

**CITY OF LIBERTY LAKE NOTICE OF AVAILABILITY OF SEPA CHECKLIST &  
NOTICE OF PLANNING COMMISSION PUBLIC HEARING ON THE PROPOSED  
AMENDMENTS TO THE CITY OF LIBERTY LAKE'S SITE DESIGN REVIEW  
REGULATIONS**

In accordance with WAC 197-11, notice is hereby given that a SEPA Checklist has been completed on the Proposed Amendments to the City of Liberty Lake's Site Design Review Regulations. The City of Liberty Lake Planning, Engineering & Building Services has determined that the proposal will have no significant adverse environmental impacts and has issued a Determination of Nonsignificance (DNS). **Copies of the SEPA Checklist and the DNS Threshold Determination will be available for review beginning on Wednesday, March 20, 2019. Comments on the SEPA Checklist and Threshold Determination should be sent to the contact person listed below, no later than 4 p.m., April 2, 2019.** An appeal of the Threshold Determination, after it becomes final, may be made to the City of Liberty Lake Planning, Engineering & Building Services at 22710 E. Country Vista, Liberty Lake, WA 99019. The appeal deadline to request an 'open record' appeal to the Hearing Examiner is fourteen (14) calendar days after the threshold determination is issued. A notice of appeal must be delivered to the City by mail or personal delivery by April 2, 2019. Appeal requests shall contain all information and items required in the City Development Code Section 10-4B-4, subsection H and shall follow the procedures outlined in City Development Code Section 10-6A-7, Subsection C for SEPA Appeals and Section 10-4G-2, subsection H for Appeals of Administrative Interpretations by the Director.

**NOTICE IS HEREBY GIVEN TO ALL INTERESTED PERSONS THAT:** The Planning Commission of the City of Liberty Lake will conduct a public hearing on the proposed Amendments to the City of Liberty Lake Site Design Review Regulations. Attendees will have the opportunity to testify on the above-mentioned proposed amendments. Written comments may also be submitted to the contact person below. **The public hearing will be held Wednesday, April 10, 2019 beginning at 4pm @ the Liberty Lake City Hall Council Chambers, 22710 E. Country Vista Drive, Liberty Lake, WA.** A City Staff Report presentation will be conducted and copies will be available on the City website listed below at least 10 days prior to the public hearing.

For more information or to receive copies of the DNS, SEPA Checklist, Threshold Determination, or the proposed amendments, please contact: Lisa D. Key, Director of Planning, Engineering, & Building Services, 22710 E. Country Vista Drive, Liberty Lake, WA 99019. Phone: 509-755-6708, Fax: 509-755-6713, Email: [lkey@libertylakewa.gov](mailto:lkey@libertylakewa.gov). Information is also available on the City website at <http://www.libertylakewa.gov/196/Public-Notices>.

## **DETERMINATION OF NON-SIGNIFICANCE (DNS) & ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENT**

**Proposal Description:** Proposed Amendments to the City of Liberty Lake's Site Design Review Regulations

**Location of Current Proposal:** All property within the corporate boundaries of the City of Liberty Lake

**Title of Document Being Adopted:** Final Supplemental Environmental Impact Statement for the Spokane County Comprehensive Plan & Final Environmental Impact Statement for the City of Liberty Lake Urban Growth Area Boundary Alternatives

**Date Adopted Document was Prepared:** November 22, 2000 & December 13, 2006

**Description of document (or portion) being adopted:** Final Supplemental Environmental Impact Statement for the Spokane County Comprehensive Plan & Final Environmental Impact Statement for the City of Liberty Lake Urban Growth Area Boundary Alternatives

**If the document being adopted has been challenged (WAC 197-11-630), please describe:** No challenges known

**The document is available to be read at (place/time):** Liberty Lake City Hall, Monday through Friday, 8am to 5pm

**Comment Deadline:** 4 p.m., April 2, 2019

We have identified and adopted this document as being appropriate for this proposal after independent review. The document meets our environmental review needs for the current proposal and will accompany the proposal to the decision maker.

**Name of agency adopting document:** City of Liberty Lake

### **LEAD AGENCY: CITY OF LIBERTY LAKE**

The lead agency for the proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). The SEPA Determination of Nonsignificance (DNS) Threshold Determination was made after review of completed environmental checklists and other information on file with the lead agency. This information is available to the public on request. The complete record in this matter is on file during the appeal period with the review authority listed below and is available to the public upon request.

This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.

This DNS is issued under WAC 197-11-340(2): the lead agency will not act on the proposal for 14 days from the date below. Comments must be received by: **4 p.m., April 2, 2019.**

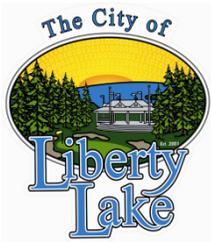
An appeal of the Threshold Determination, after it becomes final, may be made to the City of Liberty Lake Planning, Engineering & Building Services at 22710 E. Country Vista, Liberty Lake, WA 99019. The appeal deadline to request an 'open record' appeal to the Hearing Examiner is fourteen (14) calendar days after the comment period closes. A notice of appeal must be delivered to the City by mail or personal delivery and the appeal must be received by 4:00 p.m. on the last day of the appeal period (April 2, 2019). Appeal requests shall contain all information and items required in the City Development Code Section 10-4B-4, subsection H, as applicable and shall follow the procedures outlined in City Development Code Section 10-6A-7, Subsection C for SEPA Appeals and Section 10-4G-2, subsection H for Appeals of Administrative Interpretations by the Director.

A copy of this SEPA determination has been provided to the Dept. of Ecology - Olympia, Dept. of Transportation - Spokane County, and Other Reviewing Agencies.

A Notice of SEPA Availability will also be printed in the March 22, 2019 edition of the Spokane Valley News Herald.

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RESPONSIBLE OFFICIAL:  Lisa D. Key  TITLE:  Director of Planning, Engineering & Building Services



**Planning, Engineering & Building Services**

22710 E. Country Vista, Liberty Lake, WA 99019

Phone: (509) 755-6708, Fax: (509) 755-6713, [www.libertylakewa.gov](http://www.libertylakewa.gov)

Date Issued:  March 18, 2019

Signature:  



## SEPA CHECKLIST

Liberty Lake Planning & Building Services  
22710 E. Country Vista Drive, Liberty Lake WA 99019  
Phone: (509) 755-6707 Fax: (509) 755 6713  
Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

City Development Code Article 10-6A, Environmental Ordinance

### *PURPOSE OF CHECKLIST*

The State Environmental Policy Act (SEPA) chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An environmental impact statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impact from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

### *INSTRUCTIONS FOR APPLICANTS*

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts or your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply". Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### *USE OF CHECKLIST FOR NON-PROJECT PROPOSALS*

Complete this checklist for non-project proposals, even though questions may be answered "does not apply." IN ADDITION, complete the SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS (part D).

For non-project actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

**A. BACKGROUND**

1.	Name of proposed project & file #, if applicable:	Proposed Amendments to City Code & River District Development Regulations Article 10--4C, Site Design Review
2.	Name of applicant:	City of Liberty Lake
3.	Address and phone number of applicant:	22710 E. Country Vista, Liberty Lake, WA 99019 509-755-6700
4.	Name of contact person:	Lisa D. Key, Director of Planning & Engineering
5.	Address and phone number of contact person:	22710 E. Country Vista, Liberty Lake, WA 99019 509-755-6708
6.	Date checklist prepared:	March 15, 2019
7.	Agency requesting checklist:	City of Liberty Lake Planning, Engineering & Building Services
8.	Proposed timing or schedule (including phasing, if applicable):	Adoption in June of 2019
9.	a. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.	This proposal is for a non-project action. In the future, the City will continue to engage in code amendments and project specific planning activities, many of which will address topics identified in the Comprehensive Plan and Development Codes.
	b. Do you own or have options on land nearby or adjacent to this proposal? If yes, explain.	This does not apply, this is a city wide, non project action.
10.	List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.	The City of Liberty Lake prepared SEPA analyses prior to the adoption of the current Comprehensive Plan and Development Codes.
11.	Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.	This is a city wide proposal, within the city there are proposals pending. These amendments might affect future permit applications and approvals.
12.	List any government approvals or permits that will be needed for your proposal, if known.	The proposed code amendments will require approval by the City Council prior to their adoption.

<p>13. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page.</p> <p>See attached Proposed Site Design Review Amendments</p>
<p>14. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit application related to this checklist.</p> <p>This is a non project action that encompasses all of the City of Liberty Lake.</p>
<p>15. Does the proposed action lie within the Aquifer Sensitive Area (ASA)? The General Sewer Service Area? The Priority Sewer Service Area? (See: Spokane County's ASA Overlay zone Atlas for boundaries).</p> <p>Yes, all three.</p>

**B. ENVIRONMENTAL ELEMENTS:**

<p>1. EARTH</p>
<p>a. General description of the site (circle one): flat, rolling, hilly, steep slopes, mountainous, other: Non project action, does not apply.</p>
<p>b. What is the steepest slope on the site (approximate percent slope)? Non project action, does not apply.</p>
<p>c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland. Non project action, does not apply.</p>
<p>d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. Non project action, does not apply.</p>
<p>e. Describe the purpose, type and approximate quantities of any filling or grading proposed. Indicate source of fill. Non project action, does not apply.</p>
<p>f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.</p>

Non project action, does not apply.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Non project action, does not apply.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

Non project action, does not apply.

2. AIR

a. What type of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial, wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities, if known.

Non project action, does not apply.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

Non project action, does not apply.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

Non project action, does not apply.

3. WATER

a. Surface:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Non project action, does not apply.

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Non project action, does not apply.

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Non project action, does not apply.

4) Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.

Non project action, does not apply.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Non project action, does not apply.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

Non project action, does not apply.

b. Ground:

1) Will groundwater be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

Non project action, does not apply.

2) Describe waste material that will be discharged into the ground from septic tanks or other sanitary waste treatment facility. Describe the general size of the system, the number of houses to be served (if applicable), or the number of persons the system(s) are expected to serve.

Non project action, does not apply.

3) Describe any systems, other than those designed for the disposal of sanitary waste, installed for the purpose of discharging fluids below the ground surface (including systems such as those for the disposal of storm water or drainage from floor drains). Describe the type of system, the amount of material to be disposed of through the system and the types of materials likely to be disposed of (including materials which may enter the system inadvertently through spills or as a result of fire fighting activities).

Non project action, does not apply.

4) Will any chemicals (especially organic solvents or petroleum fuels) be stored in above-ground or underground storage tanks? If so, what types and quantities of materials will be stored?

Non project action, does not apply.

5) What protective measures will be taken to ensure that leaks or spills of any chemicals stored or used on site will not be allowed to percolate to groundwater (this includes measures to keep chemicals out of disposal systems described in 3b(2) and 3b(3)?

Non project action, does not apply.

c. Water Runoff (including storm water)

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Non project action, does not apply.

2) Will any chemicals be stored, handled or used on the site in a location where a spill or leak will drain to surface or groundwater or to a storm water disposal system discharging to surface or groundwater?

Non project action, does not apply.

3) Could waste materials enter ground or surface waters? If so, generally describe.

Non project action, does not apply.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any (if the proposed action lies within the Aquifer Sensitive Area be especially clear on explanations relating to facilities concerning Sections 3b(4), 3b(5), and 3c(2) of this checklist).

Non project action, does not apply.

#### 4. PLANTS

a. Check types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other
- evergreen tree: fir, cedar, pine, other
- shrubs
- grass
- pasture
- crop or grain
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation: Non project action, does not apply.

b. What kind and amount of vegetation will be removed or altered?

Non project action, does not apply.

c. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

Non project action, does not apply.

5. ANIMALS

a. Check any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds:  hawk  heron  eagle  songbirds  other: Non project action, does not apply.

mammals:  deer  bear  elk  beaver  other: Non project action, does not apply.

fish:  bass  salmon  trout  herring  shellfish  other: Non project action, does not apply.

b. List any threatened or endangered species known to be on or near the site.

Non project action, does not apply.

c. Is the site part of a migration route? If so, explain.

Non project action, does not apply.

d. Proposed measures to preserve or enhance wildlife, if any:

Non project action, does not apply.

6. ENERGY AND NATURAL RESOURCES

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Non project action, does not apply.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

Non project action, does not apply.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

Non project action, does not apply.

7. ENVIRONMENTAL HEALTH

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

Non project action, does not apply.
1) Describe special emergency services that might be required. Non project action, does not apply.
2) Proposed measures to reduce or control environmental health hazards, if any: Non project action, does not apply.
b. Noise
1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? Non project action, does not apply.
2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. Non project action, does not apply.
3) Proposed measure to reduce or control noise impacts, if any: Non project action, does not apply.
8. LAND AND SHORELINE USE
a. What is the current use of the site and adjacent properties? Non project action, does not apply.
b. Has the site been used for agriculture? If so, describe. Non project action, does not apply.
c. Describe any structures on the site. Non project action, does not apply.
d. Will any structures be demolished? If so, which? Non project action, does not apply.
e. What is the current zoning classification of the site? Non project action, does not apply.
f. What is the current Comprehensive Plan land use designation of the site? Non project action, does not apply.

<p>g. If applicable, what is the current shoreline master program designation of the site?</p> <p>Non project action, does not apply.</p>
<p>h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.</p> <p>Non project action, does not apply.</p>
<p>i. Approximately how many people would reside or work in the completed project?</p> <p>Non project action, does not apply.</p>
<p>j. Approximately how many people would the completed project displace?</p> <p>Non project action, does not apply.</p>
<p>k. Proposed measures to avoid or reduce displacement impacts, if any:</p> <p>Non project action, does not apply.</p>
<p>l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:</p> <p>Non project action, does not apply.</p>
<p>9. HOUSING</p>
<p>a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.</p> <p>Non project action, does not apply.</p>
<p>b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.</p> <p>Non project action, does not apply.</p>
<p>c. Proposed measures to reduce or control housing impacts, if any:</p> <p>Non project action, does not apply.</p>
<p>10. AESTHETICS</p>
<p>a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?</p> <p>Non project action, does not apply.</p>
<p>b. What views in the immediate vicinity would be altered or obstructed?</p>

Non project action, does not apply.

c. Proposed measures to reduce or control aesthetic impacts, if any:

Non project action, does not apply.

11. LIGHT AND GLARE

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Non project action, does not apply.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

Non project action, does not apply.

c. What existing off-site sources of light or glare may affect your proposal?

Non project action, does not apply.

d. Proposed measures to reduce or control light and glare impacts, if any:

Non project action, does not apply.

12. RECREATION

a. What designated and informal recreational opportunities are in the immediate vicinity?

Non project action, does not apply.

b. Would the proposed project displace any existing recreational uses? If so, describe.

Non project action, does not apply.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

Non project action, does not apply.

13. HISTORIC AND CULTURAL PRESERVATION

a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers, known to be on or next to the site? If so, generally describe.

Non project action, does not apply.

b. Generally describe any landmarks or evidence of historic, archaeological, scientific or cultural importance known to be on or next to the site.

Non project action, does not apply.

<p>c. Proposed measures to reduce or control impacts, if any:</p> <p>Non project action, does not apply.</p>
<p>14. TRANSPORTATION</p>
<p>a. Identify public streets and highways serving the site and describe proposed access to the existing street system. Show on site plans, if any.</p> <p>Non project action, does not apply.</p>
<p>b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?</p> <p>Non project action, does not apply.</p> <p>c. How many parking spaces would the completed project have? How many would the project eliminate?</p> <p>Non project action, does not apply.</p>
<p>d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).</p> <p>Non project action, does not apply.</p>
<p>e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.</p> <p>Non project action, does not apply.</p>
<p>f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.</p> <p>Non project action, does not apply.</p> <p>g. Proposed measures to reduce or control transportation impacts, if any:</p> <p>Non project action, does not apply.</p>
<p>15. PUBLIC SERVICES</p>
<p>a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.</p> <p>Non project action, does not apply.</p>
<p>b. Proposed measures to reduce or control direct impacts on public services, if any.</p> <p>Non project action, does not apply.</p>

<b>16. UTILITIES</b>
<p>a. Check utilities currently available at the site:</p> <p><input type="checkbox"/> electricity <input type="checkbox"/> natural gas <input type="checkbox"/> water <input type="checkbox"/> refuse service <input type="checkbox"/> telephone <input type="checkbox"/> sanitary sewer</p> <p><input type="checkbox"/> septic system <input type="checkbox"/> other:</p>
<p>b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.</p> <p>Non project action, does not apply.</p>

**C. SIGNATURE**

I, the undersigned, swear under the penalty of perjury that the above responses are made truthfully and to the best of my knowledge. I also understand that, should there be any willful misrepresentation or willful lack of full disclosure on my part, the agency may withdraw any determination of non-significance that it might issue in reliance upon this checklist.

<b>Proponent:</b>	<u>LISA D. KEY</u>			
	PRINT NAME	SIGNATURE		
<b>Proponent Address:</b>	<u>22710 E. Country Vista</u>	<u>Liberty Lake</u>	<u>WA</u>	<u>99019</u>
	STREET ADDRESS	CITY	STATE	ZIP
<b>Proponent Phone:</b>	<u>509-755-6700</u>	<b>Proponent Fax:</b>	<u>509-755-6713</u>	
<b>Person completing the form:</b>	<u>Lisa D. Key, Director of Planning &amp; Engineering Services</u>			
<b>Phone:</b>	<u>509-755-6708</u>	<b>Date:</b>	<u>March 15, 2019</u>	

**FOR PLANNING & BUILDING SERVICES USE ONLY**

Staff Member(s) Reviewing Checklist:

Date Checklist Reviewed

Based on this staff review of the environmental checklist and other pertinent information, the staff:

- A. Concludes that there are no probable significant adverse impacts and recommends a determination of nonsignificance (DNS).

- B. Concludes that probable significant adverse environmental impacts do exist for the current proposal and recommends a mitigated determination of nonsignificance with conditions (MDNS).
- C. Concludes that there are probable significant adverse environmental impacts and recommends a determination of significance (DS).

**REFER TO FEE SCHEDULE FOR FILING FEE**

**NON-PROJECT ACTIONS MUST ALSO COMPLETE THE SUPPLEMENTAL SHEET - PART D**

# **Article 10-4C — ~~Site Design Review~~ Preliminary Design, Site Plan, and Building Plan Review and Approval**

## **Sections:**

- 10-4C-1** Purpose
- 10-4C-2** ~~Applicability~~ Preliminary Design Review
- 10-4C-3** ~~Site Plan Design Review and Approval~~ Application Submission Requirements **10-4C-4** Building Plan Submission and Review Requirements ~~Site Design Review Approval Criteria~~
- 10-4C-5** Bonding and Assurances
- 10-4C-6** Development in Accordance With Permit Approval

## **10-4C-1 Purpose**

The purpose of this Chapter is to:

- A. Provide rules, regulations, and standards for efficient and effective administration of site preliminary design review, where applicable, and site plan review and approval required for building permit issuance.
- B. Carry out the development pattern and plan of the City and its comprehensive plan policies;
- C. Ensure ~~the~~ that site design is consistent with code, standards, and policies established to protect public health, safety, and general welfare;
- D. Lessen or avoid impacts to community infrastructure; and
- E. Encourage the conservation of energy resources, efficient use of land resources, full utilization of urban services, mixed uses, transportation options, and detailed, human-scaled design.
- E.F. Provide design guidance to the applicant in accordance with City code and standards before full construction documents are completed.

## **10-4C-2 ~~Applicability~~ Preliminary Design Review**

A. Applicability. The Design Review Subcommittee of the Planning Commission shall conduct a preliminary design review and make design recommendations is required for the types of construction or development listed below, in accordance with the design standards and established by City Code, and the design review criteria detailed in paragraph 10-4C-2(C) of this section, except that all developments in areas of special concern such as environmental and cultural preservation shall also use additional site design review procedures for those areas. Per the discretion of P&CD, projects may not require all of the submissions noted in Section 10-4C-3 below.

Site design review shall be required for all new construction or developments and modifications of existing construction or developments, except that regular maintenance, repair, and replacement of materials (e.g., roof, siding, awnings, etc.), parking resurfacing, and similar maintenance and repair shall be exempt, unless the structure or site is non-conforming and the repair or replacement of materials causes a loss of non-conforming status (see Article 10-5C).

Site Design Review. Site design review is conducted by P&CD and is based on clear and objective criteria and ensures compliance with the basic development standards of the zoning district (e.g., building setbacks, lot coverage, maximum building height, etc.), as well

~~as the more detailed design standards and public improvement requirements in Chapters 2 and 3.~~

- ~~1. Developments within designated mixed-use areas;~~
- ~~2. Planned unit developments and large scale residential developments;~~
- ~~3. Public and semi-public institutional buildings over 5,000 sq. ft.;~~
- ~~4. Aesthetic corridors and boulevards, and adjacent development;~~
- ~~5. Commercial and industrial developments;~~
- ~~6. Developments adjacent to natural areas, critical areas, or shorelines; and~~
- ~~7. All non-residential buildings that are visible from a public street.~~

- ~~1. Commercial and industrial buildings;~~
- ~~2. Attached dwellings (single & multi-family) that:~~
- ~~3. Exceed 100' in length along the primary street frontage, or; include five or more attached units, or include 3 or more independent buildings in a project.~~
- ~~4. Manufactured home parks;~~
- ~~5. Modifications to development approvals as defined by Article 10-4F;~~
- ~~6. Any proposed development which has a valid conditional use permit. Major modifications to a development with a conditional use permit shall require review and approval in accordance with Article 10-4H – Conditional Use Permits;~~

~~Other developments, including single family detached dwellings, manufactured homes, and two-family duplexes, when required by a condition of approval or within this Code. Preliminary Design Review is recommended to be completed during design development so that recommendations can be incorporated into the final site plans and construction documents prior to permit submittal and review.~~

#### B. Preliminary Design Review Submission Requirements:

Prior to issuance of permits or approvals, preliminary design review shall be conducted for the projects listed in Section 10-4C-2(A) above. The following information, as applicable, is generally required for preliminary design review application submittal:

1. General Submission Requirements. The applicant shall submit an application containing all of the general information detailed on the City's application for Preliminary Design Review with required attachments as detailed on the submittal checklist contained therein.
2. Preliminary Design Review Information. An application for preliminary design review shall include the following information, as deemed applicable by the City:
  - a. Preliminary Site Plan: At a minimum, the preliminary site plan shall include the following information, as applicable:
    - i. Name, phone number and e-mail address of project designer, contact person, engineer, surveyor, and/or planner, as applicable.
    - ii. The proposed development site, including boundaries, dimensions, and gross area;
    - iii. Existing features of the site, if any, which are proposed to remain on the site.
    - iv. Existing features of the site, if any, which are proposed to be removed or modified by the development;
    - v. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
    - vi. The location and dimensions of all existing and proposed structures,

utilities, pavement, and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;

vii. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;

viii. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls, ADA stalls and wheel stops, as applicable);

ix. Parking stall counts and calculations per Article 10-3D-3.

x. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails per Article 10-3B-3;

xi. Loading and service areas for waste disposal, loading, and delivery;

xii. Detail of refuse enclosure, including gate.

xiii. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable;

xiv. Location, type, and height of outdoor lighting;

xv. Location of mail boxes, if known;

xvi. Location of bicycle parking with number of spaces indicated;

xvii. Location of bus stops and other public or private transportation facilities;

xviii. Locations, sizes, and types of proposed signs; and,

xix. North arrow and scale.

b. Architectural drawings. Architectural drawings shall include the following information:

i. Name, phone number, and e-mail address of architect, project designer, contact person, as applicable;

ii. Building elevations with design detail including windows, window awnings, entries, projections, pedestrian entrance canopies, change in materials or similar features, building height and width dimensions;

iii. Building materials, color, and type;

iv. Total building footprint square footage and percentage of parcel or lot covered by buildings and other structures; and,

v. Scale and dimensions.

c. Preliminary Landscape Plan. The preliminary landscape plan shall include the following information:

i. Name, phone number, and e-mail address of project designer, contact person, engineer, landscape architect, and/or planner, as applicable;

ii. The location and height of existing and proposed fences and other buffering or screening materials;

iii. Dimensional width of all perimeter landscape buffers per Article 10-3C-3(F);

iv. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;

v. The location, size, and species of the existing-to-remain and proposed plant materials (at time of planting);

vi. Existing and proposed building, pavement outlines and landscape protective curbing;

vii. Calculation stating the percentage of landscape area per Article 10-3C-3(D);

- viii. North arrow and scale; and,
- ix. Other information as deemed appropriate by City. An arborist's report may be required for sites with significant vegetation that is protected under Article 10-3C of this Code. Per the discretion of the City, some projects may combine site and landscape plans.

- d. Letter or narrative report documenting compliance with the applicable design standards, and the approval criteria contained in Section 10-4C-2(C) below.

Per the discretion of City, some projects may not require all of the submissions detailed above at the time of Preliminary Design Review.

C. Preliminary Design Review Criteria:

Upon preliminary design review, the Design Review Subcommittee of the Planning Commission shall make written design recommendations based upon the following criteria:

1. The proposed land use is permitted by the underlying zoning district, and conforms with any special standards as may be associated with such a use in the underlying zone, as detailed in Chapter 2 of this title.
2. The proposed development is generally consistent with adopted Comprehensive plan goals and policies, and complies with applicable design provisions of the underlying zoning district, which are intended to protect the City's scenic views, provide community cohesion, and enhance the community image of Liberty Lake.
3. The proposed development is in conformance with specific design standards detailed in Chapters 2 and 3 of this title, including:
  - a. building and yard setbacks;
  - b. lot area and dimensions;
  - c. residential density;
  - d. lot coverage;
  - e. building height;
  - f. building orientation;
  - g. architectural design standards; and,
  - h. other development standards, as detailed in Chapters 3 of this title, have been met.
4. Exceptions to paragraph 3, above, shall be permitted when approved as a Variance in accordance with the procedures and standards detailed in Article 10- 5B.
5. The preliminary site plan and building design brings into conformance any existing development that does not comply with the applicable zoning district standards, when so required in accordance with the provisions of Article 10-5C, Non- Conforming Uses and Development.
6. The design review shall lapse, and a new application shall be required if an application for the building permit has not been submitted within 6 months of issuance of the preliminary design review recommendation, unless an extension has been approved, as provided for in Section 10-4C-6(C).

**10-4C-3 ~~Site Design Review Application Submission Requirements~~ Site Plan Review and Approval**

A. Applicability. Site plan review and approval in accordance with the provisions of this section shall be required for all new construction or developments and modifications of existing construction or developments listed below, except that regular maintenance, repair, and replacement of materials (e.g., roof, siding, awnings, etc.), parking resurfacing, and similar maintenance and repair shall be exempt, unless the structure or site is non-conforming and the repair or replacement of materials causes a loss of non-conforming status (see Article 10-5C).

1. Governmental, public and semi-public institutional buildings;
2. Commercial and industrial buildings;
3. Attached dwellings (single & multi-family) that:
  - a. Exceed 100' in length along the primary street frontage, or;
  - b. encompass three or more attached units;
4. More than 2 detached dwellings or two-family residential units located on a single lot or parcel;
5. Manufactured home parks;
6. Modifications to development approvals as defined by Article 10-4F;
7. Any proposed development which has a valid conditional use permit. Major modifications to a development with a conditional use permit shall require review and approval in accordance with Article 10-4H - Conditional Use Permits;
8. Other developments, including single-family detached dwellings, manufactured homes, and two-family duplexes, when required by a condition of approval or within this Code.

Prior to issuance of permits or approvals, site plan review shall be conducted by City staff. Decisions are based on clear and objective criteria in order to ensure compliance with the basic development standards of the zoning district (e.g., building setbacks, lot coverage, maximum building height, etc.), as well as the more detailed design standards and public improvement requirements in Chapters 2 and 3 of this title. It is further informed by the recommendations provided by the Design Review Subcommittee of the Planning Commission in their preliminary design review, where applicable, and as based upon the design review criteria detailed in Article 10-4C-2, paragraph C.

B. Site Plan Review Application Submission Requirements. The applicant shall submit an application form containing all of the general information detailed on the City's application for Site Plan Review with required attachments as detailed on the submittal checklist contained therein. The following information must be included in the submittal for the Site Plan Review application to be considered complete

~~Prior to issuance of permits or approvals, site design review shall be conducted for the projects listed in Section 10-4C-2 above. The following information, as applicable, is required for site design review application submittal:~~

~~General Submission Requirements. The applicant shall submit an application containing all of the general information required by Article 10-4B above, if applicable.~~

- ~~1. Site Design-Plan Review Information. An application for site design-plan review shall include the following information, as deemed applicable by P&CDthe City.:~~
  - ~~a. Site analysis map (existing conditions). At a minimum tThe existing site~~

analysis map shall ~~contain~~include the following information, as applicable:

- i. Name and address of project designer, contact person, engineer, surveyor, and/or planner, as applicable
  - ii. Professional engineer's stamp, signed and dated.
  - ~~i.iii.~~ The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the City, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions, and gross area shall be identified;
  - ~~ii.iv.~~ Existing topographic contours shown at 2 foot intervals, except that contours for slopes in excess of 6% may be Identification of slopes greater than 10 percent and provide topographic contour lines shown at a five (5) foot minimum interval if over 6 percent;; all slopes greater than 10 percent shall be identified.
  - ~~iii.v.~~ The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjacent to the site;
  - ~~iv.vi.~~ Potential natural hazard areas, including any areas identified as subject to a 100-year flood, areas subject to high water table, and areas mapped by the City, County, or State as having a potential for geologic hazards;
  - ~~v.vii.~~ Known Resource areas, including marsh and wetland areas, streams, wildlife habitat as may be mapped or otherwise identified by the City or any natural resource regulatory agencies as requiring protection;
  - ~~vi.viii.~~ Site features, including existing structures, pavement, rock outcroppings, areas having unique views, and drainage ways, canals, and ditches;
  - ~~vii.ix.~~ Locally or federally designated historic and cultural resources on the site and adjacent parcels or lots;
    - x. The general location, size, and species of any existing trees and other vegetation that are intended to be protected and incorporated into the new landscape plantings;
  - ~~viii.xi.~~ The general location, size, and species of all existing trees and shrubs meeting the threshold of "significant vegetation as detailed in Section 10-3C-2B of this title; and, having a caliper (diameter) of 12 inches or greater at four feet above grade, noting those which of those trees and shrubs which are intended proposed to be protected and incorporated into the new landscape plantings;
    - xii. Location of any existing fire hydrants, connections or valves;
    - xiii. North arrow and, scale;
  - ~~ix.xiv.~~ and Names and addresses of all persons listed as owners on the most recently recorded deed; and,
    - x. Name and address of project designer, contact person, engineer, surveyor, and/or planner, as applicable.
  - ~~xi.xv.~~ Other information, as determined by P&CDthe City. The City may require studies or exhibits prepared by qualified professionals to address specific site features.
- b. Proposed site plan. The proposed site plan shall ~~contain~~include the following information, as applicable:
- i. Name, phone number and e-mail address of project designer, contact person, engineer, surveyor, and/or planner, as applicable.
  - ii. Professional Engineer (or Registered Architect) stamp, signed and dated;
  - iii. The proposed development site, including boundaries, dimensions, and

gross area;

- ~~i-iv.~~ Approximated traffic counts to adjacent roadways during peak hours;-
- ~~ii-v.~~ Features identified on the existing site analysis map which are proposed to remain on the site;-
- ~~iii-vi.~~ Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;-
- ~~iv-vii.~~ The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
- ~~v-viii.~~ The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements on the site. Plans should quantify the total area of impervious site improvements ( in square feet and as a percentage of the entire site). Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
- ~~vi-ix.~~ The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access;
  - x. The location and dimensions of all proposed loading, parking and vehicle circulation areas (show width of drive aisles, turning radii, parking stall dimensions, striping for parking stalls, ADA parking stalls, markings and signage, and wheel stops, as applicable);
- ~~vii-xi.~~ Parking stall counts and calculations per Article 10-3D-3;-
  - xii. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails per Article 10-3B-3;
  - xiii. ~~i-~~ Loading and service areas for waste disposal, loading, and delivery;
- ~~viii-xiv.~~ Detail of refuse enclosure including gate;-
- ~~ix-xv.~~ Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements, as applicable;
- ~~x-xvi.~~ Location, type, and height of outdoor lighting;
- ~~xi-xvii.~~ Location of mail boxes, if known;
- ~~xii-xviii.~~ Location of bicycle parking with number of spaces indicated;-
  - ~~xiii.~~ Name and address of project designer, if applicable.
- ~~xiv-xix.~~ Location of bus stops and other public or private transportation facilities;-
  - xx. Locations, sizes, and types of proposed signs;
  - xxi. Location of all proposed fire hydrants, the Fire Department connection and Post Indicator Valve;
- ~~xv-xxii.~~ North arrow and scale; and,-
  - xxiii. Other information, determined by P&GDthe City. The City may require studies or exhibits prepared by qualified professionals to address specific site features (e.g., traffic, noise, environmental features, natural hazards, etc.), in conformance with this Code.

- c. Landscape plan. A proposed landscape plan ~~is required and shall show~~ provide the following information, as applicable:
- i. Name, phone number and e-mail address of project designer, contact person, landscape architect, surveyor, and/or planner, as applicable ;
  - ii. Professional Landscape Architects Stamp, signed and dated;
  - iii. The location and height of existing and proposed fences and other buffering or screening materials;
  - i-iv. Dimensional width of all perimeter landscape buffers per Article 10-3C-3(F);
  - ii-v. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
  - iii-vi. The location, size, and species of the existing ~~to remain trees and shrubs to remain,~~ and proposed new plant materials (at time of planting);
  - iv-vii. Existing and proposed building, ~~and~~ pavement outlines and landscape protective curbing;
    - a. ~~Specifications for soil at time of planting and anticipated planting schedule.~~
  - viii. Irrigation system (if plantings are not drought-tolerant, may be automatic or other approved method of irrigation);
  - ix. Calculation stating the percentage of landscape area per Article 10-3C-3(D);
  - v-x. North arrow and scale; and,
  - vi-xi. Other information as deemed appropriate by P&CDCity. An arborist's report may be required for sites with significant vegetation that is protected under Article 10-3C of this Code. Per the discretion of P&CDthe City, some projects may combine site and landscape plans.
- d. Architectural drawings. ~~Architectural~~ The proposed architectural drawings shall be submitted showing:
- i. Name and address of architect, project designer, contact person, engineer, surveyor, and/or planner, as applicable-
  - ii. Registered Architects Stamp, signed and dated;
  - i-iii. Building elevations with design detail including windows, window awnings, entries, projections, pedestrian entrance canopies, change in materials or similar features, building height and width dimensions;
  - iv. Building materials, color, and type;\_
  - v. Total building footprint square footage and percentage of parcel or lot covered by buildings and other structures;
  - vi. Scale and dimensions; and,
  - ii-vii. Revisions, as recommended in preliminary design review for the project; and,
- e. Preliminary gGrading plan. A ~~preliminary-proposed~~ grading plan shall be required ~~prepared by a registered engineer~~ shall be required for developments which would result in the grading (cut or fill) of 500 cubic yards or greater. Proposed grading plan shall include a Professional Engineers stamp, signed and dated and the name, phone and email address of the project designer, contact, and engineer, as applicable. The ~~preliminary~~ grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed. ~~Surface water detention and treatment plans may also be required, in accordance with Article 10-~~

3H.

f. Stormwater management, erosion and sediment control plans. Plans detailing surface water detention and treatment, stormwater conveyance and disposal, and erosion and sediment control for projects which could potentially cause significant runoff, erosion, or water quantity/quality impacts, shall be prepared, stamped and signed by a Professional Engineer in accordance with the requirements of Article 10-3H of this title, the City of Liberty Lake Engineering Design Standards, and the Spokane Regional Stormwater Manual, and shall include the name, phone number, e-mail for the Engineer of Record;

g. Public facility and utility plans. Civil plans shall be prepared, signed and stamped by a licensed civil engineer, shall contain the contact information of the engineer of record, and shall detail existing and proposed site utilities and all public facility improvements as may be required in accordance with the standards detailed in Article 10-3G of this title, and the City of Liberty Lake Engineering Design Standards.

e.h. Sign drawings, if applicable, shall be ~~required~~ provided in conformance with the City's Sign Code Article 10- 3E.

f.i. ~~Site Lighting~~ lighting plan and fixture specification sheets in conformance with Section 10-3F-2.

g.i. Copies of all existing and proposed restrictions or covenants.

h.k. Letter or narrative report documenting compliance with the applicable design standards, revisions made based upon preliminary design review, and the approval criteria contained in Section 10-4C-3(C) below.

D. Site Plan Approval Criteria:

~~P&CDSite plan approval shall be required prior to building permit issuance. shall make written findings with respect to all of the following criteria when~~ Site plans shall only be approved if they conform with all of the following criteria: approving, approving with conditions, or denying an application:

1. The proposed land use is permitted by the underlying zoning district, and conforms with any special standards as may be associated with that use in the underlying zone, as detailed in Chapter 2 of this title.

~~A. The proposed land use is permitted by the underlying zoning district (Chapter 2);~~

2. The proposed development is generally consistent with adopted Comprehensive plan goals and policies, and complies with applicable design provisions of the underlying zoning district, which are intended to protect the City's scenic views, provide community cohesion, and enhance the community image of Liberty Lake.

3. The proposed development is in conformance with specific design standards detailed in Chapters 2 and 3 of this title, including:

a. building and yard setbacks;

b. lot area and dimensions;

c. residential density;

d. lot coverage;

e. building height;

f. building orientation;

g. architectural design standards; and,

h. other development standards, as detailed in Chapters 3 of this title, have been met.

4. Exceptions to paragraph 3, above, shall be permitted when approved as a Variance in accordance with the procedures and standards detailed in Article 10-5B.

5. The proposed site plan and building design bring into conformance any existing development that does not comply with the applicable zoning district standards, when so required in accordance with the provisions of Article 10-5C - Non-Conforming Uses and Development.

~~B. The application complies with the all of the applicable provisions of the underlying Zoning District (Chapter 2), including: building and yard setbacks, lot area and dimensions, residential density, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses and design or other development standards are met (Chapters 3);~~

~~C. Exceptions to B, above, may be granted only when approved as a Variance (Article 10-5B).~~

4.6. All applicable building and fire code standards are met;

7. The development is in conformance with applicable ADA requirements.

8. Civil plans are in substantial conformance with City of Liberty Lake Engineering Design Standards, or a design deviation has been granted.

9. Stormwater and erosion control measures proposed are consistent with Best Management Practices.

2.10. The applicant shall ~~be required to~~ upgrade any existing development that does not comply with the applicable zoning district standards, ~~in conformance when~~ so required in accordance with the provisions of Article 10-5C - Non-Conforming Uses and Development;

3.11. Conditions required as part of a Land Division (Article 10-4E4D), Conditional Use Permit (Article 10-4F4H), Specific Area Plan Overlay (Article 10-2M), or other approval shall be met, ~~unless a modification to conditions of approval has been sought and approved, in accordance with the provisions of Article 10-4F.~~

4.12. The application is complete, as determined in accordance with Title 9, Building Regulations, Article 10-4B, and Section 10-4C-3(B) above, and other applicable Titles within the City Municipal Code.

13. The approval shall lapse, and a new application shall be required, ~~if a permit has not been issued within six (6) months of site design review approval, or if an application for permits is not received~~ has not been issued within 6 months of site plan approval, unless an extension has been approved as provided for in Section 10-4C-6(C). ~~development of the site is in violation of the approved plan or other applicable codes, in accordance with Section 10-4C-6, subsection B of this Code.~~

14. Traffic generated by the development can be managed by existing infrastructure or mitigated through impact fees or improvements required at the time of development.

5.15. Utility providers have verified the availability of services necessary to support the proposed development.

**10-4C-4 ~~Site Design Review Approval Criteria~~ Building Plan Submission & Review Requirements**

**A. Submittal Requirements.**

1. Commercial, Industrial, Multi-family, Public and Semi Public Institutional Building Plan Submittal Requirements. Building permit packets shall include electronic copies of the following:
  - a. Applications for Building, Grading, Site Improvements, Mechanical, Plumbing, Signage and Right-of-Way Permits, as applicable;
  - b. Specification Books with architect's and/or engineer's stamps, as applicable;
  - c. Drainage report with engineer's stamp;
  - d. Hazardous material lists;
  - e. NREC worksheets;
  - f. Site Analysis Narrative:
    - i. Proposed land use permitted by underlying zoning district;
    - ii. Compliance with Development Code provisions; and,
    - iii. IBC an IFC compliance.
  - g. Full Plan Set (stamped, signed and dated):
    - i. Code compliance narrative;
    - ii. Site parking plan;
    - iii. Utility plan;
    - iv. Grading / drainage plan;
    - v. Erosion & sedimentation control plan;
    - vi. Landscape plan;
    - vii. Architectural plans;
    - viii. Structural plans;
    - ix. Mechanical plans;
    - i-x. Plumbing plans;
    - xi. Electrical plans;
    - xii. Exterior lighting plan;
    - xiii. Building fire suppression plans; and,
    - xiv. Equipment fire suppression plans, as applicable.
  - h. Special Inspection Form, as applicable;
  - i. Agreement to Pay Fees Form; and,
  - j. SEPA Checklist and Fee, as applicable.
  
2. Residential Building Plan Submittal Requirements: Building permit packets for residential permits shall include electronic copies of the following:
  - a. Applications for Building, Mechanical, and Plumbing Permits, as applicable;
  - b. Residential energy code compliance worksheets;
  - c. Prescriptive footing calculator worksheets, or engineered/stamped foundation plans;
  - d. Confirmation of radon mitigation system installation;
  - e. Truss drawings;

f. Floor joist layout and accompanying beam calculations, as applicable;

g. Full Plan Set:

i. Site Plan, to include:

1. Building footprints;

2. Location of driveway;

3. Setback requirements dimensioned;

4. Existing and proposed final site contours, in 2 foot intervals;  
and,

5. Location, height and general design of any proposed  
retaining walls.

ii. Construction drawings, with code compliance references, as  
applicable.

3. Remodel Projects: Building permit packets shall include pdf's of the following:

a. Applications for Building, Mechanical and Plumbing Permits, as applicable;  
and,

b. Full Plan Set (may require Professional stamp as determined by the  
Building Official).

B. Building Permit Review. Building plans will be reviewed and processed in accordance with  
the provisions of adopted building codes, as referenced in City Code Title 9-1, Building Codes.

C. Water and sewer permits applications shall be submitted directly to the applicable water  
and sewer purveyor. Water and sewer permits must be issued by the purveyor prior to building  
permit issuance.

#### **10-4C-5 Bonding and Assurances**

A. Performance Bonds. On all projects where project related improvements are required, the City shall require a bond in an amount not greater than 150% of the private cost as a condition of development approval in order to guarantee the improvements. The Applicant will be required to provide an independent estimate of improvement costs. Issuance of a temporary certificate of occupancy for fee simple residential units will not require a bond or assurance. Payment of a re-inspection and conversion fees will be required.

B. Warranty Bond. Additional bonding or assurance shall be required for all improvements within the public right-of-way, including landscaping, as well as swales which serve the right-of-way for a period of 2 years after improvements are completed in an amount equal to 20% of the construction cost or \$10,000, whichever is greater. The ~~P&CD Director~~City may reduce the bond amount for projects valued at less than \$20,000. The warranty bond must be posted prior to the release of any performance bonds, in conformance with the City Development Code and City ~~Street Engineering~~ Standards.

C. Release of Performance Bonds. The bond or assurance shall be released when the ~~P&CD Director~~City finds the completed project conforms to the site development approval, including all conditions of approval.

D. Release of Warranty Bonds. The bond or assurance shall be released after the 2 year period when the ~~P&CD Director~~City finds that any noted deficiencies have been repaired or replaced, in conformance with the City Development Code and City ~~Engineering Street~~ Standards.

E. Completion of Landscape Installation. Landscaping shall be installed prior to issuance of occupancy permits, unless security is provided equal to 150% of the private cost of the cost of the landscaping. Applicant will be required to provide an independent estimate of improvement costs, as determined by the P&CD Director, or a licensed landscape architect is filed with the City assuring such installation within six months after occupancy. If the installation of the landscaping is not completed within ~~the a~~ six-month period, the security may be used by the City to complete the installation.

#### **10-4C-6 Development in Accordance With Permit Approval**

Development shall not commence until the applicant has received all of the appropriate land use and development approvals, and building permits. Construction of public improvements shall not commence until the City has approved all required site improvement plans (e.g., utilities, streets, land dedication, etc.). The City may require the applicant to enter into a development agreement (e.g., for phased developments and developments with required off-site improvements), and may require bonding or other assurances for improvements, in accordance with Section 10-4C-5. Site design review approvals shall be subject to all of the following standards and limitations:

A. Modifications to Approved Plans and Developments. Minor modifications of an approved plan or existing development, as defined in Article 10-4F, shall be processed as an exempt project procedure. Major modifications, as defined in Article 10-4F, shall be processed as a Type III procedure. For information on procedure types, please refer to Article 10-4B above. For Modifications approval criteria, please refer to Article 10-4F.

~~B. —~~Approval Period. ~~Preliminary design review and Site-site plan design review~~ approvals shall be effective for a period of six (6) months from the date of approval. If application for a building permit for the project s is not completed has not been submitted within that 6 months of the preliminary design approval, or a building permit has not been issued within 6 months of

~~site plan approval period, the those approvals shall lapse, and a new application submission shall be required, unless an extension has been granted in accordance with the provisions of paragraph C, below, if a permit has not been issued within six (6) months of site design review approval, or if development of the site is in violation of the approved plan or other applicable codes.~~

C. Extension. The ~~P&CD Director~~ City shall, upon written request by the applicant, grant an extension of the approval period not to exceed one year; provided that:

1. No changes are made on the original approved site design review plan;
2. ~~The applicant can show intent of initiating construction on the site within the one year extension period;~~
3. There have been no changes to the applicable Code provisions on which the approval was based. If there have been changes to the applicable Code provisions and the expired plan does not comply with those changes, then the extension shall not be granted; in this case, a new site design review shall be required; and
4. The applicant demonstrates that failure to submit a building permit application within 6 months of preliminary design approval, or obtain a building permits permit and substantially begin construction within six (6) months of site ~~design review~~ plan approval was beyond the applicant's control.

D. Phased Development. Phasing of development may be approved with the site design review application, subject to the following standards and procedures:

1. A phasing plan shall be submitted with the site design review application.
2. ~~P&CD~~ The City shall approve a time schedule for developing a site in phases, but in no case shall the total time period for all phases be greater than ten (10) years without reapplying for site design review.
3. Approval of a phased site design review proposal requires satisfaction of all of the following criteria:
  - a. The public facilities required to serve each phase are constructed in conjunction with or prior to each phase;
  - b. The phased development shall not result in requiring the City or other property owners to construct public facilities that were required as part of the approved development proposal; and
  - c. An application for phasing may be approved after site design review approval as a modification to the approved plan, in accordance with the procedures for minor modifications (Article 10-4F).

## **D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS**

### ***(Do not use this sheet for project actions)***

Because these questions are very general, it may be helpful to read them in conjunction with the list of elements of the environment. When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage or release of toxic or hazardous substances; or production of noise?

No adverse impacts are anticipated as a result of the proposed amendments to the Site Design Review regulations.

Proposed measures to avoid or reduce such increases are:

All future project proposals will be subject to applicable regulations relating to land and shoreline use.

2. How would the proposal be likely to affect plants, animals, fish or marine life?
- No adverse impacts are anticipated as a result of the proposed amendments to the City's Design Review regulations.

Proposed measures to protect or conserve plants, animals, fish or marine life are:

All future project proposals will be subject to applicable regulations relating to land and shoreline use.

3. How would the proposal be likely to deplete energy or natural resources?

No adverse impacts are anticipated as a result of the proposed amendments to the City's Design Review regulations.

Proposed measures to protect or conserve energy and natural resources are:

All future project proposals will be subject to applicable regulations relating to land and shoreline use.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, flood plains or prime farmlands?

No adverse impacts are anticipated as a result of the proposed amendments to the City's Design Review regulations.

Proposed measures to protect such resources or to avoid or reduce impacts are:

All future project proposals will be subject to applicable regulations relating to environmentally sensitive areas and areas designated, eligible, or under study for governmental protection.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

No adverse impacts are anticipated as a result of the proposed amendments to the City's Design Review regulations.

Proposed measures to avoid or reduce shoreline and land use impacts are:  
All future project proposals will be subject to applicable regulations relating to land and shoreline use.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?  
No impact to transportation or public services and utilities is anticipated to arise from the amendments proposed for the Design Review process.

Proposed measures to reduce or respond to such demand(s) are:  
Not applicable, as no impact is anticipated.

7. Identify, if possible, whether the proposal may conflict with local, state or federal laws or requirements for the protection of the environment.  
No conflicts are anticipated.

**For More Information Please Contact the**

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