

1 **Chapter 2.41**

2 **Design Review Board**

3 **2.41.010 Design Review Board**

4 A. The Lake Forest Park Design Review Board is hereby created. The Board shall be advisory  
5 and have the responsibility of working with the Planning Department Director (Director) and  
6 making recommendations to the Hearing Examiner concerning applications filed under Chapter  
7 18.42 LFPMC.

8 B. The Board shall be comprised of members with experience in architecture, landscape  
9 architecture, environmental science, urban planning, or urban design. The Board shall be  
10 comprised of ~~three (3) or~~ five (5) persons, the majority of whom reside in or own property in the  
11 city. The Mayor may appoint up to two members who does not reside in or own property in the  
12 city but ~~has~~ have the required training or experience. Members shall serve without compensation  
13 but may be reimbursed for reasonable expenses pursuant to city policies.

14 C. Member appointments, removal, and terms shall be the same as for members of the Planning  
15 Commission in Chapter [2.22](#) LFPMC.

16 D. The Board shall elect from its members a chair, who shall preside at all meetings, and a vice-  
17 chair. The majority of the Board shall constitute a quorum, and a majority vote of those present  
18 shall be necessary for any action.

19 E. The Board shall determine its schedule in conjunction with the Director. All meetings shall be  
20 subject to the Open Public Meetings Act.

21  
22  
23 **Chapter 18.08**

24 **Definitions**

25 [NEW OR AMENDED DEFINITIONS]

26 **18.08.035 Active ground floor uses.**

27 “Active ground floor uses” means a use that promotes an active pedestrian environment on the  
28 ground floor of a mixed use, commercial, office, or residential building, and includes retail  
29 establishments, restaurants, catering, arts and craft studios, brew pubs, salons, day spas, health  
30 clubs and exercise studios, professional services offices, medical and dental offices, and other  
31 uses determined to be substantially similar by the Director or through development agreement  
32 proposals.

1 **18.08.105 Artisanal/craft production and retail.**

2 “Artisanal/craft production and retail” means small-scale on-site production and/or assembly of  
3 arts, crafts, foods, beverages, or other type of product involving the use of small-scale equipment  
4 and/or hand tools and involving limited outdoor storage of materials, equipment, or products  
5 when such storage is decoratively treated or otherwise integrated into the building or site design.

6 **18.08.107 Assisted housing.**

7 “Assisted housing” means housing in a building consisting of two or more dwelling units or  
8 sleeping units, restricted to occupancy by at least one senior citizen per unit, which may include  
9 support services such as food preparation and dining areas, group activity areas, medical  
10 supervision, and similar.

11 **18.08.131 Automobile-oriented retail sales of food and commodities.**

12 “Automobile-oriented retail sales of food and commodities” means businesses that are oriented  
13 to automobiles (drive-throughs, drive-ins) as well as businesses that are primarily for the purpose  
14 of sales, service, or repair of automobiles such as parts shops, auto body shops, oil change shops,  
15 garages, gasoline/fuel stations, and similar uses.

16 **18.08.235 Community solar project.**

17 “Community solar project” means a solar facility shared by multiple community subscribers who  
18 receive credit on their electricity bill for their share of the power produced.

19 **18.08.265 Cultural, entertainment, and/or recreational facility.**

20 “Cultural, entertainment, and/or recreational facility” means a facility providing cultural,  
21 entertainment, and/or recreational services, including but not limited to: theaters, performing arts  
22 centers, museums, play facilities, dance studios, health clubs and physical fitness facilities,  
23 [however, it shall not be interpreted to include adult use establishments as defined in 18.08.050 of](#)  
24 [this chapter.](#)

25 **18.08.270 Day care. ~~((NOTE: This is a revision to the existing definition.))~~**

26 “Day care,” “family day care,” and “adult day care” means a facility used for providing the  
27 regularly scheduled on-premises care of children or adults for less than a 24-hour period. A Type  
28 I day care facility is a facility providing care for 12 or fewer children or adults. A Type II day  
29 care is a facility providing care for more than 12 children or adults.

30 **18.08.~~XXX~~ 324 Framework. ~~((NOTE: Update if document title changes.))~~**

31 “Framework,” including “Town Center Framework Design Guidelines,” means the set of  
32 recommendations and requirements entitled “Town Center Design Guidelines Framework”  
33 adopted by the Lake Forest Park City Council pursuant to [ORDINANCE OR RESOLUTION  
34 NUMBER], including amendments and addenda thereto.

35

1 **18.08.325 Freestanding parking structure.**

2 “Freestanding parking structure” means a standalone building or structure of multiple levels used  
3 primarily for parking vehicles. A freestanding parking structure may include parking on the  
4 upper (rooftop) level.

5 **18.08.351 Hotels and temporary lodging.**

6 “Hotels and temporary lodging” means a facility providing lodging and related services for a  
7 charge, typically for a period of one (1) month or less, and includes inns, residence or extended-  
8 stay hotels, and bed and breakfasts.

9 **18.08.565 Public market.**

10 “Public market” means an indoor or outdoor market consisting of two or more independent  
11 vendors, with each vendor operating independently from other vendors, for the purpose of selling  
12 farm-grown or home-grown produce, food prepared off-site or on-site, artisanal or craft products  
13 including alcoholic beverages, flowers, plants, or other similar perishable goods and/or new  
14 wares, used goods, or merchandise.

15 **18.08.599 Retail sales and services.**

16 “Retail sales and services” means a commercial use or enterprise providing goods, food,  
17 commodities, and/or services directly to the consumer, whose goods are available for immediate  
18 purchase and removal from the premises by the purchaser and/or whose services do not meet the  
19 definition of “professional offices.”

20 **18.08.600 Retirement home.**

21 ~~“Retirement home” means a building or group of buildings designed for the occupancy of three~~  
22 ~~or more families, living semi independently from each other, and containing only sleeping units~~  
23 ~~with common kitchen, dining, and recreation facilities; provided, a retirement home may contain~~  
24 ~~one or more dwelling units for resident staff only.~~

25 **18.08.642 Town Center Design Review, Major**

26 A Major Town Center Design Review project means construction, alteration, or repair of a  
27 building in the Town Center zone, subject to design review under Chapter 18.42 LFPMC which  
28 does any of the following:

- 29 1. Increases or decrease gross floor area by 1,000 or more square feet, or  
30 2. Increases or decreases gross floor area by fifty (50) percent or more, or  
31 3. Involves construction of a new building.

32 **18.08.643 Town Center Design Review, Minor**

33 A Minor Town Center Design Review project means construction, alteration, or repair of a  
34 project in the Town Center zone, subject to design review under Chapter 18.42 LFPMC and

1 which includes less than 1000 of square feet and is not otherwise a Major Town Center Design  
2 Review project.

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## Chapter 18.42

6

### Town Center

7

#### 18.42.010 Purpose.

8

#### 18.42.020 Permitted uses

9 A. The following uses are permitted in the TC zone, subject to the general provisions as set  
10 forth in this title, except where modified by this chapter:

- 11 1. Accessory uses – on-site.
- 12 2. Artisanal/craft production and retail subject to 18.42.~~035.X~~[022\(A\)](#).
- 13 3. Assisted housing facilities.
- 14 4. Business offices and uses rendering professional, personal, and instructional  
15 services subject to 18.42.~~035.X~~[022\(B\)](#).
- 16 5. Cultural, entertainment, and recreational facilities.
- 17 6. Day care facilities – Type I and Type II subject to 18.42.~~035.X~~[022\(C\)](#).
- 18 7. Essential public facilities.
- 19 8. Freestanding parking structures subject to 18.42.~~XXX~~[090](#).
- 20 9. Government buildings and uses.
- 21 10. Hotels and temporary lodging.
- 22 11. Instructional institution.
- 23 12. Micro-mobility programs including bicycle sharing and scooter sharing and  
24 related infrastructure.
- 25 13. Multiple-family dwelling units.
- 26 14. Public markets/farmers markets.
- 27 15. Public utilities.
- 28 16. Retail sales and services subject to 18.42.~~035.X~~[022\(D\)](#).

29

30 B. Uses not listed. Uses not listed above may be authorized through a development  
31 agreement.

32

#### 18.42.022 Limitations on use.

33

A. Artisanal/craft production and retail.

34

1. Artisanal/craft production and retail establishments shall be open to the public and  
35 shall include a retail/eating/drinking/tasting component that occupies a minimum  
36 of 10 percent of ~~usable space~~[floor area as defined in LFPMC 18.08.320](#).

37

2. Artisanal/craft production and retail establishments shall provide street frontage at  
38 sidewalk level, a well-marked and visible entrance at sidewalk level, or similar  
39 prominent pedestrian access.

- 1 3. All production, processing, and distribution activities shall be conducted within an
- 2 enclosed building.
- 3 4. Outdoor storage of materials, equipment, products, or similar items incidental to
- 4 the production and sale of artisanal or craft goods is prohibited except when the
- 5 storage meets the following conditions:
- 6
  - 7 i. Outdoor storage of materials, products, or similar items incidental to the
  - 8 production of artisanal or craft goods shall be fully-enclosed and shall be
  - 9 designed in a decorative, aesthetically attractive manner and integrated
  - 10 into the site or building design in a way that contributes to the pedestrian
  - 11 experience and Town Center character.
  - 12 ii. Outdoor storage of equipment used in manufacturing artisanal or craft
  - 13 goods is not allowed.
- 14 5. Applicable state licenses or permits are required for the operation of an
- 15 artisanal/craft production and retail establishment.
- 16 6. The following annual production limits apply to artisanal or craft production of
- 17 alcoholic beverages:
- 18
  - 19 i. 100,000 gallons per year for a distillery;
  - 20 ii. 15,000 barrels per year for a brewery or cidery;
  - 21 iii. 5,000 cases per year for a winery.
- 22 B. Business offices and uses rendering professional, personal, and instructional services.
- 23
  - 24 1. On-site vehicle or tool rentals and similar uses are prohibited.
- 25 C. Day care facilities – Type 1 and Type 2.
- 26
  - 27 1. A City of Lake Forest Park business license is required pursuant to LFPMC
  - 28 5.02.030.
  - 29 2. Day care facilities shall comply with all building, fire safety, and health codes.
- 30 D. Retail sales and services and other nonresidential uses.
- 31
  - 32 1. Commercial or other nonresidential uses shall be separated from residential uses
  - 33 by soundproof materials or suitable architectural features to reduce noise impacts
  - 34 on the residential portion of the building.
  - 35 2. Individual commercial or nonresidential uses shall contain no greater than
  - 36 ~~60,000~~50,000 square feet of gross floor area per use. The following exceptions
  - 37 apply:
  - 38
    - 39 i. Freestanding parking structures meeting requirements in LFPMC
    - 40 18.42.~~XXX~~090.
    - 41 ii. Government buildings and uses.
    - 42 iii. Other uses may exceed the size limitations when authorized by a
    - 43 development agreement.
  - 44 3. The following uses are not permitted as a retail, commercial, or other
  - 45 nonresidential use in the TC zone: automobile-oriented retail sales of food and
  - 46 commodities, auto service stations, sale of gasoline or other fuels, and car washes,
  - repair or sale of heavy equipment, boats, tires and motor vehicles, [marijuana retail](#)
  - [outlets](#), sale of alcohol for on-premises consumption except in a restaurant or

1 artisanal/craft production and retail space with appropriate licensing from the  
2 State of Washington.

3  
4 **18.42.025 Conditional uses.** Conditional uses are not allowed in Town Center zone

5 **18.42.030 Building height.**

6 **18.42.040 Setbacks.**

7 **18.42.050 Residential Density.** The total number of residential units in the Town Center zone  
8 shall not exceed 700.

9 ~~Conditional uses and associated development standards, if any, for the TC zone are those  
10 identified in Chapter 18.54 LFPMC, including permitted uses exceeding 60,000 square feet, but  
11 not more than 100,000 square feet, and drive-through window services.~~

12 **18.42.060 Open Space.**

13 **18.42.070 Signs.**

14 **18.42.080 Parking.**

15 **18.42.090 Freestanding parking structures.**

16 The following freestanding parking structure design standards apply in addition to or, as  
17 specified below, supersede applicable parking requirements set forth in ~~LFPMC 18.42.110 and~~  
18 LFPMC 18.58:

19 A. Parking structure location and massing.

20 ~~1. Freestanding parking structures located within 50 feet of Lake Forest Park City  
21 Hall shall be designed and located in accordance with the following provisions:~~

22 ~~— Pedestrian weather protection on the first level is exempt from this  
23 requirement.~~

24 ~~— For commercial or other active use space conforming with the  
25 requirements set forth in LFPMC 18.42.XXX(K)(1) integrated into the  
26 first level (ground level) of the freestanding parking structure, the  
27 freestanding parking structure may protrude up to 10 feet south of the  
28 southern (front) façade of Lake Forest Park City Hall.~~

29 ~~— When commercial or other active use space conforming with the  
30 requirements set forth in LFPMC 18.42.XXX(K)(1) is integrated into  
31 upper levels of the freestanding parking structure, the parking structure  
32 may protrude up to 30 feet south of the southern (front) façade of Lake  
33 Forest Park City Hall. Pedestrian weather protection on the first level is  
34 exempt from this requirement.~~

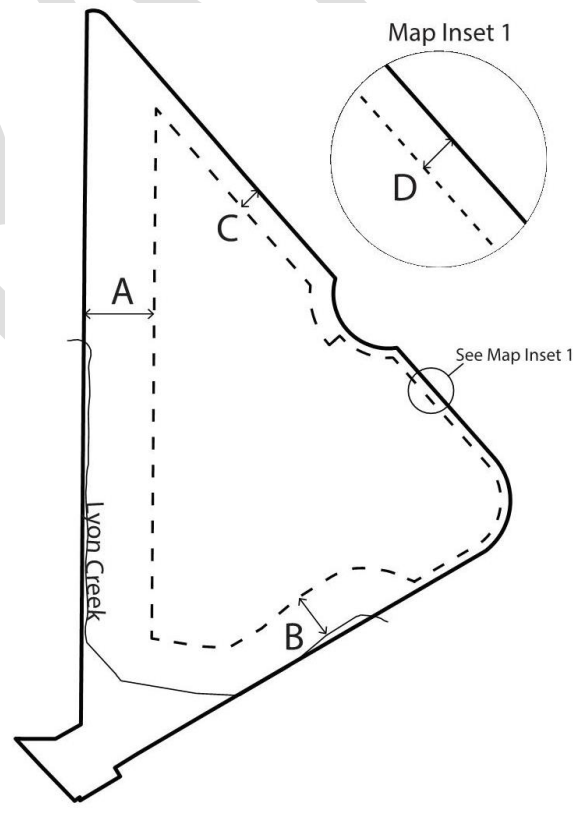
1 1. Setbacks. The following setback requirements apply to freestanding parking  
2 structures:

3 a. Freestanding parking structures shall be set back a minimum of 150 feet  
4 from adjacent residential-zoned property. The setback shall be measured  
5 from the adjacent boundary of all residential-zoned property. Refer to  
6 distance “A” in Figure 18.42.090-1.

7 b. Freestanding parking structures shall be set back a minimum of 100 feet  
8 from Lyon Creek. The setback shall be measured from the centerline of  
9 Lyon Creek. Refer to distance “B” in Figure 18.42.090-1. ~~Freestanding~~  
10 ~~parking structures shall not be located within 50 feet of Lyon Creek.~~

11 c. Freestanding parking structures shall be set back a minimum of 50 feet  
12 from Ballinger Way (State Route 104) north of the midpoint of the  
13 driveway into Town Center. The setback shall be measured from the edge  
14 of the right-of-way. Refer to distance “C” in Figure 18.42.090-1.

15 d. In all other places, freestanding parking structures shall be set back a  
16 minimum of 20 feet from the property line. The setback shall be measured  
17 from the edge of the right-of-way. Refer to distance “D” in Figure  
18 18.42.090-1.



19  
20 **Figure 18.42.090-1. Minimum setbacks for freestanding parking**  
21 **structures.**

1 2. Façade alignment. Freestanding parking structures located within 50 feet of Lake  
2 Forest Park City Hall shall protrude no further than 10 feet south of the southern  
3 (front) façade of Lake Forest Park City Hall. When commercial or other active  
4 use space conforming with the requirements set forth in LFPMC 18.42.090(K)(1)  
5 is integrated into upper levels of the freestanding parking structure, the parking  
6 structure may protrude up to 30 feet south of the southern (front) façade of Lake  
7 Forest Park City Hall. Pedestrian weather protection on the first level is exempt  
8 from this requirement.

9 3. Footprint. The footprint or total area of the first level of the structure shall not  
10 exceed 52,500 square feet. The maximum overall dimensions of the parking  
11 structure shall not exceed 350 feet in length and 150 feet in width. The maximum  
12 footprint and dimensions shall be inclusive of all architectural details, overhangs,  
13 decorative elements, and similar features.

14 4. Public benefits provided pursuant to LFPMC 18.42.090(L) can exceed the  
15 maximum footprint and dimension provisions set forth shall be a Major Town  
16 Center Design Review project subject to processing under section LFPMC  
17 18.42.110(A) and may be approved by the Hearing Examiner: Public benefits  
18 provided pursuant to LFPMC 18.42.090(L).

19 ~~4.5.~~ Base height. Freestanding parking structures are limited to 40 feet in height  
20 inclusive of the height of parapet walls, guardrails, and similar features.  
21 Exemptions are allowed pursuant to LFPMC 18.42. ~~XXX090~~(A)(5). Height shall  
22 be measured from the lowest point of the existing grade.

23 ~~5.6.~~ Bonus height. When public benefits are provided pursuant to LFPMC  
24 18.42. ~~XXX090~~(K), the height of a freestanding parking structure shall be limited  
25 to 60 feet in height. Exemptions are allowed pursuant to LFPMC  
26 18.42. ~~XXX090~~(A)(5).

27 ~~6.7.~~ The Director ~~Hearing Examiner~~ can allow the following exceptions to base height  
28 provisions and bonus height provisions: The following exceptions to base height  
29 provisions and bonus height provisions shall be a Major Town Center Design  
30 Review project subject to processing under section LFPMC 18.42.110(A) and  
31 may be approved by the Hearing Examiner:

32 a. Architecturally designed stairway and elevator towers and penthouses that  
33 are designed as attractive signature elements of the parking structure.  
34 ~~Such elements must be approved by the design review board.~~

35 b. Community solar project structural elements that comply with the  
36 requirements set forth in LFPMC 18.42. ~~XXX090~~(L)(1).

37 c. Public viewing platforms and covered public use spaces on the structure  
38 rooftop which comply with the requirements set forth in LFPMC  
39 18.42. ~~XXX090~~(L)(~~X~~1).



1 d.Public art elements on the rooftop or along the sides of the building that  
2 otherwise are in compliance with the design guidelines for parking  
3 structures.

4 B. ~~Pedestrian access and views of parking structure~~ Pedestrian access. The minimum width  
5 of pedestrian access ways surrounding the freestanding parking structure shall be eight  
6 feet. Weather protection at least eight feet deep must be provided along all facades  
7 except at required vehicle or bicycle entries and exits.

8 ~~0. Facades facing public rights-of-way or private internal access roads shall comply~~  
9 ~~with the Town Center Framework Design Guidelines except at required vehicle or~~  
10 ~~bicycle entries and exits.~~

11 ~~0. Facades of freestanding parking structures must be designed to maximize~~  
12 ~~pedestrian access and minimize views into the interior of the parking structure.~~

13 ~~-. The minimum width of pedestrian access ways surrounding the structure~~  
14 ~~shall be eight feet and wider where possible, particularly along the~~  
15 ~~frontage that may align with or be parallel to the City Hall frontage.~~

16 ~~-. Weather protection at least eight feet wide must be provided along~~  
17 ~~applicable facades except at required vehicle or bicycle entries and exits.~~

18 G.C. \_\_\_\_\_ Parking decks. The rooftop parking deck shall not exceed a slope of two percent  
19 (2%).

20 H.D. \_\_\_\_\_ Parking structure ramps.

21 1. Parking structure ramps for internal circulation must be located on the interior of  
22 the parking structure. Exterior parking structure ramps are prohibited.

23 2. Parking structure ramps that include on-ramp parking shall have a slope no  
24 greater than 6.67 percent (6.67%).

25 I.E. \_\_\_\_\_ Parking stall dimensions and layout.

26 1. Parking stalls are limited to no less than eight feet and nine inches in width. The  
27 parking width dimension is shown in Figure ~~XX~~18.42.090-2, below, and is  
28 symbolized with a “W.”

29 2. Parking stall dimensions and layout in freestanding parking structures shall  
30 comply with the criteria in Table ~~XX~~18.42.090-1 below. These criteria shall take  
31 precedence over and supersede any conflicting provision of LFPMC 18.58.050.  
32 Parking layout dimensions are shown in Figure ~~XX~~18.42.090-2, below.

1

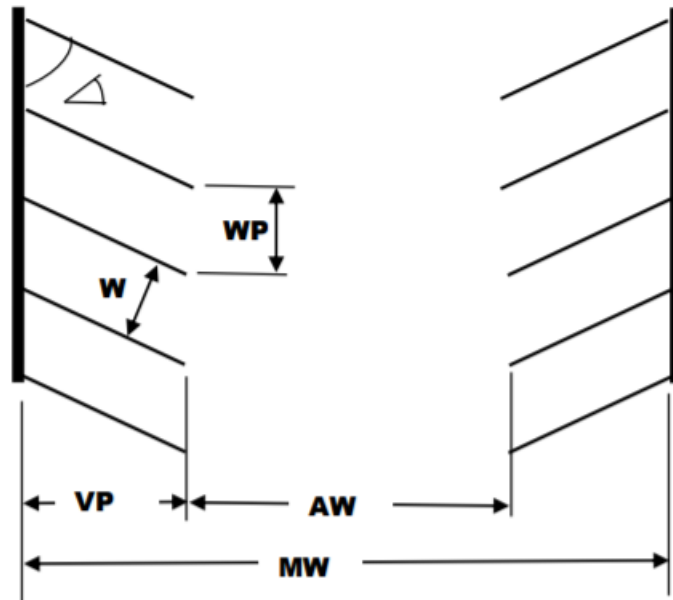
**Table XX18.42.090-1: Parking stall dimensions and layout**

Parking Angle	Stall Width Projection (Figure symbol WP)	Module Width <sup>1</sup> (Figure symbol MW)	Vehicle Projection (Figure symbol VP)	Aisle Width (Figure symbol AW)
45°	12'-4"	48'-10"	17'-7"	13'-8"
50°	11'-5"	50'-7"	18'-2"	14'-3"
55°	10'-8"	52'-0"	18'-8"	14'-8"
60°	10'-1"	53'-6"	19'-0"	15'-6"
65°	9'-8"	54'-9"	19'-2"	16'-5"
70°	9'-4"	56'-0"	19'-3"	17'-6"
75°	9'-1"	57'-0"	19'-1"	18'-10"
90°	8'-9"	61'-0"	18'-0"	25'-0"

2

<sup>1</sup>Wall to wall, double-loaded aisle

3



4

**Figure XX: 18.42.090-2. Parking layout dimensions**

5

**J.F. Bicycle parking and circulation.**

6

**1. Long-term bicycle parking.**

7

- a. Long-term bicycle parking spaces in freestanding parking garages intended to support high-capacity transit must be provided at a minimum of five percent (5%) of projected AM peak period daily ridership of the high-capacity transit service. Long-term bicycle parking spaces for all

8

9

10

11

1 other structured parking must be provided at a minimum of one space per  
2 40 automobile parking spaces.

3 b. Long-term bicycle parking must be provided in the form of permanently-  
4 anchored bicycle lockers or limited-access bicycle cages and must be  
5 labeled as bicycle parking.

6 c. Long-term bicycle parking must provide bicycles with full weather  
7 protection and theft protection.

8 d. Ground-level long-term bicycle parking must accommodate tandem  
9 bicycles, recumbent bicycles, folding bicycles, cargo bicycles, bicycles  
10 with trailers, family bicycles, and other non-standard bicycle designs.

11 2. Short-term bicycle parking.

12 a. Short-term bicycle parking spaces in freestanding parking garages  
13 intended to support high-capacity transit must be provided at a minimum  
14 of two percent (2%) of projected AM peak period daily ridership of the  
15 high-capacity transit service. Short-term bicycle parking spaces in all  
16 other freestanding parking garages must be provided at a minimum of one  
17 space per 20 automobile parking spaces.

18 b. Short-term bicycle parking must be provided in the form of permanently-  
19 anchored racks or corrals. Racks or corrals must provide two points of  
20 support for the bicycle frame, must be intuitive to use, and must  
21 accommodate a standard U-lock.

22 c. Short-term bicycle parking must be organized to accommodate a standard  
23 bicycle dimension of two feet in width by six feet in length.

24 3. Bicycle parking location and access.

25 a. All long-term bicycle parking shall be located inside the freestanding  
26 parking structure except long-term bicycle parking can be located outside  
27 or on the top level of the freestanding parking structure under adequate  
28 weather protection.

29 b. Short-term bicycle parking can be located inside the freestanding parking  
30 structure and along the sidewalk adjacent to the freestanding parking  
31 structure.

32 c. Bicycle parking may be provided in one or more areas. Bicycle parking is  
33 encouraged to be located entirely on the ground floor. Bicycle parking  
34 located on upper stories must be placed adjacent to an elevator capable of  
35 accommodating non-standard bicycles.

1 d.Bicycle entry/exit must be clearly identified and separately signed and/or  
2 marked from automobile traffic.

3 e.Bicycle parking area(s) must be accessed from a logical well-lit path of  
4 travel from the bicycle entry/exit.

5 f. Directional signage from the bicycle entry/exit to bicycle parking area(s)  
6 must be provided.

7 4. Bicycle maintenance/repair stations. One bicycle maintenance/repair station must  
8 be provided in each long-term bicycle parking area.

9 ~~K.G.~~ Elevator towers and stairwells.

10 1. External elevator towers and stairwells, including penthouses, must be open to  
11 public view through the use of architecturally designed glazing and/or other  
12 transparent features.

13 2. Ground floor stairwell areas beneath stairs must be fenced. Alternative methods  
14 for securing such spaces may be authorized by the Director or as part of a  
15 development agreement.

16 3. Height of stair and elevator towers and penthouses is regulated pursuant to  
17 LFPMC 18.42.~~XXX~~090(A)(5).

18 ~~L.H. Site pedestrian~~ Pedestrian safety requirements (for areas connecting to and  
19 ~~surrounding the structure) and integration into Town Center.~~

20 1. Pedestrian pathways within facilities shall be clearly marked and signed to protect  
21 pedestrians from moving traffic.

22 2. Sidewalks shall be provided along all facades of the freestanding parking  
23 structure at a minimum of eight feet wide pursuant to LFPMC  
24 18.42.~~XXX~~090(B)(2)(a).

25 a. ~~These requirements~~ This requirement can be modified as part of a  
26 development agreement when the applicant demonstrates that the sidewalk  
27 widths are infeasible. If modified pursuant to this section, the sidewalks  
28 shall be the maximum width feasible.

29 3. Pedestrian pathways within the structure shall be established through striping,  
30 signage, and/or other markings. Pedestrian pathways shall be established between  
31 pedestrian entries and exits from the freestanding parking garage and existing or  
32 planned sidewalks and pedestrian pathways. At a minimum, the following shall  
33 be provided:

34 a. Crosswalks shall be provided at the intersection of any internal access  
35 roadways and/or public roadways affected by the freestanding parking  
36 structure.

b. Crosswalks shall be provided across vehicular and bicycle entries and exits.

c. If pedestrians are likely to walk through a parking lot, a pedestrian pathway and/or signage shall be provided.

4. A strong pedestrian connection in the form of an artistic pedestrian pathway or similar treatment must be provided between the freestanding parking structure and all nearby existing sidewalks.

**M.I.** Lighting.

1. Lighting must be provided in accordance with Table ~~XX~~18.42.090-2:

**Table ~~XX~~:18.42.090-2. Parking structure lighting standards.**

Area		Minimum Horizontal Illuminance on Floor (Footcandles)	Minimum Vertical Illuminance at Five Feet (Footcandles)	Maximum to Minimum Uniformity Ratio
General Parking & Pedestrian Areas		2	1	4:1
Ramps and Corners	Days	2	1	4:1
	Nights	1	0.5	
Entrance Areas	Days	50	25	4:1
	Nights	1	0.5	
Stairways		7 average		

2. Lighting shall be downshielded or otherwise designed and configured to prevent spillover onto neighboring properties and public right-of-way.

3. The design shall incorporate smart lighting technologies to maximize energy conservation.

**N.J.** Signage and wayfinding.

1. Regulatory and pavement markings shall comply with the Manual on Uniform Traffic Control Devices (MUTCD).

2. Signage shall clearly direct drivers to vehicular entries by the most efficient route possible.

1 ~~O.K.~~ Mixed use.

2 1. Freestanding parking structures ~~must be designed to~~ shall include space for  
3 commercial, public, or other active and pedestrian-oriented uses. The  
4 commercial, public, or active use space shall meet the following requirements:

5 a. Commercial, public, or other active use space provided pursuant to this  
6 section shall have a minimum depth of 60 feet. Such commercial, public,  
7 or other active use space shall be integrated into the freestanding parking  
8 structure ~~and must comply with façade alignment requirements in LFPMC~~  
9 ~~18.42.XXX(A) when the structure is located within 50 feet of Lake Forest~~  
10 ~~Park City Hall.~~

11 b. The minimum amount of space provided shall be ~~the greater of 10,000~~  
12 ~~square feet, or fifty percent (50%) of the length of the exterior ground-~~  
13 ~~floor façade exclusive of vehicle entries and exits multiplied by the~~  
14 ~~minimum depth set forth in LFPMC 18.41.XXX(K)(1)(a), and if the~~  
15 ~~parking structure is built within 50 feet of City Hall, the frontage parallel~~  
16 ~~to City Hall's frontage the parking structure must include~~  
17 ~~commercial/active/public use at the first level (ground level) and may also~~  
18 ~~include commercial/active/public space in levels of the building above~~  
19 ~~ground level and along the frontage parallel to City Hall.~~

20 c. The following requirements apply to commercial, public, or other active  
21 use spaces integrated into freestanding parking structures located within  
22 50 feet of Lake Forest Park City Hall:

23 i. The structure, including the commercial, public, or other active use  
24 space must comply with façade alignment requirements set forth in  
25 LFPMC 18.42.090(A)(2).

26 ii. The façade parallel or substantially parallel to the front façade of  
27 Lake Forest Park City Hall shall include commercial, public, or  
28 other active use space along the entire façade at the ground level,  
29 except at pedestrian entrances and exits. The frontage shall not be  
30 interrupted by a vehicular entrance.

31 ~~b.d.~~ Commercial, public, or other active use space  
32 provided in excess of the minimum required by subsection (b), above can  
33 be consolidated into a single façade and can span multiple floors. ~~The~~  
34 ~~location of commercial, public, or other active use space or convertible~~  
35 ~~space must be approved by the Director or as part of a development~~  
36 ~~agreement.~~

37 e.e. Parking structure ground floors and spaces built out as commercial,  
38 public, or other active uses shall include fire suppressing sprinkler systems

1 at the time of construction even if not required by the Building and Fire  
2 Codes, as adopted by the City.

3 ~~0. At the time of construction, a minimum of XX square feet of leasable~~  
4 ~~retail/commercial or service space shall be constructed and made available for~~  
5 ~~occupancy. The space shall be located on first level (ground level) of the~~  
6 ~~southernmost façade unless an alternative location is approved by the Director or~~  
7 ~~as part of a development agreement.~~

8 M.L. Public benefits. Public benefits must be provided to ~~authorize~~ qualify for the use  
9 of the bonus height provision and/or additional protrusion beyond the City Hall façade set  
10 forth in LFPMC 18.42.XXX090(A)(~~12~~) and (~~46~~). Use of the bonus height and/or  
11 additional protrusion beyond the City Hall façade shall be a Major Town Center Design  
12 Review project subject to processing under LFPMC 18.42.110(A) and may be approved  
13 by the Hearing Examiner. At least two public benefits set forth in subsections (1)  
14 through (4), below, must be provided and the public benefit identified in subsection (1) is  
15 required. ~~Acceptable public benefits to use this provision include the following and, in~~  
16 ~~order to authorize bonus height and additional protrusion must include at least two of the~~  
17 ~~following benefits addressing subsection 1 criteria through 5 and at least one of the other~~  
18 ~~four components listed below:~~

- 19 1. ~~Commercial, public, or other active use~~ Public and/or community space(s) ~~in~~  
20 ~~addition to the minimum requirements set forth in LFPMC 18.42.XXX(K),~~  
21 ~~subject to the provisions under K., above. Public and/or community space(s) shall~~  
22 ~~meet~~ meeting the following requirements:
  - 23 a. Public and/or community space(s) ~~to~~ shall include at least three of  
24 the following elements: a plaza, viewing platforms, a community room/~~, a~~  
25 ~~community~~ meeting space, a rooftop terrace, a community garden, a  
26 walking trail, public art, ~~restaurant/café space,~~ or similar features/spaces  
27 ~~approved through the development agreement. One or A-a~~ combination of  
28 multiple public and/or community space(s) ~~incorporating up to three of~~  
29 ~~these elements~~ shall satisfy this requirement ~~with approval by the Design~~  
30 ~~Review Board.~~
  - 31 b. The minimum area of public and/or community space(s) provided  
32 must be equivalent to ~~a minimum of~~ 10 percent (10%) of the footprint of  
33 the structure exclusive of eaves, weather protection, or similar façade  
34 protrusions.
  - 35 c. Public and/or community space(s) must be provided within,  
36 adjacent to, or at the rooftop of the structure unless otherwise authorized  
37 through the Major Town Center Design Review process.
  - 38 d. If public and/or community space(s) is/are incorporated into the  
39 freestanding parking structure, such spaces must be publicly accessible at

1 all times and wayfinding signage must be provided directing members of  
2 the public to the space(s).

3 ~~Financial or in-kind contributions, such as accommodating City  
4 Hall-related parking within the freestanding parking structure, to creating  
5 public and/or community space(s) can satisfy this requirement if approved  
6 by a development agreement.~~

7 3.2. Construction of ~~or a financial contribution to construction of~~ a grade-separated  
8 pedestrian and bicycle crossing between the Town Center site and the Burke  
9 Gilman Trail, ~~subject to the following requirements:~~

10 ~~The amount of any contribution to a grade-separated pedestrian  
11 and bicycle crossing must be negotiated through a development  
12 agreement.~~

13 ~~A strong pedestrian connection in the form of an artistic pedestrian  
14 pathway or similar treatment must be provided between the freestanding  
15 parking structure and the sidewalk. Provision of this pedestrian  
16 connection is in addition to any financial contribution to a grade-separated  
17 pedestrian and bicycle crossing. The location of the pedestrian connection  
18 must be approved through a development agreement.~~

19 6.3. Provision of at least 50 parking spaces for City and public use within the  
20 structure, including space for use by Lake Forest Park Police.

21 ~~7. Construction of or financial contribution to development of a public plaza in the  
22 vicinity of City Hall and the parking structure.~~

23 4. Community solar project or alternative carbon-reducing features subject to  
24 approval through a development agreement.

25 8.5. In-lieu fees. A financial contribution can be provided in lieu of design and  
26 construction of the required public benefits. The in-lieu fee shall be negotiated  
27 through a development agreement and shall be proportional to the public benefits  
28 identified above. The in-lieu fee shall be used by the City to provide one of the  
29 public benefits identified.

### 30 **18.42.100 Town center design guidelines – Adopted**

31 A. The guidelines contained the 2020 Town Center Framework Design Guidelines, dated  
32 \_\_\_\_\_, 2020, are adopted as design guidelines applicable to all applications filed for proposed  
33 development in the Town Center zone and incorporated by reference herein.



1 **18.42.110 Administration**

2 A. Major Town Center Design Review.

3 1. A Major Town Center (“TC”) Design Review project shall be classified as a Type I  
4 permit application and shall be subject to the applicable processing requirements of Chapter  
5 16.26 LFPMC.

6 2. Before applying for Major TC Design Review, the applicant shall attend a pre-  
7 application conference with the Planning Department Director or designee (“Director”). The  
8 conference will be scheduled by the Planning Department (“Department”) to occur within 30  
9 days of written request by the applicant. The applicant shall submit a complete application for  
10 Major TC Design Review within six (6) months following the conference otherwise a new  
11 conference will be required prior to application. The purpose of this conference is to discuss how  
12 the design guidelines pertain to the proposed development.

13 3. The applicant must make application for Major TC Design Review on forms provided  
14 by the Department. An application for Major TC Design Review may be submitted prior to  
15 submission of an underlying project permit application for development on the same property;  
16 however, a complete underlying project permit application shall not be processed without a  
17 complete Major TC Design Review application. Consolidation of permit types for a project shall  
18 be done per Chapter 16.26 LFPMC.

19 4. Upon receipt of a complete application for Major TC Design Review, the Director  
20 shall review the application, analyze same for compliance with Chapter 18.42 LFPMC, and route  
21 the application and a staff report to the Design Review Board.

22 5. After receipt of the staff report, the Design Review Board shall meet with the Director  
23 and the applicant to evaluate the Major TC Design Review application for compliance with the  
24 applicable criteria.

25 6. The Design Review Board shall hold a public meeting regarding the application. At  
26 the public meeting, the applicant shall have an opportunity to make a presentation and the public  
27 shall be allowed to comment. Notice of the public meeting shall be provided at least 21 days  
28 prior to the public meeting as follows:

29 (i). Emailed or sent regular United States Parcel Service (USPS) mail to the applicant  
30 and members of the public who have submitted written comments;

31 (ii). Sent regular USPS mail to owners of real property within a 500 [or 1000] foot radius  
32 of the proposed project’s boundaries; and

33 (iii). Published in the City’s website on its News Flash page, the Notices-and-  
34 Announcements page, and the City’s calendar as these website pages are amended or replaced by  
35 the City with similar electronic notification methods.

36 7. After the public meeting, the Design Review Board shall deliberate and provide a  
37 written recommendation to the Hearing Examiner that may include approval, conditional

1 approval, or denial of the application. Because the Design Review Board provides only a  
2 recommendation, there are no appeals of the Board’s recommendation.

3 8. The Department shall submit the staff report and the Design Review Board’s  
4 recommendation to the Hearing Examiner for consideration during the open record pre-decision  
5 hearing on the Type I permit.

6 B. Minor Town Center Design Review.

7 1. A Minor Town Center (“TC”) Design Review project shall be classified as a Type III  
8 permit application and shall be subject to the applicable processing requirements of Chapter  
9 16.26 LFPMC. Provided, however, that a Notice of Application with a 14 day public comment  
10 period shall be provided as described in LFPMC 16.26.040(E). The applicant must make  
11 application for Minor TC Design Review on forms provided by the Department.

12 2. Upon receipt of a complete application for Minor TC Design Review, the Director  
13 shall review the application, analyze same for compliance with Chapter 18.42 LFPMC, and issue  
14 a final decision pursuant to section 16.26.180 LFPMC.

15 C. General - Town Center Design Review

16 1. In the event questions arise regarding permit type, the Director shall make the final  
17 determination on whether an application is processed as a Type I or a Type III permit.

18 2. For a site that has been issued a TC Design Review final decision, subsequent permits  
19 shall be issued only for development that complies with the final decision.

20 3. Approval of a TC Design Review permit shall not provide the applicant with vested  
21 rights for the proposed project. Subsequent permits shall be subject to the applicable codes and  
22 regulations in effect at the time a complete application for those permits is filed, unless provided  
23 otherwise in a Development Agreement as provided in Chapter 18.72 LFPMC.

24 4. An approved TC Design Review permit without a phasing plan shall be null and void  
25 if the applicant fails to file a complete building permit application(s) for all buildings, and have  
26 all valid building permits issued within the time periods specified in the final decision by the  
27 hearing examiner (Type I) or the Director (Type III).

28 5. An approved TC Design Review with a phasing plan shall be null and void if the  
29 applicant fails to meet the conditions and time schedules specified in the final decision’s phasing  
30 plan.

31 D. Minor Adjustments.

32 1. The Director shall have the authority to approve a minor adjustment to Major and  
33 Minor TC Design Review final decisions if all the following criteria are met:

34 (i) the adjustment does not change the Town Center Design Review Project from a Minor  
35 TC Design Review to a Major TC Design Review, and

1 (ii) the adjustment does not increase floor area by more than 10% or 1000 square feet,  
2 whichever is smaller, and

3 (iv) the adjustment does not change the general location or number of approved  
4 vehicular access points; and

5 (v) the adjustment does not decrease the amount or location of approved open space; and

6 (vi) the adjustment does not increase height of buildings as approved; and

7 (vii) the adjustment represents an equivalent or superior design solution to what would  
8 otherwise be achieved by rigidly applying specific requirements in the final decision.

9 2. An application for a minor adjustment shall be a Type III permit application and shall  
10 be subject to the applicable processing requirements of Chapter 16.26 LFPMC. Modifications  
11 that exceed one or more of the limitations stated in subsection 1. above shall require a new TC  
12 Design Review application for the entire site. The new application shall be reviewed according  
13 to the laws and rules in effect at the time of application.

#### 14 **18.42.120 Bonding.**

15 Unless otherwise provided elsewhere in the LFPMC, the applicant shall be required to bond for  
16 all improvements that are subject to review under this chapter.

17 A. Before a permit is issued, the applicant shall deposit with the city clerk a surety bond in such  
18 reasonable amount as set by the Hearing Examiner (Type I) or set by the Director (Type III). The  
19 required surety bond must be:

20 1. With good and sufficient surety;

21 2. By a surety company authorized to transact business in the state;

22 3. Satisfactory to the city attorney in form and substance; and

23 4. In an amount sufficient to guarantee that all required improvements and mitigation  
24 measures will be completed in a manner that complies with conditions of approval.

25 B. Posting of a bond or other security shall not discharge the obligation of an applicant or  
26 violator to complete required mitigation, monitoring or restoration. The requirement of a bond or  
27 other security is not intended and shall not be construed to relieve an applicant of any obligation  
28 imposed under this chapter.

#### 30 **18.42.170 Development Agreement.**

31 A. The applicant and the city may enter into a development agreement as provided in Chapter  
32 18.72 LFPMC incorporating the Town Center Framework Design Guidelines and other  
33 provisions not inconsistent with the Town Center Framework Design Guidelines or other  
34 provision of this code.

1 B. The development agreement shall not include provisions that modify the following town  
2 center design guidelines:

3 1. building height in LFPMC 18.42.030,

4 2. open space in LFPMC 18.42.060,

5 3.

## 6 Chapter 18.72

### 7 Development Agreements

#### 8 18.72.010 Authorized.

9 A. The city may enter into a development agreement with a person having ownership or control  
10 of real property within its jurisdiction. The city may enter into a development agreement for real  
11 property outside its boundaries as part of a proposed annexation or a service agreement. A  
12 development agreement must set forth the development standards and other provisions that shall  
13 apply to and govern and vest the development, use, and mitigation of the development of the real  
14 property for the duration specified in the agreement.

15 B. Pursuant to RCW [36.70B.170](#) through [36.70B.210](#), as amended, a person or entity having  
16 ownership or control of real property within the city may file an application for a development  
17 agreement with the Planning and Building Department (“Department”), and pay the filing fee  
18 established by city council resolution.

#### 19 18.72.020 Terms and Conditions.

20 A. The Director of the Planning Department (“Director”), and such designee as may be  
21 appointed for this purpose by the Mayor, is authorized, but not required, to negotiate acceptable  
22 terms and conditions of the proposed development agreement with due regard for the following  
23 criteria:

24 1. The development agreement conforms to the existing comprehensive plan policies.

25 2. The terms of the development agreement are generally consistent with the development  
26 regulations of the city then in effect.

27 3. Appropriate elements such as permitted uses, residential densities, and nonresidential  
28 densities and intensities or structure sizes are adequately provided.

29 4. Appropriate provisions are made for the amount and payment of fees agreed to in  
30 accordance with any applicable provisions of state law, any reimbursement provisions,  
31 other financial contributions by the property owner, inspection fees, or dedications.

- 1        5. Adequate mitigation measures, development conditions, and mitigation requirements  
2        under Chapter 43.21C RCW are provided, including monitoring and adjustment of  
3        measures and conditions to ensure mitigation is effective.
  
- 4        6. Adequate and appropriate design standards such as maximum heights, setbacks, drainage  
5        and water quality requirements, landscaping, and other development features are provided.
  
- 6        7. If applicable, targets and requirements regarding affordable housing are addressed.
  
- 7        8. Provisions are sufficient to assure requirements of parks and preservation of open space.
  
- 8        9. Interim uses and phasing of development and construction are appropriately provided.  
9        The agreement shall clearly state the conditions under which an interim use shall be  
10       converted to a permanent use within a stated time period and the penalties for  
11       noncompliance if the interim use is not converted to the permanent use in the stated period  
12       of time.
  
- 13       10. Where a phased development agreement is proposed, a site plan shall be provided and  
14       shall clearly show the proposed phasing.
  
- 15       11. Clearly document that any departures from the standards of the code that are requested  
16       by the applicant are, in the judgment of the city, offset by providing a benefit to the city of  
17       equal or greater value relative to the departure requested. In no case shall a departure from  
18       the code be granted if no benefit to the city is proposed in turn by the applicant.
  
- 19       12. Provisions for maintenance and operations, including landscape maintenance.
  
- 20       13. A build-out or vesting period for applicable standards is provided.
  
- 21       14. Provisions for resolving disputes, review procedures, and standards for implementing  
22       decisions.
  
- 23       15. If appropriate, and if the applicant is to fund or provide public facilities, the  
24       development agreement should contain appropriate provisions for reimbursement over time  
25       to the applicant.

26       **18.72.030 Public hearing, recommendation, decision.**

27       A. When the Director determines that a development agreement addressing the criteria in this  
28       chapter has been negotiated and recommends the same for consideration, a public hearing  
29       pursuant to RCW 36.70B.200 shall be held by the planning commission.

- 30            1. At the public hearing, the applicant shall have an opportunity to make a presentation,  
31       city representatives shall have an opportunity to make a presentation, and members of the public  
32       shall be allowed to present and comment.

1           2. Notice of the public hearing be provided at least 21 days prior to the public hearing as  
2 follows:

3           (i). Emailed or sent regular United States Parcel Service (USPS) mail to the applicant and  
4 members of the public who have submitted written comments;

5           (ii). Sent regular USPS mail to owners of real property within a 500 [or 1000] foot radius  
6 of the proposed project's boundaries; and

7           (iii). Published in the City's website on its News Flash page, as amended or replaced by  
8 other similar electronic notification methods.

9           3. The planning commission may continue the hearing for the purpose of clarifying  
10 issues, or obtaining additional information, facts, or documentary evidence. After deliberation,  
11 the planning commission shall make a recommendation on the development agreement to the  
12 city council.

13 B. The development agreement shall be subject to review and approval by the city council based  
14 on the record of the planning commission and on any subsequent public hearing the city council  
15 may hold. Any public hearing by the city council will be subject to the same notice provisions in  
16 A.2 above. If a public hearing is held, the city council may continue the hearing for the purpose  
17 of clarifying issues, or obtaining additional information, facts, or documentary evidence.

18 C. The decision of the city council shall be final immediately upon adoption of a resolution  
19 authorizing or rejecting the development agreement.

20  
21 D. Following approval of a development agreement by the city council, and execution of the  
22 same, the development agreement shall be recorded with the King County recorder, at the  
23 applicant's expense.

24  
25 E. Because a development agreement is not necessary to any given project or use of real property  
26 under the existing comprehensive plan and development regulations in effect at the time of  
27 making application, approval of a development agreement is wholly discretionary and any action  
28 taken by the city council is legislative only, and not quasi-judicial.

29  
30 F. During the term of an approved development agreement, the agreement is binding on the  
31 parties and their successors, and any permit or approval issued by the city after execution of the  
32 development agreement must be consistent with the development agreement.

33  
34 [G. Pursuant to RCW 36.70B.020, development agreements are not land use applications and are](#)  
35 [not subject to processing deadlines in Chapter 16.26 LFPMC.](#)

36  
37 **18.72.040 Amendments to development agreements.**

38 A. The city will process and decide upon an application for an amendment to an existing  
39 development agreement as if it were an application for a new development agreement in the

1 manner set forth above, unless it is deemed a minor modification as set forth in subsection B. of  
2 this section.

3 B. The Director may approve minor modifications to an existing development agreement.  
4 Criteria for approving minor modifications include but are not limited to the following:

- 5 a. Shall conform to the terms of the development agreement;
- 6 b. Shall not reduce landscaping, buffering, or open space areas;
- 7 c. Shall not reduce setback requirements;
- 8 d. Shall not result in an increase in height of any structure;
- 9 e. Shall not result in a change in ingress or egress; and
- 10 f. Shall not increase any adverse impacts or undesirable effects;

11 **18.72.050 Consistency and flexibility.**

12 A development agreement shall be consistent with applicable development regulations; provided,  
13 a development agreement may allow development standards different from those otherwise  
14 imposed under the Lake Forest Park Municipal Code in order to provide flexibility to achieve  
15 public benefits, respond to changing community needs, or encourage modifications that provide  
16 the functional equivalent or adequately achieve the purposes of otherwise applicable city  
17 standards. Any development standards approved pursuant to a development agreement that differ  
18 from those in the LFPMC shall not require any further zoning reclassification, variance from city  
19 standards or other city approval apart from development agreement approval. The development  
20 standards as approved through a development agreement shall apply to and govern the  
21 development and implementation of each covered site in lieu of any conflicting or different  
22 standards or requirements elsewhere in the LFPMC. Subsequently adopted standards that differ  
23 from those of a development agreement adopted by the city as provided in this chapter shall  
24 apply to the covered development project only where necessary to address imminent public  
25 health and safety hazards or where the development agreement specifies a time period or phase  
26 after which certain identified standards can be modified. Determination of the appropriate  
27 standards for future phases which are not fully defined during the initial approval process may be  
28 postponed. Building permit applications shall be subject to the building codes in effect when the  
29 permit is applied for.

30 **18.72.060 Exercise of city police power and contract authority.**

31 As provided in RCW 36.70B.170(4), the execution of a development agreement is a proper  
32 exercise of the city's police power and contract authority. Accordingly, a development  
33 agreement may obligate a party to fund or provide services, infrastructure, or other facilities. A  
34 development agreement shall reserve authority to impose new or different regulations to the  
35 extent required by a serious threat to public health and safety.

1 | **18.72.070 Form.**

2 | Development agreements shall be consistent with RCW 36.70B.170 through 36.70B.210.

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