

Tuesday, May 17, 2022
College Place Planning Commission - Hybrid (In-Person & Electronic)

7:00 P.M.
410th Regular Planning Commission Meeting

In Person - City Hall
625 S College Avenue
College Place WA 99324

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Zoom Attendee Link: : <https://us06web.zoom.us/j/89531982982>

Or you may call this number to listen: 1-669-900-9128 ID: 895 3198 2982 Phone controls: *6 - toggle mute /un-mute and *9 - raise hand

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information, Procedural

Public Content

Position 1 - Wrandoll Brenes-Morua- term exp. 12-31-2023

Position 2 - Brian Roth - term exp. 12-31-2021 - Chair

Position 3 - Ben Dawson - term exp. 12-31-2024

Position 4 - Dennis Olson - term exp. 12-31-2024

Position 5 -Curtis Nelson - term exp. 12-31-2025

Position 6 - Leroy Waggoner - term exp. 12-31-2024

Position 7 - Todd A. Reiswig -term exp. 12-31-2023 - Vice Chair

Staff

Jon Rickard - Community Development Director

Kristi Scherger - Community Development Administrative Assistant

Subject :	1.03 Public Comment
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information

Public Content

Planning Commission meetings are primarily structured to permit Commission members to make recommendations to the City Council regarding decisions necessary to govern the City.

Public Comment is the time set aside for Citizens to address the Planning Commission regarding items of concern/interest either not appearing on this agenda, or on the consent agenda. *If you wish to speak on any such item, this is the time to come forward when the Chair asks for public comments.*

COVID-19 Virtual Meeting Protocol for Public Comment:

When submitting public comments, include the following regardless of the manner you are using: - Note that there are deadlines for each method of commenting.

- Your Name
- Your Address

Public comments may be provided in writing (If typewritten, no less than 11 pt font). Submit to Clerk@cpwa.us no later than 4:30 PM on the meeting date to be included in the record.

Public Comments in person may be made by telephone or virtually during the meeting:

- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raising your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Commission.

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for May 17, 2022
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject :	2.02 Approve Minutes from April 19, 2022
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)

File Attachments

[PC MINUTES APR 19 22.pdf \(938 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject :	2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Planning Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Planning Commission and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Planning Commission member.
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve consent agenda items 2.01 through 2.03

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. REGULAR AGENDA

Subject :	3.01 Affordable Housing Development Code Updates
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Information

Public Content

As a follow-up to the discussion during your April meeting, we would like to review the following draft revisions with you before we initiate the SEPA/GMA review process. These changes would implement the Supplemental Housing Strategy #2 by eliminating the maximum lot coverage requirement in the residential zoning districts. In addition, it would be consistent with the recommendations in the Regional Housing Assistance Plan by allowing duplexes on the same sized lots as single-family residences. We should also note that a few corrections were made to the table that are highlighted in **green** as well as one editorial clarification highlighted in **yellow**. These are revisions that were approved in 2020 and were not included in the memo we distributed with the agenda last month.

File Attachments

[PC Memo on Housing Code Revisions 05-12-22.pdf \(263 KB\)](#)

Subject :	3.02 Master Planned Developments Code
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Information

Public Content

There have been no changes since we last looked at this back in February. We will briefly go over the MPD and take questions and comments.

File Attachments

[Revised Working Draft Master Planned Development Regulations 02-08-22.pdf \(261 KB\)](#)

4. REPORTS

5. OTHER BUSINESS

Subject :	5.01 Joint Meeting with EDTEC
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	5. OTHER BUSINESS
Access :	Public
Type :	Discussion, Information

Public Content

At your request we have scheduled a joint meeting with the Economic Development, Tourism, and Events Commission (EDTEC) and the Planning Commission to discuss Multi Family Tax Exemption.

The meeting is scheduled on June 6th at 5PM. This is a regularly scheduled meeting with EDTEC so their chair will run the meeting. Please mark your calendars.

6. CLOSING ITEMS

Subject :	6.01 Conclude - Next regularly scheduled meeting is June 21, 2022
Meeting :	May 17, 2022 - College Place Planning Commission - Hybrid (In-Person & Electronic)
Category :	6. CLOSING ITEMS
Access :	Public
Type :	Procedural

College Place Planning Commission- ELECTRONIC MEETING (Tuesday, April 19, 2022)

Generated by Kristi Scherger on Tuesday, April 19, 2022

1. OPENING ITEMS

Procedural: 1.01 Call To Order

Information, Procedural: 1.02 Roll Call

Commissioner Reiswig called the meeting to order at 7:02 PM.

PRESENT

Commission
Members

Todd Reiswig - Vice Chair
Wrandoll Brenes-Morua
Curtis Nelson
LeRoy Waggoner

ABSENT

EXCUSED:

ABSENT:

Brian Roth, Chair
Ben Dawson
Dennis Olson
Jon Rickard - Community Development
Director
Kristi Scherger - Community
Development Administrative
Assistant
Lisa Neissl - City Clerk

Staff

Guest
Speaker

Greg Dohrn - Planning Consultant
- G.R. Dohrn Associate

Information: 1.03 Public Comment

None.

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Minutes from February 15, 2022

Action (Consent): 2.02 Approve Agenda for April 19, 2022

Commissioner Brenes-Morus made a motion to approve the consent agenda items 2.01 through 2.03. Second by Commissioner Waggoner and the motion passed 4 - 0.

Action (Consent): 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Planning Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Planning Commission and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Planning Commission member.

Recommended Action: Motion to approve consent agenda items 2.01 through 2.03.

3. REGULAR AGENDA

Discussion: 3.01 Affordable Housing Development Code Updates

Guest speaker Gregg Dohrn presented an overview of the Affordable Housing Development Code Updates with discussion.

Discussion: 3.02 Multi Family Tax Exemption - MFTE

Guest speaker Gregg Dohrn presented an overview of the Multi Family Tax Exemption - MFTE with discussion.

4. REPORTS

None

5. OTHER BUSINESS

Staff member Mr. Rickard updated the Commission: Beginning April 26, 2022, City meetings will transition to Hybrid. People are welcome to attend in person or continue remotely. The next in person meeting will be held at the College Place Fire Department Training Room.

Staff member Mr. Rickard updated the Commission: Beginning with this meeting April 19, 2022, forms of the word "adjourn" is no longer acceptable to use. Please refer to the word "conclude".

6. CLOSING ITEMS

Procedural: 6.01 Conclude - Next regularly scheduled meeting is May 17, 2022

Commissioner Reiswig concluded the meeting at 8:55 PM.

Seconded by Commissioner Brens-Morua and, with no objection, the meeting concluded.

Approved:

Todd Reiswig
Vice Chairman
Attest:

Jon Rickard
Community Development Director

The foregoing minutes are the official record of the Planning Commission meeting that occurred April 19, 2022. Further detail may be obtained by reviewing the actual audio recording made during this session.

G. R. Dohrn and Associates

Memorandum

Date: May 12, 2022

To: College Place Planning Commission

From: Gregg Dohrn

Subject: Potential Amendments to the College Place Unified Development Code

As a follow-up to the discussion during your April meeting, we would like to review the following draft revisions with you before we initiate the SEPA/GMA review process. These changes would implement the Supplemental Housing Strategy #2 by eliminating the maximum lot coverage requirement in the residential zoning districts. In addition, it would be consistent with the recommendations in the Regional Housing Assistance Plan by allowing duplexes on the same sized lots as single-family residences. We should also note that a few corrections were made to the table that are highlighted in green as well as one editorial clarification highlighted in yellow. These are revisions that were approved in 2020 and were not included in the memo we distributed with the agenda last month.

A. Table 14.60.030 Density, Dimension, Area, Height, and Setback Standards.

Zoning District	Maximum Density (DU/acre) (15)	Minimum Lot Size (sq. ft.) (1)	Minimum Lot Width (4)	Maximum Building Height (2)	Maximum Lot Coverage (4)	Setbacks		
						Front Yard (3)	Side Yard (3)	Rear Yard (3)
Single-Family Residential (SFR)	7	6,000 (5) (6)(7)	60' (6)	35'	35% (5)	20' (7)	5' (9)	20' (8)
Multi-Family Residential (MFR)	31	None (6)(7)	50' (6)	35'	35%	20' (7)	5' (9) (10)	15' (8) (10)
Downtown Mixed-Use (DMU)	(16)	None (11)	50'	None	100%	None (12)	None	None
General Commercial (GC)	(16)	None (11)	50'	None	100%	None	None (13)	None (13)
Light Industrial (LI)		None (11)	50'	None	100%	None	None (14)	None (14)

G. R. Dohrn and Associates

University District (UD)	(16)	None (11)	50'	None	100%	None	None	None
Public Uses (PU)		None	50'	None	100%	None	None	None

Table Footnotes:

- (1) Critical areas and their buffers shall not be included in lot size, ~~and lot coverage~~ calculations.
 - a. ~~The maximum lot coverage requirement shall include the footprint of all buildings.~~
- (2) Building heights are measured from the average elevation of the proposed finished grade around the building to the highest point of a flat roof and to the mean height between eaves and ridge of a pitched roof or to the mean height of any parapet or false front.
- (3) Building setbacks shall be from property lines, or from critical area buffers when present.
 - a. Buildings must also be set back 2' from easements.
 - b. No building, or foundation may encroach into a setback or easement.
 - c. Ramps, or other devices necessary for access for the disabled and elderly, which meet Washington State Rules and Regulations for Barrier Free Design, may be permitted in all required setbacks.
- (4) Lot width means the dimension of the lot line at the street; or, in an irregularly shaped lot, the dimension across the lot at the building setback line; or, in a corner lot, the narrow dimension of the lot at a street or building setback line.
- (5) ~~For duplexes:~~
 - a. ~~The minimum lot size is 7,500 square feet.~~
 - b. ~~The maximum lot coverage is 45%.~~

G. R. Dohrn and Associates

- (6) *For cottage housing and townhouses, the minimum lot size and lot width requirements may be waived by the Community Development Director, provided that the density, lot coverage, and setback requirements can reasonably be met.*
- (7) *Garages must be set back at least 20' from the front property line, but setback for the residential portion of buildings may be reduced to 15', if:*
 - a. *The single-family residence includes a front porch open on three sides and is at least four feet deep; or*
 - b. *A 5' wide or larger planter strip is installed along the street frontage in accordance with City standards.*
- (8) *Accessory buildings may be located in the rear yard setback up to 5 feet from the property line.*
- (9) *On corner lots, the exterior side yard setback ~~from the street~~ shall be at least 15 feet ~~from the property line~~.*
- (10) *Multi-story buildings adjacent to single-family residences and parcels in the Single-Family Residential Zone (SFR):*
 - a. *The setback shall be equal to or exceed the height of the building at the eave, not to exceed 20 feet; and*
 - b. *The rear of the building shall be setback from the property line a distance greater than or equal to the height of the building at the eave, not to exceed 20 feet.*
- (11) *There is no minimum lot size, provided that the density, lot width, setback, building height, building separation, and lot coverage requirements can be met.*
- (12) *The maximum front yard setback shall be 10 feet and 15 feet on corner lots.*
- (13) *No setback is required, except when abutting a SFR, MFR, or PUD district, then the following landscaped buffers shall be required in accordance with the provisions of CPMC 14.60.040 Landscaping, Fences and Visibility Standards.*
 - a. *Side yard: 10 feet.*
 - b. *Rear yard: 15 feet.*

G. R. Dohrn and Associates

- (14) *No setback required except when abutting a SFR, MFR, or PUD then a landscaped buffer equal to the height of the building at eave shall be required in accordance with the provisions of CPMC 14.60.040 Landscaping, Fences and Visibility Standards.*
- (15) *The maximum density for a specific parcel may be calculated as follows, provided that the achieved density will be based on compliance with the provisions of this Title, including minimum lot size, lot width, required improvements, etc.:*
 - a. *Single Family Residential: parcel size (square feet)/43,560 *7 (results ending in .51 or greater may be rounded up).*
 - b. *Multi-Family Residential: parcel size (square feet)/43,560 *12 (results ending in .51 or greater may be rounded up).*
- (16) *The maximum density shall be determined based on compliance with the applicable development standards including building height, setbacks, lot coverage, parking, landscaping, building codes, and the like.*

We would also like to further discuss the following item from last month's meeting:

Supplemental Housing Strategy #1: *Revise the Table of Permitted Uses Table 14.50.030) to allow multi-family housing as a permitted use in the General Commercial zoning district.*

Currently, multi-family housing (3+ units) is permitted outright in the Multi-Family Residential (MFR), the Downtown Mixed Use (DMU), and the University (UD) zoning districts. Multi-family housing is also permitted in the General Commercial zoning district, but only as part of a mixed-use development that includes commercial uses and that comply with the following development standards (UDC 14.60.180 Housing Standards). These development standards are based on standards adopted in communities similar to College Place and are well reasoned. However, there has been little interest in the marketplace for this type of development in many communities, and long vacant commercial parcels in College Place remain vacant. So, another strategy would be to simply list multi-family housing as a permitted use in the General Commercial zoning district and eliminate these mixed-use requirements.

It is our sense that the Commission was not inclined to recommend making multi-family housing a permitted use in the General Commercial zoning district, but we wanted to verify that. Alternatively, it is not clear which of the following provisions could be modified to make mixed-use developments in the General Commercial zoning district a more attractive option.

- G. *Mixed-Use Commercial and Residential Development. Residential and commercial uses may be permitted in the same development as a part of a "vertical" mixed use (housing above ground floor commercial) or a "horizontal" mixed use (housing permitted on the*

G. R. Dohrn and Associates

ground floor in buildings not fronting the street), in accordance with the following standards:

- 1. All buildings fronting streets shall have commercial and/or office uses on the ground floor. All residential uses shall be above the ground floor.*
 - a. The building and site layout shall be designed to maximize the amount of commercial/office uses on the ground floor, as determined by the City.*
 - b. This vertical mixed-use requirement may be waived for certain buildings based on a finding by the City that topography precludes access to that building from the street.*
- 2. Buildings not fronting streets need not contain commercial or office uses, based on a finding by the City that the building and site layout has been designed to reasonably maximize commercial and office uses.*
- 3. All required off-street vehicle parking, including surface lots and garages, shall be oriented to alleys, placed underground, placed in structures above the ground floor, or located in parking areas located behind or to the side of the building; except that side-yards facing a street (i.e., corner yards) shall not be used for surface parking. All garage entrances facing a street (e.g., underground or structured parking) shall be recessed behind the front building elevation by a minimum of 4 feet. On corner lots, garage entrances should be oriented to a side-street (i.e., away from the arterial or collector street) when access cannot be provided from an alley.*
- 4. A minimum of 1,000 square feet per dwelling unit shall be designated and permanently reserved as usable common open space in multi-family dwellings with 10 or more units.*
- 5. All ground-floor housing units shall have front or rear patios or decks measuring at least 35 square feet. Ground-floor housing means the housing unit entrance (front or rear) is within 5 feet of the finished ground elevation (i.e., after grading and landscaping).*
- 6. A minimum of 75 percent of all upper-floor housing units shall have balconies or porches measuring at least 35 square feet. Upper-floor housing means housing units which are more than 5 feet above the finished grade.*
- 7. Private open space areas shall be oriented toward common open space areas and away from adjacent single-family residences, trash receptacles, parking, and driveways to the greatest extent practicable. See CPMC 14.60.040 Landscaping for additional requirements.*
- 8. All common areas (e.g., walkways, drives, courtyards, private alleys, parking courts, etc.), private stormwater facilities, and building exteriors shall be maintained by the*

G. R. Dohrn and Associates

property owner, a homeowner's or property owner's association, or other legal entity approved by the City.

9. *The documents creating a homeowners' or property owners association, as regulated by State law, and/or any other documents establishing the maintenance responsibilities for common areas shall be subject to City review and approval by the Community Development Director or his/her designee in consultation with the City Attorney. Such documents may be required to be recorded with the County and to run with the land.*

Finally, we have also attached a copy of the draft regulations establishing procedures for the review and approval of Master Planned Developments in all zoning districts that you reviewed during your January and February 2022 meetings. These revisions will also be distributed for public review and comment.

We look forward to seeing you on the 17th!

City of College Place, Washington
Working Draft Unified Development Code Amendment
Proposed New Chapter 14.100 Master Planned Developments
February 8, 2022

The following amendment to the College Place Title 14 Unified Development Code, would enable the City to review and approve Master Planned Developments in accordance with the provisions of the College Place Comprehensive Plan. Proposed Master Planned Developments would be subject to environmental review and would comply with the City regulations to protect environmentally sensitive areas. Master Planned Developments would be subject to review by the City's Development Review Team. In addition, there would be two opportunities for public review and comment, as well as a hearing before the City Hearings Examiner. The Hearings Examiner would then prepare findings of fact, conclusions of law, and a recommendation to the City Council to approve, not approve, or approve subject to recommended conditions of approval the proposed Master Planned Development. Upon approval, there would likely be a draft development agreement prepared, distributed for public review and comment, and submitted for City Council review and approval. This development agreement would document the obligations of the Project Sponsor and the City in the form of a contract and would be used guide the development of the site.

Chapter 14.100 Master Planned Developments

Sections:

- 14.100.010 Introduction.***
- 14.100.020 Applications.***
- 14.100.030 Additional Uses and Alternative Development Standards.***
- 14.100.040 Approval Criteria.***
- 14.100.050 Approved Master Planned Development.***
- 14.100.060 Development Agreement(s).***
- 14.100.070 Modifications to Approved Master Plans.***

14.100.010 Introduction. *The purpose of a Master Planned Development is to promote attractive and efficient developments that incorporate a variety of uses, densities and/or building types, provide for economy of shared services and facilities, protects environmentally sensitive areas, encourage the development of public uses and public amenities, and provide flexibility in design and building placement.*

A. A Master Planned Development is intended to:

- 1. Promote consistency with the goals, policies, and objectives of the College Place Comprehensive Plan.*
- 2. Promote economic development, job creation, private investment, and increased housing opportunities.*

3. *Facilitate the development of larger areas in an integrated manner.*
 4. *Provide certainty regarding the character, timing, and conditions for developments, including phased developments while at the same time providing a degree of flexibility to respond to changes in market and economic conditions.*
 5. *Provide needed infrastructure in an orderly, timely, and fiscally responsible manner.*
 6. *Preserve or enhance natural amenities, features, ~~shorelines,~~ and environmentally sensitive areas.*
 7. *Promote the planning and development of sites in a manner that avoids and minimizes potential adverse environmental impacts and that ensures appropriate mitigation.*
 8. *Provides for integrated and efficient processing of multiple applications.*
 9. *Provides for infrastructure cost sharing and cost recovery agreements in a predictable manner.*
 10. *Encourage environmentally sustainable development.*
- B. *A Master Planned Development may take the form of a residential, commercial, industrial, or mixed-use development. Each is intended to accommodate and facilitate larger-scale development designed to accomplish integrated and flexible site planning. A ~~mixed-use~~ Master Planned Development may be permitted in any zoning district subject to specific findings that the master site plan and development scheme are compatible with the general land use patterns of the Comprehensive Plan.*
- C. *The City shall, in consultation with the Project Sponsor, determine whether a proposed development is eligible for consideration as a Master Planned Development.*
1. *This eligibility determination shall be made by the Mayor or his/her designee.*
 2. *This eligibility determination shall include, but is not limited to, consideration of the following criteria:*
 - a. *The relative size of the proposed development, generally 10-acres or more.*
 - b. *There are unique or unusual circumstances that make the consideration of the proposed development utilizing the traditional procedures and standards impractical.*

- c. The proposed development is a mixed-use project.*
- d. The presence of environmentally sensitive areas that and/or shorelines warrant a higher level of public review.*
- e. The processing of the application(s) as a Master Planned Development is in the public interest.*
- 3. This eligibility determination shall be at the sole discretion of the City and is not subject to appeal.*
- 4. Proposed developments that are determined to not be eligible for consideration as a Master Planned Development shall be processed in accordance with the provisions of Chapter 14.3077 and of the standards of the applicable zoning district.*
- D. Applicants for Master Planned Development will be encouraged to utilize unique and innovative facilities that encourage the efficient and economical use of the land; promote a sound system for traffic and pedestrian circulation; promote open space and use of natural and/or developed amenities; and provide an architecturally attractive, durable, and energy efficient development.*
- E. The City Administrator or his/her designee is authorized to make such administrative code provisions as may be necessary to implement this Chapter.*

14.100.020 Applications. *Applications for Master Planned Development shall be in a format prescribed by the City and typically should include the following information:*

- A. A proposed Master Site Plan and supporting drawings and narrative that includes:*
 - 1. The project boundaries.*
 - 2. All existing parcels within the proposed Master Planned Development.*
 - 3. All land within 300' of the master planned development including existing uses, zoning, and future land use designations.*
 - 4. Existing conditions and features such as topography, critical areas, public facilities and improvements, land uses and buildings.*
 - 5. Areas proposed for development and a description of the type of development proposed in each area.*
 - 6. Proposed primary uses and ancillary uses.*

7. *Areas not suitable for development and/or that may be subject to special restrictions, such as critical areas.*
8. *Existing roads, proposed access points, and proposed road corridors.*
- B. *Existing and proposed public utilities including projected utility needs.*
- C. *Proposed modifications to City standards.*
- D. *Proposed schedules and plans for development including proposed phasing plans.*
- E. *Proposed measures to be incorporated into the design and implementation of the Master Site Plan to avoid, minimize, and mitigate potential adverse impacts including impacts to ~~Shoreline and~~ Critical Areas where applicable.*
- F. *A completed SEPA checklist for the proposed Master Planned Development shall be submitted, provided that the City may require that additional technical studies and/or an environmental impact statement be completed. The technical studies may include, but is not limited to the following:*
 1. *Traffic impact analysis.*
 2. *Utility analysis*
 3. *Stormwater analysis.*
 4. *Geotechnical studies.*
 5. *Critical Area reports; and*
 6. *A more detailed analysis of potentially significant issues as identified during the SEPA environmental checklist review.*
- G. *A title report prepared no more than 30 days before the date the application is submitted.*

14.100.030 Additional Uses and Alternative Development Standards. *Proposed Master Planned Developments shall comply with the applicable use restrictions and development standards of the zoning district in which it is located, provided that:*

- A. *In addition to the uses permitted in the zoning district in which the proposed Master Planned Development is located, the City may approve other uses based on a finding that they are consistent with the City's Comprehensive Plan, are compatible with the uses permitted in the underlying zoning district and will not adversely affect the public health and safety.*

1. This may include, but is not limited to mixed-use developments, provided that the additional uses are compatible with the primary uses of the underlying zoning district. (For instance, a mixed-use development may be proposed for property zoned Light Industrial, provided that the additional uses such as commercial or residential uses are compatible with the light industrial uses proposed for the site).
- B. As an alternative to the City's adopted development standards, the City may approve development standards and additional uses based on a finding that the alternative standards will not adversely affect the public health and safety and are:
 1. Functionally equivalent or superior to the required standards; or
 2. Consistent with the City's Comprehensive Plan; or
 3. Necessary to address unique or unusual circumstances; or
 4. In the public interest.

14.100.040 Review and Approval.

- F. The City shall take the following steps in the review and potential approval of applications for master planned developments.
 1. Informal discussions between the Project Sponsor and the City to determine if the proposed development is eligible for consideration as a Master Planned Development.
 2. The City Administrator ~~Mayor-mayshall~~ designate the Community Development Director a staff person or a consultant to serve as the Project Manager Designated City Planner and SEPA Responsible Official ~~to serve as the Project Manager~~ for processing applications for the proposed Master Planned Development.
 3. Execution of a cost-recovery agreement with the Project Sponsor so that the City may recover all costs incurred prior to the submission of a Master Planned Development application and in conjunction with the review, processing, and upon approval implementation of the Master Planned Development.
 4. Pre-application meeting with the City's Development Review Team. This will include, but is not limited to:
 - a. Further discussion of the proposed development and the eligibility for consideration as a Master Planned Development.
 - b. Identification of potential challenges and opportunities to be addressed by the

~~Project Sponsor~~Applicant.

- c. *Application requirements and the process for the review of the application materials.*
 - d. *Plans for the phased implementation of the Master Planned Development.*
 - e. *Funding strategies for infrastructure improvements including potential grants and loans, cost sharing agreements, and cost recovery agreements.*
5. *The City shall prepare and provide the Project Sponsor with a written summary of the pre-application meeting. This shall include the determination of eligibility for consideration as a master planned development.*
6. *Upon submittal of an application(s) for a master planned development, the City shall conduct a review to determine if the application is complete and ready for processing. The City shall notify the Applicant that:*
- a. *The Application(s) is complete and ready for processing; or*
 - b. *The Application(s) is not complete and shall identify the additional information that must be submitted.*

The determination that an application is complete and ready for processing shall not preclude the City from requesting additional information necessary to support the review of the application(s) and the subsequent Consistency Determination.

7. *Preparation and distribution of a Notice of Application.*
- a. *The City may make and include in this notice a preliminary SEPA Threshold Determination.*
8. *The designated Project Manager~~Community Development Director~~, in consultation with the City Development Review Team, shall review the application materials and public comments and shall determine if the proposed development is consistent with the provisions of the College Place Comprehensive Plan, the College Place Municipal Code and of this Chapter. During this review, the City may:*
- a. *Discuss with the Applicant potential modifications to the proposed development and/or the proposed standards.*
 - b. *Identify potential mitigating measures and conditions of approval.*
 - c. *Identify the City's willingness to enter into cost recovery or cost sharing*

agreements and any details thereto.

9. The Designated Project Manager~~City Planner~~ shall prepare and distribute a staff report to the City Hearings Examiner and a public hearing notice that includes:
 - a. *SEPA Threshold Determination.*
 - b. *A preliminary determination of consistency.*
 - c. *Recommended mitigating measures and conditions of approval.*
 - d. *The deadlines and methods for submitting public comments.*
 - e. *The date and time of a public hearing to be conducted by the Hearings Examiner.*
10. *The City may prepare and include with the staff report a draft development agreement for public review and comment. If a draft development agreement is not distributed at this time, it shall be subject to public review and comment following the approval of the master plan including a public hearing conducted by the City Council.*
11. *The City Hearings Examiner shall conduct a public hearing, and upon consideration of the staff report and all public comments received, prepare recommended findings of fact, conclusions of law, and a decision including recommended conditionals of approval.*
 - a. *The City Planning Commission may review the Staff Report and submit comments to the Hearings Examiner regarding the consistency of the proposed development with the College Place Comprehensive Plan.*
12. *The City Council shall review the recommendations of the Hearings Examiner and shall may:*
 - a. *Approve the Master Planned Development as recommended.*
 - b. *Modify and approve the Master Planned Development.*
 - c. *Remand the Master Planned Development to the City Development Review for further analysis and/or to the Hearings Examiner for further public review and comment and the preparation of a revised recommendation.*
 - d. *Not approve the proposed Master Planned Development.*
13. The Project Manager~~Community Development Director~~ shall issue a Notice of Decision. This shall include, but is not limited to:

- a. Documentation of the final decision and if applicable a summary of the conditions of approval.
- b. Identification of the appeal process.
- c. If applicable, a summary description of the next steps in implementing the approved master plan. This summary will also address whether the Applicant can proceed to final plat application on any phase(s) of the project.

G. The City may approve a Master Planned Development based on findings that:

1. The proposed development application demonstrates the economic and efficient use of land and provides for an integrated and consistent development plan for the site.
2. The proposed development includes features that will avoid and minimize potential adverse impacts and that promotes development that is consistent with the College Place Comprehensive Plan. Applicant has identified development standards and uses that are consistent with the master plan and designed in a manner that is compatible with adjacent land uses after consideration of applicable mitigation and site design.
 - a. Potential ~~significant~~ off-site impacts including noise, shading, glare, and traffic have been identified and mitigation incorporated to the extent reasonable and practical.
3. The proposed layout of the site, the location of permitted uses, and the proposed development standards, including landscaping, parking, access and circulation, building heights, setbacks, and permitted densities promotes compatible development and limits or mitigates potential conflicts between the Master Planned Development and adjacent uses.
4. There will be adequate infrastructure capacity available by the time each phase of development is completed.
5. Consideration has been given to “low impact development” stormwater concepts.
6. The proposed development project is designed and includes appropriate consideration of open spaces and transportation corridors, designs of street and public open spaces amenities, the appropriate dedication of lands for public facilities, and results in the functional and visual appearance of an integrated project.
7. The proposed development meets or exceeds the standards and requirements of the City’s regulations to preserve and protect Critical Areas. is designed to be consistent with the provisions of the Shoreline Master Program and Critical Areas Ordinance.

8. The proposed development includes performance standard, phasing requirements, and financial guarantees to ensure that implementing actions are consistent with the approved plans and expected outcomes.
9. The proposed development will not adversely affect the public health, safety, or welfare.

14.100.050 Approved Master Planned Development. An approved Master Planned Development shall consist of a master site plan and shall specify all terms and conditions of approval and shall specify permitted uses, development standards, cost sharing and recovery agreements between the parties, and phased implementation plans.

14.100.060 Development Agreement(s). The City and Applicant may execute, in accordance with the provisions of State law, a development agreement(s) to implement the provisions of the approved Master Planned Development and related permits and approvals. This agreement shall be binding on all property owners within the Master Planned Development and their successors and shall require that development of the subject property be consistent with and implement the provisions of the approved Master Planned Development.

A. This Development Agreement may specify:

1. The terms and conditions of approval.
2. The terms and conditions of any vested rights of the approved Master Planned Development.
3. The terms and conditions of any cost sharing and/or cost recovery agreements
4. The phasing plans for implementation to include whether any phase(s) of the project can move directly to final plat application.
5. The duration of the agreement.
6. Mutually agreed obligations of the Project Sponsor and the City.

14.38.070 Modification to Master Plans. Proposed modifications to an approved Master Plan shall be submitted in writing for the City review.

- A. Modifications that do not substantially change the nature or level of use or that do not require a new environmental review, may be considered minor amendments and shall be subject to administrative review.

*City of College Place, Washington
Working Draft Unified Development Code Amendment
Proposed New Chapter 14.100 Master Planned Developments
February 8, 2022*

- B. Modifications that result in a substantial change of use, that substantially change the nature or level of activity, or that require the need for additional environmental review, shall be considered a major modification and shall be subject to review and approval in the same manner as the original master plan was approved.*
- C. The City may impose additional conditions or requirements in conjunction with the approval of proposed modifications.*