

**ORIGINAL**

**ORDINANCE NO. 591**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING THE MUNICIPAL CODE TITLE 20, INCLUDING CHAPTERS 20.30 PROCEDURES AND ADMINISTRATION; 20.50 GENERAL DEVELOPMENT STANDARDS; AND 20.70 ENGINEERING AND UTILITIES DEVELOPMENT STANDARDS**

WHEREAS, the City adopted Shoreline Municipal Code Title 20, the Development Code, on June 12, 2000; and

WHEREAS, the Shoreline Municipal Code Chapter 20.30.100 states “Any person may request that the City Council, Planning Commission, or Director initiate amendments to the text of the Development Code”; and

WHEREAS, City staff drafted amendments to the Development Code; and

WHEREAS, a public participation process was conducted to develop and review amendments to the Development Code including:

- A study session before the Planning Commission on June 17, 2010;
- The Planning Commission held a Public Hearing on September 16, 2010;
- The Planning Commission held a second Public Hearing and formulated its recommendation to Council on the proposed amendments on November 4, 2010;

WHEREAS, a SEPA Determination of Nonsignificance was issued on June 30, 2010 in reference to the proposed amendments to the Development Code; and

WHEREAS, the proposed amendments were submitted to the State Department of Community Development on June 15, 2010 for comment pursuant WAC 365-195-820; and

WHEREAS, no comments were received from the State Department of Community Development; and

WHEREAS, the Council finds that the amendments adopted by this ordinance are consistent with and implement the Shoreline Comprehensive Plan and comply with the adoption requirements of the Growth Management Act, Chapter 36.70A. RCW; and

WHEREAS, the Council finds that the amendments adopted by this ordinance meet the criteria in Title 20 for adoption of amendments to the Development Code;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment.** Shoreline Municipal Code Chapters 20.30 and 20.50 are amended as set forth in Exhibit A, which is attached hereto and incorporated herein.

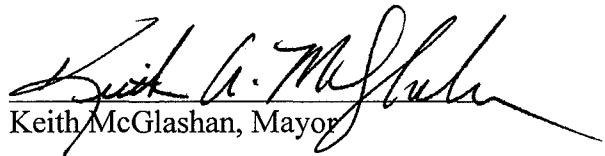
**Section 2. Repeal; New Chapter.** Shoreline Municipal Code Chapter 20.70 is repealed and a new Chapter 20.70, Engineering and Utility Development Standards, is adopted as set forth in Exhibit B, which is attached hereto and incorporated herein.

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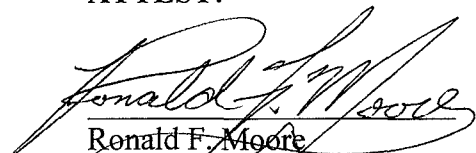
**Section 3. Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 4. Effective Date and Publication.** A summary of this ordinance consisting of the title shall be published in the official newspaper and the ordinance shall take effect five days after publication.

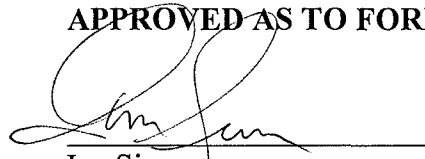
**PASSED BY THE CITY COUNCIL ON DECEMBER 13, 2010.**

  
Keith McGlashan, Mayor

**ATTEST:**

  
Ronald F. Moore  
Deputy City Clerk

**APPROVED AS TO FORM:**

  
Ian Sievers  
City Attorney

Date of Publication: December 16, 2010  
Effective Date: December 21, 2010

**Table 20.30.060 – Summary of Type C Actions, Notice Requirements, Review Authority, Decision Making Authority, and Target Time limits for Decisions**

Action	Notice Requirements for Application and Decision <sup>(5),(6)</sup>	Review Authority, Open Record Public Hearing <sup>(4)</sup>	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
<b>Type C:</b>					
1. Preliminary Formal Subdivision	Mail, Post Site, Newspaper	PC <sup>(3)</sup>	City Council	120 days	20.30.410
2. Rezone of Property <sup>(2)</sup> and Zoning Map Change	Mail, Post Site, Newspaper	PC <sup>(3)</sup>	City Council	120 days	20.30.320
3. Special Use Permit (SUP)	Mail, Post Site, Newspaper	PC <sup>(3)</sup>	City Council	120 days	20.30.330
4. Critical Areas Special Use Permit	Mail, Post Site, Newspaper	HE <sup>(1)(4)</sup>		120 days	20.30.333
5. Critical Areas Reasonable Use Permit	Mail, Post Site, Newspaper	HE <sup>(1)(4)</sup>		120 days	20.30.336
6. Final Formal Plat	None	Review by the Director – no hearing	City Council	30 days	20.30.450
7. SCTF – Special Use Permit	Mail, Post Site, Newspaper <sup>(7)</sup>	PC <sup>(3)</sup>	City Council	120 days	20.40.505
8. Street Vacation	PC <sup>(3)</sup>	PC <sup>(3)</sup>	City Council	120 days	Chapter <u>12.17</u> SMC
9. Master Development Plan <sup>(8)</sup>	Mail, Post Site, Newspaper <sup>(7)</sup>	PC <sup>(3)</sup>	City Council	120 days	20

<sup>(1)</sup> Including consolidated SEPA threshold determination appeal.

<sup>(2)</sup> The rezone must be consistent with the adopted Comprehensive Plan.

<sup>(3)</sup> PC = Planning Commission

<sup>(4)</sup> HE = Hearing Examiner

<sup>(5)</sup> Notice of application requirements are specified in SMC 20.30.120.

<sup>(6)</sup> Notice of decision requirements are specified in SMC 20.30.150.

<sup>(7)</sup> a. Notice of application shall be mailed to residents and property owners within 1,000 feet of the proposed site.

b. Enlarged notice of application signs (a minimum of four feet by four feet) as approved by the City of Shoreline shall be posted on all sides of the parcel(s) that front on a street. The Director may require additional signage on large or unusually shaped parcels.

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~~e. Applicants shall place a display (nonlegal) advertisement approved by the City of Shoreline in the Enterprise announcing the notice of application and notice of public hearing.~~

~~(8) Information regarding master development plans will be posted on the City's website and cable access channel regarding the notice of application and public hearing.~~

**20.30.120 Public notices of application.**

A. Within 14 days of the determination of completeness, the City shall issue a notice of complete application for all Type B and C applications.

B. The notice of complete application shall include the following information:

1. The dates of application, determination of completeness, and the date of the notice of application;
2. The name of the applicant;
3. The location and description of the project;
4. The requested actions and/or required studies;
5. The date, time, and place of an open record hearing, if one has been scheduled;
6. Identification of environmental documents, if any;
7. A statement of the public comment period (if any), not less than 14 days nor more than 30 days; and a statement of the rights of individuals to comment on the application, receive notice and participate in any hearings, request a copy of the decision (once made) and any appeal rights;
8. The City staff Project Manager and phone number;
9. Identification of the development regulations used in determining consistency of the project with the City's Comprehensive Plan; and
10. Any other information that the City determines to be appropriate.

C. The notice of complete application shall be made available to the public by the Department, through any or all of the following methods (as specified in Tables 20.30.050 and 20.30.060):

1. **Mail.** Mailing to owners of real property located within 500 feet of the subject property. Notice of application for SCTF and Master Development Plan permits shall be mailed to residents and property owners within 1,000 feet of the proposed site;
2. **Post Site.** Posting the property (for site-specific proposals). For SCTF and Master Development Plan permits enlarged notice of application signs (a minimum of four feet by four feet) as approved by the City of Shoreline shall be posted on all sides of the parcel(s) that front on a street. The Director may require additional signage on large or unusually shaped parcels;
3. **Newspaper.** The Department shall publish a notice of the application in the newspaper of general circulation for the general area in which the proposal is located. This notice shall include the project location and description, the type of permit(s) required, comments period dates, and the location where the complete application may be reviewed;
4. Information regarding Master Development Plan notice of applications will be posted on the City's website and cable access channel.

D. The Department must receive all comments received on the notice of application by 5:00 p.m. on the last day of the comment period. (Ord. 238 Ch. III § 4(e), 2000).

**20.30.180 Public notice of public hearing.**

Notice of the time and place of an open record hearing shall be made available to the public by the Department no less than 14 days prior to the hearing, through use of these methods:

- **Mail.** Mailing to owners of real property located within 500 feet of the subject property;
- **Newspaper.** The Department shall publish a notice of the open record public hearing in the newspaper of general circulation for the general area in which the proposal is located;
- **Post Site.** Posting the property (for site-specific proposals).
- Information regarding Master Development Plan public hearings will be posted on the City's website and cable access channel.

**20.50.520 General standards for landscape installation and maintenance – Standards.**

O. Landscape plans and utility plans shall be coordinated. In general, the placement of trees and large shrubs should adjust to the location of required utility routes both above and below ground. Location of plants shall be based on the plant's mature canopy and root mat width. Root mat width is assumed to be the same width as the canopy unless otherwise documented in a credible print source. Mature tree and shrub canopies may reach an above ground utility such as street lights and power-lines. Mature tree and shrub root mats may overlap utility trenches as long as approximately 80 percent of the root mat area is unaffected. Adjustment of plant location does not reduce the number of plants required for landscaping.

SiteSight distance triangle shall be established for visual clearance consistent with the Engineering Development Guide SMC 20.70.170 for all driveway exits and entrances and street corners.

**20.30.550 Categorical exemptions and threshold determinations – Adoption by reference.**

The City adopts the following sections of the SEPA Rules by reference, as now existing or hereinafter amended, as supplemented in this subchapter:

WAC

- 197-11-300 Purpose of this part.
- 197-11-305 Categorical exemptions.
- 197-11-310 Threshold determination required.
- 197-11-315 Environmental checklist.
- 197-11-330 Threshold determination process.
- 197-11-335 Additional information.
- 197-11-340 Determination of nonsignificance (DNS).
- 197-11-350 Mitigated DNS.
- 197-11-355 Optional DNS process.
- 197-11-360 Determination of significance (DS)/initiation of scoping.
- 197-11-390 Effect of threshold determination.
- 197-11-800 Categorical exemptions (~~flexible thresholds~~).
- Note: the lowest exempt level applies unless otherwise indicated.*
- 197-11-880 Emergencies.
- 197-11-890 Petitioning DOE to change exemptions.

(Ord. 299 § 1, 2002; Ord. 238 Ch. III § 9(g), 2000).

**20.30.560 Categorical exemptions – Minor new construction.**

The following types of construction shall be exempt, except: 1) when undertaken wholly or partly on lands covered by water; 2) the proposal would alter the existing conditions within a critical area ~~or buffer~~; ~~or 23~~) a rezone is requested; or 4) ~~or~~ any license governing emissions to the air or discharges to water is required.

- A. The construction or location of any residential structures of four dwelling units.
- B. The construction of an office, school, commercial, recreational, service or storage building with 4,000 square feet of gross floor area, and with associated parking facilities designed for 20 automobiles.
- C. The construction of a parking lot designed for 20 automobiles.
- D. Any landfill or excavation of 500 cubic yards throughout the total lifetime of the fill or excavation; any fill or excavation classified as a Class I, II, or III forest practice under RCW 76.09.050 or regulations thereunder. (Ord. 324 § 1, 2003; Ord. 299 § 1, 2002; Ord. 238 Ch. III § 9(h), 2000).

## 20.30.680 Appeals

- A. Any interested person may appeal a threshold determination ~~or and~~ the conditions or denials of a requested action made by a nonelected official pursuant to the procedures set forth in this section and Chapter 20.30 SMC, Subchapter 4, General Provisions for Land Use Hearings and Appeals. No other SEPA appeal shall be allowed.
- ~~B. Appeals of threshold determinations are procedural SEPA appeals which are conducted by the Hearing Examiner pursuant to the provisions of Chapter 20.30 SMC, Subchapter 4, General Provisions for Land Use Hearings and Appeals, subject to the following:~~
1. Only one administrative appeal of each threshold determination shall be allowed on a proposal. Procedural appeals shall be consolidated in all cases with substantive SEPA appeals, if any, involving decisions to approve, condition or deny an action pursuant to RCW 43.21C.060 with the public hearing or appeal, if any, on the proposal, except for appeals of a DS.
  2. As provided in RCW 43.21C.075(3)(d), the decision of the responsible official shall be entitled to substantial weight.
  3. An appeal of a DS must be filed within 14 calendar days following issuance of the DS.
  4. All SEPA An appeals of a DNS for actions classified in SMC 20.30, Subchapter 2, Types of Actions, as Type A or B, or C actions for which the Hearing Examiner has review authority in Chapter 20.30 SMC, Subchapter 2, Types of Actions, must be filed within 14 calendar days following notice of the threshold determination as provided in SMC 20.30.150, Public notice of decision; provided, that the appeal period for a DNS for Type A, or B, or C actions issued at the same time as the final decision shall be extended for an additional seven calendar days if WAC 197-11-340(2)(a) applies.
  5. For Type C actions for which the Hearing Examiner does not have review authority or for Type L legislative actions not classified as Type A, B, or C actions in Chapter 20.30 SMC, Subchapter 2, Types of Actions, no administrative appeal of a DNS is permitted.
  6. The Hearing Examiner shall make a final decision on all procedural SEPA determinations. The Hearing Examiner's decision may be appealed to superior court as provided in Chapter 20.30 SMC, Subchapter 4, General Provisions for Land Use Hearings and Appeals.
- ~~C. The Hearing Examiner's consideration of procedural SEPA appeals shall be consolidated in all cases with substantive SEPA appeals, if any, involving decisions to condition or deny an application pursuant to RCW 43.21C.060 and with the public hearing or appeal, if any, on the proposal, except for appeals of a DS.~~
- ~~D. Administrative appeals of decisions to condition or deny applications pursuant to RCW 43.21C.060 shall be consolidated in all cases with administrative appeals, if any, on the merits of a proposal. See Chapter 20.30 SMC, Subchapter 4, General Provisions for Land Use Hearing and Appeals.~~

E.B. Notwithstanding the provisions of subsections (A) through ~~(D)~~ of this section, the Department may adopt procedures under which an administrative appeal shall not be provided if the Director finds that consideration of an appeal would be likely to cause the Department to violate a compliance, enforcement or other specific mandatory order or specific legal obligation. The Director's determination shall be included in the notice of the SEPA determination, and the Director shall provide a written summary upon which the determination is based within five days of receiving a written request. Because there would be no administrative appeal in such situations, review may be sought before a court of competent jurisdiction under RCW 43.21C.075 and applicable regulations, in connection with an appeal of the underlying governmental action

**Amendment to SMC 20.30.340, adding a section to describe the CPA annual docket process**

*The City of Shoreline's process for accepting and reviewing Comprehensive Plan amendments for the annual docket shall be as follows:*

- A. Amendment proposals will be accepted throughout the year. The closing date for the current year's docket is the last business day in December.
- B. Anyone can propose an amendment to the Comprehensive Plan.
  - There is no fee for submitting a General Text Amendment to the Comprehensive Plan.
  - An amendment to change the land use designation, also referred to as a Site Specific Comprehensive Plan amendment requires the applicant to apply for a rezone application to be processed in conjunction with the Comprehensive Plan amendment. There are separate fees for a Site Specific CPA request and a rezone application.
- C. At least three weeks prior to the closing date, there will be general public dissemination of the deadline for proposals for the current year's docket. Information will include a staff contact, a re-statement of the deadline for accepting proposed amendments, and a general description of the amendment process. At a minimum, this information will be available on the City's website and through a press release.
- D. Amendment proposals will be posted on the City's website and available at the Department of Planning and Development Services.
- E. The DRAFT Docket will be comprised of all Comprehensive Plan amendment applications received prior to the deadline.
- F. The Planning Commission will review the DRAFT docket and forward recommendations to the City Council.
- G. A summary of the amendment proposals will be made available, at a minimum, on the City website, in Currents, and through a press release.
- H. The City Council will establish the FINAL docket at a public meeting.
- I. The City will be responsible for developing an environmental review of combined impacts of the proposals on the FINAL docket. Applicants for site specific Comprehensive Plan Amendments will be responsible for providing current accurate analysis of the impacts from their proposal.
- J. The FINAL docketed amendments will be reviewed by the Planning Commission in publicly noticed meetings.
- K. The Commission's recommendations will be forwarded to the City Council for adoption.

## Chapter 20.70 Engineering and Utilities Development Standards

### Subchapter 1. General Engineering Provisions

- 20.70.010 Purpose.
- 20.70.020 Engineering Development Guide

### Subchapter 2. Dedications

- 20.70.110 Purpose.
- 20.70.120 General.
- 20.70.130 Dedication of right-of-way.
- 20.70.140 Dedication of stormwater facilities.
- 20.70.150 Dedication of open space.
- 20.70.160 Easements and tracts.

### Subchapter 3. Streets

- 20.70.210 Purpose.
- 20.70.220 Street classification.
- 20.70.230 Street plan.
- 20.70.240 Private streets.
- 20.70.250 Street naming and numbering.

### Subchapter 4. Required Improvements

- 20.70.310 Purpose
- 20.70.320 Frontage improvements.
- 20.70.330 Stormwater drainage facilities.
- 20.70.340 Sidewalks, walkways, paths and trails.

### Subchapter 5. Utility Standards

- 20.70.410 Purpose.
- 20.70.420 Utility installation and relocation.
- 20.70.430 Undergrounding of electric and communication service connections.

**SUBCHAPTER 1. General Engineering Provisions**

**20.70.010 Purpose.**

The purpose of this chapter is to establish engineering regulations and standards to implement the Comprehensive Plan and provide a general framework for relating the standards and other requirements of this Code to development.

**20.70.020 Engineering Development Guide.**

Pursuant to SMC Section 20.10.050 The Director is authorized to prepare and administer an "Engineering Development Guide". The Engineering Development Guide includes processes, design and construction criteria, inspection requirements, standard plans, and technical standards for engineering design related to development. The specifications shall include, but are not limited to:

- A. Street widths, curve radii, alignments, street layout, street grades;
- B. Intersection design, sight distance and clearance, driveway location;
- C. Block size, sidewalk placement and standards, length of cul-de-sacs, usage of hammerhead turnarounds;
- D. Streetscape specifications (trees, landscaping, benches, other amenities);
- E. Surface water and stormwater specifications;
- F. Traffic control and safety markings, signs, signals, street lights, turn lanes and other devices be installed or funded; and
- G. Other improvements within rights-of-way.

**SUBCHAPTER 2. Dedications**

**20.70.110 Purpose.**

The purpose of this subchapter is to provide guidance regarding the dedication of facilities to the City.

**20.70.120 General**

- A. Dedication shall occur at the time of recording for subdivisions, and prior to permit issuance for development projects.
- B. Dedications may be required in the following situations:
  - 1. When it can demonstrated that the dedications of land or easements within the proposed development or plat are necessary as a direct result of the proposed development or plat to which the dedication of land or easement is to apply;
  - 2. To accommodate motorized and nonmotorized transportation, landscaping, utilities, surface water drainage, street lighting, traffic control devices, and buffer requirements as required in subchapter 4, Required Improvements, and subchapter 5, Utility Standards;
  - 3. Prior to the acceptance of a private street, private stormwater drainage system or other facility for maintenance;
  - 4. When the development project abuts an existing substandard public street and additional right-of-way is necessary to incorporate future frontage improvements as set forth in the Transportation Master Plan and the Engineering Development Guide for public safety; or

5. Right-of-way is needed for the extension of existing public street improvements necessary for public safety.

**20.70.130 Dedication of Right-of-Way**

- A. The Director may grant some reduction in the minimum right-of-way requirement where it can be demonstrated that sufficient area has been provided for all frontage improvements.
- B. The City may accept dedication and assume maintenance responsibility of a private street only if the following conditions are met:
  1. All necessary upgrades to the street to meet City standards have been completed;
  2. All necessary easements and dedications entitling the City to properly maintain the street have been conveyed to the City;
  3. The Director has determined that maintenance of the facility will contribute to protecting or improving the health, safety, and welfare of the community served by the private road; and
  4. The City has accepted maintenance responsibility in writing.

**20.70.140 Dedication of stormwater facilities**

- A. The City is responsible for the maintenance, including performance and operation, of drainage facilities which the City has accepted for maintenance. The City may require the dedication of these facilities.
- B. The City may assume maintenance of privately maintained drainage facilities only if the following conditions have been met:
  1. All necessary upgrades to the facilities to meet current City standards have been completed;
  2. All necessary easements or dedications entitling the City to properly maintain the drainage facility have been conveyed to the City;
  3. The Director has determined that the facility is in the dedicated public road right-of-way or that maintenance of the facility will contribute to protecting or improving the health, safety and welfare of the community based upon review of the existence of or potential for:
    - a. Flooding;
    - b. Downstream erosion;
    - c. Property damage due to improper function of the facility;
    - d. Safety hazard associated with the facility;
    - e. Degradation of water quality or in-stream resources; or
    - f. Degradation to the general welfare of the community; and
  4. The City has accepted maintenance responsibility in writing.
- C. The Director may terminate the assumption of maintenance responsibilities in writing after determining that continued maintenance will not significantly contribute to protecting or improving the health, safety and welfare of the community based upon review of the existence of or potential for:
  1. Flooding;
  2. Downstream erosion;
  3. Property damage due to improper function of the facility;

4. Safety hazard associated with the facility;
  5. Degradation of water quality or in-stream resources; or
  6. Degradation to the general welfare of the community.
- D. A drainage facility which does not meet the criteria of this section shall remain the responsibility of the persons holding title to the property for which the facility was required.

**20.70.150 Dedication of open space.**

- A. The City may accept dedications of open space and critical areas which have been identified and are required to be protected as a condition of development. Dedication of such areas to the City will be considered when:
1. The dedicated area would contribute to the City's overall open space and greenway system;
  2. The dedicated area would provide passive recreation opportunities and nonmotorized linkages;
  3. The dedicated area would preserve and protect ecologically sensitive natural areas, wildlife habitat and wildlife corridors;
  4. The dedicated area is of low hazard/liability potential; and
  5. The dedicated area can be adequately managed and maintained.

**20.70.160 Easements and tracts**

The purpose of this section is to address easements and tracts when facilities on private property will be used by more than one lot or by the public in addition to the property owner(s).

**A. Easements.**

1. Easements may be used for facilities used by a limited number of parties. Examples of situations where easements may be used include, but are not limited to:
  - a. Access for ingress and egress or utilities to neighboring property;
  - b. Design features of a street necessitate the granting of slope, wall, or drainage easements; or
  - c. Nonmotorized easements required to provide pedestrian circulation between neighborhoods, schools, shopping centers and other activity centers even if the facility is not specifically shown on the City's adopted nonmotorized circulation plan maps.
2. Easements granted for public use shall be designated "City of Shoreline Public Easement." All easements shall specify the maintenance responsibility in the recording documents.

**B. Tracts**

1. Tracts should be used for facilities that are used by a broader group of individuals, may have some degree of access by the general public, and typically require regular maintenance activities. Examples of facilities that may be located in tracts include private streets, drainage facilities serving more than one lot, or critical areas.

2. Tracts are not subject to minimum lot size specifications for the zone, although they must be large enough to accommodate the facilities located within them.
3. Tracts created under the provisions of this subchapter shall not be considered a lot of record unless all zoning, dimensional, and use provisions of this code can be met.

## **SUBCHAPTER 3. Streets**

### **20.70.210 Purpose.**

The purpose of this subchapter is to classify streets in accordance with designations of the Comprehensive Plan and to ensure the naming of new streets and assignment of new addresses occurs in an orderly manner.

### **20.70.220 Street classification.**

Streets and rights-of-way are classified in the Transportation Master Plan.

### **20.70.230 Street plan.**

Streets shall be designed and located to conform to the adopted plans. Where not part of an adopted plan, new streets shall be designed to provide for the appropriate continuation of existing streets.

The Public Works Department shall maintain a list of public streets maintained by the City.

### **20.70.240 Private streets.**

Local access streets may be private, subject to the approval of the City. If the conditions for approval of a private street cannot be met then a public street will be required. Private streets may be allowed when all of the following conditions are present:

- A. The private street is located within a tract or easement; and
- B. A covenant, tract, or easement which provides for maintenance and repair of the private street by property owners has been approved by the City and recorded with King County; and
- C. The covenant or easement includes a condition that the private street will remain open at all times for emergency and public service vehicles; and
- D. The private street would not hinder public street circulation; and
- E. The proposed private street would be adequate for transportation and fire access needs; and
- F. At least one of the following conditions exists:
  1. The street would ultimately serve four or fewer single-family lots; or
  2. The private street would ultimately serve more than four lots, and the Director determines that no other access is available; or
  3. The private street would serve developments where no circulation continuity is necessary.

**20.70.250 Street naming and numbering.**

The purpose of this section is to establish standards for designating street names and numbers, and for addressing the principal entrances of all buildings or other developments.

- A. All streets shall be named or numbered in the following manner:
  - 1. Public or private street names and/or numbers shall be consistent with the established grid system as determined by the Department. Named streets can only be assigned when the numbered grid is determined infeasible by the Department. The Department may change the existing public or private street name if it is determined to be inconsistent with the surrounding street naming system.
  - 2. All streets shall carry a geographic suffix or prefix. Streets designated as "Avenues" shall carry a geographic suffix and be in a north-south direction, and streets designated as "Streets" shall carry a geographic prefix and be in an east-west direction. Diagonal streets are treated as being either north-south or east-west streets. Names such as lane, place, way, court, and drive may be used on streets running either direction.
  - 3. Only entire street lengths or distinct major portions of street shall be separately designated.
  - 4. In determining the designation, the Department shall consider consistency with the provisions of this section and emergency services responsiveness including Emergency-911 services.
- B. Building addresses shall be assigned as follows:
  - 1. New Buildings. The assignment of addresses for new buildings shall occur in conjunction with the issuance of a building permit.
  - 2. New Lots. The assignment of addresses for new lots created by subdividing shall occur during project review and be included in the recording documents.
  - 3. Previously Unassigned Lots. Lots with no address of record shall be assigned an address and the property owner shall be notified of the address.
  - 4. The assignment of addresses shall be based on the following criteria:
    - a. Even numbers shall be used on the northerly side of streets named as east-west and on the easterly side of streets named as north-south.
    - b. Odd numbers shall be used on the southerly side of streets named as east-west and on the westerly side of streets named as north-south. Addresses shall be assigned whole numbers only.
    - c. In determining the address assignment, the Department shall consider the consistency with the provisions of this section, consistency with the addressing needs of the area, and emergency services.
- C. All buildings must display addresses as follows:
  - 1. The owner, occupant, or renter of any addressed building or other structure shall maintain the address numbers in a conspicuous place over or near the principal entrance or entrances. If said entrance(s) cannot be easily seen from the nearest adjoining street, the address numbers shall be placed in such other conspicuous place on said building or structure as is necessary for visually locating such address numbers from the nearest adjoining street.

2. If the addressed building or structure cannot be easily seen or is greater than 50 feet from the nearest adjoining street, the address numbers shall be placed on a portion of the site that is clearly visible and no greater than 20 feet from the street.
3. The address numbers shall be easily legible figures, not less than three inches high if a residential use or individual multifamily unit, nor less than five inches high if a commercial use. Numbers shall contrast with the color of the structure upon which they are placed, and shall either be illuminated during periods of darkness, or be reflective, so they are easily seen at night.

## **SUBCHAPTER 4. Required Improvements.**

### **20.70.310 Purpose**

The purpose of this subchapter is to provide safe and accessible transportation facilities for all modes of travel as described in the Comprehensive Plan, Transportation Master Plan, and the Parks, Recreation and Open Space Plan.

### **20.70.320 Frontage improvements.**

Frontage improvements required for subdivisions pursuant to RCW 58.17 and SMC 20.30, Subchapter 7, and to mitigate identified impacts, shall be provided pursuant to this section. When required, frontage improvements shall be installed as described in the Transportation Master Plan and the Engineering Development Guide for the specific street classification and street segment

- A. Standard frontage improvements consist of curb, gutter, sidewalk, amenity zone and landscaping, drainage improvements, and pavement overlay to one-half of each right-of-way abutting a property as defined for the specific street classification. Additional improvements may be required to ensure safe movement of traffic, including pedestrians, bicycles, transit, and nonmotorized vehicles. The improvements can include transit bus shelters, bus pullouts, utility under grounding, street lighting, signage, and channelization.
- B. Frontage improvements are required for:
  1. All new multifamily, nonresidential, and mixed-use construction;
  2. Remodeling or additions to multifamily, nonresidential, and mixed-use buildings or conversions to these uses that increase floor area by 20 percent or greater, as long as the original building footprint is a minimum of 4,000 square feet, or any alterations or repairs which exceed 50 percent of the value of the previously existing structure;
  3. Subdivisions;  
Exception:
    - i. Subdivisions, short plats, and binding site plans where all of the lots are fully developed.
  4. ~~New development on vacant lots platted before August 31, 1995.~~

- C. Exemptions to some or all of these requirements may be allowed if the street will be improved as a whole through a Local Improvement District (LID) or Capital Improvement Project scheduled to be completed within five years of permit issuance. In such a case, a contribution may be made and calculated based on the improvements that would be required of the development. Contributed funds shall be directed to the City's capital project fund and shall be used for the capital project and offset future assessments on the property resulting from an LID. An LID "no-protest" commitment shall also be recorded. Adequate interim levels of improvements for public safety shall be required.
- D. Required improvements shall be installed by the applicant prior to final approval or occupancy.
- E. For subdivisions the improvements shall be completed prior to final plat approval or post a bond or other surety as provided for in SMC 20.30.440.

**20.70.330 Surface water facilities.**

- A. All development and redevelopment as defined in the Stormwater Manual shall provide stormwater drainage improvements that meet the minimum requirements of 13.10 SMC.
- B. Development proposals that do not require City-approved plans or a permit must meet the requirements specified in 13.10 SMC.
- C. Required improvements shall be installed by the applicant prior to final approval or occupancy.
- D. For subdivisions the improvements shall be completed prior to final plat approval or post a bond or other surety as provided for in SMC 20.30.440.

**20.70.340 Sidewalks, Walkways, Paths and Trails.**

- A. Sidewalks required pursuant to SMC 20.70.320 and fronting public streets shall be located within public right-of-way or a public easement as approved by the Director.
- B. Walkways, paths or trails provided to mitigate identified impacts should use existing undeveloped right-of-way, or, if located outside the City's planned street system, may be located across private property in a pedestrian easement or tract restricted to that purpose.
- C. Required sidewalks on public and private streets shall be installed as described in the Transportation Master Plan and the Engineering Development Guide for the specific street classification and street segment.
- D. Installation, or a financial security of installation subject to approval by the Director, is required as a condition of development approval.

**SUBCHAPTER 5. Utility Standards**

**20.70.410 Purpose.**

The purpose of this subchapter is to establish when new and existing service connections including telephone, cable television, electrical power, natural gas, water, and sewer, are to be installed and/or placed underground.

**20.70.420 Utility installation**

Required utility improvements shall be installed by the applicant prior to final approval or occupancy. For subdivisions the applicant shall complete the improvements prior to final plat approval or post a bond or other surety with the utility provider.

**20.70.430 Undergrounding of electric and communication service connections**

- A. Undergrounding required under this subchapter shall be limited to the service connection and new facilities located within and directly serving the development from the public right-of-way, excluding existing or relocated street crossings.
- B. Undergrounding of service connections and new electrical and telecommunication facilities defined in chapter 13.20 SMC shall be required with new development as follows:
  - 1. All new nonresidential construction, including remodels and additions where the total value of the project exceeds 50 percent of the assessed valuation of the property and improvements and involves the relocation of service.
  - 2. All new residential construction and new accessory structures or the creation of new residential lots.
  - 3. Residential remodels and additions where the total value of the project exceeds 50 percent of the assessed valuation of the property and improvements and involves the relocation of the service connection to the structure.
- C. Conversion of a service connection from aboveground to underground shall not be required under this subchapter for:
  - 1. The upgrade or change of location of electrical panel, service, or meter for existing structures not associated with a development application; and
  - 2. New or replacement phone lines, cable lines, or any communication lines for existing structures not associated with a development application.