Site and Parking Plans (max. 22 x 34)	X	X	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping and Irrigation Plans	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Clearing and Grading Plans	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Road Plans	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Drainage Plans	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans	X	X			X	<input type="checkbox"/>	<input type="checkbox"/>

Traffic Control Plans						<input type="checkbox"/>	<input type="checkbox"/>
Topography (existing and proposed) (survey may be required)	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer/Utility Plans	X	X			X	<input type="checkbox"/>	<input type="checkbox"/>
Environmental:							
Grading Calculations	X	X			X	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Study (TIR)/Calculations	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Mitigation Plans	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Tree Plan	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Other:							
Electronic set of all plans and reports	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

Footnotes:

X In the codified version of this checklist, a "X" indicates that the item is required for submittal. The Director shall set the number of copies required.

¹ Preliminary plans (grading, drainage, etc.) are required for project approvals, shoreline permits, conditional use permits, variances, preliminary plats and short plats. Final plans are required for grading and site development permits and building permits.

Table 1b – Construction Permits

<u>Submittal Requirements</u>	<u>Fire Permit</u>	<u>Right-of-Way Permit</u>	<u>Sign Permit - Building</u>	<u>Sign Permit - Freestanding</u>	<u>Site Development, Grading Permit</u>	<u>Tree Removal</u>	<u>Required for a Complete Application?</u>	<u>Submitted?</u>
General:								
Application Form	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Owner Authorization Form			X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative							<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision Criteria			X	X			<input type="checkbox"/>	<input type="checkbox"/>
Submittal Fees					X		<input type="checkbox"/>	<input type="checkbox"/>
Water Availability Certificate							<input type="checkbox"/>	<input type="checkbox"/>
Sewer Availability Certificate /Septic Approval							<input type="checkbox"/>	<input type="checkbox"/>
Building Plans:								
Building/Construction Plans (max. 22 x 34)	X		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Structural/Lateral Calculations							<input type="checkbox"/>	<input type="checkbox"/>
Isometrics							<input type="checkbox"/>	<input type="checkbox"/>
Asbestos Report							<input type="checkbox"/>	<input type="checkbox"/>
Energy Calculations							<input type="checkbox"/>	<input type="checkbox"/>

Manufacturer's Specifications	X						<input type="checkbox"/>	<input type="checkbox"/>
Site/Civil Plans:¹								
Site and Parking Plans (max. 22 x 34)			X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Landscaping and Irrigation Plans			X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Clearing and Grading Plans					X		<input type="checkbox"/>	<input type="checkbox"/>
Road Plans		X			X		<input type="checkbox"/>	<input type="checkbox"/>
Drainage Plans					X		<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans					X		<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control Plans		X			X		<input type="checkbox"/>	<input type="checkbox"/>
Topography (existing and proposed) (survey may be required)					X		<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer/Utility Plans					X		<input type="checkbox"/>	<input type="checkbox"/>
Environmental:								
Grading Calculations		X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Drainage Study (TIR)/Calculations					X		<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report					X		<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)					X		<input type="checkbox"/>	<input type="checkbox"/>
Mitigation Plans					X		<input type="checkbox"/>	<input type="checkbox"/>
Tree Plan					X	X	<input type="checkbox"/>	<input type="checkbox"/>
Other:								
Electronic set of all plans and reports			X	X	X		<input type="checkbox"/>	<input type="checkbox"/>

Footnotes:

X In the codified version of this checklist, a "X" indicates that the item is required for submittal. The Director shall set the number of copies required.

¹ Preliminary plans (grading, drainage, etc.) are required for project approvals, shoreline permits, conditional use permits, variances, preliminary plats and short plats. Final plans are required for grading and site development permits and building permits.

Table 2a – Land Use Permits

Submittal Requirements	Boundary Line Adjustment	Critical Area Determination	Critical Area Alteration/Exception/Reasonable Use	Home Industry/Home Occupation	Master Signage Plan	Required for a Complete Application?	Submitted?
General:							
Application Form	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Legal Description	X					<input type="checkbox"/>	<input type="checkbox"/>
Owner Authorization Form	X	X	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative		X	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision			X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

Criteria							
Submittal Fees	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Water Availability Certificate						<input type="checkbox"/>	<input type="checkbox"/>
Sewer Availability Certificate/ Septic Approval						<input type="checkbox"/>	<input type="checkbox"/>
Building Plans:							
Building/Construction Plans (max. 22 x 34)						<input type="checkbox"/>	<input type="checkbox"/>
Structural/Lateral Calculations						<input type="checkbox"/>	<input type="checkbox"/>
Design Review Materials:							
Design Review Checklist						<input type="checkbox"/>	<input type="checkbox"/>
Building Floor Plans						<input type="checkbox"/>	<input type="checkbox"/>
Color Renderings/Color Elevations					X	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Elevations/Floor Plans					X	<input type="checkbox"/>	<input type="checkbox"/>
Site/Civil Plans:							
Site and Parking Plans (max. 22 x 34)	X	X	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Site and Parking Plans (max. 11 x 17)	X	X	X		X	<input type="checkbox"/>	<input type="checkbox"/>
Survey	X	X	X			<input type="checkbox"/>	<input type="checkbox"/>
Landscaping and Irrigation Plans			X		X	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Landscaping Plan (max. 11 x 17)			X		X	<input type="checkbox"/>	<input type="checkbox"/>
Plat Map						<input type="checkbox"/>	<input type="checkbox"/>
Clearing and Grading Plans			X			<input type="checkbox"/>	<input type="checkbox"/>
Road Plans			X			<input type="checkbox"/>	<input type="checkbox"/>
Drainage Plans			X			<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans			X			<input type="checkbox"/>	<input type="checkbox"/>
Topography (existing and proposed) (survey may be required)			X			<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer/Utility Plans			X			<input type="checkbox"/>	<input type="checkbox"/>
Environmental:							
Grading Calculations			X			<input type="checkbox"/>	<input type="checkbox"/>
Drainage Study (TIR)/Calculations			X			<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report		X	X			<input type="checkbox"/>	<input type="checkbox"/>
SEPA Checklist		X	X			<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)		X	X			<input type="checkbox"/>	<input type="checkbox"/>
Mitigation Plans		X	X			<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Habitat Report		X	X			<input type="checkbox"/>	<input type="checkbox"/>
Tree Plan			X			<input type="checkbox"/>	<input type="checkbox"/>
Traffic Study			X			<input type="checkbox"/>	<input type="checkbox"/>

Noise Study						<input type="checkbox"/>	<input type="checkbox"/>
Other:							
CC&Rs						<input type="checkbox"/>	<input type="checkbox"/>
Photo Simulation Diagram						<input type="checkbox"/>	<input type="checkbox"/>
Title Report (less than 30 days old)	X					<input type="checkbox"/>	<input type="checkbox"/>
School Safewalk Form						<input type="checkbox"/>	<input type="checkbox"/>
Electronic Set of All Plans and Reports	X	X	X		X	<input type="checkbox"/>	<input type="checkbox"/>

Footnotes:

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¹ Preliminary plans (grading, drainage, etc.) are required for project approvals, shoreline permits, conditional use permits, variances, preliminary plats and short plats. Final plans are required for grading and site development permits and building permits.

Table 2b – Land Use Permits

Submittal Requirements	Personal Wireless Service Facility Permit	SEPA/Project Approval	Design Review	Shoreline Permits	Shoreline Exemption	Required for a Complete Application?	Submitted?
General:							
Application Form	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Legal Description						<input type="checkbox"/>	<input type="checkbox"/>
Owner Authorization Form	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision Criteria	X			X	X	<input type="checkbox"/>	<input type="checkbox"/>
Submittal Fees	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Water Availability Certificate		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Sewer Availability Certificate/ Septic Approval		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Building Plans:							
Building/Construction Plans (max. 22 x 34)	X					<input type="checkbox"/>	<input type="checkbox"/>
Structural/Lateral Calculations	X					<input type="checkbox"/>	<input type="checkbox"/>
Design Review Materials:							
Design Review Checklist			X			<input type="checkbox"/>	<input type="checkbox"/>
Building Floor Plans			X			<input type="checkbox"/>	<input type="checkbox"/>
Color Renderings/Color Elevations			X			<input type="checkbox"/>	<input type="checkbox"/>
Reduced Elevations/Floor Plans			X			<input type="checkbox"/>	<input type="checkbox"/>
Site/Civil Plans:¹							
Site and Parking Plans (max. 22 x 34)	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Reduced Site and Parking Plans (max. 11 x 17)	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Survey				X		<input type="checkbox"/>	<input type="checkbox"/>

Landscaping and Irrigation Plans	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Reduced Landscaping Plan (max. 11 x 17)	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
Plat Map						<input type="checkbox"/>	<input type="checkbox"/>
Clearing and Grading Plans	X	X		X		<input type="checkbox"/>	<input type="checkbox"/>
Road Plans	X	X		X		<input type="checkbox"/>	<input type="checkbox"/>
Drainage Plans	X	X		X		<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans	X	X		X		<input type="checkbox"/>	<input type="checkbox"/>
Topography (existing and proposed) (survey may be required)	X	X		X		<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer/Utility Plans		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Environmental:							
Grading Calculations	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Study (TIR)/Calculations	X	X		X		<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report	X	X		X		<input type="checkbox"/>	<input type="checkbox"/>
SEPA Checklist	X	X		X		<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Mitigation Plans		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Habitat Report		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Tree Plan		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Traffic Study		X		X		<input type="checkbox"/>	<input type="checkbox"/>
Noise Study	X					<input type="checkbox"/>	<input type="checkbox"/>
Other:							
CC&Rs		X				<input type="checkbox"/>	<input type="checkbox"/>
Photo Simulation Diagram	X					<input type="checkbox"/>	<input type="checkbox"/>
Title Report (less than 30 days old)		X		X		<input type="checkbox"/>	<input type="checkbox"/>
School Safewalk Form		X				<input type="checkbox"/>	<input type="checkbox"/>
Electronic Set of All Plans and Reports	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>

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¹ Preliminary plans (grading, drainage, etc.) are required for project approvals, shoreline permits, conditional use permits, variances, preliminary plats and short plats. Final plans are required for grading and site development permits and building permits.

Table 2c – Land Use Permits

Submittal Requirements	Temporary Use Permit	Conditional Use Permit	Special Use Permit	Variance	Binding Site Plan	Required for a Complete Application?	Submitted?
General:							
Application Form	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

<u>Legal Description</u>					X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Owner Authorization Form</u>	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Project Narrative</u>	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Statement on Decision Criteria</u>	X	X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Submittal Fees</u>	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Water Availability Certificate</u>		X	X		X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Sewer Availability Certificate /Septic Approval</u>		X	X		X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Building Plans:</u>							
<u>Building/Construction Plans (max. 22 x 34)</u>						<input type="checkbox"/>	<input type="checkbox"/>
<u>Structural/Lateral Calculations</u>						<input type="checkbox"/>	<input type="checkbox"/>
<u>Design Review Materials:</u>							
<u>Design Review Checklist</u>						<input type="checkbox"/>	<input type="checkbox"/>
<u>Building Floor Plans</u>						<input type="checkbox"/>	<input type="checkbox"/>
<u>Color Renderings/Color Elevations</u>						<input type="checkbox"/>	<input type="checkbox"/>
<u>Reduced Elevations/Floor Plans</u>						<input type="checkbox"/>	<input type="checkbox"/>
<u>Site/Civil Plans:</u>							
<u>Site and Parking Plans (max. 22 x 34)</u>	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Reduced Site and Parking Plans (max. 11 x 17)</u>		X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Survey</u>					X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Landscaping and Irrigation Plans</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Reduced Landscaping Plan (max. 11 x 17)</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Plat Map</u>						<input type="checkbox"/>	<input type="checkbox"/>
<u>Clearing and Grading Plans</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Road Plans</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Drainage Plans</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Erosion Control Plans</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Topography (existing and proposed) (survey may be required)</u>		X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Water/Sewer/Utility Plans</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Environmental:</u>							
<u>Grading Calculations</u>	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Drainage Study (TIR)/Calculations</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Geotechnical Report</u>		X	X			<input type="checkbox"/>	<input type="checkbox"/>
<u>SEPA Checklist</u>		X	X		X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Critical Area Study (Wetland and Stream)</u>		X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Mitigation Plans</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Wildlife Habitat Report</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Tree Plan</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>
<u>Traffic Study</u>		X	X	X		<input type="checkbox"/>	<input type="checkbox"/>

Noise Study		X	X			<input type="checkbox"/>	<input type="checkbox"/>
Other:							
CC&Rs					X	<input type="checkbox"/>	<input type="checkbox"/>
Photo Simulation Diagram						<input type="checkbox"/>	<input type="checkbox"/>
Title Report (less than 30 days old)					X	<input type="checkbox"/>	<input type="checkbox"/>
School Safewalk Form						<input type="checkbox"/>	<input type="checkbox"/>
Electronic Set of all Plans and Reports		X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>

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Table 2d – Land Use Permits

Submittal Requirements	Short Plat	Preliminary Plat	Final Plat/Short Plat	Comprehensive Plan Amendment	Zoning Code Amendment	Zoning Map Amendment	Required for a Complete Application?	Submitted?
General:								
Application Form	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Legal Description	X	X				X	<input type="checkbox"/>	<input type="checkbox"/>
Owner Authorization Form	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative	X	X		X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Statement on Decision Criteria			X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Submittal Fees	X	X	X	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Water Availability Certificate	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Sewer Availability Certificate /Septic Approval	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Building Plans:								
Building/Construction Plans (max. 22 x 34)							<input type="checkbox"/>	<input type="checkbox"/>
Structural/Lateral Calculations							<input type="checkbox"/>	<input type="checkbox"/>
Design Review Materials:								
Design Review Checklist							<input type="checkbox"/>	<input type="checkbox"/>
Building Floor Plans							<input type="checkbox"/>	<input type="checkbox"/>
Color Renderings/Color Elevations							<input type="checkbox"/>	<input type="checkbox"/>
Reduced Elevations/Floor Plans							<input type="checkbox"/>	<input type="checkbox"/>
Site/Civil Plans:¹								
Site and Parking Plans (max. 22 x 34)	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Reduced Site and Parking Plans (max. 11 x 17)	X	X					<input type="checkbox"/>	<input type="checkbox"/>

Survey							<input type="checkbox"/>	<input type="checkbox"/>
Landscaping and Irrigation Plans		X					<input type="checkbox"/>	<input type="checkbox"/>
Reduced Landscaping Plan (max. 11 x 17)		X					<input type="checkbox"/>	<input type="checkbox"/>
Plat Map	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Clearing and Grading Plans	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Road Plans	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Drainage Plans	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plans	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Topography (existing and proposed) (survey may be required)	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer/Utility Plans	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Environmental:								
Grading Calculations	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Drainage Study (TIR)/Calculations	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report	X	X					<input type="checkbox"/>	<input type="checkbox"/>
SEPA Checklist	X	X		X	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Critical Area Study (Wetland and Stream)	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Mitigation Plans	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Wildlife Habitat Report	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Tree Plan	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Traffic Study		X					<input type="checkbox"/>	<input type="checkbox"/>
Noise Study							<input type="checkbox"/>	<input type="checkbox"/>
Other:								
CC&Rs	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
Photo Simulation Diagram							<input type="checkbox"/>	<input type="checkbox"/>
Title Report (less than 30 days old)	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>
School Safewalk Form	X	X					<input type="checkbox"/>	<input type="checkbox"/>
Electronic Set of all Plans and Reports	X	X	X				<input type="checkbox"/>	<input type="checkbox"/>

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¹ Preliminary plans (grading, drainage, etc.) are required for project approvals, shoreline permits, conditional use permits, variances, preliminary plats and short plats. Final plans are required for grading and site development permits and building permits.

17.09.060 Notice of final decision.

Following the completion of any hearing, procedure, or administrative decision, the project permit application shall be approved, approved with conditions or denied, and a written notice of decision shall be issued within 10 calendar working days.

Section 4. Section 17.11.040, Notice Methods, is hereby amended as follows (new text is shown by underline; deletions of text are shown by strikethrough); all other provisions of this section shall remain unchanged and in full force and effect:

17.11.040 Notice methods.

(1) Notice of application, SEPA determination, and notice of public hearing shall be noticed in accordance with the table below. Notice of decision shall be noticed in accordance with WMC 17.09.060(2).

PUBLIC NOTICING REQUIREMENTS					
Type of Application	Post Site	Post at Designated Posting Locations	Advertise in Designated Newspaper	Property Owner Notification	
				Within 500'	Abutting
Type II Projects	X	X	X	X	
Type III Projects	X	X	X	X	

(2) Posting. Posting of the property for site-specific proposals shall consist of one or more notice boards as follows:

(a) ~~A single notice board shall be placed, by the City, on each street frontage that abuts the development, where it is visible to vehicles and pedestrians. by the applicant:~~

~~(i) At the midpoint of the site street frontage or as otherwise directed by the City for maximum visibility;~~

~~(ii) Five feet inside the street property line, except when the board is structurally attached to an existing building; provided, that no notice board shall be placed more than five feet from the street property without approval of the Department;~~

~~(iii) So that the top of the notice board is between seven to nine feet above grade; and~~

~~(iv) Where it is completely visible to pedestrians.~~

(b) Additional notice boards may be required when:

(i) The site does not abut a public road;

(ii) A large site abuts more than one public road; or

(iii) The Director determines that additional notice boards are necessary to provide adequate public notice.

(c) Notice boards shall be:

(i) Maintained in good condition ~~by the applicant~~ during the notice period;

(ii) In place at least 15 days prior to the date of hearing, or at least 15 days prior to the end of any required comment period;

(iii) Removed within 15 days after the end of the notice period for the Notice of Decision.

(d) Removal of the notice board prior to the end of the notice period may be cause for discontinuance of the Department review until the notice board is replaced and remains in place for the specified time period.

(e) An affidavit or declaration of posting shall be ~~submitted to the City by the applicant~~ prepared prior to the hearing or final comment date. If the affidavits or declarations are not filed as required, any scheduled hearing or date by which the public may comment on the application will be postponed in order to allow compliance with this notice requirement. If the City posts the notice, then the City shall issue an affidavit or declaration of posting.

(f) Notice boards shall be constructed and installed in accordance with specifications promulgated by the Department.

...

Section 5. Chapter 21.06, Technical Terms and Land Use Definitions, is hereby amended as follows (new text is shown by underline; deletions of text are shown by

~~strikethrough~~); all other provisions of this chapter shall remain unchanged and in full force and effect:

21.06.123 Conditional use permit.

Conditional use permit: permit granted by the City to locate a permitted use on a particular property subject to conditions placed on the permitted use to ensure compatibility with nearby land uses in accordance with WMC ~~21.42-12044.050~~.

Section 6. Section 21.08.020, Interpretation of land use tables, is hereby amended as follows (new text is shown by underline; deletions of text are shown by ~~strikethrough~~); all other provisions of this section shall remain unchanged and in full force and effect:

21.08.020 Interpretation of land use tables.

(3) If the letter “P” appears in the box at the intersection of the column and the row, the use is allowed in that district subject to the review procedures specified in Chapters ~~17.07 through 17.17~~ 21.42 WMC and the general requirements of the code.

(4) If the letter “C” appears in the box at the intersection of the column and the row, the use is allowed subject to the conditional use review procedures specified in Chapters ~~17.07 through 17.17~~ 21.42 WMC and the general requirements of the code.

(5) If the letter “S” appears in the box at the intersection of the column and the row, the regional use is permitted subject to the special use permit review procedures specified in Chapters ~~17.07 through 17.17~~ 21.42 WMC and the general requirements of the code.

Section 7. Section 21.12.040, Densities and dimensions – Public and commercial/industrial zones, is hereby amended as follows (new text is shown by underline; deletions of text are shown by ~~strikethrough~~); all other provisions of this section shall remain unchanged and in full force and effect:

21.12.040 Densities and dimensions – Public and commercial/industrial zones.

A. STANDARDS	P/I	NB	TB	GB	CBD	O	I
Base Density: Dwelling Unit/Acre			12 du/ac		36 du/ac	36 du/ac	
Residential Maximum Floor/Lot Ratio: Square Feet					2/1 (1) (26)		
Minimum Building Step-Back				10 ft (22)	10 ft (23)		
Minimum Street Setback (17)	10 ft	10 ft (5) 20 ft (11)	10 ft (2) (5) (14)	10 ft (5) 25 ft (15)	10 ft (10) (5)	10 ft	25 ft 10 ft (9) (14) (15)
Minimum Interior Setback (13)	20 ft (7) (16)	10 ft	20 ft (7) (14)	25 ft (7) (15)	20 ft (7)	20 ft (7)	20 ft (7) (14) (15) 50 ft (8) (14)

Base Height (10)	45 ft (4)	35 ft	35 ft (14) (20)	39 ft (18)	39 ft (6)	45 ft (4)	45 ft (14)
Maximum Height with Incentives				51 ft (24)	51 ft (24)		
Maximum Height with Structured Parking				60 ft (19) (25)	57 ft (25)		
Maximum Building Coverage: Percentage							
Commercial/Industrial Maximum Floor/Lot Ratio: Square Feet	4/1	1/1	1/1	2/1 (19)	2.5/1	4/1	3/1
Maximum Impervious Surface: Percentage	85%	75%	85% (14)	85%	90%	75%	90% (14)
Maximum Building Square Footage		10,000		21	21		

...

(19) Maximum floor/lot area ratio percentage may be increased to 4/1 when a multi-story building is designed and used entirely for office or mixed office and retail uses.

...

Section 8. Section 21.15.030, Exemptions, is hereby amended as follows (new text is shown by underline; deletions of text are shown by ~~strikethrough~~); all other provisions of this section shall remain unchanged and in full force and effect:

...

21.15.030 Exemptions.

The following activities are exempt from the provisions of this chapter:

- (1) Emergency Tree Removal. Any tree on private, developed property that poses an imminent threat to life or property, due to a storm event such as a wind storm or ice storm, may be removed without first obtaining a permit. The party removing the tree will contact the City within seven days of removal to provide documentation of threat for approval of exemption. If the City Tree Official determines that the emergency tree removal was not warranted, he or she may require that the party obtain a permit and/or require that replacement trees and vegetation be replanted as mitigation, in accordance with WMC 21.15.120(8)(b).
- (2) Utility Management. Trees may be removed by the City or utility provider in situations involving immediate danger to life or property, or interruption of services provided by a utility.
- (3) Commercial Nurseries or Tree Farms. A nursery or tree farm owner may remove trees that are being grown to be sold as Christmas or landscape trees.
- (4) Removal of nonsignificant trees with a diameter-at-breast-height of less than two inches.
- (5) Trees within the public right-of-way, and trees removed as part of a City construction project, shall be subject to the requirements of Chapter 2.24 WMC.

...

Section 9. Section 21.18.030, Computation of required off-street parking spaces, is hereby amended as follows (new text is shown by underline; deletions of text are shown by ~~strikethrough~~); all other provisions of this section shall remain unchanged and in full force and effect:

...

21.18.030 Computation of required off-street parking spaces.

...

LAND USE	MINIMUM PARKING SPACES REQUIRED
GENERAL SERVICES (WMC 21.08.050(A)):	
General services uses:	1 per 300 square feet
Exceptions:	
Funeral home/crematory	1 per 50 square feet of chapel area
Daycare I	2 per facility
Daycare II	2 per facility, plus 1 space for each 20 children
Churches, synagogues, temples, and other group assembly	1 per 5 fixed seats, plus 1 per 50 square feet of gross floor area without fixed seats used for assembly purposes
Outpatient and veterinary clinic offices	1 per 300 square feet of office, labs and examination rooms
Nursing and personal care facility	1 per 4 beds
Hospital	1 per bed
Elementary schools	1 per classroom, plus 1 per 50 students
Secondary schools	1 per classroom, plus 1 per 50 students
Middle/junior high schools	1 per classroom, plus 1 per 10 students
High schools	Greater of 1 per classroom plus 1 per 10 students, or 1 per 3 fixed seats in stadium
High schools with stadiums	
Vocational schools	1 per classroom, plus 1 per five students
Specialized instruction schools	1 per classroom, plus 1 per two students
INSTITUTIONAL/BUSINESS SERVICES (WMC 21.08.055(A) and 21.08.060(A)):	
Institution/business services uses:	1 per 300 square feet
Exceptions:	
Public agency yard	1 per 300 square feet of offices, plus .9 per 1,000 square feet of indoor storage or repair areas
Public agency archives	.9 per 1,000 square feet of storage area, plus 1 per 50 square feet of waiting/reviewing areas
Courts	3 per courtroom, plus 1 per 50 square feet of fixed seat or assembly areas
Police facility	(Development Services Director)
Fire facility	(Development Services Director)
Construction and trade	1 per 300 square feet of office, plus 1 per 3,000 square feet of storage area
Warehousing and storage	1 per 300 square feet of office, plus .9 per 1,000 square feet of storage area
Self-service storage	1 per 3,500 square feet of storage area, plus 2 for any resident manager unit
Outdoor advertising services	1 per 300 square feet of office, plus .9 per 1,000 square feet of storage area
Heavy equipment repair	1 per 300 square feet of office, plus .9 per 1,000 square feet of indoor repair areas
Office	1 per 300 square feet
RETAIL (WMC 21.08.070(A)):	
Retail trade uses:	1 per 300 square feet
Exceptions:	

LAND USE	MINIMUM PARKING SPACES REQUIRED
Food stores, less than 15,000 square feet	3 plus 1 per 350 square feet
Gasoline service stations without grocery	3 per facility, plus 1 per service bay
Gasoline service stations with grocery, no service bays	1 per facility, plus 1 per 300 square feet of store
Restaurants	1 per 75 square feet in dining or lounge areas
Wholesale trade uses	.9 per 1,000 square feet
Retail and wholesale trade mixed use	1 per 300 square feet
MANUFACTURING (WMC 21.08.080(A)):	
Manufacturing uses	.9 per 1,000 square feet of manufacturing, plus 1 per 300 square feet of office
Winery/brewery/ distillery	.9 per 1,000 square feet, plus 1 per 50 square feet of testing <u>tasting</u> area
RESOURCE (WMC 21.08.090(A)):	
Resource uses	(Development Services Director)
REGIONAL (WMC 21.08.100(A)):	
Regional uses	(Development Services Director)

Section 10. Section 21.20.030, Exempt signs, is hereby amended as follows (new text is shown by underline; deletions of text are shown by strikethrough); all other provisions of this section shall remain unchanged and in full force and effect:

21.20.030 Exempt signs.

The following signs or displays are exempted from the regulations under this chapter:

- (1) Historic site markers or plaques, gravestones, and address numbers;
- (2) Signs required by law, including but not limited to:
 - (a) Official or legal notices issued and posted by any public agency or court; or
 - (b) Traffic directional or warning signs;
- (3) Plaques, tablets or inscriptions indicating the name of a building, date of erection, or other commemorative information, which are an integral part of the building structure or are attached flat to the face of the building, which are nonilluminated, and which do not exceed four square feet in surface area;
- (4) Incidental signs, which shall not exceed two square feet in surface area; provided, that said size limitation shall not apply to signs providing directions, warnings or information when established and maintained by a public agency;
- (5) State or Federal flags;
- (6) Religious symbols;
- (7) The flag of a commercial institution, provided no more than one on-site flag is permitted per business premises; or one per tenant in a multitenant building; and further provided, the flag is on a designated flagpole or a flag stand attached to a building, the flag does not exceed 20 square feet in surface area and does not advertise a product. ~~This does not include pennant-style or feather-style signs, which are prohibited;~~
- (8) Signs or displays not intended to be visible from streets or public ways, signs in the interior of a building more than three feet from the closest window and not facing a window, and point of purchase advertising displays, such as vending machines;
- (9) Wayfinding signs installed as part of a City-sponsored and coordinated wayfinding program; ~~and~~
- (10) Public gateway entrance signs.

Section 11. Section 21.22.050, Periodic review, is hereby amended as follows (new text is shown by underline; deletions of text are shown by ~~strikethrough~~); all other provisions of this section shall remain unchanged and in full force and effect:

21.22.050 Periodic review.

Unless a more frequent review is required by the City, periodic review of extractive operations shall be provided as follows:

- (1) All extractive operations shall be subject to a review of development and operating standards as well as reclamation progress at five-year intervals;
- (2) The periodic review shall be:
 - (a) Conducted by the Development Services Director pursuant to the review process outlined in ~~WMC 21.42.040 through 21.42.090~~Chapter 21.42 WMC; and
 - (b) Used to determine that the site is operating consistent with the most current standards and to establish other conditions as necessary to mitigate identifiable environmental impacts.

Section 12. Section 21.24.080, Exceptions, is hereby amended as follows (new text is shown by underline; deletions of text are shown by ~~strikethrough~~); all other provisions of this section shall remain unchanged and in full force and effect:

21.24.080 Exceptions.

- (1) If the application of this chapter would prohibit a development proposal by a public agency or public utility, the agency or utility may apply for an critical area exception pursuant to this subsection:
 - (a) The public agency or utility shall apply to the Department and shall make available to the Department other related project documents such as permit applications to other agencies, special studies and environmental documents. The Development Services Director shall prepare a recommendation to the Hearing Examiner.
 - (b) The critical area exception shall be reviewed as Type III project permit, pursuant to Chapters 17.07 through 17.17 WMC. The Hearing Examiner shall review the application and conduct a public hearing pursuant to the provisions of Chapter 2.30 WMC. ~~The Hearing Examiner shall review the application and conduct a public hearing pursuant to the provisions of Chapter 2.30 WMC.~~ The Hearing Examiner shall make a decision based on the following criteria:
 - (i) There is no other practical alternative to the proposed development with less impact on the sensitive area; and
 - (ii) The proposal minimizes the impact on critical areas.
 - (c) This exception shall not allow the use of the following critical areas for regional retention/detention facilities except where there is a clear showing that the facility will protect public health and safety or repair damaged natural resources:
 - (i) Class 1 stream buffers;
 - (ii) Class 1 wetland buffers with plant associations of infrequent occurrence; or
 - (iii) Class 1 or 2 wetland buffers, which provide critical or outstanding habitat for herons, raptors or State or Federal designated endangered or threatened species unless clearly demonstrated by the applicant that there will be no impact on such habitat.
- (2) If the application of this chapter would deny all reasonable use of the property, the applicant may apply for an ~~exception~~ reasonable use permit pursuant to this subsection:
 - (a) The applicant shall apply to the Department, and the Development Services Director shall prepare a recommendation to the Hearing Examiner. ~~The applicant may apply for a reasonable use exception without first having applied for a variance if the requested exception includes relief from~~

standards for which a variance cannot be granted pursuant to the provisions of Chapter 21.44 WMC;

(b) The reasonable use permit shall be reviewed as Type III project permit, pursuant to Chapters 17.07 through 17.17 WMC. The Hearing Examiner shall review the application and conduct a public hearing pursuant to the provisions of Chapter 2.30 WMC. The Hearing Examiner shall make a decision based on the following criteria:

- (i) The application of this chapter would deny all reasonable use of the property;
- (ii) There is no other reasonable use with less impact on the sensitive area;
- (iii) The proposed development does not pose an unreasonable threat to the public health, safety or welfare on or off the development proposal site and is consistent with the general purposes of this chapter and the public interest; and
- (iv) Any alterations permitted to the sensitive area shall be the minimum necessary to allow for reasonable use of the property; and

(c) Any authorized alteration of a sensitive area under this subsection shall be subject to conditions established by the Hearing Examiner including, but not limited to, mitigation under an approved mitigation plan.

...

Section 13. Section 21.28.060, Adequate roads, is hereby amended as follows (new text is shown by underline; deletions of text are shown by ~~strikethrough~~); all other provisions of this section shall remain unchanged and in full force and effect:

...

21.28.060 Adequate roads.

(1) All new development shall be served by adequate roads. Roads are adequate if the development's traffic impacts on surrounding public roads are acceptable under the level of service standards as stated in WMC 21.28.070 and the compliance procedures established in WMC 21.28.080 and 21.28.090.

(2) The renewal of permits or the issuance of a new permit for existing uses constitutes a new development proposal only if it will generate additional traffic above that currently generated by the use.

(3) A ~~variance~~ deviation request from the road cross-section or construction standards established by the WMC shall be reviewed as set forth in the City's adopted Street and Construction Standards in WMC 12.09.010 ~~WMC 21.42.100~~ and does not require a variance from this title unless relief is requested from a building height, setback, landscaping or other development standard set forth in Chapters 21.12 through 21.38 WMC.

(4) The establishment or acquisition of any new rights-of-way shall comply with the provisions of Chapter 21.24 WMC. The location of new or expanded rights-of-way shall consider the protection of natural systems and provide adequate buffering from surrounding land uses.

(5) The dedication of lands for street frontage improvements and establishment or acquisition of public rights-of-way shall be reviewed by the Public Works Director. The Public Works Director may accept the dedication of land for public rights-of-way or easements when said dedication is required as a condition of development approval and/or permit approval on behalf of the City.

...

Section 14. Section 21.44.020, Commercial, Mixed-Use, Industrial, Public and Multifamily Residential project approval, is hereby established as follows (new text is shown by underline; deletions of text are shown by ~~strikethrough~~); all other provisions of this section shall remain unchanged and in full force and effect:

...

21.44.020 Reserved Commercial, Mixed-Use, Industrial, Public and Multifamily Residential project approval permit.

(1) A land use project approval permit shall be required for the following commercial, mixed-use, industrial, public and/or multifamily residential projects:

(a) Establishing any new development on a vacant piece of property.

(b) Expanding any development, where review under the State Environmental Policy Act (SEPA) is required.

(2) A land use project approval permit shall be granted by the City if the applicant demonstrates that:

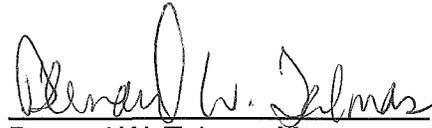
(a) The development is consistent with all of the City's development regulations, as adopted in the Woodinville Municipal Code.

Section 15. Severability. Should any section, paragraph, sentence, clause, or phrase of this Ordinance be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 16. Copy to Commerce Department. Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of the amendments to the State Department of Commerce for its files within ten (10) days after adoption of this ordinance.

Section 17. Effective Date/Summary Publication. The adoption of this Ordinance, which is a power specifically delegated to the City legislative body, is not subject to referendum. This Ordinance or a summary thereof consisting of the Ordinance Title shall be published in the official newspaper of the City, and shall take effect and be in full force five days after publication.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 5th DAY OF FEBRUARY, 2013.


Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:


Jennifer Kuhn
City Clerk/CMC

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

Greg Rubstello, City Attorney

PASSED BY THE CITY COUNCIL: 2-5-2013
PUBLISHED: 2-11-2013
EFFECTIVE DATE: 2-19-2013
ORDINANCE NO. 554



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

February 7, 2013

Jennifer Kuhn
City Clerk
City of Woodinville
17301 - 133rd Avenue Northeast
Woodinville, Washington 98072

Dear Ms. Kuhn:

Thank you for sending the Washington State Department of Commerce (Commerce) the following materials as required under RCW 36.70A.106. Please keep this letter as documentation that you have met this procedural requirement.

City of Woodinville - Adopted Ordinance No. 550 amending Woodinville Municipal Code Chapter 21.38.030 and 20.06.080 pertaining to Sanitary Sewer Regulations. These materials were received on February 06, 2013 and processed with the Material ID # 18909.

City of Woodinville - Adopted Ordinance No. 554 Housekeeping amendments pertaining to specific regulations. These materials were received on February 06, 2013 and processed with the Material ID # 18910.

City of Woodinville - Adopted Ordinance No. 556 removing the Pedestrian Oriented Street Designation for NE 173rd Street. These materials were received on February 06, 2013 and processed with the Material ID # 18911.

We have forwarded a copy of this notice to other state agencies.

If this submitted material is an adopted amendment, then please keep this letter as documentation that you have met the procedural requirement under RCW 36.70A.106.

If you have submitted this material as a draft amendment, then final adoption may occur no earlier than sixty days following the date of receipt by Commerce. Please remember to submit the final adopted amendment to Commerce within ten days of adoption.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Dave Andersen (509) 434-4491 or Paul Johnson (360) 725-3048.

Sincerely,

Review Team
Growth Management Services