



# CITY OF LAKEWOOD COMMUNITY DEVELOPMENT DEPARTMENT HANDOUT # 11

## RECOMMENDED GUIDELINES FOR MASTER PLANNED FACILITIES

**Administrative Note:** These guidelines are intended to be a resource for public or semi-public institutions that are interested in implementing a master plan. The level of information provided within each master plan proposal is expected to vary based on the individual objectives of each institution. For that reason, some of the elements proposed within these guidelines may not be applicable. These guidelines set forth elements that should be considered when adopting a master plan. Most master plans will be reviewed in conjunction with an Administrative Use Permit (AUP) or a Conditional Use Permit (CUP), based on its size and scope, overall functions, and anticipated level of impact, including but not limited to, such factors as hours of operation, relationship to adjacent land uses, trip generation and parking needs, storage needs, and environmental impact. Plans are expected to be amended periodically, however specific elements or projects described with sufficient detail in the plan will normally be allowed to bypass the AUP or CUP process and most likely SEPA, and proceed directly to design review and building permits.

- 1) **Project Description.** Provide a written explanation of the project to be covered by the master plan. Please include:
  - a) Explanation of the facility's future development plans, overall functions, specific programmatic needs, hours of operation, and the comprehensive programmatic goals for the facility.
  - b) Provide a written explanation of each component of the master plan, including a description of each program within existing buildings on-site, any future programs and buildings to be added to the site, modifications to interior roadways/parking areas, alterations to the existing utility infrastructure, future boundary line revisions/easement modifications, and any other elements that will impact the design and/or implementation of the master plan.
  
- 2) **Vicinity Map.** Provide a vicinity map showing the location of the project with respect to public streets and other parcels and development in the area.
  
- 3) **Existing Site Improvements.** Identify the following features on a site plan:
  - a) Site address
  - b) Property lines. Identify the legal property boundaries of the project site. If there are multiple parcels owned by the applicant, identify the boundaries of each lot and clearly illustrate the limits of the project site.

- c) North arrow and scale at 1"=20' or 1'=40'.
- d) Pierce County tax parcel number.
- e) Total site acreage.
- f) All easements (access, utility, railroad, stormwater, etc.). Indicate type and dimensions of easement.
- g) All major manmade or natural features (slope, shorelines, forested areas, riparian areas, railroad tracks, etc.)
- h) All existing public and private roads, driveway accesses and road right-of-ways with dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement. Include all existing driveways within 200 feet of the subject property on both sides of all streets, in both directions along public street frontages.
- i) Location of all fire hydrants on or within 300 feet of the site.
- j) Location and dimensions of any existing free-standing signs. Please number and catalog each sign to correspond with the exhibits provided within the application.
- k) Location and type of any existing exterior lighting located onsite.
- l) Existing building locations (include building footprint and dimensions).
- m) Distance of all setbacks (including freestanding signs).
- n) Location of existing landscape areas (include dimensions inside of any curbing and square footage inside any curbing).
- o) Existing fences or retaining walls (specify type and height of fence or wall).
- p) Location of all paved/parking areas.
- q) Vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas.
- r) Location of outdoor storage areas.
- s) Location of trash Dumpster(s).

4) **Master Development Plan.** Identify the proposed improvements planned in conjunction with the master plan on a site plan. Include any existing site improvements that will remain listed under item 3, "Existing Site Improvements":

- a) All existing improvements that will remain for each phase of the proposed site.
- b) Proposed improvements planned in conjunction with the master plan.
- c) Conceptual plans for possible future uses.
- d) Proposed locations of usable open space, any land proposed to be dedicated for open space.
- e) Proposed pedestrian, bicycle and transit connection between the site and public or private streets serving the development.
- f) Location and dimensions of any proposed free-standing signs. Please number and catalog each sign to correspond with the exhibits provided within the application.
- g) Location and type of any proposed exterior lighting located on-site.
- h) Proposed building locations (include building footprint and dimensions).
- i) Distance of all setbacks (including freestanding signs).

- j) Proposed landscape areas (include dimensions inside of curbing and square footage inside curbing).
- k) Proposed paved/parking areas.
- l) Proposed vehicle loading and unloading areas, including dimensions of truck loading and maneuvering areas.
- m) Proposed gates and fencing.
- n) Proposed outdoor storage areas.
- o) Proposed trash Dumpster(s).

**5) Demolition Plan.** Provide a site plan that illustrates any structures, paved areas or land features to be removed or modified.

**6) Land Use.** Include a written description of existing and proposed functions, uses, hours of operation for each use, proposed programmatic changes, approximate number of employees at each phase, approximate number of customers/clients served at each phase, minimum and maximum floor area ratios and projected traffic volumes at each phase.

**7) Phasing Plan.** Include the proposed development phases, probable sequence for proposed developments and interim uses of the property awaiting development. If the phasing plan is based on specific projects that are not subject to a definite timeline, the master plan should address the anticipated level of impact to the site based on each increment of development. The master plan should address traffic impacts, environmental impacts, parking demands, and other factors at each phase of development.

**8) Circulation, Transportation and Parking.** Include projections by phase of traffic impacts, probable safety concerns, internal circulation layout, parking requirements, ingress/egress locations and proposed road standards for each phase. Specific requirements for transportation and parking include:

- a) Traffic Study. The expected number of trips (peak daily), an analysis of the impact of those trips on the adjacent street system, and proposed mitigation measures to limit any projected negative impacts. Mitigation measures may include improvements to the street system or specific programs to reduce traffic impacts such as encouraging the use of public transit, carpools, vanpools, and other alternatives to single-occupant vehicles.
- b) Parking Study. Projected peak parking demand, an analysis of this demand compared to existing on-site supply, potential impacts to adjacent land uses, and mitigation measures.

- 9) **Utilities.** Include evidence of service availability from primary service providers (water, sewer, power, cable, natural gas, telephone) and address stormwater drainage management both on and off-site. Please illustrate any proposed alterations to the existing utility infrastructure in order to serve the development.
- 10) **Environment.** Master planned projects are subject to environmental review pursuant to SEPA. Please identify any significant environmental features/sensitive areas that are located on the project site (i.e.: wetland areas, forested areas, shorelines/streams, geologic hazards, flood zones, etc.). Please identify and quantify any hazardous wastes anticipated. The application should address any special handling techniques and/or site design elements required for containment. Additional information and/or environmental studies may be required during the SEPA review process. The Master Plan must adequately describe and address the environmental impacts of specific projects proposed within the Master Plan in order for the SEPA analysis to apply to these projects.
- 11) **Floor Plan Diagram.** Provide general building floor plans for each existing and proposed building located on the project site. Please include the total square footage per building area and identify the proposed use/occupancy (office, educational, warehouse, retail, etc.). Also indicate whether the project proponent will offer separately leased space within any of the buildings.

## **GENERAL NOTES:**

- A. Additional information may be required based on the specific project and/or site.
- B. The application should be organized and submitted in presentation booklet format, including page numbers listed on the bottom left hand corner of each page. Please provide staff with one (1) unbound copy of the proposal. Please provide duplicates of large maps in 11x17 format.

**Handouts and application forms may be revised without notice.**

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