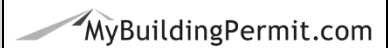


ARCHITECTURAL & SITE DESIGN REVIEW

**Physical Address:**

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online: www.MyBuildingPermit.com

Select: Auburn | Land Use | New | None |
Design Review

INFORMATION SHEET

What is a Design Review decision?

The city has established an administrative design review application, review, and decision process to implement goals of the [Comprehensive Plan](#) of fostering high quality design and effective decision making for the community's built and natural environmental character, scale, and diversity. The Architectural & Site Design Review is an administrative process which (a Type I or II decision, in accordance with [Chapter 14.03 ACC](#)) is intended to be initiated early in the development application review process to promote the use of appropriate scale of buildings and coordinate the configuration and interrelationship of buildings and public and private open space.

What are Type I and Type II decisions?

Type I decisions are administrative decisions made by the City which are **not** subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

Type II decisions are typically administrative decisions made by the City which also include a threshold determination under SEPA. When SEPA is required, the City issues a notice of application which has a public comment period.

In each case, the written decision of the Planning Director can be appealed to the Hearing Examiner and the written decision of the Hearing Examiner appealed to the Superior Court of the county in which the property is located.

How long before I am notified if my application is complete?

Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete, you will be notified in writing by City staff. If your application is not complete, you will be notified in writing by City staff detailing required information to make your application complete.

What is SEPA and when is it applicable?

Design Review decisions may be subject to compliance with the Washington State Environmental Policy Act (SEPA) based on the presence of environmentally critical areas; projects that exceed specific thresholds (e.g. grading, number of dwelling units, size of building, etc.); projects that require licensing for air emissions or discharges to water; or other factors. [WAC 197-11-800](#), as modified by [ACC 16.06.055](#), provides the specific thresholds which determine whether SEPA is required. If a project is subject to SEPA, an environmental checklist must be submitted with the application. The Director issues an initial Threshold Determination (e.g. DNS or MDNS) along with the Notice of Application; which is final upon the comment and appeal periods expired. The SEPA decision is final unless the TD is appealed, or the City revises the TD based on further comments provided during the comment or appeal periods. If the Director issues a Determination of Significance (DS) because of probable significant impacts by the proposal, an Environmental Impact Statement (EIS) will be required before the City makes any decision on the application(s).

What types of land uses and development activities are subject to a Design Review application and decision?

Per [ACC 18.31.200](#), the following land uses, types of development activities, including all related site improvements, are subject to the architectural and site design standards, regulations and processes:

1. Multiple-Family and Mixed-Use Developments including triplexes, fourplexes, retirement apartments, congregate living facilities, and senior housing projects.
2. DUC, Downtown Urban Center Zoning District - Properties located within the boundaries of the DUC zoning district, as identified on the comprehensive zoning map. *Exemptions* - Certain minor development actions are exempt from a design review decision (except on "Pedestrian Street" as identified in the Downtown Design Standards). The City makes the final determinization on the applicability of exemptions.
3. Auburn Junction - Properties located within the boundaries of West Main Street, 2nd Street SE/SW, A Street SE, and A Street SW as identified in ACC 18.29.070.
4. Northeast Auburn Special Planning Area – Properties located within the boundaries of the Auburn Gateway Project as defined by the development agreement approved by Resolution No. 4756, Section 4, and as provided as Attachment 4 to the Resolution.

How to I find the Design Review standards?

The City Council has adopted by reference separate documents, which contain the standards for the design and development of the built environment. The planning director or designee shall have the authority to apply these standards to specific development proposals. The specific architectural and site design standards documents are accessible from the city website. Hard copies may be requested at the Permit Center.

- [Downtown Urban Center Design Standards](#)
- [Outlet Collection Master Sign Program](#)
- [Auburn Gateway Design Standards](#)
- [Lakeland Town Center Sign Program](#)
- [Multi-Family & Mixed-Use Developments Design Standards](#)

When is the Design Review applied for?

As required by ACC 18.31.200(E), the design review application processing must be prior to or concurrent with the processing of civil permits, building permits, and/or review of discretionary land use approvals/permits and must be issued first.

It is advisable to submit the Design Review application early, when there has been sufficient formulation of the civil plan to allow the city's initial review and comment but prior to finalization of the civil plans in order to accommodate changes that may result from the design review process.

A [pre-application conference meeting](#) is **required** prior to the Design Review application for the following types of projects:

1. For multifamily, retirement apartments, congregate living facilities and senior housing complexes in the R-10, R-16, and R-20 residential zones; and
2. For mixed-use development containing residential living units located within R-10, R-16 and R-20 residential zones and within commercial zones.

A pre-application conference meeting is strongly recommended for **all other projects** subject to the city's architectural and site design review decision but is not required.

How is the Design Review decision made?

The Design Review application must be accompanied by certain information provided by the Applicant. The Applicant must provide a written statement describing specifically how the project meets each of the design standards. Upon review, the planning director or designee may approve, modify, and approve, or deny an application for a Design Review. Each determination granting approval, approval with modifications, or denial shall be supported by written findings. For approval, the findings must demonstrate meeting the criteria contained in ACC 18.31.200(J) "Approval criteria for design review".

As provided in ACC 18.31.200(I) "Design review adjustments", the decision maker may vary from the design standard such that:

1. No more than two of the total number of required menu items in the city of Auburn multifamily and mixed-use design standards are not met.
2. Up to 20 percent of the amount of any quantified standard for required building wall and roof modulation as contained in the city of Auburn multifamily and mixed-use design standards.
3. An architectural or site design requirement is not met but an alternative remains consistent with the purpose and intent of the architectural and site design standards.

Where appropriate, the Applicant must specifically request a design review adjustment and provide written information addressing the criteria the required for granting an adjustment by the planning director or designee.

What if I don't agree with the Design Review decision made?

There are two steps available to contest the city's Design Review decision. First, within 14 business days of notification of the decision, a written objection may be filed stating the objection and the change requested. Based on the objection, the planning director or designee shall reconsider the initial decision and the objection(s) raised and render a final decision. This final decision shall either affirm the original determination of approval, add modifications, or deny. All parties notified of the original decision shall receive notification of the planning director's decision on reconsideration.

Second, any party aggrieved by the planning director's final decision may file an appeal of that decision to the hearing examiner in accordance with the city's land use appeal provisions. Such appeals for hearing examiner review must be filed within 14 business days from the date the written decision was made and shall include:

1. The appeal must be filed on forms available from the Department.
2. Statement of the specific reason, rationale, and/or basis for the appeal and remedy requested.
3. Filing of the appeal fee in accordance with city fee schedule.

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact planning@auburnwa.gov.

Architectural & Site Plan Design Review – Submittal Checklist

What is required to be uploaded to www.MyBuildingPermit.com?

Forms & Written Materials:

- ☐ [Owner Authorization Form\(s\)](#) for all owners involved.
- ☐ **Written Statement of Conformance with Criteria.** Provide a detailed written description of:
 - The proposed project or proposal including, but not limited to: the changes to or development of the site, structure, landscaping, parking, and land use.
 - Describe how the proposal meets each of the relevant design standards of the applicable design standards document. Include reference to Design Standard number and where this information can be found in accompanying plans and elevations.
 - Describe how the proposal meets criteria of ACC 18.31.200(J), (Approval Criteria for Design Review). These criteria from the city code are listed at the end of this application packet.
- ☐ [SEPA Checklist Application](#) if applicable, and the project is not categorically exempt from SEPA under state and city rules (i.e. Chapter 16.06 ACC and WAC 197-11-800), or will impact lands designated as critical areas, the Planning Director will require a completed copy of an environmental checklist together with any supporting documentation or information to address potential or known environmental impacts resulting from the proposal.
- ☐ **Neighborhood Review Meeting Documentation** if applicable, submit required documentation for neighborhood review meeting required by [ACC 18.02.130](#). This is required for a residential subdivision project comprising forty (40) or more lots or units; or multi-family residential project comprising forty (40) or more units; or mixed-use development project comprising forty (40) or more units.

Plans & Graphics:

- ☐ **Site Plan** – The following graphic features must be shown on the drawing(s):
 1. Vicinity Map
 2. North arrow, numeric/graphic scale, date and plan preparer;
 3. Boundaries and dimensions of the property;
 4. Adjacent public streets;
 5. Easements, existing and proposed;
 6. Location and size of all existing and proposed utilities;
 7. Location of all other buildings, including setbacks;
 8. Location and layout of off-street parking and landscape areas;
 9. Location and height of fences;
 10. Location and size of signs;
 11. Height of structures;
 12. Points of access, interior streets, driveways, and parking areas existing and proposed;
 13. Location of refuse storage locations, bicycle parking areas, and pedestrian/bike paths;
 14. Proposed right-of-way, dedications, and improvements;
 15. Location of storm water quality/detention facilities;
 16. Boundaries of development phases, if applicable; and
 17. Flood hazards, geological hazards (seismic, steep slope, landslide, erosion), groundwater protection areas, streams, significant trees, wetlands, and wildlife habitat.

- ☐ **Scale & Legibility** – All plans, except architectural elevations, should be to scale (engineering scale) in a format no larger than 24"x36", at 1"=100' or larger (1"=20' preferred). An index sheet of the same size is required for multi-sheet submittals. Architectural elevation may be drawn to an architectural scale in a format no larger than 24"x36".

- ☐ **Architectural Elevations.** If the proposal involves constructing or modifying a building or other structure, provide architectural elevation views of the proposed construction or modification. These drawings should include:
 - Appropriate scale of one-eighth inch equals one foot, or comparable;
 - Identification of plan preparer (WA licensed architect), contact information & date plan was prepared;
 - Labels to type, accurate color, and finishes of exterior building materials, including railing, doors and windows (include sample board, artistic colored building elevations, as appropriate);
 - Location and elevations of exterior lighting;
 - Type, style, height, and model of exterior lighting fixtures; and
 - Site cross-sections to show relation and proportion of structures to parking, landscaping, and changes in grade, etc., as appropriate.

- ☐ **Conceptual Plans for Public Infrastructure** including roads, water, sewer, and storm facilities. Please reference [Chapter 3 of the City of Auburn Engineering Design Standards](#) on how the conceptual plans should be formatted.

- ☐ **Conceptual Landscaping Plan** prepared in accordance with [Chapter 18.50 ACC](#) (Landscaping and Screening) inclusive of:
 - North arrow, graphic scale, date, and plan preparer;
 - Boundaries and dimensions of the property;
 - Adjacent public and private streets;
 - Location of on-site buildings;
 - Location of on-site parking areas;
 - Location of outdoor storage areas;
 - Location and size of landscape areas
 - Location of significant trees (See [ACC 18.50.045](#))
 - Location of required water source(s);
 - Location and arrangement of proposed on-site and off-site plantings at maturity; location, description, and extent of proposed ground cover(s); and related natural and artificial features that are proposed or existing, such as retaining walls, curbing, fences, and fountains; and
 - Proposed building, sign, and site lighting, especially if proposed to be softened or screened by landscaping/planting.

PDF Requirements: All documents shall be submitted in unsecured and flattened PDF format. Each document shall be uploaded as a separate PDF file and clearly named by document title; common acronyms are okay (e.g., *SSP* – Stormwater Site Plan/Report, *Geotech* – Geotechnical Report, *TIA* – Traffic Impact Analysis/Study/Memo, *CAR* – Critical Areas Report). Example: Smith Building – Prelim SSP.pdf

WRITTEN STATEMENT OF DECISION CRITERIA FOR ARCHITECTURAL & SITE DESIGN REVIEW

In a written statement please fully describe the proposal and its conformance with the following criteria as specified in ACC 18.31.200(J) using the statement of conformance sheet. (Approval criteria for design review).

1. The plans and supplemental materials submitted to support the proposal meet the requirements of the specific architectural and site design documents;
2. The proposed development is consistent with the City's adopted Comprehensive Plan;
3. The proposed development meets required setback, landscaping, architectural style and materials, such that the building walls have sufficient visual variety to mitigate the appearance of large facades, particularly from public rights-of-way and single-family residential zones.
4. In addition to the criteria in subsections (J)(1) through (3) of this section, for multiple-family residential and retirement apartment projects, the director or designee must determine that the following key review criteria have been met:
 - a. The proposed development is arranged in a manner that either:
 - i. Provides a courtyard space creating a cohesive identity for the building cluster and public open space furnished to facilitate its use; or
 - ii. Possesses a traditional streetscape orientation that provides clearly identifiable and visible entries from the street, views from residential units onto the street and reinforces pedestrian-oriented streetscape characteristics (e.g., building edge abutting sidewalk, entries onto the street); or
 - iii. Faces and facilitates views of a major open space system;
 - b. The proposed development provides a variety in architectural massing and articulation to reduce the apparent size of the buildings and to distinguish vertical and horizontal dimensions;
 - c. The proposed development contains a combination of elements such as architectural forms, massing, assortment of materials, colors, and color bands sufficient to distinguish distinct portions and stories of the building;
 - d. Residential buildings in large multiple-family projects or mixed-use projects are physically integrated into the complex possessing sufficiently different appearance or placement to be able to distinguish one building from another;
 - e. Unit entrances are individualized by use of design features that make each entrance distinct or which facilitate additional personalization by residents;
 - f. Areas dedicated to parking are sufficiently visually broken up and contain a complement of vegetative materials to project a landscaped appearance;
 - g. Where applicable, a transition is created that minimizes impacts from multifamily and mixed-use development projects on neighboring lower density residential dwelling units in abutting or adjacent single-family zones; and
 - h. Where applicable, in cases of granting density or height bonuses, the project has provided community benefits, facilities or improvements above and beyond those required in the municipal code and supports the goals, objectives and policies of the comprehensive plan.