Master Site Plans for Regional Retail Commercial Projects

PB-10

Community Development Department
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15.250.070 Master site plans for regional retail commercial projects – Special review process.

A. Purpose. The purpose of this section is to provide procedures for the review and decision on master site plan applications for regional retail commercial projects.

B. Application submittal requirements. In addition to the submittal requirements set forth in 15.220.020(B), a complete master site plan application for regional retail commercial projects shall consist of the following:

1. A SEPA Checklist and payment of the appropriate SEPA application fee;
2. A complete application form provided by the city, which shall include a title and location of the proposed development, together with the names, addresses and telephone numbers of:
   a. the recorded owners of the land and the applicant, and if applicable; and
   b. any architect, planner, designer, or engineer responsible for the preparation of the plan;
3. Payment of the appropriate application fee;
4. A written description, corresponding to the site plan addressing:
   a. the scope of the project
   b. location and gross floor area of each proposed structure
   c. category of permitted, conditional or accessory uses proposed in terms of square feet to be covered by impervious surfaces
5. A vicinity map showing:
   a. the site boundaries;
   b. existing roads and accesses within and adjacent to the site; and
   c. adjacent parcels, including current zoning and current usest hereof.
6. A topographic map, at two-foot intervals, showing existing and proposed contours, with locations and classifications of any existing streams, wetlands, steep slopes and other natural features and/or critical areas;
7. Plans drawn to a scale approved by the director as appropriate for the size of the project showing the general location and square footages of proposed uses, buildings, buffer areas, yards, open spaces and landscaped areas;
8. A circulation plan drawn to a scale acceptable to the city engineer illustrating all access points for the site and the proposed size and location of driveways, streets and roads that have immediate impact on public rights-of-way, and the location and number of all off-street parking spaces;
9. Plans for all utilities, including drainage and storm water retention and detention;
10. A statement demonstrating how the proposed plan is consistent with and implements the city of Ellensburg comprehensive plan, the land use designation under the comprehensive plan, and the criteria for approval as set forth below; and

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11. Building elevations and landscaping plans <u>are not</u> required for an application to be deemed complete, however those final plans are required to be approved prior to issuance of any building or development permits for the project. If building elevation and landscaping plans are submitted subsequent to the master site plan application, those designs are subject to the statement requirements in 10 above.

C. Procedures. Master site plans for regional retail commercial projects follow the general Type IV review process although they are exempt from the project permit timeline requirements in ECC 15.210.010(B) and are also subject to the following provisions:

1. Recommendation. The director will review the project at a public meeting as defined in ECC 15.130.160 and make a recommendation to the city council. In making its recommendation, the director may engage with a consultant to assist in reviewing the design features of the project against the regional retail design standards set forth in ECC Chapter 15.590.

2. Expiration of regional retail commercial master site plan. Within 5 years after the date of regional retail commercial master site plan approval, or at the expiration of any approved extension granted by the city in 4 below, a complete building permit application shall be submitted for no less than 100,000 square feet; otherwise the regional retail commercial master site plan approval shall expire and be of no further effect.

3. Concurrent applications and optional consolidated project permit application processing. Unless an applicant for a regional retail commercial master site plan requests otherwise, the regional retail commercial master site plan shall be processed together with all associated permit applications related to the master site plan project to the extent that procedural requirements allow for simultaneous processing. If an applicant makes a written request to consolidate the master site plan application processing with the processing of other permit applications related to the master site plan project application, the city may consolidate the regional retail commercial master site plan application process with any or all permit applications, utility service agreements, building permit applications or other city approval processes associated with the master site plan application pursuant to the consolidation requirements in ECC 15.210.020 to the extent that procedural requirements allow. In the event consolidation is granted by the city, the vesting of rights associated with any of the consolidated actions shall be per applicable statutes unless otherwise provided in a development agreement entered into pursant to ECC Chapter 15.380.

4. Extensions. A regional retail commercial master site plan not subject to a development agreement for phasing may be extended once, for a period of up to 5 years after the original date of approval. In granting the extension, the city council may condition approval on the extended regional retail commercial master site plan being subject to any new or amended regulations, requirements, policies or standards which have been adopted after the original of approval, unless 50 percent or more of the on-site work has commenced on all phases.

   a. Deadline for filing application. Requests for an extension of the regional retail commercial master site plan must be submitted to the city no more than 180 days prior to expiration and no less than 60 days prior to the expiration of the approval.

   b. Complete application. A complete application for a regional retail commercial master site plan extension shall consist of the following:

      i. The length of extension being requested; and

      ii. A textual description demonstrating how the request complies with the criteria for approval in (d) below.

   c. Procedure. An application for an extension of a regional retail commercial master site plan shall be processed as a Type 3 permit.

   d. Criteria for approval. The city council may grant the one-time extension of the regional retail commercial master site plan, for up to 5 years, with or without conditions, if the applicant demonstrates compliance with the following criteria:

      i. That there is still adequate provision made for water, sanitary sewer and/or public utilities (electric, gas, phone and cable) if the extension is granted;

i. That the regional retail commercial master site plan complies with the zoning and environmental (including but not limited to, sensitive areas ordinances, storm water drainage regulations) ordinances in place at the time the extension application was submitted; and

iii. The applicant demonstrates good cause for the delay in not commencing construction during the original 5 year period based on circumstances beyond the control of the applicant.

5. Master site plan revisions. Revisions to a regional retail commercial master site plan may be approved through the Type I review process so long as the revision does not result in an increase in the number of on-site parking spaces by more than 10 percent of the amount originally approved or an increase in the square footage of building gross floor area by more than 10 percent of the amount originally approved. Revisions of approved retail commercial master site plans in excess of the above amount shall require a Type IV review process as described herein and in ECC Chapter 15.210.

D. Decision criteria. Applicants proposing a regional retail commercial master site plan shall demonstrate that the site plan application is able to satisfy all of the applicable code requirements. The regional retail commercial master site plan may only be approved if the city finds that all applicable code requirements are met, and that all of the following are satisfied:

1. Where permitted:

a. ECC Table 15.310.040 sets forth the zones that regional retail commercial master site plans are permitted, provided that the property is within the designated boundaries of the regional retail commercial areas as shown in Figures 15.250.070(A) and (B) below..

b. Regional retail commercial master site plans shall not be allowed on any property which is less than 40 acres in size, and which consists of one parcel or separate and contiguous parcels, separated only by a public right-of-way.

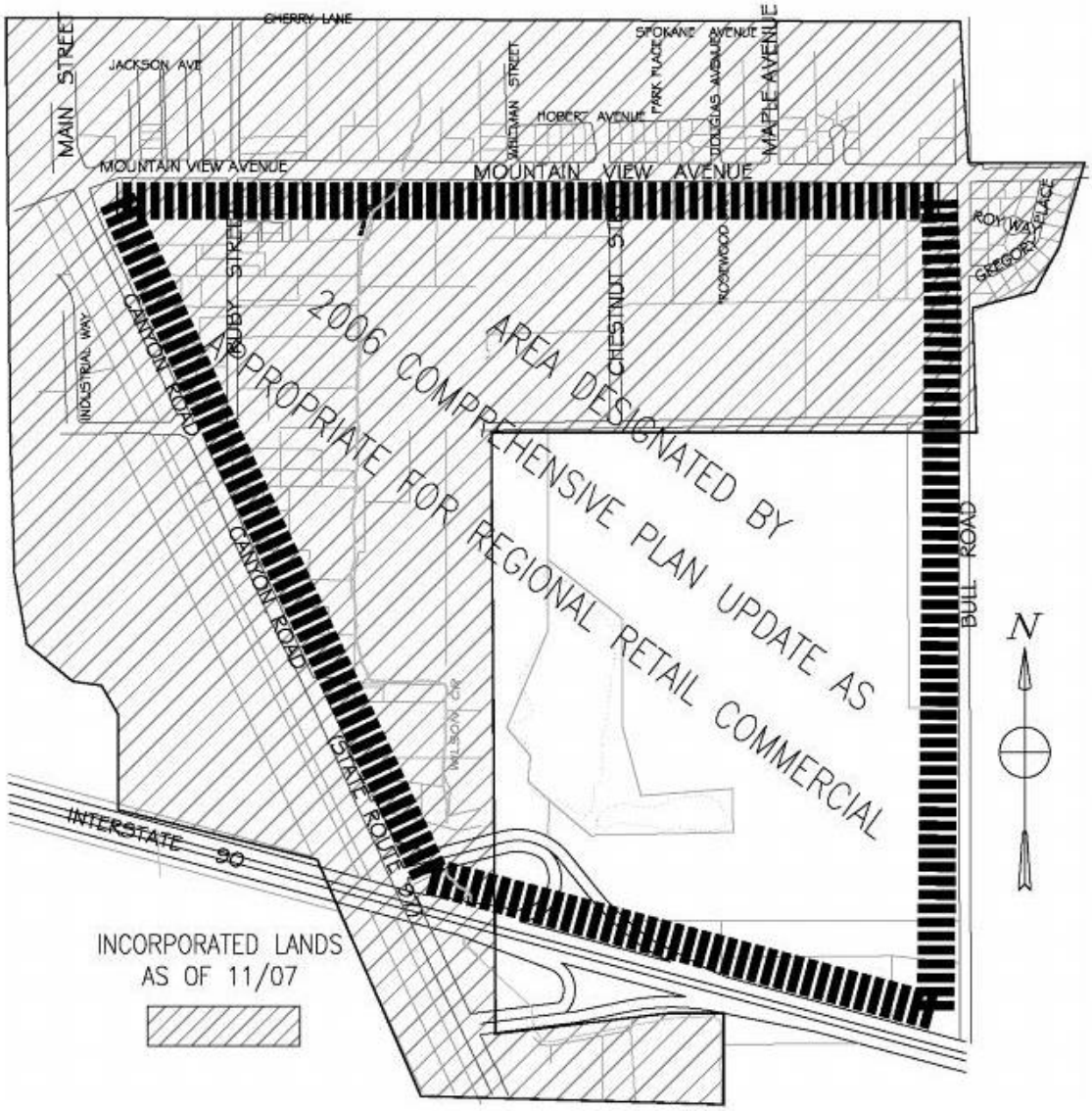

Figure 15.250.070(A). South interchange area.

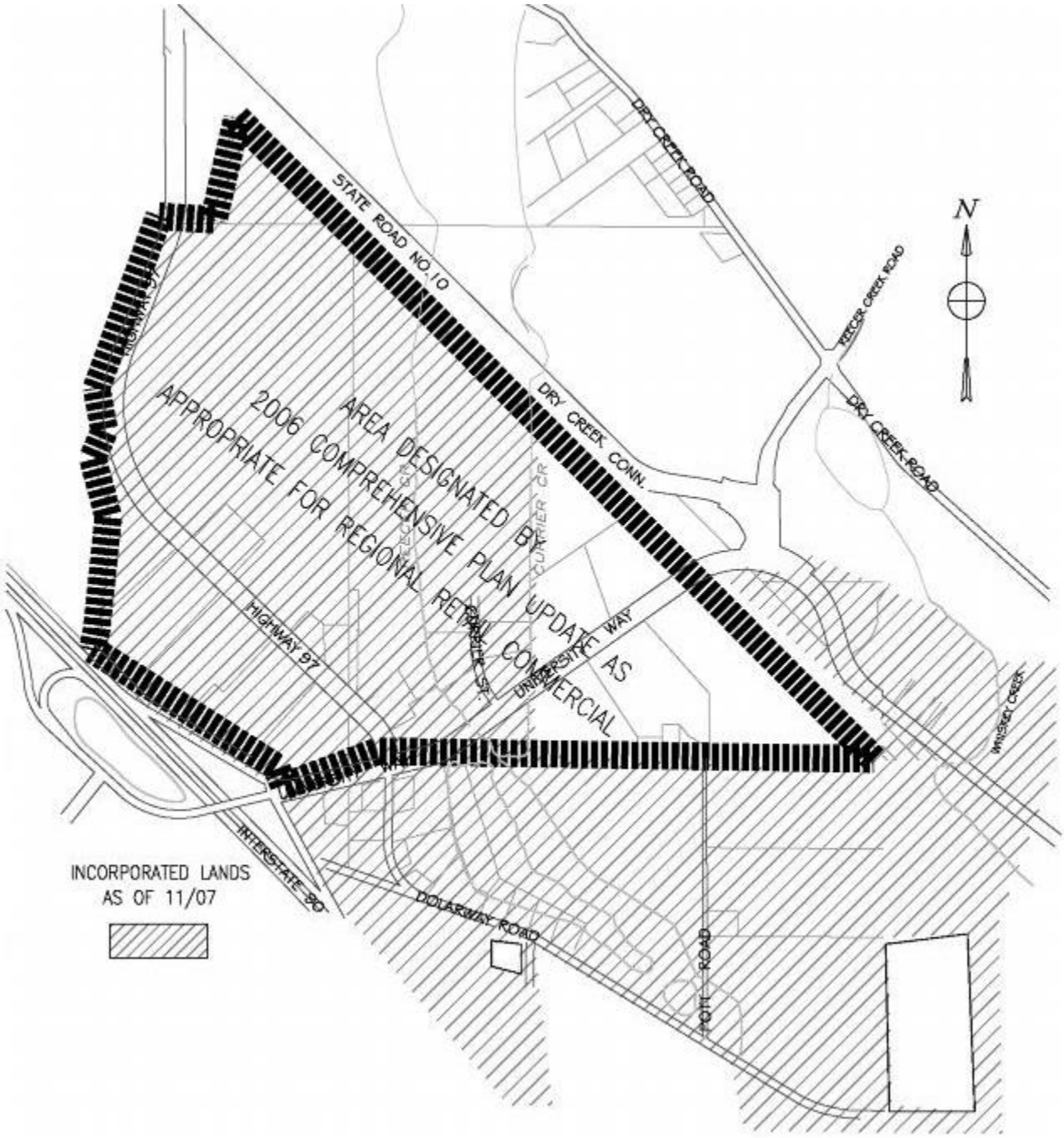

Figure 15.250.070(B). West interchange area.

2. The site access, proposed on-site circulation and off-street parking meets all public works development standards, regional retail commercial design standards (ECC Chapter 15.590), and makes adequate provision for roads, streets, alleys and other public ways. All streets, roads, sidewalks and other amenities shall be constructed as required by the city's public works development standards. The streets and sidewalks shall be suitable and adequate to handle anticipated traffic within the proposed regional retail commercial master site plan and in the vicinity of the development. Adequate access shall include at least 3 points of entrance onto the 40-acre project site, one of which must be from an arterial street, and 2 must be from different compass directions or sides of the property, or at least one street connection to each neighboring parcel;

3. The regional retail commercial master site plan makes adequate provision for all public utilities, including, but not limited to, water, sanitary sewer, and storm water drainage. The water and sanitary sewer facilities shall be suitable and adequate to provide service within the proposed regional retail commercial master site plan and in the vicinity of the development;

4. The regional retail commercial master site plan is consistent with the city's comprehensive plan;

5. The fire marshal and the building official have provided a recommendation demonstrating compliance with the applicable fire and building codes of the city;

6. The perimeter of the regional retail commercial master site plan is compatible with the existing land use or properties that abut or are directly across the street from the subject property. Compatibility includes but is not limited to size, scale and mass; and

7. Each phase of the proposed regional retail commercial master site plan, as it is planned to be completed, contains the required parking spaces, open space, landscaping and utility area necessary for creating and sustaining a desirable and stable environment;

8. All land within an approved regional retail commercial master site plan is subject to the regulations of the underlying zone as set forth in ECC Article 3, except as modified by the provisions of this chapter. In the event of any differences between the provisions of this chapter and the underlying zone, the provisions of this chapter shall apply;

9. Types of uses and development permitted. Uses defined as "regional retail commercial" development in ECC 15.130.180 are permitted. In addition, the uses allowed outright in the underlying zone are allowed in a regional retail commercial development; and

10. The regional retail commercial master site plan and subsequent development shall comply with applicable project design provisions of ECC Chapter 15.590. Where there is a conflict between the provisions of ECC Chapter 15.590 and this section, the provisions of this section shall apply.

E. Phasing. An applicant may request that a development agreement be entered into with the city for development of the regional retail commercial master site plan to be phased over a period not to exceed 10-years. In addition to the requirements for a development agreement in ECC Chapter 15.380, approval of any phased regional retail commercial master site plan shall include, but not be limited to, the following conditions:

1. The proposed development contains a minimum of 100,000 square feet of enclosed gross floor area of commercial uses, provided, that at least 50,000 square feet must be constructed for and used by one retailer;

2. In the first phase of the regional retail commercial master site plan, development of permitted uses other than regional retail commercial allowed in the T-C and C-H zones (such as hotel/motel, eating and drinking, office and other uses) are not subject to the minimum enclosed gross floor area requirement;

3. The minimum enclosed gross floor area in the first phase may be satisfied by combining the gross floor area of separate buildings within the regional retail commercial master site plan, including buildings separated by a road; and

4. There is no minimum size requirement for subsequent phases of development.

F. Designation of regional retail commercial master site plans.

The city council has designated the areas of the city which are eligible to develop with regional retail commercial projects in the comprehensive plan land use map and the comprehensive plan commercial land use policy statements. Modification of any boundaries or institution of any additional areas eligible for regional retail commercial projects shall follow the comprehensive plan amendment process.