ORDINANCE NO. 636

AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING TITLE 19.57 OF THE UNIVERSITY PLACE MUNICIPAL CODE, ZONING CODE BY REPEALING ORDINANCE 383 THE CHAMBERS CREEK PROPERTIES DESIGN STANDARDS AND GUIDELINES, ADOPTING REVISED CHAMBERS CREEK PROPERTIES DESIGN STANDARDS AND GUIDELINES AND AMENDING TITLE 22 OF THE UNIVERSITY PLACE MUNICIPAL CODE ADMINISTRATION OF DEVELOPMENT REGULATIONS TO ADMINISTER THE REVISED CHAMBERS CREEK PROPERTIES DESIGN STANDARDS AND GUIDELINES.

- WHEREAS, Pierce County owns approximately 920 acres of land in the vicinity of Chambers Creek collectively known as the "Chambers Creek Properties"; and
- WHEREAS, Portions of the Chambers Creek Properties are located in the City of University Place, the City of Lakewood and unincorporated Pierce County; and
- WHEREAS, The Pierce County Council passed Ordinance, No. 97-71s on August 19, 1997, which adopted the "Chambers Creek Properties Master Site Plan"; and
- WHEREAS, The City of University Place, the City of Lakewood and Pierce County entered into a "Joint Procedural Agreement" regarding the Chambers Creek Properties and the Chambers Creek Master Site Plan, to facilitate further use and development of the Chambers Creek Properties; and
- WHEREAS, Section 6 of the Joint Procedural Agreement describes the steps the cities and County will take to promote the implementation of the Master Site Plan including joint development of a set of Design Standards and Guidelines; and
- WHEREAS, Ordinance 383 the "Chambers Creek Properties Design Standards and Guidelines" was adopted by the City Council on June 2, 2003; and
- WHEREAS, Pursuant to the Chambers Creek Master Site Plan, the Plan is to be reviewed and updated every 10 years; and
- WHEREAS, In 1994 Pierce County initiated the 1st Chambers Creek Properties Master Site Plan Update; and
- WHEREAS, Pierce County's amendment process included appointing a citizens and resources committee, numerous public meetings and three public hearings on an associated Supplemental Environmental Impact Statement; and
- WHEREAS, On September 5, 2006 the City Council adopted Ordinance 534 amending the Chambers Creek Properties Master Site Plan, subject to amendments to the Joint Procedural Agreement and revising the Chambers Creek Properties Design Standards and Guidelines to address architectural design standards and temporary structures; and
- WHEREAS, University Place, Lakewood and Pierce County worked jointly to revised the Chambers Creek Properties Design Standards and Guidelines before presenting a draft to the University Place Planning Commission for review and a recommendation to the City County; and
- WHEREAS, the Planning Commission held several public meetings in 2013 including a public hearing on September 18th 2013 before unanimously recommending to the City Council proposed revisions of the Chambers Creek Properties Design Standards and Guidelines including amendments to Titles 19 and 22 of the Municipal Code; and

WHEREAS, a SEPA Determination of Non-Significance (DNS) issued on March 3, 2014 with a comment period ending on March 17, 2014; and

WHEREAS, the Washington State Department of Commerce granted an expedited state agency review period which began on February 28, 2014 and concluded on March 14. 2014; and

WHEREAS, the University Place City Council held a study session on February 3, 2014 to take public comment and discuss proposed amendments, and

WHEREAS, the University Place City Council finds the amendments are consistent with the goals, objectives and policies of the Comprehensive Plan; the proposed amendments is in the best interest of the citizens of the City; the proposed amendment enhances the public health, safety, comfort, convenience, or general welfare; and the proposed amendment will not be materially detrimental to uses on the Chambers Creek Properties or in the vicinity;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Ordinance 383 Repealed. Ordinance 383, an Ordinance adopting the Chambers Creek Properties Design Standards and Guidelines establishing development standards and guidelines by which development of the Chambers Creek Properties shall be subject in accordance with Section 6 of the Chambers Creek Joint Procedural Agreement is hereby repealed.

Section 2. <u>Title 19 Zoning</u>. University Place Municipal Code Sections 19.20.040 Overlay Zones, 19.25.030 Exempt Uses, 19.45.100 Density and Dimension Table Notes, 19.55.060 Chambers Creek Properties Overlay, and 19.57. Chambers Creek Properties Design Standards are hereby amended and revised as shown in Exhibit "A" attached.

Section 3. <u>Title 22 Administration of Development Regulations</u> University Place Municipal Code Sections 22.05.060 Notice of Application, 22.05.090 Consistency with Development Regulations and SEPA/ Consolidated Permit Review, and 22.05.110 Optional Permit Processing are hereby amended as shown in Exhibit "B" attached.

Section 4. Copy to be Available. One copy of this Ordinance shall be available in the office of the City Clerk for use and examination by the public.

Section 5. <u>Severability</u>. If any section, sentence, clause, or phrase of this Ordinance shall be held to be 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 6. <u>Publication and Effective Date.</u> A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON APRIL 7, 2014.

Denise McCluskey, Mayor

ATTEST:

Emelita Genetia, City Clerk

APPROVED AS TO FORM:

Steve Victor, City Attorney

Published: 04/09/14 Effective Date: 04/14/14

EXHIBIT A

19.20.040

Overlay zones.

A. Purpose. The purpose of an "overlay zone" is to identify areas where uses allowed in the underlying zone are permitted subject to special regulatory standards to achieve the goals and policies of the Comprehensive Plan. This is accomplished by establishing overlay zones with special or alternative standards as designated by the City's Comprehensive Plan and this code. Examples include the Town Center, Chambers Creek properties, and the public facility overlay zones.

B. Overlay Zones.

- 1. Public Facility Overlay (PFO). The public facility overlay (PFO) designation includes properties currently owned or operated by a public entity. Uses in the public facility overlay include but are not limited to fire district and school district properties. The purpose of the public facility overlay is to recognize that public facilities provide necessary services to the community and have their own unique set of circumstances. Factors including size, technological processes, requirements for municipal comprehensive facility planning and budgeting, capital improvement programs, and compatibility with surrounding land uses must be considered when developing public facilities. New, improved and redeveloped public facilities should incorporate buffers and I andscaping into their plans to ensure compatibility with adjacent land uses and zones. Sidewalks, open public spaces and public art shall be provided to encourage a ped estrian-friendly at mosphere and connections with public transit stops, schools, shopping, services, and recreational facilities.
- 2. Town Center O verlay (TCO). The Town Center Overlay Area is I ocated within the Town Center Zone between 35th Street West and 38th Street West. This overlay area will be an urban mixed use neighborhood that is intended to create an integrated residential, retail, park, public open space, and civic development creating an urban village atmosphere. The development in this area should include luxury residential living units including flats, townhouses, lofts and live/work units in several buildings. The buildings would include ground floor retail and commercial uses. A hotel and conference c enter f acilities are en visioned. The civic elements i nclude the City Hall/library civic building, and town square, a public plaza. Parking should be accommodated along the internal streets, in parking garages located below the buildings and on surface parking lots located to the side of or behind buildings. Approximately 20 percent of the overlay zone would be de dicated as permanent open space/park. A portion of this area is currently designated as Homestead Park. In addition to preserving natural open space, there should be well-defined open space throughout the overlay area, with articulated streetscapes, landscaping, and other pedestrian features.
- 3. Chambers Creek Properties Overlay (CCPO). The Chambers Creek pProperties Overlay area is an area of land located in the southwest corner of the City that is owned by Pierce County This property consists of a total of 930 700 acres owned by Pierce County in the southwest corner of the City with about 700 acres situated in the City. A master plan was developed over several years with the help of area residents, and was originally adopted by Pierce County and the City in 1997 with an update in 2005. In accordance with the Chambers Creek pProperties Mmaster sSite pplan, the "properties" as they are referred to by Pierce County are currently developed with a mix of public facilities and services including the County's principal wastewater treatment facility, the County's Environmental Services Building, active and passive open spaces including Chambers Bay, an 18 -hole links style golf course, ball fields, open meadows and an extensive trail system. Future development includes restaurants, a golf club house, lodging, a boat launch, more trails and an off-leash dog area. The development of the Chambers Creek Pproperties is subject to a joint procedural a greement and design standards aimed at achieving County and City go als and promoting economic development.

19.25.030

Exempt uses.

- A. Applicability to Other Chapters. Unless otherwise stated, the uses exempted in this section are also exempted from Chapters 19.50 UPMC, Design Standards for Mixed Use, Mixed Use Office and Commercial Zones, and Chapter 19.85 UPMC, Discretionary Land Use Permits.
- B. Uses Exempted from This Chapter. Tthe provisions of this chapter <u>Title</u> shall not apply to the following uses:
 - 1. On site and community septic systems;
- 2. Stormwater conveyance systems which include features such as gutters, pipelines, culverts, manholes, weirs, manmade and natural channels, water quality filtration systems and drywells;
 - 3. Electrical distribution lines and poles less than 40 feet high and under 55 kilovolts;
- 4. Sewerage a nd water c onveyance s ystems w hich i nclude u nderground or f lush-with-the-ground features, including but not limited to pipes and manholes;
 - 5. Water, oil, and natural gas distribution pipelines;
- 6. Natural gas distribution lines (as opposed to transmission lines) and necessary appurtenant facilities and hookups;
- 7. Cable, fiber optic, or telephone transmission and distribution lines, poles and appurtenances less t han 40 f eet h igh (not i ncluding personal wireless t elecommunication f acilities; s ee U PMC 19.25.060, Utilities use category Descriptions);
 - 8. Streets and linear trails when located in existing rights-of-way; and
- 9. Fertilizer applications and biosolids applications at or below agronomic rates.
 (Ord. 607 § 1 (Exh. A), 2012; Ord. 589 § 1 (Exh. A), 2011; Ord. 443 § 1 (Exh. A), 2005; Ord. 394

Chapter 19.45

DENSITY AND DIMENSION

19.45.100

Density and dimension table notes.

- (1) Base D ensity. T hese dens ities m ay be achieved ou tright b y f ollowing t he applicable development and design standards.
- (2) Mixed Use Development. Multifamily residential development is only permitted in conjunction with a permitted commercial use and subject to applicable design standards.
- (3) Maximum dens ity i n R 1, R 2 or s pecified overlay di stricts may only b e ac hieved t hrough approval of a s mall I ot d evelopment des igned i n a ccordance with t he "Design S tandards and Guidelines for Small Lot and Multifamily Development" adopted pursuant to Chapter 19.53 UPMC. Maximum density in MF-L, MF-H, MU-O, NC or MU districts may only be achieved for a multifamily project that receives Washington State Housing Finance Commission approval for a Lo w Income Housing Tax Credit (LIHTC) and is designed in accordance with the "Design Standards and Guidelines for Small Lot and Multifamily Development" adopted pursuant to Chapter 19.53 UPMC.
- (4) Side and Rear Yard Setbacks. A side or rear yard setback is not required in IB, C, TC, MU, NC, MF-L, MF-H and MU-O zones if the parcel does not abut an R1 or R2 zone. If abutting an R1 or R2 zone, a 30-foot setback is required along the abutting lot line(s), unless the subject parcel is in a transition overlay, in which case a 20-foot setback is required along the abutting lot line(s).
- (5) Fifteen feet is a m inimum setback requirement. Maximum setback is 20 feet. However, see also design standards (Chapter 19.50 UPMC).
 - (6) Refer to underlying zone.
- (7) Single-family and duplex uses in these zones may, at their option, use minimum setbacks of the R1 zone.
- (8) Single-family attached units shall meet all R1 setback requirements except for the common lot line where the side yard setback may be zero feet. The remaining side yard, if not attached, shall be set back eight feet.
- (9) Mixed use (MU) zoned properties on the north side of 27th Street West between Grandview Drive and Crystal Springs Road may increase height and density in accordance with UPMC 19.55.080.
- _(10) Density and dimension standards are contained in the Chambers Creek properties design standards and guidelines.
- (11) Detached one-story garages may be set back a minimum of five feet providing sight distance is maintained.
- (12) The front yard setback shall be the distance between the existing house and the railroad right-of-way or 20 feet, whichever is less.
 - (13) Town Center Overlay Zone Setbacks.
- (a) Front Yard. No setback is required from streets except at significant corners where a 20-foot setback is required;

- (b) Rear Yard. A rear yard setback is not required if the parcel does not abut a parcel in the R1 or R2 zone. If abutting a parcel in the R1 or R2 zone, a 50-foot setback is required along the abutting lot lines:
- (c) Side Yard. A side yard setback is not required. If a side yard setback is provided, a minimum of 10 feet is required.
- (14) Within the Town Center overlay zone, structures on the west side of Bridgeport Way shall not exceed 75 feet in he ight. Between Bridgeport Way and 7 4th Avenue E ast, height shall not exceed 12 0 feet. East of 74th Avenue West, height shall not exceed 55 feet. Specific he ight requirements and exceptions are provided in the Town Center design standards.
- (15) Newly created lots shall be of such shape that a circle with a diameter equal to the minimum specified lot width can fit within the boundary of the lot. Minimum lot widths for small lot developments shall be determined through the administrative design review process.
- (16) Minimum I ot sizes for detached single-family dwelling/duplex dwelling or new I ots created through a short plat or conventional preliminary plat/final plat process. Minimum lot size for small lot or multifamily developments shall be determined through the administrative design review process. A I egally n onconforming dup lex I ot ex isting pr ior t o t he effective date of t his section m ay be subdivided i nto t wo a ttached single-family I ots, one or both of which may contain I ess than the required lot area.
- (17) Lot coverage refers to the percentage of a lot covered by buildings. For small lot developments, the lot coverage standard applies to buildings, private streets, parking lots, driveways and other impervious surfaces combined.
- (18) Review Chapter 19.52 UPMC for additional information regarding setbacks, height, density and design standards for the Town Center zone.
- (19) Setbacks for small lot developments shall be in accordance with the "Design Standards and Guidelines for Small Lot and Multifamily Development" adopted pursuant to Chapter 19.53 UPMC.
- (20) See the "Design Standards and Guidelines for Small Lot and Multifamily Development" adopted pursuant to Chapter 19.53 UPMC for additional information regarding height limits for small lot developments.
- (21) Floor area ratios for small lot development are based on the average for the entire project; FARs for individual lots may vary. See UPMC 19.45.080 for additional information concerning FAR standards.

(22) Only uses included in the Chambers Creek Properties Master Site Plan are allowed in the Chambers Creek Overlay. Residential uses are not included in the Chambers Creek Properties Master Site Plan.

Density and Dimensions Table

Overlay Zones Density and Dimensions (Setbacks)

OVERLAY ZONES	Town Center	Chambers Creek Properties (10)	Public Facility (6)	Transition Properties	Day Island	Day Island South Spit	Sunset Beach
	тсо	ССРО	PFO	ТРО	DI	DIS	SB
Base Density (du/ac) (1), (2)	20	0 (22)		(6)	4	4	4
Maximum Density (du/ac)		0 (22)		(6)	6 (3)	6 (3)	6 (3)
Setback, Arterial Streets (10)	0/20	<u>25</u>		(6)	NA	NA	NA
Setback, Other Roads	0/20 (13)	<u>25</u>		25'	20' (11)	0	0/20 (12)
Setback, Rear (4)	0/50 (13)	<u>0</u>		(6)	20'	0	30'
Setback, Side (4)	0/10 (13)	<u>0</u>		(4)	5'	0	5 Total
Height (14)	75/120/55	<u>45</u>		(6)	35'	30'	35'

(Ord. 607 § 1 (Exh. A), 2012; Ord. 589 § 1 (Exh. A), 2011; Ord. 559 § 4 (Exh. A), 2009; Ord. 544 § 1 (Exh. A), 2009; Ord. 514 § 3, 2008; Ord. 470 § 1 (Exh. A), 2006; Ord. 443 § 1 (Exh. A), 2005; Ord. 441 § 1, 2005; Ord. 422 § 2, 2004; Ord. 409 § 7, 2004; Ord. 394 § 1, 2003. Formerly 19.45.080).

1/2

19.55.060

Chambers Creek Pproperties Oeverlay.

- A. Purpose. The purpose of the Chambers Creek properties overlay area is to promote the development of the Chambers Creek properties master site plan. The overlay will allow the City and County to manage the development of the Chambers Creek properties in a way that is most beneficial to the County and community.
- B. Standards. The C ity has adopt ed the C hambers C reek Properties Master Site Plan, J joint Pprocedural aAgreement and the Chambers Creek Properties Design Standards and Guidelines in this T itle to implement the mMaster sSite pPlan. These documents are hereby incorporated by reference.
 - C. Use. The following uses shall be permitted in the Chambers Creek Peroperties Overlay:
- 1. Uses and uses commonly accessory to those uses identified in the Chambers Creek pProperties Mmaster Seite Pplans hall be permitted within the overlay area subject to the Chambers Creek j oint procedural agreement and the Chambers Creek Properties Design Standards and Guidelines.
- 2. Essential public facilities, existing on January 1, 2005, located outside the master plan area and permitted in accordance with Chapter 19.40 UPMC.
 - 3. Administrative government offices, subject to a conditional use permit.
 - 4. Level 1 public maintenance facilities outside the master plan area.
 - 5. Level 2 pu blic m aintenance f acilities out side t he m aster pl an ar ea s ubject t o a conditional use permit.
 - 6. Uses and activities described in the Chambers Creek pProperties Master Site Plan that are not listed as exemptions in the joint procedural agreement may occur without the requirement to obtain a land use permit (e.g., non-conforming use permit, conditional use permit, or special use permit) however, the requirements for building permits, land development permits, and environmental permits still apply. Uses and activities specifically exempted under the joint procedural agreement will continue to occur within the CCPO and may require modification of existing permits and approvals and/or issuance of new permits and approvals subject to the UMPC.
 - D. Scope of CCPO. The total acreage subject to the Master Site Plan and CCPO provisions in this Title may be increased upon submittal by the County of a formal written notice describing additional, contiguous properties acquired and approval by the City.

(Ord. 607 § 1 (Exh. A), 2012; Ord. 443 § 1 (Exh. A), 2005; Ord. 394 § 1, 2003; Ord. 383 § 1, 2003).

Chapter 19.57

CHAMBERS CREEK PROPERTIES DESIGN STANDARDS

Sections:

19.57.010 Purpose.

19.57.020 Applicability.

19.57.030 Design standards and guidelines adopted.

19.57.010

Purpose.

The purpose of this chapter is to establish design standards and guidelines for the Chambers Creek pproperties overlay to implement the Chambers Creek pproperties mm aster Site Pplan. (Ord. 607 § 2 (Exh. A), 2012).

19.57.020

Applicability.

These standards and guidelines apply to all development on the Pierce County Chambers Creek Properties that are subject to the Chambers Creek Properties Design Standards and Guidelines in accordance with the Chambers Creek properties <u>Jioint procedural Aagreement</u>. (Ord. 607 § 2 (Exh. A), 2012).

19.57.030

Design standards and guidelines adopted.

The Chambers Creek Properties Design Standards and Guidelines are adopted by reference and contained in a s eparate City design manual titled "Chambers Creek Properties Design Standards and Guidelines."

(Ord. 607 § 2 (Exh. A), 2012).

Chapter 19.57 CHAMBERS CREEK PROPERTIES DESIGN STANDARDS

Sections:	
19.57.010	Purpose
19.57.020	Applicability
19.57.030	Design Standards and Guidelines Adopted
19.57.040	Design Goals and Policies
19.57.050	Substitutions, and Adjustments
19.57.060	_
19.57.070	Design Review Process
	Temporary Uses
19.57.090	Public Entrances & Gateways
19.57.100	Trails and Interior Roadways.
19.57.110	Parking
19.57.120	Parking Structures
19.57.130	Loading
19.57.140	Utilities
19.57.150	Landscaping
19.57.160	Fencing, Barriers & Buffers
19.57.170	Site Lighting
19.57.180	Signage
	Sign Lighting
19.57.200	Wall Signs
19.57.210	, , ,
19.57.220	Building Façade

19.57.010 Purpose.

19.57.230 Projections

19.57.250 Building Colors19.57.260 Building Materials19.57.270 Materials to Avoid19.57.280 Bulk Regulations

19.57.240 Roof Designs and Materials

19.57.300 Retaining Walls/Guardrails

The pur pose of this chapter is to establish design standards and guidelines for the Chambers Creek Properties Overlay to implement the Chambers Creek Properties Master Site Plan.

19.57.020 Applicability.

These standards and guidelines apply to all development on the Pierce County Chambers Creek Properties that are subject to the Chambers Creek Properties Design Standards accordance with the Chambers Creek Properties Joint Procedural Agreement.

19.57.030 Design standards and guidelines adopted.

19.57.290 Auxiliary Spaces & Mechanical Equipment

(See 19.57.030 Design standards and guidelines adopted in Title 19).

19.57.040 Design Goals and Policies.

- A. These Design Standards are intended to ensure that development on the site achieves the design related goals and policies as outlined in the Chambers Creek Properties Master Site Plan. For the purposes of this chapter, Design Standards are considered mandatory while Design Guidelines are considered discretionary.
 - 1. Retain flexibility in design while ensuring that the unique characteristics and qualities of the site are protected. [Policy 4.1]
 - 2. Retain access, views and interpretation of unique site characteristics: [Policy 4.3]
 - a. Views of Puget Sound and Islands
 - b. Views of the Olympic Mountains
 - c. Views of Mt. Rainier
 - d. Chambers Creek Shoreline
 - e. Puget Sound Shoreline
 - f. Chambers Bay Shoreline
 - g. Chambers Creek Canyon
 - 3. Design public art into buildings, infrastructure, and development projects to interpret the site history and uses. [Policy 4.4]
 - 4. Design interpretive materials, displays, and elements into each project to provide environmental education about site reclamation, site history, Pierce County utilities, ecosystems and sustainable development. [Policy 4.5]
 - 5. Develop the site in a manner that requires minimal maintenance and a natural look where possible. [Policy 4.6]
 - 6. Design public parking areas based on what the land base can support and the quality of the site and desired experience. [Policy 4.9]
 - 7. Minimize vehicular access and circulation so that the site is a destination where people actively engage with the landscape and the visual and environmental qualities of the site are minimally impacted. [Policies 4.9, 9.2, and Site Wide Uses and Operations 4.2.6]
 - 8. Develop buildings and landscapes that demonstrate sustainability and low-impact site development. [Goal 5]
- B. In addition to design specific policies, the following general design intents also apply to the Chambers Creek Properties:
 - 1. Maintain a unified and identifiable visual character throughout the site;
 - 2. Promote development that is a reflection of site-wide and area-specific conditions and characteristics;
 - 3. Include design elements that retain natural features, provide buffers and open spaces, provide for safe public access and maintain environmental quality;
 - 4. Create a balance between the biological function and human utility of the site: and

5. Develop native plant communities where possible to provide habitat, reduce ongoing maintenance and to provide interpretive opportunities.

19.57.050 Substitutions and Adjustments.

A. Except where otherwise noted in this Chapter, these Standards replace other design and development standards outlined in Title 19, and will be applied to all subsequent development within the Chambers Creek Properties Overlay (CCPO) zone. Specifically, the following UPMC provisions do not apply within the CCPO and are superseded by the provisions in this Chapter:

19.30.040(A)(8) Commercial Vehicles	19.65.120 Perimeter Landscaping*
19.35.040 Temporary Housing – Medical	19.65.270 – 19.65.320 Tree Preservation
19.45.020 Tables (Except Note 13)	19.70.060(F) Open Space Requirements
19.45.040 Projection Exceptions	19.75.090(D) Signs on Marquees, Canopies and Awnings
19.65.100 Street Frontage Landscaping	

^{*}Except adjacent to R1 & R2 Zones.

- B. These Design Standards apply to all new development, exterior alterations and major redevelopment or major improvements in the CCPO. Standards are mandatory while intent statements are discretionary.
- C. Substitutions and Minor Adjustments.
 - 1. A standard may be replaced with an equivalent item(s) if the County can demonstrate to the satisfaction of the Director that the standard is of equal or greater quality or quantity.
 - 2. Minor adjustments shall be requested in writing by the County and the Director shall grant approval based on compliance with the following criteria:
 - a. The adjustment is consistent with the design objectives;
 - b. Departures for the design standards will not have significant negative effect to the public, surrounding properties or the character of the area;
 - c. Adjustments are compensated for by the provision of additional design features and amenities that would not normally be required;
 - d. The adjustment results in an equal or better environment, use of land or design; and
 - e. The adjustment does not waive the design standard.
 - 3. A response to the County's request shall be provided by the Director within ninety (90) days of receipt of the request with failure to respond or provide a comment within such time period constituting lack of objection to the substitution or minor amendment.
 - 4. If any party is aggrieved by the decision, it shall be resolved through the variance procedure in accordance with the procedures for major adjustments.
- D. Major Adjustments. Major adjustments will be processed through the variance procedure.
- E. When reference is made to required or recommended use, streetscape amenity landscaping or parking in the zone, refer to specific standards and/or guidelines regarding those items. For

example, if landscaping is required in parking areas, refer to the landscaping section in streetscapes for specific plant and irrigation standards and guidelines.

19.57.060 Exemptions.

The following uses within the Chambers Creek Properties Overlay (CCPO) are exempt from the provisions of this Chapter: mine reclamation (grandfathered use); wastewater collection and treatment operations; water utility operations; transportation services; and all of their supporting ancillary uses and activities. Where appropriate, these uses may refer to the Standards in this Chapter as a guide but compliance with these standards is not required. Instead, these uses are required to comply with meet applicable permits.

19.57.070 Design Review Process

- A. Time Frame and Procedure. Design review shall be conducted in accordance with the timelines and procedures set forth in UPMC Title 22, Administration of Development Regulations.
- B. Pre-Submittal Concept Review. A pre-design meeting may be scheduled with the City's Technical Review Committee prior to formal project development and application to review schematic sketches and a general outline of the proposed project. Each jurisdiction is invited to participate in the design review of individual development projects.
- C. Submittal Requirements. A Design Standard Review Application shall be submitted with development and/or building applications that documents compliance with applicable Standards.
- D. Review of Submittals. The city staff shall review and comment on all development applications and their consistency with the CCPO design standards.
- E. Review Fees. Design review fees must be paid at the time of submittal.
- F. Written Decisions. The Director shall issue a written decision approving, approving with conditions or denying the permit and include findings of fact and conclusions that support the decision.
- G Expiration of Approvals. If the applicant has not submitted a complete application for a building or site development permit within two years from the date of permit issuance, or if appealed within two years from the decision on appeal from the final design review decision, design review approval shall expire. The Director may grant an extension for no longer than 12 months, for good cause shown, if a written request is submitted at least 30 days prior to the expiration of the permit
- H. Exceptions. The Director is authorized to make exceptions to the standards when the County can demonstrate to the satisfaction of the Director that the exception meets the intent of these standards and is of equal or greater quality or quantity.
- Appeals. Appeals or disputes regarding a development project's consistency with the Design Standards may be appealed to the City Hearings Examiner. Appeals shall be filed as set forth in UPMC Title 22.

19.57.080 Temporary Uses, Seasonal Uses, and Special Events.

Temporary and seasonal uses and special events are envisioned within the Chambers Creek Property Overlay (CCPO) area as prescribed in the Master Site Plan (MSP), Joint Procedural Agreement (JPA) and the standards set forth in this Chapter. Examples of temporary and seasonal uses and special events include but are not limited to: outdoor concerts, golf tournaments and other golfing related promotional events, temporary sales of food or merchandise to support the main event, fun runs, wildlife watching, tours, etc.

A. Temporary and Seasonal Uses

- 1. Temporary and seasonal uses in the CCPO are permitted in accordance with Chapter 19.35 UPMC.
- 2. Outdoor temporary sales shall be conducted within portable kiosks or tents meeting these design standards and guidelines.
- 3. Signs advertising temporary and seasonal uses shall be limited to window signs or kiosks within five feet of where the sales are taking place.
- 4. Facilities such as electrical outlets and water bibs shall be available for temporary and seasonal uses and special events but such electrical cords or water hoses shall not extend across walkways, sidewalks or plazas.

B. Special Events

- 1. Special events may be allowed within the CCPO in multi-use areas and meadows or other prescribed areas. Special events are also subject to the following:
 - a. Special events shall comply with the provisions set forth in Chapter 5.10 UPMC and County approval.
 - b. Pierce County will direct any special events occurring within the CCPO that exceed 50 attendees to University Place for a special event permit, however, the County may include special conditions when signing an affidavit of consent form for the special event permit.
 - c. All inquiries made to the City for a special event on the CCPO will be directed to the County and the County will be included on any correspondence related to the special event permit.

ACCESS AND CIRCULATION

19.57.090 Public Entrances, & Gateways

A. Standards.

- 1. Vehicular public entrances to the site will be consolidated to four major public entrances, 64th Street – ESB Entrance, Grandview and 62nd Street – Central Meadow and Chambers Bay, Chambers Creek Road – Chambers Creek Regional Wastewater Treatment Plant, Chambers Creek Road - South Entrance.
- 2. Gateways shall have qualities which make them distinct from the surroundings, including but not limited to decorative paving, landscaping and signage.
- 3. Gateways will be identified by a concrete monument sign see 19.57.180.
- 4. No overhead features above a vehicular gateway/entrance.

- 5. Intersections of site roadways with public city streets shall be designed per the City of University Place Public Works Standards.
- 6. Pedestrian crossings and walkways at public vehicular site entrance points must be clearly marked for pedestrian safety.
- 7. All public vehicle entrances shall provide for both ingress and egress, unless otherwise required by the City of University Place Public Work Standards.
- 8. Trails and vehicle entries shall be controlled access points to the site.
 - a. The four major vehicular entries (e.g. interior roadways and service and emergency roads) shall be gated and lockable to prohibit entry for security purposes during hours the site is closed. Appropriate emergency access shall be made available.
 - b. Removable bollards at trail/entrances shall be installed to prevent general vehicular use but still permit emergency and service vehicle access.
 - c. Urban Trail access is provided from the North Meadow parking area, at Cirque Drive, at 56th and 64th Streets on Grandview Drive, and at the Pierce County Environmental Services Building.
 - d. Nature Trail access is provided from Chambers Creek Road at Chambers Creek, from 91st Street Court West in the Tiffany Park Subdivision, and from Philips Road in Lakewood. Future nature trail access points are planned along Zircon Drive, at Kobayashi Park, and from various points in University Place.
 - e. Nature Trail access points shall be designed in accordance with Appendix I of the Pierce County Parks Recreation, and Open Space Plan.
 - B. Guidelines.
- 1. Public entrances and gateways should provide a distinctive visual identity for the site that allows visitors to know that they have entered the Chambers Creek Properties.
- 2. Clear and consistent signage at all site entries should be used to provide a definitive distinction between public accesses and restricted entrances to the site.
- 3. Gateways can be freestanding elements or be designated by a change in pavement or landscaping design

19.57.100 Trails and Interior Roadways

A. Standards

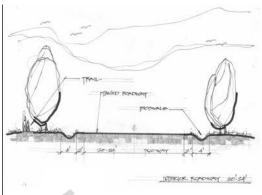
- 1. All interior roadways and trails within the CCPO are considered private and shall be maintained by Pierce County or its designee.
- 2. Trails and interior roadways within the CCPO shall conform to the uses, width, materials and special provisions outlines in Table 1.
- 3. Trails and interior roadways shall be designed to enhance the safety and functionality of various uses and users as follows:
 - a. Pedestrian use of roadways (interior and exterior) shall be discouraged by providing clear, designated pedestrian facilities.

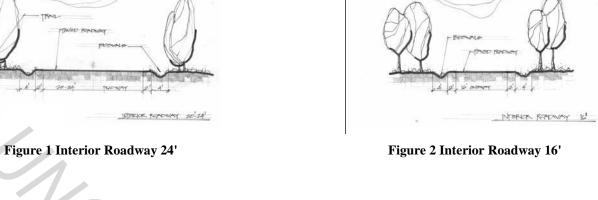
- b. Designated pedestrian connections shall be provided between buildings, parking areas and other pedestrian circulation areas.
- c. A minimum 4-foot buffer shall be used to buffer urban trails from interior roadways. See 19.57.130 for landscape requirements.
- d. Where applicable, pedestrian access shall be developed according to State accessibility standards.
- e. Emergency call boxes shall be provided at main trailheads where power is available and no other public facility is located within ½ mile.
- 4. Emergency and service access to the CCPO shall be provided by adjacent public rights-of-way and interior roadways.

B. Guidelines

- 1. The sweeping views and changing landscape is what make the Chambers Creek Properties unique. Roadways, trails, pathways and sidewalks should not be a dominant feature in the landscape and should be integrated into the landscape where possible to preserve views and natural features.
- 2. Pedestrian amenities and trails should be located to take advantage of vantage points and areas of demonstrated need and allow for easy connection to on-site activities and uses. Pedestrian amenities include such things as safety lighting, restrooms, benches, dog stations and drinking fountains.
- Urban trails and walkways should be designed to accommodate emergency and service needs, minimize conflicts between pedestrians and vehicular traffic, preserve environmentally sensitive areas, and enhance the safety of users.

	Table 1: Trails and Roadways				
TYPE	USE	WIDTH /SIZE	ALLOWABLE MATERIALS	SPECIAL PROVISIONS	
Interior Roadways	Vehicle Circulation - trucks, cars, bikes	20-24' (2-way) (Figure 1) 16' (1-way) (Figure 2)	Concrete, asphalt, pervious surface systems	 Constructed with concrete curb and, where possible, using bioswale for drainage (Figures 6-9), and acceptable alternatives identified in the King County Surface Water Design Manual (2005) where needed. Roadways must comply with the City of University Place standards for road gradients and curves 	
Service Access	Emergency /service access - emergency response vehicles, trucks, cars	12' (1-way) 20' (2-way)	Concrete, asphalt, pervious surface systems, grasscrete	 New access roads for service and emergency vehicles shall be designed to the City of University Place Engineering and Emergency Vehicle standards. Existing access roads for service and emergency vehicles may follow grades of existing routes where possible (up to a 15% grade) but shall be designed to City of University Place Emergency Vehicle standards and the Uniform Fire Code. 	
Urban Trail	Recreation - Pedestrians, bikes, skates	12' with 2' soft shoulders (Figure 3)	Concrete, asphalt, pervious surface systems, grasscrete	 Pavement and structural sub-base of trails shall be designed to be capable of handling occasional emergency and service vehicle use. Minimum clearance is 12' in height to the first tree limb, guy-wire or other object Signs, mileage markers, fences and other placed features must be located outside of the shoulders Limited sight-distance at curves should be striped for two-way travel lanes. 	
Walkway	Pedestrian Circulation - pedestrians	5-6'	Concrete, asphalt, pervious surface systems, unit pavers/masonry	Walkways may be wider in selected areas where pedestrians gather (i.e. parking lots or plazas).	
Pathway	Pedestrian Circulation between walkways, trails, and buildings – pedestrians	3-4'	Concrete, asphalt, pervious surface systems, unit pavers/masonry	Pathways may be wider in selected areas where pedestrians gather	
Nature Trail	Recreation - pedestrians	2-4' (Figure 4).	Soft porous materials such as gravel, bark	Nature trails shall conform to the Pierce County standard for nature trails.	
Crosswalks	Pedestrian Circulation – crossings at roadways	6 – 12'	Concrete, asphalt, pervious surface systems	Crosswalks shall be visually and tactilely different from the roadways through the use of paint or other materials.	





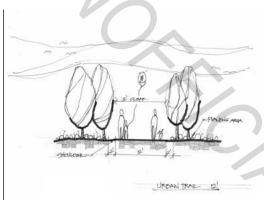


Figure 3 Urban Trail

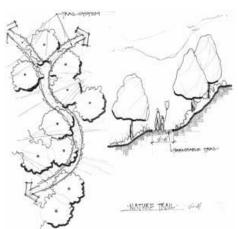


Figure 4 Nature Trail

PARKING

19.57.110 Parking

A. Standards.

- 1. Parking areas within the CCPO will conform to the uses, width and materials, and special provisions outlined in Table 2.
- 2. Large parking areas (over 150 stalls) shall be broken up into smaller areas which are separated and screened visually using curvilinear parking patterns, vegetation, topography, and terracing, where appropriate.
- 3. Provide raised or clearly marked pedestrian walkways in surface and structured parking lots.
- 4. Entries and exists to and from parking shall be clearly marked for both vehicles and pedestrians through the use of a combination of signage, lighting and change in material.
- 5. A maximum of two levels of structured parking is allowed. For structures visible from off-site shall be screened with Green Screen® vegetation, topography, or terracing,
- 6. Event parking within the CCPO will conform to the uses, width and materials, and special provisions outlined in Table 2. Event parking is subject to the University Place Special Event Permit process.

B. Guidelines.

- 1. Design public parking to meet the needs of the facility without compromising aesthetic and environmental quality. Create parking areas that respond to the site's existing and future landscape characteristics.
 - a. Locate and screen parking lots so that they are not the visually predominate element within the site landscape.
 - b. Provide adequate on-site parking in locations convenient to site uses.
 - c. Design landscaping in surface parking lots to handle storm water runoff.
- Provide durable, cost-effective paving material that is appropriate for each parking area and, where appropriate, demonstrate the use of environmental sensitivity and sustainable materials.
 - a. Minimize development impacts by allowing the minimum necessary impervious surfaces on the site, and to encourage the use of porous paving as much as possible.
 - b. Curb stops should be minimized in parking areas. Curbs of vegetated islands may serve
 as curb stops with 1.5 feet of low groundcover planted along island perimeters.
 Recycled and other non-traditional materials for curb stops should be used where
 possible (Figure 5).

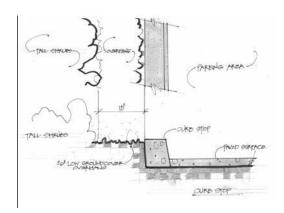


Figure 5 Curb Stop

- 3. Provide parking lot features which improve public safety, sense of security and visibility of the surrounding area, including lighting and appropriate landscape treatments.
- 4. Pedestrian circulation shall be provided through parking lots, and across drainage and planting areas within parking lots, to provide direct pedestrian connections to the uses they serve and to other adjacent public areas.
- 5. Electric Vehicle charging and parking spaces should be provided in surface and structured parking locations.

	Table 2 : Parking Areas ¹						
TYPE	USE	WIDTH/SIZE	ALLOWABLE MATERIALS	SPECIAL PROVISIONS			
Main Parking Areas	Parking – Cars, trucks, motorcycles	Standard – 9 feet wide and 18 feet long Compact – 8 feet wide by 15 feet long ADA – per State standards	Concrete, asphalt, durable pervious surface systems	Thirty percent of stalls in lots containing more than 20 total stalls may be compact stalls. Compact stalls shall be labeled as such.			
Aisle Areas	Travel ways within parking areas	90° head-in parking and two- way traffic – 24 feet 71° or more acute - 17 feet and one way traffic	Concrete, asphalt, durable pervious surface systems				
Event Parking - On- site	Parking – Cars and trucks	Parking stalls will be temporarily marked for the event and submitted with UP Special Event Permit.	Gravel or equivalent will be used to protect approaches to temporary parking areas.	On-site parking locations to be determined by Pierce County and identified within UP Special Event Permit.			

^{1.} These standards shall apply to all parking lots with ten or more spaces.

19.57.120 Parking Structures

A. Standards

- 1. Parking structures are allowed in the North Area of the CCPO only.
- 2. Parking structures shall not be visible from the Chambers Bay golf course or Grandview Trail.
- 3. Entrances to parking structures shall be the minimum size to permit reasonable entry and shall be consistent with the adjacent building façade.
- 4. Any elevation of a parking structure visible from Central Meadow or the Shoreline Area shall have a decorative parapet wall of not less than 46 inches high and shall utilize materials and colors consistent with the adjacent building façade.
- 5. Provide high ceilings and ample lighting at pedestrian entrances to elevate safety and comfort.
- 6. Provide direct access from the parking structure to the attached building structure.

B. Guidelines

- 1. The parking structures should be sited take advantage or the topography of the site.
- 2. Parking structures should be associated with a building and not as a standalone feature.
- 2. Provide enough clearance and appropriate curve radius to facilitate delivery, maintenance and emergency vehicle routes.
- 3. The roof of the parking structure should be incorporated into the overall design of the project.

19.57.130 Loading

A. Standards

- Loading spaces within the CCPO will conform to the uses, square footage spaces and size outlined in Table 3.
- 2. Loading spaces that are adjacent and accessible to several buildings or tenant spaces may be used to meet the loading requirements for the individual buildings or tenants provided that the number of spaces satisfies the requirements for the combined square footages for the buildings or tenants in question.
- 3. Loading and service areas shall be located and designed to minimize visibility from streets, public spaces and semi-public spaces.
 - a. Loading areas shall be underground, recessed or screened to hide them from view.
 - b. If screened, use walls and/or landscaping to screen views of loading areas
 - c. Install attractive loading dock doors so that when not in use, loading docks do not present an eyesore.

Table 3 – Loading Spaces						
Use	Square Footage	Spaces	Size			
Office Uses or portion of	0 – 49,999 square foot	0				
buildings devoted to	50,000 - 149,999	1	10' x 25'			
office use						
	0 – 9,999	0				
	10,000 – 49,999	1	10' x 25'			
Retail Uses – Tenant	50,000 - 99,999	2	1 space			
spaces			10' x 25'			
			1 space			
			10' x 50'			
Restaurant Uses	0 – 9,999	0				
restaurant 0303	10,000 and up	1	10' x 25'			
	0 – 9,999	0				
	10,000 – 49,999	1	10' x 25'			
Lodging	50,000 – 99,999	2	1 space			
Louging	Y /		10' x 25'			
			1 space			
			10' x 50'			

UTILITIES

19.57.140 Utilities

A. Standards.

- 1. The King County Surface Water Design Manual (2009), or other storm water manual adopted by the City of UP, shall be the minimum design standards for surface water management for the site and techniques from the *Low Impact Development Technical Guidance Manual for Puget Sound* (2012) should be considered in all projects effecting surface water management.
- 2. Telecommunication, telemetry towers and antennae shall comply with University Place Municipal Code permitting and siting requirements and the following standards:
 - a. Free standing towers shall only be permitted where it can be demonstrated that building or structure mounted facilities will not meet project objectives.
 - b. Equipment for building-mounted wireless communication facilities shall be located within the building in which the facility is located or integrated into the building design.
 - c. Equipment enclosures shall be placed unobtrusively underground if site conditions permit and if technically feasible. Where underground placement is not feasible, they shall be incorporated into building design or screened according to the standards and Standards in Chapter 6 (Fencing, Barriers, and Buffers) of this document.

- d. Wireless telecommunication facilities mounted on structures other than buildings, such as flag poles, light poles, or other structures, shall be designed to blend in visually with the structure upon which it was mounted and to, when completed, to be inconspicuous in character. Whenever possible, multiple wireless telecommunication facilities shall be located on the same pole but shall not exceed maximum height or screening requirements.
- e. Guyed towers, roof-mounted lattice towers and unenclosed antenna arrays shall not be allowed.
- 3. Power facilities shall comply with the following standards:
 - a. Above ground utility vaults, transformers, and switch boxes shall be located in such a way that they do not visually impact the surrounding landscape.
 - b. Underground installation of wiring serving the site is required. However, transmission lines may be located above ground.
- 4. Solid waste facilities shall comply with the following standards:
 - a. Provide space for storage of recyclable materials and solid waste in accordance with applicable state code.
 - b. Storage spaces for solid waste shall be enclosed behind a sight-obscuring screen. If chain link is used as the enclosure, landscaping must be used to obscure the visibility of the chain link fence. The facility shall be screened on all sides by 6-foot high screen to screen facilities from view, to ensure the safety of children by keeping them away from the dumpsters, and to contain any garbage which might escape the containers and blow around the site.
 - c. Gate openings shall be a minimum of 12 feet wide to allow haulers easy access into the container space without damaging the fencing with a minimum of fifty foot "straight in" approach to front of enclosure. A minimum of two (2) foot clearance shall be provided around all containers to allow space around each container for accessibility to the hauler and the user.
 - d. Solid waste storage areas must be free of overhead obstacles, such as power lines, building overhangs, etc., so that haulers may use an overhead lift system without interference with the collection process, or causing damage to the vehicle or structure.
- 5. Water and sanitary sewer facilities located on-site outside of the Wastewater Treatment Plant Area shall be designed according to State and local Health Department regulations, fire flow regulations, and Pierce County Standards
 - a. All permanent facilities on-site which generate wastewater shall be required to hook up to the WWTP or an approved septic system where connection to the WWTP is unfeasible.
 - b. Permanent wastewater facilities shall be installed according to Pierce County standards.

B. Guidelines

1. Provide areas for facilities that support development within the CCPO including but not limited to telecommunications, electrical, water, stormwater, etc.

- 2. Minimize or negate adverse visual or environmental impacts of the various utilities at the Properties.
- 3. Take advantage of natural, sustainable, and experimental technologies for the provision of utilities where possible.
- 4. Integrate surface water management facilities into the site in a manner that serves as a site amenity and controls surface water runoff from impacting any neighboring properties.
 - a. Surface Water produced on site should be treated and infiltrated on site as much as possible.
 - b. Surface water management areas should be considered as possible demonstration areas for sustainable development practices. Where applicable, interpretive and educational displays should accompany alternative waste collection and treatment systems.
 - c. Drainage and water management systems should reduce reliance on hard surfaced (piping) conveyance systems, and should utilize natural means of water handling, flow control, purification and infiltration as much as possible.
 - d. Above ground storm water management facilities should be visually integrated into the site landscape.
 - e. Biofiltration swales, detention ponds and wetlands (wet pools) should be designed to improve wildlife habitat.
- 5. Telecommunication facilities should be integrated into the site in a manner that promotes service while preserving aesthetics and views.
 - a. Telecommunication and telemetry facilities should provide coverage to the entire Chambers Creek Properties for site visitors and County uses and, when possible, be co-located to reduce the overall number of facilities necessary on the site.
 - b. Telecommunication facilities and infrastructure should be visually unobtrusive and subsumed within the site landscape and/or architecture in such a manner as to not block public views major features like Puget Sound, Island and mountains (Olympics and Mt. Rainier).
- 6. Power facilities should promote sustainability and visual aesthetics.
 - a. Encourage the use of small scale alternative low impact power sources (such as solar powered lights) which promote sustainable development.
 - b. Major entry roads and site entries should not have overhead wiring cross them nor run parallel to them.
 - c. Junction boxes, pull boxes, and vaults should be consolidated in locations that improve servicing efficiency and visual unobtrusiveness.
- 7. Design and locate garbage and recycling containers in a manner that allows efficient storage, collection, and removal of materials and does not obstruct views and pedestrian circulation.
 - a. Garbage and recycling containers should be designed to blend in with the surrounding buildings and landscape and be visually non-obtrusive.

- b. Garbage and recycling containers should be dispersed at regular intervals throughout the site to promote convenient access and use.
- 8. Provide water and wastewater facilities to meet on site needs and to visually and functionally integrate these facilities into the overall site landscape and public use areas.

LANDSCAPING

19.57.150. Landscaping

A. Standards.

- 1. All landscape plans within the CCPO shall be completed by a licensed landscape architect in the State of Washington.
- 2. All plant material shall meet or exceed ANSI Z60.1-1996 American Standards for Nursery Stock.
- 3. Landscaping and planting standards are set forth in Table 4 and Table 5.

B. Guidelines

- 1. Landscaping should be used to distinguish public access areas, enhance views and the users experience of the site, restore native landscapes and functions, provide habitat, and manage surface water runoff.
 - a. Create a varied and memorable experience for site users through protection of regional views, restoration of a native landscapes, and incorporation of interpretive and educational experiences.
 - b. Landscape design features which do not interfere with visibility, and improve sense of security through appropriate plant placement, should be utilized.
- 2. Habitat value of landscaped areas should be maximized by:
 - a. Reconstructing native plant communities;
 - b. Providing connectivity between habitat patches;
 - c. Planting a diversity of native species;
 - d. Providing protected habitat connections to and near water; and
 - e. Minimizing human disturbance.
- Landscaping in parking lot areas should minimize visual impacts and stormwater run-off, be designed to enhance the personal safety of site users, and reduce drainage and nonpoint pollution.

C. Irrigation and Soil Standards for Landscaped Areas

An irrigation plan is required to ensure that the planting will be watered at a sufficient level to ensure plant survival and healthy growth. All landscaped areas must provide an irrigation method as stated below:

1. A certified irrigation designer shall prepare all irrigation plans for landscaped and turf areas.

- 2. Drought-tolerant species that are native to Western Washington shall be utilized for landscape treatments and re-vegetation as much as possible.
- 3. To minimize plant mortality, new landscape plantings shall be irrigated as follows:
 - a. If using native plants, irrigation is required for a minimum of three years.
 - b. If using non-native plants irrigation shall be permanent with an automatic controller plus and overriding rain switch.
 - c. Turf areas shall be have an irrigation plan based on high demand and shall be suitable for reclaimed/re-use water where possible or available.
 - d. Reclaimed/re-used water shall be used for all irrigation where possible and/or available
- 4 Planting is encouraged to take place in the spring or fall planting season following final development permit approval, and shall be completed prior to final completion of the project. A postponement of the landscaping due to weather conditions will be allowed with prior approval by the City. A phased project may propose have an alternative timeline for planting with prior written approval by the City.
- Following installation of the landscaping and irrigation, the person or persons who prepared the planting and irrigation plans shall submit, within 30 days, a signed affidavit that the landscaping and irrigation system has been installed per the approved plans. The city will conduct an inspection prior to final approval of the landscape plan.
- 6. Minimum soil depths and types within areas designated for landscaping shall comply with the following:
 - a. To assure survival of planting in high-use areas, soil depths should be adequate to store water during dry seasons and normal periods of precipitation.
 - b. All soil and soil amendments introduced to the site shall be free of seeds and live propagules.
 - c. Soil depths will be affected by the excessively fast percolation rate of subsurface sands and gravels, and should be adjusted accordingly. The following minimum depths are recommended:
 - i. Trees: 6 inches below root ball. Soil also should be provided at least 4 feet on all sides of root ball to allow for root spread,
 - ii. Shrubs: Whole beds: minimum 18 to 24 inches deep,
 - iii. Groundcovers: Whole beds: minimum 12 to 18 inches deep,
 - iv. Lawn (high traffic areas): 6 to 8 inches deep (for seeded or sodded areas),
 - v. Lawn (low traffic areas): 6 inches deep (for seeded or sodded areas).

D. Landscape Maintenance:

Maintenance of the landscaping within the CCPO is the responsibility of Pierce County and shall follow the County's Urban Forest Management Plan, Natural Resource Management Plan or the landscape policies and procedures, as applicable. At a minimum, the following standards shall be followed for all required landscaping:

- 1. The County shall maintain all landscaping within the CCPO for the life of the land use.
- 2. All landscape materials shall be pruned and trimmed as necessary to maintain a healthy growing condition or to prevent primary limb failure.
- 3. All landscape areas shall be kept free of trash.
- 4. Any installed plant material located within required landscape areas which dies during the first three years after planting shall be replaced during the spring or fall growing season following plant loss but not greater than 180 days from time of loss.

E. Parking Lot Landscaping Standards

- 1. Row Requirements: Intervening landscape islands shall be evenly dispersed throughout the parking lot to minimize visual impacts, screen illumination and provide opportunities for natural drainage and storm water filtration. For parking rows which front a landscaped buffer, intervening landscape islands shall be provided every 20-23 spaces. For parking rows which do not front a landscaped buffer, an intervening landscape island or peninsula is required every 12 15 spaces. For parking rows which end in within a parking or circulation area, a landscaping island or peninsula is required.
- 2. Islands/Peninsulas/ Landscaped Buffers. Landscaped interior parking lot islands and interior parking landscapes shall be a minimum average of 10 feet wide from insides of curbs, and planted in a combination of trees, shrubs, ornamental grasses or native ground covers and shrubs. Perimeter landscape buffers shall be a minimum average width of 15 feet and planted in a combination of trees, shrubs, ornamental grasses or native ground covers. Interior parking landscape areas and perimeter landscape buffers may contain berms, walkways, pathways, or drainage swales.
- 3. Planting Type and Density. Shrubs in planting islands shall not exceed 3 feet from tops of curbs and deciduous trees at maturity shall not have branches lower than six feet in order to preserve sight lines and provide or maintain personal security conditions in parking lots. Plantings within the interior of the parking lot shall not exceed Level 3 landscape standards as identified in Table 4. Landscape buffers abutting a public street shall meet Level 2 landscape standards as identified in Table 4.
- 4. Curb/Curb Edge/Fencing. Planting areas shall be fully protected by a combination of curbs or low fencing as a means of preventing injury to plants from pedestrian or vehicular traffic and to prevent landscaping material from entering the storm drainage system. No trees or shrubs shall be planted within two feet of a curb edge.

Parking Lot Landscaping Guideline

5. The Low Impact Development Technical Guidance Manual for Puget Sound (2012) or most recent edition thereof should be consulted when designing landscaping in all surface parking lot projects.



	Table 4 – Landscaping Star	nda	rds by Type
Туре	Description and Location		Special Provisions
Level 1 – Visual Buffer	Level 1 landscaping is intended to provide a very dense sight barrier to significantly separate uses on the CCPO. An example would be between Chambers Creek Road and the Chambers Creek Regional Wastewater Treatment Plant. Around Wastewater treatment plant. Northern property line	 3. 4. 7. 8. 	Landscaping widths shall be a minimum of 100 feet. Where installing new landscaping or supplementing existing vegetation, the plantings shall generally consist of a mix of predominantly evergreen plantings including trees, shrubs and groundcovers. The choice and spacing of plantings shall be such that they will form a dense hedge sufficient to obscure sight through the screen within three years after planting. Native trees and shrubs in existing site perimeter buffers shall be retained and enhanced as much as possible. Unusual tree species that are highly specific and unique to the site biome shall be retained and highlighted, particularly Pinus ponderosa (Ponderosa Pine), Arbutus menziesi (Pacific Madrone), and Quercus garryana (Garry Oak), when possible. A multilayered canopy that provides a full range of wildlife and bird habitat and sheltered shall be provided. Naturally occurring wildlife structures, such as downed logs and standing snags, shall be retained. Shrubs and groundcover shall be planted to attain a coverage of 90 percent of the planting area within three years. Landforms and berms maybe used to increase the visual separation but shall not replace the landscape requirements.

Level 2 - Limited Views	Level 2 landscaping is intended to create	1.	Landscaping widths shall be an average minimum width of
	a visual separation between uses and		50 feet
	zones with some limited view corridors.	2.	A mix of evergreen and deciduous trees, with no more than
	An example would be between Chambers		30 percent being deciduous.
	Bay golf course and North Meadow	3.	The area which is not planted with trees shall be planted
			with a mix of evergreen and deciduous shrubs, with not
			more than 30 percent being deciduous, planted to attain a
			coverage of 90 percent within three years of planting.
		4.	Appropriate seed mixes shall be utilized to accommodate
			the site's unique character, reduce irrigation needs, and
			accommodate areas of heavy pedestrian use
		5.	Landforms and berms maybe used to increase the visual
			separation but shall not replace the landscape
			requirements.
Level 3 – Ornamental Effects	Level 3 landscaping is intended to provide	1.	Landscaping widths shall be an average minimum width of
Landscaping	a visual separation of compatible uses so as to soften the appearance of the		15 feet.
	development from public streets or interior	2.	Canopy-type deciduous trees or spreading evergreen trees
	roadways and soften the appearance of		shall be planted in clumps or strips with a mix of living
	parking areas, buildings, and other		evergreen and deciduous groundcovers and low shrubs.
	improvements. Landscaping in these	3.	The area which is not planted with trees shall be planted
	areas is intended to look more structured		with shrubs and living groundcover chosen and planted to
	than natural. An example would be the grounds surrounding the Environmental		attain a coverage of 90 percent within three years of
	Services Building.	۱ ،	planting.
		4.	
		5.	water. Appropriate seed mixes shall be utilized to accommodate
		٥.	the site's unique character, reduce irrigation needs, and
			accommodate areas of heavy pedestrian use.
			accommodate areas of fleavy peacethair asc.

Level 4 – Active Recreation	Level 4 landscaping is intended for areas		There is no required landscaping width for this level.
Areas	of active recreation, such as playfields,	2.	Maximize native vegetation between open expanses of turf
	Central and North Meadow, Chamber Bay golf course. These areas are primarily		in areas of active recreation (i.e., between golf course
	turf or a combination of turf and meadows		fairways and playfields) (Figure X)
	and must tolerate heavy foot traffic.	3.	Turf grasses shall be used in areas with heavy pedestrian
			use as appropriate and shall be tolerant of reclaimed/re- used water.
		4.	Meadow and turf grass shall be certified weed free
		5.	Meadows shall be watered to establishment and then
		٥.	maybe natural.
		6.	Turf areas shall have an irrigation plan designed to
			accommodate heavy pedestrian use.
Level 5 - Restoration	Stabilizes areas or replant as needed for	1.	Restoration work shall follow the adopted Urban Forest or
	health of the biome (shoreline, Chambers Creek Canyon, forested buffers). These		Shoreline Restoration plans as approved by the County.
		2.	The Urban Forest Management Plan shall be developed for
	areas are natural and not landscaped.		the county by a certified Arborist or Forester.

Table 5 – Planting Standards						
Plant Type	Size at time of planting	Uses/Comments				
Deciduous trees	Coniferous and broadleaf evergreen trees may be comprised of a mixture of sizes but shall not be less than 2 inch diameter caliper at time of planting. Tree material at time of planting shall be of a sufficient size to meet the minimum height and screening requirements within 10 years of installation 2 inch diameter caliper, balled and burlapped. No bare root trees allowed	Use as shade, canopy trees, break up parking lot areas in islands. Or as colorful accents and naturalization.				
Coniferous trees	Coniferous and broadleaf evergreen trees may be comprised of a mixture of sizes but shall not be less than six feet in height at time of planting. Tree material at time of planting shall be of a sufficient size to meet the minimum height and screening requirements within 10 years of installation .balled and burlapped, no bare root trees allowed	Use as screening, clumped, or as backdrop for colorful deciduous tree species.				
Shrubs	5-gallon pots or tubs, or balled and burlapped Shrubs may be comprised of a mixture of sizes but shall not be less than 24 inches at time of planting. Shrub and hedge material at time of planting shall be of a sufficient size to meet the minimum height and screening requirements within three years of installation	Mass planting or clumps for hedging where sight lines are not a problem or as Hedges, massing, and edge definition, color and for fragrance.				
Ground covers	1-gallon pots at time of planting. Groundcover shall be planted to achieve a minimum planting area coverage of 90 percent of required coverage within three years of installation and shall achieve 100 percent of required coverage within five years of installation	Green cover of ground in lieu of grass, naturalizing areas.				
Emergent Plant Species	1-gallon plants or rhizomes	May be used in drainage swales to capture sediments, provide filtration, and protect erosion				

19.57.160 Fencing, Barriers & Buffers.

A. Standards

- 1. A combination of fencing, barriers and vegetation shall be provided and maintained along Grandview Drive, 48th Street, Lower Chambers Creek Road and the Puget Sound shoreline.
- 2. Fencing, barrier and berm standards and the proposed location for each is listed in Table 6.

B. Guidelines.

- 1. Ensure the safety of visitors by providing fencing and barriers to non-public access or hazardous areas.
- 2. Fencing should be unobtrusive and visually integrated with landscape and preferably used in conjunction with appropriate vegetative screening/barrier.
- 3. Landscaped buffers used to separate off-leash areas from other site uses should utilize topography, low fencing, and/or be dense enough at time of occupancy so as to prevent dogs from entering non off-leash areas.

	Table 6 – Fencing, Barrier & Berm Standards by Type/Area				
Туре	Description	Area(s)	Design Standards		
Fencing	cyclone Environmental Services	 Cyclone fences shall be black vinyl, include a top rail, secure ties, steel binding clips and tension wire. Barbed wire may be used on fence tops for security in non-public areas of the site. Razor wire shall not be allowed. 			
	6 foot Cyclone/ Barbed Wire	 Railroad corridor Secure storage areas Secure Utility Facilities 	Where public access is immediately adjacent to the fencing a combination of fencing and vegetative barrier shall be used. 3. Fencing, shall be constructed of durable, recycled, low-maintenance, environmentally sensitive and/or locally		
	Temporary Fencing	All areas as needed	available materials whenever possible and appropriate.		
	Mesh/ Wire/Wood	South Area Shoreline Chambers Creek Canyon	 To minimize view impacts, fencing shall be located below the line of sight (in a trench or lower than eye level down slope). Where appropriate, four foot fencing may be used. Temporary fencing shall be made of recycled materials or otherwise be reusable. Temporary fencing shall supplement a vegetative barrier until the vegetation is mature enough to serve as a permanent barrier. Off-leash area fencing shall be integrated into the site using either wood split-rail with wire mesh, black vinyl-coated cyclone, vegetative barrier or a combination of fencing and vegetation. 		
Landscape walls	Decorative stone/cement walls less than four feet in height.	Environmental Services Area Grandview and Soundview Trails North Area	 Landscape walls shall be integrated into the site. Landscape walls should be constructed to complement existing site characteristics and/or be interpretive in nature. Walls in excess of four feet shall follow University Place standards for retaining walls. 		
Vegetative Barrier*	Dense planting of vegetation, with or without thorns which discourage public access.	All areas except playfields	Dense, thorny impervious thickets of native plants should be utilized to inhibit public access into hazardous areas. Such, barriers shall be planted at a density, or in combination with fencing, so that they are impassable at the time of occupancy. Preferred plant species include but are not limited to:		

	Table 6 – Fencing, Barrier & Berm Standards by Type/Area				
Туре	Description	Area(s)	Design Standards		
			 Amelanchier alnifolia (Saskatoon/Serviceberry); Cornus stolonifera (Red Twig Dogwood); Corylus cornuta 'Californica' (California Hazel); Ribes bracteosum (Stink Current); Ribes lacustre (Black Swamp Gooseberry); and, Rosa gymnocarpa (Baldhip Rose). Landscape treatments shall be utilized to screen developments and as security barriers in hazardous or non-public areas when possible. Landscape buffers may be used as freestanding barriers or in conjunction with fencing, depending on degree of security requirements (such as Wastewater Treatment Plant Area, and restricted access areas as needed in other areas for wells, water supply, grounds maintenance, and other utility needs). 		
Berm	Low hills of soil or sand of varying heights and sizes	1. All areas	 Berms used as part of a landscape buffer shall be adequate in depth to support vegetation. See Table 5 Planting Standards for soil depths. Berms may not exceed a slope of 2:1. Berms outside the Chambers Bay golf course shall be vegetated at a minimum with native grasses. 		
	varying heights and sizes	en that area is open to the public	 in depth to support vegetation. See Table 5 Planting Standards for soil depths. 2. Berms may not exceed a slope of 2:1. 3. Berms outside the Chambers Bay golf course shall be vegetated at a minimum with native grasses. 		

LIGHTING

19.57.170 Site Lighting.

A. Standards

- 1. Luminaries shall be translucent or glare-free.
- 2. Diffusers and refractors shall be installed to reduce glare and light pollution, particularly in areas adjacent to Grandview Drive and 64th Street West.
- 3. Outdoor light fixtures shall be dark sky compliant.
 - Intersections of pedestrian, vehicular, and bicycle traffic shall be appropriately lighted for nighttime visibility where night use will occur.
 - 4. Parking areas and pedestrian walkways shall be lit for safety by bollards at appropriate levels determined on a case by case basis by a lighting engineer. In addition, overhead lighting shall be provided in parking lots which service evening use.
 - 5. Spacing and placement of overhead lighting and bollards may vary depending on configuration of parking areas and walkway length, although bollards should be spaced at a distance of 20 feet (or greater as determined on a case by case basis).

B. Guidelines

- 1. Ensure that lighting is adequate for site uses and is utilized in a manner that improves the site appearance and identity and highlights unique site features such as buildings and landscape elements, while increasing the sense of security in evening-use areas and minimizing any negative aesthetic or environmental impacts to adjoining properties.
- 2. Lighting within the CCPO should provide the following:
 - a. Distinctive appearance that creates identity;
 - b. Visual compatibility/unobtrusiveness within site landscape;
 - c. Minimization of glare;
 - d. Energy efficiency;
 - e. Ease of maintenance.
- 3. Lighting should only be provided in areas of the site that are open to the public during non-daylight hours.
- 4. Lighting fixtures should reflect the natural character and industrial history of the site.

Table 7 – Lighting Standards by Type				
Туре	Description	Design Standards		
Site Entry Lighting	Fixture Type - overhead Max Height - 28' Max Spacing - varies	 Site entry lighting within the CCPO should consist of overhead, pedestrian and bollard lighting as determined to be appropriate at the time of site design. Entry roadway lighting within the CCPO should be installed at a maximum 1.0 footcandle level of illumination. 		
Interior Roadway Lighting	Fixture Type - overhead Max Height - 28' Max Spacing - varies	 Roadway (overhead) lighting should consist of overhead lighting at a spacing determined by a lighting engineer on a development specific basis. Illumination shall not exceed an average of 1.2 footcandles along street frontages 		
Pathway Lighting	Fixture Type – bollard Max Height – 3' Max Spacing - varies	Illumination shall not exceed an average of 0.6 footcandles.		
Parking Area Lighting	Fixture Type - overhead Max Height - 28' Max Spacing - varies	Illumination shall not exceed an average of 1.0 footcandles.		
Special Effects Lighting	Fixture Type - varies Max Height - varies Max Spacing - varies	 Landscape lighting and lighting integrated with site infrastructure (e.g., monument signs at entrances) may be appropriate on a development-specific basis. Other lighting fixtures may be used to provide illumination for landscape elements or to highlight unusual site features in an unobtrusive manner. See Figures X and X for examples of lighting fixtures that are integrated with landscape features. Lighting shall be shielded as necessary to avoid glare to pedestrians, vehicles and adjacent sites. Outlets or fixtures for effect lighting shall be installed in tree grates or otherwise integrated in an unobtrusive manner in plazas and courtyards. 		
Playfield Lighting	Not permitted			

SIGNS

19.57.180 Signage.

A. Standards

- 1. Signs visible from off-site shall conform to the City of University Place Municipal Code (UPMC Chapter 19.75).
- 2. Temporary seasonal signs shall conform to the City of University Place Municipal Code (UPMC Chapter 19.75)
- 3. Concrete Monument Signs shall be provided at all main points of entrance to the Chambers Creek Properties. See figure below.
- 4. Trail Entrance Signs shall be provided at main points of entry.
- 5. Off-site Directional Signage shall be located as appropriate and shall comply with the City of University Place Municipal Code (UPMC Chapter 19.75 and UPMC 13.20).

B. Guidelines

- 1. Signage should be used to identify public and non-public site entrances.
- 2. Signage should be considered integral to architecture, as visually important as light fixtures, elevations, and other building elements.
 - **3.** Signage should achieve a balance, maximizing legibility without sacrificing the integrity of the design.



Concrete Monument Sign

19.57.190 Sign Lighting

A. Standard

- 1. Backlight letter, channel letters and external up or down lighting is allowed.
- 2. Exposed neon or backlit sign backgrounds are prohibited.
- 3. Raceways shall be hidden.

B, Guidelines

1. Lighting for signage at vehicle entrances to parking lots and building identification signage increases safety and visibility for the public.

19.57.200 Wall Signs

A. Standards

- 1. The area of all wall signs shall be less than or equal to 15 percent of the façade occupied by the use.
- 2. Wall signs shall be located only on a wall where public access is provided.
- 3. Signs on awnings are not allowed.

B. Guidelines

- 1. Wall signs should be visually compatible with the architecture of the building they are attached to.
- 2. Wall signs should be in keeping with the themes and messages of existing onsite signage within the CCPO

19.57.210 Projecting Signs

A. Standards

- 1. Projecting signs shall clear the sidewalk by a minimum of 8 feet.
- 2. A projecting sign shall not be larger than 20 square feet.
- 3. Project signs shall not project over 4 feet from the building.

B. Guidelines

1. Projecting signs should be creative and incorporate merchandise or services into the sign structure.

ARCHITECTURAL

19.57.220 Building Façade

A. Standard

- 1. Use only high quality materials on any building façades.
- 2. Divide horizontal façades into vertical segments not greater than 50 feet in width.
- 3. To articulate the horizontal primary building façade, vertical segments shall include two or more of the following architectural elements:
 - a. Columns
 - b. Mullions
 - c. Projections

- d. Setbacks
- e. Style
- f. Material
- Provide vertical façade articulation by including a cornices, lintel or header to separate the first floor and upper floors.
- 5. Integrate top to bottom building architecture.
- 6. Blank Walls, including walls distinguished only by changes in color are prohibited.

B. Guidelines

- 1. Primary, or main building facades which face high pedestrian or vehicular should have a higher level of detailing. Secondary façade faces may be simplified versions of the same detailing.
- 2. Although a change in the horizontal façade is required at least every 50 feet, shorter segments of 15 to 30 feet is recommended.
- 3. Balconies, trellises, railings, and similar architectural elements should be added to upper floors.
- 4. Murals, portals, artwork or landscaping maybe provided on a secondary building façade.

19.57.230 **Projections**

A. Standards

- 1. Projections less than eight feet above the ground elevation may project a maximum of 5 feet beyond the face of the building.
- 2. Projections shall not interfere with trees, utilities or other furnishings.
- 3. Individual AC Units and fire escape ladders shall not be permitted on the exterior of buildings.
- 4. Satellite dishes or antennas shall not be allowed on building facades, but may be located on the roof if screened.

19.57.240 Roof Designs and Materials

A. Standards

- 1. Building roofs shall be designed to minimize impacts on pedestrian views from higher elevations, and be covered with a non-reflective material.
- Roofing materials visible from distances or ground level shall be finished with an attractive non-reflective material, including, but not limited to premium architectural shingles (wood and asphalt), copper (as accent), factory finished painted metal, and slate (natural and synthetic).
- 3. Contrasting roof flashing shall not be visible from the ground..

B. Guidelines

1. The use of green roofs, roof top courtyards and gardens are encouraged.

19.57.250 Building Colors

A. Standards

- 1. Colors natural to the Chambers Creek Properties and South Puget Sound, such as forest green, grey, beige, rusty red etc...are to be used as the primary colors for the exterior of buildings.
- 2. Bright and/or high contrast colors shall only be used as accent colors.

19.57.260 Building Materials

A. Intent

- 1. Building materials should relate visually to site and be native to the Pacific Northwest, whenever possible.
- 2. Durable, environmentally sensitive, locally availably, non-toxic and/or recycled building materials should be utilized where feasible.

B. Standards

- 1. Buildings shall be constructed of non-reflective, non-glare producing materials.
- 2. Building materials and construction methods should support sustainability goals and practices of Pierce County and the City of University Place to the greatest extent possible and strive to reach a level of Gold under LEED.

19.57.270 Materials to Avoid

A. Intent

- 1. High maintenance or poor quality materials or materials which do not weather well in the northwest are to be avoided.
- 2. It is preferred that glass be integrated with other materials

B. Standards

- 1. Vinyl siding and synthetic stucco is prohibited.
- 2. Mirrored glass curtain walls are prohibited.
- 3. To take advantage of regional views, glass curtain walls are allowed as a secondary building façade, but shall not exceed 60% of the total building façade.
- 4. Painted Steel, metal or aluminum metal siding may only be used above 20 feet or on a second story, whichever is greater.
- 5. Unfinished concrete block is not allowed on a primary building facade

19.57.280 Bulk Regulations

A. Standards

- 1. Buildings within the CCPO will conform to the uses, square footage spaces, height and parking outlined in Table 8.
- 2. New buildings shall be setback a minimum of 25 feet from roads to preserve major view corridors.
- 3. Architectural embellishments that are not intended for human occupancy and are integral to the architectural style of the building, including spires, belfries, towers, cupolas, domes and roof forms whose area in plan is no greater than 25 percent of the first story plan area, may exceed building height up to 25 percent of the permitted building height.
- 4. Mechanical penthouses over elevator shafts, ventilator shafts, antennas, chimneys, fire sprinkler tanks or other mechanical equipment may extend up to 10 feet above the permitted building height; provided, that they shall be set back from the exterior wall of the building at least a distance that is equal to their height, or they shall be treated in en the ex. architecturally or located within enclosures with an architectural treatment so as to be consistent or compatible with the exterior design of the building facade.

Table 8 – Bulk Regulations				
Use	Square Footage	Max. Height	Parking	Special Provisions
Restaurant	20,000	45'	100	Parking should be combined with other site uses.
				 Square footage of restaurants may be broken into smaller increments ie. Two 10,000 square feet restaurants, one 6,000 square feet restaurant and two 7,000 square foot restaurants.
	1			The clubhouse restaurant is not included within this square footage.
Lodging	100,000	45'	125	Lodging is limited to a total of 124 units/rooms.
				Lodging is to be small in scale with no more than three units linked together.
				 Small cottage/casita style lodging is preferred over multi-story structures, unless built into the existing topography.
				4. Parking should be combined with other site uses.
Clubhouse	30,000	45'	120	No more than 18 lodging units/rooms located within the clubhouse.
				The clubhouse includes a pro-shop, restaurant(s), meeting space.
Maintenance/	10,000	45'	20	
Administrative				
Golf Course Support Facilities	28,000	45'	48	Parking is combined with other site uses.
Environmental Services Building	66,000	45'	150-200	
Environmental Education Center	16,000	45'	40-60	
Environmental Institute - Research and Conference Center	10,000	45'	25-50	
Environmental Institute – Research and Laboratory	10,000	45'	25	

^{*}Includes practice facility, event pavilion, tournament facilities, pro-shop/starter shack

19.57.290 Auxiliary Spaces & Mechanical Equipment

A. Standards

- 1. Auxiliary spaces shall be integrated into overall building and site design so as to minimize visual prominence of these spaces.
- 2. Building service areas, such as garbage and recycling collection areas shall be screened with fences and/or vegetation.
- 3. Mechanical equipment shall be placed in areas that are obscured from view and stepped away from the roof edge to ensure being obscured.
- 4. Mechanical equipment shall be visually integrated with the design of the building, and shall be constructed of or screened by materials and colors that are compatible with adjacent buildings.
- For exterior waste storage, storage areas shall be designed and constructed to meet the needs of the occupants, efficiency of pickup, and accessibility to occupants and collection companies.
- 6. Mechanical equipment such as antennas and satellite dishes shall be limited to a maximum of 60 feet, provided they are placed appropriately and are screened from view.

B. Guidelines

- 1. Screen auxiliary spaces and mechanical equipment from view.
- 2. Window wells should not be used for mechanical equipment such as air conditioners.

19.57.300 Retaining Walls/Guardrails

A. Standards

1. Blank concrete retaining walls or railings or "jersey barriers" are prohibited in public areas of the site.

B. Guidelines

- 1. Provide erosion protection and to prevent foundation settlement and unstable soils conditions.
- 2. Rock walls, retaining walls, and railings should be designed as any element of the overall site development and in visual accord with other elements in that area.
- 3. Decorative plantings, patterns, and public art are encouraged treatments for rock walls, retaining walls, and railings.

Chapter 22.05 PERMIT PROCESSING

Sections:

22.05.010	Purpose.
22.05.020	Definitions.
22.05.030	Applicability.
22.05.040	Preapplication requirements.
22.05.050	Complete applications.
22.05.060	Notice of application.
22.05.070	Time periods.
22.05.080	Notice of decision.
22.05.090	Consistency with development regulations and SEPA/consolidated permit review.
22.05.100	Permit conditions.
22.05.110	Optional consolidated permit processing.
22.05.120	Appeals of administrative decisions.

22.05.010 Purpose.

The purpose of this title is to add an administrative chapter to the University Place Municipal Code to comply with the requirements of the Regulatory Reform Act.

(Ord. 236 § 6, 1999; Ord. 130 § 1, 1996).

22.05.020 Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this title.

- A. "Closed record appeal" means an administrative appeal on the record to the Pierce County Superior Court, following an open record hearing on a project permit application when the appeal is on the record with no new evidence allowed to be submitted.
- B. "Open record hearing" means a hearing conducted by the Hearings Examiner that creates the City's record through testimony and submission of evidence and information, under the procedures prescribed herein. An open record hearing may be held prior to the City's decision on a project permit to be known as an "open record predecision hearing." An open record hearing may be held on an appeal, to be known as an "open record appeal hearing," if no open record predecision hearing has been held on the project permit.

- C. "Project permit" or "project permit application" means any land use or environmental permit or license required from the City for a project action, including but not limited to building permits, subdivisions, binding site plans, planned unit developments, conditional uses, shoreline substantial development permits, site plan review, permits or approvals required by UPMC Title 17, Critical Areas, site-specific rezones authorized by a comprehensive plan or subarea plan, but excluding the adoption or amendment of a comprehensive plan, subarea plan, or development regulations except as otherwise specifically included in this subsection.
- D. "Public meeting" or "community meeting" means an informal meeting, workshop, or other public gathering of people to obtain comments from the public or other agencies on a proposed project permit prior to the City's decision. A public meeting may include, but is not limited to, a design review or architectural control board meeting, a special review district or neighborhood meeting, or a scoping meeting on a draft environmental impact statement. Under RCW 36.70B.020(5), a public meeting is not an open record hearing. The proceedings at a public meeting may be recorded and a report or recommendation may be included in the local government's project permit application file.

(Ord. 236 § 6, 1999; Ord. 130 § 1, 1996).

22.05.030 Applicability.

This title serves to implement the University Place zoning code, subdivision code, shoreline use regulations, critical areas regulations, public works standards and the site development regulations. The regulations identified in this title apply to project permits falling into three categories or types. The three types of permit projects have differing provisions applicable to each type as follows:

A. Type I Permits.

- Administrative Review. Administrative review is used when processing applications for administrative permits including, but not limited to, administrative variance, administrative nonconforming, minor amendments, home occupation permits, sign permits, building and construction permits, site development permits, right-of-way permits, lot combinations, boundary line adjustments, and code interpretations.
- 2. Review Process. Unless otherwise stated, administrative review shall be subject to the application requirements, complete application, notice of application, time periods, consolidated permit processing and the notice of decision provisions of this title. If an administrative decision is appealed, the open record hearings, notice of public hearings, joint public hearings, and the closed record appeal provisions of this title shall apply.

B. Type II Permits.

- 1. Administrative Plat Review. Administrative plat review is used when processing applications for short plats, plat alterations and short plat amendments, large lot subdivisions, and binding site plans.
- 2. Review Process. Unless otherwise stated, administrative plat review shall be subject to the application requirements, complete application, notice of application, consolidated permit processing and the notice of decision provisions of this title. Timing of the project permit review shall be in accordance with the University Place subdivision code and Chapter 58.17 RCW. Binding site plans shall be processed utilizing the same time limits as short plats. If applicable, the open record hearings, notice of public hearings, joint public hearings, and the closed record appeal provisions of this title shall apply.

C. Type III Permits.

- 1. Hearings Examiner Review. Hearings Examiner review is used when processing applications for project permits, including but not limited to decisions rendered in accordance with Chapter 43.21C RCW, conditional use, preliminary subdivision, nonconforming use, planned development district, major amendments, variances, shoreline substantial development, shoreline conditional use, shoreline nonconforming use, shoreline variance, critical area permits and private road variances. An appeal of an administrative decision is also subject to Hearings Examiner review.
- 2. Review Process. Unless otherwise stated, Hearings Examiner review shall be subject to application requirements, complete application, time periods, consistency with development regulations and SEPA, permit conditions, consolidated permit processing, open record hearings, notice of public hearings, joint public hearings, notice of decision, and the closed record appeal provisions of this title.

A matrix of the types of project permit applications is set forth below as Exhibit "A." A matrix generally summarizing the procedures applicable to different types of project permit applications is set forth below as Exhibit "B."

Exhibit "A"

PROJECT PERMIT APPLICATION TYPES

TYPE I	TYPE II	TYPE III
Variance (administrative)	Short Plats	Appeal of Administrative and SEPA Decisions
Nonconforming Use (administrative)	Final Plats	Conditional Use Permits
Minor Amendments	Plat Alterations	Preliminary Subdivision
Home Occupation Permits	Plat Amendments	Nonconforming Use (nonadministrative)
Sign Permits	Large Lot Subdivisions	Planned Development District
Building/Construction Permits	Binding Site Plans	Major Amendments
Site Development Permits		Variances (nonadministrative)
ROW Permits		Shoreline Substantial Development Permit
Lot Combinations		Shoreline Conditional Use
Boundary Line Adjustment		Shoreline Nonconforming Use
Code Interpretations		Shoreline Variance
		Critical Area Permits
		Private Road Variances

Exhibit "B"

PROJECT PERMIT APPLICATION PROCESSES

	TYPE I	TYPE II	TYPE III
INITIAL PERMIT DECISION			
Made By:			
Hearings Examiner or Administration	Administration	Administration	Hearings Examiner
Application Requirements	X	X	X
Determination of Completeness	May Be Required Within 28 Days of Receiving Application	Required Within 28 Days of Receiving Application	Required Within 28 Days of Receiving Application
Notice of Application	Not Required in Most Cases	Mailed Notice Required 14 Days After Determination of Completeness	Mailed Notice Required 14 Days After Determination of Completeness
Time Periods	Not Required in Most Cases	Short Plats, Final Plats, and Binding Site Plans Must Be Processed Within 30 Days of Filing Thereof, RCW 58.17.140. Otherwise, Time Period for Processing is 120 Days	Preliminary Plat of Any Proposed Subdivision or Dedication Must Be Processed Within 90 Days of Filing, RCW 58.17.140. Otherwise, Time Period for Processing is 120 Days
Consolidated Permit Process	Х	Х	X
Notice of Decision	Χ	X	Not Applicable
Consistency with Development Regulations And SEPA	X	X	X
Permit Conditions	Х	Χ	X
OPEN RECORD HEARING (HE)			

Exhibit "B"

PROJECT PERMIT APPLICATION PROCESSES

	TYPE I	TYPE II	TYPE III
Applicability	Appeals of Administrative Decisions to Hearings Examiner	Appeals of Administrative Decisions to Hearings Examiner	Appeals of Administrative Decisions to Hearings Examiner
Notice of Public Hearing	Public Notice Required 14 Days Prior to Open Record Hearing	Public Notice Required 14 Days Prior to Open Record Hearing	Public Notice Required 14 Days Prior to Open Record Hearing
JUDICIAL REVIEW CHAPTER 36.70C RCW			
Applicability	Appeals of Hearings Examiner Decision	Appeals of Hearings Examiner Decision	Appeals of Hearings Examiner Decision

NOTE: Use of this matrix is for general summary purposes only. Any user of this matrix should refer to UPMC Title 22, Administration of Development Regulations, for full explanations, as well as for exceptions to any of the above summarized information.

- D. Exemptions. The following are exempt from the provisions of this title unless otherwise specified:
 - Legislative decisions, including zoning code text and area wide zoning district amendments, adoption of development regulations and amendments, area wide rezones to implement new City policies, adoption of comprehensive plan and plan amendments, and annexations;
 - 2. Final plat approval pursuant to RCW 58.17.170;
 - 3. Landmark designations;
 - 4. Street vacations;
 - 5. Street use permits; and
 - 6. Pursuant to RCW 36.70B.140(2), administrative appeals, boundary line adjustments, lot combinations, right-of-way permits, plats, building permits, site development permits, sign permits, and other construction permits or similar administrative approvals which are categorically exempt from environmental review under the State Environmental Policy Act (SEPA) or permits/approvals for which environmental review has been completed in connection with other project permits, except short plats, are excluded from the following procedures:

- a. Determination of completeness;
- b. Notice of application;
- c. Optional consolidated project permit processing:
- d. Joint public hearings;
- e. Staff reports;
- f. Notice of decision; and
- g. Time limitations.

(Ord. 236 § 6, 1999; Ord. 226 § 1, 1999; Ord. 130 § 1, 1996).

22.05.040 Pre-application requirements.

- A. Technical Review Conference. The technical review conference is a process designed to define those items of Department review which, if not addressed at the conceptual plan stage, might result in substantial technical difficulties during the permit processing. Representatives from various departments and an applicant for a project permit will discuss the conceptual plan for the proposed project and the City's regulatory process. A technical review conference may be scheduled at the request of the applicant.
- B. Preapplication Meeting. The preapplication meeting is between Department staff and a potential applicant for a Type III permit to discuss the application submittal requirements and pertinent fees. A preapplication meeting is required prior to submittal of an application for a Type III permit.
- C. Community Meeting. For Type III permits, following the preapplication meeting and before submitting an application, the applicant shall conduct a community meeting on a weekday evening to solicit input and suggestions from the community. A member of the planning staff shall attend. Notice of the community meeting shall be made by the applicant by sending a written notice, addressed through the United States mail, to the City's designated neighborhood advisory committee chairpersons and all property owners of record within a radius of 300 feet, but not less than two parcels deep, around the exterior boundaries of the subject property. Notice of the community meetings shall be given at least 14 days prior to the meeting. Additional notice shall be given in accordance with UPMC 22.05.060(C). Community meetings are not required for variances or, when waived by the Director, for Type III permits which do not abut or have an impact on residential properties.

(Ord. 236 § 6, 1999; Ord. 130 § 1, 1996).

22.05.050 Complete applications.

- A. Form and Content. The Department shall prescribe the form and content for complete applications made pursuant to this title.
- B. Checklist for Complete Application. Applications shall be considered complete when the Department determines that the application materials contain the following:

- 1. The correct number of completed Department master and supplemental application forms signed by the applicant;
- 2. The correct number of documents, plans or maps identified on the department submittal standards form which are appropriate for the proposed project;
- 3. A completed State Environmental Policy Act (SEPA) checklist, if required; and
- 4. Payment of all applicable fees.
- C. Time Limitations.
 - 1. Within 28 days after receiving a project permit application, the Department shall provide a written determination to the applicant, stating either:
 - a. The application is complete; or
 - b. The application is incomplete and what information is necessary to make the application complete.
 - 2. Within 14 days after an applicant has submitted the requested additional information, the Department shall notify the applicant whether the information submitted adequately responds to the notice of incomplete application, thereby making the application complete, or what additional information is still necessary.
 - 3. An application shall be deemed complete if the Department does not, within 28 days, provide a written determination to the applicant that the application is incomplete.
 - When the project permit is complete, the Department shall accept it and note the date of acceptance.
 - 5. An application is complete for purposes of this section when it meets the procedural submission requirements of the Department and is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the Department from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.
- D. Initiation of Review Process. The Department shall not start the review process of any application until the application is deemed complete.
- E. Incomplete Applications. Failure of an applicant to submit information identified as required in the notice of incomplete application, within 60 days of the Department's mailing date, shall constitute grounds for deeming the application null and void. If all additional information identified in the notice of incomplete application has not been received by the Department within 120 days from the application submittal date, then the application shall be deemed null and void unless the applicant has been granted a time period extension. Time period extensions may be granted by the Director when applicants can demonstrate that unusual circumstances, beyond their control, have prevented them from being able to provide the additional information within the 120-day time period.

- F. Waiver of Requirements. The Director may waive specific submittal requirements that are determined to be unnecessary for review of an application.
- G. Modifications. Proposed modifications to an application which has been deemed complete by the Department will be treated as follows:
 - 1. Modifications proposed by the Department to a pending application shall not be considered a new application; and
 - 2. Modifications proposed by the applicant to a pending application which would result in a substantial increase in a project's impacts, as determined by the Department, may be deemed a new application. The new application shall conform to the requirements of this section which are in effect at the time the new application is submitted.
- H. Filing Fees. The schedule of fees for development permits is established in a separate City resolution.
- I. Additional Application Requirements. In the interest of public health, safety or welfare, or to meet the requirements of the State Environmental Policy Act or other State requirements, the Department may request additional application information such as, but not limited to, geotechnical studies, hydrologic studies, noise studies, air quality studies, visual analysis and transportation impact studies.

(Ord. 236 § 6, 1999; Ord. 130 § 1, 1996).

22.05.060 Notice of application.

- A. Notice of Application.
 - 1. Once an application has been deemed complete, the Department shall provide public notice for the project. The Department shall send a written notice, addressed through the United States mail, to City designated neighborhood advisory committee chairpersons and all property owners of record within a radius of 300 feet, but not less than two parcels deep, around the exterior boundaries of the subject property. Notices for home occupation applications will be sent to only those property owners abutting the property lines of the subject property for single-family and duplex dwellings, and to apartment managers and/or owners for multifamily dwellings. Such notice shall be mailed not more than 14 working days from the determination of a complete application. Parties receiving notice shall be given at least 14 days, from the mailing date, to provide any comments to the Department.
 - 2. Within the Chambers Creek Properties Overlay (CCPO) the County will assume responsibility for mailing the required notices for SEPA and other permits. The City will transmit electronically to the County the notice to be printed and distributed by US post and/or e-mail. The public notice will be provided to the City; designated neighborhood advisory committee chairpersons; and all property owners of record within a radius of 1,000 feet, but not less than two parcels deep, around the exterior boundaries of the CCPO. A copy of the mailing/distribution list, along with an affidavit of mailing, will be provided to the City for official record.
- B. Content of Notice of Application. At a minimum, public notice documents shall contain the following information:
 - 1. The name and address of the applicant and/or agent;

- 2. The subject property location;
- A description of the proposed project and a list of the project permits included in the application, and, if applicable, a list of studies requested under RCW 36.70B.070 or 36.70B.090;
- 4. A list of existing environmental documents that evaluate the proposed project and a location where such documents can be reviewed;
- A preliminary determination, if available, of the applicable development regulations that will be used for project mitigation and of consistency with land use plans, policies and regulations;
- 6. The date of application, the date of the notice of completion of the application and the date of the notice of the application;
- 7. The written determination shall, to the extent known by the City, identify the local, State, and/or Federal government agencies that may have jurisdiction over some aspects of the application;
- 8. A list of other permits not included in the application, to the extent known by the City;
- 9. The time periods for submitting comments. Comments shall be due not less than 14 days nor more than 30 days following the date of notice of application, include a statement of the rights of any person to comment on the applications, receive notice of, participate in any hearings and request a copy of the decision once made. All public comment on the notice of application must be received by the Department by 5:00 p.m. on the last day of the comment period;
- 10. The date, time and place of the public hearing if applicable, as scheduled at the date of notice. Notice of an open record hearing shall be given at least 14 days prior to the hearing;
- 11. A right to appeal statement; and
- 12. A Department contact and telephone number.
- C. Public Notice Provisions. Once an application has been deemed complete, the applicant shall provide posted public notice on the subject property in accordance with specifications provided by the Department.
- D. Shoreline Use Regulations Notice. The following exceptions apply to notice of shoreline use regulations permits:
 - 1. Comments may be submitted within 20 days of the last date of the published notice. Each person responding to such notice shall receive a decision;
 - 2. Notice of a hearing on shoreline use regulation permits shall include a statement that any person may submit oral or written comments on an application at the hearing; and
 - 3. The public may obtain a copy of the decision within two days following issuance (RCW 90.58.140), and the notice must state the manner in which the public may obtain a copy of the decision.

- E. Determination of Significance. If a determination of significance has been made prior to the notice of application, the notice of application shall be combined with the determination of significance and scoping notice. The determination of significance and scoping notice may be issued prior to the notice of application.
- F. Determinations and Decisions. Except for a determination of significance, the City shall not issue a threshold determination, nor issue a decision or recommendation on a project permit until the expiration of the public comment period on the notice of application.

(Ord. 236 § 3, 6, 1999; Ord. 159 § 2, 1997; Ord. 130 § 1, 1996).

22.05.070 Time periods.

- A. The Director or Examiner shall issue a notice of decision on a project permit within 120 days after the Department notifies the applicant that the application is deemed complete. The following time periods shall be excluded from the 120-day time period requirement:
 - 1. Any period during which the applicant has been requested by the Department to correct plans, perform required studies, or provide additional required information, and a period of up to 14 days after the submittal of such to determine if the information satisfies the request;
 - Any period during which an environmental impact statement (EIS) is being prepared in accordance with State law following a determination of significance pursuant to Chapter 43.21C RCW;
 - 3. Any period during which, at the applicant's request, a proposal undergoes the optional Planning Commission design review process pursuant to UPMC 19.50.050.
 - 4. Any period for administrative appeals; and
 - 5. Any extension of time mutually agreed upon in writing between the applicant and the Department.
- B. The 120-day time period established above shall not apply in the following situations:
 - 1. If the permit requires an amendment to the Comprehensive Plan or a development regulation; or
 - 2. If the permit requires approval of the siting of an essential public facility; or
 - 3. If there are substantial revisions to the project proposal at the applicant's request, in which case the time period shall start from the date at which the revised project application is determined to be complete; or
 - 4. If the application is for a subdivision, then the timelines set in Chapter 58.17 RCW shall apply.
- C. The applicant shall designate a single person or entity to receive determinations and notices required by this title.

D. If the City is unable to issue its final decision within the time limits provided for, the City shall provide written notice to the applicant stating the reasons why the time limits have not been met, including an estimate of the date for issuance of the notice of final decision.

(Ord. 236 §§ 4, 6, 1999; Ord. 130 § 1, 1996).

22.05.080 Notice of decision.

The City shall provide a notice of decision that includes a statement of any threshold determination and the procedures for administrative appeal. The notice of decision may be a copy of the report or the decision on the project permit application. The notice shall be provided to the applicant and any person who, prior to rendering the decision, requested notice of the decision or submitted substantive comments on the application.

(Ord. 236 § 6, 1999; Ord. 130 § 1, 1996).

22.05.090 Consistency with development regulations and SEPA/consolidated permit review.

- A. During any project permit application review, the City shall determine whether the items in this subsection are defined in the development regulations applicable to the proposed project. In the absence of development regulations, the City shall determine whether the items listed in this subsection are defined in the City's adopted Comprehensive Plan. This determination of consistency shall include the following:
 - 1. The type of land use permitted at the site, including uses that may be allowed under special circumstances, if the criteria for the approval have been satisfied;
 - 2. The level of development, such as density of residential development, floor area ratios, or maximum floor areas; and
 - 3. Character of the development and development standards.
- B. The City shall also review the project permit application under the requirements of the State Environmental Policy Act (SEPA), Chapter 43.21C RCW, the SEPA rules, Chapter 197-11 WAC and the City environmental regulations, Chapter 17.40 UPMC, and shall:
 - 1. Determine whether the applicable regulations require studies that adequately analyze all of the project permit application's specific probable adverse environmental impacts;
 - 2. Determine if the applicable regulations require measures that adequately address such environmental impacts;
 - 3. Determine whether additional studies are required and/or whether the project permit application should be conditioned with additional mitigation measures; and
 - 4. Provide prompt and coordinated review by governmental agencies and the public on compliance with applicable environmental laws and plans, including mitigation for specific project impacts that have not been considered and addressed at the plan and development regulations level.
- C. In its review of the project permit application, the City may determine that the requirements for environmental analysis, protection, and mitigation measures in the applicable development regulations, Comprehensive Plan, and or other applicable local, State, or Federal laws provide

- adequate analysis of, and mitigation for, specific adverse environmental impacts of the application.
- D. A comprehensive plan, development regulation or other applicable local, State, or Federal law provides adequate analysis of, and mitigation for, the specific adverse environmental impact of an application when:
 - 1. The impacts have been avoided or otherwise mitigated; or
 - The City has designated or accepted certain levels of service, land use designations, development standards, or other land use planning required or allowed by Chapter 36.70A RCW.
- E. If the City bases or conditions its approval of the project permit application on compliance with the requirements or mitigation described in subsection (B) of this section, the City shall not impose additional mitigation under SEPA during project review.
- F. In its decision whether the specific adverse environmental impact has been addressed by an existing rule or laws of another agency with jurisdiction and with environmental expertise with regard to a specific environmental impact, the City shall consult orally or in writing with that agency and may expressly defer to that agency. In making a deferral, the City shall base or condition its project approval on compliance with these other existing rules or laws.
- G. Nothing in this section limits the authority of the City in its review or mitigation of a project to adopt or otherwise rely on environmental analysis and requirements under other laws as provided by Chapter 43.21C RCW.
- H. The City shall also review the application under Chapter 17.40 UPMC.
- I. During project review, the City shall not re-examine alternatives to, or hear appeals on, the items identified in subsection (A) of this section, except for issues of code interpretation. Project review shall be used to identify specific project design and conditions relating to the character of the development, such as details or site plans, curb cuts, drainage swells, the payment of impact fees, or other measures to mitigate a proposal's probable adverse environmental impacts.
- J Within the Chambers Creek Properties Overlay (CCPO) the County and City will act as joint colead agencies for determining SEPA compliance and mitigation for projects covered by the Master Site Plan. When the majority of the project (i.e. largest land area) is located within the City then the City shall be the nominal lead agency for SEPA. As nominal lead agency the City will be responsible for coordinating SEPA review with the other parties and any other appropriate agency or entity for the issuance of threshold determinations and conducting subsequent environmental review. The City will also be responsible for ensuring compliance with environmental review notification procedures.

(Ord. 236 § 6, 1999; Ord. 130 § 1, 1996).

22.05.100 Permit conditions.

A. Time Limitations. Within a period of two years following the approval of a special use permit or preliminary development plan by the examiner, the applicant shall file with the Community Development Department a final development plan. Unless extended, if no final development plan is filed within the time limits specified, the approval shall be void.

- B. Extensions. The expiration time period for filing final development plans may be extended in the following situations:
 - 1. If the applicant can demonstrate to the Director or Examiner, as appropriate, that there have been unusual circumstances beyond his/her control to cause delay in the project, the time period may be extended by one year.
- C. Compliance with Conditions. Compliance with conditions established in a preliminary approval and final approved development plans is required. Any departure from the conditions of approval or approved plans constitutes a violation of this title and shall be subject to enforcement actions and penalties.

(Ord. 423 § 101, 2004; Ord. 236 § 6, 1999; Ord. 130 § 1, 1996).

22.05.110 Optional consolidated permit processing.

- An application that involves two or more procedures may be processed collectively under the highest type review procedure required for any part of the application or processed individually under each of the procedures identified in this title. The applicant shall determine whether the application shall be processed collectively or individually. If the applications are processed under the individual procedure option, the highest numbered type procedure must be processed prior to the subsequent lower numbered procedure. [RCW 36.70B.060(3) and 36.70B.120]
- B. Within the Chambers Creek Properties Overlay (CCPO) if an application involves property that is located within more than one jurisdiction, the jurisdiction with the majority of property will be responsible for permitting functions including coordinating and receiving review comments from the other parties. For those applications requiring review and approval of a hearing examiner, one joint hearing will be held with a single examiner presiding. The jurisdictions shall mutually agree upon which hearing examiner will preside.

(Ord. 236 § 6, 1999; Ord. 130 § 1, 1996).

22.05.120 Appeals of administrative decisions.

A. Time Limit. Appeals may be taken to the examiner by any aggrieved person or by any officer, department, board or commission of the City affected by a decision of an administrative official in the administration of enforcement of this code. Such appeals shall be filed in writing on forms available at the City in duplicate with the Community Development Department within 14 days of the date of the action being appealed. Appeals must be accompanied by a fee set by a separate fee resolution.

(Ord. 423 § 102, 2004; Ord. 236 § 6, 1999; Ord. 130 § 1, 1996).