

Tuesday, August 18, 2026

College Place Planning Commission - (Hybrid: In-Person & Online)

432nd Regular Planning Commission Meeting

Tuesday, August 18, 2026, at 6:00 P.M.

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=DWXMBA5A6BE2>

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

The meeting may be viewed by joining the Zoom meeting.

Zoom Attendee Link: <https://us06web.zoom.us/j/84144857091>

Or you may call this number to listen: 1-669-900-9128 ID#84144857091

Phone controls: *6 - toggle mute/unmute and *9 - raise hand

Meetings will be posted on the City of College Place, Washington YouTube channel at https://www.youtube.com/playlist?list=PLqwYY-Thlbf4pY19KUMwVoO6iynKx_Zdn

1. OPENING ITEMS

Subject :	1.01 Call To Order 432nd Regular Planning Commission Meeting
Meeting :	Aug 18, 2026 - College Place Planning Commission - (Hybrid: In-Person & Online)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	Aug 18, 2026 - College Place Planning Commission - (Hybrid: In-Person & Online)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information, Procedural

Public Content

Position 1 - Nic Ivy, Chair - term exp. 12-31-2027

Position 2 - Felix Tan - term exp. 12-31-29

Position 4 - Jim Fry - term exp. 12-31-2028

Position 5 -Gayla Rogers - term exp. 12-31-2029

Position 7 - Todd A. Reiswig, Vice Chair -term exp. 12-31-2027

Absent

Position 3 - Claudia Santellano - term exp. 12-31-2028 - Excused

Position 6 - Brandon Stepper - term exp. 12-31-2028 - Resigned

Staff

Jon Rickard - Community Development Director

Michael Maret - Senior Planner

Carolyn Holm - City Clerk

Subject : 1.03 Appearance of Fairness Doctrine
Meeting : Aug 18, 2026 - College Place Planning Commission -
(Hybrid: In-Person & Online)
Category : 1. OPENING ITEMS
Access : Public
Type : Procedural

Public Content

The Appearance of Fairness Doctrine is a rule of law requiring government decision-makers to conduct non-court hearings and proceedings in a way that is fair and unbiased in both appearance and fact.

The doctrine requires that adjudicatory or quasi-judicial public hearings meet two requirements:

- They must be procedurally fair.
- They must appear to be conducted by impartial decision-makers.

By following Appearance of Fairness requirements, local governments have a method for disqualifying decision-makers from quasi-judicial hearings who have prejudged the issues, who have a bias in favor of one side in the proceeding, who have a conflict of interest, or who cannot otherwise be impartial. "Ex parte" communications between a decision-maker and a proponent or opponent of the matter being decided are prohibited ([RCW 42.36.060](#)).

For more information, click this link: [MRSC - Appearance of Fairness Doctrine](#)

-and/or-

watch this video: [Short Course on Planning Appearance and Fairness Doctrine - YouTube](#)

Subject : 1.04 Public Comment
Meeting : Aug 18, 2026 - College Place Planning Commission -
(Hybrid: In-Person & Online)
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.*

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. no later than 4:30PM 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 August 18, 2026
Meeting :	Aug 18, 2026 - College Place Planning Commission - (Hybrid: In-Person & Online)
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 July 21, 2026
Meeting :	Aug 18, 2026 - College Place Planning Commission - (Hybrid: In-Person & Online)

Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)

File Attachments

[July Draft Minutes.pdf \(712 KB\)](#)

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.
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Meeting :	Aug 18, 2026 - College Place Planning Commission - (Hybrid: In-Person & Online)
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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 Comprehensive Plan - Development Code Update Workshop
Meeting :	Aug 18, 2026 - College Place Planning Commission -

(Hybrid: In-Person & Online)

Category :

3. REGULAR AGENDA

Access :

Public

Type :

Discussion, Information

Public Content

Workshop to discuss Development Code Regulations.

Planning staff will provide an introduction to the Development Code and some mandated and staff-initiated edits.

The College Place Municipal Code (Title 14 - UNIFIED DEVELOPMENT REGULATIONS) is located here: https://library.municode.com/wa/college_place/codes/municipal_code?nodeId=TIT14UNDERE

File Attachments

[COCP_CPU-FullyPlanningChecklist_DevRegs_V1.xlsx \(34 KB\)](#)

[COCP_CriticalAreasChecklist_V1.docx \(6,101 KB\)](#)

[DevRegs_SectionsBeingChanged.docx \(60 KB\)](#)

[Title 14 UNIFIED DEVELOPMENT REGULATIONS V1.docx \(4,260 KB\)](#)

[Municipal Code Update Tracker.xlsx \(27 KB\)](#)

4. REPORTS

Subject :

4.01 Comprehensive Plan Amendment Applications for Urban Growth Area (UGA) Expansions

Meeting :

Aug 18, 2026 - College Place Planning Commission - (Hybrid: In-Person & Online)

Category :

4. REPORTS

Access :

Public

Type :

Information

Public Content

Applications for Comprehensive Plan amendments for Urban Growth Area (UGA) expansions were accepted by Walla Walla Walla County on July 1, 2025.

The Public Hearing by the Board of County Commissioners for placement on the Final Docket was delayed from August 11th until August 31st at 8:30am.

Director Rickard will provide an update on College Place's options for Comprehensive Plan amendments related to the Urban Growth Area (UGA).

5. CLOSING ITEMS

Subject :

5.01 The next regularly scheduled meeting is September 15, 2026.

Meeting :

Aug 18, 2026 - College Place Planning Commission -

(Hybrid: In-Person & Online)

Category :

5. CLOSING ITEMS

Access :

Public

Type :

Procedural

Public Content

The next regularly scheduled meeting is September 15, 2026.

Subject :

5.02 Conclude

Meeting :

Aug 18, 2026 - College Place Planning Commission -
(Hybrid: In-Person & Online)

Category :

5. CLOSING ITEMS

Access :

Public

Type :

Action (Consent), Procedural

Recommended Action :

Make a motion to conclude the February 17, 2026,
Planning Commission Meeting.

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.

College Place Planning Commission- (Hybrid: In-Person & Online) - (Tuesday, July 21, 2026)

Generated by Michael Maret on July 29, 2026

1. OPENING ITEMS

Procedural: 1.01 Call To Order 431st Regular Meeting of the Planning Commission

Chair Ivy called the meeting to order at 6:01 pm.

Information, Procedural: 1.02 Roll Call

PRESENT:	Commission Members:	Nic Ivy - Chair Felix Tan Claudia Santellano Jim Fry
	Staff:	Jon Rickard - Community Development Director Michael Maret - Senior Planner Carolyn Holm - City Clerk
	Guests:	Elizabeth Smith- JUB Engineers Derrick Braaten- JUB Engineers Angela Singleton - Langdon Group Inc
Absent	Commission Members:	Brandon Stepper - Excused Gayla Rogers - Excused Todd Reiswig, Vice-Chair

Procedural: 1.03 Appearance of Fairness Doctrine

Information: 1.04 Public Comment

None

2. REGULAR AGENDA

Information, Discussion: 2.01 Comprehensive Plan - Periodic Update Workshop

JUB staff led a workshop to review the Draft Comprehensive Plan. Discussion and Q&A ensued.

Commissioner Santellano arrived at 6:16 p.m.

3. CONSENT AGENDA

Action (Consent): 3.01 Approve Agenda for July 21, 2026

Action (Consent): 3.02 Approve Minutes from June 16, 2026

Action (Consent): 3.03 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.

Motion: Commissioner Fry made a motion to approve the consent agenda.

Second: Commissioner Santellano seconded.

Vote: The motion passed.

4. REPORTS

Information: 4.01 Comprehensive Plan Amendment Applications for Urban Growth Area (UGA) Expansions

Director Rickard provided an update on the City of College Place's applications with the County of Walla Walla.

5. CLOSING ITEMS

Information: 5.01 The next regularly scheduled meeting is August 18, 2026.

Procedural: 5.02 Conclude

Commissioner Santellano made a motion to adjourn the meeting. Commissioner Fry seconded, and the motion passed.

Chair Ivy concluded the meeting at 7:48 pm.

Approved:

Nic Ivy - Chair

Attest:

Michael Maret, Senior Planner

The foregoing minutes are the official record of the Planning Commission meeting that occurred _____, 2026. Further details may be obtained by reviewing the actual audio recording made during this session.

Task/Issue	Chapter	Section	Decription	Status	Implimentation Date	Identified By	Assigned Staff	Notes	Link to Resources Tab
Permitted Uses	14.50 Zoning	14.50.030 - Table of permitted uses.	Modernize the Table of permitted uses. Add neighborhood commercial Reevaluate permitted, conditional, and prohibited uses across zoning districts.	In Progress					
Airpark Use	14.50 Zoning	14.50.030 - Table of permitted uses.	Residential uses are currently not permitted in the Light Industrial District - Martin Airfield. There is interest in a concept that would allow larger homes w/ hangers at one end of the airport property. More research is necessary; there are examples within Eastern WA.	In Progress					
Parking Lot Standards	14.60 Development Standards	14.60.070 Parking and Loading Standards	Outdated	In Progress		Jon Rickard	Group		See Resources & Link Tab
Parking in Yard									
Lighting	14.60 Development Standards	14.60.080 Lighting	Needs a standard illumination requirement for parking lots, intersections, mid block or spacing minimum requirements	In Progress		Jon Rickard	Group		No Resources Identified
Density	14.60 Development Standards	14.60.030 - Density, dimension, area, height, and setback standards.	Establish clear and consistent density ranges (e.g., minimum and maximum units per acre). Define how density is calculated, including treatment of accessory dwelling units (ADUs), cottage housing, and subdivisions. Potential: Adopt a Floor Area Ratio. The more units you develop, the higher the FAR gets.	In Progress			Group		
Setbacks	14.60 Development Standards	14.60.030 - Density, dimension, area, height, and setback standards.	Remove conflicting provisions. Reduce front yard setback to 15 to improve site design flexibility. -Add provisions for new builds to match nonconforming setbacks on adjacent properties. -Look at rear setback requirements. Ensure standards are easy to interpret and administer.	In Progress			Group		
Parking	14.60 Development Standards	14.60.070 - Parking and loading standards.	Reevaluate parking requirements to reflect current best practices, including potential reductions where appropriate.	In Progress					
Cottage Housing	14.60 Development Standards	14.60.180 (D) - Housing standards - Cottage Housing.	Too complicated, nobody has ever tried to utilize it. Find a working example and replace code or remove it.	In Progress					
Multi-Family Open Space	14.60 Development Standards	14.60.180 (C) - Housing standards - Multiple Residential Dwelling Units.	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 ten or more units. This is 5-10x higher than many competitors.	In Progress					
Critical Areas	14.70 - Critical Areas Protections	14.70 - Critical Areas Protections	Replace the current City-specific critical areas provisions with the County’s adopted critical areas ordinance. Ensure consistency in definitions, buffers, mitigation requirements, and review processes. Improve regulatory clarity for applicants and staff.						
Subdivision Open Space	14.90 - Subdivisions	14.90.040 (I) - Required improvements - Parks and Open Space	All proposed new subdivisions (ten or more lots) shall include provisions for at least 1,000 square feet of designated park and open space area per dwelling unit. Hinders more dense developments and discourages adding more units.	In Progress					
Master Planned Development District	14.100 - Master Planned Developments		Identify and eliminate conflicting provisions within the MPD chapter. Clarify approval criteria, density allowances, and phasing requirements. Ensure the MPD district functions as a flexible tool for innovative and well-designed developments. Consult with a land use attorney to see how best to accomplish this within WA State zoning framework.	In Progress					

Requirement	In Current Regs	Updates Needed?	Existing Notes	COCOP Code Section	Needs to be added	Complete	Update Notes
TBD See CAO Checklist							
Notice: For more information about housing regulatory changes regarding supportive housing types, see Supportive Housing Types Review Checklist on the Updating GMA Housing Elements webpage. And for additional information on middle housing and ADU regulations, see the Middle Housing webpage	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Zoning designations are consistent and implement land use designations that accommodate future housing needs by income bracket as allocated through the countywide planning process. (RCW 36.70A.070(2)(c) - amended in 2021 (HB 1220)) Note: Zoning must reflect sufficient land capacity for all income housing needs, including emergency housing and permanent supportive housing.	Yes	Yes	Ensure zoning allows for emergency housing and permanent supportive housing.	Chapter 14.20 Definitions: 14.20.030 Definitions. Chapter 14.50 Zoning: 14.50.030 Table of permitted uses.	Add Washington state definitions for emergency housing and emergency shelters. Add emergency housing and emergency shelters to the land use table. Make uses permitted (with special use permit) in all zones that permit housing, motels, and hotels.	Completed	We added new definitions for emergency housing and emergency shelters to the definitions chapter, along with the uses added to the land use table. Both land uses were determined to require a SUP in all of the applicable zones: SFR, MFR, MHP, DMU, LI.
Permanent supportive housing or transitional housing must be allowed where residences and hotels are allowed. RCW 35A.21.430 amended in 2021, RCW 35.21.683, amended in 2021, (HB 1220 sections 3-5) "permanent supportive housing" is defined in RCW 36.70A.030; "transitional housing" is defined in RCW 84.36.043(2)(c)	No	Yes	Hotels and Residences permitted in SFR, MFR DMU, GC, UD zones per Table 14.50.030 "Secure community transition facility" (14.20.030) means a residential facility for persons civilly committed and conditionally released to a less restrictive alternative in accordance with the provisions of RCW 71.09. A secure community transition facility has supervision and security, and either provides or ensures the provision of sex offender treatment services.	Chapter 14.50 Zoning: 14.50.030 Table of permitted uses.	Update the table of permitted uses to allow Secure Community Transition Facility to be conditionally permitted or outright permitted uses in zones: MHP, DMU, GC, and UD	Completed	We updated the land use table to expand the "secure community transition facility" land use to be conditionally permitted in the MHP, DMU, GC, and UD zones. This brings the code into compliance, as residential and hotel uses are permitted in these zones. Confirm with Staff if they want this use to be a conditional use in all zones. <u>Staff confirmed conditional use in all zones.</u>
Indoor emergency shelters and indoor emergency housing must be allowed in any zones in which hotels are allowed, except in cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within one-mile of transit. Indoor emergency housing must be allowed in areas with hotels. RCW 35A.21.430 amended in 2021, RCW 35.21.683, amended in 2021, (HB 1220 sections 3-5) Any limitations on emergency housing and emergency shelter must be connected to public health and safety and allow the siting of a sufficient number of units and beds necessary to meet projected needs (see Housing Element Book 2, pages 41-48), new in 2023 "emergency housing" is defined in RCW 36.70A.030	No	Yes	Hotels are permitted in DMU, GC zones per Table 14.50.030 "Secure community transition facility" (14.20.030) means a residential facility for persons civilly committed and conditionally released to a less restrictive alternative in accordance with the provisions of RCW 71.09. A secure community transition facility has supervision and security, and either provides or ensures the provision of sex offender treatment services.	Chapter 14.20 Definitions: 14.20.030 Definitions. Chapter 14.50 Zoning: 14.50.030 Table of permitted uses.	Add Washington state definitions for emergency housing and emergency shelters. Add emergency housing and emergency shelters to the land use table. Make uses permitted (with special use permit) in all zones that permit housing, motels, and hotels.	Completed	We added new definitions for emergency housing and emergency shelters to the definitions chapter, along with the uses added to the land use table. Both land uses were determined to require a SUP in all of the applicable zones: SFR, MFR, MHP, DMU, LI.
The number of unrelated persons that occupy a household or dwelling unit except as provided in state law, for short-term rentals, or occupant load per square foot shall not be regulated or limited by cities. (HB 5235), RCW 35.21.682 new in 2021, RCW 35A.21.314 new in 2022, RCW 36.01.227 new in 2021	Yes	No	3.52.020 states "Household" means a single person, family, or unrelated persons living together. Having this requirement more explicit in the code is needed.		This is the desired statement, if "household" is defined. It merely states that if people live together, regardless of relationship, they are a household.		Code does not make reference to household or number of individuals regardless of relationship in a dwelling. Then this is completed. The issue arises in communities that define the number of persons that make up a family, or have a bloodline/marriage requirement to eliminate it. Families now define what families are. <u>Staff confirmed no additional changes.</u>

Requirement	In Current Regs	Updates Needed?	Existing Notes	COCOP Code Section	Needs to be added	Complete	Update Notes
Limitations on the amount of parking local governments can require for low-income, senior, disabled and market-rate housing units located near high-quality transit service. RCW 36.70A.620 amended in 2020 and RCW 36.70A.600 amended in 2019	No	Yes	14.60.070 states parking minimums. Update this section to state explicitly that there is no maximum for parking.	Chapter 14: 14.60.070 Parking and loading standards	Remove parking requirement for ADUs	In Progress This is a recommendation, not a requirement. Does staff want to follow the recommendation or keep current standards?	RCW 36.70A.620 was amended by 2025 c 139 s 8 without reference to its repeal by 2025 c 204 s 6. New regulations added under RCW 35.21.994. RCW 35.21.994. The provisions of this section do not apply: (a) To cities with a population of 30,000 or less, as determined by the population estimate of the Office of Financial Management under RCW 43.62.030; RCW 36.70A.600. 1. (o) Remove minimum residential parking requirements related to accessory dwelling units; (This is a recommendation, not a requirement. Does staff want to follow the recommendation or keep current standards?) An approach to this is to either remove any parking requirement for ADUs, or, only for attached ADUs. but still require one off-street space per detached ADU, unless on-street parking or public parking is available within 25' of the entrance to the unit. The off-street space could be individual unit parking, or combined into a shared parking area with spaces at least 180 sq. ft. in size dimensions (for example, a house with 2 detached ADUs would need a total of four spaces, or an area of between 720 - 900 sq.ft., depending on how the spaces are arranged) Otherwise, those units will be parking on the street
f. Parking requirements must allow tandem, gravel or grass pavers, and new spaces may not be reequired to exceed 8 by 20 feet in size. Existing and non-conforming parking must be allowed to meet parking requirements for up to six spaces. SB 6015, new in 2024 , must be addressed with the periodic update. Note: guidance coming fall 2024	No	Yes	14.60.070 does not identify parking size minimums.	City of College Place engineering design standards. 14.60.070 Parking and loading standards.	Update the engineer design standards.	Completed	All driveways, parking areas, loading areas, bicycle facilities, and walkways shall be designed in accordance with the provisions of the City of College Place engineering design standards. These adopted design standards do not meet state requirements in relation to size, acceptable parking surfaces and required number of parking spaces. <u>Added note to Design Standards</u>
Family day care providers are allowed in all residential dwellings located in areas zoned for residential or commercial RCW 36.70A.450. Review RCW 43.216.010 for definition of family day care provider and WAC 365-196-865 for more information.	Yes	Yes	See Table 14.50.030	Chapter 14.20 Definitions: 14.20.030 Definitions. Chapter 14.50 Zoning: 14.50.030 Table of permitted uses.	Add day care, child in-home facility as a permitted accessory use in zones MHP and LI. Update "Child day care in-home facility" or "family day care provider" definitions to meet current state standards.	Completed	Changed "Updates Needed?" from from No to Yes
Manufactured housing is regulated the same as site built housing. RCW 35.21.684 amended in 2019 , RCW 35.63.160, RCW 35A.21.312 amended in 2019 and RCW 36.01.225 amended in 2019 . A local government may require that manufactured homes: (1) are new, (2) are set on a permanent foundation, and (3) comply with local design standards applicable to other homes in the neighborhood, but may not discriminate against consumer choice in housing. See: National Manufactured Housing Construction and Safety Standards Act of 1974	No	No	See Section 14.60.190 - Mobile home parks, manufactured housing community, and manufactured/mobile home community. This is not the relevant section. This requirement is not discussing MHP Parks. It is referring to preventing various communities from prohibiting Manufactured or Modular homes to be sited on fee-simple lots, not in a designated MHP. Also, this requirement does not apply to the siting of a mobile home (Pre-HUD) units.			Completed	Code meets all standards.

Requirement	In Current Regs	Updates Needed?	Existing Notes	COCOP Code Section	Needs to be added	Complete	Update Notes
Accessory dwelling units (ADUs): cities (and counties) must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations and other official controls. RCW 36.70A.680 amended in 2023, RCW 36.70A.681 amended in 2023, RCW 36.70A.696 amended in 2023, RCW 36.70A.697 amended in 2020, RCW 36.70A.698 amended in 2020, RCW 36.70A.699 amended in 2020 Must be adopted by 6 months after the periodic update deadline, or be superseded by state law. Note: see new Commerce ADU guidance and ADU checklist.	Yes Ch. 14.60	Yes	Update ADU Code to meet new requirements. Two ADUS: 14.60.170(B)(1) Size Restrictions: Not in code	14.60.170 Accessory buildings, structures, dwelling units, and uses.	Allow more than 2 ADUS in zoning district within an urban growth area that allows for single-family homes in specific configurations.	In Progress Staff would like to match Walla Walla's approach and further review Lot coverage requirements.	Added the following to 14.60.170(B)(1): Except on all lots that are located in a zoning district within an urban growth area that allows for single-family homes in the following configurations: (a) One attached accessory dwelling unit and one detached accessory dwelling unit; (b) Two attached accessory dwelling units; or (c) Two detached accessory dwelling units, which may be comprised of either one or two detached structures;
Middle housing: if your jurisdiction is one of the 77 cities subject to middle housing, regulations must allow the appropriate amount of middle housing units on a lot by 6 months after the periodic update deadline, or be superseded by state law. RCW 36.70A.635 See Commerce's model ordinances and user guide on the middle housing web page.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Co-living must be allowed as a permitted use on any lot located within an urban growth area that allows at least six multifamily residential units, including on a lot zoned for mixed use development. HB 1998, new in 2024, contains specific standards for size, density calculations, connection fees and parking. Must be adopted by December 31, 2025 Note: guidance will be available fall of 2024	No	Yes	Co-living is not mentioned in the code.	Chapter 14.20 Definitions: 14.20.030 Definitions. Chapter 14.50 Zoning: 14.50.030 Table of permitted uses.	Expand "Co-housing" to meet the state definition of "Co-living". Update land use table to permit Co-housing in the following zones: DMU, GC, and UD	Completed	The city uses the term "Co-housing" instead of "Co-living". The state definition of "Co-living" says that the "units are independently rented and lockable"; this was added to the existing "Co-housing" definition to better comply with the state code. We updated the land use table to permit Co-housing in the DMU, GC, and UD zones, as multifamily is permitted in those zones.
Residential structures occupied by persons with handicaps, and group care for children that meets the definition of "familial status" are regulated the same as a similar residential structure occupied by a family or other unrelated individuals. No city or county planning under the GMA may enact or maintain ordinances, development regulations, or administrative practices which treat a residential structure occupied by persons with handicaps differently than a similar residential structure occupied by a family or other unrelated individuals. RCW 36.70A.410, RCW 70.128.140 and 150, RCW 49.60.222-225 and WAC 365-196-860	Yes Ch 14.50, 14.60	No	The current regulations address non-discriminatory practices for residential structures occupied by persons with handicaps and group care for children. The definition of "handicaps" can be derived from state and federal laws.	N/A	N/A	N/A	This is present in the code; no update needed.
Affordable housing programs enacted or expanded under RCW 36.70A.540 amended in 2022 comply with the requirements of this section. Examples of such programs may include: density bonuses within urban growth areas, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting conditioned on provision of low-income housing units, or mixed-use projects. WAC 365-196-300 See also RCW 36.70A.545 and WAC 365-196-410(2)(e)(i) "affordable housing" is defined in RCW 84.14.010 new in 2024 (ESSB 6175) Review RCW 36.70A.620 amended in 2020, for minimum residential parking requirements.	Yes Ch 14.50.030, 3.52.020	No	The current regulations address affordable housing programs through the multifamily housing tax exemption and the table of permitted uses.	N/A	N/A	N/A	This is present in the code; no update needed.
Limitations on regulating: outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization. RCW 35.21.915, amended in 2020	No	Yes	The current code does not address outdoor encampments, safe parking efforts, indoor overnight shelters and temporary small houses on property owned or controlled by a religious organization.	Chapter 14: 14.60.210 Temporary homeless encampments	Correct sections reference to state RCW from RCW 36.01.290 to RCW 35.21.915 as 36.01.290 is for counties not cities or towns	Completed	More updates TBD due to code not having regulations so adding to code may not be necessary. Confirm with group. <u>No edits needed.</u>
Allow an increased density bonus consistent with local needs for any affordable housing development of any single-family or multi-family residence located on real property owned or controlled by a religious organization. RCW 36.70A.545, amended in 2019 (HB 1377).	No	Yes	Incorporate provisions for increased density bonuses for affordable housing developments on property owned or controlled by religious organizations.	Chapter 14: 14.60.030 Density, dimension, area, height, and setback standards	Religious organizations can request a density bonus through the conditional use permit process.	Completed	Added a new footnote to the 14.60.030 table to permit religious organizations proposing affordable housing on their property to request a density bonus by obtaining a conditional use permit. <u>Staff approved.</u>

Requirement	In Current Regs	Updates Needed?	Existing Notes	COCOP Code Section	Needs to be added	Complete	Update Notes
Reduce restrictions for additional housing units within existing commercial, mixed-use and multi-family buildings by exempting the added units from density limits, parking and other regulatory requirements. RCW 35A.21.440, new in 2023 and RCW 35.21.990, new in 2023, (HB 1042) Note: These requirements must be in effect within six months after the periodic update due date.	No	Yes	Amend the code to reflect new RCW requirements.	14.20.030 Definitions; 14.60.030 Density, dimension, area, height, and setback standards. 14.60.070 Parking and loading standards. 14.60.180 Housing standards.	N/A	In Progress	TBD Coordination with the City will be required for this. The key is that there cannot be additional requirements beyond those required for any other development of a similar type, and cannot require that the developer correct non-conforming elements of the site, such as a parking lot originally approved for the store below the new residential unit with 5 spaces for customers would not be required to increase the parking area to accommodate the new residential unit above. However, this only applies to the conversion of part of an existing building into new residential units. In short, cities cannot deny building permits for new housing units in existing buildings due to nonconformities such as parking, height, setbacks, elevator size, or modulation, unless the city makes written findings that the nonconformity causes a significant detriment to the surrounding area <u>Derrick to provide a recommendation on this requirement.</u>
Must not adopt, impose, or enforce requirements on an affordable housing development that are different than the requirements imposed on housing developments generally. RCW 36.130.020 (2008) Note: This applies to cities, counties, other local government entities and agencies.	No	Yes	Ensure that the city does not enforce additional requirements for other housing types.	N/A	N/A	Completed	Nothing in code establishes additional requirements for affordable housing. Current code meets regulations.
Regulations discourage incompatible uses around general aviation airports. RCW 36.70.547 and WAC 365-196-455. Incompatible uses include: high population intensity uses such as schools, community centers, tall structures, and hazardous wildlife attractants such as solid waste disposal sites, wastewater or stormwater treatment facilities, or stockyards. For more guidance, see WSDOT's Aviation Land Use Compatibility Program.	Yes Ch 14.50.030, 14.60.030	No	The current regulations address the discouragement of incompatible uses around general aviation airports, including density, height, and setback standards.	N/A	N/A	N/A	This is present in the code; no update needed.
If a U.S. Department of Defense (DoD) military base employing 100 or more personnel is within or adjacent to the jurisdiction, zoning should discourage the siting of incompatible uses adjacent to military base. RCW 36.70A.530(3) and WAC 365-196-475. Visit Military One Source to locate any bases in your area and help make determination of applicability. If applicable, inform the commander of the base regarding amendments to the comprehensive plan and development regulations on lands adjacent to the base.	N/A	N/A	No military base in or near College Place.	N/A	N/A	N/A	No military base in or near College Place.
Electric vehicle infrastructure (jurisdiction specified: adjacent to Interstates 5, 90, 405 or state route 520 and other criteria) must be allowed as a use in all areas except those zoned for residential, resource use or critical areas. RCW 36.70A.695	N/A	N/A	College Place is not adjacent to specified interstates.	N/A	N/A	N/A	College Place is not adjacent to specified interstates.
Zoning designations are consistent with Shoreline Master Program (SMP) environmental designations. RCW 36.70A.480	N/A	N/A	The City of College Place does not have any shoreline areas under the jurisdiction of the Washington State Shoreline Management Act, and as a result, the city has not adopted a shoreline master program. See 14.80	N/A	N/A	N/A	The City of College Place does not have any shoreline areas under the jurisdiction of the Washington State Shoreline Management Act, and as a result, the city has not adopted a shoreline master program. See 14.80
If updated to meet RCW 36.70A.480 (2010), SMP regulations provide protection to critical areas in shorelines that is at least equal to the protection provided to critical areas by the critical areas ordinance. RCW 36.70A.480(4) and RCW 90.58.090(4)	N/A	N/A	N/A	N/A	N/A	N/A	
See Ecology's shoreline planners' toolbox for the SMP Checklist and other resources and Ecology's Shoreline Master Programs Handbook webpage							
Zoning is consistent with natural resource lands designations in the comprehensive plan and conserves natural resource lands. RCW 36.70A.060(3), WAC 365-196-815 and WAC 365-190-020(6). Consider innovative zoning techniques to conserve agricultural lands of long-term significance RCW 36.70A.177(2). See also WAC 365-196-815(3) for examples of innovative zoning techniques.	No	No	City does not have Resource Lands zoning, nor are there resource lands located within the City..	N/A	N/A	N/A	City does not have Resource Lands zoning, nor are there resource lands located within the City..

Requirement	In Current Regs	Updates Needed?	Existing Notes	COCF Code Section	Needs to be added	Complete	Update Notes
Regulations to assure that use of lands adjacent to natural resource lands does not interfere with natural resource production. RCW 36.70A.060(1)(a) and WAC 365-190-040	Yes Ch 14.50.030, 14.60.030, 14.70.020	No	The current regulations address the assurance that the use of lands adjacent to natural resource lands does not interfere with natural resource production, including density, height, and setback standards, as well as critical areas regulations.	N/A	N/A	N/A	This is present in the code; no update needed.
Regulations require notice on all development permits and plats within 500 feet of designated natural resource lands that the property is within or near a designated natural resource land on which a variety of commercial activities may occur that are regulations to implement comprehensive plan	No	No	College Place does not have designated agricultural lands within city limits.	N/A	N/A	N/A	College Place does not have designated agricultural lands within city limits.
For designated agricultural land, regulations encourage nonagricultural uses to be limited to lands with poor soils or otherwise not suitable for agricultural purposes. Accessory uses should be located, designed and operated to support the continuation of agricultural uses. RCW 36.70A.177(3)(b)	No	No	College Place does not have designated mineral lands within city limits.	N/A	N/A	N/A	College Place does not have designated mineral lands within city limits.
Designate mineral lands and associated regulations as required by RCW 36.70A.131and WAC 365-190-040(5). For more information review the WA State Dept. of Natural Resources (DNR)'s Geology Division site	No	No	College Place does not have designated mineral lands within city limits.	N/A	N/A	N/A	College Place does not have designated mineral lands within city limits.
Regulations for CWPPs include a process for siting EPFs and ensure EPFs are not precluded. RCW 36.70A.200 amended in 2023, WAC 365-196-550(6) lists process for siting EPFs. WAC 365-196-550(3) details preclusions. EPFs should be located outside of known hazardous areas.	Yes Ch 14.50.030	Yes	Review and ensure the code includes facilities related to public health. The current regulations address the process for siting EPFs and ensure EPFs are not precluded, including density, height, and setback standards, as well as critical areas regulations.	14.50.030 Table of Permitted Uses	N/A	Completed	Updated to reflect City regarding Secure Community Transition facilities to be permitted with a CUP
Visit Commerce's Behavioral Health Facilities Program page for information on establishing or expanding new capacity for behavioral health EPFs.							
Note: RCW 36.70A.200 amended by SB 5536 to include EPFs for opioid treatment programs							
Subdivision regulations are consistent with and implement comprehensive plan policies. RCW 36.70A.030(8), RCW 36.70A.040(4)	Yes	No	See Chapter 14.90, 14.100, and 14.30	N/A	N/A	N/A	N/A
Written findings to approve subdivisions establish adequacy of public facilities. RCW 58.17.110 amended in 2018 · Streets or roads, sidewalks, alleys, other public ways, transit stops, and other features that assure safe walking conditions for students. · Potable water supplies, sanitary wastes, and drainage ways. RCW 36.70A.590 amended 2018 · Open spaces, parks and recreation, and playgrounds · Schools and school grounds Other items related to the public health, safety and general welfare, WAC 365-196-820(1).	Yes	Yes	See Chapter 14.90 Include language if the water supply is to be provided by a groundwater withdrawal exempt from permitting. <i>As I understand, the utilization of exempt wells for new development is prohibited in College Place.</i>	N/A	N/A	Completed	Section 14.90.040 (Required improvements) Paragraph A addresses Water Supply. I don't know if the water supply is to be provided by a groundwater withdrawal exempt from permitting. <i>14.90.040 (A)(2)(a) states "2.All required water system improvements shall be designed and constructed in conformance with city standards and shall address: a.Potable water from a public water supply source;" This means they cannot use exempt wells for new development.</i>
Preliminary subdivision approvals under RCW 58.17.140 and RCW 58.17.170 are valid for a period of five or seven years (previously five years).							
Note: preliminary plat approval is valid for: seven years if the date of preliminary plat approval is on or before December 31, 2014; five years if the preliminary plat approval is issued on or after January 1, 2015; and ten years if the project is located within city limits, not subject to the shoreline management act, and the preliminary plat is approved on or before December 31, 2007.	Yes	Yes	See Chapter 14.90 Recommend to clarify Validity Periods Based on Approval Dates	14.90.050 General application requirements.	Update ordinance to allow seven-year expiration periods for plats dated on or before December 31, 2014	Completed	Updated 14.90.050 (E) (1)
Include in short plat regulations procedures for unit lot subdivisions allowing division of a parent lot into separately owned unit lots. RCW 58.17.060 (3) new in 2023 by SB 5258 - section 11	No	Yes	Chapter 14.90 does not exclusively reference unit lot subdivisions in the code.	14.90.030 General requirements. 14.90.040 Required improvements. 14.90.050 General application requirements.	Add provisions to allow unit lot subdivisions	In progress	Unit Lot Subdivision Fact Sheet _2024-1025_ PUBLIC DRAFT

Requirement	In Current Regs	Updates Needed?	Existing Notes	COCOP Code Section	Needs to be added	Complete	Update Notes
Regulations protect water quality and implement actions to mitigate or cleanse drainage, flooding, and storm water run-off that pollute waters of the state, including Puget Sound or waters entering Puget Sound. RCW 36.70A.070(1) Regulations may include: adoption of a stormwater manual consistent with Ecology's latest manual for Eastern or Western Washington, adoption of a clearing and grading ordinance –See Commerce's 2005 Technical Guidance Document for Clearing and Grading in Western Washington.	Yes	No	See Chapter 13.86	N/A	N/A	Completed	Chapter 13.86 appears to have been last updated in 2018.
Adoption of a low impact development ordinance. See Puget Sound Partnership's 2012 Low Impact Development guidance and Ecology's 2013 Eastern Washington Low Impact Development guidance.							
Additional Resources: Federal Grants to Protect Puget Sound Watersheds, Building Cities in the Rain, Ecology Stormwater Manuals, Puget Sound Partnership Action Agenda							
Provisions for corrective action for failing septic systems that pollute waters of the state. RCW 36.70A.070(1). See also: DOH Wastewater Management, Ecology On-Site Sewage System Projects & Funding	Yes	No	Include references to the "waters of the state," include corrective actions protocols, and outline a clear process to coordinate with state agencies. See Chapter 13.08	13.82.065 - Prohibited discharges.	N/A	Completed	13.82.065 - Prohibited discharges. (K) (1) provides abatement procedures for discharge of pollutants into surface or storm water systems Updated "Updates Needed" from Yes to No
New section RCW 36.70A.142; new in 2022 legislation HB 1799: Development regulations newly developed, updated, or amended after January 1, 2025 allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMP) to meet OM reduction and diversion goals. Siting to meet criteria described in RCW 70A.205.040(3)	No	Yes	The current development code does not specifically address organic materials (OM) management facilities.	14.20.030 Definitions.	Add organic materials (OM) management facilities under the "public utilities" definition	Completed	Added organic materials (OM) management facilities under the "public utilities" definition to make them permitted in zones that allow public utilities.
See also RCW 36.70.330. For applicability, see RCW 70A.205.540							
If adopted, impact fees are applied consistent with RCW 82.02.050 amended in 2015, RCW 82.02.060 amended in 2023 by SB 5258, .070, .080, .090 amended in 2018 and .100.	Yes Ch 14.90	No	Create a dedicated chapter for impact fees, ensure alignment with state statutes and code requirements.	N/A	N/A	N/A	Code meets all standards.
WAC 365-196-850 provides guidance on how impact fees should be implemented and spent.							
Jurisdictions collecting impact fees must adopt and maintain a system for the deferred collection of impact fees for single-family detached and attached residential construction, consistent with RCW 82.02.050(3) amended in 2016	No	No	No specific provisions for deferred impact fee collection are identified in the current code.	N/A	N/A	N/A	Code meets all standards.
If adopted, limitations on impact fees for early learning facilities. RCW 82.02.060 amended in 2021	No	No	The municipal code does not specify impact fee rates for early learning facilities.	N/A	N/A	N/A	Code meets all standards.
If adopted, exemption of impact fees for low-income and emergency housing development. RCW 82.02.060 amended in 2023. See also definition change in RCW 82.02.090(1)(b) amended in 2018	No	No	No explicit exemptions for low-income or emergency housing are identified in the municipal code.	N/A	N/A	N/A	Code meets all standards.
Ensure impact fees are not assessed on the construction of accessory dwelling units that are greater than 50 percent (50%) of the impact fees that would be imposed on the principal unit. RCW 36.70A.681 new in 2023 by HB 1337	No	No	The municipal code does not address impact fees specific to ADUs.	N/A	N/A	N/A	Code meets all standards.
The schedule of impact fees reflects the proportionate impact of new housing units, including multifamily and condominium units, based on the square footage, number of bedrooms, or trips generated, in the housing unit in order to produce a proportionally lower impact fee for smaller housing units. RCW 82.02.060 amended in 2023 by SB 5258	No	No	The existing fee schedule does not detail calculations based on these specific housing unit characteristics, ensuring the fees are proportionate to the actual impact of each housing unit type.	N/A	N/A	N/A	Code meets all standards.
The transportation concurrency requirement includes specific language that prohibits development when level of service standards for transportation facilities cannot be met. RCW 36.70A.070(6)(b) amended in 2023, WAC 365-196-840.	Yes Ch 14.30	Yes	Ensure that the municipal code explicitly prohibits development approvals that would result in LOS standards falling below adopted thresholds	14.30.080 Procedures for Type 3 review:	Current code should be sufficient	Completed	14.30.080 Procedures for Type 3 review: (9) (d.) The proposal does or does not lower the level of service standards established in comprehensive plan and/or the city's concurrency standards have been met.
Note: Concurrency is required for transportation, but may also be applied to park facilities, etc.							

Requirement	In Current Regs	Updates Needed?	Existing Notes	COCOP Code Section	Needs to be added	Complete	Update Notes
Measures exist to bring into compliance locally owned, or locally or regionally operated, transportation facilities or services that are below the levels of service established in the comprehensive plan. RCW 36.70A.070(6)(a)(iii)(B) and (D), RCW 36.70A.070(6)(b) amended in 2023	No	No	The municipal code references LOS standards in permit processing, but specific measures to address facilities operating below LOS standards are not detailed.	14.30.130 (A)	N/A	Completed	N/A
Levels of service can be established for automobiles, pedestrians and bicycles. See WAC 365-196-840(3) on establishing an appropriate level of service.							
Highways of statewide significance (HSS) are exempt from the concurrency ordinance. RCW 36.70A.070(6)(a)(iii)(C)	No	Yes	The municipal code does not explicitly address the exemption of HSS from concurrency requirements.	N/A	N/A	In Progress	N/A
Traffic demand management (TDM) requirements are consistent with the comprehensive plan. RCW 36.70A.070(6)(a)(vi) Examples may include requiring new development to be oriented towards transit streets, pedestrian-oriented site and building design, and requiring bicycle and pedestrian connections to street and trail networks. WAC 365-196-840(4) recommends adopting methodologies that analyze the transportation system from a comprehensive, multimodal perspective.	No	Yes	The municipal code does not provide specific TDM requirements or strategies.	N/A	N/A	In Progress	N/A
If required by RCW 82.70, a commute trip reduction (CTR) ordinance to achieve reductions in the proportion of single-occupant vehicle commute trips has been adopted. The ordinance should be consistent with comprehensive plan policies for CTR and Department of Transportation rules.	No	No	Walla Walla County is not required to implement at CTR program.	N/A	N/A	In Progress	N/A
Mutually agreeable memorandum of agreement between local governments and tribes in regard to collaboration and participation in the planning process unless otherwise agreed at the end of a mediation period. RCW 36.70A.040(8)(a) new in 2022.	No	Yes	No Memo of Agreement between the city and the tribes is available.	N/A	N/A	Completed	N/A
Policies consistent with countywide planning policies that address the protection of tribal cultural resources in collaboration with federally recognized Indian tribes that are invited, provided that a tribe, or more than one tribe, chooses to participate in the process. RCW 36.70A.210(3)(i) new in 2022.	Yes	Yes	Update to reflect new requirements established in the new amended code.	N/A	N/A	Completed	N/A
Project review processes integrate permit and environmental review. RCW 36.70A.470, RCW 36.70B and RCW 43.21C.							
Also: WAC 365-196-845, WAC 197-11(SEPA Rules), WAC 365-197 (Project Consistency Rule, Commerce, 2001) and Ecology SEPA Handbook.							
Integrated permit and environmental review procedures for:							
- Notice of application - Notice of complete application - One open-record public hearing - Combining public hearings & decisions for multiple permits - Notice of decision - One closed-record appeal	Yes	Yes	Consider updating the procedures to better align with the changes introduced in SB 5290.			In Progress	N/A
Note: new in 2023, see Commerce's new guidance for Local Project Review and SB 5290							
Regulations limit amendments to the comprehensive plan to once a year (with statutory exceptions). RCW 36.70A.130(2) and WAC 365-196-640(3)	No	Yes	Incorporate explicit language into the municipal code that outlines the annual amendment cycle.			In Progress	N/A
Regulations define emergency for an emergency plan amendment. RCW 36.70A.130(2)(b) and WAC 365-196-640(4)	No	Yes	Include a definition of "emergency" in the context of the comprehensive plan amendments.			In Progress	N/A
Regulations include a docketing process for requesting and considering plan amendments. RCW 36.70A.130(2), RCW 36.70A.470, and WAC 365-196-640(6)	No	Yes	Recommended to establish a docketing process to manage and schedule proposed amendments.			In Progress	N/A
A process has been established for early and continuous public notification and participation in the planning process. RCW 36.70A.020(11), RCW 36.70A.035 and RCW 36.70A.140. See WAC 365-196-600 regarding public participation and WAC 365-196-610(2) listing recommendations for meeting requirements.	Yes	No	See 14.30.230 Public Notice Requirements			In Progress	N/A

Requirement	In Current Regs	Updates Needed?	Existing Notes	COCOP Code Section	Needs to be added	Complete	Update Notes
A process exists to assure that proposed regulatory or administrative actions do not result in an unconstitutional taking of private property RCW 36.70A.370. See the 2018 Advisory Memo on the Unconstitutional Taking of Private Property	No	Yes	Dedicate a section in the development code that evaluates potential takings resulting from regulatory actions.			In Progress	N/A
Provisions ensure adequate enforcement of regulations, such as zoning and critical area ordinances (civil or criminal penalties). See implementation strategy in WAC 365-196-650(1).	Yes	No	See Chapter 14.10			In Progress	I did not find this to be explicitly aligned with WAC provisions. I think this addressed through out Title 14, and especially in the; 14.10; 14.20.020; 14.30 14.40; 14.50; 14.60; 14.70; 14.80; collectively.;

Critical Areas Checklist

A Technical Assistance Tool from Growth Management Services – updated May 2024

Name of city or county: College Place	
Staff contact, phone, and e-mail address: Jon Rickard, Community Development Director, 509-394-8524, JRickard@cpwa.us	
INSTRUCTIONS This checklist is intended to help local governments update their development regulations, pursuant to the schedule in RCW 36.70A.130(5). We strongly encourage but do not require jurisdictions to complete the checklist and return it to Growth Management Services (GMS), along with their updates. However, If the jurisdiction is using a portion of their Periodic Update Grant (PUG) to update the Critical Areas Ordinance, this checklist is required. This checklist may be used by all jurisdictions, including those local governments planning for resource lands and critical areas only. For general information on update requirements, refer to A Guide to the Periodic Update Process Under the Growth Management Act – Fully Planning Counties & Cities, 2022 and WAC 365-196-610. For additional information, resources, and general checklists pertaining to comprehensive plan and development regulation periodic updates please visit Commerce’s Growth Management Act Periodic Update webpage. Bold items are a GMA requirement or may be related requirements of other state or federal laws. Underlined items are links to Internet sites and may include best practices or other ideas to consider. Commerce WAC provisions are advisory under Commerce’s statutory mandate to provide technical assistance, RCW 43.330.120 which states that the Department of Commerce “...<i>shall help local officials interpret and implement the different requirements of the act through workshops, model ordinances, and information materials.</i>” If you have questions, call GMS at (360) 725-3066. How to fill out the checklist Using the current version of your critical areas regulations, fill out each item in the checklist. Select the check box or type in text fields, answering the following question: Is this item addressed in your current Critical Areas Ordinance (CAO)? If YES, fill in the form with citation(s) to where in the plan or code the item is addressed. We recommend using citations rather than page numbers because they stay the same regardless of how the document is printed. If you have questions about the requirement, follow the hyperlinks to the relevant statutory provision or rules. If you still have questions, visit the	CONTENTS Instructions.....1 Overall Requirements.....2 Wetlands.....3 Critical Aquifer Recharge Areas.....5 Frequently Flooded Areas....6 Geologically Hazardous Areas.....7 Fish and Wildlife Habitat Conservation Areas.....8 Designating and Protecting Waters of the State.....9 Anadromous Fisheries.....10 Reasonable Use Exceptions.....10 Agricultural Activities.....11 Forest Practices Regulations.....11

CRITICAL AREAS

Regulations protecting critical areas are required by **RCW 36.70A.060(2)** and **RCW 36.70A.172(1)**. [WAC 365-195-900 through 925](#) provide guidelines. Guidance can also be found in [Commerce's Critical Areas Handbook](#) (2022); the Minimum Guidelines [WAC 365-190-080 through 130](#); Best Available Science [WAC 365-195](#); and Procedural Criteria, [WAC 365-196-485](#) and [WAC 365-196-830](#), and on Growth Management's [Critical Areas](#) webpage.

Regulations required to protect critical areas	Addressed in current plan or regulations? If yes, note where
OVERALL REQUIREMENTS The CAO includes best available science to clearly designate and protect all critical areas that might be found within the jurisdiction. 1. Designation of Critical Areas RCW 36.70A.170(1)(d) requires all counties and cities to designate critical areas. RCW 36.70A.170(2) requires that counties and cities consider the Commerce Minimum Guidelines pursuant to RCW 36.70A.050. RCW 36.70A.050 directs Commerce to adopt the Minimum Guidelines to classify critical areas. WAC 365-190-080 through 130 provide guidance on defining or "designating" each of the five critical areas. WAC 365-190-040 outlines the process to classify and designate natural resource lands and critical areas. 2. Definition of Critical Areas RCW 36.70A.030(11) provides definitions for critical areas. Sections (20) regarding geologically hazardous areas; and (48) regarding wetlands were updated in 2010. WAC 365-190-030 provides definitions in the Minimum Guidelines. 3. Protection of Critical Areas RCW 36.70A.060(2) requires counties and cities to adopt development regulations that protect the critical areas required to be designated under RCW 36.70A.170. RCW 36.70A.172(1) requires the inclusion of best available science in developing policies and development regulations to protect the functions and values of critical areas. In addition, counties and cities must give special consideration to conservation or protection measures necessary to preserve or enhance anadromous fisheries.	Was BAS documented in the record for the review and updates to the critical areas regulations? ☒ Yes ☐ No Location in Text: BAS is not explicitly referenced in the code. Located in 14.70.020(C)(1) Do your regulations address no net loss and require compensatory mitigation? ☐ Yes ☒ No Location in Text: The code does not explicitly mention "no net loss" or "compensatory mitigation." Updates made to 14.70.020(C)(4)

WAC 365-196-830 provides guidance on protection of critical areas. 4. Inclusion of Best Available Science <u>RCW 36.70A.172(1)</u> requires inclusion of the best available science (BAS). WAC 365-195-900 through 925 outlines recommended criteria for determining which information is the BAS, for obtaining the BAS, for including BAS in policies and regulations, for addressing inadequate scientific information, and for demonstrating “special consideration” to conservation or protection measures necessary to preserve or enhance anadromous fisheries. WAC 365-195-915 provides criteria for including BAS in the record. 5. No net loss of critical area functions and values is a requirement for development regulations in WAC 365-196-830(4). If development regulations allow harm to critical areas, they must require compensatory mitigation of the harm.	
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WETLANDS DEFINITION The definition of wetlands is consistent with <u>RCW 36.70A.030(48)</u>.	Is the wetland definition consistent with RCW 36.70A.030(48)? ☒ Yes ☐ No ☐ N/A Location in Text: 14.70.060 No changes
WETLANDS DELINEATION Wetlands are delineated using the approved federal wetland delineation manual and applicable regional supplements in accordance with WAC 173-22-035. See Ecology’s Wetland Delineation page and WAC 365-190-090 for additional assistance.	Are wetlands delineated using the approved Federal Wetland Delineation Manual and Regional Supplements? ☒ Yes ☐ No ☐ N/A Location in Text: 14.70.060 No changes

WETLANDS PROTECTION Policies and regulations protect the functions and values of wetlands. <u>RCW 36.70A.172(1)</u>. Counties and cities are encouraged to make their actions consistent with the intent and goals of “protection of wetlands”, Executive Order 89-10 as it existed on September 1, 1990. WAC 365-190-090(3) recommends using a wetlands rating system that evaluates the existing wetland functions and values to determine what functions must be protected. Ecology updated its recommended wetlands rating systems effective January 2015. For information on the rating system, including the July 2018 adjustments to ranges for habitat scores, see: • 2014 Updates to the Washington State Wetland Rating Systems • Washington State Wetland Rating System for Western Washington • Washington State Wetland Rating System for Eastern Washington For other resources and guidance on protecting wetlands, go to Ecology’s Local Wetland Regulations: Growth Management Act technical assistance and see: • Wetland Guidance for Critical Areas Ordinance (CAO) Updates: Western and Eastern Washington (2022)	Do the regulations use a rating system to determine wetlands protection? ☒ Yes ☐ No ☐ N/A Location in Text: 14.70.060(A)(1) No changes
CRITICAL AQUIFER RECHARGE AREAS Policies and regulations protect the functions and values of critical aquifer recharge areas. <u>RCW 36.70A.172(1)</u>. Policies and regulations protect the quality and quantity of groundwater used for public water supplies. <u>RCW 36.70A.070(1)</u> and <u>WAC 365-196-485(1)(d)</u>. The following references also relate to protection of groundwater resources: • <u>RCW 90.44</u> – Regulation of Public Groundwaters • <u>RCW 90.48</u> – Water Pollution Control • <u>RCW 90.54</u> – Water Resources Act of 1971 • <u>RCW 36.36.020</u> - Creation of aquifer protection area (1985) • WAC 365-190-100 Critical Aquifer Recharge Areas 2023 • WAC 173-100 Groundwater Management Areas and Programs (1988) • WAC 173-200 Water Quality Standards for Groundwaters of the State of Washington (1990) • WAC 365-196-735 Consideration of state and regional planning provisions (list) (2010) The Critical Aquifer Recharge Areas Guidance Document (2021) provides information on protecting functions and values of critical aquifer recharge areas, best available science, how to work with state and local regulations and adaptive management. Also, consider the following:	If groundwater is used for potable water, do regulations protect the quality and quantity of ground water? ☒ Yes ☐ No ☐ N/A Location in text: 14.70.020(B) No changes

CRITICAL AQUIFER RECHARGE AREAS - Prohibiting or strictly regulating hazardous uses in critical aquifer recharge areas (CARAs) and designating and protecting wellhead areas. See Ecology's guidance on Critical Aquifer Recharge Areas. - Limiting impervious surfaces to reduce stormwater runoff, as required under Phase I and II municipal stormwater permits. Ecology's Stormwater Manual for Western Washington (2012) includes low impact development (LID) related definitions, requirements, and an LID performance standard. See Stormwater Management and Design Manuals on Ecology's web page. - For additional guidance on LID resources, see Commerce's Incentivizing low-impact development guidebook.	Are the critical aquifer recharge regulations consistent with current mapping of these critical areas? ☒ Yes ☐ No ☐ N/A Location in text: 14.70 The code does not have a formal rating system for CARAs, but it has the language to identify and protect critical areas. No changes
FREQUENTLY FLOODED AREAS Regulations protect the functions and values of frequently flooded areas and safeguard the public from hazards to health and safety. RCW 36.70A.172(1). WAC 365-196-830 provides: "'Protection' in this context means preservation of the functions and values of the natural environment, or to safeguard the public from hazards to health and safety." WAC 365-190-110 directs counties and cities to consider the following when designating and classifying frequently flooded areas: - Effects of flooding on human health and safety, and to public facilities and services; - Available documentation including federal, state, and local laws, regulations, and programs, local studies and maps, and federal flood insurance programs, including the provisions for urban growth areas in RCW 36.70A.110; - The future flow flood plain, defined as the channel of the stream and that portion of the adjoining flood plain that is necessary to contain and discharge the base flood flow at build out; - The potential effects of tsunamis, high tides with strong winds, sea level rise, and extreme weather events, including those potentially resulting from global climate change; - Greater surface runoff caused by increasing impervious surfaces. Classification of and regulations for frequently flooded areas should not conflict with the FEMA requirements for the National Flood Insurance Program (NFIP). See Ecology's Frequently Flooded areas: Critical Areas Ordinance webpage and 44 CFR 60.	Are frequently flooded areas designated and regulated using FEMA and Ecology guidance? ☒ Yes ☐ No ☐ N/A Location in Text: 14.70.010(A) The code does not explicitly reference FEMA and Ecology guidance. Update made to 14.70.040(A)

FREQUENTLY FLOODED AREAS

Communities that are located on Puget Sound or the Strait of Juan de Fuca, or have lakes, rivers or streams that directly or indirectly drain to those water bodies, are subject to the NFIP Biological Opinion (BiOp) for Puget Sound. The biological opinion required changes to the implementation of the NFIP in order to meet the requirements of the Endangered Species Act (ESA) in the Puget Sound watershed. FEMA Region X has developed an implementation plan that allows communities to apply the performance standards contained in the Biological Opinion by implementing:

- 1) [a model ordinance](#);
- 2) [a programmatic Checklist](#); or
- 3) on a permit by permit basis as long as it can be demonstrated that there is no adverse effect to listed species. Communities have the option of utilizing their CAOs as part of a programmatic response to address the requirements of the biological opinion. FEMA must approve a community's biological opinion compliance strategy.

Additional resources:

RCW 86.12 Flood Control by Counties

RCW 86.16 Floodplain Management

RCW 86.26 State Participation in Flood Control Maintenance

RCW 86.16.041 Floodplain Management Ordinance and Amendments

[WAC 173-158-070](#) Requirements for construction in Special Flood Hazard Areas

Are you utilizing your CAO as part of a programmatic response to the BiOp?

☐ Yes

☒ No

☒ N/A

Location in Text:

N/A

DEFINITION OF GEOLOGICALLY HAZARDOUS AREAS

The definition of geologically hazardous areas is consistent with **RCW 36.70A.030(20)** and [WAC 365-190-120\(1\)](#).

"Geologically hazardous areas" means areas that because of their susceptibility to erosion, sliding, earthquake, or other geological events, are not suited to the siting of commercial, residential, or industrial development consistent with public health or safety concerns.

Is the geologically hazardous areas definition consistent with

RCW 36.70A.030(20)?

☒ Yes

☐ No

☐ N/A

Location in Text:

14.70.050(A)

City definition aligns with RCW, but could be updated for more consistency.

Update to
14.70.050(A)

PROTECTION OF GEOLOGICALLY HAZARDOUS AREAS Regulations protect the functions and values of geologically hazardous areas and safeguard the public from hazards to health and safety. <u>RCW 36.70A.172(1)</u>. <u>WAC 365-196-830</u> provides: "Protection" in this context means preservation of the functions and values of the natural environment, or to safeguard the public from hazards to health and safety." Geologically hazardous areas are designated, and their use is regulated or limited consistent with public health and safety concerns. <u>RCW 36.70A.030(20)</u> <u>WAC 365-190-120</u> describes the different types of hazardous areas: • Geologically hazardous areas include: • Erosion hazards • <u>Landslide hazards</u> • <u>seismic hazards</u> • <u>tsunami hazards</u> • <u>volcanic hazards</u> • <u>channel migration zones</u> • areas subject to other geological events such as coal mine hazards including: mass wasting, debris flows, rock falls, and differential settlement. The Department of Natural Resource's Washington Geological Survey <u>Geologic Hazards and the Environment</u> website includes information on earthquakes and faults, landslides, volcanoes and lahars, tsunamis, hazardous minerals, emergency preparedness, historic mines and includes geologic hazard maps that can be accessed from the <u>Geologic Information Portal</u>.	Are uses in geologically hazardous areas designated and regulated or limited consistent with public health and safety? ☒ Yes ☐ No ☐ N/A Location in Text: 14.70.050 No changes
DEFINITION OF FISH AND WILDLIFE HABITAT AND CONSERVATION AREAS The definition of fish and wildlife habitat conservation areas is consistent with <u>WAC 365-190-030(6)</u>. The definition of fish and wildlife habitat conservation areas was amended to state that they do not include: "<i>such artificial features or constructs as irrigation delivery systems, irrigation infrastructure, irrigation canals, or drainage ditches that lie within the boundaries of and are maintained by a port district or an irrigation district or company</i>".	Is the FWHCA definition consistent with WAC 365-190-030(6)? ☐ Yes ☒ No ☐ N/A Location in Text: Language in code needs updated. See section 14.20.030 – Definitions "Fish and wildlife habitat conservation area". Update made to 14.20.030

PROTECTION OF FISH AND WILDLIFE HABITAT AND CONSERVATION AREAS Policies and regulations protect the functions and values of fish and wildlife habitat conservation areas. <u>RCW 36.70A.172(1)</u> and <u>WAC 365-190-030(6)</u>. <u>WAC 365-190-130(4)</u> says local jurisdictions must consult current information on priority habitats and species identified by <u>WDFW</u>. Additional information that must be consulted is available from DNR's <u>natural heritage program</u> and <u>aquatic resources program</u>. BAS regarding biodiversity areas and corridors has advanced significantly. Recent updates and resources include: • <u>Aquatic Habitat Guidelines</u> • <u>Priority Habitat and Species maps</u> • <u>Priority Habitats and Species List</u> (updated June 2023) • <u>Priority Habitats and Species: Management recommendations:</u> • <u>Landscape Planning for Washington's Wildlife</u> (2009) • <u>Land Use Planning for Salmon, Steelhead and Trout</u> (2009) • <u>Riparian Ecosystems, Volume 1: Science Synthesis and Management Implications</u> (2020) • <u>Riparian Ecosystems, Volume 2: Management Recommendations</u> (2020) • <u>Riparian Management Zone Checklist for CAOs</u> (2023) • <u>Shrub-Steppe Management Recommendations</u> (2020) • <u>Oregon White Oak Woodlands Ecosystems Management Recommendations</u> (1998) • <u>Management recommendations for Washington's Priority Species</u> (by taxa) • <u>Puget Sound Kelp Conservation and Recovery Plan</u> (2020) • <u>Stream Habitat Restoration Guidelines</u> (2012) • <u>Water Crossing Design Guidelines</u> (2013) "Areas where endangered, threatened, and sensitive species have a primary association" must be considered per <u>WAC 365-190-130(2)(a)</u>. Consult WDFW's <u>Threatened and Endangered Species list</u> and U.S. Fish and Wildlife Service's <u>Information for Planning and Consultation</u> resources for up to date information on all state and federal listed species. Also see the <u>Puget Sound Partnership's Salmon Recovery website</u> for Water Resource Inventory Area (WRIA) Plans in Puget Sound.	Have you reviewed your regulations regarding any applicable changes in management recommendations for priority habitats and species? ☒ Yes ☐ No ☐ N/A Location in Text 14.70.070(2) This ordinance was updated in 2020, confirm code reflects this. This appears to be met. Have you reviewed your regulations regarding any changes in species listings? ☒ Yes ☐ No ☐ N/A Location in Text 14.70 Review and update as needed to align with the most current species list. TBD
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DESIGNATING AND PROTECTING WATERS OF THE STATE RCW 90.48.020 defines waters of the state, which include all surface waters, salt waters, groundwater and all other water courses in Washington. WAC 365-190-130(2)(f) recommends designating all waters of the state as fish and wildlife habitat conservation areas (FWHCAs). Stream types are classified in WAC 222-16-030 with field verification, or an alternate system that considers factors listed in WAC 365-190-130(4)(f)(iii). See http://www.dnr.wa.gov/forest-practices-water-typing to use Washington State Department of Natural Resources (DNR)'s stream typing system. Establish riparian management zones to maintain no net loss of riparian ecosystem functions and values. Designate areas that risk contaminating or harming shoreline resources including tidelands and bedland suitable for shellfish harvest, kelp and eelgrass beds and forage fish spawning areas.	Do you designate waters of the state as FWHCAs? ☒ Yes ☐ No ☐ N/A Location in Text: 14.70.070(A)(5) No changes Do your regulations protect waters of the state? ☒ Yes ☐ No ☐ N/A Location in Text: 14.70 No changes
ANADROMOUS FISHERIES Policies and regulations for protecting critical areas give special consideration to conservation or protection measures necessary to preserve or enhance anadromous fisheries. RCW 36.70A.172(1) is the requirement and WAC 365-195-925 lists criteria involved. This requirement applies to all five types of critical areas. WAC 365-190-130(4)(i) recommends sources and methods for protecting fish and wildlife habitat conservation areas, including salmonid habitat. Counties and cities may use information prepared by the United States Department of the Interior Fish and Wildlife Service, National Marine Fisheries Service, the Washington State Department of Fish and Wildlife, the State Recreation and Conservation Office, and the Puget Sound Partnership to designate, protect and restore salmonid habitat. Counties and cities should consider recommendations found in the regional and watershed specific salmon recovery plans (see the Governor's Salmon Recovery Office webpage and the Puget Sound Partnership's Salmon Recovery webpage). Land Use Planning for Salmon, Steelhead and Trout: A land use planner's guide to salmonid habitat protection and recovery (October 2009) is an excellent resource.	Do your regulations give special consideration to anadromous fisheries? ☒ Yes ☐ No ☐ N/A Location in Text: 14.70.020(C)(3)(b)(3) No changes

The Critical Areas Ordinance (CAO) allows for “reasonable use” if the CAO would otherwise deny all reasonable use of property. Reasonable use provisions should limit intrusions into critical areas to the greatest extent possible and apply the mitigation sequence as needed for no net loss of ecosystem functions and values **RCW 36.70A.370**. Common exemptions include emergencies, remodels that do not further extend into critical areas, surveying, walking, and development that has already been completed with critical areas review under a previous permit. See [*Critical Areas Handbook, Chapter 3: Structuring Critical Areas Regulations, p.10 \(Updated 2022\).*](#)

14.10.050
No changes

N/A – Counties only
No changes

N/A
No changes

GOOD IDEAS Non-regulatory measures to protect or enhance functions and values of critical areas may be used to complement regulatory methods. These may include: • public education • stewardship programs • pursuing grant opportunities • water conservation • joint planning with other jurisdictions and non-profit organizations • stream and wetland restoration activities • transfer of development rights Monitoring and adaptive management is encouraged in WAC 365-195-905(6) to improve implementation of your regulations. See Commerce’s Monitoring and Adaptive Management chapter in the Critical Areas Handbook, Chapter 7: Monitoring and Adaptive Management of Critical Areas (2022).	Are you using non-regulatory measures to protect critical areas? ☒ Yes ☐ No Location in Text: 14.70 Does the city include other types of methods? TBD Do you have a monitoring and adaptive management program for your CAO? ☐ Yes ☒ No Location in Text: TBD
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Development Regulations V1

List of Updated Sections

Title 14

- 14.20.030 Definitions
 - Child day care in-home facility
 - Co-housing
 - Emergency Housing
 - Emergency shelter
 - Existing building
 - Fish and wildlife habitat conservation area
 - Public utilities
- 14.50.030 Table of permitted uses
 - Day care, child in-home facility
 - Emergency housing
 - Emergency shelter
 - Secure community transition facility
- 14.60.030 Density, dimension, area, height, and setback standards.
 - Footnote 18
- 14.60.070(B)(1) Parking and loading standards, Design Standards
- 14.60.170 Accessory buildings, structures, dwelling units, and uses.
- 14.60.180 Housing standards.
- 14.60.210(A) Temporary homeless encampments
- 14.70.020(C)(4) General provisions
- 14.70.040(A) Special flood hazard areas
- 14.70.050(A) Geologic hazard areas
- 14.90.030 General requirements.
- 14.90.040 Required improvements.
- 14.90.050(E)(1) General application requirements

Title 14

UNIFIED DEVELOPMENT REGULATIONS¹

CHAPTER 14.10 ADMINISTRATION OF THE UNIFIED DEVELOPMENT CODE

14.10.010 Introduction.

The City of College Place has consolidated the primary regulations governing the use and development of land into a single unified development code. College Place Municipal Code Title 14, also known as the College Place Unified Development Code, includes a single set of definitions, procedures, and standards and is intended to be the principal source of information for business and property owners, developers, residents, and interested citizens. If you have questions about this document, please don't hesitate to contact the City of College Place Planning Department.

A. The following is a brief summary of key planning roles in the City of College Place:

1. The College Place city council is the legislative body of the city and is the only body which can adopt or amend an ordinance, which includes amendments to the city comprehensive plan and development regulations. The city council also confirms the appointment by the mayor of the city administrator, the hearing examiner, planning commissioners, historic preservation commissioners, and members of the economic development, tourism, and events commission. In addition, the city council appoints the members of the parks, arbor, and recreation board.
2. The mayor is the chief executive officer and ceremonial head of the city. The mayor appoints the city administrator and sees that all laws and ordinances are faithfully enforced.
3. The city administrator assists the mayor in the performance of his/her/their duties and supervises the various city departments. The city administrator functions as the chief administrative officer, serves as the personnel officer for the city, designates city staff responsible for the performance of duties identified in this title, and performs other administrative duties as assigned.
4. The community development director, as authorized by the city administrator, serves as the lead staff person responsible for the administration of this title, overseeing the implementation of all planning requirements and activities in the city, making administrative decisions on certain land use applications, and interpreting the provisions of this Code.
5. The city building official, as authorized by the community development director, administers, and enforces the international building and related codes, as adopted by the city.

¹Editor's note(s)—Ord. No. 20-021, §§ 1—3, adopted Nov. 24, 2020, repealed the former Tit. 14, Chs. 14.10—14.130, and enacted a new Tit. 14 as set out herein. The former Tit. 14 pertained to similar subject matter, and derived from Ord. No. 19-021, § 2(Exh. A), 11-12-2019.

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6. The city fire marshal, as authorized by the city fire chief, administers, and enforces the International Fire Code, and related codes, as adopted by the city, including but not limited to inspection of structures and land uses for compliance.
 7. The city public works director, as authorized by the city administrator, is responsible for the operation and maintenance of essential city services including water, sanitary sewer, storm water management, and streets. In this capacity, the public works director participates in the review and approval of development permits and the enforcement of city standards.
 8. The city engineer, including any city contract engineer (hereinafter referred to as "city engineer"), as authorized by the public works director, is responsible for the implementation of the City of College Place Engineering Design Standards. In this capacity the city engineer participates in the review and approval of development applications, the review and approval of the design and construction of infrastructure improvements, approving financial protections, and the enforcement of city standards.
 9. The city hearing examiner is authorized to receive and examine available information, conduct public hearings, prepare a record thereof, enter findings of fact and conclusions based upon those facts, make recommendations, and prepare a record of decision for certain land use applications and appeals.
 10. The city attorney advises the mayor, city administrator, city council, city boards and commissions, and city staff regarding the legal interpretations, applications, and the enforcement of this title. In addition, the city attorney may initiate code enforcement actions on behalf of the city.
 11. The city planning commission is the planning advisory body to the mayor and city council and makes recommendations on long range planning matters, supports current planning activities as specified in this title, and performs other duties as assigned by the city council. For more information about the College Place Planning Commission, see Chapter 2.32.
 12. The historic preservation commission has been established to promote awareness and preservation of the city's history. One major responsibility of the historic preservation commission is reviewing proposed changes to the College Place Register of Historic Places. The commission also serves as the local review board for special valuation of historic properties as provided in RCW 84.26. For more information about the College Place Historic Preservation Commission see College Place Municipal Code Chapter 14.110.
 13. The parks, arbor and recreation board makes recommendations to the mayor and city council on the acquisition, control, improvement, beautification, and planning of all public parks and recreation facilities. For more information about the College Place Parks, Arbor, and Recreation Board, see Chapter 2.62.
 14. The economic development, tourism, and event commission provides special knowledge and expertise to the mayor and city council relative to monitoring, assessing and strengthening existing economic development strategies and developing new strategies. For more information about the College Place Economic Development, Tourism, and Event Commission, see Chapter 2.3.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 3, 1-23-2024)

14.10.020 Administrative roles and responsibilities.

- A. Unless otherwise provided by the city administrator, the community development director, and his/her/their designees, are hereby authorized to perform, the following:

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1. Establish and maintain such application forms and administrative procedures as may be necessary to implement this title;
 2. Interpret ordinances, codes, and requirements and determine the applicability of this title to proposed uses, projects and development activities;
 3. Prepare and upon approval by the city council, implement a fee schedule for all land use, development, and building permit activities;
 4. Serve as the SEPA responsible official;
 5. Review and approve or deny land use, shoreline, building permit, and related permits in accordance with the provisions of this title;
 6. Inspect and examine any structure or tract of land and within the sole discretion of the city, to order in writing the remediation of any condition found to exist or reasonably likely to occur in violation of any provision of this Code;
 7. Enforce city ordinances, codes, and regulations including the approval of compliance plans, the imposition of fines for violations, the issuance of stop work orders, and/or the imposition of penalties;
 8. Manage the activities of city staff and liaison with consultants involved in planning and land use activities; and
 9. Represent the city in working with other local, county, state, and federal planning and natural resource management agencies, and the like.
- B. Unless otherwise provided, the building official is authorized to perform such activities as may be necessary to administer the International Building and related codes as adopted by the city. This may include, but is not limited to:
1. Review building plans and building permit applications;
 2. Issue or deny building permits;
 3. Inspect construction; and
 4. Issue certificates of occupancy.
- C. The office of the hearing examiner is established along with the authority and duties of the position in College Place Municipal Code Chapter 2.50.
- (Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 4, 1-23-2024)

14.10.030 Administrative interpretations.

- A. In their interpretation and application, the provisions of this title are intended to be minimum requirements. Nothing in this title is intended to impair, annul or abrogate any easement, covenant or other agreements between parties, public or private, nor is it in any way intended to interfere with any existing regulations previously adopted pursuant to law, relating to the use of land; provided, however, that when the requirements of this title appear to be inconsistent with the requirements of any lawfully adopted rules, regulations or ordinances, the city may make an administrative code interpretation to resolve any potential inconsistency.
- B. Any person may submit a reasonable written request to the city for a formal interpretation of the provisions of this title, or those codes referenced by this title. The request shall identify the specific provision(s) in question and shall include relevant background information and supporting documentation. If accepted by the city, the request shall be processed in accordance with the applicable provisions of this title.

14.10.040 General provisions.

- A. Except as provided in this title, the following general provisions apply:
1. No land, building, structure or premises shall be used, designed or intended to be used for any purpose or in any manner other than in a use listed in this title or amendment thereto as permitted in the zone in which such land, building, structure or premises is located.
 2. No designated yards or open spaces surrounding any building or structure shall be encroached upon or reduced in any manner except in conformity with the building site, area and yard requirements established by this title, nor shall any yard or open space associated with any building or structure for the purpose of complying with the requirements of this title or amendments thereto be considered as providing a yard or open space for any other building or structure.
 3. No building or structure shall be erected or moved onto a site and no existing building or structure shall be altered, enlarged, or reconstructed except in conformity with this title. Nor shall any building or structure be erected or structurally altered to exceed in height the limit established by this title or amendment thereto for the zone in which such building or structure is located.
 4. No buildings or permanent structures shall be permitted over a utility easement.
 5. All new buildings and development activities that require water and sewer service shall connect to the city systems if available, in accordance with the provisions of the Laws of Washington State.
- B. Nothing contained in this title shall require any change in any existing building or structure, construction or planned use of a proposed building, which would conform to the zoning regulations then in effect and for which building permit plans are on file in City Hall prior to the effective date of the ordinance codified in this title and the construction of which building or structure shall have been started within the time requirements of such building permit and diligently worked upon to its completion, unless by some other operation of applicable law.
- C. No land use in violation of local, state, or federal law shall be allowed in any zone within the City of College Place and are hereby expressly prohibited.
- D. In cases where multiple lots under common ownership will be used for one building site, and in particular those cases where a structure is proposed to be built across a lot line or within lot setbacks, the lots shall be consolidated into one lot.
1. The consolidation shall be prepared by the owner(s) or their representative and subject to review and approval by the city in the same manner as a boundary/lot line adjustment; and
 2. Upon approval, the consolidation shall be recorded at the office of the county auditor.
- E. Upon discovery of any human remains, artifacts, or evidence of potential archaeological or cultural resources all construction activities or uses authorized under this title shall be suspended pending authorization to proceed from the city, and/or the Washington State Department of Archaeology and Historic Preservation, in accordance with the provisions of state and federal law, including, but not limited to, Revised Code of Washington Sections 68.50.645, 27.44.055, and 68.60.055.
1. If ground disturbing activities encounter human skeletal remains during the course of construction, then all activity will cease that may cause further disturbance to those remains. The area of the find will be secured and protected from further disturbance until the Washington State Department of Archaeology and Historic Preservation (DAHP) provides notice to proceed. The finding of human skeletal remains will be reported to the College Place Police Department and the Walla Walla County

Coroner in the most expeditious manner possible. The remains will not be touched, moved, or further disturbed. The county coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county coroner determines the remains are non-forensic, then they will report that finding to the department of archaeology and historic preservation who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The state physical anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the Confederated Tribes of the Umatilla Indian Reservation. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains.

2. If ground disturbing activities encounter artifacts, or evidence of potential archaeological or cultural resources during construction, then all activity will cease that may cause further disturbance to those items. The project sponsor shall immediately contact the College Place Department of Community Development to determine how best to secure the site and to consult with the Confederated Tribes of the Umatilla Indian Reservation and the DAHP.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 5, 1-23-2024)

14.10.050 Reasonable use exception.

In the event that the strict and literal interpretation of this title serves to deny a property owner all reasonable use of their property, the property owner may apply for a reasonable use exception and may request the minimal relief necessary to enable the reasonable use of their property. Only valid and complete requests will be processed pursuant to this title.

- A. Reasonable use exceptions may be granted when:
 1. Application of this title would deny all reasonable economic use of the property;
 2. There are no other practical alternatives to the proposed use that would have less impact;
 3. The inability to derive reasonable economic use of the property is not the result of subdivision or other actions by the applicant;
 4. No other reasonable economic use has less adverse impact(s);
 5. The proposal protects and mitigates impacts to the functions and values of critical areas to the greatest extent feasible, consistent with the best available science;
 6. The proposal does not pose a threat to the public health, safety, or welfare on or off the development proposal site; and
 7. The proposal is consistent with other applicable regulations and standards.
- B. Burden of Proof. The burden of proof shall be on the applicant to bring forth evidence in support of the application and to provide sufficient information on which any decision has to be made on the application.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.10.060 Fees.

Fees and charges for administering the provisions of this title shall be set by action of the city council.

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- A. Applicants permits/approvals/actions shall be responsible for reimbursing the city for the cost of professional consultant services, if the city determines such services are necessary to complete its review of the application submittal.
 - 1. The city may require the applicant to deposit an estimated amount with the city, to be sufficient to cover anticipated costs of retaining professional consultant services and to ensure reimbursement to the city for such costs. This may include the execution of a formal cost recovery agreement.
 - 2. Any unused funds will be returned to the applicant upon completion and/or finalization of project.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 6, 1-23-2024)

14.10.070 Financial protections.

During the review of any application for a land use, zoning, building, or other development activity, a project sponsor may propose, subject to city review and approval, and/or the city may require that a bond(s) or similar forms of financial guarantee or protection be posted to ensure continued compliance with any conditions imposed, including the construction of required improvements, the adherence to city standards, and/or maintenance, repair or replacement of such improvements.

- A. Financial Protection for Performance.
 - 1. The acceptance of financial protection in lieu of completion of required improvements on developments and projects shall be at the sole discretion of the city.
 - 2. Conditions for financial protection on subdivisions, developments, projects or phases thereof with a residential component shall be as follows:
 - a. Financial guarantees shall not be accepted in lieu of required improvements until:
 - (1) The requesting party demonstrates ownership by means acceptable to the city.
 - (2) Permanent slope retention improvements (cut, fill, retaining walls, etc.) and permanent measures and improvements necessary to mitigate floodplain, stormwater and groundwater concerns have been completed with erosion control measures in place and maintenance bonds, where required, are provided in an amount and term acceptable to the city, to ensure the long-term integrity of the improvements.
 - (3) The party requesting a financial guarantee executes and records an agreement with the city with language acceptable to the city that runs with the land such that:
 - (a) The requesting party acknowledges that no structures will be occupied, and no occupancy permits shall be issued by the city until all improvements approved for construction, including financially guaranteed improvements are completed to city satisfaction.
 - (b) All purchase and sales agreements include language notifying prospective buyers that occupancy will not be granted until all infrastructure is complete to city satisfaction.
 - (c) All purchase and sales agreements shall include blanket construction access easements to allow construction of required improvements after sale of property and an indemnification clause to protect the city against

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- issues related to construction access, improvements and corrections on sold properties until final acceptance.
- (d) City shall be reimbursed for all costs related to addressing buyer concerns over incomplete and/or unapproved infrastructure where reimbursement shall be required prior to issuance of occupancy permits.
 - (e) The requesting party warrants all improvements for a period of two years after the final improvement is approved.
- (4) Additionally, the following requirements shall apply to all subdivisions:
- (a) Lot pins on all property corners and where necessary to establish ownership are established by a surveyor licensed to practice in the state of Washington.
 - (b) Conditions of approval include requirement to note on the plat that no occupancy permits shall be issued by the city until all improvements approved for construction, including financially guaranteed improvements are completed to city satisfaction.
- b. No occupancy permit for a structure other than a temporary contractor's office or temporary storage building, or a single model home shall be issued for a structure on a lot or parcel within an approved subdivision or within a development, project or phase prior to:
- (1) Final inspection and approval of all required infrastructure improvements approved for construction including financially guaranteed improvements; and
 - (2) Provision of any financial guarantees for maintenance where required by special council resolution.
- c. Partial financial protection releases shall be allowed for approved infrastructure upon the following conditions:
- (1) Requestor provides a list of all improvements requested for release with originally guaranteed amounts.
 - (2) Requestor reimburses the city for partial release inspection and review at three percent of total requested release to include the costs of incomplete or unapproved items previously requested for release if included in the request. Reimbursement shall be made in advance of review.
 - (3) Release of requested infrastructure shall be at city discretion based on whether or not the infrastructure has been approved.
 - (4) Request for final release of all improvements where some improvements are not approved, shall be considered a partial release.
3. Conditions for financial protection on subdivisions, developments, projects or phases thereof without a residential component shall be established by the city on a case by case basis.
4. Applicants applying to financially guarantee improvements shall submit an itemized estimate of all improvements to be financially guaranteed. Estimates shall either be prepared and stamped by a professional engineer licensed to practice in the state of Washington or shall meet alternative requirements satisfactory to the city engineer.

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5. The city engineer shall review and modify the submitted estimate to ensure adequate city protection in event of default of the applicant and shall set the financial protection amount at 125 percent of the final estimate.
- B. Improvement Warranty Required.
1. All public improvements or improvements with a public nexus such as water, sewer and stormwater lines, streets, sidewalks, permanent slope retention improvements (cut, fill, retaining walls, etc.) and permanent measures and improvements necessary to mitigate floodplain, stormwater and groundwater concerns approved by the city shall be warranted for a period of two years. Alternatively, staff may recommend financial protection for maintenance of critical improvements for a period not to exceed two years.
 2. The warranty period shall start upon final approval of all improvements.
- C. Financial Protection Options.
1. Performance Bond. A performance bond shall be obtained from a surety bonding company authorized to do business in the state. The bond shall be payable to the city and shall be in an amount sufficient to cover the cost of the improvements as estimated by the city engineer. The duration of the bond shall be until such time the improvements are accepted by the city.
 2. Financial Institution Financing. If this type of financial protection is selected by the subdivider, the following steps shall be taken:
 - a. The subdivider shall provide, from a bank or other reputable lending institution or an individual subject to the approval of the city, a letter of credit. This letter shall be deposited with the city and shall certify that:
 - (1) The lending institution does guarantee funds in an amount equal to the estimate prepared by the city engineer.
 - (2) In the case of failure on the part of the applicant to complete the specified improvements within the required time period, the lending institution shall pay to the city immediately within legal action time limits and notification, and without further action, such funds as are necessary to finance the completion of those improvements up to the limit of the funds so guaranteed.
 - (3) These funds may not be withdrawn or reduced in amount until released by the city.
 - (4) The subdivider executes a security agreement in which the funds so guaranteed shall be listed as security with appropriate financing statements filed in accordance with Revised Code of Washington Title 62A Uniform Commercial Code (RCW 62A. 9A-401).
 - b. List all work in payable items, e.g., quantity, description, unit, it cost and amount.
 - c. Payment for the work done by the subdivider may be made in one lump payment upon completion of all of the work and acceptance thereof, or in smaller payments covering a completed segment or segments of work and acceptance thereof. In either case, at the subdivider's request, the city and a representative of the lending institution involved will inspect the work and release funds for payment of acceptable work. The lending institution shall make arrangements so that disbursements will be made to contractors whose work has been accepted, and the contractor shall certify that the work was done on the project, and that he/she/they waives his/her/their lien against the project. The contractor shall further certify that the wages of his employees as they pertain to the project have been

paid in full. The financial institution shall also honor drafts drawn by the city for work done on the project by the city. The subdivider would qualify as a contractor if he/she/they did a portion of the work.

- d. The percent of the funds shall be retained in the account until the city has accepted the entire development.
3. Personal Fund Financing. If this type of financial protection is selected by the subdividers, he/she/they shall take the following steps:
- a. The subdividers shall deposit cash, or other instrument readily convertible into cash at face value, either with the city or in escrow with a bank or other reputable financial institution. The use of the instrument other than cash, and in the case of an escrow account, the financial institution with which the funds are to be deposited, shall be subject to the approval of the city. The amount of the deposit shall not be less than the cost estimate of the improvements as prepared by the city engineer. In the case of an escrow account, the subdivider shall file with the city an agreement between the financial institution and himself/herself/theirself guaranteeing the following:
 - (1) That the funds of said escrow account shall be held in trust until released by the city engineer and may not be used or pledged by the subdivider as security in any other matter during that period.
 - (2) That in the case of failure on the part of the subdivider to complete said improvements in the specified time, then the financial institution shall immediately make the funds in said account available to the city for use in completion of those improvements.
 - b. List all work in payable items, e.g., quantity, description, unit, it cost and amount.
 - c. Payment for the work done by the subdivider may be made in one lump payment upon completion of all of the work and acceptance thereof, or in smaller payments covering a completed segment or segments of work and acceptance thereof. In either case, at the subdivider's request, the city engineer and a representative of the lending institution involved will inspect the work and release funds for payment of acceptable work. The lending institution shall make arrangements so that disbursements will be made to contractors whose work has been accepted, and the contractor shall certify that the work was done on the project, and that he/she/they waives his/her/their lien against the project. The contractor shall further certify that the wages of his/her/their employees as they pertain to the project have been paid in full. The financial institution shall also honor drafts drawn by the city for work done on the project by the city. The subdivider would qualify as a contractor if he/she/they did a portion of the work.
 - d. Any interest accrued to the funds in escrow shall be credited to the subdivider to be used as desired.
 - e. The percent of the funds shall be retained in the account until the city has accepted the entire development.
4. Any other financial arrangement having features which will guarantee performance without loss to the city and reimbursement in the event of default on completion of work as specified.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 7, 1-23-2024)

14.10.080 Development agreements.

- A. The city may, in accordance with the provisions of RCW 36.70B.170-210, enter into a development agreement with a person(s) having ownership or control of real property within its jurisdiction, or outside its boundaries as part of a proposed annexation or a utility service agreement.
 - 1. The execution of a development agreement is a proper exercise of the city's police power and contract authority.
 - 2. A development agreement may obligate a party to fund or provide services, infrastructure, or other facilities.
 - 3. A development agreement shall reserve authority to impose new or different regulations to the extent required by a serious threat to public health and safety.
- B. A development agreement must set forth the development standards and other provisions that shall apply to, govern and vest the development, use, and mitigation of the development of the real property for the duration specified in the agreement, provided that:
 - 1. The development agreement shall be consistent with all applicable development regulations.
 - 2. The provisions of this section do not affect the validity of a contract rezone, concomitant agreement, annexation agreement, or other agreement in existence or adopted under separate authority.
 - 3. For the purposes of this section, "development standards" include, but are not limited to:
 - a. Project elements such as permitted uses, residential densities, and nonresidential densities and intensities or building sizes;
 - b. The amount and payment of impact and mitigation fees imposed or agreed to in accordance with any applicable provisions of state law, any reimbursement provisions or other financial contributions by the property owner, inspection fees, or dedications;
 - c. Mitigation measures, development conditions, and other requirements under RCW 43.21C;
 - d. Design standards such as maximum heights, setbacks, drainage and water quality requirements, landscaping, and other development features;
 - e. Affordable housing;
 - f. Parks and open space preservation;
 - g. Phasing;
 - h. Review procedures and standards for implementing decision;
 - i. A build-out or vesting period for applicable standards; and
 - j. Any other appropriate development requirement or procedure.
- C. Development agreements applicable to properties within the boundaries city are limited to a ten-year timeframe. An extension of one to ten years may be exercised upon mutual approval of both the developer and the city. Development agreements applicable to properties outside of the city boundaries may continue in effect until a date as specified in the agreement. Agreements outside the city may contain variable expiration dates for some, or all, of the standards listed in this section.
- D. Upon approval, a development agreement shall be recorded with the Walla Walla County Auditor.
 - 1. During the term of a development agreement, it is binding on the parties and their successors.

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2. Unless amended or terminated, a development agreement is enforceable during its term by a party to the agreement.
 3. Any permit or approval issued by the city after the execution of a development agreement must be consistent with the terms of the development agreement.
 4. A development agreement and the development standards incorporated in the agreement govern during the term of the agreement, or for all or that part of the build-out period specified in the agreement, and may not be subject to an amendment to a zoning ordinance or development standard or regulation or a new zoning ordinance or development standard or regulation adopted after the effective date of the agreement.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.10.090 Liability.

- A. Interpretation, enforcement, and all other actions or inactions taken pursuant to this title by the city and its employees, volunteers, and agents, are general governmental functions creating a duty to the public as a whole and not to any one person, group, other governmental or regulatory agency, or entity, including to third parties and no claim, liability, or cause of action may arise from the city's acts or inactions.
- B. The city assumes no responsibility and is not liable for any injury, death, or damages of any kind whatsoever resulting from any act or inaction taken by the city pursuant to this title.
- C. No city action or inaction relieves a person, group, or entity of responsibility for all injury, death or damages, of any kind whatsoever arising out of the person, group, or entity's acts or omissions.
- D. The denial or issuance of a permit, approval or denial of use, inspection, noninspection, certification, approval, disapproval, charge or acceptance of payment, security, or proof of insurance, or other review or action by the city is not a representation, guarantee, promise, or warranty, expressed or implied, of any kind or nature whatsoever that any structure, component, material, device, service, installation, equipment, facilities and the like, improvement, property, land, or use is appropriate, safe, functional, or complies with all applicable laws. Nor is it permission to use or not use land in a way that does not comply with all applicable laws and duty of care.
- E. The use of land in College Place is done at the sole risk of the user.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 8, 1-23-2024)

14.10.100 Severability.

If any provision of this title, or its application to any person or legal entity, is held to be invalid, the remainder of this title or the application of this title or the application of the provision to other persons or entities or circumstances shall not be affected.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

CHAPTER 14.20 DEFINITIONS

14.20.010 Introduction.

Certain terms and words used in this title may have special meaning as defined in this chapter.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.20.020 Interpretations.

- A. Except where specifically defined in this chapter, all words used in this title shall carry their customary meanings. Words used in the present tense include the future; the plural includes the singular and vice versa; the word "shall" is mandatory; "may" is permissive; the words "used or occupied" are considered as though followed by the words "or intended, arranged, or designed to be used or occupied"; and the word "lot" includes the words "plot, tract, or parcel."
- B. Any word not specifically defined in this chapter shall have the meaning as defined by and determined by the city in accordance with the provisions of:
 - 1. The Revised Code of Washington (RCW);
 - 2. The Washington Administrative Code (WAC);
 - 3. North American Industry Classification System (NAICS), 2017 Edition or as subsequently updated;
 - 4. Webster's Dictionary; and
 - 5. Administrative code interpretations by the city.
- C. Any question or uncertainty about the meaning of a word used in this title may, at the sole discretion of the city, be resolved by an administrative code interpretation.
- D. References to the International Codes shall include the International Building Code, the International Residential Code, and related codes as adopted, or subsequently amended, by the city council.
- E. References to the City of College Place Engineering and Design Standards shall include the following documents, as approved, or subsequently amended by the city council:
 - 1. The City of College Place Standard Specifications and Drawings; and
 - 2. The City of College Place Stormwater Facility Standards.
- F. References in the College Place Municipal Code to Titles 15, 16, 17 18, or 19 shall refer to the comparable provisions in Title 14, as determined by the city.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.20.030 Definitions.

- A. The following words and phrases are hereby defined as follows, unless otherwise determined by the city through an administrative code interpretation:

"Accessory building" means a building or structure, the use of which is incidental and subordinate to the principal or main building or use on the same lot, including a private garage or carport. If an accessory building is attached to the main building by a common wall or roof, the accessory building shall be considered a part of the main building. Garden houses, tool sheds, playhouses or greenhouses are examples of accessory buildings.

"Accessory use" means a use incidental and subordinate to the principal use and located on the same lot or in the same building as the principal use.

"Adjacent" in the context of administering the critical areas protections in College Place Municipal Code Chapter 14.70 shall mean any activity or development located:

- a. On a site immediately adjoining a critical area;
- b. A distance equal to or less than the required critical area buffer width and building setback;
- c. A distance equal to or less than 200 feet upland from a stream, wetland, or water body;
- d. Bordering or within the floodway, floodplain or channel migration zone; or
- e. A distance equal to or less than 200 feet from a critical aquifer recharge area.

"Adult home" or "adult family home" means a residential home, licensed by Washington State, to provide personal care to up to six adults.

"Base flood" means a flood event having a one percent chance of being equaled or exceeded in any given year, also referred to as the 100-year flood. Designations of base flood areas on flood insurance map(s) always include the letters A or V.

"Bed and breakfast inn" means a hotel or similar lodging facility offering from one to eight overnight lodging units to travelers or guests.

"Boarding house" or "rooming house" or "lodging house" means a dwelling unit having only one kitchen within which is provided not more than two guest rooms providing lodging (with or without provision of meals) for compensation. A boarding, rooming or lodging house containing three or more guest rooms shall be considered a hotel. Boarding, rooming and lodging houses shall not be construed to mean convalescent, nursing, adult family, or retirement homes.

"Camper" means a structure designed to be mounted upon a motor vehicle which provides facilities for human habitation or for temporary outdoor or recreational lodging and which is five feet or more in overall length and five feet or more in height from its floor to its ceiling when fully extended, but shall not include motor homes as defined in RCW 46.04.305.

"Child day care center" means an agency that regularly provides child day care and early learning services for a group of children for periods of less than 24 hours.

"Child day care in-home facility" or "family day care provider" means a facility licensed by Washington State where care is provided for not more than 12 children in the provider's home living quarters except as provided in RCW 43.216.692.

"Closed record appeal" means an administrative appeal on the record to a local government body or officer, including the legislative body, following an open record hearing on a project permit application when the appeal is on the record with no or limited new evidence or information allowed to be submitted and only appeal argument allowed.

"Co-housing" means a residential development that combines individual owned dwelling units that are independently rented and lockable clustered around shared space. Units may have smaller kitchens with a larger community kitchen and dining room intended for communal use on a regular basis. The development may also provide other facilities for communal use and interaction, and in which residents may agree to share in the provision of regular communal services such as cooking meals or providing child care.



(Source: strongtowns.org / cohousing.org)

"Cottage housing" means a grouping of small, single-family dwelling units clustered around a common area and developed with a coherent plan for the entire site.



"Critical aquifer recharge area" means areas designated by the city in accordance with the provisions of WAC 365-190-030(3) and WAC 365-190-100 that are determined to have a critical recharging effect on aquifers used for potable water.

"Dwelling" or "dwelling unit" means a building designed for residential purposes that contains complete independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.

"Dwelling, multiple residential units" or "multiple family dwelling" means a building containing three or more dwelling units. This definition includes "row house" and may include condominiums.

"Dwelling, single residential unit " or "single-family residence", means a building containing one dwelling unit. Single residential dwelling units may be site-built or manufactured off-site, such as modular housing.

"Dwelling, two residential units" or "duplex," means a building on a lot containing two dwelling units.

"Dwelling unit, accessory (ADU)" means a dwelling unit that is use incidental and subordinate to a principal use that is located on the same lot or in the same building as the principal use.

"Early learning" includes but is not limited to programs and services for childcare; state, federal, private, and nonprofit preschool; childcare subsidies; childcare resource and referral; parental education and support; and training and professional development for early learning professionals.

Essential Public Facilities RCW 36.70A.200

"Emergency housing" means temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.

"Emergency shelter" means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.

"Existing building" means a building that received a certificate of occupancy at least three years prior to the permit application to add housing units.

"Fish and wildlife habitat conservation area" means areas as determined by the city to be necessary for maintaining species in suitable habitats within their natural geographic distribution so that isolated subpopulations are not created. These areas are designated in accordance with the provisions of WAC 365-190-030(6) and WAC 365-190-130. These areas are guided by the state's priority habitats and species list and include the following:

- a. Areas with which state or federally designated endangered, threatened, and sensitive species have a primary association;
- b. Habitats of local importance, including but not limited to areas designated as priority habitat by the department of fish and wildlife, areas that provide important habitat for neotropical migratory songbirds, areas that provide important habitat for wintering birds of prey, and areas that provide unique habitats within the city;
- c. Naturally occurring ponds under 20 acres and their submerged aquatic beds that provide fish or wildlife habitat, including those artificial ponds intentionally created from dry areas in order to mitigate impacts to ponds;
- d. Waters of the state, including lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and watercourses within the jurisdiction of the State of Washington;
- e. Lakes, ponds, streams, and rivers planted with game fish by a governmental or tribal entity;
- f. State natural area preserves and natural resource conservation areas; and
- g. Land essential for preserving connections between habitat blocks and open spaces.

Fish and wildlife habitat conservation areas include those areas identified in WAC 365-190-030(6); however, such areas do not include artificial features or constructs such as irrigation delivery systems, irrigation infrastructure, irrigation canals, or drainage ditches that lie within the boundaries of and are maintained by a port district, irrigation district, or irrigation company.

"Floodplain" means the total land area adjoining a river, stream, watercourse or lake subject to inundation by the base flood.

"Floodway" or "zero rise floodway" means the channel of a river or other watercourse and the adjacent land area that must be reserved in order to discharge the base flood without cumulatively increasing the surface water elevation more than one foot.

"Frequently flooded areas" means lands in the floodplain subject to a one percent or greater chance of flooding in any given year and those lands that provide important flood storage, conveyance, and attenuation functions, as determined by the city in accordance with the provisions of WAC 365-190-030(8)80(3) and WAC 360-190-110. Frequently flooded areas perform important hydrologic functions and may present a risk to persons and property. Classifications of frequently flooded areas include, at a minimum, the 100-year floodplain designations of the Federal Emergency Management Agency and the National Flood Insurance Program.

"Functions and values" mean the beneficial roles served by critical areas including, but not limited to, water quality protection and enhancement, fish and wildlife habitat, food chain support, flood storage, conveyance and attenuation, ground water recharge and discharge, erosion control, wave attenuation, protection from hazards, historical and archaeological and aesthetic value protection, and recreation. These beneficial roles are not listed in order of priority.

"Geological hazard areas" mean areas as determined by the city that may not be suited to development consistent with public health, safety, or environmental standards, because of their susceptibility to erosion, sliding, earthquake, or other geological events in accordance with the provisions of WAC 365-190-030(9) and WAC and WAC 365-190-120. Types of geologically hazardous areas include erosion, landslide, seismic, mine, and volcanic hazards.

"Group home" means a residential facility designed and operated to serve persons with disabilities, mental or physical.

"Habitats of local importance" mean areas as determined by the city that include a seasonal range or habitat element with which a given species has a primary association, and which, if altered may reduce the likelihood that the species will maintain and reproduce over the long term. These might include areas of high relative density or species richness, breeding habitat, winter range, and movement corridors. These might also include habitats that are of limited availability or high vulnerability to alterations such as cliffs, talus, and wetlands. (WAC 365-190-0130).

"Hazardous substance" means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical or biological properties described in WAC 173-303-090 or 173-303-100.

"Hemp production" refers to planting, cultivation, growing, or harvesting of hemp, including seed hemp, as licensed by the State of Washington.

"Home business" means a commercial enterprise operated within a dwelling or accessory building, which use is distinctly incidental and secondary to the dwelling purposes and does not change the character thereof.

"Hydric soil" means a soil that is saturated, flooded or ponded long enough during the growing season to develop anaerobic conditions in the upper part. The presence of hydric soil shall be determined following the methods described in the Washington State Wetland Identification and Delineation Manual, as amended.

"Impervious surface" means a hard surface area that either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development or that causes water to run off the surface in greater

quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled macadam or other surfaces which similarly impede the natural infiltration of stormwater.

"Injection well", or "underground injection control well", or "UIC well" means a well that is used to discharge fluids into the subsurface. A UIC well is one of the following:

- a. A bored, drilled or driven shaft, or dug hole whose depth is greater than the largest surface dimension;
- b. An improved sinkhole; or
- c. A subsurface fluid distribution system.

UIC wells are regulated by the State of Washington and subject to the provisions of WAC 173-218.

"Inter-rill" means an area subject to sheetwash.

"Kennel" means a place where four or more adult dogs or cats or any combination thereof are kept, whether by owners of the dogs or cats or by persons providing facilities and care, whether or not for compensation, but not including a small animal hospital or clinic.

"Landfills" includes the underground storage of hazardous or dangerous waste, municipal solid waste, special waste, wood waste, and inert and demolition waste.

"Landslide hazard area" means an area that is potentially subject to risk of mass movement due to a combination of geologic landslide resulting from a combination of geologic, topographic, and hydrologic factors. These areas are typically susceptible to landslides because of a combination of factors including bedrock, soil, slope gradient, slope aspect, geologic structure, ground water, or other factors.

"Lot" means a fractional part of divided lands having fixed, legal boundaries, established in conformance with the applicable state and local laws in effect at the time it was created. The term shall include tracts or parcels.

- a. Lots being of sufficient area and dimension to meet minimum zoning requirements for width and area may be considered legal, conforming lots.
- b. Lots with dimensions that do not comply with current minimum zoning requirements but did comply with minimum zoning requirements at the time they were created may be considered legal, nonconforming lots.

"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.

"Manufactured home" means a structure, designed and constructed to be transportable in one or more sections, and is built on a permanent chassis, and designed to be used as a single-family dwelling with or without a permanent foundation when connected to required utilities (plumbing, heating, and electrical systems, built in accordance with regulations adopted under the National Manufactured Housing Construction and Safety Standards Act, of 1974.

"Marijuana medical cooperative" or "marijuana cooperative" means a group of more than one, but no more than four, qualified medical marijuana patients and/or designated providers registered with the Washington State Liquor and Cannabis Board who share responsibility for growing and processing marijuana only for the medical use of the members of the cooperative, in accordance with the Laws of Washington State.

"Marijuana processing" or "marijuana processor" means a person licensed by the Washington State Liquor and Cannabis Board to process marijuana into marijuana concentrates, useable marijuana, and marijuana-infused products, package and label marijuana concentrates, useable marijuana, and marijuana-infused products for sale

in retail outlets, and sell marijuana concentrates, useable marijuana, and marijuana-infused products at wholesale to marijuana retailers, in accordance with the Laws of Washington State.

"Marijuana production" or "marijuana producer" means a person licensed by the Washington State Liquor and Cannabis Board to produce and sell marijuana at wholesale to marijuana processors and other marijuana producers, in accordance with the Laws of Washington State.

"Marijuana retail sales" or "marijuana retailer" means a person licensed by the Washington State Liquor and Cannabis Board to sell marijuana concentrates, useable marijuana, and marijuana-infused products in a retail outlet, in accordance with the Laws of Washington State.

"Mini-warehouse" or "self-storage" means a fully enclosed building or group of buildings in a compound that contains individual, compartmentalized and controlled-access stalls, lockers, or units for the storage of customer's tangible personal property.

"Mobile home" means a factory-built dwelling built prior to June 15, 1976, to standards other than the National Manufactured Housing Construction and Safety Standards Act of 1974, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state of Washington.

"Mobile home lot" or "mobile home space" means a portion of a mobile home park or manufactured housing community designated as the location of one mobile home, manufactured home, tiny home on wheels, or park model and its accessory buildings, and intended for the exclusive use as a primary residence by the occupants of the mobile home, manufactured home, or park model.

"Mobile home park," "manufactured housing community," or "manufactured mobile home community" means any real property which is rented or held out for rent to others for the placement of two or more mobile homes, manufactured homes, or park models for the primary purpose of production of income, except where such real property is rented or held out for rent for seasonal recreational purpose only and is not intended for year-round occupancy.

"Mobile vendor" means a vendor or seller of merchandise or food from a motorized or trailered vehicle or other motorized or trailered conveyance.

"Mobile vendor food court" means a site where two or more mobile food vendors congregate to offer food or beverages for sale to the public as the principal use of the land.

"Modular home" means a factory-assembled structure designed primarily for use as a dwelling when connected to the required utilities that include plumbing, heating, and electrical systems contained therein, does not contain its own running gear, and must be mounted on a permanent foundation. A modular home does not include a mobile home or manufactured home.

"Motel" or "hotel" means a building or group of buildings containing six or more individual sleeping units or guest rooms, where lodging with or without provision of meals is provided for compensation. Motels are designed to temporarily accommodate the automobile tourist or transient with parking facilities conveniently located near each unit. The term includes tourist, motor and automobile courts and motor lodges.

"Non-project permit" or "non-project permit application" includes the following:

- a. Building permit.
- b. Accessory dwelling unit permit.
- c. Special use permit.
- d. Boundary or lot line adjustment.
- e. Interior alterations to approve site plans including construction activities that do not modify the exiting site layout or its current use and involve no exterior work adding to the building footprint in accordance with the applicable provisions of state law including RCW 36.70B.130.

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- f. Adoption or amendment of a comprehensive plan, subarea plan, or development regulations.
 - g. Landmark designations.
 - h. Street vacations.
 - i. Approvals relating to the use of public rights-of-way, areas, or facilities.
 - j. Other permits, approvals, and actions, as determined by the city not subject to RCW 36.70B.060 through RCW 36.70B.090 and RCW 36.70B.1310 through RCW 36.70B.130.

"Open record hearing" means a hearing, conducted by a single hearing body or officer authorized by the local government to conduct such hearings, that creates the local government's record through testimony and submission of evidence and information, under procedures prescribed by the local government by ordinance or resolution. An open record hearing may be held prior to a local government's decision on a project permit to be known as an "open record pre-decision hearing." An open record hearing may be held on an appeal, to be known as an "open record appeal hearing," if no open record pre-decision hearing has been held on the project permit.

"Ordinary high-water mark (OHM)" means that mark which is found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, that the soil or vegetation has a character distinct from that of the abutting upland.

"Park model" or "park trailer" means a park trailer as defined in the American national standards institute A119.5 standard for park trailers.

"Primary association area" means area used on a regular basis by, is in close association with, or is necessary for the proper functioning of the habitat of a critical species. Regular basis means that the habitat area is normally, or usually known to contain a critical species, or based on known habitat requirements of the species, the area is likely to contain the critical species. Regular basis is species and population dependent. Species that exist in low numbers may be present infrequently yet rely on certain habitat types.

"Priority habitat" means habitat types or elements with unique or significant value to one or more species as classified by the department of fish and wildlife. A priority habitat may consist of a unique vegetation type or dominant plant species, a described successional stage, or a specific structural element. (WAC 173-26-020(34))

"Project permit" or "project permit application" means any land use or environmental permit, or license required for a project action, including, but not limited to, subdivisions, binding site plans, planned unit developments, conditional uses, shoreline substantial development permits, site plan review, permits or approvals required by critical area ordinances, or site specific rezones that do not require a comprehensive plan amendment.

"Public utilities" means an organization performing some public service and subject to government regulation, the services of which are paid for by the recipients thereof. The services include but are not limited to: Electrical substation; pumping lift stations or similar regulatory appurtenances for the transmission or distribution of electricity, natural gas, water and sewer, oil or steam and storage tanks for any of incinerators and sanitary landfills; radio, television and telephone stations, exchanges, transmitting, receiving or relay structures, organic materials (OM) management facilities; and wireless communications.

"Qualified professional" means a person with required applicable education, training, and experience in the field or profession and who holds the necessary license(s), certificate(s), registration(s) or permit(s) necessary to qualify to provide services therein. The city shall determine whether a particular person or entity is a qualified professional for the purposes of this title.

- a. For the purposes of administering the regulations to protect environmentally sensitive areas a qualified professional shall include a person with experience and training in the pertinent scientific discipline, and who is a qualified scientific expert with expertise appropriate for the relevant critical area subject in accordance with WAC 365-195-905(4). A qualified professional must have obtained a B.S. or B.A. or

equivalent degree in biology, engineering, environmental studies, fisheries, geomorphology or related field, and two years of related work experience.

- (1) A qualified professional for habitats or wetlands must be a professional wetland scientist with at least two years of full-time work experience as a wetland professional, including delineating wetlands using the state or federal manuals, preparing wetland reports, conducting function assessments, and developing and implementing mitigation plans.
 - (2) A qualified professional for a geological hazard must be a professional geologist (preferred) or engineer, licensed in the State of Washington.
 - (3) A qualified professional for critical aquifer recharge areas means a currently licensed Washington State geologist holding a current specialty license in hydrogeology.
- b. For purposes of administering the International Codes a qualified professional shall include a design professional, architect, engineers, and land surveyors licensed under the provisions of RCW 18.08, WAC 308-12 or RCW 18.43.
- c. For purposes of administering the land use regulations and development standards a qualified professional may include urban planners, architects, landscape architects, attorneys, civil engineers, and traffic engineers, and GIS specialists.

"Recreational vehicle (RV)" means a vehicular-type unit primarily designed for recreational camping or travel use that has its own motive power or is mounted on or towed by another vehicle. The units include travel trailers, fifth-wheel trailers, folding camping trailers, truck campers, and motor homes.

"Retail sales, large scale" means a retail establishment, or any combination of retail establishments in a single building with:

- a. A building footprint of 50,000 square feet or more (including outdoor display and sales areas);
- b. A gross square footage of 80,000 square feet or more (including outdoor display and sales areas); or
- c. Multiple retail establishments in separate but abutting buildings, reviewed as one site plan, with a combined building footprint of 100,000 square feet or more (including outdoor display and sales areas) (also known as "big box" retail or "superstores").

"Riparian habitat" means an area adjacent to surface water which possesses elements of both aquatic and terrestrial ecosystems that mutually influence each other. The width of these areas extends from the OHM to that portion of the terrestrial landscape that directly influences the aquatic ecosystem by providing shade, fine or large woody material, nutrients, organic and inorganic debris, terrestrial insects, or habitat for riparian-associated wildlife. It includes the entire extent of the floodplain and the extent of vegetation adapted to wet conditions as well as adjacent upland plant communities that directly influence aquatic ecosystem. Riparian habitat areas include those riparian areas severely altered or damaged due to human development activities.

"Secure community transition facility" means a residential facility for persons civilly committed and conditionally released to a less restrictive alternative in accordance with the provisions of RCW 71.09. A secure community transition facility has supervision and security, and either provides or ensures the provision of sex offender treatment services.

"Service station" means a drive-up type business in which service can be provided with or without the customer's leaving the vehicle. Service to vehicles can also include the following:

- a. The servicing of motor vehicles and operations incidental thereto limited to the retail sale of petroleum products and automotive accessories; tire changing and repair (excluding recapping); battery service, charging and replacement and installation of accessories.

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- b. Operations, including but not limited to the following, if conducted within a building: Lubrication of motor vehicles; brake servicing limited to servicing and replacement of brake cylinders, lines and brake shoes; wheel balancing; testing, adjustment, replacement, and servicing of carburetors, coils, condensers, distributor caps, fan belts, filters, generators, points, rotors, spark plugs, voltage regulators, water and fuel pumps, water hoses, minor engine repair and wiring.
 - c. This does not include auto body and wrecking activities, painting or seal coating, major engine repair and overhaul, machine shop functions, steam and pressure cleaning and use of oxyacetylene and electric welding and cutting.

"Sexually oriented business" and "sexually oriented business and services" include, but is not limited to movie theaters, bookstores, video stores, adult-only hotels/motels or other temporary hourly or overnight accommodations, massage parlors, peep shows, and erotic dancing establishments and any other service or business that caters to adults only and is in sexually oriented as determined by the city.

"Short subdivision" or "short plat" means the division of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of sale or lease.

"Sign" means any device for visual communications that is used for the purpose of bringing the subject thereof to the attention of the public.

"Special flood hazard area" means the land in the floodplain within an area subject to a one percent or greater chance of flooding in any given year. Designations of special flood hazard areas on flood insurance map(s) always include the letters A or V.

"Species, priority" means a fish or wildlife species requiring protective measures and/or management guidelines to ensure their persistence as genetically viable population levels as classified by the department of fish and wildlife, including endangered, threatened, sensitive, candidate and monitor species, and those of recreational, commercial, or tribal importance (WAC 173-26-020(31)).

"Species, threatened" means a fish or wildlife species that is likely to become an endangered species within the foreseeable future throughout a significant portion of its range without cooperative management or removal of threats, and is listed by the state or federal government as a threatened species.

"Street vendor" means a vendor selling food, nonalcoholic beverages, and/or other goods or services within a public or private parking lot, pedestrian plaza, public street, alley, sidewalk, public right-of-way, or public property using a nonmotorized cart or temporary structure.

"Subdivision" means the division of land into ten or more lots, tracts, parcels, sites or divisions for the purpose of sale or lease and includes all re-subdivision of land into ten or more parcels.

"Tiny house" and "tiny house with wheels" means a dwelling to be used as permanent housing with permanent provisions for living, sleeping, eating, cooking, and sanitation built in accordance with the state building code.

"Townhouse" means a building constructed in a group of two or more attached dwelling units in which each unit extends from foundation to roof and with a yard or public way on at least two sides. Townhouses may be constructed on one lot or on more than one lot as a zero-lot line residential structure.

"Vacation rental" or "short-term rental" refers to the use of real property for less than 30 consecutive days, such as a bed and breakfast inn or a vacation rental by owner. Under the Laws of Washington State, a vacation rental or short-term rental involves a license to use real property, as opposed to the use of real property for 30 or more consecutive days, which is considered a lease or rental of real estate and is taxed differently. Guests, residents, or other occupants of short-term rentals are considered transient tenants.

"Wetland" means an area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation

adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs and similar areas. Wetlands do not include those artificial wetlands intentionally created from non-wetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities, or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. Wetlands may include those artificial wetlands intentionally created from non-wetland areas to mitigate the conversion of wetlands. For identifying and delineating a wetland, local government shall use the Washington State Wetland Identification and Delineation Manual, as amended.

"Wetland, high quality" means a wetland that meet the following criteria:

- a. No, or isolated, human-caused alteration of the wetland topography;
- b. No human-caused alteration of the hydrology or the wetland appears to have recovered from the alteration;
- c. Low cover and frequency of exotic plant species;
- d. Relatively little human-related disturbance of the native vegetation, or recovery from past disturbance;
- e. If the wetland system is degraded, it still contains a viable and high-quality example of a native wetland community; and
- f. No known major water quality problems.

"Wireless communication facility, minor" is wireless communication facility that consists of antennas equal to or less than ten feet in height or up to one meter (39.37 inches) in diameter and with an area not more than 30 square feet in the aggregate that is affixed to an existing structure that is not considered a component of the facility.

"Wireless communication facility, major" is an attached wireless communication facility that consists of antennas greater than ten feet in height, one meter (39.37 inches) in diameter and with an area greater than 30 square feet in the aggregate that is affixed to an existing structure or any size antenna or related equipment that is attached to a lattice tower or monopole.

"Wireless communication facility, academic" means the facilities, structures, and equipment associated with providing educational, experimental, and/or instructional activities within the designated boundaries of an academic institution.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, § 1.d.(Exh. B), 11-23-2021; Ord. No. 24-002, § 9, 1-23-2024)

CHAPTER 14.30 PERMIT PROCESSING PROCEDURES

14.30.010 Introduction.

This chapter provides for effective and efficient review of project and non-project applications with consistent procedures for similar types of actions and combines procedural and substantive environmental reviews with the review of project permit applications under other applicable requirements. This chapter also provides a framework within which the consistency of project permit applications with the city comprehensive plan and development regulations can be determined.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 10, 1-23-2024)

14.30.020 Application review classifications.

Four classes of review are established for the purposes of administering this title. The permits/approvals/actions included in each class, the public notice requirements, hearing body, decision maker, and appellate body are summarized in Table 14.30.050.

- A. The community development director or his/her/their designee is authorized to determine the classification of review for any permit, action, or approval not identified on the following table.
- B. The city's goal to consolidate the permit processing for projects and/or non-projects requiring two or more permits or approvals. The community development director or his/her/their designee shall determine the appropriate means of consolidating the processing of all permits, approvals, and actions and shall assign the highest-class review classification of the individual permits, being sought to the consolidated permit application (with Type 4 being the highest followed by Type 3, 2, and 1). This consolidation, sometimes referred to as a "master" application, may include integrating public hearings, establishing unified comment periods, and/or concurrent reviews. The community development director or his/her/their designee is authorized to make modifications to the procedural requirements of this Title in order to effectively consolidate project reviews.
 - 1. Except for the appeal of a SEPA determination of significance as provided in RCW 43.21C.075, no more than one open record public hearing and no more than one closed record appeal may occur on a single permit application or master application.
- C. When determining the timeframes referenced in this section, the following shall apply:
 - 1. The date that a determination or decision is made shall be day 0 and the next day shall be day 1. For instance, if a notice of decision is published on a Thursday, then the next day (Friday) shall be day 1.
 - 2. The number of days shall be calculated by counting every calendar day.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 10, 1-23-2024)

Ord. No. 24-002, § 10, adopted Jan. 23, 2024, amended the title of § 14/30.020 to read as herein set out. The former § 14.30.020 title pertained to project review classifications.

14.30.030 Pre-application conferences.

Prior to formal submittal of a Type 2, 3, or 4 permit applications, all applicants shall, unless waived by the city, schedule and participate in a pre-application conference with city staff and representatives of appropriate public agencies. The date, time and place of such conferences shall be at the mutual agreement of the participants. Such conferences are intended as an informal discussion and review of possible applications to assist the applicant in identifying applicable regulations, standards, application materials, and review processes that may be required. A pre-application conference does not vest a proposed project permit application.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.30.040 Consultation with the Confederated Tribes of the Umatilla Indian Reservation.

It is the intent of the city to establish policies and procedures for consultation with the Confederated Tribes of the Umatilla Indian Reservation during the review of project applications under this title. This consultation may occur during the pre-application review process or during the review of applications for Type 1, 2, 3 or 4 project permits or approvals.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 11, 1-23-2024)

14.30.050 Permit Classification Table.

	Types of Permit/Approval/Action	Public Notice	Public Hearing	Decision Maker	Appellate Body
Type 1 Review	• ADU Permit • Administrative Interpretation • Boundary Line Adjustment • Building Permit • Certificate of Occupancy • Certificate of Appropriateness (and waiver)⁽¹⁾ • Certificate of Design Review • Certificate of Zoning Compliance • Clearing and Grading Permit • Code Enforcement Action • Critical Area Authorization • Landscaping Plan Approval • Permit, Minor Amendment • Plats, Final (10+ lots) • SEPA Action (no public notice required) • Sign Permit • Site Plan Approval • Special Property Tax Valuation⁽¹⁾ • Special Use Permit	None	None	Community Development Director or designee (unless otherwise noted)	Hearing Examiner
Type 2 Review	• Binding Site Plan • Critical Area Permit	Yes	None, but written comments	Community Development Director	Hearing Examiner

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(Supp. No. 15, Update 1)

	• SEPA Action (public notice required) • Short plat (9 lots or less) • Variance with Type 1/2 Permit		may be submitted		
Type 3 Review	• Conditional Use Permit • Master Planned Development • Plat, Preliminary (10+ lots) • Permit, Major Amendment • Reasonable Use Exception • Rezone, Site Specific • Variance with Type 3 Permit	Yes	Hearing Examiner	Hearing Examiner	Superior Court
Type 4 Review	• Comprehensive Plan Text Amendment • Development Agreement⁽⁵⁾ • Future Land Use Map Amendment • Rezone, General • Shoreline Master Program Amendment⁽²⁾ • Unified Development Code Amendment⁽⁴⁾	Yes	Planning Commission	City Council	Superior Court ⁽³⁾

(1) Decisions on applications for certificates of appropriateness, waivers of certificates of appropriateness, and special property tax valuations shall be made by the historic preservation commission.

(2) Decisions made by the city council to adopt or amend a shoreline master program are subject to approval by the Washington State Department of Ecology.

(3) Appeals of decisions authorized through the Growth Management Act, which may include amendments to the College Place comprehensive plan, future land use map, unified development code, and the official zoning map, may be appealed to the Washington State Growth Management Board, and in some instances, directly to Walla Walla Superior Court. Please refer to RCW 36.70A-C for more details.

(4) The required public hearing for proposed amendments to the unified development code may be heard directly by the city council. This may include but is not limited to matters pertaining to the International Codes and the administration of this title.

(5) The required public hearing shall be conducted by the city council unless delegated to the city hearing examiner or planning commission. Appeals shall be filed in accordance with the provisions of RCW 36.70C, as appropriate.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 22-024, § 1.d.(Exh. B), 12-13-2022)

14.30.060 Procedures for Type 1 review.

Applications subject to a Type 1 review involve administrative action by the community development director or his/her/their designee without public notice or an open record public hearing. The city hearing examiner shall conduct an open record public hearing for appeals of decisions on Type 1 permits unless otherwise noted in this title.

- A. Applications for Type 1 permits shall be processed by the city in accordance with the following general procedures unless the applicant is otherwise notified in writing:
 - 1. Determination of completeness.
 - 2. Determination of consistency:
 - a. Review for consistency with the College Place comprehensive plan;
 - b. Review for compliance with this Code; and
 - c. Site plan and design review, as appropriate.
 - 3. Consultation with the Confederated Tribes of the Umatilla Indian Reservation, as appropriate.
 - 4. SEPA threshold determination, if required.
 - 5. Notification to the applicant of approval or denial of the application.
- B. A decision on a Type 1 application shall be effective upon issuance unless an appeal is filed in a timely manner in accordance with the provisions of this title.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 12, 1-23-2024)

14.30.070 Procedures for Type 2 review.

Applications subject to a Type 2 review involve administrative action by the community development director or his/her/their designee following distribution of a public notice and the opportunity to submit written comments. The city hearing examiner shall conduct an open record public hearing for appeals of decisions on Type 2 permits unless otherwise noted in this title.

- A. Applications for Type 2 permits shall be processed by the city in accordance with the following general procedures unless the applicant is otherwise notified in writing:
 - 1. Pre-application conference, if appropriate.
 - 2. Determination of completeness.
 - 3. Notice of application.
 - 4. Determination of consistency:
 - a. Review for consistency with the College Place comprehensive plan;
 - b. Review for compliance with this Code; and
 - c. Site plan and design review, as appropriate.
 - 5. Consultation with the Confederated Tribes of the Umatilla Indian Reservation, as appropriate.
 - 6. SEPA threshold determination, if required.

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7. Review of public comments.
 8. Notice of decision.
- B. A decision on a Type 2 application shall be effective at the conclusion of a 15-day notice period unless an appeal is filed in a timely manner in accordance with the provisions of this title.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 13, 1-23-2024)

14.30.080 Procedures for Type 3 review.

The city hearing examiner shall conduct an open record public hearing prior to making a decision on a Type 3 permit application.

- A. Applications for Type 3 permits shall be processed by the city in accordance with the following general procedures, unless the applicant is otherwise notified in writing:
1. Pre-application conference.
 2. Determination of completeness.
 3. Notice of application.
 4. Preliminary staff determination of consistency including:
 - a. Review for consistency with the College Place comprehensive plan;
 - b. Review for compliance with this Code; and
 - c. Site plan and design review, as appropriate.
 5. Consultation with the Confederated Tribes of the Umatilla Indian Reservation, as appropriate.
 6. SEPA threshold determination.
 7. Preparation of a city staff report containing preliminary determination of consistency and recommendations, including potential mitigating measures. This report shall be available for public review ten days prior to the open record public hearing.
 8. An open record public hearing shall be conducted by the hearing examiner, in accordance with adopted administrative procedures. This may include:
 - a. A presentation by city staff including submittal of staff report and application materials for record, as well as any written comments received prior to the hearing.
 - b. Presentation by the applicant and the submittal of any additional information for the record.
 - c. Public comments and the submittal of any additional information for the record.
 - d. Questions from the hearing examiner.
 - e. Rebuttal, response, or clarifying statements by city staff and applicant.
 9. Hearing examiner review of the record, preparation of findings and conclusions, and the issuance of a notice of decision in accordance with adopted administrative procedures. This shall include a decision to approve, deny, or approve subject to conditions, the application(s) based on findings that:
 - a. The proposal is or is not consistent with the provisions of the College Place comprehensive plan and unified development code.

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- b. The proposal is or is not in the public interest.
 - c. Potential adverse environmental impacts have or have not been adequately considered.
 - d. The proposal does or does not lower the level of service standards established in comprehensive plan and/or the city's concurrency standards have been met.
 - e. Adequate provisions have or have not been made to protect the public health, safety and welfare. Such provisions may include, but are not limited to open space, drainage ways, streets and other public ways, transit stops, water supply, sanitary wastes, parks and recreation facilities, playgrounds, sites for schools and school grounds, and pedestrian and bicycle ways.
 - f. That mitigating measures and dedications are or are not reasonably related and proportional to the impacts created by the proposal.

- B. A decision on a Type 3 application shall be effective at the conclusion of a 15-day notice period, unless an appeal is filed in a timely manner in accordance with the provisions of this title.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.30.090 Procedures for Type 4 review.

Decisions on all Type 4 permit applications shall be made by the city council following an open record public hearing.

- A. Applications for Type 4 permits shall be processed by the city in accordance with the following procedures, unless the applicant is otherwise notified in writing:
 - 1. Pre-application conference.
 - 2. Determination of completeness.
 - 3. Notice of application.
 - 4. Preliminary staff determination of consistency including:
 - a. Review for consistency with the College Place comprehensive plan;
 - b. Review for compliance with this Code; and
 - c. Site plan and design review.
 - 5. Consultation with the Confederated Tribes of the Umatilla Indian Reservation, as appropriate.
 - 6. SEPA threshold determination.
 - 7. Distribution of the proposed amendments to state and local agencies, as appropriate, for review and comment.
 - 8. Preparation of a city staff report containing preliminary determination of consistency and recommendations, including potential mitigating measures. This report shall be forwarded to the designated hearing body and available for public review ten days prior to the open record public hearing.
 - 9. An open record public hearing shall be conducted by the designated hearing body, in accordance with established procedures. This may include:
 - a. A presentation by city staff including submittal of staff report and application materials for record, as well as any written comments received prior to the hearing.

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- b. Presentation by the applicant and the submittal of any additional information for the record.
 - c. Public comments and the submittal of any additional information for the record.
 - d. Questions from the planning commissioners.
 - e. Rebuttal, response or clarifying statements by city staff and the applicant.
 - 10. A review of the complete record by the planning commission and the preparation of a recommendation to the city council, as applicable.
 - 11. The recommendation of the planning commission along with a complete copy of the record shall be provided to the city council for review prior to their decision, as applicable.
 - 12. City council review and action.
 - 13. Issuance of a notice of decision.
 - B. A decision on a Type 4 application shall be effective upon approval unless otherwise provided, and/or unless an appeal is filed in a timely manner in accordance with the provisions of this title.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.30.100 Applications and determination of completeness.

- A. Applications must be submitted in the manner required by the city and all information required by the city must be provided with the application (procedural submission requirements), provided that:
 - 1. All applications shall be signed by the property owner or show owner consent of the application by the agent acting on the owner's behalf.
 - 2. Applicable fees shall be submitted at the time of application unless otherwise specified.
 - 3. The Applicant shall be responsible for the preparation of all application materials including all special studies and reports, this may include, but is not limited to the following, which shall be prepared by a qualified professional:
 - a. Environmental checklist;
 - b. Critical area reports;
 - c. Survey and site plan;
 - d. Landscaping plans;
 - e. Stormwater modeling;
 - f. Fire flow calculations;
 - g. Transportation studies and traffic impact analysis; and
 - h. Preliminary civil plans.
- B. Upon acceptance of an application, the city will review all materials received from the applicant to determine if the application is complete and ready for processing. Within 28 days after receiving a project permit application, the city shall provide a written determination to the applicant. This written determination must state either:

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1. The city has determined the application to be complete (notice of completeness). The notice of completeness will state the date that the application is ready for processing. This notification may also include:
 - a. A description of the process to review the application(s) and projected timeframes.
 - b. A preliminary determination of those development regulations that will be used for project mitigation.
 - c. To the extent known by the city, other agencies may also have jurisdiction over the application and/or other permits or approvals that may be required.
 - d. Additional information that may be required to complete the review of the application.
 - e. A preliminary determination of consistency.
 2. The city has determined the application to be incomplete because the procedural submission requirements have not been met. This determination shall outline what is necessary to make the application procedurally complete and the timeframes for submitting additional information.
 - a. Upon receipt of the required additional information within the noticed timeframes, the city shall notify the applicant within 14 days if the application is complete or if additional information is required and state the timeframe for submitting the required additional information.
 - b. The applicant may request a time extension to submit the requested information. The city may grant or deny the request or grant a time extension different than requested. All time extensions must be made in writing.
 - c. If the applicant fails to respond or to submit the requested information in the established time frames, the city shall notify the applicant in writing that the application has lapsed and become void.
- C. A project permit application is complete for the purposes of this section when it meets the procedural submission requirements of the city. Additional information or studies may be required, or project modifications may be undertaken subsequent to the procedural review of the application by the city. The determination of completeness shall not preclude the city 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. However, if the procedural submission requirements, as outlined on the project permit application have been provided, the need for additional information or studies may not preclude a completeness determination.
- D. A project application shall be deemed procedurally complete on the 29th day after the city has received the application if the city has not provided a written determination to the applicant that the application is procedurally incomplete. This provision does not preclude the city from seeking additional information or studies as provided above.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 14, 1-23-2024)

Ord. No. 24-002, § 14, adopted Jan. 23, 2024, amended the title of § 14.30.100 to read as herein set out. The former § 14.30.100 title pertained to determination of completeness.

14.30.110 Notice of application.

Within 14 days of the issuance of a determination of a completeness, the city shall issue a notice of application for all Type 2, 3, and 4 permit applications, in accordance with the provisions of Chapter 14.30.230, Public Notice Requirements.

A. Notices of application must include:

1. The date of application, the date of the notice of completion for the application, and the date of the notice of application;
2. A description of the proposed project action, a list of the project permits included in the application and, if applicable, a list of any studies requested by the city;
3. Identification of the permits not included in the application to the extent known by the city;
4. The identification of existing environmental documents that evaluate the proposed project and the location where the application and any studies can be reviewed;
5. A statement of the public comment period, which shall be not less than 14 nor more than 30 days following the date of notice of application, and statements of the right of any person to comment on the application, receive notice of and participate in any hearings, request a copy of the decision once made, and any appeal rights. The city may accept public comments at any time prior to the closing of the record of an open record pre-decision hearing, if any, or, if no open record pre-decision hearing is provided prior to the decision on the project permit;
6. The date, time, place, and type of hearing, if applicable and if scheduled at the date of notice of the application;
7. A statement of the preliminary determination, if one has been made at the time of notice, of those development regulations that will be used for project mitigation and of consistency; and
8. Any other information determined appropriate by the city.

B. A preliminary SEPA threshold determination or preliminary SEPA action may be included with notice of application if such preliminary actions have been made at the time the notice of application is issued. A preliminary SEPA threshold determination, or preliminary SEPA action, does not substitute, or in any way circumvent, the process for making a final SEPA threshold determination or in taking a SEPA action. Preliminary SEPA determinations are intended to encourage early public comment on project applications.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 15, 1-23-2024)

14.30.120 SEPA threshold determinations.

SEPA threshold determinations shall result in a determination of non-significance (DNS), or a determination of significance (DS), provided that the city may also issue a mitigated determination of non-significance (MDNS) based on conditions required by the city, or on changes to or clarifications of, the proposal made by the applicant.

- A. After submission of an environmental checklist and prior to a threshold determination, the city shall notify the applicant if it is considering issuing a DS. As a result, the applicant may clarify or change features of the proposal to mitigate the impacts which make the DS likely. If a proposal continues to have a probable significant adverse environmental impact, even with the mitigating measures, an environmental impact statement (EIS) shall be prepared.
- B. If a preliminary SEPA threshold determination was not made in conjunction with a notice of application, and no probable significant adverse impacts are anticipated, a determination of non-significance shall be issued, and a 15-day comment period may be required.
- C. If a pre-decision open record public hearing is required, the SEPA threshold determination must be issued at least 15 days before the hearing.

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- D. If the city makes a SEPA determination of significance concurrently with the notice of application, the notice of application shall be combined with the determination of significance and scoping notice.
 - E. Whenever the city makes a threshold determination, it shall seek to include the public notice for the SEPA action with the notice of application or notice of decision for any associated land use application(s) or permits, provided that:
 - 1. If no public notice is required for the permit or approval, the city shall give notice of the DNS or DS by publishing a notice in the city's newspaper of record;
 - 2. Whenever the city issues a DS, all public notices shall state the scoping procedure for the required EIS; and
 - 3. Whenever the city issues a draft EIS (DEIS), or supplemental EIS (SEIS), notice of the availability of those documents shall be given by at least two of the following methods:
 - a. Indicating the availability of the DEIS or SEIS in any public notice required for an associated land use application or permit;
 - b. Posting the property, for site-specific proposals;
 - c. Posting on the city's website;
 - d. Publishing notice in the city's newspaper of record; and/or
 - e. Notifying the news media.
 - F. Mitigation measures incorporated in the MDNS shall be deemed conditions of approval of the permit decision and may be enforced in the same manner as any term or condition of the permit or enforced in any manner specifically prescribed by the city.
 - G. Nothing in this section shall limit the authority of the city in its review or mitigation of a project to adopt or otherwise rely on environmental analyses and requirements under other laws, as provided by Chapter 43.21C RCW, the State Environmental Policy Act.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.30.130 Determination of consistency.

As part of all project and application reviews, the city shall determine if a proposed project or development activity is consistent with the provisions of the College Place Unified Development Code, or in the absence of applicable development regulations, the vision, values, goals, and policies, of the College Place comprehensive plan.

- A. The determination of consistency shall include a review to verify that the proposed action will not cause levels of service to fall below the level of service standards established in the College Place comprehensive plan.
 - 1. This shall include locally adopted regulations, procedures and methods for determining concurrency in accordance with the provisions of WAC 365-196-840.
 - 2. In the case of transportation, proposed developments that would cause the level of service on a locally owned transportation facility to decline below the adopted standards shall not be approved unless improvements or strategies to accommodate the impacts of development are made concurrent with the development.

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- a. These strategies may include increased public transportation service, ride sharing programs, demand management, pro-rated financial contributions toward future improvements, and other transportation systems management strategies.
 - b. "Concurrent with development" means that improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years.
- B. The city may require that any outstanding code enforcement actions be addressed, or unpaid fees, fines, or taxes paid before a final determination of consistency is made.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 16, 1-23-2024)

14.30.140 Site plan review.

The purpose of a site plan review is to determine whether new development activities will or will not have an adverse effect on the public health, safety and welfare of residents of College Place, and that new development activities are compatible with existing patterns of development and the provisions of the College Place comprehensive plan.

- A. A site plan review is required for all proposed development activities in the multi-family residential (MFR), general commercial (GC), light industrial (LI), and the downtown mixed-use zone (DMU), as well as for manufactured home and mobile home parks, unless waived in writing by the city.
 - 1. Development activities subject to a site plan review shall be determined by the city and may include new construction, modifications to existing uses or structures that increase the size of the building or the intensity of the use, and/or changes of use.
 - 2. The site plan review shall include the whole site including subsequent phases of development without regard to existing or proposed lot lines as well as nearby infrastructure.
 - 3. A site plan review permit is separate from and does not replace other required permits such as a conditional use permit or a shoreline substantial development permit. A site plan review may be combined and reviewed concurrently with other permits/approvals/actions, as determined by the city.
- B. A site plan review application, prepared by a qualified professional, shall be submitted in a format prescribed by the city, and should include, but is not limited to, the following:
 - 1. An accurate scaled drawing(s) depicting:
 - a. The location and dimension of the lot(s).
 - b. Existing topography and natural features.
 - c. The nature, location, dimensions of critical areas, shorelines, and their associated buffers, if any, on or adjacent to the site.
 - d. The footprint of existing and proposed structures, proposed building heights, proposed building setbacks, and the proposed uses.
 - e. The location of existing and proposed utilities including but not limited to water, hydrants, irrigation, sanitary sewer, electrical, light poles, and cable.
 - f. Existing and proposed easements.
 - g. The location of existing and proposed roads, driveways, parking facilities, loading areas, curbs, sidewalks, pedestrian facilities, bike lanes and facilities, and signage.

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- h. Existing and proposed walls, fences, and landscaping.
 - i. Existing and proposed open space, parks, plazas, public spaces, and public art.
 - j. Proposed grading and drainage facilities in accordance with the provisions of Chapter 13.86, Stormwater Management and the City of College Place Engineering Design Standards.
 - k. Other items as may be required by the city in writing.
 - 2. Technical reports prepared by a qualified professional. This may include, but is not limited to:
 - a. Critical area reports;
 - b. Landscaping plans;
 - c. Geo-technical reports;
 - d. Preliminary stormwater report;
 - e. Traffic impact analysis; and
 - f. Parking studies.
 - 3. Any additional information deemed necessary by the city.
 - C. The city may approve a proposed site plan in whole or in part, with or without conditions, based on a finding that:
 - 1. The project is consistent with the College Place comprehensive plan and meets the requirements and intent of this Code, including the type of land use and the intensity/density of the proposed development.
 - 2. The physical location, size, and placement of the development on the site and the location of the proposed uses within the project avoid or minimize impacts to any critical resource or flood plain area to the greatest extent possible or are compatible with the character and intended development pattern of the surrounding properties.
 - 3. The project makes adequate provisions for water supply, storm drainage, sanitary sewage disposal, emergency services, and environmental protection to ensure that the proposed project would not be detrimental to public health, welfare, and safety.
 - 4. Public access and circulation including non-motorized access and emergency vehicle access, as appropriate, are adequate to and on the site.
 - 5. Adequate setbacks and buffering have been provided. Any reduction to setbacks or buffer widths is the minimum necessary to allow for reasonable economic use of the lot and does not adversely impact the functional value of the critical resource area or adjoining land uses.
 - 6. The physical location, size, and placement of proposed structures on the site and the location of proposed uses within the project are compatible with and relate harmoniously to the surrounding area.
 - 7. The project adequately mitigates impacts identified through the SEPA review process, if required.
 - 8. The project would not be detrimental to the public interest, health, safety, or general welfare.
 - D. Approval of a site plan shall be valid for five years after the effective date and shall lapse at that time unless a building permit or other associated permits, as determined by the city, has been issued. The city may extend the Site Plan approval if it finds that the facts on which the site plan review is approved have not changed substantially.

14.30.150 Application processing.

- A. For project permit applications submitted after January 1, 2025, the time periods for the city to issue a final decision for each type of complete project permit application or project type subject to this chapter should not exceed the following time periods:
 - 1. For project permits subject to a Type 1 review a final decision must be issued within 65 days of the determination of completeness.
 - 2. For project permits subject to a Type 2 review a final decision must be issued within 100 days of the determination of completeness.
 - 3. For project permits subject to a Type 3 review a final decision must be issued within 170 days of the determination of completeness.
- B. The following time periods shall not be counted when determining the number of days required to make a final decision:
 - 1. Any period between the day the city notified the applicant, in writing, that additional information is required to process the application and the day when responsive information must be submitted or resubmitted by the applicant.
 - 2. Any period after an applicant informs the city, in writing, that they would like to temporarily suspend review of the project permit application until the time that the applicant notifies the city, in writing, that they would like to resume the review of the application. The city may set, by written policy, conditions for the temporary suspension of a permit application.
 - 3. Any period after an administrative appeal is filed until the administrative appeal is resolved and any additional time period provided by the administrative appeal has expired.
- C. The time periods for the city to process a project permit shall start over if an applicant proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new use, as required by the city.
- D. If, at any time, an applicant informs the city in writing, that the applicant would like to temporarily suspend the review of the project for more than 60 days, or if an applicant is not responsive for more than 60 consecutive days after the city has notified the applicant, in writing, that additional information is required to further process the application, an additional 30 days may be added to the time periods for the city to issue a final decision for each type of project permit that is subject to this chapter.
 - 1. Any written notice from the city to the applicant that additional information is required to further process the application must include a notice that non-responsiveness for 60 consecutive days may result in 30 days being added to the time for review.
 - 2. For the purposes of this subsection, "non-responsiveness" means that an applicant is not making demonstrable progress on providing additional requested information to the city, or that there is no ongoing communication from the applicant to the city on the applicant's ability or willingness to provide the additional information.
- E. The city may approve, approve subject to conditions, or deny an application based on the information included in the record.

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1. In approving an application, the city may impose such conditions and safeguards as may be required to comply with the provisions of this title and to protect the health, safety, and welfare. These conditions and safeguards may include, but are not limited to, the following:
 - a. Measures identified during the environmental review process;
 - b. Measures necessary to comply with the provisions of the College Place comprehensive plan;
 - c. Measures necessary to comply with provisions of this Code; and/or
 - d. Measures necessary to ensure compatibility of the proposed development activity with neighboring land uses, and consistency with the intent and character of the zoning district. This may include, but is not limited to:
 - (1) Increasing the required lot size, setback or yard dimensions;
 - (2) Limiting the height of buildings or structures;
 - (3) Controlling the number and location of vehicular access points;
 - (4) Requiring the dedication of additional rights-of-way for future public street improvements identified in an adopted transportation plan;
 - (5) Requiring the designation of public use and utility easements and the recording of same;
 - (6) Increasing or decreasing the number of required off-street parking and/or loading spaces as well as designating the location, screening, drainage, surfacing or other improvement of a parking area;
 - (7) Frontage improvements or infrastructure improvements;
 - (8) Limiting the number, size, height, shape, location and lighting of signs;
 - (9) Requiring view-obscuring fencing, landscaping or other facilities to protect adjacent or nearby properties;
 - (10) Requiring site reclamation upon discontinuance of use and/or expiration or revocation of the project permit;
 - (11) Limiting hours and size of operation; and
 - (12) Controlling the siting of the use and/or structures on the property.
 2. The city may deny an application based on finding that the proposed action:
 - a. Would endanger the public health, safety, and welfare;
 - b. Would have a probable, significant, adverse impact on the environment that cannot be reasonably mitigated;
 - c. Is not consistent with the goals and policies of the College Place comprehensive plan;
 - d. Does not comply with the provisions of this Code; or
 - e. Information required by the city in order to complete the processing was not provided in accordance with the provisions of this title.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 18, 1-23-2024)

Ord. No. 24-002, § 18, adopted Jan. 23, 2024, amended the title of § 14.30.150 to read as herein set out. The former § 14.30.150 title pertained to permit processing.

14.30.160 Conditional use permits.

Certain uses may only be permitted in a zoning district through the issuance of a conditional use permit.

- A. The approval of a conditional use permit shall be based on a finding by the city that:
 - 1. The use will not endanger the public health, safety, or welfare;
 - 2. The location and character of the use if developed according to the plan as submitted and approved or conditionally approved will be compatible and in harmony with the area in which it is to be located;
 - 3. The proposed use is in general conformity with the city's comprehensive plan; and
 - 4. The use meets all required conditions and specifications set forth in the zone where it is proposed to be located, unless a variance has been granted by the city.
- B. The city shall have the authority to require and approve specific plans and to increase the requirements set forth in this title. Any reduction in the requirements of this title shall only be granted through the approval of a variance.
- C. If the potential adverse impacts of a proposed development activity cannot be adequately mitigated through conditions of approval, the city may deny the application for a conditional use permit.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.30.170 Special use permits.

Temporary uses may be permitted for a specific period of time in a zoning district through the issuance of a special use permit.

- A. Applicability. The uses or activities that may be permitted through a special use permit are identified in the Table of Permitted Uses (CPMC 14.30.050), provided that:
 - 1. The city may approve additional uses based on a finding that they are compatible with neighboring uses.
 - 2. Uses that are specifically prohibited in a zoning district may not be permitted through the issuance of a special use permit in that district.
- B. Approval Criteria. The city may approve, approve with conditions, or deny an application for a special use permit subject to compliance with the following criteria:
 - 1. The applicant owns the property to be used or has provided proof of the property owner's permission to use his/her/their property.
 - 2. The proposed site is adequate to accommodate the use while providing for appropriate protection of the public health, safety, and welfare as determined by the city, which may include, but is not limited to, appropriate traffic control measures, emergency service access, potable water supply and sanitation facilities, stormwater control, sewage, solid waste services, and environmental protection.
 - 3. The proposed site is adequate to accommodate the special use and appropriate measures to mitigate impact on neighboring properties and uses are taken or exist on the property to be used.
 - 4. The proposed site has adequate parking or public transportation available for the use.

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5. The proposed site and use comply with all other city requirements imposed in the interest of public safety and welfare.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 19, 1-23-2024)

14.30.180 Variances.

This section shall govern the issuance of variances to reduce or modify certain provisions of this title.

- A. A variance may be granted to the density, dimension, height, setback and development standards, provided that all other provisions of this title can be met. A variance of a numerical standard, such as a setback or density, shall not exceed 20 percent. For example, a ten-foot setback could be reduced up to two feet.
- B. Under no circumstances shall the city grant a variance to allow a use not permissible under the terms of this title in the zoning district involved, or any use expressly or by implication prohibited in the zoning district by the terms of this title.
- C. Variances shall be processed in conjunction with associated permits/approvals/actions. For example, a variance request submitted with a short plat application, will be processed in accordance with the Type 2 review procedures, a variance request submitted with a subdivision application will be processed in accordance with the Type 3 procedures.
- D. Variances may be approved by the city based on a finding that such variance will not be contrary to the public interest and the comprehensive plan or where literal enforcement of the provisions of this title would result in undue hardship. A variance shall not be granted unless the city further finds that the applicant has demonstrated all of the following:
 1. That special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, do exist; and
 2. That because of such special circumstances, strict application of this title would deprive the subject property of rights and privileges enjoyed by other properties in the vicinity under identical zoning district classification; and
 3. That the granting of the variance will not be materially detrimental to the public health, safety, and welfare or injurious to the property or improvements in the vicinity and zoning district classification in which the property is situated; and
 4. That the special circumstances do not result from the actions of the applicant; and
 5. That the granting of a variance will be in harmony with the general purpose and intent of this title, the specific zoning district, and the city comprehensive plan.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 20, 1-23-2024)

14.30.190 Notice of decision.

A notice of decision shall be issued for all Type 2, 3 and 4 permit applications. A notice of decision may not be issued until the expiration of the comment period on the notice of application.

- A. Notices of decision shall include:
 1. A description of the decision or actions taken;

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2. Any mitigation or conditions of approval required under applicable development regulations or under SEPA;
 3. If a SEPA threshold determination has not been issued previously, the notice of decision shall state this determination;
 4. A description of applicable appeal procedures; and
 5. Notification that affected property owners may request a change in valuation for property tax purposes.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.30.200 Appeals.

- A. Standing to initiate an appeal of Type 1, 2, 3 and 4 reviews is limited to the applicant, project sponsor, or owner of the property in which the project permit is proposed, parties of record, affected agencies or tribes, or any person aggrieved by the final decision and who will suffer direct and substantial impacts from approval or denial of the project. A person is aggrieved or adversely affected within the meaning of this section, only when all of the following conditions are present:
 1. The land use decision has prejudiced or is likely to prejudice that person;
 2. That person's asserted interests are among those that the local jurisdiction was required to consider when it made the land use decision;
 3. A judgment in favor of that person would substantially eliminate or redress the prejudice to that person caused or likely to be caused by the land use decision; and
 4. The petitioner has exhausted his/her/their administrative remedies to the extent required by law.
- B. All appeals of interpretations or actions regarding Type 1 and 2 reviews shall be filed in a format prescribed by the city along with the required fee, within 14 days of the date of the interpretation or action. If the deadline to file an appeal falls on a weekend or on a city holiday, the deadline shall become the next business day. The city shall mail written notice to all parties of record to apprise them of all open and closed record public appeal hearings and shall place a public notice in the city's newspaper of record at least 14 days before the open record appeal hearing.
 1. The notice of appeal shall specify the claimed error(s) and issue(s) which the appellate body is asked to consider and shall specifically state all grounds for such appeal. Issues or grounds of appeal which are not so identified need not be considered by the appellate body;
 2. The appellants and any respondents to the notice of appeal shall have the opportunity to present oral and written arguments during open record appeal hearings. For all closed record appeals, the record shall be limited to information presented during the preceding open record hearing. Oral argument shall be confined to the established record and to any alleged errors in the decision;
 3. Following an appeal hearing, the appellate body may affirm, reverse or modify the decision of record and shall adopt its own written findings and conclusions in support of its decision; and
 4. The city may require an applicant and/or the appellant to reimburse the city for the cost of preparing materials to be used during open record public hearings or closed record appeals, including but not limited to the cost of copying, taping, and/or transcribing a certified record of the proceedings;
 5. Appeals of SEPA threshold determinations or SEPA actions shall be combined with any appeals of associated applications or permits. If the final decision incorporates the SEPA threshold determination

subject to a 14-day comment period, a joint 23-calendar-day appeal period shall be provided on both the project decision and the SEPA threshold determination.

- C. All Type 3 and Type 4 land use decisions and the decisions of the hearing examiner on appeals of Type 1 and 2 permits may be appealed by a party with standing to file a land use petition in Washington State Superior Court, unless otherwise specified, in accordance with the provisions of Chapter 36.70C RCW. Such petition must be filed within 21 days of issuance of the decision. This process shall be the exclusive means of judicial review except for local land use decisions reviewable by a quasi-judicial body created by state law, such as the shorelines hearings board.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, § 1.d.(Exh. B), 11-23-2021; Ord. No. 24-002, § 21, 1-23-2024)

14.30.210 Amendments.

The purpose of this section is to establish the process for amending project specific permits/approvals/actions, as well as the city's comprehensive plan and the unified development code and related maps.

- A. Project Specific Permits/Approvals/Actions—Minor Amendments.
1. Proposed amendments to project specific permits and approvals may be determined by the city to be minor amendments, and subject to the provisions of this section, provided that the proposed amendments do not:
 - a. Alter the overall character of the project;
 - b. Increase the number of lots, dwelling units, or density;
 - c. Decrease the quality or amount of open space;
 - d. Significantly increase the demand for public utilities or services;
 - e. Trigger the need for a new or supplemental environmental review; or
 - f. Introduce a new use that is prohibited in the zone or that may only be permitted through a conditional use permit.
 2. Minor amendments shall be processed in accordance with the provisions of this Section 14.30.060 and may be approved, modified with conditions of approval by the city, or denied, provided that:
 - a. A proposed change to a condition of approval does not modify the intent of the original condition;
 - b. The perimeter boundaries of the original site shall not be extended by more than five percent of the original lot area;
 - c. The proposal does not add more than ten percent gross square footage of structures on the site;
 - d. Proposed changes to yard and height requirements are limited to ten percent of the required dimension.
 - e. Proposed changes to yard and height requirements are limited to ten percent of the required dimension.
 3. Any additions or expansions approved through minor amendments that would cumulatively exceed the requirements of this section shall be reviewed as a major amendment.

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- B. Project Specific Permits/Approvals/Actions—Major Amendments.
1. Proposed amendments to project specific permits/approvals/actions that do not meet the criteria for a minor amendment, as determined by the city, shall be considered a major amendment and subject to the provisions of this section.
 2. Major amendments shall be subject to processing in the same manner as the original permit or approval, as determined by the city.
- C. Amendments to the College Place Comprehensive Plan. Proposed amendments to the comprehensive plan including, but not limited to the goals and policies, level of service standards, and the future land use map shall be processed as a Type 4 review, in accordance with the provisions of Section 14.30.090, provided that:
1. Applications from the public shall only be accepted for review in accordance with the provisions of the public participation plan adopted by the city to guide the annual review of comprehensive plan amendments.
 2. Proposed amendments may be proposed by the city at any time.
 3. Amendments shall be considered by the city council no more frequently than once a year, except when the proposed amendment:
 - a. Is for the initial adoption of a sub-area plan;
 - b. Adopts or amends a shoreline master program; or
 - c. Amends the capital facilities element concurrent with the adoption of the city's budget.
- D. Amendments to the Unified Development Code and/or Official Zoning Map. Applications to amend Title 14 of this Code, also known as the unified development code and/or a general, non-site specific amendment to the official zoning map, also known as a general rezone, may be submitted at any time, in a format prescribed by the city. These applications shall be processed as a Type 4 review, in accordance with the provisions of Section 14.30.090, provided that:
1. Site specific rezone applications that require an amendment to the comprehensive plan or future land use map, shall be processed in conjunction with those amendments, and shall be subject to the annual limitations for processing proposed amendments to the comprehensive plan.
 2. Amendments to the unified development code may be held by the city for processing in conjunction with the annual review of comprehensive plan amendments.
 3. The diagrams and illustrations contained in the unified development code are provided as a resource to the reader and may be changed by city staff without formally amending the code.
- E. Upon review of the application materials, the city staff report, environmental documents, written comments from the public as well as from local, state, and federal agencies, and testimony presented at the required public hearing, the planning commission shall make a recommendation to the city council to approve, approve subject to conditions, or deny the application. The recommendation of the planning commission shall be based on the official record of their proceedings and deliberations and shall include written findings addressing the following:
1. The need for the proposed rezone;
 2. Whether the proposed rezone is in the public interest;
 3. Consistency with the College Place comprehensive plan and related documents;
 4. Consistency with the College Place future land use map;

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5. Compliance with the provisions of the College Place unified development code; and
 6. Compliance with the provisions of the Laws of Washington State including, but not limited to, the Washington State Growth Management Act and the Washington State Environmental Policy Act.
 7. The city council shall make a decision to approve, approve subject to conditions, or deny the application(s) based on a review of the record provided by the planning commission, provided that the city council may also remand proposed amendments to the planning commission for further research, review, and deliberations.
- F. Nothing in this chapter shall preclude the city council from adopting moratoria or interim zoning controls in accordance with the provisions of RCW 36.70A. 390 or as subsequently amended.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 22, 1-23-2024)

14.30.220 Performance.

- A. Any development activity authorized through a permit or approval issued in accordance with the provisions of this title shall be completed within two years from the date of approval, unless otherwise specified by the city.
1. Failure to meet the time limit set shall void the permit or approval.
 2. The city, at its sole discretion, may authorize a time extension upon request, provided such extension request is filed in writing prior to the required completion date. Such extension request shall detail unique and special circumstances that prohibited the completion of the use authorized.
- B. If the city finds the conditions and safeguards made part of the terms under which the project permit was granted have not be complied with or are not being maintained, the city shall prescribe a reasonable time for correction, and if corrections are not made within the time limit, the permit may be suspended or revoked.
- C. The city may revoke a project permit issued pursuant to this title, based on a finding that:
1. The application included any false information material to the project permit approval, or the permit was obtained by fraud;
 2. The conditions and safeguards required in the permit have not been complied with or are not now being maintained;
 3. The use for which a conditional use permit was granted has at any time ceased for one-year or more; or
 4. The required fees were not paid, or documents were not recorded, in a timely manner.
- D. The suspension or revocation of a permit may be appealed to the city hearing examiner in order to show cause why such permit approval should not be suspended or revoked.
- E. An application for a permit previously revoked under this section cannot be submitted until all remedial actions required of the applicant/project sponsor/property owner have been completed and all fines, penalties, and fees paid.
- F. Violation of such conditions and safeguards, when made part of the terms under which the project permit is granted, shall be considered a violation of this title and may result in suspension or revocation of the permit and/or enforcement actions in accordance with the provisions of this Code.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.30.230 Public notice requirements.

- A. These public notice requirements shall apply to the following unless otherwise specified:
 - 1. Notices of application;
 - 2. Public hearing notices;
 - 3. SEPA threshold determinations;
 - 4. Notices of decisions; and
 - 5. Notices of appeals.
- B. At least 15 days prior to the date of any open record public hearing and/or the begin date of any public comment periods the city shall:
 - 1. Publish the notice in the general newspaper of record.
 - 2. Post the notice on the city website and at City Hall.
 - 3. Place a sign that displays the public notice on each street frontage in accordance [with] city specifications and installation requirements. and
 - 4. Mail or email the public notice to the:
 - a. Applicant;
 - b. Owners of all parcels within 300 feet of the boundaries of the parcel in question and any adjacent parcels under the ownership or control of the project sponsor;
 - c. Agencies with jurisdiction;
 - d. Parties who have provided oral or written testimony on the permit and requested to be on the mailing list;
 - e. Parties who have submitted written requests to receive notice; and
 - f. Parties of record.
- C. All SEPA threshold determinations shall be distributed to:
 - 1. The Washington State Department of Ecology SEPA Register at separegister@ecy.wa.gov;
 - 2. Agencies and jurisdictions on the city's SEPA mailing list; and
 - 3. All parties listed in Section 14.30.230 B.4. above.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 23, 1-23-2024)

CHAPTER 14.40 ENVIRONMENTAL REVIEW

14.40.010 Introduction.

The purpose of this chapter is to highlight the environmental review requirements of the city and the Washington State Environmental Policy Act.

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- A. The city recognizes that each person has a fundamental and inalienable right to a healthful environment, and that each person has a responsibility to contribute to the preservation and enhancement of the environment.
 - B. The city shall use all practicable means, consistent with other essential considerations of state policy, to improve and coordinate plans, functions, programs and resources to the end that the state and its citizens may:
 - 1. Fulfill the responsibilities of each generation as trustee of the environment for succeeding generations;
 - 2. Assure for all people safe, healthful, productive, and aesthetically and culturally pleasing surroundings;
 - 3. Attain the widest range of beneficial uses of the environment without risk to health, safety, or welfare or other undesirable and unintended consequences;
 - 4. Preserve important historic, cultural and natural aspects of our national, state, or city heritage;
 - 5. Maintain, wherever possible, an environment which supports diversity and variety of individual choice;
 - 6. Achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and
 - 7. Enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.40.020 Substantive authority.

The following provisions constitute the city's SEPA policies and the basis for exercising the substantive authority granted to the city through the Washington State Environmental Policy Act.

- A. The city designates and adopts by reference the following documents, as amended, as the basis for the city's exercise of authority pursuant to this section:
 - 1. College Place comprehensive plan;
 - 2. College Place parks recreation and open space plan;
 - 3. College Place comprehensive water and sewer plans;
 - 4. College Place six-year transportation plan;
 - 5. College Place Municipal Code;
 - 6. City of College Place engineering design standards; and
 - 7. The International Codes as adopted and administered by the city.
- B. The city may attach conditions to a permit or approval for the proposal so long as:
 - 1. Such conditions are necessary to mitigate specific probable adverse environmental documents prepared pursuant to this chapter;
 - 2. Such conditions are in writing;
 - 3. The mitigation measures included in such conditions are reasonable and capable of being accomplished;

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4. The city has considered whether other local, state, or federal mitigation measures applied to the proposal are sufficient to mitigate the identified impacts; and
 5. Such conditions are based on one or more policies of the comprehensive plan and the provisions in this title and cited in the permit, license, or other decision document.
- C. The city may deny a permit or approval for a proposal on the basis of a SEPA review so long as:
1. A finding is made that approving the proposals would result in probable significant adverse environmental impacts that are identified in a final environmental impact statement (FEIS) or final supplemental environmental impact statement (FSEIS) prepared pursuant to this chapter;
 2. A finding is made that there are no reasonable mitigation measures capable of being accomplished that are sufficient to mitigate the identified impact; and
 3. The denial is based on one or more policies identified in this title or comprehensive plan and identified in writing in the decision document.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.40.030 SEPA administration.

- A. The city adopts Chapter 197-11 of the Washington Administrative Code by reference unless otherwise noted or modified by the provisions of this title.
- B. For those proposed projects, development activities, or actions for which the city is the lead agency, the SEPA responsible official shall be the community development director or his/her designee.
1. The designated SEPA responsible official shall make the SEPA threshold determination, supervise the scoping and preparation of any required environmental documents, and perform any other related functions assigned to the lead agency as identified in this chapter or WAC 197-11.
 2. In addition, the SEPA responsible official may require the applicant or project sponsor to prepare and submit such environmental documents as may be necessary to complete required environmental reviews.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.40.040 Categorical exemptions.

All proposed projects or development activities are subject to the provisions of this chapter and WAC 197-11, except those activities that are identified in WAC 197-11-800 as being categorically exempt from SEPA, including:

- A. The following minor new construction activities are exempt from the provisions of this Chapter unless the site contains critical areas or otherwise does not meet the exemption criteria of WAC 197-11-800:
1. The construction or location of up to and including 14 single-family residential dwelling units.
 2. The construction or location of up to 60 multi-family residential dwelling units.
 3. The construction of a barn, loafing shed, farm equipment storage building, produce storage, or packing structure, or similar agricultural structure, covering up to 30,000 square feet, provided that said structure is to be used by the property owner or his/her/their agent in the conduct of permitted farming on the property. This exemption shall not apply to feed lots.

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4. The construction of an office, school, commercial, recreational, service, storage building, with up to 30,000 square feet of gross floor area and associated parking facilities designed for no more than 90 automobiles.
 5. The construction of a parking lot not associated with a specific structure designed for up to 90 automobiles.
 6. Any landfill or excavation of up to 1,000 cubic yards throughout the total lifetime of the fill or excavation.
- B. Actions which must be undertaken immediately, or within a time period too short to allow full compliance with this chapter, to avoid an immediate threat to public health, safety, and welfare to prevent an immediate danger to public or private property, or to prevent an imminent threat to serious environmental degradation, shall be exempt from the procedural requirements of this chapter.
1. The SEPA responsible official shall determine on a case-by-case basis those emergency actions which qualify for this exemption;
 2. The city's determination that a proposal is exempt shall be final and not subject to appeal. If a proposal is exempt, none of the procedural requirements of this chapter shall apply to the proposal. The City shall not require completion of an environmental checklist for an exempt proposal;
- C. If a proposal includes exempt and nonexempt actions, the city may authorize exempt actions prior to compliance with the procedural requirements of this chapter, except that:
1. The city shall not give authorization under this section for:
 - a. Any nonexempt action;
 - b. Any action that would have an adverse environmental impact; or
 - c. Any action that would limit the reasonable choice of alternatives.
 2. The city may withhold approval of an exempt action that would lead to modification of the physical environment when such modification would serve no purpose if nonexempt action(s) were not approved.
 3. The city may withhold approval of exempt actions that would lead to substantial financial expenditures by a private applicant when the expenditures would serve no purpose if nonexempt action(s) were not approved.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 24, 1-23-2024)

14.40.050 SEPA checklist.

All applications for a permit, license, certificate, or other approval as required by the provisions of this title shall include a completed SEPA checklist in such form as provided by the city.

- A. A completed SEPA checklist shall not be required when:
1. The city has determined the activity to be categorically exempt from the requirements of SEPA;
 2. The city and applicant mutually agree that an EIS is required;
 3. SEPA compliance for the proposed project has already been completed; or
 4. SEPA compliance has been initiated by another agency.

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- B. For private proposals, the applicant shall be responsible for completing the SEPA checklist and providing all required supporting documentation.
 - C. For proposals sponsored by the city or another public agency, the agency or department initiating the proposal shall be responsible for completing the SEPA checklist and providing all required supporting documentation.
 - D. For projects submitted as planned actions under WAC 197-11-164, the city will use its existing environmental checklist form or may modify the environmental checklist form as provided in WAC 197-11-315. The modified environmental checklist form may be prepared and adopted along with or as part of a planned action ordinance or developed after the ordinance is adopted. In either case, a proposed modified environmental checklist form must be sent to the Washington State Department of Ecology to allow at least a 30-day review prior to use.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.40.060 Threshold determination.

The SEPA responsible official shall review SEPA checklists to determine if they are complete and ready for processing. If the checklist has not been completed, the city shall notify the applicant in writing and shall identify what additional information must be provided. If the checklist has been completed, the SEPA responsible official shall make a threshold determination and issue either a determination of non-significance (DNS), a mitigated determination of non-significance (MDNS), or a determination of significance (DS).

- A. An applicant may request in writing early notice that a determination of significance may be likely.
 - 1. The city shall notify the applicant in writing if a determination of significance is likely and the concerns that may trigger the need for the preparation of an EIS.
 - 2. The applicant shall be given the opportunity to clarify or revise their proposal in order to lessen the potential adverse impacts.
- B. If the city determines that the proposed action shall not have a probable, significant adverse impact on the environment, it shall issue a determination of non-significance, and no further environmental review of the proposed action shall be required. Upon issuance of the DNS the city may proceed with processing the application(s) associated with the proposed action.
- C. If the city determines that the proposed action may have significant adverse impacts on the environment, but that they can be reasonably mitigated by measures to avoid, minimize, or compensate for the potential adverse impacts, it shall issue a mitigated determination of non-significance, and shall identify in writing the mitigating measures that shall be included as subsequent conditions of approval.
 - 1. The issuance of an MDNS shall include public notice and a 15-day comment period. No permits or approvals associated with the proposed action shall be taken until the completion of this comment period.
 - 2. Based on comments received the city may modify required mitigation measures, impose additional measures, or may rescind the threshold determination.
- D. If the city determines that the proposed action is likely to have a probable, significant adverse impact on the environment, it shall issue a determination of significance and require the preparation of an environmental impact statement, in accordance with the provisions of this title and WAC 197-11.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.40.070 Preparation of EIS.

The preparation and issuance of draft and final environmental impact statement (EIS) documents is the responsibility of the city.

The city may elect to prepare EIS documents required for a proposed action with city staff or the EIS documents may be prepared by a qualified professional selected by the city in consultation with the proposed project sponsor. All costs associated with the preparation and issuance of an EIS document shall be the responsibility of the applicant or project sponsor in accordance with the provisions of the city fee schedule and/or voluntary cost sharing agreement.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.40.080 Appeals.

- A. The following administrative appeal procedures are established in accordance with the provisions of RCW 43.21C.075 and WAC 197-11-680:
1. Decisions concerning final threshold determinations (DS, DNS or MDNS) and final environmental impact statements (FEIS) made by the SEPA responsible official may be appealed to the College Place hearing examiner within 14 days of the issuance of DS, DNS, MDNS or FEIS by filing a written notice of appeal with the city.
 2. There shall be no appeals of determinations concerning whether there is a "proposal" or "action," whether a proposal is categorically exempt, or who is the lead agency, nor may there be appeals of checklists, scoping determinations or draft impact statements.
 3. SEPA appeals must combine review of SEPA issues with the related government action.
 4. For any appeal under this section, the city shall provide for a record that shall consist of the following:
 - a. Findings, conclusions, and decisions;
 - b. Testimony under oath;
 - c. A taped recording of all hearings; and
 - d. True copy of all documents and comments submitted in the matter.
 5. The city may require the appellant to provide an electronic transcript.
 6. Procedural determinations made by the city's SEPA responsible official shall carry substantial weight within any appeal proceeding.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

CHAPTER 14.50 ZONING

14.50.010 Introduction.

- A. It is the purpose of this title to:

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1. Facilitate orderly growth and development of the city consistent with the goals and policies of the comprehensive plan.
 2. Protect the health, safety and general welfare of city and urban area residents.
 3. Promote sound economic development and protect property values.
 4. Promote the wise use of the area's natural resources.
 5. Establish land use districts and provide for the appropriate regulations of land use within those districts.
 6. Provide flexible regulations which encourage compatible and efficient land use.
 7. Provide for the administration and enforcement of these regulations; and
 8. Reduce the effects of incompatible land uses.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, § 1.a.(Exh. A), 11-23-2021)

14.50.020 Official zoning map.

The city shall establish and maintain an official zoning map consistent with the provisions of this title and the comprehensive plan.

- A. In order to classify, segregate and regulate the uses of land, buildings and structures, the city is divided into the following zoning districts:
 1. Single-Family Residential (SFR). The purpose of the single-family residential zoning district is to stabilize and protect residential neighborhoods; to prevent intrusion by incompatible uses; and to permit principal and accessory uses which will enhance the district's single-family residential character.
 2. Multi-Family Residential (MFR). The purpose of the multi-family residential zoning district is to provide a range of higher density residential opportunities in the vicinity of existing high-density residential areas, institutions, commercial areas and major transportation routes.
 3. Manufactured Housing/Mobile Home Park District (MHP). The purpose of this district is to provide and protect affordable opportunities for the long-term occupancy of manufactured housing and mobile homes and the like in a residential setting.
 4. General Commercial (GC). The purpose of the general commercial zoning district is to provide for the concentrated grouping of diversified retail trade, administrative, and professional offices and services. This district encourages a full range of commercial activities, including convenience, comparison and professional shops and businesses serving the entire community trading area.
 5. Downtown Mixed-Use (DMU). The purpose of the downtown mixed-use zoning district is to promote innovative, well designed, mixed-use, higher density development along College Avenue. The DMU district is hereby created to:
 - a. Be consistent with City of College Place comprehensive plan goals and policies by encouraging more compact, higher density, mixed-use development of retail, office and residential uses within the same building.
 - b. Provide an area with a compatible mix of residential and commercial uses.
 - c. Promote innovative site and building design to achieve above purposes by allowing flexibility within and modification from existing codes through flexible residential densities

while not compromising the requirements established within the College Place Municipal Code.

6. Light Industrial (LI). The purpose of the light industrial zoning district is to provide for the location and grouping of industrial activities that do not generate offensive external impacts such as excessive noise, pollution or emissions, involve limited assembly, fabrication and handling of products, include research and technological processes and do not create exceptional demands upon public facilities and services. A further purpose is to afford protection to the industries so located by prohibiting the intrusion of incompatible influences.
 7. University District (UD). The purpose of the university district zone is to promote the use and development of properties on and in the immediate vicinity of the Walla Walla University Campus in accordance with the provisions of a master plan and to promote the compatibility of uses between the university and neighboring properties.
 8. Public Use (PU). The purpose of the public use zoning district is to provide for the retention of lands necessary for open spaces, parks, K-12 schools, and city facilities such as the City Hall campus.
- B. The locations and boundaries of these zoning districts are depicted on the official zoning map. The regulations of this title governing the uses of land, buildings and structures, the size of yards and other matters as set forth in this title are established and declared to be in effect upon all land encompassed within the boundaries of each district as shown on the official zoning map.
- C. Where uncertainty exists as to the boundaries of zoning districts as shown on the official zoning map, the community development director or his/her/their designee may make an administrative determination.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, § 1.a.(Exh. A), 11-23-2021; Ord. No. 24-002, § 25, 1-23-2024)

14.50.030 Table of permitted uses.

Use	SFR	MFR	MHP	DMU ⁽³⁾	GC	LI ⁽²⁾	UD ⁽⁴⁾	PU	Special Conditions
P = May be permitted as a primary use; A = May be permitted only as an accessory use; C = May be permitted through a Conditional Use Permit; S = May be permitted through a Special Use Permit; X (or blank cell) = Use not permitted									
Accessory building/use	A	A	A ⁽¹¹⁾	A	A	A	A	A	§14.60.170
Accessory dwelling unit (ADU)	A	A	A	A			A		§14.60.170
Adult home	P	P	P	P	P				
Alternative energy infrastructure	A	A		A	A	A	A	A	§ 14.60.110
Animals	A	A							Title 6
Antique/secondhand store				P	P				
Appliance repair shop					P	P			
Arcade/amusement facility					P				
Automobile service/repair ⁽¹⁾				P	P	P			

Automobile/truck sales, new and used					P				
Bakery				P	P	P			
Bank/financial institution				P	P				
Beauty salon/day spa				P	P				
Bed and breakfast inn	S	S		S					\$ 14.60.160
Boarding house		P		P			P		
Brewery/distillery					P				
Business park						P			
Business/professional office				P	P				
Car wash					P				
Cemetery/mausoleum					C		C	C	
Church	C	C		C	C		P		
Clubhouses, community centers, and recreation facilities for the primary use of mobile and manufactured home parks			P						\$14.60.190
Co-housing	P	P		P	P		P		\$ 14.60.180
Communications center/facility						P			
Contractor/construction yard					P	P			
Convalescent/nursing/retirement home		C		C	C				
Convenience/grocery			C						
Cottage housing	P	P							\$ 14.60.180
Cultural facility				P	P		P	P	
Day care center, adult	P	P	C	P	P		P		
Day care center, child			C	P	P				
Day care, child in-home facility	A	A	A	A		A	A		
Drug store				P	P				
Dry cleaning					P				
Dwelling unit, single	P	P	A ⁽¹⁰⁾	(5)			(5)		
Dwelling units (3+), multiple		P		P	P		P		
Dwelling units (duplex), two	P	P		(5)			(5)		
Electric vehicle infrastructure				P	P	P	P	P	
Emergency housing (indoor)	S	S	S	S		S			
Emergency shelter (indoor)	S	S	S	S		S			
Farmer's market				S	S	S	S	S	

Food/beverage				P	P				
Food cart pod				S	S	S	S	S	
Garden house/tool shed/playhouse/greenhouse	A	A	A	A	A	A	A	A	
Golf course	C	C						C	
Government building				P	P		P	P	
Group home	P	P	P						
Hemp production	X	X	X	X	X	X	X	X	
Home business	A	A	A	A	A				\$ 14.60.150
Hospital/medical center					P				
Hotel				P	P				
Industry, light						P			\$ 14.60.240
Kennel					P				
Landfill	X	X	X	X	X	X	X	X	
Laundromat			C	P	P				
Lodge/fraternal/social organization				P	P				
Manufactured home	P	P		(5)		(5)			\$ 14.60.180
Manufactured/mobile home community	P ⁽⁶⁾	P ⁽⁶⁾	P						\$ 14.60.190
Manufacturing/assembly, light						P			\$ 14.60.240
Marijuana, medical cooperative	X	X	X	X	X	X	X	X	
Marijuana processing	X	X	X	X	X	X	X	X	
Marijuana production	X	X	X	X	X	X	X	X	
Marijuana sales	X	X	X	X	X	X	X	X	
Master planned development	P	P	P	P	P	P	X	P	
Medical office/clinic				P	P				
Mining	X	X	X	X	X	X	X	X	
Mini storage			C			P			\$ 14.60.110
Mixed-use, residential/commercial				P	P				\$ 14.60.180
Mobile home	P ⁽⁸⁾	P ⁽⁸⁾	P						\$14.60.190
Mobile home park	P ⁽⁷⁾	P ⁽⁷⁾	P						\$ 14.60.190
Mobile vendor				P	P	P	P	P	\$14.60.140

Mobile vendor food court				S	S	S	S	S	\$14.60.140
Motel				P	P				
Nursery/greenhouse					P	P			
Office, business/professional			C ⁽⁹⁾	P	P				
Office, government/non-profit				P	P				
Park/playground	P	P	P	P	P		P	P	
Park and ride facility					P				
Parking lot				P	P	P	P		
Personal service			C ⁽⁹⁾	P	P				
Pop-up business				S	S	S	S	S	
Post office				P	P				
Public utility	P	P	P	P	P	P	P	P	
Recreation, private indoor				P	P		P		
Recreation, private outdoor					P		P		
Recreation, public indoor				P	P		P	P	
Recreation, public sports complex							P	P	
Restaurant/coffee shop			C	P	P				
Retail sales				P	P				
Retail sales, large-scale					P				
RV park		P	P		P		P	P	\$14.60.200
Salvage/wrecking operations						P			\$ 14.60.100
School, vocational/trade				P	P	P			
School, public/private	C	C		C	C	C			
Seasonal use	S	S	S	S	S		S	S	
Secure community transition facility	C	C	C	C	C		C		
Security building, on-site						A		A	
Sexually oriented business						C			\$ 14.60.120
Shipping/receiving center						P			
Storage of flammable material/liquid					P	P			
Storage, outdoor					P	P			\$ 14.60.100
Tasting room				P	P				
Tavern/bar				P	P				
Technology center						P			

Temporary homeless encampment	S	S	S	S	S	S	S		§14.60.210
Temporary use	S	S	S	S	S	S	S	S	§ 14.60.130
Theater, live/movie				P	P				
Tiny home			P						§14.60.180
Townhouse	P	P	P	P					§ 14.60.180
Underground injection well	X	X	X	X	X	X	X	X	
University							P		§ 14.60.250
Vacation rental	S	S		S	S				§14.60.160
Veterinary hospital/clinic					C	C			
Warehouse/shipping					P	P			§ 14.60.110
Winery					P	P			
Wireless communication facility, academic	P	P		P	P	P	P		§ 14.60.270
Wireless communication facility, major					C	C	C	C	§14.60.270
Wireless communication facility, minor	P	P	P	P	P	P	P	P	§ 14.60.270

- (1) All repair work shall be conducted indoors in accordance with applicable environmental and safety standards.
- (2) See Chapter 14.60.240, Light Industrial District Standards.
- (3) New developments must comply with the downtown mixed-use district standards, please see Chapter 14.60.230.
- (4) New developments must comply with the university district standards, please see Chapter 14.60.250.
- (5) Legally established single-family and multi-family dwelling units, in use on January 1, 2020 are a permitted use.
- (6) Legally established manufactured home parks in existence on January 1, 2020 are a permitted use.
- (7) Legally established mobile home parks in existence on January 1, 2020 are a permitted use.
- (8) Legally established mobile homes in existence on January 1, 2020 are a permitted use and may continue to be used at that location. After January 1, 2020 mobile homes may only be placed in mobile home parks in existence before June 12, 2008.
- (9) Personal and professional services designed primarily to serve the residents of the neighborhood.
- (10) One single-family dwelling for the primary use of a manager or caretaker responsible for maintaining or operating the property.
- (11) The following accessory uses may be permitted in the MHP District:
 - a. Garages and carports.
 - b. Garden house, tool shed, playhouse, or greenhouse not used for commercial purposes.
 - c. Any use customarily incidental to a permitted principal use, i.e., the sale of new or eligible used manufactured homes for use within the park.

d. One single-family dwelling for the primary use of a manager or caretaker responsible for maintaining or operating the property.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, §§ 1.a.(Exh. A), 1.d.(Exh. B), 11-23-2021; Ord. No. 22-024, §§ 1.a.(Exh. A), 1.e.(Exh. B), 12-13-2022; Ord. No. 24-002, § 26, 1-23-2024)

CHAPTER 14.60 DEVELOPMENT STANDARDS

14.60.010 Introduction.

The purpose of this chapter is to highlight the special standards and conditions applicable to specific types or locations of development activities and land uses. This chapter should be used in conjunction with the table of permitted uses (Table 14.50.030). If you have any question about the applicability of these standards, please contact the community development department.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.020 Environmental performance standards.

It is the responsibility of the operator and/or proprietor of any permitted use to comply with the following environmental performance standards as set forth in this chapter. It shall further be the responsibility of the operator and/or proprietor of any permitted use to provide such reasonable evidence and technical data as the city may require documenting compliance with this chapter, if and when such need arises.

- A. Noise. Noise emissions from any permitted use shall comply with the maximum permissible sound level standards or any subsequent amendments thereto, in accordance with the noise regulations of the city, please refer to Subsection 8.24.020 Y., Obnoxious or Offensive Sound.
- B. Pollutants and Contaminants.
 - 1. State and federal ambient air quality standards.
 - 2. Toxic substances (including asbestos, beryllium compounds, vinyl chlorides and benzol and any others added to the toxics list of the U.S. Environmental Protection Agency) shall be handled in accordance with U.S. Environmental Protection Agency standards. Asbestos demolition (including the handling of scrap asbestos from any source) shall be conducted in accordance with the state department of ecology requirements.
 - 3. Liquid or solid wastes or spills shall be disposed of in keeping with the best operating practices of the industry and in compliance with the regulations and requirements of local, regional, state or federal agencies having jurisdiction in liquid or solid waste disposal and environmental health and safety.
 - 4. The use, transportation, storage and disposal of all radioactive materials and handling devices shall be subject to the regulatory controls of any local, regional, state or federal agency having jurisdiction.
 - 5. Materials used or created in any commercial/industrial process shall be handled in such a manner so as to prevent groundwater or soil contamination which destroys or endangers the support of natural vegetation or which may pollute underground aquifers or other natural drainage systems.
- C. Perceptual Nuisances.

1. Any operation producing intense heat or glare shall be performed within an enclosure so as to completely obscure such operation from view from any point along the property line except during the period of on-site construction.
2. No use-activity or use shall cause earth vibrations or concussions detectable without the aid of instruments beyond its lot lines, with the exception of the temporary vibration produced as a result of construction activity.
 - a. Such temporary construction activity shall be restricted to the hours between 7:00 a.m. and 8:00 p.m.
 - b. Emergency conditions, as determined by the city, are exempt from these provisions.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.030 Density, dimension, area, height, and setback standards.

The density, dimension, area, height, and setback standards of this chapter shall apply to all lots, uses, structures, buildings, and fences, unless otherwise specifically provided by the provisions of this title, or a variance is granted.

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

Table 14.60.030: Density, Dimension, Area, Height, and Setback Standards

Zoning District	Maximum Density (dwelling units/acre) ⁽¹⁾⁽¹⁸⁾	Minimum Lot Size (sq. ft.) ⁽³⁾	Minimum Lot Width ⁽⁶⁾	Maximum Building Height ⁽⁷⁾	Setbacks		
					Front Yard ⁽⁸⁾	Side Yard ⁽⁸⁾	Rear Yard ⁽⁸⁾
Single-Family Residential (SFR)>	7	6,000 ⁽⁴⁾	60' ⁽⁴⁾	35'	20' ⁽⁹⁾	5' ⁽¹¹⁾	20' ⁽¹⁵⁾⁽¹⁶⁾
Multi-Family Residential (MFR)	⁽²⁾	None ⁽⁴⁾	50' ⁽⁴⁾	35'	20' ⁽⁹⁾	5' ⁽¹⁰⁾⁽¹¹⁾	15' ⁽¹⁰⁾⁽¹⁵⁾
Downtown Mixed-Use (DMU)	⁽²⁾	None ⁽¹¹⁾	50'	None	None ⁽¹²⁾	None	None
General Commercial (GC)	⁽²⁾	None ⁽¹¹⁾	50'	None	None	None ⁽¹³⁾	None ⁽¹³⁾
Light Industrial (LI)		None ⁽¹¹⁾	50'	None	None	None ⁽¹⁴⁾	None ⁽¹⁴⁾

University District (UD)	(2)	None ⁽¹¹⁾	50'	None	None	None	None
Public Uses (PU)		None	50'	None	None	None	None
Mobile Home Park	(2)	None ⁽⁵⁾	None	35'	(17)	(17)	(17)

(1) 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 0.51 or greater may be rounded up).

(2) 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.

(3) Critical areas and their buffers shall not be included in lot size calculations.

(4) 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 and setback requirements can reasonably be met.

(5) There is no minimum lot size, provided the density, lot width, setback, building height and building separation requirements can be met.

(6) Lot width means the dimension of the lot at the front property line, unless otherwise provided in this title.

(7) 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.

(8) Building setbacks shall be from property lines, or from critical area buffers when present.

a. Buildings must also be set back two feet 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.

(9) Garages must be set back at least 20 feet from the front property line, but the setback for the residential portion of building may be reduced to 15 feet, if:

a. The single-family residence includes a front porch open on three sides and is at least four feet deep; or

b. A five-foot wide or larger planter strip is installed along the street frontage in accordance with city standards.

(10) The maximum front yard setback shall be ten feet and on corner lots 15 feet.

(11) On corner lots, the exterior side yard setback shall be at least 15 feet from the property line.

(12) 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 set back from the property line a distance greater than or equal to the height of the building at the eave, not to exceed 20 feet.

(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 Section 14.60.040, Landscaping, Fences and Visibility Standards.

a. Side yard: ten feet.

b. Rear yard: 15 feet.

(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 Section 14.60.040, landscaping, fences and visibility standards.

(15) Accessory buildings may be located in the rear yard setback up to five feet from the property line.

(16) On corner lots the rear yard setback may be reduced to five feet.

(17) All dwellings and buildings shall be located at least 15 feet from the perimeter of the park. Unless an intervening fire wall is provided, no residence shall be located closer than ten feet from any other residence, nor closer than ten feet from any, common parking area or common walkway, or 15 feet from any dedicated street. Detached accessory structures shall not be closer than five feet from any residence.

(18) A religious organization developing an affordable housing development located on real property owned or controlled by a religious organization, as provided for in, and that meets the requirements of, RCW 36.70A.545 may request a conditional use permit to obtain a density bonus.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, § 1.d.(Exh. B), 11-23-2021; Ord. No. 22-024, § 1.b.(Exh. A), 12-13-2022; Ord. No. 24-002, § 27, 1-23-2024)

14.60.035 Addressing standards and guidelines.

A. The purpose of these standards is to:

1. Prescribe a system for the naming of streets and the numbering of structures.
2. Provide a uniform pattern of addresses for law enforcement, medical, fire, utility responders, and mail service.
3. Provide a uniform database to support the delivery of public services such as property research, GIS mapping, and enhanced 911 services.

B. The public works director or designee, is responsible for implementing, enforcing, and maintaining the city addressing and street naming standards, unless otherwise authorized by the city administrator. This shall include, but is not limited to:

1. Establishing and implementing, as well as periodically reviewing and updating, such administrative procedures as may be necessary to achieve the purposes of these standards in an efficient and effective manner.
2. Maintaining a master list of all street and road names within the city, including both public and private streets.
3. Notifying public agencies and public service providers of approved street names and addresses in a timely manner. This may include, but is not limited to:
 - a. Regional 911 dispatch center;
 - b. U.S. Postal Service;
 - c. Walla Walla County master street addressing guide coordinator;
 - d. Walla Walla County GIS office; and
 - e. City departments including police, fire, and community development.
4. Erecting and maintaining public road signs.

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- C. The responsibilities of private property owners shall include:
1. Obtaining approval from the city for all street names and addresses on their properties.
 2. Erecting and maintaining private road signs and providing extra signs as required by the city.
 3. Posting and the continuing maintenance of address numbers in accordance with the provisions of this section.
 - a. The City of College Place is not responsible if an emergency call cannot be located by emergency service personnel, if address numbers are not properly posted or are not visible from the street providing access to the property.
- D. All street names and addresses shall be approved by the city. Addresses may be assigned in conjunction with issuing a building permit, land use approval, issuance of a city business license, and/or upon request by a property owner, in accordance with these standards and guidelines.
1. The failure of to obtain an address as required by the city, and/or the utilization street names or addresses not approved by the city, shall be considered a violation of this Code, and subject to code enforcement actions.
 2. Upon notification that a private street sign or building number is missing, illegible, incorrect, or not properly posted, the property owner shall make the necessary corrections within 30 days of such notice. The failure of a property or business owner to comply with such notices shall be considered a violation of this Code, and subject to code enforcement actions.
 3. Any person, firm or corporation that violates any portion of this chapter may be subject to civil and/or criminal penalties, with each day considered to be a separate offense.
- E. All public and private streets and roads shall have a name approved by the city.
1. When selecting and approving street and road names, consideration shall be given to the following:
 - a. There shall be no duplication of existing names within like zip codes or ESN (emergency service numbers) zones.
 - b. Names of similar pronunciation and/or spelling shall be avoided (ex: "Briar Lane," "Brier Lane.")
 - c. Variations of the same name within a different road designation shall be avoided (ex: "Pine Street," "Pine Drive," "Pine Lane").
 - d. Articles (the, a, an) shall not be used to begin names.
 - e. Names duplicating facilities shall not be used (ex: "Bowling Alley," "Tennis Court").
 - f. Names are limited to three words not including the road type designator.
 - g. Names that exceed 15 characters including spaces should be avoided.
 - h. Usage of names derived from community names or geographic features shall be limited to locations in close proximity to such communities or geographic features.
 - i. Where a proposed street or road is a continuation of or in alignment with an existing street or road, it should generally utilize the same name as the existing name. A new name shall be required if the proposed street or road is disconnected from the existing street or road by an offset greater than 60 feet.
 - j. Streets or roads that extend from unincorporated areas into incorporated areas may retain the same name.

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2. Street type designators should be consistent with the roadway's expected traffic use, physical design, and location in accordance with the following guidelines, provided that the city may vary or waive these guidelines in certain circumstance, in accordance with established procedures.
 - a. Court (CT): A dead-end street or cul-de-sac when not an extension of an existing road or a continuation of a proposed road.
 - b. Place (PL): A dead-end street or cul-de-sac from which other culs-de-sac originate.
 - c. Loop (LP): A street that begins and ends on the same street.
 - d. Circle (CIR): A street that circles back on itself.
 - e. Avenue (AVE): A collector or arterial street in the community with a north/south directional course.
 - f. Street (ST): A collector or arterial street in the community with an east/west directional course.
 - g. Drive (DR), road (RD), and way (WAY): Streets that do not have a definite directional course.
 - h. Boulevard (BLVD): A wide street with median and landscaping.
 - i. Parkway (PKWY): A scenic or landscaped street.
 - j. Highway (HWY): A federal or state designated primary street or road.
 - k. Bend (BEND), cove (COVE), grove (GRV), and terrace (TER): Typically, a minor street in a subdivision.
 - l. Bluff (BLF): Typically, a street along high ground.
 - m. Crossing (CSG): A street that crosses a geographic feature (such as a creek), or a short street that serves as a connector between two other streets.
 - n. Lane (LN): A street that serves a limited number of lots.
 3. All streets shall contain a directional prefix in accordance with the following standards:
 - a. The base intersection for assigning a directional prefix will be College Avenue and Whitman Drive.
 - b. All streets that lie west of College Avenue and north of Whitman Drive shall have the prefix "northwest" attached to its name.
 - c. All streets that lie east of College Avenue and north of Whitman Drive shall have the prefix "northeast" attached to its name.
 - d. All streets that lie west of College Avenue and south of Whitman Drive shall have the prefix "southwest" attached to its name.
 - e. All streets that lie east of College Avenue and South of Whitman Drive shall have the prefix "southeast" attached to its name.
 - f. Whitman Drive shall have the prefix "west" attached to its name for that portion of the street that is west of College Avenue and Whitman Drive shall have the prefix "east" attached to its name for that portion of the road that is east of College Avenue.
 - g. College Avenue shall have the prefix "north" attached to its name for that portion of the street that is north of Whitman Drive and College Avenue shall have the prefix "south" attached to its name for that portion of the street that is south of Whitman Drive.

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- F. All addresses shall consist of a number followed by a directional indicator, street name, and a street name designator. Numbering will be calculated by the position of the lot or building relative to the base streets of College Avenue and Whitman Drive. Address numbers shall be assigned in accordance with the following guidelines:
1. All addresses assigned to lots and buildings situated within the first block north or south of Whitman Drive fronting on intersecting or generally perpendicular streets shall be given numbers between one and 99 inclusive; within the second block, numbers between 100 and 199 inclusive shall be used, and so on, in each succeeding block.
 2. All addresses assigned to lots and buildings situated within the first block east or west of College Avenue fronting on intersecting or generally perpendicular streets shall be given numbers between one and 99 inclusive; within the second block, numbers between 100 and 199 inclusive shall be used, and so on, in each succeeding block.
 3. Within any block, the lots or buildings nearer the base street shall use the smaller numbers. In assigning numbers, consideration shall be given to vacant lots and the future development potential of lots.
 4. Odd numbers shall be used on the left-hand side of streets and roads and even numbers shall be used on the right-hand side of streets and roads. In determining the right and left side of streets, it shall be assumed that the numbers are being assigned progressively with the smallest number at the base street and proceeding away from the same.
 5. The following numbering guidelines shall also be used by the city:
 - a. Prior to the completion of a site plan or final plat, all lots will be given an address. Addressing will, as much as possible, be done with a ten-number spacing between lots (e.g. 701, 711, 721, etc.). However, numbers shall not be officially assigned until the final site plan or subdivision has been approved.
 - b. Loops: Streets begin at the low numbered intersection and are numbered with odd numbers on the left side of the road. The outside of the loop is numbered first and consecutively. The inside is then numbered to match and mix with the outside. This may result, in some cases, in fewer numbers on the inside of the loop, and with gaps in numbering sequences.
 - c. The numbering of corner lots shall be assigned utilizing the front of the lot, as determined by the city.
 - d. Duplex/triplex: A number shall be provided for the building and each individual unit shall be assigned a unit number. The building number shall be placed in a conspicuous area visible from the street and the unit number placed by the individual unit door.
 - e. Four-plexes and larger are considered multi-tenant structures and should be numbered with the middle of the building determining the number and then assigning apartment or suite numbers. An example of an apartment address would be 750 NE Bruce Street, Suite 101. No alphabetical characters are to be used in place of numbers. In multi-level buildings, the main level will have 100 numbers, the second floor will have 200 numbers, and consecutively for each floor. The basement will be numbered from one to 99 inclusive.
 - f. Addresses shall be assigned in mobile home parks, manufactured housing communities, or manufactured/mobile home communities, and RV parks in conjunction with the review and approval of required site plans. Numbers will be based on the primary access to each lot, building, dwelling, or designated RV space.
 - g. Accessory dwelling units will be assigned an address upon approval by the city.

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- G. Following approval by the city, address numbers shall be posted by property owners in accordance with the following guidelines:
1. All numbers shall be visible from streets in accordance with the following guidelines:
 - a. Residential Type Development. Property owners shall post Arabic numerals only in contrasting background with the residence (light on dark/dark on light). The numbers shall be at least four inches in height and shall be located above or to either side of the main entrance door.
 - b. Commercial/Industrial Type Development. Property owners shall post Arabic numerals only in contrasting background with the residence (light on dark/dark on light). The numbers shall be at least six inches in height and shall be located above or to either side of the main entrance door.
 - c. Buildings located more than 30 feet from the street and/or the front entrance is not visible from the street, the owner shall post addresses on a city-approved address post and placed in an area approved by the City. Dual postings and exceptions may be approved by the city in accordance with established procedures.
 2. On corner lots, the number shall only be displayed to face the street upon which the property is numbered.
 3. Any numbers previously displayed which could be confused with or mistaken for the assigned address number shall be removed from the mailbox and property.
 4. Numbers shall be properly maintained by the property owner to ensure that they are clearly discernible from the roadway upon which the property is numbered.
 5. It shall be the duty of each property owner assigned a property number to comply with this chapter within 30 days of habitation.
 6. Display of address numbers for multitenant structures and multi-building complexes:
 - a. If a building is divided into multiple units with separate entrances and each unit has been assigned an individual number, then each unit number shall be displayed on or next to the main doorway.
 - b. The address range of all individual unit numbers within a multi-unit building shall be displayed in a manner that is clearly visible from the road upon which the units are numbered. If more than one building shares an access, then the address range shall also be displayed on each building.

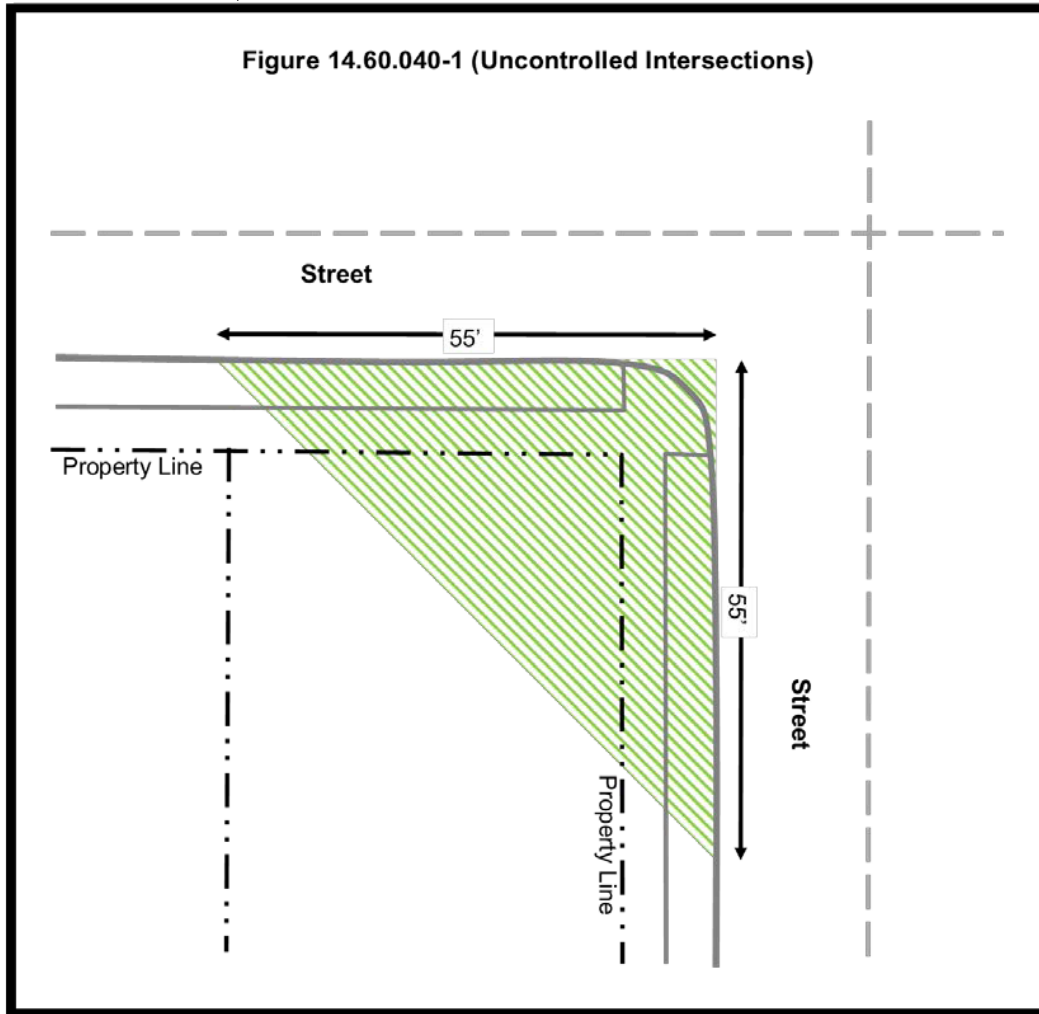
(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 28, 1-23-2024)

14.60.040 Landscaping, fences, and visibility standards.

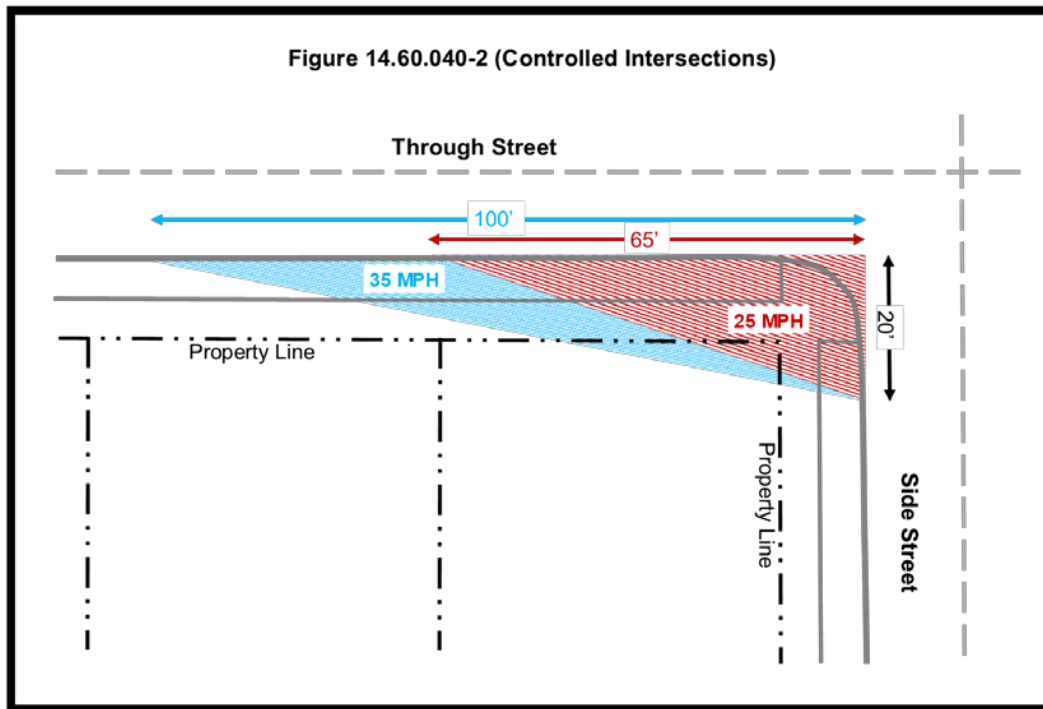
- A. Landscaping Standards.
1. All developments throughout the city shall provide adequate screening and landscaping of their use activities so as to reasonably protect abutting properties from the effects of noise, light, glare, exhaust fumes and other adverse impacts and to provide an attractive urban environment.
 2. All required landscaping and landscaped buffers shall be designed by a qualified professional and submitted as a landscape plan in a format prescribed by the city, for review and approval.
 - a. Unless otherwise provided, all required landscaping shall be evenly distributed and shall consist of a mixture of hardy evergreen planted material including trees, low, medium and high-profile shrubs, together with suitable ground cover consisting of natural grasses, vines, bark mulch, and rockeries;

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- b. When plantings are used in screening or landscaping, they shall be compatible with area climate conditions and shall be provided with either a manual or automatic irrigation system;
 - c. The use of native plants and low water usage plantings is encouraged; and
 - d. All landscaping shall be placed and maintained in such a manner as not to impair vehicular visibility at parking area points of ingress/egress, emergency vehicle access, city maintenance activities, and shall comply with the sight visibility requirements in this section.
- 3. All shrubs, trees and vegetative material used in the screening or landscaping of these activities shall be perpetually maintained in a healthy, growing condition. Dead or dying trees or shrubs shall be replaced immediately and planting areas shall be maintained free of trash and weeds and shall not present a fire hazard. Fences used in screening and landscaping shall be perpetually maintained in an attractive and structurally sound condition.
 - 4. All mechanical equipment, outdoor storage and manufacturing areas, and loading, service, and delivery areas, shall be screened from view from all public streets and any residential zones. The screening shall be provided by one or more the following (minimum of six feet tall):
 - a. Decorative wall (i.e., masonry or similar quality material);
 - b. Evergreen hedge;
 - c. Sight-obscuring fence; or
 - d. Similar feature that provides a non-see through barrier.
 - 5. Refuse Enclosures. Trash dumpsters or compactors that are required by this Code shall be enclosed by a refuse enclosure consisting of a six-foot tall decorative wall.
 - 6. All required off-street parking facilities which have 15 or more parking spaces shall provide landscaping in conformance with the standards in this section and the following:
 - a. A perimeter landscaped border of at least five feet wide around the parking area.
 - b. Interior landscaping in at least ten percent of the total land area covered in parking.
 - c. The interior of the parking areas shall contain landscape islands and peninsulas located in such a manner as to:
 - (1) Divide and break up large expanses of paving;
 - (2) Guide traffic flow and direction;
 - (3) Promote pedestrian and vehicular safety; and
 - (4) Preserve existing trees and vegetation.
 - 7. Landscape islands shall be installed to break up the parking area into rows of not more than 20 contiguous parking spaces or ten spaces in one row.
 - a. Each end of each row of parking spaces shall require a landscape island unless the end of such row of parking spaces is adjacent to a perimeter landscape;
 - b. The minimum width for a landscape island or peninsula shall be five feet; and
 - c. Each landscape island or peninsula shall contain a minimum of one shade tree and a combination of five deciduous and evergreen shrubs or groundcover.
- B. The following standards shall apply to all fences in the city:

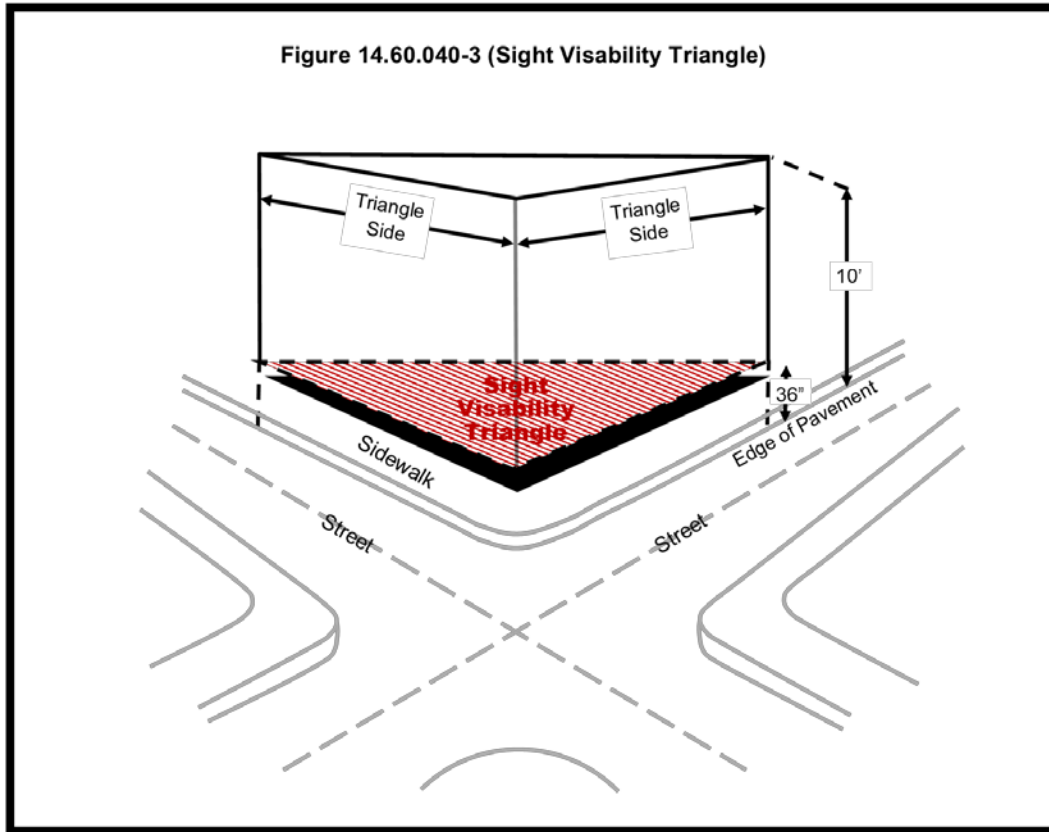
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1. No fence shall exceed eight feet in height measured from the existing grade to the highest board, rail, or wire, including any retaining wall.
 - a. Fences exceeding seven feet in height shall require a building permit and must comply with the provisions of the International Codes, as adopted by the city.
 - b. All fences of any height require a fence placement permit.
 2. No fence located within a required front yard setback (including half depth front yards) shall exceed 42 inches in height; provided, however, that in the case of corner lots, fences exceeding 42 inches in height may be erected within the required front yard setback for second front yards so long as no fence exceeding 42 inches in height is erected within 30 feet of the front property line of the primary front yard.
 3. The maximum fence height limitations are further qualified and limited by the sight visibility triangle provisions of this section.
 4. No privately-owned fence may be constructed on public property or encroach into public right-of-way.
- C. Site Visibility Triangles. In an effort to make intersections safer for vehicles, bicyclists, pedestrians, and other legal uses, the following standards shall apply to all buildings, structures, fences, vegetation, and landscaping.
1. Figures 14.60.040-1, 14.60.040-2, and 14.60.040-3 illustrate dimensions and terminology used in this chapter with reference to sight visibility triangles.
 2. At uncontrolled intersections, the sight visibility triangle shall be formed by measuring back from the point where the extensions of the face of curb (or edge of paved road surface for streets without gutters) meet, a distance of 55 feet along the extensions, with the third side of the triangle being the straight line connection between the above-mentioned side lines (refer to Figure 14.60.040-1).



3. At controlled intersections the side street side of the sight visibility triangle shall be a distance of 20 feet measured back from the point where the extensions of the face of curb (or edge of paved road surface for streets without gutters) meet; the through street side of the triangle shall be a distance of 65 feet for speed limits up to 25 miles per hour and 100 feet for speed limits up to 35 miles per hour; the third side of the triangle being the straight line connection between the above-mentioned side lines (refer to Figure 14.60.040-2).



4. On property located within any sight visibility triangle there shall be located no structure, fence, wall, hedge, natural growth, tree, sign or other object which materially impairs vision between a height of 36 inches and a height of ten feet above the edge of the pavement except as provided for in Section 14.60.040(C)(5) (refer to Figure 14.60.040-3).



5. The sight visibility triangle regulations of this chapter shall not apply to:
 - a. Permanent structures and fences which were existing prior to passage of this title, unless such are determined by the city to be a public hazard or nuisance;
 - b. Existing public utility poles;
 - c. Existing trees, so long as they are not planted in the form of a hedge and are trimmed to the trunk to a height of at least ten feet above the grade level of the centerline of the intersection so as to leave, in all seasons, a clear and unobstructed cross view;
 - d. Official warning signs or signals; or
 - e. Where existing conditions preclude compliance, as determined by the city engineer.
6. The sight visibility triangle requirements of this chapter are declared to be minimums only and do in no way prohibit the city from applying more restrictive height and location requirements where this action is warranted in consideration of the public health, safety and welfare.
7. Any structure, fence, wall, hedge, natural growth, tree, sign or other object erected or placed in violation of the sight visibility triangle requirements of this chapter is declared to be a public nuisance and shall be subject to abatement in accordance with the provisions of Chapter 8.24.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, § 1.d.(Exh. B), 11-23-2021; Ord. No. 24-002, § 29, 1-23-2024)

14.60.050 Clearing and grading.

- A. All activities that involve the clearing, grading, filling, and/or covering of the ground with impervious surface must receive a city permit or written approval, unless specifically exempted by the city.
 - 1. Applications shall be submitted on forms provided by the city, provided that the city may authorize the submittal of the required information as a part of a related application, such as a building permit.
 - 2. Clearing and grading permit applications should be submitted and processed concurrently with all associated project permits/approvals/actions.
- B. The following activities may be determined by the city to be exempt from the requirements of this chapter, provided that grading activities that would alter drainage courses, critical areas, archaeological sites, and/or impact stormwater facilities (with a public nexus) are not generally candidates for exemption:
 - 1. Excavating a foundation for a single-family residence, duplex, or accessory dwelling unit when authorized through a building permit;
 - 2. Resurfacing a conforming impervious surface such as a parking lot, provided that it does not alter the flows or volumes of stormwater and/or does not require excavation;
 - 3. Construction or maintenance of public roads when done by a public agency when the project has completed an environmental checklist and has been approved by the city;
 - 4. The installation of utilities in accordance with a valid permit, franchise or road construction plan from the city, well drilling activities, or excavation for soil logs;
 - 5. Excavation or fill quantities less than 50 cubic yards;
 - 6. The broadcasting of less than 50 yards of peat, sawdust, mulch, bark, chips, topsoil, or soil nutrients on a lot, tract or parcel of land, or the broadcasting of any amount of the above material to a maximum depth of 12 inches;
 - 7. Landscaping, routine vegetation management, and minor home improvement activities that do not involve heavy equipment such as excavators, bulldozers, etc.;
 - 8. The storage or stockpiling of less than 50 cubic yards of material such as fill, gravel, sand, beauty bark etc.;
 - 9. The removal of diseased, damaged, or unwanted trees from an existing yard or landscaped area;
 - 10. Routine maintenance and operation activities at cemeteries and public parks; and/or
 - 11. Emergency sandbagging, diking, ditching, filling or similar work during or after periods of extreme weather conditions when done to protect life or property.
- C. All clearing and grading activities shall be designed and implemented in accordance with city standards, provided that the city may apply more stringent standards when necessary to protect the public health, safety, and welfare.
 - 1. All clearing and grading activities shall include temporary erosion control and stormwater management provisions designed and implemented in accordance with the requirements of the city's engineering and design manual, unless specifically exempted by the city.
 - 2. Excavation Standards—Cut Slopes.
 - a. Slopes shall be no steeper than is safe for the intended use and shall not be steeper than two horizontal to one vertical (2H:1V), unless otherwise recommended by a professional engineer licensed to practice in the State of Washington and approved by the city.

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- b. The top of cut slopes shall be set back from a down-grade site boundary line at a 2H:1V ratio or as dictated by the relevant building code, whichever is more restrictive, unless a retaining wall is designed by a qualified professional and approved by the city.
3. Fill Standards.
- a. No material other than earth material shall be buried or placed in fills, unless specifically approved by the city. Placement of other than earth material is regulated by state statutes or federal laws and additional permits may be required.
 - b. Fill which is intended for building sites shall be constructed in conformance with the requirements of the latest edition of the International Codes, as adopted and administered by the city.
 - c. The ground surface for fills over five feet in height shall be prepared by removing vegetation, noncomplying fill, topsoil and other unsuitable materials, scarifying to provide a bond with the new fill, and, where existing slopes are steeper than five horizontal to one vertical, by benching into competent material as determined by the engineer. At a minimum, the bench under the toe of a fill on a slope steeper than five horizontal to one vertical shall be at least ten feet wide or as dictated by the relevant building code, whichever is more restrictive, or as recommended by a geotechnical professional engineer licensed to practice in the State of Washington. Additionally, grading activities shall conform to the minimum requirements and standards of the city's engineering and design manual.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 30, 1-23-2024)

14.60.060 Stormwater management.

The city is required to manage stormwater runoff in accordance with the provisions of federal and state law as well as a Washington State Department of Ecology-issued National Pollutant Discharge Elimination System (NPDES) and a State Waste Discharge General Permit for Discharges from Small Municipal Separate Storm Sewers in Eastern Washington, commonly known as the Eastern Washington NPDES Phase II Municipal Stormwater Permit. As a result, the city has adopted the Stormwater Manual for Eastern Washington prepared by the Washington State Department of Ecology and established a stormwater utility.

For the applicable stormwater standards and requirements please refer to Chapter 13.86, Stormwater Management, and the City of College Place engineering design standards.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.070 Parking and loading standards.

Project sponsors shall make adequate provisions to meet the projected parking and loading needs associated with all new development activities including the construction of new buildings, the expansion of existing buildings, changes of use, and/or changes to the terms and conditions of occupancy such as enlarging, moving or increasing capacity by creating or adding dwelling units, commercial or industrial floor space, or seating facilities, or by making alterations to parking areas.

- A. General Requirements.
 - 1. The provision and maintenance of off-street parking and loading facilities as required by the city, shall be a continuing obligation of the property owner and project sponsor. It is unlawful to discontinue, reduce, modify, or otherwise dispense with parking and loading facilities that

comply with the requirements of this chapter, without a permit or written authorization from the city.

2. With regard to preexisting parking facilities, the following shall apply:
 - a. A preexisting use which does not have sufficient parking facilities to meet the requirements of this chapter may continue to operate with the parking deficiency so long as no enlargement or other change is made in the use or building size which would require additional parking facilities;
 - b. When a preexisting use is modified or enlarged so as to require additional parking facilities, the requirements of this chapter shall apply; and
 - c. When additional uses are placed on the same lot with the preexisting use or an enlarged lot of which the preexisting use lot is a part, the requirements of this chapter shall apply only to the additional use.
 3. All required parking spaces shall be located on the same site with the building they serve, unless:
 - a. A shared or joint use parking agreement has been approved by the city;
 - b. A voluntary in lieu of payment to provide the required parking in a public or cooperative parking facility has been approved by the city; and/or
 - c. The city makes a written finding that adequate on-street parking exists to reasonably serve the new development/use.
 4. A shared or joint use parking agreement may be approved by the city, provided that:
 - a. The agreement is in writing, in a form approved by the city, and has been signed by the property owners;
 - b. There is no substantial conflict in the principal operating hours of the buildings or uses for which a joint use of off-street parking facilities is proposed; and
 - c. Following approval by the city, the agreement shall be recorded with the county auditor and filed for permanent record with the city.
 5. The installation and improvement of required off-street parking facilities shall be completed to the required standards before a certificate of occupancy is issued unless a time limit extension to a specified date is authorized by the city and financial protection is provided in accordance with the provisions of this title.
 6. When a change in use within a historic structure would necessitate additional off-street parking, the additional off-street parking may be reduced or waived by the city, based on a finding that the reduction or waiver is necessary to preserve the historic character of the building or site. The applicant shall be required to show the need for a reduction or waiver and shall be the minimum necessary.
 7. The city may waive, grant a variance, or modify required parking spaces based on a finding that adequate provisions for parking have been made.
- B. Design Standards.
1. All driveways, parking areas, loading areas, bicycle facilities, and walkways shall be designed in accordance with the provisions of the City of College Place engineering design standards and shall accommodate pedestrians, motor vehicles and bicycles used by occupants or visitors of a building or use. However, no non-ADA residential parking space shall be required to exceed 8' x 20'.

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2. All off-street parking areas shall be paved with asphalt or concrete and shall manage stormwater in accordance with the provisions of the College Place engineering design standards.
 3. All parking areas shall comply with the landscaping provisions in Section 14.60.040.
 4. Parking spaces, loading facilities, and all pedestrian areas shall be provided in accordance with the provisions of state and federal law, including the American with Disabilities Act (ADA), and the International Codes, as adopted by the city.
 5. Required parking, pedestrian, loading, and bicycle facilities proposed in the downtown mixed-use district must also comply with the downtown mixed-use district standards, please see Section 14.60.230.
 6. Shared detached garages and surface parking shall comply with the following standards, unless otherwise provided:
 - a. Parking areas should be located so their visual presence is minimized, and associated noise or other impacts do not intrude into public spaces.
 - b. Shared detached garage structures may not exceed four garage doors per building, and a total of 1,200 square feet.
 - c. For shared detached garages, the design of the structure must be similar and compatible to that of the dwelling units within the development.
 - d. Shared detached garage structures and surface parking areas must be screened from public streets and adjacent residential uses by landscaping or architectural screening.
 - e. Shared detached garage structures shall be reserved for the parking of vehicles owned by the residents of the development. Storage of items which preclude the use of the parking spaces for vehicles is prohibited.
 - f. The design of carports must include roof lines similar and compatible to that of the dwelling units within the development.
- C. Minimum Parking Requirements. All new uses, changes of use, modifications of an existing use, as well as all new buildings, and modifications to existing buildings shall provide off-street parking in accordance with the following standards, unless otherwise provided in this title.
1. If the parking requirements for a use are not specifically identified in this chapter, the parking requirements shall be determined by the city in a written finding based upon:
 - a. The requirements for the most comparable use defined in this Chapter; and/or
 - b. The appropriate standards derived from the Institute of Transportation Engineers (ITE)'s Parking Generation Manual, as adopted by the city; and/or
 - c. A parking study prepared by the applicant documenting the expected parking demand for the proposed use; and/or
 - d. Required parking for the proposed use as determined by other comparable jurisdictions.
 2. Required Off-Street Parking Spaces.
 - a. Single residential dwelling units and duplexes: Two spaces/dwelling unit.
 - b. Multiple family dwellings:
 - (1) One and one-half spaces/dwelling unit with two or more bedrooms; or
 - (2) One space/dwelling unit with one bedroom or a studio apartment.

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- c. Accessory dwelling unit: One additional space/ADU.
 - d. Mobile home park: Two spaces/dwelling unit.
 - e. Cottage housing: One space/dwelling unit.
 - f. Vacation rentals:
 - (1) Two spaces/dwelling unit with two or more bedrooms.
 - (2) One space/dwelling unit with one bedroom or studio dwelling unit.
 - g. Bed and breakfast inn: One space/guest room.
 - h. Hotel/motel:
 - (1) One space/guest room; and
 - (2) At least one space for each employee at work during peak periods; and
 - (3) One space/500 feet of common areas.
 - i. Retail, commercial and office:
 - (1) One space/200 square feet plus adequate employee parking; and
 - (2) At least one space for each employee at work during peak periods.
 - j. Industry and warehouse: One space/500 square feet.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.080 Lighting.

- A. Exterior lighting for all uses and signs shall be directed downward and otherwise arranged, shaded, screened, shielded, and of a design that results in the light being directed onto the site and of an intensity or brightness as follows:
 - 1. So as not to interfere with the safe operation of motor vehicles, bicyclists, and other legal use of the roadway or sidewalk.
 - 2. Maximum illumination at neighboring property lines shall not exceed 0.5 foot-candles at grade level.
 - 3. Luminaries shall be aimed and shielded in a manner that shall not direct illumination on adjacent properties.
 - 4. Full cutoff shielding is required for all luminaries to prevent wasted light up into the dark sky and prevent glare from normal viewing angles.
 - 5. Shielding is required for luminaries located along property lines to prevent spill light onto adjacent properties.
- B. The city may require that the project sponsor submit a photometric plan and analysis to verify compliance with these standards.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.090 Signs.

- A. Intent and Purpose.

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1. Signs have a strong visual impact on the character and quality of our community. As a prominent part of the scenery, they attract or repel the viewing public, affect the safety of vehicular traffic, and their suitability or appropriateness helps to set the tone for our community. The city relies upon its physical setting and beauty to attract commerce and aesthetic considerations assume economic value. The intent of this chapter is to protect and enhance both the City's residential character and its economic base using appropriate and aesthetic signage.
 2. The purpose of this chapter is to promote the public health, safety, and welfare through a comprehensive system of reasonable, effective, consistent, content-neutral, and nondiscriminatory sign standards and requirements that:
 - a. Promote and accomplish the goals and policies of the city's comprehensive plan;
 - b. Provide minimum standards to safeguard life, health, property, and public welfare, and promote traffic safety by controlling the design, quality of materials, construction, illumination, size, location, and maintenance of signs and sign structures and discouraging excessive numbers of signs;
 - c. Recognize free speech rights by regulating signs in a content-neutral manner;
 - d. Promote the free flow of traffic and protect pedestrians and motorists from injury and property damage caused by or which may be fully or partially attributable to signage;
 - e. Promote a positive visual image of the city and protect the beauty of the city's built environment by encouraging signs that are compatible with the architectural style, characteristics, and scale of the building to which they may be attached, appropriate to the size of the subject property and amount of street frontage adjacent to the subject property, and compatible with adjacent buildings and businesses;
 - f. Protect property values, the local economy, and the quality of life by preserving and enhancing the appearance of the city's streetscape;
 - g. Provide consistent sign design standards;
 - h. Protect and encourage creative and innovative approaches to signage and signs that are of a quality design, pleasing in appearance, and are appropriate in size, materials, and illumination to the surrounding neighborhood or commercial district;
 - i. Provide an improved visual environment for the citizens and visitors of the city;
 - j. Adopt clear, understandable regulations that will assure equal protection and fair treatment under the law through consistent application of the regulations and consistent enforcement of this section;
 - k. Balance both public and private business needs with the specific objectives of creating a community with an unmatched quality of life and a strong focus on economic well-being, aesthetics, community, the environment, and public infrastructure;
 - l. Support and enhance the economic well-being of all businesses within the city and recognize the needs of all businesses to identify their premises and advertise their products and services; and
 - m. Recognize that the aesthetic value of the total environment affects economic values and that an unrestricted proliferation of signs, or the absence of regulations governing the size, location, or materials of signs detracts from the economic value of the community.
- B. Applicability. This section applies to all signs within the city which may be visible from any street, sidewalk, or public place, regardless of the type or nature.
1. All signs shall fall into one of the following categories, as determined by the city:

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- a. Exempt Signs. Signs that meet the criteria of Section 14.60.090 C. may be installed without a sign permit from the city. Please note that exempt signs may be subject to other local, state, or federal regulations and persons installing signs are encouraged to contact the city to determine if other permits or approvals may be required.
 - b. Prohibited Signs. Signs determined by the city to meet the criteria in Section 14.60.090 D. shall not be permitted or displayed in any zoning district.
 - c. Regulated Signs. Signs that are not specifically exempted or prohibited, may be displayed only in accordance with the provisions of this section. Regulated signs include both temporary and permanent signs.
 2. No person shall erect, alter, or relocate any sign without first submitting the required application(s) and receiving an approved sign permit from the city, and any associated permits that may be required, in accordance with the provisions of this title, unless the sign is determined by the city to be exempt and a permit is not required.
 3. This section is not intended to, and shall not be interpreted to, restrict speech on the basis of its content, viewpoint, or message. Any classification of signs in this section which purports to permit speech by reason of the type of sign, identity of the sign user or otherwise, shall be interpreted to allow commercial or non-commercial speech on the sign. No part of this section shall be construed to favor commercial speech over non-commercial speech. To the extent that any provision of this section is ambiguous, the term shall be interpreted not to regulate speech on the basis of the content of the message.
 4. It shall be the responsibility of the property owners, project sponsors, and applicants to be knowledgeable of and comply with the provisions of applicable local, state, and federal standards.
 - a. This shall include, but is not limited to, the International Building Code and related International Codes, as adopted and administered by the city.
 - b. It is important to note that some signs may also be subject to the provisions of state and federal laws, such as the Scenic Vistas Act (RCW 47.42), the regulations of the Washington State Department of Transportation, the regulations of the Washington State Liquor and Cannabis Control Board, and/or the Manual of Uniform Traffic Control Devices.
 - C. Exemptions. The following types of signs and activities may be exempt from the provisions of this section and a sign permit may not be required, based on a finding by the city that the proposed sign does not present a risk to the public health, safety, and welfare. Please note that exempt signs must still comply with applicable provisions of the International Codes as adopted and administered by the city and a building permit may be required. Sponsors should contact the city to confirm that a permit is not required before installing or displaying any of the following types of signs, or initiating the following actions:
 1. Changes to the face or copy of legal signs that do not change the material appearance, type, or size of the sign as originally permitted by the city;
 2. The normal repair and maintenance of conforming and legal nonconforming signs;
 3. The flag of any nation, state, city, or other governmental agency, nonprofit organization, or educational institution;
 4. Signs necessary to the expression of constitutionally protected forms of free speech as determined by the city attorney;
 5. Signs or decorations temporarily placed on private property in observance of religious, state, or national holidays (i.e., Christmas, Halloween, Fourth of July);

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6. Legal notices, postings, or similar sign placed by or required by a governmental agency carrying out its responsibility to protect the public health, safety, and welfare;
 7. Signs of a noncommercial nature and in the public interest erected by or on the order of a public official in the performance of his/her/their public duty, such as safety signs, danger signs, trespassing signs, traffic signs, memorial plaques, signs of historical interest, and the like.
 8. Signs owned and maintained by a federal, state, or local government agency including but not limited to, street and highway signs, signs necessary to protect the public health, safety, and welfare, directional and wayfinding signs, and/or public information signs;
 9. Privately maintained traffic control signs or directional signs for pedestrians on private roads or property;
 10. Building address numbers;
 11. One sign not exceeding two square feet in area, attached to a building, provided that the sign:
 - a. Is securely attached flush to the face of the building.
 - b. Does not project above the eave or roof line; and
 - c. Only announces the name and address of the occupant(s) and contact information.
 12. Names of buildings, dates of erection, commemorative tablets, and the like when carved into stone, concrete, or similar material or made of bronze, aluminum, or other permanent type construction and made an integral part of the structure;
 13. Approved interpretative signs and historic markers; and
 14. Temporary signs located on fences of a construction site, provided that there is an active building or development permit that includes external work or modifications of the site.
- D. Prohibited Signs. No person shall erect, alter, maintain, or relocate any of the following signs in any zone in the city, unless specifically authorized in this section.
1. Signs that are determined by the city attorney to meet the judicial standards for obscenity;
 2. Signs that create a safety hazard for pedestrian or vehicular traffic, or any other person legally using the property;
 3. Signs that are specifically designed to move or have parts/mechanisms that physically move or that may cause a safety hazard by swinging or otherwise noticeably moving as a result of wind pressure because of the manner of their suspension or attachment;
 4. Any sign, poster or other advertising matter of any nature placed upon a utility pole or other poles, fences, trees, sidewalks, streets, signs, traffic signs or other traffic control devices or other structures or places within streets, alleys or other public places or rights-of-way in accordance with this chapter and Chapter 8.24, Nuisances;
 5. Off premise signs;
 6. Billboards (see Figure 14.60.090-1);

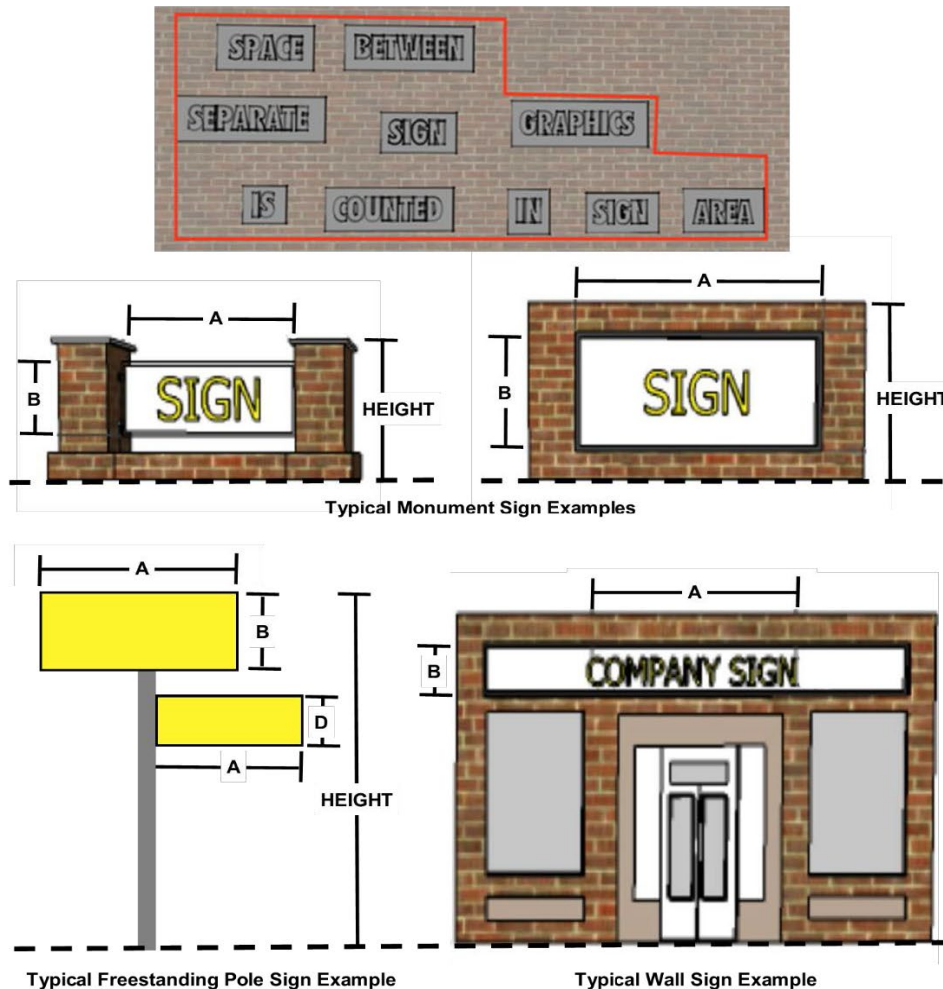


Figure 14.60.090-1 Typical Billboard

7. Signs with flashing lights or reflective materials;
 8. Signs attached to or placed on a vehicle or trailer parked on public or private property, stored or displayed conspicuously in a manner to attract the attention of the public; provided however that signs that are permanently painted or wrapped on the surface of the vehicle, or adhesive vinyl film affixed to the interior or exterior surface of a vehicle window, or signs magnetically attached to motor vehicles or rolling stock that are actively used in the daily conduct of business are not prohibited so long as such vehicles are operable and parked in a lawful or authorized manner;
 9. Mobile signs;
 10. Permanent signs on vacant lots or parcels. Signs may only be established as an accessory use to a permitted primary use;
 11. Roof mounted signs; and
 12. Signs attached to towers or wireless communication support towers, except as required by law.
- E. General Provisions. All signs shall comply with the following provisions unless otherwise provided in this section:
1. Street signs shall be designed in accordance with the provisions of the College Place engineering design standards and the Manual of Uniform Traffic Control Devices.
 2. No signs may be placed on private property without the permission of the owner.
 3. Signs may not be located in, or extend into or over, the public right-of-way, unless specifically authorized in this section.
 4. All signs shall be permanently attached to the ground, to a building, or another structure by direct attachment to a rigid wall, frame or structure, unless otherwise provided in this section.
 5. No sign may be erected or displayed in a manner that may present a threat to public safety and required clear sight distances shall be maintained at all times.
 6. All signs shall be made of durable, weather resistant materials that are intended for outdoor applications.
 - a. Signs shall not be made with reflective material or moving parts; and
 - b. No signs shall have full motion digital images, video or film displays or stream content in real time.
 7. Externally illuminated signs shall be illuminated only with steady, stationary, fully shielded light sources directed solely onto the sign without causing glare. Light shielding shall ensure that the lamp or light source is not visible beyond the premises and shall further ensure that the light is contained within the sign face.

8. Flashing signs or light sources are not permitted, except when used as a safety device during an approved construction project.
9. The size of signs shall be determined by the city based upon a measurement of the area of the sign devoted to copy, unless otherwise provided in this section (see Figure 14.60.090-2).

Figure 14.60.090-2 (Sign Type, Area, & Height Measurement)



Note: The areas of these sign types is calculated as $A \times B$.
Calculate multiple area signs as $A \times B + C \times D$, etc. for total sign area.

10. Where a height limit is imposed by this section, the height shall be measured from the existing grade (see Figure 14.60.090-2).
11. All signs and components thereof must be maintained in good repair and in a safe, neat, clean and attractive condition. Maintenance of a sign shall include periodic cleaning, replacement of flickering, burned out or broken light bulbs or fixtures, repair or replacement of any faded, peeled, cracked or otherwise damaged or broken parts of a sign, and any other activity necessary to restore the sign so that it continues to comply with the requirements of this section and the conditions of its approval.

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- a. Legally installed signs that do not meet the provisions of this section, shall be considered legal, nonconforming signs and may be continued, provided that they are maintained in good condition and the degree of nonconformity is not increased.
 - b. Legal, nonconforming signs may not be altered, replaced, or relocated except in full compliance with the provisions of this section.
- F. Temporary Signs. Temporary signs may be displayed for a limited duration without a sign permit, in accordance with the following provisions, unless otherwise provided in this section:
- 1. Temporary signs shall not have direct or internal illumination, changing image features, or electronic elements, provided that battery operated string lights that comply with lighting designs in this chapter may be permitted.
 - 2. No temporary signs may be displayed in such a position that it covers or obstructs another sign.
 - 3. Temporary banners advertising city-approved activities or events may be displayed over streets in designated locations through the issuance of a special use or right-of-way use permit in accordance with the provisions of Chapter 12.32.
 - 4. Small banners or similar type temporary signs with a non-commercial message, may be displayed on light poles or streetlights with brackets designed specifically for that purpose by the city, in accordance with the provisions of Chapter 12.32.
 - 5. Temporary signs with a non-commercial message may be placed in the city right-of-way, without a permit, only between the property line and the back of the nearest curb, or where no curb exists, between the property line and the nearest edge of the pavement, provided that the temporary sign is:
 - a. Not placed in or over a roadway, median, traffic circle, designated parking place, driveway, sidewalk, other paved areas designed for pedestrian, bicycle, or vehicle use, unless specifically authorized by the city; and
 - b. Not placed in any location or manner so as to create a threat to public safety, to adversely affect critical areas, or to adversely affect the health of trees, shrubs, or other landscaping; and
 - c. Placed in a location acceptable to the abutting private property owner(s); and
 - d. Attached to a stake that can be manually pushed or hammered into the ground, and shall not exceed four square feet per side or three feet in height, from the ground to the top of the sign; or
 - e. Is an A-frame sandwich board sign not more than six square feet per side and shall be constructed or secured in such a manner as to be resistant to being blown over, becoming airborne, or otherwise becoming a threat to public safety in strong winds (see Figure 14.60.090-3).



Figure 14.60.090-3 Typical A-Frame Sandwich Board Sign

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6. Temporary signs may be displayed on properties actively advertised for sale or lease, without a permit, while the property is advertised for sale or lease, in accordance with the following provisions:
 - a. In the single-family (SFR) and multi-family residential (MFR) zoning districts:
 - (1) One temporary sign, for each street frontage of developed sites, displaying a commercial message that does not exceed six square feet in area, can be attached to the building, displayed in a window, or if less than seven feet in height, placed on the property; or
 - (2) One temporary sign, for each street frontage of undeveloped sites, displaying a commercial message that does not exceed 32 square feet or seven feet in height may be placed on the property.
 - b. In the general commercial (GC), light industrial (LI), and downtown mixed-use (DMU) zoning districts, one or more temporary signs, displaying a commercial message that does not exceed a total area of 35 square feet for each street frontage of the site, can be attached to the building, displayed in a window, or if less than seven feet in height, placed on the property.
 7. One temporary banner sign may be permitted per tenant of a building in the general commercial (GC), light industrial (LI), and downtown mixed-use (DMU) zoning districts provided that:
 - a. The maximum size of the banner shall not exceed 32 feet;
 - b. The banner shall be attached to the face of the building, and may not extend above the roofline; and
 - c. Temporary banner signs shall count against the maximum area of building mounted signs.
 8. One A-frame, sidewalk/sandwich board sign per licensed business may be permitted on each street frontage, in the general commercial (GC), light industrial (LI), and downtown mixed-use (DMU) zoning districts, provided that:
 - a. The sign shall not exceed six square feet per side;
 - b. The sign must be removed during non-business hours;
 - c. The sign is located on private property at the site of the business, or in an abutting right-of-way on a sidewalk, or in areas not used as a roadway, driveway, bike lane, or for required parking;
 - d. At no time shall sandwich board/sidewalk sign block or present a hazard to pedestrians, obstruct safe sight distance, be placed in a street or gutter and/or become a nuisance, hazard and/or danger to the public as determined by the city; and
 9. Temporary signs that contain or consist of pennants, ribbons, streamers, feather shaped pennants, or similar types of displays as determined by the city, as well as searchlights, balloons, or inflated figures may be displayed on private property only in the general commercial (GC), and light industrial (LI) zoning districts.
 10. Temporary signs may be installed on private property in the university district, without a permit, in accordance with the provisions in this section.
 11. Temporary signs may be permitted in the public use district in accordance with the following provisions:
 - a. No temporary signs may be permitted on city-owned property including, but not limited to parks, trails, open space, or public buildings, except in conjunction with an approved special event, special use permit, or other permit or approval from the city.
 - G. Permanent Signs Permitted in all Zoning Districts. The following signs may be permitted in all zoning districts in accordance with the following provisions:

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1. Signs designated by the city's historic preservation commission as:
 - a. Eligible for inclusion on the College Place Historic Register;
 - b. Being iconic or of special historical interest to the community; or
 - c. Integral to a historic site or building.
 2. Community message board signs may be permitted on the site of municipal buildings, schools, universities, churches, and other public buildings in all zones, provided that:
 - a. The messages shall be non-commercial and should advertise community events, meeting times, public service announcements, and public notices;
 - b. The community message board may be wall mounted, or a monument style sign;
 - c. The message board may be designed for messages that are changed by hand or with a changeable message that is electronically displayed and controlled;
 - d. Electronically changeable signs shall display images for a period of at least three seconds before transitioning to another image;
 - e. Full motion digital images, video or film display or streamed in real time is not permitted; and
 - f. Community message board signs shall not exceed 32 square feet in area or and monument style signs shall not exceed six feet in height.
- H. Permanent Signs in Residential Zoning Districts. Permanent signs may be permitted in the single-family residential (SFR) and the multi-family residential (MFR) zoning districts in accordance with the following provisions (see Figure 14.60.090-2 for sign types and measurements):
1. One freestanding monument sign, not to exceed 32 square feet in area, or six feet in height, may be installed along each road entering a residential subdivision.
 2. One freestanding monument sign, not to exceed 32 square feet in area, or six feet in height, may be installed at each entrance into a multi-family development from a road.
 3. Each city-licensed business may have one sign not exceeding two square feet, that is permanently attached to the building that is its primary place of business, provided that the sign:
 - a. Is securely attached flush to the face of the building;
 - b. Does not project above the eave or roof line; and
 - c. Only announces the name and address of the occupant(s) and contact information.
- I. Permanent Signs in Non-Residential Zoning Districts. Permanent signs may be permitted in commercially oriented non-residential zoning districts, including but not limited to the general commercial (GC), light industrial (LI), and downtown mixed-use (DMU) zoning districts in accordance with the following provisions (see Figure 14.60.090-2 for sign types and measurements):
1. Signs in the downtown mixed-use district must also comply with the downtown design standards and guidelines as adopted or subsequently amended by the city.
 2. Building Mounted Signs. Building mounted signs includes signs attached to or painted on the exterior wall of a building, awning or canopy signs, projecting signs, or signs displayed in a window. Building mounted signs may be permitted on each face of a building fronting a street or parking lot, provided that:
 - a. The maximum area for all building façade signs, projecting signs, and temporary banner signs shall not exceed 25 percent of the building façade area.

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- b. No building façade sign may extend above the parapet or eave line.
 - c. Wall signs must be attached or erected parallel to and not extending more than ten inches from the wall, façade, or face of any building to which it is attached and supported throughout its entire length with the exposed face of the sign parallel to the plane of the wall or façade.
 - d. One projecting sign (see Figure 14.60.090-4) per street or parking lot frontage may be permitted, provided that:
 - (1) The sign is perpendicular to the face of the building and is permanently attached in accordance with manufacturers specifications and the provisions of the International Codes, as adopted and administered by the city.
 - (2) Projecting signs may be two-sided and not exceed 16 square feet per side.
 - (3) Projecting signs extending over public right-of-way and pedestrian pathways (sidewalks) shall be erected with clearance and projection limitations as set forth in the International Building Code; provided, that in no case shall any sign be permitted to extend within four feet of the back of curb line.



Figure 14.60.090-4 Typical Projecting Sign

- e. Window signs (see Figure 14.60.090-5) located inside and affixed to a window and intended to be viewed from the exterior of the structure may be displayed without a permit, provided that:
 - (1) Window signs shall not exceed 25 percent of the area of the window on which they are displayed; and
 - (2) The window signs may be illuminated or a neon sign.



Figure 14.60.090-5 Typical Window Sign

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- f. A non-electric sign may be printed on, painted on, or attached to the vertical surface or flap of an approved awning or canopy (see Figure 14.60.090-6), provided that:
- (1) The awning or canopy shall be erected with clearance and projection limitations as set forth in the International Building Code; provided, that in no case shall any sign be permitted to extend within four feet of the back of curb line.



Figure 14.60.090-6 Typical Awning Sign

3. Monument and Pole Signs (see Figure 14.60.090-2 for sign types and measurements). One pole or monument sign is permitted on sites when buildings are setback at least 20 feet from the right-of-way, provided that:
 - a. Pole signs:
 - (1) Shall not exceed 60 square feet per side or 30 feet in height in the downtown mixed-use district;
 - (2) Shall not exceed 200 square feet per side or 50 feet in height in the general commercial or light industrial districts; and
 - (3) If more than 30 feet in height, must be located at least 100 feet from any residential zone.
 - b. Monument Signs:
 - (1) Must be set back at least five feet from the property lines;
 - (2) Shall not exceed 60 square feet per side or five feet in height in the downtown mixed-use district; and
 - (3) Shall not exceed 200 square feet per side or six feet in height in the general commercial or light industrial districts.
 - c. Monument or pole signs may contain LED displays and/or electronically changeable messages, provided that:
 - (1) All electronic message centers shall come equipped with automatic dimming technology which automatically adjusts the sign's brightness based on ambient light conditions;
 - (2) Electronically changeable signs shall display images for a period of at least three seconds before transitioning to another image;

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- (3) Full motion digital images, video or film display or streamed in real time is not permitted; and
 - (4) Signs located within 100 feet of a residential zoning district may only operate between the hours of 6:00 a.m. and 11:00 p.m.
 - J. Permanent Signs in the University District. Permanent signs may be permitted in the university district in accordance with the following provisions:
 - 1. Permanent signs without a commercial message may be installed on private property without a sign permit.
 - 2. Permanent signs with a commercial message may be installed on private property in accordance with the provisions of the downtown mixed-use district.
 - K. Enforcement and Removal. Any violations of this section, such as the placement of prohibited signs on a property or the failure to maintain existing or new signage in good condition, shall be subject to a code enforcement action.
 - 1. In addition to the remedies in this section and Title 8, the city shall have the authority to require the repair, maintenance or removal of any sign or sign structure which has become dilapidated or represents a hazard to the safety, health or welfare of the public, at the cost of the sign and/or property owner.
 - 2. Abandoned or illegal signs are hereby deemed to be a public nuisance and shall be removed by the property owner within 45 days after notice from the city. Any sign not removed following such notice may summarily be abated by the city at the cost of the sign and/or property owner.
 - 3. Legal, conforming structural supports for abandoned signs may remain, if installed with a blank sign face and the supporting structures are maintained.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 31, 1-23-2024)

14.60.100 Outdoor storage.

Storage and screening requirements for permitted commercial/industrial and residential uses or activities shall be as follows:

- A. Every reasonable effort shall be made by persons conducting commercial/industrial activity to store merchandise, raw materials, equipment, fixtures, scrap, junk or solid wastes in such a manner so as not to create visual nuisance conditions and shall comply with the following:
 - 1. All such materials shall be enclosed entirely within a building with the following exceptions:
 - a. Where such inside or screened storage is not practical or desirable when justified with regard to health, fire or safety codes, as determined by the city;
 - b. Where the outside storage of merchandise, manufactured products or raw materials open to view from the public right-of-way is normal and standard practice, such as in the sale of auto equipment, manufactured homes, recreational vehicles, nursery stock and the like, but not including the storage of secondhand or used materials or junk;
 - c. Where the outside storage of junk, used or secondhand furniture, appliances and other similar items is necessary, provided in this case such items shall be entirely enclosed within a sight-obscuring fence (six feet in height minimum) with such enclosed area being located no closer than 20 feet from the right-of-way of any street as herein defined; and
 - d. Where outside storage is temporary during permitted construction only.

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- 2. Outside storage of such materials shall be maintained in an orderly manner consistent with good housekeeping practices and shall create no visual or noxious offense to adjacent properties, or the public right-of-way, or create a fire, safety, or health hazard, or public nuisance and shall comply with the provisions of local, state, and federal laws, as well as the provisions of city NPDES permits.
 - B. Storage pertaining to residential activities shall comply with the same requirements as those specified for commercial/industrial activities noted in this section, and in addition comply with the following:
 - 1. Appliances any other mechanical equipment normally used in the residential environment which is no longer operable shall not be stored outside;
 - 2. Motor vehicles no longer operable and/or abandoned shall comply with the requirements of Chapters 10.24, Abandoned Vehicles, and 8.24, Nuisances; and
 - 3. Boats, recreational vehicles, and the like may be stored on the premises provided they are not parked within a required front yard or side yard setback.
 - C. Storage in the public right-of-way is prohibited.
- (Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.110 Alternative energy infrastructure.

- A. Purpose and Intent. This section is established to:
 - 1. Promote clean energy production by citizens and businesses;
 - 2. Ensure that alternative energy infrastructure is compatible with the development and development on adjacent properties;
 - 3. Provide options to traditional energy use; and
 - 4. Promote reduction of energy use within the city.
- B. General Criteria. Alternative energy infrastructure shall meet all of the following criteria:
 - 1. Alternative energy infrastructure shall not be located within any building setback or required setback, unless below grade or for panels that are components of roof structures.
 - 2. Any installation of an alternative energy system shall comply with any and all applicable provisions of the International Codes, as adopted by the city.
 - 3. No alternative energy system shall be installed unless evidence has been provided to the city that the utility company has been informed of the customer's intent to install an interconnected customer-owned power generation system. Off-grid systems shall be exempt from this requirement.
 - 4. Any installation of alternative energy infrastructure shall comply with all applicable environmental regulations.
- C. Geothermal Infrastructure Criteria. In addition to the general criteria in subsection B above, geothermal alternative energy systems shall comply with the following standards:
 - 1. Geothermal infrastructure shall be located entirely within the subject property, or within appropriate easements.
 - 2. Installation of geothermal infrastructure shall comply with all applicable federal, state, and local laws and regulations.

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- D. Solar and Wind Infrastructure. Alternative energy facilities, including solar and wind equipment, are encouraged, subject to the following provisions:
1. Solar and Wind Infrastructure Requirements.
 - a. Building-mounted solar and wind equipment shall be integrated into the structure's architectural design. Techniques for achieving this include, but are not limited to, aligning equipment with a building's structural or functional articulation, coordinating panel placement with other building features or using equipment to enhance a building's architectural expression.
 - b. Roof-mounted solar and wind equipment may extend above the building height limit without screening but shall be designed to avoid creating glare or blocking views and solar access to surrounding properties.
 2. Solar and Wind Infrastructure Guidelines.
 - a. Use of solar panels to serve other functions, like weather protection, shading, building articulation and place-making, is encouraged.
 - b. Exposing solar and wind equipment in a way that enhances architectural design and demonstrates the viability of alternative energy is encouraged.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.120 Sexually oriented businesses.

- A. Purpose. The purpose of this section is to establish standards for the siting of sexually oriented businesses and services to minimize adverse impacts to the public health, safety, and welfare, including but not limited to children, individuals with a developmental disability(ies), and to individuals' ability to quiet enjoyment and use of their property or property interests. It is also intended to disperse adult concessions to avoid a concentration of these uses that likely will negatively impact the city's ability to adequately and efficiently provide emergency, law enforcement, and peace keeping activities to the general public.
- B. Location Standards.
1. Sexually oriented businesses shall not be located within 500 feet of the following:
 - a. A single-family residential (SFR), multi-family (MFR), or downtown mixed-use (DMU) zoning district.
 - b. Property used for public or private schools;
 - c. Public parks, playgrounds, recreation facilities, and/or public libraries;
 - d. State-licensed day care facilities;
 - e. Youth or community centers;
 - f. Churches, cemeteries, mausoleum, or other religious facilities;
 - g. Sports complexes and recreational facilities;
 - h. Cultural or historical centers and other facilities;
 - i. Secure community transition facilities;
 - j. Other sexually oriented businesses or services; and
 - k. Other facilities or land uses which provide as a substantial portion of their activities, the provision of services to children and/or youth.

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2. The 500-foot distance shall be measured by following a straight line, without regard to intervening structures or obstacles, from the nearest point of the property line upon which the proposed use is to be located, to the nearest point of the property from which the proposed land use is to be separated.
- C. All sexually oriented businesses shall comply with the following standards:
1. No person owning, operating, or managing a sexually oriented business or service or his/her/their employee or agent shall invite, allow, or permit any person under the age of 18 years to enter, go over, or remain on the premises.
 2. There shall be no window, marquee, or other display of any matter depicting or portraying city specified anatomical areas or sexual activities.
 3. Nothing in this section is intended to authorize, legalize or permit the establishment, operation, or maintenance of any business, building, or use which violates any ordinance or statute of the city, county, state or the United States.
 4. Violation of the use provisions of this section is declared to be a public nuisance per se and is subject to abatement as well as criminal and/or civil penalties in accordance with the provisions of this Code.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 31, 1-23-2024)

14.60.130 Temporary uses.

Temporary uses include limited duration activities on private property that may be permitted for a specified period through the issuance of a special use permit. Limited duration activities on public property may be permitted through a special use permit or a right-of-way use permit.

- A. In addition to the temporary uses identified in the table of permitted uses, limited duration activities on private property permitted through a special use permit may also include, but is not limited to:
1. Roadside stands;
 2. Carnivals, circus, rodeo, festival, or street fairs;
 3. Christmas tree sales;
 4. Fireworks sales;
 5. Outdoor concerts, or theatrical performances;
 6. Parking lot/outdoor sales events;
 7. Seasonal sale of agricultural products grown off premises;
 8. Outdoor dining areas, wine tastings, beer gardens, and the like;
 9. The rental of buildings or grounds for events such as weddings, family reunions, and the like;
 10. Temporary construction and sales offices; or
 11. Other activities that involve the temporary alteration of a site, temporary changes in ingress and egress, or uses of a limited duration that would not adversely affect the public health and safety.
- B. Yard sales/garage sales do not require a permit, provided that a special use permit must be obtained for yard sales/garage sales more than 3 days in length, or that occur more frequently than four times in the same calendar year.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.140 Mobile vendors, street vendors, and vendor food courts.

Mobile vendors, street vendors, and mobile food carts are permitted to operate in the city in accordance with the following provisions.

A. General Provisions.

1. Mobile vendors, street vendors, and mobile vendor food courts shall obtain, and maintain in good standing, a city business license, as required by the city.
2. Mobile vendors, street vendors, and mobile vendor food courts must comply with applicable local, state, and federal laws, including, but not limited to:
 - a. College Place Municipal Code:
 - (1) Solid Waste Collection and Disposal and Policies—Chapter 8.12 (as amended).
 - (2) Nuisances—Chapter 8.24 (as amended).
 - (3) Litter—Chapter 8.28 (as amended).
 - (4) Vehicles and Traffic—Title 10; and
 - (5) Streets, Sidewalks, and Public Places—Title 12.
 - b. Walla Walla County-city health department rules and regulations.
3. Mobile vendors shall comply with all Washington State Department of Licensing requirements, including, but not limited to:
 - a. Obtaining and maintaining a valid motor vehicle operator's license for all vehicle operators.
 - b. Proof of required vehicle liability insurance coverage.
 - c. Proof of vehicle registration.
4. No mobile vendors, street vendors, or mobile vendor food courts may operate on or utilize private property without written approval of the property owner.
5. All permits, registrations, and licenses for mobile and street vendors shall be prominently displayed on all vehicles, trailers, or temporary structures being used.

B. Exemptions. The following vendors and uses may be exempt from the provisions of this section, as determined by the city.

1. Authorized vendors at city-sponsored events.
2. Vendors authorized through a special event permit issued by the city pursuant to CPMC 12.04.

C. Mobile Vendor and Street Vendor Standards.

1. No mobile vendor or street vendor shall operate in a manner which obstructs or causes to be obstructed, including obstruction caused by people or vehicles congregating, in part or in whole, the use of any public right-of-way, including, but not limited to, sidewalks, streets, roads, alleys, public facilities, or any other public place.
2. No mobile or street vendor shall sell or vend any services or wares from their vehicle or conveyance:
 - a. In a lane of travel.

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- b. Within 400 feet of any public or private school grounds during regular school hours, extra-curricular activities, or school related or sponsored events, except when specifically authorized by the school.
 - c. Within 100 feet of the entrance of any business which is open for business offering as a main featured item or items of similar goods or services for sale as the vendor, except when specifically authorized by the business.
 - d. Within 100 feet of any eating establishment which is open for business if selling food or food items, if the vendor is selling food items, except when specifically authorized by the business or the city.
 - e. Within 300 feet of any city sponsored event or an event for which the city has issued a special event permit and the event includes the sale or provision of food and/or goods, except when specifically authorized by the city.
 - f. Within 300 feet of any city authorized concession stand in a city park, except when specifically authorized by the city.
 - 5. Mobile vendors shall be prohibited from residential zones except for those vendors which operate for less than 15 minutes at a location.
 - D. *Mobile Vendor Food Court Standards.* In addition to the requirements in this chapter, a mobile vendor food court must obtain a special use permit and comply with the following provisions:
 - 1. Submit a site plan with the special use permit application to include, but not limited to:
 - a. Location of mobile vendors.
 - b. Site access for vehicles, pedestrians, and emergency service providers.
 - c. Off-street parking areas.
 - d. Public spaces and seating areas.
 - e. Restrooms, potable water availability and sanitation stations.
 - f. Solid waste and any recycling facilities.
 - g. Landscaping and screening, if any.
 - h. Proposed measures to minimize or mitigate potential adverse impacts on neighboring properties.
 - 2. Provide seating at the rate of six seats per vendor.
 - 3. Provide restroom facilities with handwashing facilities on site or within an adjacent building that is accessible to the mobile vendor food court when vendors are in operation. A mobile vendor food court shall have a minimum of one restroom for every five vendors in the court.
 - 4. Prohibit tents, tarps, or pop-up shelters.
 - 5. Direct any site lighting away from adjacent properties and shield and aim all lighting downward.
 - E. *Operations and Enforcement.*
 - 1. All mobile vendors, street vendors, and mobile vendor food courts shall be responsible for cleaning up each day all litter originating from or due to their business.
 - 2. During operation the vendor(s) shall continue to monitor the level and nature of use by the public and may propose and/or the city may require additional measures by the vendors in the interest of public health, safety, and welfare.

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3. The city may suspend or revoke a vendor's city business license and/or initiate code enforcement actions for failure to comply with applicable laws and regulations, including this chapter, provided notice and reasonable time for the vendor(s) to take timely corrective actions is provided. Posting at the site is sufficient notice.
 4. The city may immediately revoke a business license or permit if operation of a mobile vendor, street vendor, or mobile food vendor court poses an immediate or imminent risk to the health, safety, or welfare of the public or may pose a significant risk to the health, safety or welfare of the public as determined by the city.

(Ord. No. 24-002, § 32, 1-23-2024)

14.60.145 Temporary use of sidewalks.

Business owners or operators may use specified areas within public sidewalks or other public areas within the public right-of-way to sell goods and/or services on a temporary basis subject to compliance with the following provisions.

A. General Provisions.

1. All business owners and operators shall obtain, and maintain in good standing, a city business license, as required by the city.
2. Business owners and operators must comply with applicable local, state, and federal standards. This shall include, but is not limited to:
 - a. The College Place Municipal Code:
 - (1) Solid Waste Collection and Disposal and Policies—Chapter 8.12 (or as amended).
 - (2) Nuisances—Chapter 8.4 (or as amended).
 - (3) Litter—Chapter 8.28 (or as amended).
 - (4) Vehicles and Traffic—Title 10; and
 - (5) Streets, Sidewalks, and Public Places—Title 12.
 - b. Walla Walla County-city health department rules and regulations.
 - c. The regulations of the Washington State Liquor and Cannabis Board for outside public seating.
3. The business owner and operators must provide evidence of insurance coverage for the use of the right-of-way with the City of College Place as an additional insured.
4. The use must be adjacent to and of the same nature as the business's usual operations.
5. The use must not interfere with the public's reasonable use of city rights-of-way and may only have a negligible impact on the existing use of neighboring properties.

B. Operations.

1. All business owners and operators shall be responsible for cleaning up each day all litter originating from or due to their business.
2. During the period of the authorized special use, the business owner shall continue to monitor the level and nature of use by the public. The city reserves the right to require additional measures in

the interest of public health, safety, and welfare and vendors shall comply with such requirements.

3. Upon completion of the temporary use, the business owner or operator shall clean and return the site(s) to its previous condition.

(Ord. No. 24-002, § 33, 1-23-2024)

14.60.150 Home businesses.

- A. Applicability. The residents of a legal dwelling unit may conduct a business(es) in their home as an accessory use, subject to city review and approval.
 1. All home businesses shall obtain and maintain in good standing, a city business license and shall annually renew the license, as required by the city;
 2. All home businesses shall operate in a residence or approved accessory building in compliance with the provisions of this title including, but not limited to the International Codes, as adopted and administered by the city;
 3. In addition to the requirements in this section, the city may place additional conditions of approval to protect the public health, safety, and welfare, and critical areas, as well as to reasonably minimize adverse impacts on neighboring properties;
 4. The city may deny, revoke, and/or suspend a home business license based upon non-compliance with the provisions of this title;
 5. Home businesses may be subject to inspection by the city; and
 6. Uses identified in the table of permitted uses as being permitted in a residential zone such as in-home child day care, and bed and breakfast inns, are not considered home businesses and are not subject to the provisions of this section.
- B. Permitted Uses. The following uses, and similar uses as determined by the city, may be permitted as a home business, in accordance with the provisions of this section:
 1. Artist and sculpture studio;
 2. The sale of art and handcrafted items produced on site;
 3. Home crafts, such as model-making, rug weaving, and lapidary work;
 4. Dressmaking, seamstresses, tailors;
 5. Music instruction, no more than two students at a time;
 6. Interior design;
 7. Message therapy;
 8. Beauty parlor, barber shop, tanning bed, or salon (one chair/bed only);
 9. Professional services such as accounting or business consulting;
 10. Tutoring, not to exceed two students at one time;
 11. Repair of small household items;
 12. Personal trainer, no more than two clients at a time;
 13. Professional office;

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14. Pet grooming;
 15. Telephone answering or soliciting;
 16. Computer programming and small-scale repair;
 17. Construction or assembly of products for sale off site;
 18. Manufacturer's representative; and
 19. Other business activities as determined by the city that meet all of the standards of this section.
- C. Uses Not Permitted as a Home Businesses. The following uses or activities, or similar activities as determined by the city, shall not be permitted as home a business:
1. Any use generating, storing, or utilizing hazardous waste;
 2. Animal breeding;
 3. Kennels;
 4. Veterinary clinic or hospital;
 5. Automotive servicing, maintenance, repairs, or construction;
 6. Painting, seal or clear coating of vehicles, trailers, boats and the like;
 7. Storage of vehicles, boats, or equipment;
 8. Parking or storage of heavy equipment;
 9. Shipping, trucking, dispatching of vehicles, or related activities;
 10. Contractor yards, landscaping, or related businesses;
 11. Sexually oriented businesses;
 12. Marijuana production, processing, or sales;
 13. Machine and metal shop;
 14. Antique/vintage store, thrift or secondhand store, or junk yard;
 15. Refurbishing used appliances and/or sales;
 16. Uses specifically prohibited in the table of permitted uses in the zone; and
 17. Other uses, as determined by the city, that do not meet the standards of this section.
- D. Conditions of Approval. The residents of a dwelling unit may be permitted to conduct a business(es) in their home, subject to compliance with applicable state and federal laws, this Code, including the following provisions, and any additional conditions of approval that may be established by the city to protect the public health and safety and to promote compatibility with the use of neighboring properties:
1. Not more than one non-resident may work on the site of the home business.
 2. Hours of operation shall occur between 8:00 a.m. and 7:00 p.m. unless otherwise authorized or restricted by the city.
 3. There shall be no exterior evidence of the home business, other than a permitted sign, that would cause the premises to differ from its residential appearance and character.
 - a. Only one sign is permitted to advertise a home business. The sign shall be no larger than two square feet in area, non-illuminated, and must be attached to the dwelling.

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- b. Windows may not be used to display commercial messages.
- 4. Home business activities shall be conducted within the dwelling unit and/or inside approved accessory buildings.
 - a. There shall be no business activities conducted outside of the residence or approved accessory buildings;
 - b. There shall be no outside storage of materials, supplies, or display of goods or equipment of any kind related to the home business; and
 - c. No goods or merchandise shall be displayed such that they are visible from public rights-of-way or adjacent properties.
 - 5. There shall be no offensive noise, vibration, smoke, dust, odors, heat, light or glare noticeable at or beyond the property line, in accordance with the provisions of Chapters 8.20, Noise Control, and 8.24, Nuisances.
 - 6. The home business shall not use electrical or mechanical equipment that results in:
 - a. A change to the fire rating of the structure(s) used for the home business;
 - b. Visual or audible interference in radio or television transmitters or receivers, cellular or satellite signals, digital signals, or electronic equipment located off premises; or
 - c. Fluctuations in line voltage off premises.
 - 7. There shall be no storage and/or distribution of toxic or flammable materials, and spray painting or spray finishing operations that involve toxic or flammable materials that, in the judgment of the fire and county health departments, pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals who are engaged in home occupations shall make available to the fire or county health departments for review the material safety data sheets which pertain to all potentially toxic and/or flammable materials associated with the use.
 - 8. The on-site sale of goods is not permitted, except as follows:
 - a. The sale of items is incidental to a permitted home occupation (e.g., a barber shop that sells hair-care products, etc.);
 - b. Hand crafted items made on site, such as art, jewelry, fishing lures, etc.; and
 - c. Online, mail order and telephone sales, with off-site delivery.
 - 9. Any need for any parking created by the home business shall be provided on site, provided that with the exception of existing driveways, no parking shall be allowed in setbacks or buffers.
 - a. No on-street parking of employees or commercial vehicles, or vehicle with a commercial message display associated with the business is allowed.
 - b. No more than one vehicle associated with the business may be permitted. Such vehicle shall not exceed a nominal model designation of one ton (i.e., Ford F350; Chevy-GMC 3500).
 - 10. No traffic shall be generated by a home business in greater volumes than normally expected in a residential neighborhood.
 - 11. Home businesses may be subject to an annual public health, safety, and welfare inspections by the city.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.160 Vacation rentals.

- A. Applicability. The purpose of this section is to establish the standards under which an approved single-family residence, accessory dwelling unit, or other approved real property, may be used as a vacation rental or short-term rental, as well as bed and breakfast inns.
1. Vacations rentals shall be limited to legally established single-family residences, or accessory dwelling units, as approved by the city, provided that the following shall not be used for vacation rentals or short-term rentals under any circumstances:
 - a. Railroad cars;
 - b. Boats;
 - c. Shipping containers; and
 - d. Structures that do not meet the standards of the International Codes, as adopted and administered by the city.
 2. The following may only be permitted as a vacation rental or short-term rental in a conforming mobile home or RV park:
 - a. RVs;
 - b. Camper trucks;
 - c. Tents;
 - d. Park models or tiny homes;
 - e. Trailers; and
 - f. Mobile homes.
- B. Vacation rentals and bed and breakfast inns require a city issued special use permit. Each dwelling unit is required to have a separate special use permit.
1. It shall be the responsibility of the property owner to ensure that all vacation rentals and bed and breakfast inns are be operated and used in compliance with applicable state and federal laws, the College Place Municipal Code, and any additional conditions of approval that may be established by the city to protect the public health, safety, and welfare and to promote compatibility with the use of neighboring properties.
 2. A property owner may designate a local agent to manage a vacation rental(s) or bed and breakfast inn on his/her/their behalf.
 3. The maximum capacity for overnight guests for each vacation rental and bed and breakfast inn shall be based on information provided by the applicant and shall not exceed two adults per room identified to accommodate overnight sleeping.
 4. Each room identified to accommodate overnight sleeping must comply with the International Codes as adopted and administered by the city, including, but not limited to, the International Building Code, International Residential Code, and International Fire Code.
 5. All exterior lighting shall be downward facing and screened.
 6. All uses of a vacation rental or bed and breakfast inn shall not generate noise in excess of what is typically associated with residential uses in the neighborhood and shall comply with the provisions of College Place Municipal Code Section 8.24.020, regulation of noise.

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7. The property owner of each vacation rental and bed and breakfast inn, or his/her/their designee, shall maintain on file with the city up to date copies of:
 - a. A property management plan, that:
 - (1) Identifies the property owner and agents authorized to act on the property owner's behalf.
 - (2) Provides emergency and local contact information.
 - (3) Identifies how the property owner will ensure that solid waste and recycling containers are put out and picked up in a timely manner.
 - (4) Identifies how the exterior of the building, grounds, and landscaping will be maintained; and
 - (5) Identifies how the property owner will enforce compliance with the terms and conditions of approval.
 - b. A professionally prepared site plan that identifies the location of:
 - (1) The rental facilities;
 - (2) On-site amenities;
 - (3) Required off-street parking in accordance with the provisions of Section 14.60.070, parking and loading;
 - (4) Refuse and recycling facilities; and
 - (5) Emergency shut-off valves and fire extinguishers.
 - c. A professionally prepared floor plan that identifies:
 - (1) The designated use and dimensions of each room;
 - (2) The capacity of each room designated for sleeping;
 - (3) The location of windows, doors, and emergency exits;
 - (4) Fire extinguisher locations; and
 - (5) The location of the circuit box and the emergency shut-off valves.
 8. The special use permit may include conditions of approval to protect the public health, safety, and welfare and to minimize adverse impacts on neighboring properties.
 9. The owner of a short term or vacation rental, or a bed and breakfast inn shall obtain and maintain in good standing, a city business license.
 10. The property owner or his/her/their designee shall be responsible for the collection and payment of all required taxes including lodging taxes, state business and occupation taxes, fees, and charges and shall provide the city with annual documentation of compliance, in a format acceptable to the city.
- C. A special use permit issued for a vacation rental or bed and breakfast inn may be subject to periodic review and renewal as specified by the city.
1. Additional conditions may be added at the time of renewal.
 2. The vacation rental or the bed and breakfast inn may be subject to an annual public health and safety inspection by the city.

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3. It shall be the responsibility of the property owner to ensure that the users of a vacation rental, and all guests, are respectful of their neighbors, and shall be in compliance at all times with the terms and conditions of approval and the provisions of this Code.
 - a. It shall be the responsibility of the property owner, or his/her/their authorized agent to promptly investigate and appropriately respond to complaints. Repeated complaints and/or the failure to respond to complaints in a timely manner, may result in the suspension or revocation of approval, and/or civil or criminal penalties.
 4. A special use permit issued for a vacation rental or a bed and breakfast inn is not transferable and upon sale or transfer of the property a new business license application must be submitted.
 5. Failure to comply with the conditions of approval of a special use permit may result in the suspension or revocation of the permit, and/or civil or criminal penalties.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 34, 1-23-2024)

14.60.170 Accessory buildings, structures, dwelling units, and uses.

- A. Accessory structures or buildings shall not occupy any parcel or lot independent of the primary building and shall comply with the following provisions:
 1. Accessory buildings may include the following or similar structures, in accordance with the provisions of this title, as determined by the city:
 - a. Detached and attached accessory dwelling units;
 - b. Garages;
 - c. Shops;
 - d. Buildings utilized by an approved home business;
 - e. Storage sheds;
 - f. Greenhouses and potting rooms; and
 - g. Children's playrooms.
 2. The following shall not be converted to, or used as a storage building, accessory building, or accessory dwelling unit, unless specifically authorized in this title.
 - a. Trailer;
 - b. Bus;
 - c. RV;
 - d. Vehicle;
 - e. Camper;
 - f. Mobile home;
 - g. Railroad car;
 - h. Tent; or
 - i. Park model or tiny house.

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3. The rental of buildings or rooms for periods of 30 days or less requires a special use permit and/or related permits from the city, in accordance with the provisions governing short-term or vacation rentals.
 4. Accessory buildings, dwelling units, or structures shall only be permitted on parcels with a legally established primary residence, primary building, and/or primary use.
 5. All accessory buildings and structures shall comply with the applicable provisions of this title, including setback, building height, and stormwater management, as well as the provisions of the International Codes, as adopted and administered by the city, unless otherwise specifically authorized in this title.
 6. No accessory building or structure shall occupy the front or side yard setback.
 7. An accessory building or structure may be located in the rear yard setback up to the property line except in instances where the city routinely plows snow on the abutting alley, in which case it may be located up to five feet of the property line.
 8. The minimum distance to buildings on an adjacent lot shall be at least ten feet in accordance with the provisions of the International Codes as adopted and administered by the city.
 9. The maximum height of a detached accessory building or structure shall not exceed 24 feet.

B. Accessory Dwelling Units. In addition to the preceding criteria applicable to all accessory buildings, the following criteria shall also apply to accessory dwelling units:

1. Not more than two accessory dwelling units may be permitted on a parcel. Except on all lots that are located in a zoning district within an urban growth area that allows for single-family homes in the following configurations:
 - (a) One attached accessory dwelling unit and one detached accessory dwelling unit;
 - (b) Two attached accessory dwelling units; or
 - (c) Two detached accessory dwelling units, which may be comprised of either one or two detached structures;
2. An accessory dwelling unit may be detached from the primary structure, an addition to a primary structure, within a primary structure, or above an approved detached accessory building such as a garage or shop, provided that an accessory dwelling unit that is attached to or within the primary building, must have a separate entrance and must be a self-contained residential unit.
3. Existing nonconforming accessory buildings may be converted to accessory dwelling units provided that the degree of nonconformity is not increased and that all improvements comply with the provisions of this chapter.
4. Accessory dwelling units shall comply with the provisions of the International Codes, as adopted and administered by the city.
5. All accessory dwelling units must have water and sewer service in accordance with city standards, provided that the accessory dwelling unit may share sewer and water connections and services with the primary residence.
 - a. A capital facility charge for water and sewer service will be required regardless of whether the water and sewer service are shared or not; and
 - b. Accessory dwelling units 600 square feet or less may be eligible for a reduced capital facility charge.

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6. One additional paved, off-street parking space is required for each accessory dwelling unit, provided that this requirement shall not apply to accessory dwelling units that are located within one-half mile of a "major transit stop" as determined by the city. This shall include:
 - a. A stop on a high-capacity transportation system funded or expanded under the provisions of Chapter 81.104 RCW;
 - b. Commuter rail stops;
 - c. Stops on rail or fixed guideway systems, including transitways;
 - d. Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or
 - e. Stops for a bus or other transit mode providing actual fixed route service at intervals of at least 15 minutes for at least five hours during the peak hours of operation on weekdays.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 35, 1-23-2024)

14.60.180 Housing standards.

The following regulations are intended to supplement the general provisions of this title and the International Building Codes, as adopted by the city.

- A. Applicability. These provisions shall apply to the following uses, as defined by the city:
 1. Manufactured housing;
 2. Multiple residential dwelling units;
 3. Cottage housing and co-housing;
 4. Townhouses;
 5. Tiny homes; and
 6. Mixed-use commercial and residential development.
- B. Manufactured housing conforming to the standards of 42 U.S.C. § 5401-5403, as amended, and RCW 35.63.160, as amended, shall be permitted in all zones where single-family residences are permitted, provided that:
 1. Manufactured homes shall be set upon a permanent foundation, as specified by the manufacturer, and the space from the bottom of the home to the ground shall be enclosed by concrete or an approved concrete product which can be either load bearing or decorative.
 2. Manufactured homes in an approved manufactured home park are not required to be set upon a permanent foundation, provided that they are attached to the ground and that the space from the bottom of the home to the ground is enclosed as specified by the manufacturer, and approved by the city.
 3. The manufactured home shall comply with all city design standards, including setbacks, applicable to all other homes in the neighborhood.
 4. The new manufactured home shall be thermally equivalent to the state energy code.
- C. Multiple Residential Dwelling Units. Housing in buildings with multiple residential dwelling units may be permitted in accordance with the following standards:
 1. All required parking shall be provided onsite;

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2. 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 ten or more units;
 3. 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 five feet of the finished ground elevation (i.e., after grading and landscaping);
 4. 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 five feet above the finished grade;
 5. 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; and
 6. See College Place Municipal Code Section 14.60.040, landscaping, for more details.
- D. Cottage Housing. Three or more detached, single-family dwelling units may be clustered on a lot around a shared open space or courtyard, provided that:
1. The cottage development shall comply with the density, dimension, area, height, and setback standards for the applicable zoning district, provided that:
 - a. The minimum lot size and lot width requirements may be waived by the community development director, provided that the density, and setback requirements can reasonably be met;
 - b. The footprint of each dwelling unit shall not exceed 800 square feet;
 - c. The maximum overall floorspace of each dwelling unit, excluding garages, shall not exceed 1,200 square feet;
 - d. The height of the cottage units shall not exceed 15 feet at the eave line;
 - e. There must be at least ten feet of separation between all buildings; and
 - f. Two dwelling units may be attached to form a duplex.
 2. Each dwelling unit shall have at least 64 square feet of personal outdoor space, which may include patios, decks, or covered porches. The minimum dimension of this personal outdoor space shall be seven feet on all sides.
 3. Cottage units will be clustered around a shared open space that provides a sense of openness, visual relief, and community for the residents. A cottage development should not be designed to "turn its back" on the surrounding neighborhood.
 - a. There shall be at least 400 square feet of shared open space per dwelling unit.
 - (1) Critical areas and their buffers shall not be considered as shared open space.
 - (2) Land located between dwelling units and an abutting right-of-way or access easement greater than 21 feet in width may not serve as required common open space, unless the area is reserved as a separate tract, and does not contain pathways leading to individual units or other elements that detract from its appearance and function as a shared space for all residents.
 - b. Shared open space shall be located in a centrally located area and be easily accessible to dwelling units within the development.

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- (1) The shared open space may be divided into no more than two separate areas per cluster of dwelling units.
 - (2) Each shared open space area shall have a minimum dimension of 20 feet on all sides.
 - c. At least 50 percent of the units in the development shall abut a common open space.
 - (1) A cottage is considered to "abut" an area of open space if there is no structure between the unit and the open space.
 - (2) The site shall be designed so that cottages abut at least two sides of all shared open space.
 - d. Shared open space shall be designed to provide passive and/or active recreation opportunities and may include shared gardens, picnic facilities, and recreation areas.
 - e. Each dwelling unit that abuts a common open space shall have a primary entry and/or covered porch oriented to the common open space.
 - f. Each dwelling unit abutting a public right-of-way (not including alleys) shall have an inviting façade, with the primary entrance oriented to the public right-of-way. If a dwelling unit abuts more than one public right-of-way, the city shall determine to which right-of-way the inviting façade shall be oriented.
 - 4. Community buildings are encouraged in cottage developments, provided that:
 - a. Community buildings shall be clearly incidental in use and size to the dwelling units;
 - b. Community buildings shall be no more than one story. Where the community space is located above another common structure, such as a detached garage or storage building, standard building heights apply; and
 - c. Community buildings must be located on the same site as the cottage housing development and be commonly owned by the residents.
 - 5. Cottage housing that is designed as co-housing shall also comply with the following standards:
 - a. Only be required to contain minimal kitchen facilities (e.g., a sink and stove or hot plate), consistent with the International Codes, as adopted and administered by the city, provided that a common structure(s) provides a fully equipped kitchen (e.g., containing a stove, refrigerator, and sink) and dining area available to all residents of the development; and
 - b. Co-housing projects may contain any number of common structures, however, no more than two common structures shall exceed 800 square feet in size, and none shall exceed 5,000 square feet in size. At least one common structure shall contain a dining room and kitchen large enough to serve at least 50 percent of the development's residents at a time (based upon occupancy of one person per bedroom, and at least one of the following: a children's day care center, recreational facilities (such as pool tables or exercise equipment), or a meeting room available for the use of all residents.
 - 6. A landscaping plan shall be prepared by a qualified professional and submitted for city review and approval in accordance with the provisions of Section 14.60.040, Landscaping. This shall include, but is not limited to:
 - a. Areas under private ownership or use;
 - b. Areas under common ownership or shared use;

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- c. Proposed landscaping or fencing to buffer or otherwise provide privacy for abutting properties;
 - d. Mature trees to be retained;
 - e. Draft documents creating a homeowners' or property owners' association, as regulated by State law, and any other documents establishing the maintenance responsibilities for the ongoing maintenance of common areas, shared spaces, and stormwater facilities; and
 - f. Parking areas and documentation that parking requirements have been met.
 - 7. At least one off-street parking space shall be required for each cottage unit in accordance with the provisions of Section 14.60.070, Parking, provided that:
 - a. At least one and one-half off-street parking spaces shall be provided for each cottage unit if no on-street parking is available.
 - b. Garages or carports, if provided, shall be detached.
 - c. At least one-half parking spaces per cottage unit will be reserved as shared guest parking.
 - 8. If the topography or lot configuration precludes the full compliance with these standards, a variance may be granted for alternative methods based on a finding that the public interest is served.
 - 9. Cottage housing may be constructed in accordance with the provisions of a phasing plan approved by the city, provided that all frontage improvements, access improvements, and common areas are constructed first.
- E. Townhouses may be permitted in accordance with the following standards:
- 1. Each development shall comply with the density, dimension, area, height and setback standards for the applicable zoning district; provided that:
 - a. The minimum lot size and lot width requirements may be waived by the community development director, provided that the density, and setback requirements can reasonably be met.
 - b. The building placement, landscaping, and/or design of windows on the non-zero lot line sides of the structure shall provide a buffer for the occupants of abutting lots. The side of the building, which is located on the property line, cannot have any openings (vents, windows, doors, etc.), nor an eave that overhangs the property line.
 - c. Usable outdoor living areas shall be provided in rear and side-oriented courtyards.
 - 2. Each building shall comply with the townhouse provisions of the International Residential Code as adopted and implemented by the city, provided that:
 - a. The International Residential Code exception to the required parapet construction is not applicable to zero lot line residential structures.
- F. Tiny Homes.
- 1. Tiny homes may be approved for use as a residential dwelling unit, only if:
 - a. The wheels have been removed and the tiny home has been attached to a permanent foundation, in accordance with the provisions of local, state, and federal laws, including but not limited to WAC 296-150I-0310;
 - b. The tiny home has been connected to utilities, including but not limited to water, sewer, and electricity, in the same manner as a typical single-family residence;

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- c. The tiny home complies with the applicable provisions of the International Codes, including but not limited to Appendix Q of the International Residential Code, as adopted and administered by the City of College Place; and
 - d. The tiny home has received a modular gold label insignia or comparable certification from the Washington State Department of Labor and Industries.
- 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 and commercial permitted on the ground floor in buildings), in accordance with the following standards:
- 1. 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 four 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.
 - 2. A minimum of 400 square feet per dwelling unit shall be designated and permanently reserved as usable common open space in multi-family dwellings with ten or more units or the voluntary payment to the city in lieu of the permanent reservation of usable open space consistent with the provisions of section 14.90.040 I.5.
 - 3. 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 five feet of the finished ground elevation (i.e., after grading and landscaping).
 - 4. 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 five feet above the finished grade.
 - 5. 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 Section 14.60.040, landscaping, for additional requirements.
 - 6. All common areas (e.g., walkways, drives, courtyards, private alleys, parking courts, etc.), private stormwater facilities, and building exteriors shall be maintained by the property owner, a homeowner's or property owner's association, or other legal entity approved by the city.
 - 7. 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/their designee in consultation with the city attorney. Such documents may be required to be recorded with the county and to run with the land.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, § 1.d.(Exh. B), 11-23-2021; Ord. No. 22-024, § 1.c.(Exh. A), 12-13-2022; Ord. No. 24-002, § 36, 1-23-2024)

14.60.190 Mobile home parks, manufactured housing community, and manufactured/mobile home community.

- A. This section shall apply to the placement of manufactured homes, mobile homes, RVs, park models, and tiny homes in designated developments where individual spaces are leased or rented, but not sold to the occupants. This shall include:
 - 1. Mobile home parks;
 - 2. Manufactured housing communities; and
 - 3. Manufactured/mobile home communities.
- B. Permitted uses in a mobile home park, manufactured housing community, or manufactured/mobile home community may include:
 - 1. Manufactured homes, mobile homes, RVs, park models, tiny homes, and campers;
 - 2. Parks and playgrounds;
 - 3. Clubhouses, community centers, and recreation facilities for the primary use of park residents; and
 - 4. One single-family dwelling for the primary use of a manager or caretaker responsible for maintaining or operating the property.
- C. Permitted accessory uses in a mobile home park, manufactured housing community, or manufactured/mobile home community include:
 - 1. Garages and carports;
 - 2. Garden house, tool shed, playhouse, or greenhouse not used for commercial purposes;
 - 3. Any use customarily incidental to a permitted principal use, i.e., the sale of new manufactured homes for use within the park; and
 - 4. Home business when in compliance with Section 14.60.150.
- D. The following standards shall be applicable to the development of mobile home parks, manufactured housing community, or manufactured/mobile home community:
 - 1. Only one dwelling shall be permitted per designated residential space.
 - 2. All dwellings and buildings shall be located at least 15 feet from the perimeter of the park.
 - 3. Unless an intervening fire wall is provided, no residence shall be located closer than ten feet from any other residence, nor closer than ten feet from any, common parking area or common walkway, or 15 feet from any dedicated street. Detached accessory structures shall not be closer than five feet from any residence.
 - 4. Along all property lines adjacent to a single-family residential (SFR) or multi-family residential (MFR) zone, screening consisting of a sight-obscuring fence or dense evergreen hedge designed to constitute a solid planting to a minimum height of six feet shall be installed and maintained. See CPMC 14.60.040, Landscaping, for more details.
 - 5. All manufactured homes and mobile homes shall be placed on a foundation or a concrete pad in accordance with the applicable provisions of:
 - a. National Manufactured Housing Construction and Safety Standards Act of 1974 and rules and regulations adopted thereunder;

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- b. Regulations and interpretations of the Washington State Department of Labor and Industries adopted pursuant to HUD rules; and
 - c. Information supplied by the manufacturer.
 - 6. All manufactured and mobile homes not placed on a permanent foundation shall be attached to the ground and the space from the bottom of the home to the ground is enclosed with weather resistant skirting as specified by the manufacturer and approved by the city.
 - 7. Use of recreational vehicles, tiny homes, park models, or campers for permanent residences is permitted provided that all utility hookups meet state or federal health standards for recreational vehicle parks.
 - 8. A recreational vehicle must contain at least one internal toilet and at least one internal shower. If the park owner or manager permits the use of recreational vehicles that do not have at least one internal toilet and shower the manufactured home community must provide adequate sewer utilities, including toilets and showers.
 - 9. All other utilities to each residential space shall be underground except for outlets and risers at each space.
 - 10. All residential spaces must be served by an adequate supply of water, as determined by the city, in accordance with local, state, and federal standards, provided that the city may require a certificate of water availability from a certified water provider for lots not served by the city water system. All required water system improvements shall be designed and constructed in conformance with city standards and shall address:
 - a. Potable water from a public water supply source;
 - b. Adequate water supply, pressure, and facilities for fire protection purposes; and
 - c. Water necessary to maintain required landscaping.
 - 11. All lots must be served by city sewers, if available, in accordance with the provisions of the Laws of Washington State. If not, the city may authorize the use of a septic system(s) designed to the standards of the Walla Walla County Health Department, provided that the city may require the execution of a no protest LID agreement, or other instrument to ensure that a connection is made when city sewer service is available.
 - 12. All mobile home parks, manufactured housing communities, and manufactured/mobile home communities shall be served by one or more public streets providing ingress and egress at not less than two points. This requirement may be waived based on a finding by the city that the proposed access complies with the provisions of:
 - a. The City of College Place Engineering Design Standards;
 - b. The International Fire Code, as adopted by the City; and
 - c. Is in the public interest.
 - 13. All streets shall comply with all city transportation plans, including but not limited to:
 - a. Comprehensive plan transportation map;
 - b. Arterial street plan; and
 - c. City six-year transportation plan.

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14. All street networks and improvements shall provide ready access for fire and other emergency vehicles and equipment and route of escape for inhabitants, in accordance with the provisions of the International Fire Code, as adopted by the city.
 15. All streets shall be dedicated to the city and designed in accordance with the City of College Place Engineering Design Standards. This shall include street lighting, street signs, sidewalks, landscaping strips, curbs, gutters, stormwater facilities, pedestrian facilities, and bike lanes, as required.
 - a. Private streets are discouraged, and all streets shall be dedicated to the city, unless a private street is approved by the city. Private streets may be permitted in:
 - (1) When serving parcels that are isolated by topography or the configuration of existing lots and that connection with other streets is unachievable; and
 - (2) Unusual situations based on a finding by the city that it is in the public interest.
 - b. Private streets, when permitted, must be designed and constructed in accordance with the City of College Place standard specifications and, provided that:
 - (1) Pedestrian access must be provided to existing and future streets or pathways;
 - (2) Provisions must be made for privately owned and maintained water and sewer improvements, designed and constructed to city standards, as no public utilities shall be located under a private street;
 - (3) Traffic circulation shall not be obstructed or cut off future development from public access or utilities; and
 - (4) The transition to a public street shall not occur in mid-block, unless a mid-block transition is unavoidable, a public turn-around designed to meet city standards must be constructed.
 - c. All residential spaces shall be accessible from a city street, driveway, joint use driveway, or in the limited circumstances provided in this title, a private street, in accordance with city standards and the needs of emergency service and utility providers.
 16. Frontage improvements may be deferred by the city, if:
 - a. There are no frontage improvements on either side of the mobile home park, manufactured housing community, or manufactured/mobile home community; and
 - b. A no protest LID agreement is executed; or
 - c. A financial guarantee is executed to ensure that the improvements are installed by a certain date or event.
 17. The city may accept a voluntary payment in lieu of the installation of required frontage improvements, to be used at a later date, and/or for similar improvements at another location.
 18. Street lighting shall be provided in accordance with city lighting standards.
 19. Each mobile home park, manufactured housing community, and manufactured/mobile home community shall provide 300 square feet of usable common open space per dwelling. Common open space shall not include:
 - a. Areas reserved for the exclusive use or benefit of an individual tenant;
 - b. Dedicated vehicular and pedestrian right-of-way, easement or off-street parking areas; or
 - c. Critical areas and their buffers.

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20. A designated storage area for recreational vehicles, boats, or trailers may be provided. If provided, a six-foot-high, sight-obscuring fence shall be erected around the perimeter of such storage area. Storage of recreational vehicles, boats, or trailers on individual manufactured home spaces or required parking stalls is prohibited.
- E. Maintenance. It shall be the responsibility of the mobile home park, manufactured housing community, or manufactured/mobile home community owner or manager to:
1. Assure that all required landscape and common areas are perpetually maintained.
 2. Keep the park free of unsightly brush, leaves, weeds and debris which might communicate fires between manufactured homes and other improvements.
 3. Keep the park free from nuisances as defined in Chapter 8.24 CPMC.
 4. Assure that all private stormwater facilities are perpetually maintained.
- F. The city shall issue only building permits and certificates of occupancy which conform to the approved final plans of park development and all other applicable sections of this chapter, other city ordinances, and all applicable laws and regulations.
1. No building permit for the placement of manufactured homes shall be issued prior to completion of manufactured home park improvements, including drives and screening and landscaping of required common open spaces.
 2. No major changes, as determined by the city, such as rearrangement of spaces, blocks, or drives may be made to an approved manufactured home park plan without again going through the procedures provided under this chapter for original manufactured home park approval.
- G. All residents in mobile home parks, manufactured housing communities, and manufactured/mobile home communities shall be given at least six months' notice by the manufactured/mobile home park property owner in advance of requested or proposed zoning changes, changes to development standards, and/or to variances from development standards.
- H. Residents, park homeowners' association and eligible organizations must be given an opportunity to purchase or lease the manufactured/mobile home park. Prior to any sale, lease, or transfer, a park owner must provide written notice to all residents and any homeowners' association on or before the date the owner advertises or lists or otherwise proffers the park for sale, lease, or transfer, a notice of opportunity to purchase or lease. Resident(s), homeowners' association or eligible organization must provide the owner written notice of intent to consider purchase (if for sale) or lease (if for lease) the park within 45 days of receipt [of] the owner's notice of opportunity to purchase or lease. If the owner receives notice of intent to consider purchase or lease from a resident(s), homeowners' association or eligible organization, owner must negotiate in good faith to sell or lease the park to the resident(s), homeowners' association or eligible organization and owner must not sell, lease, or transfer the property or accept an offer to lease or purchase from any other party for a period of 120 days after receipt of notice of intent to consider purchase or lease from the resident(s), homeowners' association or eligible organization.
1. The notice of opportunity to purchase or lease must include a statement that residents, homeowners' association and eligible organizations have 45 days from the date on which the notice of opportunity to purchase was personally delivered or postmarked to provide the owner with notice of intent to consider purchasing or leasing the manufactured/mobile home park. The notice must also provide the address where the notice of intent to consider purchase or lease must be delivered and the name of the person to whom it must be delivered.
 2. "Eligible organizations" include community land trusts, resident nonprofit cooperatives, local governments, local housing authorities, nonprofit community or neighborhood-based organizations,

federally recognized Indian tribes in the state of Washington, and regional or statewide nonprofit housing assistance organizations.

3. A notice of opportunity to purchase or lease is not required with respect to a sale, transfer, conveyance, or lease of the manufactured/mobile home community or the property on which it sits where the transaction is:
 - a. Due to foreclosure;
 - b. Incidental to financing the park;
 - c. Pursuant to eminent domain;
 - d. Pursuant to a tax sale;
 - e. Between joint tenants or tenants in common;
 - f. Among the partners or shareholders who own the manufactured/mobile home community; or
 - g. To a member of the owner's family or to a trust for the sole benefit of members of the owner's family.
4. Owner is not required to wait 120 days to sell, lease, or transfer the property if all timely notice(s) of intent to consider purchase or lease is withdrawn in writing.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, § 1.b.(Exh. A), 11-23-2021)

14.60.200 Recreational vehicles (RVs), campers, trailers, tiny houses, and tents.

- A. Recreational vehicles, campers, trailers, tiny houses, and tents (aka recreational units) may be used for human habitation only in approved recreational vehicle parks unless otherwise specifically provided in this title.
 1. All applications for new RV parks or modifications to existing RV parks or approved RV park site plans, shall include a site plan prepared by a qualified professional in a format prescribed by the city. This site plan should include, but is not limited to:
 - a. Identification of the RV park boundaries;
 - b. Internal streets and driveways;
 - c. The location and dimensions of designated RV spaces;
 - d. Required setbacks and buffers;
 - e. Designated open spaces and common areas;
 - f. Park facilities such as community center, restrooms, waste disposal, and laundry facilities;
 - g. The location and dimensions of required parking spaces;
 - h. A landscaping plan; and
 - i. Identification of "no parking" areas and fire lanes.
 2. The project sponsor shall also include with any application:
 - a. A narrative description and documentation of how the site plan complies with the provisions of this title; and
 - b. A copy of the RV park management plan.

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3. All recreational units shall retain their mobility and the wheels or means of transport shall not be removed or disabled.
 4. The RV park owner or a designated agent shall always be on the site. It shall be the continuing responsibility of the RV park owner to:
 - a. Assure that all required landscape and common areas are perpetually maintained;
 - b. Keep the park free of unsightly brush, leaves, weeds, and debris;
 - c. Keep the park free from nuisances as defined in Chapter 8.24;
 - d. Establish and enforce standards for the maintenance of recreational units occupied for more than 180 days;
 - e. Assure that all private stormwater facilities are perpetually maintained; and
 - f. That no outside storage of materials or equipment is allowed.
 5. RV parks shall be designed, constructed, operated, and maintained in compliance with all applicable federal, state, and local laws and regulations.
 6. RV park owners shall always maintain in good standing a city business license, provided that:
 - a. The business license shall be subject to annual renewal;
 - b. The RV park may be inspected by the fire marshal or other representative of the city in conjunction with the renewal process; and
 - c. The city may suspend or revoke a business license for failure to comply with the provisions of this title.
- B. All recreational vehicle (RV) parks shall be designed in accordance with the following standards:
1. RVs, campers, trailers, tiny houses, and tents may only be located in RV spaces as designated on a site plan approved by the city.
 - a. The minimum width for each RV space shall be 12 feet.
 - b. The minimum length for a back-in RV space shall be 56 feet long and for each pull through RV space, 70 feet long, and the space shall not include any common areas, roadways, general use structures, walkways, parking areas for vehicles other than RVs, or landscape areas.
 - c. There shall be a minimum distance of ten feet between all recreational vehicles, campers, trailers, tiny houses, and tents.
 - d. Each designated space shall have at least one ten-foot by 20-foot parking space.
 - e. Parking and driveway areas shall be paved with asphalt or concrete or similar surface, in accordance with city standards.
 2. RV parks shall be designed with the following setbacks:
 - a. All designated RV spaces and buildings within the RV park shall be setback at least 20 feet from all exterior property lines.
 - b. Recreational units shall be setback at least 20 feet from vegetative hedges.
 3. Streets within an RV park shall have a minimum 12-foot wide paved surface for one-way travel, and a minimum 24-foot wide paved surface for two-way travel.
 - a. No dead-end streets are allowed.

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- b. Streets shall be paved with asphalt, concrete, or similar surface, in accordance with city standards.
 - 4. All parking associated with the RV park, including guests, visitors, and employees, shall be on-site in areas designated on the site plan approved by the city. No off-site parking or parking that obstructs access by emergency vehicles shall be permitted at any time;
 - 5. Three hundred square feet of usable open space or recreational area per recreational unit shall be provided, in common areas, accessible by all tenants, exclusive of:
 - a. Areas reserved for the use or benefit of individual tenants;
 - b. Dedicated vehicular and pedestrian rights-of-way, easements, and off-street parking areas;
 - c. Required perimeter setbacks; and
 - d. Critical areas and their buffers.
 - 6. A landscaping plan prepared in accordance with the provisions of Section 14.60.040 prepared by a qualified professional, that includes, but is not limited to:
 - a. Perimeter landscaping and screening on all sides in accordance with city standards.
 - b. Interior landscaping including grass, shade trees, shrubs, and an automated sprinkler system.
 - 7. The RV park shall be designed in compliance with the city stormwater standards;
 - 8. All RV spaces shall have access to water, sewer, and electrical service in accordance with city standards;
 - 9. Recreational units may without internal toilets or showers may only be permitted if the RV park provides toilets, lavatories, and showers as required by state and local laws and regulations;
 - 10. At least one sanitary disposal station for removing and disposing of wastes from holding tanks shall be provided;
 - 11. Trash receptacles for the disposal of solid waste materials shall be provided in convenient locations throughout the park. The number and capacity of trash receptacles shall be sufficient to insure there is no uncovered accumulation of trash at any time in the park;
 - 12. All lighting shall be screened and downward facing; and
 - 13. No permanent buildings, structures, or additions may be constructed on a designated RV space, or attached to an RV, camper, trailer, or tiny house, or tent.
 - C. Recreational vehicles, campers, trailers, tiny houses, and tents may be occupied by visitors to a single-family residence on a temporary basis for a period not to exceed 14 calendar days in duration and not to exceed a total number of 28 days in any calendar year, provided that the recreational vehicle, trailer, or tent is located in the driveway, or in the yard outside of required setbacks.
 - D. Recreation vehicles may be stored/parked in residential zoning districts by residences or their guests, provided the following conditions are met:
 - 1. The recreational vehicle must not be in use for temporary or permanent housing.
 - 2. No more than one recreational vehicle may be stored outside on a parcel.
 - 3. The recreation vehicle shall not intrude into the public right-of-way or obstruct sight visibility from adjacent driveways.
 - 4. The recreation vehicle shall not be parked in the front or side yard setback.

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5. The recreation vehicle shall be maintained in a clean, well-kept state which does not detract from the appearance of the surrounding area.
 6. The recreational vehicle and its use comply with the provisions of Chapter 8.24, Nuisances.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 37, 1-23-2024)

14.60.210 Temporary homeless encampments.

- A. Religious organizations may be permitted to host encampments for the homeless on a temporary basis in accordance with the provisions of RCW 35.21.915, provided that:
 1. The city may impose conditions of approval necessary to protect the public health, safety, and welfare.
 2. Prospective applicants shall submit for city review and approval, plans that at a minimum address:
 - a. The maximum number of occupants to be allowed in the encampment;
 - b. Provisions for toilets, running water, and garbage collection that meet local health standards;
 - c. Provisions for cooking facilities including food storage and dish washing;
 - d. Provisions for tents or similar sleeping shelters; and
 - e. Plans for the location of first aid equipment, fire extinguishers, designated smoking areas (if any), maintenance of necessary access, plans for keeping the site free of litter or garbage, and plans for prohibiting open flames.
 3. Encampments shall be open for inspection by the city at all times, without prior notice, to determine compliance with the conditions of approval. This shall include, but is not limited to the health department, fire department, police department, and the department of community development.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.220 Reserved.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.230 Downtown mixed-use district standards.

- A. Development activities in the downtown mixed-use district (DMU) shall comply with the following standards:
 1. The City of College Place Downtown Design Standards and Guidelines dated January 10, 2018 or as subsequently amended by the city;
 2. Building storefronts must face College Avenue and shall be placed at back of sidewalk, allowing for a minimum ten-foot wide sidewalk with 20 feet encouraged to promote sidewalk activities like outdoor dining, etc. Sidewalks shall be designed and constructed by project sponsors in accordance with the provisions of the College Place engineering design standards;
 3. Street trees shall be provided by the project sponsor in accordance with the provisions of the City of College Place engineering design standards;
 4. Street lighting shall be provided by the project sponsor in accordance with the provisions of the College Place engineering design standards;

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5. Required on-site parking facilities shall be provided by the project sponsor, at the rear or side of the building; and
 6. Normal daytime display of salable items may be placed in a neat and orderly manner on the sidewalk adjacent to the merchant's business. The display shall not materially affect sidewalk traffic or ADA compliance and shall be moved from the sidewalk at the end of each day.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.240 Light industrial district (LI) standards.

The following provisions, in addition to all other requirements of this title, shall apply to all development activities and changes of use in the light industrial district, as established by the city, unless otherwise provided in this chapter.

- A. The manufacture, fabrication, assembly, packaging, handling and storage of previously prepared materials may be permitted in accordance with the provisions of this title, provided there shall be no manufacture, refining or treatment of any of the following products or materials:
 1. Asphalt, tar;
 2. Acetylene;
 3. Brick, tile, terra cotta;
 4. Concrete, cement, lime, gypsum, and plaster of paris;
 5. Chemicals of a hazardous, noxious or a poisonous nature such as and similar to strong acids and alkalines, ammonia, bleaching powder, chlorine, dyestuff, glue, gelatin, herbicides and pesticides;
 6. Explosive or highly flammable material;
 7. Fats, oils and soaps;
 8. Fertilizer, offal, bones and the reduction of dead animals;
 9. Forging or smelting of metal;
 10. Lampblack and stove or shoe polish;
 11. Heavy timber lumber and planing mills;
 12. Oilcloth and linoleum;
 13. Paint, shellac, turpentine, lacquer and varnish;
 14. Petroleum;
 15. Primary manufacture of paper and pulp;
 16. Slaughtering and processing of meat and fish products; and
 17. Tannery and curing of raw hide.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.250 University district standards.

The following provisions shall apply to all development activities and changes of use in the university district, as established by the city, unless otherwise provided in this chapter.

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- A. Applicability. All new construction of buildings and structures, the modification or expansion of existing building or structures, new uses, or changes of use, and any related development activities shall comply with the provisions of this title and must receive the required permits and approvals from the city, before the initiation of any development activities.
1. In an effort to promote the timely review and approval of all proposed development activities, the university is encouraged to schedule a pre-application meeting with the city community development department to review what the university plans to accomplish and the city's application requirements.
 2. Properties that are owned by the university that are not located within the boundaries of the university district, shall be subject to the provisions of the zoning district in which they are located.
- B. Permitted Uses. In addition to the uses identified in Section 14.50.030, Table of Permitted Uses, the following uses may be permitted, provided they are designed to primarily serve university students, faculty, staff, volunteers, and visitors:
1. Classrooms and lecture halls;
 2. Administrative buildings and offices;
 3. Dormitories and student housing;
 4. Maintenance facilities;
 5. Indoor and outdoor athletic and recreation facilities;
 6. Food preparation and eating facilities;
 7. Parking facilities;
 8. Places of worship;
 9. Meeting and performance facilities;
 10. Bookstores;
 11. Special and temporary uses; and
 12. Other uses typically associated with small, private universities as determined by the city through an administrative code interpretation.
- C. Development Standards. The following development standards shall apply to the university campus:
1. The university shall provide documentation that all parking needs generated by the proposed development will be met on the campus.
 - a. This may require additional on-campus parking improvements, efficiencies, or increased enforcement.
 - b. Parking on city streets shall not be permitted.
 2. The university shall prepare a traffic study or otherwise provide documentation on the number and frequency of trips that will be generated by the proposed development and whether the new trips can reasonably be accommodated without a reduction in established levels of service. The city may require the university to construct road improvements to maintain level of service standards and to protect public safety.
 3. All proposed development activities shall comply with the provisions of the International Codes, as adopted and administered by the City of College Place. This shall include, but is not limited to:

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- a. All new buildings, and the expansion of existing buildings, shall meet the building separation requirements.
 - b. Additional separation or access improvements for emergency vehicles may be required in order to meet the requirements of the International Fire Code.
 4. The university shall provide documentation that adequate water is available to serve the proposed use and meet required fire flows.
 5. The university shall provide documentation that adequate provisions have been made to connect to the city's utilities.
 6. The university shall meet the city stormwater regulations.
 7. All new lighting on the campus shall comply with city lighting standards.
 8. The university shall contact the city when planning for special or temporary uses to determine if a special use permit is required and/or measures should be taken to protect the public health, safety, and welfare. This may include, but is not limited to:
 - a. Consultation with the public works director, city engineer, city police chief, or fire chief to ensure access by emergency vehicles; and
 - b. Consultation with the county health department regarding sanitation measures and permits.
- D. Campus Master Plan. As an alternative to the provisions of this chapter, the university may submit for city review and approval, a campus master plan to guide the use of existing facilities and new development activities on the campus.
1. This campus master plan shall be based on a projected student population and the projected number of faculty and staff.
 2. The campus master plan shall include a map(s) of the campus along with supporting narrative and studies that identifies:
 - a. All existing buildings and facilities and the use of each building.
 - b. The projected location and use of future buildings and facilities.
 - c. Existing and proposed parking areas, the capacity of each area, and documentation of projected parking needs on campus.
 - d. The documented location of all existing and planned water and sewer mains, lines, valves, connections, irrigation lines, and fire hydrants.
 - (1) In addition, the location of all existing and planned fire hydrants shall be identified.
 - e. Documentation of the water service needs for the campus including all proposed buildings and uses, and demonstration that adequate water supply exists to meet the potable water requirements and the requirements of the International Fire Codes, as adopted by the city.
 - f. Documentation of the sewer service needs for the campus including all proposed buildings.
 - g. A traffic plan that identifies where ingress and egress for vehicles and deliveries will occur, the baseline level of trips to and from the campus, and the projected number of trips associated with proposed buildings or uses. Proposed improvements to maintain safety and city level of service standards will also be depicted.

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- h. A bicycle and pedestrian circulation plan that identifies road crossings and proposed improvements to maintain a safe environment for students, faculty, staff, and visitors to the campus.
 - i. The identification of all existing and proposed stormwater management facilities and improvements. The stormwater operation and maintenance plans and access agreements should also be included.
 3. The proposed campus master plan shall be prepared in consultation with neighboring property owners and shall feature measures to avoid or minimize potential adverse impacts.
 4. The city shall conduct an environmental review of the proposed campus master plan.
 - a. Subsequent project specific development proposals that are consistent with the provisions of the approved campus master plan, and that fall within the parameters evaluated during the environmental review, may be permitted by the city without additional environmental review.
 - b. Proposed development activities that do not fall within the parameters of the environmental review may be required to prepare an addendum or supplemental environmental review, or a new environmental review, as determined by the city.
 5. The proposed campus master plan shall be processed by the city through the same process as a conditional use permit.
 - a. Minor amendments to the campus master plan may be approved administratively, in writing, by the city.
 - b. All other amendments shall be processed as a conditional use permit.
 6. The city and the university may elect to execute a development agreement in accordance with the provisions of the Laws of Washington State, to implement the approved campus master plan.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.260 Reserved.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.60.270 Wireless communication facilities.

- A. The purpose of this chapter is to establish permit requirements and development standards for wireless communication facilities and services within the city that address the appearance, placement, and safety of antennas, facilities, and equipment associated with wireless communications; to provide predictability to service providers in the permitting process and to allow for site development issues to be addressed through clear and objective placement criteria and development standards.
 1. Interpretations of this section shall be guided by Section 6409 of the Spectrum Act; the Wireless FCC Eligible Facilities Request Rules, the FCC's Report and Order in In re Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies, WT Docket Nos. 13-238, 13-32; WC Docket No. 11-59; FCC 14-153.
 2. In the event of a conflict between the provisions of this section and the provisions of federal laws, federal regulations, and/or the decisions of federal courts, the federal provisions shall apply unless otherwise determined by the city attorney.

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- B. The provisions of this section shall apply to all new wireless communication facilities as well as the expansion and/or modification of any existing facilities within the city, unless specifically exempted.
1. The following wireless communication facilities are exempt and may be installed without a conditional use permit in accordance with the provisions of this section:
 - a. VHF and UHF receive-only television antennas;
 - b. Amateur and academic wireless communication facilities;
 - c. Satellite to earth stations using antennae not more than two meters in diameter in commercial and industrial districts and direct-to-home satellite services using any size antenna in any zoning district;
 - d. Send-and-receive citizen band radio antennae operated by federally licensed amateur (ham) radio operators;
 - e. Industrial, scientific and medical equipment as regulated by the FCC in 47 CFR Part 18; and
 - f. Military and government radar antennae and associated communication towers used for navigational purposes as regulated by the FCC by 47 CFR Parts 97 and 95 respectively.
 2. The following wireless communication facilities are exempt and may be installed without a building and mechanical permit in accordance with the provisions of this section:
 - a. VHF and UHF receive-only television antennas;
 - b. Amateur and academic wireless communication facilities;
 - c. Satellite to earth stations using antennae not more than two meters in diameter in commercial and industrial districts and direct-to-home satellite services using any size antenna in any zoning district; and
 - d. Send-and-receive citizen band radio antennae operated by federally licensed amateur (ham) radio operators.
 3. Existing and future Federal Communications Commission (FCC) exemptions and/or rulings not explicitly mentioned in this Code shall be in effect at the time of enactment by the FCC.
- C. The city shall prescribe the application requirements for all non-exempt wireless communication facilities, provided that a pre-application conference shall be required for all major wireless communication facilities.
- D. Development Standards. The following standards shall be applied to all non-exempt wireless communication facilities, consisting of equipment enclosures, antenna support structures, and antennas, unless otherwise provided.
1. Co-location on existing antenna support structures or alternative antenna support structures is preferred if technically feasible and otherwise suitable for the proposed wireless communication services. Attachment of antennas to existing nonresidential structures and buildings primarily within light industrial and commercial zoning districts is preferable to additional antenna support structures.
 2. Amateur wireless communication facilities shall not be used for the placement or operation of non-exempt wireless communication equipment and shall not be used to provide or offer non-exempt wireless communication services.
 3. The facilities shall comply with the applicable provisions of Section 14.60.030, Density, Dimensions, Area, Height, and Setback Standards, unless otherwise provided in this section.
 - a. Non-exempt, non-amateur, or non-academic wireless communication facilities and related structures shall be located not less than 100 feet from any nearby residentially zoned property,

as measured from the base of the facility to the property line of each nearby residentially zoned property. Antennas located on an alternative antenna support structure are exempt from the 100-foot requirement provided that related structures are screened in accordance with the provisions of this section.

- b. Antenna support structures and attached antennas shall be located at a point farthest from lot lines as feasible, provided that these locations allow optimal signalization.
 - c. Antenna placements in the downtown mixed-use district shall extend up no farther than 25 feet and shall be placed as far back from the building exterior as is feasible.
- 4. Wireless communication facilities shall not be located within easements or any required building setback areas.
- 5. Wireless communication facilities shall not be used for the purposes of signage.
- 6. A structural engineer licensed in the state of Washington shall certify in writing that both construction plans and final construction of the antenna support structure or alternative antenna support structure upon which attached antennas may be mounted is designed to reasonably withstand wind and seismic loads as established by the International Building Code.
- 7. Screening of wireless communication facilities shall be provided in accordance with the provisions of this section.
- 8. Development standards for amateur and academic wireless communication facilities.
 - a. Wireless communication facilities shall not be located within any easements or building setback areas. Antenna support structures held up by stays or guys may encroach into building setback areas.
 - b. Mountings and antenna support structures should be no taller than the minimum required for the purposes of obtaining an obstruction-free reception/transmission window and optimal signalization.
 - c. "Lattice" and "monopole" towers regardless of height are subject to current state code requirements.
 - d. Antenna support structures shall not be used for the purposes of signage.
 - e. Antenna support structures may be ground- or roof-mounted.
 - f. Amateur wireless communication facilities shall not be used for the placement or operation of non-exempt wireless communication equipment and shall not be used to provide or offer non-exempt wireless communication services.
 - g. Equipment enclosures, equal to or less than 120 square feet, designed or used to accommodate amateur or academic radio equipment and/or antenna support structures shall be exempt from any development standards contained elsewhere within this Chapter, except for those specified and applicable in Section 14.60.270 D.3.c.
- E. Removal of Wireless Communications Facilities. Any antenna or tower that is not operated for wireless communications for a continuous period of 12 months, shall be removed by the owner of the property on which the tower or antenna is situated, or by the owner or lessee of the tower or antenna within 90 days of receipt of notice to remove from the city. If the antenna and/or tower is not removed within said 90 days, the city may remove the antenna or tower at the owner's expense. If there are two or more wireless communications providers collocated on a single tower, this provision shall not become effective until all provider's cease using the wireless communication facility for a continuous period of 12 months.
- F. Disrepair, Hazard, Nuisance, Improper Maintenance—Abatement Required.

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1. When the city determines that any wireless communication facility, structure, and/or antenna is in a state of disrepair, presents a safety hazard to the public, constitutes a public nuisance due to disrepair or improper maintenance, or is otherwise not properly maintained, the city shall notify the owner of the facility of such concern by certified mail. Such notice shall specify the problems and the expected resolution.
 2. The facility owner shall specify in writing the actions which will be undertaken to rectify the problems with the site. The city may accept or modify the proposed actions as it determines necessary.
 3. Failure to complete work specified by the city shall constitute a violation of the conditional use permit or other authorization as provided in this code and may result in the removal of the facility at the expense of the responsible parties.
 4. The owner of the telecommunications facility, the lessee of the property upon which the facility is located (if different from the owner of the facility), and the owner of the property (if different from the owner of the facility and/or the holder of the lease) are individually, jointly, and severally responsible for removal of the facility as described above.
 - a. Should the responsible parties fail to remove a facility or component thereof, or resolve maintenance issues, as directed by the city pursuant to this section, the city may remove the facility at the expense of the responsible parties.
 - b. The city may pursue recovery of costs for its actions from any and all responsible parties through any means available in courts of competent jurisdiction.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

CHAPTER 14.70 CRITICAL AREA PROTECTIONS

14.70.010 Introduction.

The purpose of this chapter is to identify critical areas to help preserve the natural environment, maintain fish and wildlife habitat, and protect drinking water, and to supplement the city's development regulations governing land use.

- A. All development activities including new uses of land and buildings, changes of use, as well as new construction and the modification of existing buildings, structures, and infrastructure must comply with all provisions of this chapter and this title, as well as all other applicable provisions of local, state, and federal law, unless specifically exempted.
- B. Critical areas subject to the provisions of this chapter include:
 1. Critical aquifer recharge areas;
 2. Special flood hazard (frequently flooded) areas;
 3. Geologic hazard areas;
 4. Wetlands; and
 5. Fish and wildlife habitat conservation areas.
- C. The following activities may be determined by the city to be exempt from the provisions of this chapter:

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1. Emergency actions necessary to prevent an immediate threat to life, or to public health, safety, or welfare, or that pose an immediate risk of damage to private structures or improvements and that require remedial or preventative action in a time frame too short to allow for compliance with the procedural requirements of this chapter.
 - a. Emergency actions that create an impact on a critical area or its buffer shall be limited to those actions that are required to address the emergency and generally are limited to the actions necessary to remove the immediate threat. Additional actions to permanently address a deficiency generally do not qualify as emergency actions and require full compliance with the procedural requirements of this chapter. Emergency actions should be carried out in a manner that has the least feasible impact on the critical area or its buffer.
 - b. The person or agency undertaking emergency action shall notify the city within five working days following commencement of the emergency activity. Within 30 days, the city shall determine if the action taken was within the scope of the emergency actions allowed in this subsection. If the city determines that the action taken, or any part of the action taken, was beyond the scope of an allowed emergency action, then enforcement actions may be initiated.
 - c. After the emergency, the person or agency undertaking the action shall submit a critical area report assessing effects on critical areas and conduct necessary restoration and/or mitigation for any impacts to the critical area and buffers resulting from the emergency action in accordance with an approved critical area report and mitigation plan. The person or agency undertaking the action shall apply for all approvals required by this chapter. Restoration and/or mitigation activities must be initiated within 180 days of the date of the emergency, unless an extension is approved by the city, and completed in a timely manner.
 2. Maintenance, operation and/or repair of rights-of-way, trails, roads, utilities, buildings and other facilities within critical areas and buffers; provided, that the activity does not further alter, impact, or encroach upon the sensitive area or buffer or further affect the functions of sensitive areas, and there is no increased risk to life, property, or the environment, as a result of the proposed operation, maintenance, or repair.
 3. Maintenance of existing, lawfully established landscaping and gardens within a regulated critical area or its buffer, including but not limited to mowing lawns, weeding, removal of noxious and invasive species, harvesting and replanting of garden crops, pruning and planting of ornamental vegetation or indigenous native species to maintain the condition and appearance of such areas as they existed prior to adoption of this Code; provided, that native growth protection areas, mitigation sites, or other areas protected via conservation easements or similar restrictive covenants are not covered by this exception.
 4. Maintenance, repair or replacement of an existing legal, nonconforming structure that does not immediately, or is not likely in the future to further alter or increase the impact to the sensitive area or buffer and results in no increased risk to life, property, or the environment, as a result of the proposed modification or replacement, or reconstruction of unintentionally damaged nonconforming structures provided structures are not expanded or reconstructed for a new use.
 5. Replacement, modification, installation, or construction of utility facilities, lines, pipes, mains, equipment, or appurtenances, not including substations, when such facilities are located within the existing improved portion of the public right-of-way (road surface, shoulder, sidewalks, and slopes) or the improved portion of city-authorized private roadway; provided, that no fill or discharge occurs outside the existing improved area and with appropriate best management practices to control erosion, sedimentation and other potential impacts. Excluded is work within

a water body or wetland, including but not limited to culverts or bridge replacement or construction.

6. Utility projects that have minor or short-duration impacts to critical areas and buffers, as determined by the city in accordance with the criteria below, and which do not significantly impact the functions or values of a sensitive area(s); provided, that such projects are constructed with best management practices and appropriate restoration measures are provided. These activities shall not result in the transport of sediment or increased stormwater, or adversely affect health, property, or the environment. Such allowed minor utility projects shall meet the following criteria:
 - a. There is no practical or feasible alternative to the proposed activity with less impact on sensitive areas;
 - b. The activity involves the placement of a utility pole, street signs, anchor, or vault or other small component of a utility facility; and
 - c. The activity involves disturbance of less than 200 square feet of the sensitive area and/or buffer, exclusive of any equipment and/or vehicles needed to perform the activity.
7. Low impact activities such as hiking, canoeing, nature study, photography, fishing, education or scientific research.
8. Public and private pedestrian trails, provided that:
 - a. The trail surface does not exceed six feet in width;
 - b. The trail surface consists of uncompacted gravel or pervious materials, including boardwalks;
 - c. The trail meets all other city, state, and federal requirements, including state water quality standards; and
 - d. Sensitive area and/or buffer widths may be increased, where possible, equal to the width of the trail corridor, including disturbed areas.
9. The following non-aquatic vegetation removal activities:
 - a. The removal of the noxious weed species designated by Washington State or the local weed control authority with hand labor and light equipment, or other invasive species.
 - b. The removal of hazard trees from sensitive areas and buffers that are posing a threat to public safety, or an imminent risk of damage to a permanent structure.
10. Minor site investigative work necessary for land use submittals, such as surveys, soil logs, percolation tests, and other related activities, where such activities do not require construction of new roads, removal of native trees or shrubs, or displacement of more than five cubic yards of material. Investigations involving displacement of more than five cubic yards of material, including geotechnical soil borings, groundwater monitoring wells, percolation tests, and similar activities shall require submittal of specific plans and restoration plans to the city prior to commencement of any activity. In every case, impacts to the sensitive area shall be minimized and disturbed areas shall be immediately restored. No activity shall commence or occur without city written approval.
11. The application of herbicides, pesticides, fungicides, organic or mineral-derived fertilizers, or other hazardous or potentially hazardous substances, if necessary, provided that their use shall be conducted in accordance with applicable local, state and federal law.

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12. Activities undertaken to comply with a United States Environmental Protection Agency superfund related order, or a Washington Department of Ecology order pursuant to the Model Toxics Control Act that specifically preempts local regulations in the findings of the order.
 13. Project and facilities for restoration and enhancement of ecological functions of critical areas and related resources may be allowed within critical areas and buffers, upon city approval of a restoration and mitigation plan in accordance with the provisions of this chapter, or for restoration of enhancement programs in an adopted shoreline restoration plan pursuant to Chapter 173-26 WAC, a watershed planning document prepared and adopted pursuant to Chapter 90.82 RCW, a watershed restoration project pursuant to RCW 89.08.460, a salmonid recovery plan, the salmon recovery board habitat project list, or identified by the Washington Department of Fish and Wildlife as essential for fish and wildlife habitat enhancement pursuant to RCW 77.55.290.
 14. The repair and maintenance of drainage ditches.
 15. The installation of individual service lines for agricultural purposes and to existing uses.
 16. Reasonably necessary activities conducted by a public agency to control mosquitoes, pests, rodents, weeds, invasive species and the like.
 17. Agricultural activities including farming, horticulture, normal maintenance and repair of irrigation delivery systems and drainage systems, ranching and grazing of animals and pest and weed control. This includes land lying idle under a government program, agricultural set-aside land and changes between agricultural activities.
 18. Normal and routine maintenance of agricultural ponds, livestock watering ponds, and fishponds.
 19. Intentional construction of artificial structures from upland areas for purposes of stormwater drainage or water quality control, grassy swales or ornamental landscape ponds, which are not a part of a critical mitigation plan and are consistent with the Stormwater Management Manual for Eastern Washington, as adopted and implemented by the city.
 20. Normal dredging required to maintain flows and minimize flooding, provided that other applicable local, state, and federal permits are obtained.
 21. Cases where a federal agency has jurisdictional control over a wetland and the city determines that those permit conditions would satisfy the requirements of this chapter.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.70.020 General provisions.

- A. It shall be the responsibility of property owners and project sponsors to know and/or to identify the location of critical areas on and near their property and to comply with the provisions of this chapter at all times.
 1. Property owners and project sponsors that may be proposing development activities in proximity of critical areas are strongly encouraged to schedule and attend a conference with city staff to discuss the applicability of these regulations prior to preparing and submitting land use applications to the city.
 2. The city maintains public maps and resource documents that may assist in the identification of critical areas.
 - a. It is the responsibility of the property owner/project sponsor to identify and map all critical areas on their property.

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- b. The presence of a critical area and/or its associated buffer on a parcel triggers the requirements of these regulations, regardless of whether a critical area or buffer is depicted on an official map.
 - 3. Reasonable access to the project site shall be provided to the city, state, and federal agency staff for the purpose of inspections and compliance review during any proposal review, restoration, emergency action, new construction, or monitoring period.
 - B. These regulations shall apply in addition to the other applicable provisions of this title, as well as applicable local, state, and federal regulations.
 - 1. Compliance with the provisions of this chapter does not necessarily constitute compliance with other federal, state, and local regulations and permit requirements that may be required (for example, hydraulic project approvals permits, Army Corps of Engineers Section 404 permits, National Pollutant Discharge Elimination System permits).
 - 2. The project sponsor shall be responsible for obtaining all required permits/approvals/actions before initiating any action.
 - C. The city, when regulating uses, activities, and developments within or adjacent to, and likely to affect one or more critical areas, shall do so consistent with the best available science and the provisions of this chapter.
 - 1. The best available science is that scientific information applicable to the critical area prepared by local, state, or federal natural resource agencies, a qualified professional, or team of qualified professionals that is consistent with criteria established in WAC 365-195-900 through WAC 365-195-925.
 - 2. Nonscientific information may supplement scientific information, but it is not an adequate substitute for valid and available scientific information. Common sources of nonscientific information include anecdotal information, non-expert opinion and hearsay.
 - 3. Where there is an absence of valid scientific information or incomplete scientific information relating to a critical area leading to uncertainty about the risk to critical area function of permitting an alteration of or impact to the critical area, the city may:
 - a. Take a "precautionary or a no-risk approach," that strictly limits development and land use activities until the uncertainty is sufficiently resolved; and/or
 - b. Require application of an effective adaptive management program that relies on scientific methods to evaluate how well regulatory and nonregulatory actions protect the critical area. An adaptive management program is a formal and deliberate scientific approach to taking action and obtaining information in the face of uncertainty. An adaptive management program shall:
 - (1) Address funding for the research component of the adaptive management program;
 - (2) Change course based on the results and interpretation of new information that resolves uncertainties; and
 - (3) Commit to the appropriate timeframe and scale necessary to reliably evaluate regulatory and nonregulatory actions affecting protection of critical areas and anadromous fisheries.
 - 4. The city shall administer and enforce this chapter to achieve no net loss of the functions and values of critical areas. All development proposals affecting critical areas or their buffers shall avoid impacts where feasible and shall minimize and mitigate unavoidable impacts in accordance with the mitigation sequence established in this chapter. Any authorized impacts shall require compensatory mitigation sufficient to replace lost critical area functions and values and ensure no net loss.

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- D. Property owners and project sponsors shall, when designing development activities that may affect geologic hazard areas, wetlands, and fish and wildlife habitat conservation areas, use the following measures, listed in priority order:
1. Avoid the adverse impact altogether by not taking a certain action or parts of an action or moving the proposed action;
 2. Minimize adverse impacts by limiting the degree or magnitude of the action and its implementation by using appropriate technology and engineering, or by taking affirmative steps to avoid or reduce adverse impacts;
 3. Rectify the adverse impact by repairing, rehabilitating or restoring the affected environment to the conditions existing at the time of the initiation of the project;
 4. Reduce or eliminate the adverse impact over time by preservation and maintenance activities during the life of the action;
 5. Compensate for the adverse impact by replacing, enhancing, or providing similar substitute resources or environments;
 6. Monitor the impact for a reasonable period of time and taking appropriate corrective measures; and
 7. Mitigate the adverse impact through a combination of measures.
- E. A critical area authorization or permit is required before any construction or development activity may be initiated on a site with an area that meets the criteria for designation as a special flood hazard area, geologic hazard area, wetland, or fish and wildlife habitat conservation area(s) or their associated buffers.
1. A critical area authorization must be based on a written finding by the city that:
 - a. The proposed activity is exempt; or
 - b. The proposed activity only occurs outside of the critical area and the associated buffer; or
 - c. The city has adequate information to determine that the proposal will not have an adverse impact on the critical area; or
 - d. The proposed activity will not have an adverse impact on the critical area and otherwise complies with the provisions of this section.
 2. A critical area permit shall be based on the findings and recommendations contained in a critical area report(s).
- F. In order to receive a required critical area permit, project sponsors must prepare and submit for city review and approval a critical area report(s) in a format prescribed by the city.
1. The city shall determine the scope, content, and format for a critical area report based on pre-application consultation with the project sponsor and his/her/their consultants, resource agencies, and qualified professionals.
 - a. Please contact the city community development department or go to the city's website for documents and information that may assist in the preparation of a critical area report.
 - b. Individual critical areas reports may be combined into a single comprehensive report, in a format approved by the city.
 2. Critical area reports shall be prepared by a qualified professional, as determined by the city.
 - a. The cost of preparing required critical areas report(s) shall be borne by the applicant/project sponsor.

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- b. The cost of a professional peer review of any required critical areas report, if required by the city, shall be borne by the applicant/project sponsor.
 - 3. Critical area reports shall be submitted to the city in draft form for city review and comment. Following this review, the city shall notify the applicant in writing:
 - a. That the report complies with city guidelines and that it may be submitted in final form;
 - b. That additional information is necessary and/or revisions must be made before the report can be accepted for processing, and that identifies the corrective actions that must be taken; or
 - c. That the report does not comply with city guidelines and that identifies the corrective actions that must be taken.
 - 4. Upon acceptance of the critical area report(s), the city shall utilize the report to evaluate the proposed development activity and to establish conditions of approval. In addition, the city may require the project sponsor to:
 - a. Submit detailed construction plans and drawings prepared by a qualified professional necessary to implement mitigating measures and other conditions of approval;
 - b. Conduct or permit to be conducted on-going monitoring and evaluation;
 - c. Install protective fencing and signage;
 - d. Provide the city with financial guarantees; and
 - e. Comply with other such measures as may be necessary to comply with the provisions of the applicable local, state, and federal laws.
 - G. Fencing and Signs of Critical Areas and Required Buffers. The city may require, as a condition of approval, that temporary or permanent fencing and signage may be installed to protect critical areas and their buffers from inappropriate uses, unauthorized development activities, intrusion, or accidental encroachment.
 - 1. The outer perimeter of the critical area or buffer and the limits of those areas to be disturbed pursuant to an approved permit or authorization shall be marked in the field in such a way as to ensure that no unauthorized intrusion will occur and is subject to inspection by the city prior to the commencement of permitted activities. This temporary marking shall be maintained throughout construction and shall not be removed until permanent signs, if required, are in place.
 - 2. Fencing installed as part of a proposed activity or as required in this Section shall be designed so as to not interfere with native species migration, including fish runs, and shall be constructed in a manner that minimizes impacts to critical areas and buffers.
 - H. In order to inform subsequent purchasers of real property of the existence of critical areas, the owner of private property containing a critical area or buffer on which a development proposal has been approved, shall file a notice with the county records and elections division, as directed by the city. The notice shall state the presence of the critical area or buffer on the property, the application of this chapter to the property, and the fact that limitations on actions in or affecting the critical area or buffer may exist. The notice shall "run with the land."

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 38, 1-23-2024)

14.70.030 Critical aquifer recharge areas.

Critical aquifer recharge areas (CARAs) are lands with prevailing geologic conditions associated with infiltration rates that create a high potential for contamination of ground water resources or contribute significantly to the replenishment of ground water.

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- A. The entire City of College Place is hereby designated as a critical aquifer recharge area and the provisions of this chapter shall apply to all proposed development activities unless specifically exempted, or otherwise provided.
 - 1. All uses and development activities shall comply with local, state, and federal laws and regulations to protect groundwater including, but not limited to the Washington Administrative Code Chapters 173-216, 173-218, 173-240, 173-303, 173-304, 173-360 and the U.S. Clean Water Act.
 - 2. The city may require a critical area report prepared by a qualified professional and supported by best available science, to identify design features and best management practices necessary to protect the quality and quantity of groundwater.
 - 3. Uses and activities may only be permitted if the project sponsor can show that the proposed use or activity will not cause contaminants to enter local aquifers, adversely affect the recharging of the aquifer, or adversely affect the quantity or quality of groundwater.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.70.040 Special flood hazard areas.

- A. All special flood hazard areas in the City of College Place as determined by utilizing data obtained from the Federal Emergency Management Agency (FEMA) flood insurance rate maps (FIRM) are subject to the provisions of this section. Special flood hazard areas are subject to inundation by one-percent-annual chance flood, and shall include zones A, AE, A1-30, AH, AO, AR, and A99. Designation and regulation of special flood hazard areas shall be based upon the most current FEMA Flood Insurance Rate Maps (FIRM), Flood Insurance Studies, applicable National Flood Insurance Program requirements, and Washington Department of Ecology floodplain management regulations.
- B. No development activities or new uses may be permitted on sites with designated special flood hazard areas without a critical areas authorization or permit in accordance with the provisions of this chapter, including but not limited to, Chapter 14.70.020.
- C. All proposed development activities and new uses on sites with designated special flood hazard areas must comply with FEMA regulations and standards. Please note that federal flood insurance purchase requirements apply in these zones.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.70.050 Geologic hazard areas.

The purpose of these regulations is to maintain the integrity of designated geologic hazard areas and their buffers in order to protect adjacent lands from the impacts of landslides, mudslides, subsidence, excessive erosion and seismic events, and to safeguard the public from these threats to life or property.

- A. Geologically hazardous areas include areas susceptible to erosion, sliding, earthquake, or other geological events. They pose a threat to the health and safety of citizens when incompatible commercial, residential, or industrial development is sited in areas of significant hazard. Geologic hazard areas in the City of College Place shall include those areas that are susceptible to one or more of the following types of hazards:
 - 1. Erosion hazard;
 - 2. Landslide hazard;

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3. Seismic hazard; or
 4. Other geological events including, mass wasting, debris flows, rock falls, and differential settlement.
- B. No development activities or new uses may be permitted on sites with areas that meet the criteria for designation as a geologic hazard area or an associated buffer without a critical areas authorization or permit in accordance with the provisions of this chapter, including but not limited to, Chapter 14.70.020.
1. The city may waive or reduce engineering study and design requirements in geologic hazard areas for:
 - a. Additions or alterations to existing structures that do not increase occupancy or significantly affect the risk of structural damage or injury; or
 - b. New buildings that are not dwelling units or used as places of employment or public assembly and do not pose a significant threat to a dwelling unit(s) or places of employment or public assembly.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.70.060 Wetlands.

Wetlands are areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands do not include those artificial wetlands intentionally created from non-wetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities, or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. Wetlands may include those artificial wetlands intentionally created from non-wetland areas created to mitigate conversion of wetlands.

- A. All areas within the City of College Place meeting the wetland designation criteria in the approved federal wetland delineation manual and applicable regional supplements, as amended, regardless of any formal identification, are hereby designated critical areas and are subject to the provisions of this chapter.
1. Wetlands shall be rated according to the Washington Department of Ecology Wetland Rating System, as set forth in the Washington State Wetland Rating System for Western Washington: 2014 Update (Ecology Publication #14-06007), or as revised. Wetland delineations are valid for five years; after such date the city shall determine whether a revision or additional assessment is necessary.
 2. A buffer area shall be established for all designated wetlands to protect the function and values of the wetland.
- B. No development activities or new uses may be permitted on sites that meet the criteria for designation as a wetland or an associated buffer without a critical areas authorization or critical areas permit in accordance with the provisions of this chapter, including but not limited to, Chapter 14.70.020.
1. The following uses and activities may be permitted by the city in wetlands through a critical areas authorization:

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- a. Conservation or preservation of soil, water, vegetation, fish, and other wildlife that does not entail changing the structure, or functions of the existing wetland.
 - b. The harvesting of wild crops in a manner that is not injurious to natural reproduction of such crops and provided the harvesting does not require tilling of soil, planting of crops, or alteration of the wetland by changing existing topography, water conditions or water sources.
 - c. Recreational and educational activities.
 - d. Research.
 - e. Drilling for utilities under a wetland provided that the drilling does not interrupt the ground water connection to the wetland or percolation of surface water down through the soil column. The city may require the project sponsor to submit a special study prepared by a qualified professional to determine whether the ground water connection to the wetland or percolation of surface water down through the soil column is disturbed prior to any drilling or drilling associated activities.
 - f. Enhancement of a wetland through the removal of non-native invasive species. Weeding shall be restricted to hand removal and weed material shall be removed from the site. Bare areas that remain after weed removal shall be re-vegetated with native shrubs and trees at natural densities. Some hand seeding may also be done over the bare areas with native plants.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.70.070 Fish and wildlife habitat conservation areas.

- A. All areas within the city meeting one or more of the following criteria, regardless of any formal designation, are hereby designated Fish and Wildlife Habitat Conservation Areas and are subject to the critical area provisions of this chapter:
 - 1. Areas where state or federal designated endangered, threatened, and sensitive species have a primary association.
 - a. Federal designated endangered and threatened species are those fish, wildlife, and plant species identified by the U.S. Fish and Wildlife Service and the National Marine Fisheries Service that are in danger of extinction or threatened to become endangered.
 - b. State designated endangered, threatened, and sensitive species are those fish, wildlife and plant species native to the state of Washington identified by the state department of fish and wildlife, that are in danger of extinction, threatened to become endangered, vulnerable, or declining and are likely to become endangered or threatened in a significant portion of their range within the state without cooperative management or removal of threats. State designated endangered, threatened, and sensitive species are periodically recorded in WAC 232-12-014 (state endangered species), and WAC 232-12-011 (state threatened and sensitive species).
 - 2. Priority habitats and species identified by the Washington State Department of Fish and Wildlife. Priority species require protective measures for their perpetuation due to their population status, sensitivity to habitat alteration, and/or recreational, commercial, or tribal importance. Priority habitats are those habitat types or elements with unique or significant value to a diverse assemblage of species. A priority habitat may consist of a unique vegetation type or dominant plant species, a described successional stage, or a specific structural element.

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3. Habitats and species of local importance as identified by the city, including those that possess unusual or unique habitat warranting protection because of qualitative species diversity or habitat system health indicators.
 4. Naturally occurring ponds are those ponds under 20 acres and their submerged aquatic beds that provide native fish or wildlife habitat, including those artificial ponds intentionally created from dry areas in order to mitigate impacts to ponds. Naturally occurring ponds do not include ponds deliberately designed and created from dry sites, such as canals, detention facilities, wastewater treatment facilities, farm ponds, temporary construction ponds, and landscape amenities, unless such artificial ponds were intentionally created for mitigation.
 5. Waters of the state includes lakes, rivers, ponds, streams, inland waters, underground waters, and all other surface waters and watercourses within the jurisdiction of the State of Washington, as classified in WAC 222-16-031.
 6. Lakes, ponds, streams, and rivers planted with game fish by a governmental or tribal entity.
 7. Natural area preserves, and natural resource conservation areas are defined, established, and managed by the Washington State Department of Natural Resources.
 8. Streams shall be designated in accordance with the Washington State Department of Natural Resources (DNR) stream type as provided in WAC 222-16-030. Streams are further categorized according to Ecosystem Diagnosis and Treatment (EDT)/Snake River Salmon Recovery Plan priority protection reaches.
 9. Areas of rare plant species and high-quality ecosystems that are identified by the Washington State Department of Natural Resources through the Natural Heritage Program.
- B. No development activities or new or modified uses may be permitted on sites that meet the criteria for designation as a fish and wildlife habitat conservation area or an associated buffer without a critical areas authorization or permit in accordance with the provisions of this chapter, including but not limited to, Chapter 14.70.020.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.70.080 Enforcement.

- A. When a critical area or its buffer has been altered in violation of this chapter, the city shall have the authority to issue a stop work order to cease all development activities, and order restoration, rehabilitation, replacement, or where determined appropriate, mitigation measures at the owner's or other responsible party's expense to compensate for violation of provisions of this chapter and other applicable city codes.
1. All development work shall remain stopped until a restoration and/or mitigation plan is prepared at the project sponsor's expense and approved by the city. The plan must be prepared by a qualified professional and shall describe how the actions proposed meet the minimum requirements of this section.
 2. The city may, at the violator's expense, seek expert advice in determining the adequacy of the plan.
 3. Inadequate plans shall be returned to the violator for revision and resubmittal, with a written explanation regarding any deficiencies and/or additional information that may need to be submitted.
 4. Any work recommenced shall be done in accordance with the approved restoration/mitigation plan.
 5. For alterations to frequently flooded areas, wetlands, and habitat conservation areas the following minimum performance standards shall be met for the restoration of a critical area to the condition and state pre-existing the violation provided that if the violator can demonstrate in a restoration/mitigation

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- plan that greater functional and habitat values can be obtained, these standards may be modified by the city:
- a. The function and values of the affected area shall be restored, including water volumes, quality and wildlife habitat;
 - b. The soil types and configuration shall be replicated; and
 - c. The critical area and buffers shall be replanted with native vegetation that replicates the vegetation typically found on the site in species types, sizes, and densities.
6. For alterations to flood and geological hazards, the following minimum performance standards shall be met for the restoration of a critical area, provided that, if the violator can demonstrate that greater safety can be obtained, these standards may be modified:
- a. The hazard shall be reduced to a level equal to, or less than, the pre-development hazard;
 - b. Any risk of personal injury resulting from the alteration shall be eliminated or minimized; and
 - c. The hazard area and any buffers shall be replanted with native vegetation sufficient to minimize the hazard.
- B. Representatives of the city are authorized to make site inspections and take such actions as are necessary to enforce this chapter. The authorized representatives shall present proper credentials and make a reasonable effort to contact any property owner before entering onto private property.
- C. Any violation of this chapter shall be enforced in accordance with the provisions of this Code. Any person, party, firm, corporation, or other legal entity convicted of violating any of the provisions of this chapter shall be subject to civil or criminal penalties. Each day or portion of a day during which a violation of this chapter is committed or continued shall constitute a separate offense. Any development carried out contrary to the provisions of this chapter shall constitute a public nuisance in accordance with the provisions of Chapter 8.24 and may be enjoined as provided by the statutes of the State of Washington.
- (Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

CHAPTER 14.80 SHORELINE MASTER PROGRAM

The City of College Place does not have any shoreline areas under the jurisdiction of the Washington State Shoreline Management Act, and as a result, the city has not adopted a shoreline master program. If the city annexes an area with jurisdictional shoreline areas, the provisions of the Walla Walla County shoreline master program shall continue to apply until the city adopts a shoreline master program.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

CHAPTER 14.90 SUBDIVISIONS

14.90.010 Introduction.

The purpose of this chapter is to establish uniform standards and procedures to guide the division of land in accordance with the provisions of RCW 58.17 and the College Place comprehensive plan.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.90.020 Applicability.

- A. The regulations contained in this chapter shall apply to the division or redivision of land, or the alteration of lots within the city for the purpose of sale, lease, or transfer of ownership, whether immediate or future, unless otherwise clearly provided. This shall include the following unless the proposed action is specifically exempted in RCW 58.17.040, as determined by the city:
 - 1. Subdivisions of ten or more lots;
 - 2. Short plats of nine or fewer lots;
 - 3. Binding site plans; and
 - 4. Lot line adjustments.
- B. No person or entity shall sell, lease or transfer the ownership of or offer for sale, lease or transfer of ownership any real property that is subject to this chapter without prior approval and recording of the final plat and full compliance with this chapter.
 - 1. Any person, or entity who violates any provision of this title relating to the sale, offer for sale, lease, or transfer of any lot, tract or parcel of land shall be guilty of a civil infraction and subject to a fine as established by the city council, and each sale, offer for sale, lease or transfer of each separate lot, tract, or parcel of land in violation of any provision of this chapter shall be deemed a separate and distinct infraction.
 - 2. The city may elect to take any or all actions available at law and in equity to enforce this title, and to try to any violation of these regulations.
- C. No parcel may be divided into two or more short plats in order to avoid the requirements of a subdivision.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.90.030 General requirements.

- A. All proposed subdivisions, short plats, binding site plans, and lot line adjustments shall comply with the following general requirements, unless otherwise provided in this title:
 - 1. The College Place comprehensive plan and all plans, documents, policies, and maps that have been adopted by reference to be used in support of the implementation of the College Place comprehensive plan;
 - 2. The applicable provisions of the College Place or Walla Walla County shoreline master program, if any;
 - 3. The City of College Place engineering design standards;
 - 4. The applicable provisions of RCW 58.17, as determined by the city; and
 - 5. Other applicable local, state, or federal laws and regulations.

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- B. Applications for subdivisions, short plats, binding site plans, and lot line adjustments shall include a survey prepared by a licensed professional land surveyor, in accordance with the provisions of the Laws of Washington State, including but not limited to Title 58 RCW, RCW 18.43.020, and WAC 332.130, and such administrative provisions as may be adopted by the city.
- C. All subdivisions, short plats, and binding site plans shall be designed in accordance with the following principles:
1. The subsequent use and development of all newly created or altered lots can be accomplished in substantial compliance, as determined in the sole discretion of the city, with the provisions of this title, particularly the regulations governing the protection of critical areas, and a reasonable use exception will not be required.
 2. Natural features and resources, including natural topology, watercourses, marshes, scenic points, large or heritage trees, natural groves, rock formations and critical areas should be preserved, protected, and enhanced and the lot layout shall reflect natural limitations inherent in the property.
 3. In subdivisions, the layout of blocks and lots should be designed to:
 - a. Promote traffic safety and ease of traffic control and circulation.
 - b. Be wide enough to allow for two tiers of lots unless the topography or other factors dictate the use of one tier of double frontage lots. Double frontage lots shall be designed with an easement at least ten feet wide to be dedicated along the lot lines abutting the principal or minor arterial or other disadvantageous use, across which there shall be no right of access for the general public or adjoining property owners.
 - c. Be consistent with the topography and the needs for convenient access, circulation, control and safety of street traffic, emergency vehicle access, and type of land use proposed, but ordinarily, block lengths should not exceed 600 feet. Blocks may be up to 1,000 feet in length if there is a mid-block sidewalk, path, or trail built to city standards and dedicated to public use that connects to nearby streets.
 4. All lots shall be designed to comply with the following provisions, unless otherwise provided in this title:
 - a. The density requirements of the zoning district in which the property is located.
 - b. The minimum lot size and lot width requirements of the zoning district in which they are located.
 - (1) No critical areas or buffers may be included in the calculation to determine compliance with the minimum lot size requirement.
 - (2) In subdivisions, the minimum lot size and lot width may be reduced by up to ten percent in up to ten percent of the lots.
 - (3) In short plats, 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.
 - c. All building setbacks shall be measured from the boundaries of critical area buffers when present.
 - d. Provide access by means of a public street in accordance with the City of College Place engineering design standards, provided that in subdivisions, new residential lots should not have direct driveway access to a principal or minor arterial.

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5. All dedications of land shall be clearly and precisely indicated on the face of the plat or binding site plan and reflect that the city is a beneficiary to any and all public uses and required maintenance thereof including, but not limited to open spaces, emergency services access, and stormwater utilities.
- D. All required improvements should be installed prior to final plat, final short plat, or binding site plan approval.
1. All required improvements shall be subject to inspection and acceptance or rejection by the city.
 2. Required improvements may be waived only when specifically authorized in this title.
 3. Required improvements may be deferred only through city approval of a phasing plan or the acceptance of a financial guarantee as provided in this title.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.90.040 Required improvements.

The following improvements are required in all subdivisions, short plats, binding site plans, and lot line adjustments unless otherwise provided in this title. All improvements must be designed and constructed by the project sponsor, at no cost to the city, in accordance with the provisions of the City of College Place engineering design standards, as determined by the city, other applicable local, state, and federal laws, and the following provisions:

- A. **Water Supply.** All lots must be served by an adequate supply of water, as determined by the city, in accordance with local, state, and federal standards, provided that:
 1. The city may require a certificate of water availability for lots not served by the city water system.
 2. All required water system improvements shall be designed and constructed in conformance with city standards and shall address:
 - a. Potable water from a public water supply source;
 - b. Adequate water supply and facilities for fire protection purposes;
 - c. Water main looping; and
 - d. Water necessary to maintain required landscaping.
- B. **Sanitary Sewer.** All lots must be served by city sewers, in accordance with the provisions of the Laws of Washington State, provided that the city may make a written finding that sewer service is not reasonably available and may authorize the use of a septic system(s) designed to the standards of the Walla Walla County Health Department, provided that:
 1. The location of the septic tank, system drainfield, and reserve drain field are depicted on a recorded legal document, as specified by the city; and
 2. The city may require the execution of a no protest LID agreement, or other instrument to ensure that a connection is made when city sewer service is available.
- C. **Streets.** All subdivisions, short plats, and binding site plans shall be served by one or more public streets providing ingress and egress at not less than two points, unless otherwise approved by the city.
 1. All streets shall comply with all city transportation plans, including but not limited to:
 - a. Comprehensive plan transportation map;
 - b. Arterial street plan; and

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- c. City six-year transportation plan.
 - 2. All street networks and improvements shall provide ready access for fire and other emergency vehicles and equipment and route of escape for inhabitants, in accordance with the provisions of the International Fire Code, as adopted by the city.
 - 3. All streets shall be designed and constructed in accordance with the City of College Place engineering design standards. This shall include, but is not limited to street lighting, street signs, sidewalks, landscaping strips, curbs, gutters, stormwater facilities, and bike lanes, as required by the city.
 - a. Private streets are discouraged, and all streets shall be dedicated to the city, unless a private street is approved by the city. Private streets may be permitted in the sole discretion of the city only in:
 - (1) Binding site plans;
 - (2) Mobile home/manufactured home parks;
 - (3) Situations involving parcels that are isolated by topography or the configuration of existing lots and that connection with other streets is unachievable; or
 - (4) Unusual situations based on a written finding by the city that it is in the public interest.
 - b. Private streets, when permitted, must be designed and constructed in accordance with the City of College Place engineering design standards, provided that:
 - (1) Pedestrian access must be provided to existing and future streets or pathways.
 - (2) Provisions must be made for privately owned and maintained water and sewer improvements, designed and constructed to city standards, as no public utilities shall be located under a private street.
 - (3) Traffic circulation shall not be obstructed or cut off future development from public access or utilities.
 - (4) The transition to a public street shall not occur in mid-block, unless a mid-block transition is unavoidable, a public turn-around designed in compliance with the College Place engineering design standards and the International Fire Codes, as adopted by the city, shall be provided.
 - (5) Private streets shall be owned in common by the owners of the property served by the private street or by a homeowners' association. The tract shall be designated on the plat as a special purpose tract. Private access may be designated by a recorded easement. A maintenance agreement shall be recorded with the Walla Walla County auditor that commits the owner(s) to maintain all elements of the private street. Accessibility shall be maintained at all times for emergency vehicles.
 - c. In residential short plats, each lot shall be accessible from a city street, driveway, joint use driveway, or in the limited circumstances provided in this title, a private street, in accordance with city standards and the needs of emergency service and utility providers.
 - (1) The requirement for access at two or more points may be waived by the city based on a finding that the proposed access complies with the provisions of:
 - (a) The City of College Place engineering design standards;

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- (b) The International Fire Code, as adopted by the city; and
 - (c) Is in the public interest.
 - d. Frontage improvements may be deferred by the city in a short plat, if:
 - (1) There are no frontage improvements on either side of the proposed short plat; and
 - (2) A no protest LID agreement is executed; or
 - (3) A financial guarantee is executed to ensure that the improvements are installed by a certain date or event.
 - e. The city may accept a voluntary payment in lieu of the installation of required frontage improvements, to be used later, and/or for similar improvements at another location.
 - (1) There shall be no time limitation on the use of voluntary payments.
 - f. The provision of alleys in residential subdivisions may be the basis for the city to approve a reduction in the width of required streets.
 - g. In residential subdivisions, the width of driveways at the curb on lots with at least 60 feet of street frontage shall not exceed 20 feet in width at the curb and back of the right-of-way, as specified in the City of College Place engineering design standards, provided that:
 - (1) On lots with street frontage greater than 60 feet, the width of the driveway at the curb may be increased by one foot over the standard 20-foot maximum for every three feet of frontage over 60 feet, up to a maximum width at the curb and back of the right-of-way of 30 feet;
 - (2) On lots with less than 60 feet of street frontage, the driveway width at the curb may not exceed 12 feet;
 - (3) The width of a driveway at its widest point shall not exceed the width of the driveway at the curb plus four feet; and
 - (4) Driveway approach wings and pedestrian approach wings shall be separated by a minimum of four feet between the end of the wings.
 - h. In residential short plats, the width of driveways shall not exceed 20 feet at the curb and back of the right-of-way or 24 feet at its widest point.
 - i. Alleys should be provided in commercial and industrial areas, except that the city may waive this requirement based on a finding that adequate provisions have been made for deliveries, loading, unloading, and parking.
 - j. On corner lots, the placement of driveways should be placed as far away from the intersection as possible, as determined by the city.
- D. Sidewalks shall be provided in every residential, industrial, or commercial subdivision, and business park, and shall conform to the city sidewalk standards. Sidewalks shall be properly located and sufficient to meet the circulation needs of the subdivision. The width of sidewalks in residential areas shall not be less than six feet, not including curb or features that diminish mobility, as determined by the city. The sidewalk must not be obstructed with poles, fire hydrants, and the like. Sidewalks shall not be less than ten feet where deemed essential for pedestrian traffic in commercial and industrial areas, schools, playgrounds, shopping centers, etc., unless otherwise approved by the city.

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- E. A minimum five-foot-wide landscape strip(s) designed in accordance with city standards shall be required on every side of a lot that abuts an arterial, collector, or local street in a residential subdivision, provided that:
1. The front yard setback may be reduced by five feet in the single-family residential district on lots with an approved landscaping strip.
 2. Every planter strip shall be:
 - a. Irrigated and planted with grass;
 - b. Include at least one street tree every 60 feet selected from a list provided by the city; and
 - c. Be the continuing maintenance responsibility of the abutting property owner unless alternative arrangements have been approved by the city, such as maintenance by a professional landscaping firm hired by a homeowner's association.
- F. Stormwater improvements shall be designed and constructed in accordance with the provisions of the City of College Place engineering design standards and the most recent version of the Stormwater Management Manual for Eastern Washington, as adopted by the City of College Place.
- G. Bike lanes, designed and constructed in accordance with city standards, are required in residential subdivisions on all collectors and arterial streets.
- H. Public Utilities.
1. Easements for fiber, cable, electric, telephone, television, water, gas, stormwater, sewer, and similar public utilities shall be a minimum width of ten feet, unless otherwise determined by the city to be of adequate width to maintain.
 2. The city may permit, in consultation with utility providers, the shared use of selected easements by compatible utilities, subject to certain conditions.
 3. The installation of utilities facilities should be underground.
 4. Public utility easements should be located along the front or rear property lines. If a side yard easement is needed, it shall be located adjacent to the lot line on one side of the lot line. Easements shall not be located on the lot lines.
- I. Parks and Open Space. All new subdivisions of ten or more lots shall set aside and improve, and/or make such payments and off-site improvements as may be necessary to mitigate the impacts of the proposed development and to implement the city's level of service standards for parks and open space, and trails.
1. All proposed new subdivisions (ten or more lots) shall include provisions for at least 1,000 square feet of designated park and open space area per dwelling unit.
 - a. A determination of the suitability of the land designated for park and open space purposes in accordance with the provisions of the city's parks, recreation, and open space plan shall be made by community development director or his/her/their designee in consultation with the city parks, arbor, and recreation board.
 - b. Designated park and open space areas should be contiguous and shall be placed in a park and/or open space tract(s).
 - c. Critical areas and their buffers shall not be considered as park or open space, unless specifically authorized in this chapter.

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- d. Streets and associated median or planter strips, sidewalks, bike lanes, stormwater facilities, or areas required for the provision of utilities shall not be considered as park or open space, unless specifically authorized in this chapter.
 - e. The project sponsor may propose to install and/or improve a trail(s) to city standards as a part of the required park and open space. Trails may be located in a critical area buffer in accordance with the provisions of the city's regulations to protect critical areas and the Washington State Environmental Policy Act, as well as all applicable local, state and federal laws and regulations.
 - f. All required improvements shall be installed by the project sponsor, and inspected and approved by the city prior to final subdivision approval, provided that the city council may approve a financial guarantee provided by the project sponsor, in a format prescribed by the city attorney, to make the required improvements in accordance with an approved plan and specified timeline.
 2. Park and open space areas less than three acres in size shall be the ongoing maintenance responsibility of the homeowners in the subdivision, and:
 - a. These park and open space areas shall be landscaped with grass, shade trees, shrubs, and an automated sprinkler system, as specified in a landscaping plan submitted for city review and approval.
 - b. These park and open space areas should also include a children's playground and exercise equipment, benches, walking paths, picnic areas, a drinking fountain, garbage cans, and a pet waste station, as appropriate, or comparable improvements in accordance with the standards for neighborhood parks in the city's parks, open space, and recreation plan.
 - c. The documents creating a homeowners' or property owners association, as regulated by state law, and/or any other documents establishing the maintenance responsibilities for the required park and open space areas shall be subject to city review and approval by the community development director or his/her/their designee in consultation with the city attorney.
 3. Park and open space areas greater than three acres in size may be proposed for dedication to the city, provided that:
 - a. Priority consideration shall be given by the city to tracts three or more acres in size.
 - b. These open space areas shall be landscaped by the project sponsor with grass, shade trees, shrubs, and an automated sprinkler system, as specified in a landscaping plan approved by the city.
 - c. The project sponsor shall provide for the following improvements in accordance with the standards for neighborhood parks in the city's parks, open space, and recreation plan:
 - (1) Picnic area;
 - (2) Benches;
 - (3) Walking paths;
 - (4) Children's playground and exercise equipment;
 - (5) Drinking fountain;
 - (6) Garbage cans and pet waste stations;
 - (7) Restrooms; and

(8) Parking.

- d. Nothing in these regulations, shall preclude the project sponsor, or a homeowners' or property owners' association from proposing a dedication after final plat approval, in accordance with the provisions and standards of this chapter and the city's parks, open space, and recreation plan.
 - e. The city's parks, arbor, and recreation board shall review proposed dedications and improvements and shall make a recommendation to the city council to accept, accept with modifications, or not accept a proposed dedication.
 - f. If a proposed dedication is accepted by the city, the dedicated park and open space areas and improvements shall be owned and maintained by the city.
 - g. Required park/open space areas not dedicated to the city shall be the ongoing maintenance responsibility of the homeowners in the subdivision. The documents creating a homeowners' or property owners' association, as regulated by state law, and any other documents establishing the maintenance responsibilities for the required park and open space area shall be subject to city review and approval by the community development director or his/her/their designee in consultation with the city attorney.
4. As an alternative to the preceding regulations, the city may establish a park impact fee to mitigate the direct impacts associated with proposed subdivisions, provided that such fees shall be established by ordinance and shall comply with the provisions of RCW 82.02.060.
5. Pending the adoption of a park impact fee by the city, a project sponsor may propose, subject to city council review and approval, a voluntary payment and/or a dedication of additional land, in lieu of providing some, or all, of the required parks and open space land and improvements.
- a. The voluntary payment or dedication shall be based on the assessed/appraised value of the land to be subdivided, and the estimated cost of the required improvements, as approved by the city.
 - b. The value of the voluntary payment or dedication should meet or exceed the value of the required dedication or improvements.
 - c. Voluntary payments shall be used by the city for the acquisition or improvement of land for park and open space purposes in accordance with the provisions of the city's parks, open space, and recreation plan within a one-half mile radius of the subdivision, unless otherwise agreed to by the parties.
 - d. The following examples of voluntary payments or dedications are provided as a potential resource to project sponsors:
 - (1) A new 43-lot single-family residential subdivision would be required to place in a park and open space tract and improve at least 43,000 square feet of land, in accordance with city standards. If the parcel to be subdivided had an assessed/appraised value of \$1.00 per square foot, the project sponsor could propose a voluntary payment to the city of \$43,000.00 plus the estimated cost of the improvements in lieu of setting aside and improving the required park and open space area.
 - (2) A new 87-lot single-family residential subdivision would be required to place in a park and open space tract and improve just over two acres of land, in accordance with city standards. If the parcel to be subdivided had an assessed value of \$1.00 per square foot, and the approved estimate of the cost of improvements to the two-acre park was approximately \$130,000.00, the

project sponsor could propose, in lieu of making the required improvements, to set aside three additional acres of park and open space and dedicate a total of five acres to the city. In this instance, the value of the additional three acres of land proposed for dedication to the city (three acres/130,680 square feet valued at \$1.00 per square foot equals \$130,000.00) would offset the estimated cost of the required improvement. If accepted, the city would then be responsible for the ownership, development, and maintenance of the park.

- (a) In the preceding example, the project sponsor could propose a combination of an additional set aside of land and payment in lieu of the required improvements. In this instance, the project sponsor could propose, in lieu of making the required improvements, to set aside two additional acres of land for parks and open space and dedicate a total of four acres to the city along with a voluntary payment of \$43,000.00 to be used by the city for improvements to the park.
 - (3) A new 15-lot residential subdivision with duplexes, would be required to place in a park and open space tract and improve 30,000 square feet of land, in accordance with city standards. If the parcel to be subdivided had an assessed/appraised value of \$1.00 per square foot, the project sponsor could propose, in lieu of setting aside and improving the required park and open space area, a voluntary payment to the city of \$30,000.00 plus the estimated cost of the improvements to be used to make improvements to a nearby city-owned neighborhood park.
 - (4) A new ten-lot single-family residential subdivision would be required to place in a park and open space tract and improve 10,000 square feet of land, in accordance with city standards. In lieu of setting aside and improving the required park and open space area, the project sponsor could propose to spend at least an equivalent amount to construct a trail, built to city standards, to connect the subdivision with a nearby city-owned park.
6. The city's parks, arbor, and recreation board shall review all proposed voluntary payments and/or dedications in lieu of setting aside or making required improvements and shall make a recommendation to the mayor and city council to accept, accept with modifications, or not accept the proposed voluntary payment.
7. Nothing in these regulations is intended to interfere with:
- a. The completion of the required environmental review process and conditions of approval that may be required to avoid, minimize, or mitigate potential adverse impacts, or the use of the city's authority to deny an application that could create probable, significant adverse impacts that cannot be reasonably mitigated.
 - b. The city and the project sponsor executing a development agreement, in accordance with the provisions of state law, that meets or exceeds the provisions of this chapter, based on a finding that it is in the public interest.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 21-017, § 1.c.(Exh. B), 11-23-2021; Ord. No. 24-002, § 40, 1-23-2024)

14.90.050 General application requirements.

- A. All subdivisions, short plats, and binding site plans are subject to a four-step review and approval process in accordance with the provisions of this chapter and Chapter 14.30, Permit Processing Procedures. The steps include:
1. Pre-application consultation and preparation of application materials;
 2. Preliminary review and approval;
 3. Civil plan review and approval, construction, inspection, acceptance of improvements, and the execution of access and maintenance agreements; and
 4. Final review and approval, including the establishment of monitoring protocols, as appropriate.
- B. Preliminary subdivision, short plat, and binding site plan applications shall include such forms, maps, plat maps, narrative, special studies, environmental assessments, drawings, and documentation as may be required by the city. This may include, but is not limited to the following:
1. Required city application forms.
 2. A title report prepared no more than 30 days before the date the application is submitted.
 3. SEPA checklist and proposed mitigation measures.
 4. Required critical area reports.
 5. Required geo-technical reports and liquefaction assessment.
 6. Required cultural resources report or tribal documentation that a report is not required.
 7. Required traffic impact analysis.
 8. Utility plan.
 9. Preliminary stormwater design report.
 10. Proposed landscaping and screening plan.
 11. A description of proposed phasing plans.
 12. Proposed restrictive covenants to be imposed upon land within the subdivision.
 13. Survey.
 14. Proposed preliminary plat map that includes, but is not limited to:
 - a. Name of subdivision, short plat, or binding site plan. This name must not duplicate the name of another subdivision in Walla Walla County (please check with Walla Walla County assessor).
 - b. Date, north arrow, and scale of drawing.
 - c. Vicinity map with the location of the proposed development.
 - d. Proposed development boundaries, a legal description of the site, and location by section, township, and range.
 - e. Names, addresses, and telephone numbers of the owners, contact person, designer or engineer, and surveyor, and the date of the survey with surveyor's certificate.
 - f. Existing and proposed public and private streets, tracts, driveways, open space, parks, trails, etc. with location, names, right-of-way dimensions, and approximate radius of street curves. Tracts

shall also have approximate dimensions, area calculation in square feet, and identification numbers or letters.

- g. Lot and block dimensions, area calculation in square feet, and building setbacks for all lots.
- h. The location, width, and purpose of all existing and proposed easements.
- i. Monuments.
- j. Proposed uses of the property, including all areas proposed to be dedicated to the public, or preserved as open space, for the purpose of surface water management, recreation, or other use.
- k. Ground elevations shown by contour lines at five-foot vertical intervals for ground slopes exceeding ten percent and at two-foot intervals for ground slopes of less than ten percent. Such ground elevations shall be related to some established benchmark or other datum approved by the city engineer.
- l. Existing structures that will remain on site including abandoned underground infrastructure, such as septic tanks.
- m. Conditions of adjacent property platted or unplatted, and if platted, giving the subdivision name and showing the streets.
- n. Existing and proposed utilities.
- o. The proposed number and location of public or shared parking places.
- p. The location and proposed buffers of critical areas.
- q. Proposed phases of development, if applicable.
- r. Data table, as applicable:
 - (1) Future land use map designations;
 - (2) Existing and proposed zoning;
 - (3) Existing and proposed land uses;
 - (4) Proposed number of lots;
 - (5) Residential density calculations;
 - (6) Parks and open space calculations; and
 - (7) Parking calculations.
- s. A place for required signatures, in a format prescribed by the city. This may include, but is not limited to:
 - (1) Property owners of record;
 - (2) Licensed surveyor;
 - (3) Walla Walla County auditor;
 - (4) Walla Walla County treasurer;
 - (5) City community development director; and
 - (6) City engineer.

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- C. The city may approve, approve subject to conditions, or deny an application for a proposed subdivision, short plat, or binding site plan.
1. Approval shall be based on a finding that the proposal:
 - a. Conforms to the comprehensive plan and meets the requirements of this chapter;
 - b. Makes adequate provisions for, water supply, sewage disposal, storm water management, fire protection, and other necessary services;
 - c. Is accessible by city streets and provides means of ingress and egress in accordance with the provisions of the College Place engineering design standards; and
 - d. Protects the public health, safety, and welfare and serves the public's interests.
 2. Conditions of approval may include measures necessary to assure compliance with applicable codes and ordinances of the city; to protect the health, safety and welfare of the public; or as mitigated by compliance with the State Environmental Policy Act; or as required by RCW 58.17.
- D. During the preliminary review of the application, the city shall determine whether appropriate provisions are made for, but not limited to: the public health, safety and general welfare; open spaces, parks and playgrounds; school grounds; streets, alleys, sidewalks and other public ways; water supplies; sanitary sewers; stormwater facilities; and, sanitary and solid waste disposal. The burden of proof shall lie with the applicant. If the city finds that such appropriate provisions are not made, the proposal will not be approved. As provided in RCW 58.17.110, the city may require dedication of land to any public body as a condition of approval.
1. The city shall consider the physical characteristics of the proposal and may request that modifications be made or disapprove the application because of any identified or suspected natural limitations, including but not limited to slope, soil stability, flood hazard, inundation, swamp conditions, drainage conditions and location in or proximity to critical areas as described in Chapter 14.70. The burden of proving that disruption of areas identified or suspected of being critical will not endanger the public health, safety welfare, or the environment shall lie with the applicant.
 2. The city will consider the effects, if any, of a proposal on adjacent properties and on off-site or city-wide public facilities and services, such as existing parks, recreation facilities, schools, streets, transit facilities, and stormwater facilities. The city may require construction, repair, expansion, improvement or other provision of off-site improvements by the project sponsor. Such requirements may include but shall not be limited to dedication of land for right-of-way, resurfacing a street that provides access to a subdivision or replacement of inadequately sized off-site utilities whose capacity will be affected by the development.
 3. The city may condition the approval of a preliminary application in order to promote the public interest, safety, health and welfare. Conditions of approval shall be listed on the face of the plat, including that the city is a beneficiary of such conditions.
- E. Preliminary approval shall constitute authorization for the project sponsor to prepare detailed construction plans, profiles and specifications for the required improvements in accordance with the provisions of this title, the City of College Place engineering design standards, and applicable conditions of approval. Upon approval by the city, and the issuance of any permits that may be required, the project sponsor shall construct the required facilities and improvements.
1. The project sponsor shall have seven years from the date of preliminary plat approval if the date of preliminary plat approval is on or before December 31, 2014, or five years from the date of preliminary plat approval if the date of preliminary plat approval is on or after January 1, 2015 to submit to the city a final application meeting all requirements of this title, or as otherwise provided in RCW 58.17. Failure to submit a final application within the allotted period shall result in expiration of preliminary

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- approval; however, a project sponsor who files a written request with the city at least 30 days before the expiration of the five-year period may be granted up to a one-year extension upon a showing that the project sponsor has attempted in good faith to submit the final application within the five-year period. Good faith shall be interpreted as having made substantial progress in making improvements required under preliminary approval. Disapproval of a request for extension shall mean expiration of preliminary approval.
2. The city may permit the proposal to be developed in two or more phases and may impose such conditions upon the filing of phases as it may deem necessary to assure the orderly development. Prior to the final approval of individual phases, the city may require additional conditions such as interim improvements, and/or a financial guarantee of the construction of required improvements in subsequent phases if it finds that such improvements are necessary to ensure that the phase being approved meets all conditions of the preliminary approval even though all phases have not been completed.
 3. The application for final approval of the first phase of a phased development shall be submitted to the city not later than five years from the date of the preliminary approval, and the applications for final approval of the subsequent phases shall be submitted in accordance with a timetable approved by the city.
- F. The project sponsor must inform the city if the phasing timetable cannot be complied with or construction of the development is to cease.
1. The city reserves the right to require certain improvements to assure the health, safety and welfare of the public and residents will be satisfied.
 2. The city may accept financial guarantees for improvements not completed or voluntary payments in lieu of improvements in accordance with the provisions of Section 14.10.070, Financial Protections.
- G. Final Plat. Upon construction of all required improvements and the satisfaction of all conditions of approval, the project sponsor may prepare and submit in a format prescribed by the city, the final documents for city review and approval.
1. The city may approve the final documents based on a finding that:
 - a. All conditions of the preliminary approval have been met;
 - b. All required improvements have been installed, inspected, and accepted by the city;
 - c. Financial protections have been provided in accordance with this title to assure completion of the improvements;
 - d. The requirements of local, state, and federal law and this title have been, or will be satisfied by the project sponsor; and
 - e. Approval is in the public's interest.
 2. If any of the above criteria have not been met the city may return the application for final approval to the applicant for full compliance.
 3. Upon approval by the city, and all signatures have been made to the final documents, the project sponsor shall be responsible for transmitting all approved documents to the Walla Walla County assessor and auditor for recording. Failure to do so shall void the approval.
 4. After recording with the county auditor, the project sponsor shall provide such digital and hard copies as may be required by the city.

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5. No person shall transfer, sell, lease, or offer for transfer, sale or lease any land subject to the requirements of the subdivision, short plat, or binding site plan approval, until all required documents have been approved and properly recorded.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.90.060 Alterations and vacations.

- A. Any person may submit for city review and approval an application to vacate a subdivision, short plat, or binding site plan, or portion thereof, or any area designated for public use, in accordance with the provisions of this section and RCW 58.17.212, provided that:
 1. The application shall state the reasons for the proposed vacation and shall contain the signatures of all parties that have an ownership interest in the portion of the subdivision to be vacated;
 2. If the proposed vacation would affect any covenants or would alter the terms and conditions of plat approval, an agreement signed by all parties shall be submitted documenting agreement to the proposed termination or alteration of the covenants and conditions of approval;
 3. The city finds that the proposed alteration or vacation will not adversely affect the public health or safety and is in the public interest;
 4. The proposed vacation streets and roads must comply with the provisions of state law, including but not limited to RCW 35.79.030, 35.79.035, and 36.87.130; and
 5. The proposed alteration will be processed by the city in the same manner as a new application for a subdivision, short plat, binding site plan.
- B. When the vacation application is specifically for a city street, the procedures for street vacation in RCW 35.79 will be used. When the application is for the vacation of the plat together with streets, the procedure for vacation in this chapter will be used, but vacations of streets may not be made that are prohibited under RCW 35.79.030.
- C. Proposed alterations to an approved subdivision, short plat, or binding site plan shall be classified as a major or a minor alteration and shall be processed in accordance with the provisions of Chapter 14.30, Permit Processing Procedures.
 1. Proposed alterations shall be considered major, based on a finding by the city that one or more of the following provisions is met:
 - a. A change in the approved land use(s);
 - b. An increase in the number of dwelling units;
 - c. A change in the location or design of approved streets, driveways, or parking areas that affects traffic flows;
 - d. A reduction in the approved parks or open space;
 - e. Changes that require a new or supplemental environmental assessment; and/or
 - f. Substantive changes to required mitigation measures or proposed improvements.
 2. Proposed alterations that meet or exceed the approved plans or that do not meet the criteria for major alterations, may be considered by the city as a minor alteration.
- D. The city may approve an alteration or vacation of an approved subdivision, short plat, or binding site plan based on a finding that the proposal:

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1. Complies with the provisions of this title;
 2. Is in the public interest; and
 3. Does not adversely affect the public health, safety, and welfare.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.90.070 Boundary line adjustments.

- A. A boundary line adjustment is a mechanism by which the city may approve the alteration of a boundary line between legally created lots, provided that:
 1. Such an adjustment shall not create any additional lot, tract, parcel, site, or division, nor create lots which are nonconforming or more nonconforming than exists; and
 2. A boundary line adjustment may consolidate lots under common ownership.
- B. Applications for a boundary line adjustment shall be submitted in a format prescribed by the city and may include, but is not limited to:
 1. A preliminary survey map identifying:
 - a. All existing and proposed lot lines and lot dimensions;
 - b. Before and after legal descriptions;
 - c. Footprints and dimensions of existing structures (including accessory structures) and setbacks from existing and proposed lot lines;
 - d. The location and dimensions of driveways and public and private streets within or abutting the subject lots;
 - e. Existing fences and walls;
 - f. The location of critical areas, shoreline areas, and required buffers; and
 - g. Any other information deemed necessary by the city to ensure compliance with the provisions of this Code and the College Place engineering design standards.
 2. Such forms as may be required by the Walla Walla County assessor or auditor.
- C. The city may approve an application for a boundary line adjustment based on a finding that:
 1. The boundary line adjustment does not result in the creation of any additional tract, lot, parcel, site or division;
 2. The lots, tracts, or parcels resulting after the boundary line adjustment meet all dimensional requirements specified for the applicable zone as outlined in this title, or do not increase an existing legal nonconformity;
 3. All lots modified by the boundary line adjustment have legal access meeting the standards of the City of College Place; and
 4. The boundary line adjustment does not violate an applicable requirement or condition of a previous land use action, subdivision, short subdivision or binding site plan.
- D. An approved boundary line adjustment must be recorded by the applicant with Walla Walla County within 90 days of approval, along with the submission of any forms that may be required by the county, provided that:
 1. The applicant shall provide the city with a copy of the recorded documents and submitted forms; and

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2. The failure to record the boundary line adjustment as approved, or to provide the city with documentation of the recorded documents and required forms, within the required timeframes, will result in the nullification of the boundary line adjustment.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

CHAPTER 14.100 MASTER PLANNED DEVELOPMENTS

14.100.010 Purpose.

The purposes of a master planned development are:

- A. To accommodate and facilitate creative and innovative larger-scale development utilizing diverse uses and flexible planning to promote well-designed, orderly, efficient and functional development consistent with the goals and policies of the College Place Comprehensive Plan.
- B. To promote urban infill, consistent and efficient infrastructure development, varying use, economic development, job creation, private investment, public amenities, and increased and varied housing opportunities.
- C. To provide for development cost recovery or cost sharing when appropriate.

(Ord. No. 22-024, § 1.f.(Exh. B), 12-13-2022)

14.100.020 General.

- A. **Applicability.** This chapter shall apply to all zoning districts except those designated "university." If a land use designation or zoning change is proposed as part of the project, a comprehensive plan land use and zoning map amendment is necessary.
- B. **Supplemental.** This chapter is in addition to and not in limitation of any other authority provided by law.
- C. A master planned development must be a minimum of 100 contiguous acres, or less than 100 contiguous acres if the city determines the project serves the purposes of this chapter due to the characteristics of the project, including, but not limited to, the variety of uses, density of use, infrastructure development, or location.
- D. **No Duty or Benefit Created.** This chapter does not confer a benefit or create a duty to any one person, entity, or group of people or entities, and confers only benefit or duty to the public as a whole. No individual administering or interpreting this chapter is liable for any damages for acts or omissions in administration or enforcement.
- E. All references to College Place Municipal Code (CPMC) include any future amendments or recodifications.

(Ord. No. 22-024, § 1.f.(Exh. B), 12-13-2022)

14.100.030 Preapplication requirements.

Prior to the submission of a master planned development, the following applies:

- A. The applicant shall participate in a pre-application meeting in accordance with the provisions of section 14.30.030.

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- B. The city shall, at its sole discretion, determine whether the proposed master planned development serves the purposes of this chapter.
 - 1. The city may request additional information in order to make this determination and shall provide a date when the additional information is due.
 - 2. The city shall provide the applicant of a written copy of its determination.
 - C. At the direction of the city, the applicant shall hold a public meeting as directed by the community development director to present the proposed development, answer questions, identify concerns, and to identify potential project impacts.
 - D. The applicant must agree to in writing to pay for any and all costs designated by the city to process the application.

(Ord. No. 22-024, § 1.f.(Exh. B), 12-13-2022)

14.100.040 Application requirements.

The applicant shall, in the form required by the city, provide the following:

- A. Master site plan and supporting drawings and narratives including:
 - 1. Designation of the project boundaries.
 - 2. Designation of all existing parcels within the project boundaries.
 - 3. For land within 500 feet of the project boundaries, identification of zoning districts, existing uses, and any comprehensive plan future land use designations, including any such land located outside the city limits.
 - 4. Arial image and designation of existing conditions and features such as topography, natural features, existing roads and access, public and private utilities, public and private easements/rights-of-way, structures, and improvements.
 - 5. Designation of areas proposed for development or redevelopment and a description of the type of development proposed for each area.
 - 6. Identification and description of any areas not suitable for development or which may be subject to any special restrictions such as critical areas.
 - 7. Identification of location of proposed open or common spaces, or public spaces such as parks.
 - 8. Identification of proposed road corridors, sidewalks, parking areas, and pedestrian facilities.
 - 9. Identification of proposed utilities and description of projected utility needs.
- B. Designation of existing city development or building standards, including zoning districts, from which the project may deviate, proposed deviations and explanation of need for deviations.
- C. Comprehensive description of design standards and requirements to meet the purpose of this chapter to promote creative and innovative larger-scale development utilizing diverse uses and flexible planning to provide well-designed, orderly, efficient and functional development.
- D. Proposed development schedule, including proposed phases identifying proposed uses and residential densities.
- E. Completed SEPA checklist.
- F. Title report prepared no more than 30 days before application submission date.

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- G. Identify potential public or quasi-public funding and cost-sharing and cost-recovery agreements.
 - H. Additional information required by the city which may include, but is not limited to, traffic impact analysis, stormwater analysis, geotechnical studies, cultural resources report, historical preservation analysis, and critical area report.

(Ord. No. 22-024, § 1.f.(Exh. B), 12-13-2022)

14.100.050 Approval criteria.

- A. Applications for a master planned development shall be processed in accordance with section 14.30.080, type 3 permit (or equivalent should the classifications change after enactment of this chapter), except that, in addition to any requirements in section 14.30.080, the hearings examiner shall issue a decision to approve, deny, or approve subject to conditions, the application based on findings that:
 - 1. The proposal meets or does not meet the need for deviation from existing city development or building requirements and standards, including zoning requirements.
 - 2. The proposal meets or does not meet the geographical size and/or density requirement of this chapter.
 - 3. The proposal meets or does not meet the innovative, creative or unique mixed or varying use requirement of this chapter.
 - 4. The proposal does or does not promote consistent or compatible urban infill if applicable.
 - 5. The proposal does or does not provide for or promote consistent, efficient, and sufficient infrastructure development within and without the project site.
 - 6. The proposal does or does not promote economic development, job creation, private investment, public amenities and/or increased and varied housing opportunities.
 - 7. The proposal is or is not sufficiently well-designed, calling for consistent, orderly and efficient land use.
 - 8. The proposal does or does not provide for cost recovery or cost sharing if applicable.
 - 9. The proposal does or does not promote development consistent with the College Place Comprehensive Plan; and
 - 10. The proposal does or does not meet additional requirements designated by the city, if any, such as mitigation of impact on neighboring properties.

(Ord. No. 22-024, § 1.f.(Exh. B), 12-13-2022)

14.100.060 Development agreements.

The city and the project sponsor may execute one or more development agreements to implement the provisions of the approved master planned development as provided for in section 14.10.080 (and as amended), except that, mandatory development agreement requirements may be waived or modified to serve this chapter's purpose and any development agreement pursuant to this chapter is binding on all property owners within the master planned development and their heirs, successors and assigns and is not subject to time limitation. Development agreements may be modified with approval by the city when such modification serves the purpose of this chapter.

(Ord. No. 22-024, § 1.f.(Exh. B), 12-13-2022)

14.100.070 Modification to approved master planned development.

- A. *Minor Modification.* Upon written request the project sponsor, the city may approve minor modifications to an approved master planned development, provided that the requested modification does not substantially change the nature or level of uses and does not require a new environmental review. Applications for minor amendments shall be processed type 1 reviews in substantial compliance with section 14.30.060, type 1 review, (or equivalent should the classifications change after enactment of this chapter).
- B. *Major Modification.* All other requests for modifications shall be considered a major modification and shall be subject to review and approval in the same manner as the original master planned development was considered.

(Ord. No. 22-024, § 1.f.(Exh. B), 12-13-2022)

CHAPTER 14.110 HISTORIC PRESERVATION

14.110.010 Purpose.

- A. The purpose of this chapter is to provide for the identification, evaluation and protection of historic resources within College Place and preserve and rehabilitate eligible historic properties within the city for future generations in order to:
 - 1. Safeguard the heritage of College Place as represented by those buildings, districts, objects, sites and structures which reflect significant elements of the city's history;
 - 2. Foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the city's history;
 - 3. Stabilize or improve the aesthetic and economic vitality and values of those buildings, districts, objects, sites and structures which reflect significant elements of the city's history;
 - 4. Assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, districts, objects, sites and structures;
 - 5. Promote and facilitate the early identification and resolution of conflicts between preservation of historic resources and alternative land uses; and
 - 6. Conserve valuable material and energy resources by encouraging the ongoing use and maintenance of the built environment.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.110.020 Historic preservation commission.

- A. There is established the College Place historic preservation commission, consisting of five members. Members of the historic preservation commission shall be appointed by the mayor and approved by the city council and shall be residents of the city, except as provided in this chapter.
 - 1. All members of the commission must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and receptiveness, be willing and able to work in

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- groups and with others, and be familiar with the city comprehensive plan, zoning code, and strategic plan.
2. The Commission shall always include at least two professionals who have experience in identifying, evaluating and protecting historic resources and are selected from among the disciplines of history, architecture, architectural history, historic preservation, planning, cultural anthropology, landscape architecture, archivist, archaeology, cultural geography, American studies, law and real estate. The commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the commission action is related to meeting certified local government (CLG) responsibilities cited in the certification agreement between the city and the state historic preservation officer. Furthermore, exception to the residency requirement of commission members may be granted by the mayor and city council in order to obtain representatives from these disciplines.
 3. Appointments shall be made for a three-year term. Vacancies shall be filled by the mayor for the unexpired term in the same manner as the original appointment.
 4. All members shall serve without compensation.
 5. Professional staff assistance shall be provided to the commission by the community development director or his/her designee and by such qualified professionals, as may be required to support the performance of the duties of the commission.
 6. The commission may, in consultation with city staff and the city attorney, adopt administrative rules and rules of procedures to implement its powers and duties.
 7. All commission meetings shall be conducted in compliance with Chapter 42.30 RCW, Open Public Meetings Act.
- B. As requested by the city, the historic preservation commission may:
1. Promote awareness and preservation of the city's history.
 2. Maintain a comprehensive inventory of historic resources within the city.
 3. Officially recognize excellence in the rehabilitation of historic buildings and structures.
 4. Maintain the College Place Register of Historic Places. This official register shall include buildings, structures, sites, objects and districts identified by the commission as having historic significance worthy of recognition and protection by the City and encouragement of efforts by owners to maintain, rehabilitate and preserve properties.
 5. Review and make recommendations to the city council on nominations to the College Place Register of Historic Places according to criteria in this chapter and Chapter 84.26 RCW.
 6. Review and comment on applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to properties on the register.
 7. Maintain standards to be used to guide the review and the issuance of a certificate of appropriateness or waiver.
 8. Review proposals to construct, change, alter, modify, remodel, move, demolish and significantly affect properties or districts on the College Place Register of Historic Places.
 - a. Approve or deny requests for certificates of appropriateness or waivers.
 9. Serve as the local review board for special valuation in accordance with the provisions of Chapter 84.26 RCW, and:
 - a. Make determination concerning the eligibility of historic properties for special valuation;

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- b. Verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance;
 - c. Enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2);
 - d. Approve or deny applications for special valuation; and
 - e. Monitor the property for continued compliance with the agreement and statutory eligibility requirements during the ten-year special valuation period.
10. Perform tasks assigned by the city council or the mayor.
- (Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.110.030 College Place Register of Historic Places.

- A. Any building, structure, site, object or district may be designated for inclusion in the College Place Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering or cultural heritage of the community; if it has integrity; is at least fifty years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories:
 1. Is associated with events that have made a significant contribution to the broad patterns of national, state or local history;
 2. Embodies the distinctive architectural characteristics of a type, period, style or method of design or construction;
 3. Is an outstanding work of a designer, builder or architect in national, state, or local history;
 4. Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering or architectural history;
 5. Is associated with the lives of persons significant in national, state or local history;
 6. Has yielded or may be likely to yield important archaeological information related to history or prehistory;
 7. Is a building or structure removed from its original location, but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;
 8. Is a birthplace or grave, tomb, crypt or the like of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;
 9. Is a cemetery or burial ground which derives its primary significance from age, from distinctive design features, or from association with historic events or cultural patterns; or
 10. Is a reconstructed building that has been executed in an historically accurate manner on the original site.
- B. Any person may nominate a building, structure, site, object, or district for inclusion in the College Place Register of Historic Places. All nominations shall include the written consent or approval of the property owner(s) or his/her/their agent.
 1. The nomination shall include all features, interior and exterior, and outbuildings that contribute to its designation.

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2. The nomination shall include a legal description of the property wherein a building or structure is located, or of the site in the case of a site. In the case of an object, the location shall be described with sufficient detail to identify the object's physical location.
 3. In the case of districts, the designation shall include description of the boundaries of the district; the characteristics of the district which justifies its designation; and a list of all properties including features, structures, sites and objects which contribute to the designation of the district.
- C. The historic preservation commission shall consider the merits of the nomination in accordance with the criteria set forth in this chapter.
1. Consideration of the merits of the application and the commission's recommendation shall occur at a public meeting or meetings. The application and documentary materials should be provided to the commission members and available to the public in advance of the meeting.
 2. Notice that the commission will be considering a nomination application shall be provided as required by the Open Public Meetings Act. Written notice shall be mailed via USPS to the nominee owner(s) of record and the nominator (if different) prior to all public meetings unless requested otherwise. Notice shall include posting at the property, when reasonably feasible.
 3. If the commission finds that the nominated property is eligible for inclusion in the College Place Register of Historic Places, the commission shall make a recommendation to the city council that the property be listed in the register. In the case of historic districts, the commission shall consider a simple majority of property owners (50 percent plus one vote) to be adequate for owner consent. Owner consent and notification procedures in the case of districts shall be further defined in rules. The property owner(s) of record shall be notified of the listing. Notice of the listing to the property owner(s) of record shall be by mail.
- D. The commission may consider removal of a property from the College Place Register of Historic Places by the same procedure as provided for in establishing the designation and may remove the property upon a finding that it no longer qualifies with the listing criteria. A property may be removed from the register of historic places without the owner's consent.
- E. Listing on the College Place Register of Historic Places is an honorary designation denoting significant association with the historic, archaeological, engineering or cultural heritage of the community. Properties may be listed individually or as contributing to an historic district.
1. Prior to the commencement of any work on a register property, excluding ordinary repair and maintenance and emergency measures as defined in this chapter, the owner must request and receive a certificate of appropriateness from the commission for the proposed work. Violation of this rule may be grounds for the commission to review the property for removal from the register, to recommend to the city council removal of the property from the register, or any other action available to the city.
 2. As a certified local government (CLG), all properties listed on the College Place Register of Historic Places may be eligible for a special tax valuation on their rehabilitation.
- F. Properties designated on the College Place Register of Historic Places shall be subject to the provisions set forth in this chapter, as well as the bulk, use, setback and other controls of the zoning district in which they are located. Nothing contained herein shall be construed to be repealing, modifying or waiving any zoning provisions or other local, state or federal laws or regulations.
- G. No change of use, construction any new building or structure, or reconstruction, alteration, restoration, remodel, repair, removal, or moving any property on the College Place Register of Historic Places shall occur without review by the historic preservation commission and issuance of a certificate of appropriateness.
1. The owner or his/her/their agent shall apply to the city for a review of proposed changes on a College Place Register property or within a College Place Register historic district and request a certificate of

appropriateness or, in the case of demolition, a waiver. Each application for review of proposed changes shall be accompanied by such information as is required by the city for the proper review of the proposed project. The commission's decisions shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision.

2. The commission shall attempt to meet with the applicant and review the proposed work according to the design review criteria established in rules. Commission members of the commission as a whole may visit the property or site for the purpose of inspection and information gathering, but no deliberation shall occur by the commission or its members outside of the public meeting. The commission shall complete its review and make its recommendations within 30 calendar days of the date of receipt of the application. If the commission is unable to process the request, the commission may ask for an extension of time. If the commission is unable to process the request due to the applicant failing to meet with the commission, failing to submit required information, failing to permit site visit to the commission or any of its members, or failing to comply with any other reasonable request of the commission or any commission rule, regulation, or guidelines, or this chapter, the commission may deny the application.
3. The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of any permits granted. If the owner agrees to the commission's recommendations, a certificate of appropriateness shall be awarded by the commission according to standards established in the commission's rules.
4. The commission's recommendations and, if awarded, the certificate of appropriateness shall be transmitted to the building or zoning official for consideration in making a decision on the building permit application.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 41, 1-23-2024)

14.110.040 Special valuation for historic properties.

The purpose of this section is to implement special tax valuation for rehabilitation of historic properties under which the assessed value of eligible historic property is determined at a rate that excludes, for up to ten years, the actual cost of the rehabilitation, in accordance with the provisions of RCW 84.26.

- A. Property owners seeking special tax valuation shall submit applications for special tax valuation to the county assessor's office.
 1. Applications shall be forwarded to the city by the assessor, typically within ten calendar days of filing.
 2. The commission shall review the application(s), consistent with its rules of procedure, and determines if the application(s) is complete and if the properties meet the criteria set forth in WAC 254-20-070(1) and this chapter.
 - a. If the commission finds the property meets all the criteria, then, on behalf of the city, it shall seek to execute an historic preservation special valuation agreement (set forth in WAC 254-20-120) with the property owner. No application shall be approved without an historic preservation special valuation agreement duly executed by the commission and the property owner(s).
 - b. If the commission determines the application incomplete, lacks required supporting documentation or information, or the property does not meet all applicable criteria, then it shall deny the application.

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3. The commission certifies its decisions in writing and states the facts upon which the approvals or denials are based and the city files copies of the certifications with the county assessor, typically within ten calendar days.
 4. For approved applications, the city shall:
 - a. Forward copies of the agreements, applications, and supporting documentation (as required by WAC 254-20-090 (4)) to the county assessor; and
 - b. Notify the state review board that the properties have been approved for special valuation.
 5. For approved applications, the owner shall:
 - a. Monitor the property for continued compliance with the agreements throughout and continued qualification for the special valuation for the ten-year special valuation period;
 - b. Immediately report to the city any actual or suspected agreement non-compliance or special tax disqualification;
 - c. Make the historic aspects of the property accessible to public view at least one day a year if the property is not substantially visible from public rights-of-way; and
 - d. Comply with any other provisions in the agreement.
 6. The commission may determine, in a manner consistent with its rules of procedure, whether a property should be disqualified from special valuation, based on a finding that:
 - a. The owner failed to comply with the terms of the agreement; or
 - b. There was a loss of historic value resulting from physical changes to the building or site; or
 - c. The disqualification is necessary and appropriate to fulfill the purposes of this chapter.
 7. In the event that the commission finds that a property is no longer qualified for special valuation, the city shall notify the owner, the county assessor, and state review board in writing and state the facts supporting its findings.
- B. Applications for special tax valuation shall be subject to review as follows:
1. Properties listed on the College Place Register of Historic Places or that have been certified as contributing to a historic district on the College Place Register of Historic Places which have been substantially rehabilitated at a cost and within a time period which meets the requirements set forth in Chapter 84.26 RCW are eligible to apply.
 2. Complete applications shall consist of the following documentation:
 - a. A legal description of the historic property;
 - b. Comprehensive exterior and interior photographs of the historic property before and after rehabilitation;
 - c. Architectural plans or other legible drawings depicting the completed rehabilitation work;
 - d. A notarized affidavit attesting to the actual cost of the rehabilitation work completed prior to the date of application and the period of time during which the work was performed and documentation of both to be made available to the commission upon request; and
 - e. For properties located within historic districts, in addition to the standard application documentation, a statement from the Secretary of the Interior or appropriate local official, as specified in local administrative rules or by the local government, indicating the property is a certified historic structure is required.

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3. In its review of complete applications, the commission shall determine if the properties meet all the following criteria:
 - a. The property is historic property;
 - b. The property is eligible for special valuation by the city;
 - c. The property has been rehabilitated at a cost which meets the definition set forth in RCW 84.26.020(2) within 24 months prior to the date of application; and
 - d. The property has not been altered in any way which adversely affects those elements which qualify it as historically significant as determined by applying the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties (WAC 254-20-100(1)).
 4. Rehabilitation and Maintenance Criteria. The Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties in WAC 254-20-100 shall be used by the commission as minimum requirements for determining whether or not an historic property is eligible for special valuation and whether or not the property continues to be eligible for special valuation once it has been so classified.
 5. The historic preservation special valuation agreement in WAC 254-20-120 shall be used by the commission as the minimum agreement necessary to comply with the requirements of RCW 84.26.050(2).
 6. Any decision of the commission acting on any application for classification as historic property, eligible for special valuation, may be appealed in accordance with the provisions of Chapter 14.30.
 - a. The appeal must be filed in the timeframe and format prescribed by the city and must state the grounds upon which the appeal is based.
 - b. The appeal shall be reviewed on the records of the commission (closed record appeal).

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.110.050 Demolition of historic structures.

The purpose of this section is to establish a means by which the beauty and authenticity of College Place's historic structures may be conserved as reminders of the community's heritage.

- A. A 30-day holding period shall be observed, following notification to the local newspaper, prior to issuance of a development authorization for demolition of structures over 50 years old, or places of historic value, during which time staff will invite comments from the Washington State Office of Archaeology and Historic Preservation and local interest groups having on file a request for notification of such applications, on the possible historic or architectural significance of the structure or place to the community.
- B. If, based on comments received from the Office of Archaeology and Historic Preservation or local interest groups notified as per Subsection A., staff determines that the subject structure or place possesses sufficient community-wide historic or architectural significance that further public input is warranted, the proposal will be subject to the following:
 1. A 60-day staff level stay during which the director may consult with local and/or state organizations concerned with historic or architectural values. If the structure or place is found to be significant, staff or the concerned group(s) or agency(s) may petition the historic preservation

commission for a public hearing to consider significance of the structure or place and options available to preserve the public interest.

2. Based on input received at the public hearing, the historic preservation commission may:
 - a. Authorize issuance of a development authorization by staff;
 - b. Issue a continuance of the stay for no longer than one year to provide opportunity for acquisition, easement, or other preservation mechanism to be negotiated; or
 - c. Take other action as required by state statutes or administrative code as advised by authorized representatives of the Archaeology and Historic Preservation Division of the State Department of Community Development.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

CHAPTER 14.120 BUILDING AND CONSTRUCTION

14.120.010 Introduction.

The purpose of this chapter is to identify the provisions of the International Codes and amendments that have been adopted by the city as well as to establish local regulations necessary to govern building and construction.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.120.020 Applicability.

It shall be a violation of this chapter for any individual or entity to erect, construct, alter, extend, repair, move, remove, demolish, or occupy in whole or in part any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this chapter or to fail to comply with any stop work order or other order of the city's building official.

- A. No building or other structure shall be erected, moved, added to, or structurally altered without a building permit issued by the city, provided that building permits are not required for the following improvements, as determined by the city:
 1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet.
 2. Sidewalks, decks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below, and are not part of an accessible route.
- B. No building or structure may be demolished without a demolition permit issued by the city in accordance with the provisions of the international codes as adopted by the city.
- C. Proposed modifications or the demolition of buildings, structures, sites, and properties on the City of College Place, State of Washington, or National Historic Register must comply with the provisions of Chapter 14.110.
- D. Building permit applications shall be submitted in a format prescribed by the city and shall be of sufficient detail, as determined by the city, to show the entire project with emphasis on the following:

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1. Structural integrity;
 2. Life safety;
 3. Architectural barriers (ADA handicap compliance);
 4. Compliance with all codes having jurisdiction;
 5. Scope of work;
 6. Special inspection requirements and protocols; and
 7. Deferred submittal schedule.
- E. A qualified professional, as determined by the city, must prepare or oversee the preparation of plans for any building or structure containing three or more residential dwelling units and all commercial or industrial buildings or structures.
- F. Building permits shall become invalid if the work authorized by such permit is not commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Permittees that do not request and pass a city inspection within 180 days of permit issuance or within 180 days since the previous city approved inspection, shall automatically expire and become invalid. The city may grant, in writing, one or more extensions of time, for periods not more than 180 days each, based on good and satisfactory reasons, as determined by the city. Permittees must submit to the city a written extension request prior to the date of permit expiration and shall demonstrate good cause. Extensions are at the sole discretion of the city.
- G. Upon notice from the city that work is being done contrary to the provisions of this Code or in a dangerous or unsafe manner, such work shall immediately cease. Such stop work order notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the city official shall not be required to give a written notice prior to stopping the work. Any person or entity who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.120.030 Design requirements.

- A. The following general design requirements apply to all construction in the City of College Place. In the event of a conflict between these provisions and the provisions of Section 14.120.040, these requirements shall apply.
1. Roof snow load: 30 pounds per square foot;
 2. Wind speed: 110 miles per hour and a three-second gust of 85 miles per hour;
 3. Seismic design category: D o;
 4. Weathering: Severe;
 5. Frost line depth: 24 inches below grade;
 6. Termites: Slight to moderate;
 7. Decay: None to slight;

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8. Winter design temperature: Ten degrees Fahrenheit;
 9. Ice shield underlay: Yes;
 10. Flood Hazards:
 - a. Map Index Community—Panel Number 530195INDO effective September 7, 2001;
 - b. FIRM Community—Panel Number 5301950440B, effective September 7, 2001;
 - c. FIRM Community—Panel Number 5301940445B, effective December 1, 1983, Revised; and
 - d. Letter of Map Revision (LOMR) IA-RA-RS-530194, April 13, 1988.
 11. Annual freeze index: 1,000; and
 12. Mean annual temperature: 53.4 degrees Fahrenheit.
- B. Except as may be otherwise provided herein, the following apply to new structures and existing buildings when the occupancy classification changes or when they are being used as mixed occupancies.
1. All occupancy classifications referenced in this section are as defined in the International Fire Code as adopted by the City of College Place.
 2. The College Place fire chief must approve all automatic sprinklers, fire extinguishing systems, and other fire or smoke suppression and/or retardant apparatus mentioned in this section.
 3. An automatic fire sprinkler system shall be installed in:
 - a. Drinking or dining establishments when the total floor area exceeds 3,000 square feet;
 - b. All multi-theater complexes;
 - c. In basements larger than 1,500 square feet in floor area except Group R, Division 3 occupancies;
 - d. When a structure has over 4,000 square feet of floor area, is more than two stories, or is more than 30 feet in height;
 - e. In all amusement buildings;
 - f. All theatrical stages and contiguous accessory spaces such as dressing rooms, workshops, and storerooms where the combined area is more than 1,000 square feet;
 - g. All Group E occupancies over 3,000 square feet or more than two stories in height;
 - h. All Group F occupancies over 4,000 square feet or more than 30 feet in height;
 - i. All Group H, Division 1, 2, 3 and 5 occupancies;
 - j. All Group H, Division 4 occupancies having a floor area of more than 3,000 square feet or more than 30 feet in height;
 - k. All Group I Occupancies. In addition, quick response or residential sprinklers shall be installed throughout patient/inmate sleeping areas;
 - l. Group M occupancies with floor areas over 4,000 square feet or more than 30 feet in height;
 - m. Group S occupancies with floor areas over 4,000 square feet or more than 30 feet in height; and
 - n. Group U occupancies with floor areas over 4,000 square feet or more than 40 feet in height.
 4. As noted in the International Building Code, area separation walls are not considered to separate a building to enable deletion of the required fire alarm/detection and fire sprinkler systems required by this section.

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5. The fire chief may exempt the following rooms or areas from the requirement to install sprinkler systems:
 - a. Where sprinklers are considered undesirable because of the nature of the contents of the rooms or in rooms or areas which are of noncombustible construction with wholly noncombustible contents and which are not exposed by other areas. Sprinklers shall not be omitted from any room merely because it is damp or of fire resistive construction;
 - b. Where the application of water or flame and water to the contents may constitute a serious fire or life hazard, as in the case of the manufacture or storage of quantities of aluminum powder, calcium carbide, calcium phosphide, metallic sodium and potassium, quick lime, magnesium powder, or sodium peroxide; and
 - c. Safe deposit and other vaults of fire-resistive construction, when used for storage of records, files and other documents, when stored in metal cabinets.
 6. Alternative approved automatic fire extinguishing systems may be installed to protect against special hazards or occupancies in lieu of automatic sprinklers when approved by the fire chief, or his/her designee.
 7. The installation of an automatic fire sprinkler system does not eliminate the need for alarm and fire detection systems required by the International Building or Fire Code.
 8. In the event there is a conflict between any of the provisions of this section and the provisions of the most current edition of International Building or Fire Code as published by the International Code Council and adopted by the city, then the provisions of the more restrictive code, as determined by the city, shall apply.
 9. A qualified service technician, as determined by the city, shall service all automatic fire sprinkler systems annually only. A copy of the annual service report, certified by the signature of the technician who performed the inspection, shall be forwarded to the fire department within five working days of such inspection.
 10. If, at any time, any automatic fire sprinkler system becomes inoperative, the property owner shall immediately notify the College Place fire chief. "Inoperability" shall be defined as any condition that prevents any sprinkler from operating as designed or any alarm from sounding at its designated location.
 11. All automatic fire sprinkler systems shall be equipped with an alarm, which shall give an audible signal on the building exterior. This shall be a bell or horn strobe of sufficient volume to alert passersby in a location approved by the fire chief.
 12. Automatic fire sprinkler systems shall be designed, installed, tested, and maintained per the National Fire Sprinkler Code as published in the National Fire Protection Association Chapter 13.
 13. The violation of any of the provisions of this notice shall constitute the suffering of nuisance on the affected premises and such nuisance may be abated as in the case of any other nuisance per the provisions of this Code or those provisions of the Revised Code of Washington respecting nuisance abatement.
- C. Damaged Buildings. If the building official finds that the value of proposed work equals or exceeds 50 percent of the assessed valuation of the building or structure before the damage has occurred or the improvement is started, then existing portions of the entire building or structure shall be improved to meet the requirements of the International Codes as adopted.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.120.040 International Codes adopted.

The following codes are hereby adopted by the City of College Place:

- A. The 2021 of the International Building Code, as adopted and hereafter amended by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-50 is hereby adopted along with Appendix E and ICC/ANSI A117.1-2017, the 2021 International Existing Building Code, and the International Swimming Pool and Spa Code.

These codes are amended as follows:

Section 101.1 Insert: City of College Place.

Section 113 Substitute: Hearing Examiner, in lieu of Board of Appeals.

Section 113.1 General. The Hearing Examiner for the City of College Place shall hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code.

Section 113.2 Limitations of Authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The Hearing Examiner shall have no authority to waive requirements of this code.

Section 114.4 Violation penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one thousand dollars, or by imprisonment in jail for a period not to exceed ninety days or by both such fine and imprisonment.

Section 1612.3 Insert: City of College Place.

- B. The 2021 Edition of the International Residential Code (IRC), as adopted and hereafter amended by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-51, as published by the International Code Council, including Appendices F, Q, and U, but excluding Chapter 11, "Energy Efficiency," and Chapters 25 through 43.

These codes are amended as follows:

Section R101.1 Insert: City of College Place

Section R112. Hearing Examiner, in lieu of Board of Appeals.

Section R112.1 General. The Hearing Examiner for the City of College Place shall hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of this code.

Section R112.2 Limitations on authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The Hearing Examiner shall have no authority to waive requirements of this code.

R112.2.2 Criteria for issuance of a variance for flood hazard areas. A variance shall be issued only upon:

1. A showing of good and sufficient cause that the unique characteristics of the size, configuration or topography of the site render the elevation standards in Section R322 inappropriate.

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2. A determination that failure to grant the variance would result in exceptional hardship by rendering the lot undevelopable.
 3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 4. A determination that the variance is the minimum necessary to afford relief, considering the flood hazard.
 5. Submission to the applicant of written notice specifying the difference between the design flood elevation and the elevation to which the building is to be built, stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation, and stating that construction below the design flood elevation increases risks to life and property.

R112.4 Administration. The Building Official shall take immediate action in accordance with the decision of the Hearing Examiner.

Section R113.4 Violation penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one thousand dollars, or by imprisonment in jail for a period not to exceed ninety days or by both such fine and imprisonment.

Table R301.2(1) Insert: See Section 14.120.030 Design Requirements A.

- C. The 2021 Edition of the International Mechanical Code, as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-52, as published by the International Code Council, including the 2021 International Fuel Gas Code, 2020 NFPA 58 and the 2021 NFPA 54, is hereby adopted.

These codes are amended as follows:

Section 101.1 Insert: The City of College Place.

Section 109. Fees shall be in accordance with the current City Fee Schedule.

Section 109.6. Insert: The City may refund a fee, or a part of a fee as follows:

- a. 100 percent of any fee erroneously paid or collected.
- b. Up to 80 percent of the applicable permit fee paid when no work has been done under a permit issued in accordance with this code.
- c. Up to 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall not authorize the refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.

Section 115. Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor punishable by a fine of not more than one thousand dollars or by imprisonment not exceeding ninety days, or both

such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 114. Means of Appeal. Hearings Examiner, in lieu of Board of Appeals.

Section 114.2. Limitations on authority. A person shall have the right to appeal a decision of the code official to the Hearing Examiner. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equally good or better form of construction is proposed. The Hearing Examiner shall have no authority to waive requirements of this code.

Section 115. Stop work orders. Upon notice from the code official that mechanical work is being done contrary to the provisions of this code or in a dangerous or unsafe manner, such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's authorized agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping the work. Any person who shall continue any work on the system after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for a fine of not less than two times the value of the permit.

- D. The 2021 Edition of the International Fire Code, as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapter 51-54, as published by the International Code Council, including Section 503, Section 507, and Appendix Chapters B, C and D (see International Fire Code Section 101.2.1, 2021 edition).

These codes are amended as follows:

Section 101.1 Insert: City of College Place.

Section 108 Hearing Examiner.

Section 108.1 Appeals. All appeals of orders, decisions or determinations made by the City Fire Marshall relative to the application and interpretation of this code shall be heard and decided by the Hearing Examiner.

Section 108.2 Limitations on authority. An application for appeal shall be based on a claim that the intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or an equivalent method of protection or safety is proposed. The Hearing Examiner shall have no authority to waive requirements of this code.

Section 109.4 Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars or by imprisonment not exceeding ninety days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 111.A Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than three hundred dollars or more than one thousand dollars.

That the geographic limits referred to in certain sections of the 2021 International Fire Code are hereby established as follows:

Section 5704.2.9.6.1. In all zones established in Title 14 of the College Place Municipal Code except Light industrial.

Section 5706.2.4.4. In all zones established in Title 14 of the College Place Municipal Code except Light and Heavy industrial, provided that up to one hundred ten gallons may be stored for domestic purposes.

Section 5806.2. In all zones as established in Title 14 of the College Place Municipal Code except Light industrial.

Section 6104.2 the storage of liquefied petroleum gases in excess of 500 gallons is prohibited in all zones established in Title 14 of the College Place Municipal Code except Light industrial. Bulk storage of liquefied petroleum gas is prohibited in all zones as established in Title 14 of the College Place Municipal Code except Light industrial.

- E. The 2021 Edition of the Uniform Plumbing Code (UPC), as adopted by the State Building Code Council in Washington Administrative Code (WAC) Chapters 51-56, as published by the International Association of Plumbing and Mechanical Officials (IAPMO), is hereby adopted, including Appendices A, B, and M. Any provisions of such code affecting sewers or fuel gas piping are not adopted and are specifically rejected. Also, Chapters 12 and 14 of this Code are not adopted. Additionally, those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel fired appliances as found in Chapter 5 and those portions of the Code addressing building sewers are not adopted.

These codes are amended as follows:

104.5 Fees. Applicable plumbing fees shall be in accordance with the current City Fee Schedule.

106.1 Violations. It shall be unlawful for a person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, or maintain plumbing or permit the same to be done in violation of this code.

106.3 Penalties. A person, firm, or corporation violating a provision of this code shall be deemed guilty of a misdemeanor punishable by a fine of not more than one thousand dollars or by imprisonment not exceeding ninety days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

107.0 Hearing Examiner, in lieu of Board of Appeals

107.1 The Hearing Examiner shall hear and decide all appeals of orders, decisions, or determinations made by the Authority Having Jurisdiction relative to the application and interpretations of this code.

107.2 Limitations of Authority. The Hearing Examiner shall have no authority relative to interpretation of the administrative provisions of this code, nor shall the Hearing Examiner be empowered to waive requirements of this code.

- F. The 2021 Washington State Energy Code, as adopted by the State Building Code Council in Chapter 51-11C and 51-11R WAC, is hereby adopted, including Commercial appendices A, B, C and D.

This code is amended as follows:

R110.1 and C110.1 Hearing Examiner. The Hearing Examiner shall hear and decide all appeals of orders, decisions, or determinations relative to the application and interpretations of this code.

R110.2 and C110.2 Limitations of Authority. The Hearing Examiner shall have no authority relative to interpretation of the administrative provisions of this code, nor shall the Hearing Examiner be empowered to waive requirements of this code.

R111 and C111. Violations. It shall be unlawful for a person, firm, or corporation to erect, construct, any building, or remodel or rehabilitate any existing building or structure in the state, or allow the same to be done, contrary to or in violation of any of the provisions of this code.

- G. Standards for Accessibility of Buildings and Facilities to Elderly and Handicapped, RCW 70.92.100 through 70.92.160, are hereby adopted by reference.
- H. The National Fuel Gas Code (NFPA 54), as adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA, is hereby adopted.
- I. The Liquefied Petroleum Gas Code (NFPA 58), as adopted by the State Building Code Council in Chapter 51-52 WAC, and as published by NFPA, is hereby adopted.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020; Ord. No. 20-022, §§ 1, 2(Exh. A), 11-24-2020; Ord. No. 24-002, § 42, 1-23-2024)

14.120.050 Moving buildings.

- A. No individual or entity shall move any building over, upon or along any street or alley in the city without a city-issued permit, provided that:
 - 1. The city shall, in the permit(s) issued under this Section, prescribe the mode of moving of such building or buildings and the street or alleys over which the removal may be made, and the move shall at all times be subject to the control and direction of the city.
 - 2. The route and timing of the move may be limited through a right-of-way use or another permit issued by the city.
 - 3. The city may require the mover to obtain the necessary permission, including but not limited to permits, from any other individual or entity who owns or has an interest in the property over which the building is being moved and provide proof thereof to the city; and
 - 4. The property owner or designated project sponsor shall be responsible for all costs and claims of any nature associated with the moving of a building.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.120.060 Swimming pools.

No individual or entity shall construct a public or semipublic swimming pool nor make changes in any public or semipublic swimming pool already built, or any appurtenances thereof, until the plans and specifications thereof shall first have been submitted to and received the approval of the Washington State Department of Health and a copy of said approval provided to the city. Failure to comply with this section may result in owner being required to remove said swimming pool or appurtenances thereof, or changes thereto or result in the city removing or causing the removal said swimming pool or appurtenances thereof or changes thereto. In the event that the city must act to rectify a non-compliance with this section, the owner shall be responsible for any and all costs associated therewith. The owner shall be responsible, in addition to the cost of correction, any and all costs of collection of such amount, including but not limited to attorneys' fees and costs and any and all amounts due and owing the city shall become a lien on the real property.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.120.070 Playground equipment for public use.

All play equipment installed on city owned property, or property to be dedicated to the city, shall meet or exceed:

- A. ASTM F1487—17 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use; and
- B. Section 424—Children's Play Structures of the International Building Code.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

CHAPTER 14.130 NONCONFORMING BUILDINGS, STRUCTURES, USES, AND LOTS

14.130.010 Introduction.

This chapter provides for the regulation of buildings, structures, lots, and uses that do not comply with the provisions of this title and specifies the circumstances, conditions, and/or procedures under which these nonconformities may be permitted to continue and/or to expand.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.130.020 Illegal buildings, structures, lots, and uses not permitted.

Structures, lots, site improvements, uses, and/or development activities which were not legally established or conducted, as determined by the city, must fully conform and comply with the provisions this title or be abated; provided, that:

- A. The burden of documenting and showing that any nonconformity is a legal nonconformity shall, in all cases, be upon the owner of such nonconformity and not upon the city.
- B. If the community development director or his/her designee cannot conclusively determine that the nonconformity was lawfully established and in continuous use or operation, then the matter may be referred to the hearing examiner for review. The hearing examiner shall be authorized to render a decision as to whether the nonconforming building, structure, lot, or use or structure was lawfully established and/or in continuous operation or not and determine the measures necessary for compliance with this title, and/or to order abatement.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.130.030 Nonconforming buildings and structures.

Buildings and structures that were legally established, but do not comply with current regulations, may be used subject to the following provisions:

- A. Nothing in this chapter shall be construed to restrict normal structural repair and maintenance of a nonconforming structure, including the replacement of walls, fixtures and plumbing, provided that the degree of nonconformity is not increased.

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- B. Legal nonconforming structures may be remodeled, improved, and/or expanded; provided, that the proposed activities do not increase the degree of nonconformity.
 - C. Nonconforming buildings or structures shall not be relocated on the same site unless the move results in bringing the building or structure into closer conformance with the provisions of this title.
 - D. Should the structure be destroyed by any means to an extent equal to or more than 50 percent as determined by the city, it shall not be reconstructed except in conformity with the provisions of this title.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.130.040 Nonconforming uses.

- A. A nonconforming use of a building, structure, or land shall not be extended or enlarged, unless otherwise provided in this title.
- B. A nonconforming use shall be discontinued and may not be reinstated if use has been vacated or discontinued and not reestablished within 12 months as determined by the city.
 - 1. When a nonconforming use becomes discontinued or succeeded by a conforming use, it shall be deemed that such prior nonconforming use has ceased to exist and thus loses its status as a legal nonconforming use.
 - 2. Any subsequent use shall conform to the provisions of this title.
 - 3. The city shall have the discretion to extend the time limitation due to special circumstances beyond the control of the owner or occupant of the nonconforming use or nonconforming structure. Examples of special circumstances include but are not limited to disputes over insurance settlements in the case of fire or other casualty, delay in transferring title due to probate proceedings, litigation that impacts continuation of a nonconforming use or nonconforming structure, labor strikes, war, and acts of God. If the delay is due to the actions or inactions of the individual or entity that desires to continue the nonconforming use, as determined at the sole discretion of the city, the city may deny any requested extension of time limitation.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.130.050 Nonconforming lots.

- A. A legal nonconforming lot may be developed; provided, that:
 - 1. It meets all other requirements of this title and/or has obtained a variance pursuant to this title; or
 - 2. A reasonable use exception has been obtained in accordance with the provisions of this title.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

14.130.060 Sale of a nonconforming building, structure, lot, or use.

Property classified as nonconforming may be transferred or sold without that fact alone affecting the right to continue the nonconforming use or use of a nonconforming structure.

(Ord. No. 20-021, § 2(Exh. A), 11-24-2020)

Task/Issue	Chapter	Section	Decription	Status	Implimentation Date	Identified By	Assigned Staff	Notes	Link to Resources Tab
Permitted Uses	14.50 Zoning	14.50.030 - Table of permitted uses.	Modernize the Table of permitted uses. Add neighborhood commercial Reevaluate permitted, conditional, and prohibited uses across zoning districts.	In Progress					
Airpark Use	14.50 Zoning	14.50.030 - Table of permitted uses.	Residential uses are currently not permitted in the Light Industrial District - Martin Airfield. There is interest in a concept that would allow larger homes w/ hangers at one end of the airport property. More research is necessary; there are examples within Eastern WA.	In Progress					
Parking Lot Standards	14.60 Development Standards	14.60.070 Parking and Loading Standards	Outdated	In Progress		Jon Rickard	Group		See Resources & Link Tab
Parking in Yard									
Lighting	14.60 Development Standards	14.60.080 Lighting	Needs a standard illumination requirement for parking lots, intersections, mid block or spacing minimum requirements	In Progress		Jon Rickard	Group		No Resources Identified
Density	14.60 Development Standards	14.60.030 - Density, dimension, area, height, and setback standards.	Establish clear and consistent density ranges (e.g., minimum and maximum units per acre). Define how density is calculated, including treatment of accessory dwelling units (ADUs), cottage housing, and subdivisions. Potential: Adopt a Floor Area Ratio. The more units you develop, the higher the FAR gets.	In Progress			Group		
Setbacks	14.60 Development Standards	14.60.030 - Density, dimension, area, height, and setback standards.	Remove conflicting provisions. Reduce front yard setback to 15 to improve site design flexibility. -Add provisions for new builds to match nonconforming setbacks on adjacent properties. -Look at rear setback requirements. Ensure standards are easy to interpret and administer.	In Progress			Group		
Parking	14.60 Development Standards	14.60.070 - Parking and loading standards.	Reevaluate parking requirements to reflect current best practices, including potential reductions where appropriate.	In Progress					
Cottage Housing	14.60 Development Standards	14.60.180 (D) - Housing standards - Cottage Housing.	Too complicated, nobody has ever tried to utilize it. Find a working example and replace code or remove it.	In Progress					
Multi-Family Open Space	14.60 Development Standards	14.60.180 (C) - Housing standards - Multiple Residential Dwelling Units.	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 ten or more units. This is 5-10x higher than many competitors.	In Progress					
Critical Areas	14.70 - Critical Areas Protections	14.70 - Critical Areas Protections	Replace the current City-specific critical areas provisions with the County’s adopted critical areas ordinance. Ensure consistency in definitions, buffers, mitigation requirements, and review processes. Improve regulatory clarity for applicants and staff.						
Subdivision Open Space	14.90 - Subdivisions	14.90.040 (I) - Required improvements - Parks and Open Space	All proposed new subdivisions (ten or more lots) shall include provisions for at least 1,000 square feet of designated park and open space area per dwelling unit. Hinders more dense developments and discourages adding more units.	In Progress					
Master Planned Development District	14.100 - Master Planned Developments		Identify and eliminate conflicting provisions within the MPD chapter. Clarify approval criteria, density allowances, and phasing requirements. Ensure the MPD district functions as a flexible tool for innovative and well-designed developments. Consult with a land use attorney to see how best to accomplish this within WA State zoning framework.	In Progress					