



Department of Commerce



Regulatory Roadmap

WASHINGTON

Business Tools to Navigate the Regulatory Experience

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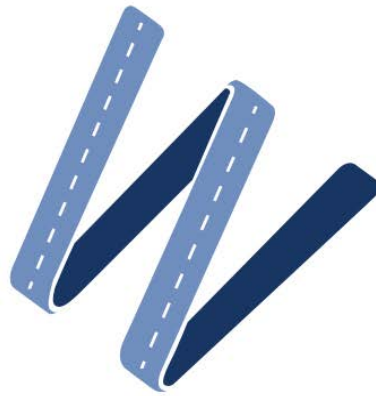
What if Manufacturers Wanting to Open or Expand in Your City Could...

- Find all the local and state regulatory requirements in one place?
- See time and cost ranges for those requirements?
- Access tools to help them learn how their project triggers certain regulatory requirements?



A Multi-Jurisdictional Approach

Providing businesses the predictability they seek and helping to make Washington a better place for business



Regulatory Roadmap

WASHINGTON



Online Manufacturer Assistance for Siting Facilities

Ability to quickly assess feasibility *before* hiring a consultant

City of Arlington, WA

Home Living Working Visiting **Doing Business** Government How Do I...

Why Arlington?

Regulatory Roadmap - Manufacturing

Business Licensing

Permit Applications

RFP/Bid Requests

Arlington Municipal Code

Public Records Requests

Chamber of Commerce

Customer Service Standards

Regulatory Roadmap - Manufacturing

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One-Stop site feasibility guide - See permits, requirements, timelines and costs for your proposed project.

Identify Needs Assess Site Feasibility Identify Permits and Approvals Estimate Cost and Timelines Launch Your Project

[Start Here](#)

[7-Step Site Feasibility Worksheet](#)

[Permit Requirement Table](#)

[Time and Cost Table](#)

Site Feasibility Resources by Topic

- [Land use Categories, Zoning and Permitting](#)
- [Property Specific Requirements](#)
- [Parking Spaces and Loading Areas](#)
- [Traffic Analysis and Mitigation](#)
- [State Environmental Policy Act \(SEPA\)](#)
- [Civil and Environmental Permitting](#)

RegulatoryRoadmap

WASHINGTON STATE DEPARTMENT OF COMMERCE

These tools are provided for planning and guidance purposes and should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all codes and policy requirements, regardless of whether they are referred to or contained within these documents. If you have any questions about this Regulatory Roadmap, contact Christopher Young, Director of Community and Economic Development at 360-403-3551 or email the [Permit Center](#).

Manufacturers Say:

The Roadmap could have saved them two months of combing through city codes and agency websites, trying to understand if a potential site would pencil out.

www.arlingtonwa.gov/ManufacturingRoadmap



Department of Commerce

Regulatory Roadmap: Manufacturing Site Selection

Identify Needs

Identify basic business & site needs

[Project Information Checklist](#)

Assess Site Feasibility

Use the 7-step worksheet to understand requirements related to:

- Where your project is allowed in Arlington
- Land use permitting
- Property-specific improvements
- Parking and loading
- Traffic analysis and mitigation
- SEPA
- Civil and environmental

[7-Step Worksheet](#)

Identify Permits and Approvals

Use the permit requirements table for an overview of local, regional, and state permits and approvals.

[Permit Requirements Table](#)

Estimate Cost and Timelines

Use the time and cost table to develop estimates for scheduling and cost of regulatory approvals and requirements.

[Time and Cost Table](#)

Launch Your Project

Use this information to build requirements, costs, and timelines into your project, helping you avoid costly delays and surprises as you move forward.

Identify Business and Site Needs

Use the following questions to help identify information about your facility needs and timeline:

1: Approximate size and specifications of the facility:

- How many square feet will you need?
- How many employees?
- What activities or processes will be conducted?
- What are your needs for electricity or other utilities?
- Will you need storage areas for hazardous materials?
- Do you need to accommodate future growth at this location?

2: Permitting and construction timeline:

- Looking for an existing building or new construction?
- How soon does the facility need to be up and running?
- Finding an existing building that can meet your needs may be faster if the land use and engineering is complete.

3: Price and terms of sale or lease agreement:

- Are you looking to buy or lease the property? (For example, how long you plan on using the facility may impact whether you want to lease or purchase.)
- What are terms that make the most sense for your business?

Remember, do not sign any agreement until you understand what it will take to get city, regional, and state approval to open a facility at that site.

4: Proximity to customers, suppliers, or other facilities:

- Do you need key customers or supply chain entities nearby?
- What type of transportation will you use to receive and ship your goods? (examples: airports, railways, seaports and/or major highways)

**STEP 1**Basic Project
Info**STEP 2**Land Use &
Zoning**STEP 3**Property
Specific**STEP 4**Parking &
Loading**STEP 5**Traffic
Mitigation**STEP 6**SEPA
Process**STEP 7**Civil &
Environmental**See My
Results**

Complete this worksheet to help evaluate potential locations for your project – BEFORE you hire a consultant



Find zoning districts
for your facility



See site specific
requirements/costs



See which
requirements apply



Estimate permit
time and costs



Avoid surprises
down the road

How to Use This Worksheet:

1. Enable editing (yellow button @ top of screen)
2. Save this worksheet to your computer
3. Work through Steps 1-7
4. Save a new version for each site you consider

STEP 1: Basic Project Information

Your answers here will be used throughout the worksheet to estimate site-specific requirements and permitting.

[Need Help Answering These Questions? Click here](#)

No location yet? Enter estimates or reasonable guesses about the type of property you are looking for.

Fill in the following details about a potential location

The parcel size, level of development, and current permitted use of the property will determine the type of land use permit that may be required. Estimate the number of employees on the maximum shift and count the number of existing parking and loading areas.

**Gather basic information about
your project:**

- Types and sizes of space required
- Quantities of utility services required
- Types and quantity of wastes stored and discharged

STEP 1: Basic Project Information

Your answers here will be used throughout the worksheet to estimate site-specific requirements and permitting.

[Need Help Answering These Questions? Click here](#)

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Gather basic information about your project:

- Types and sizes of space required
- Quantities of utility services required
- Types and quantity of wastes stored and discharged



Enter the location address (if no location yet provide a name to describe the scenario)

Site Address:

1234 Possible Location Blvd



Describe the Property (check all that apply):

Property Condition:	
Undeveloped Land	<input type="checkbox"/>
Bare Land w/ water, sewer, etc.	<input type="checkbox"/>
Existing Construction (Needs only interior modification)	<input type="checkbox"/>
Existing Construction (Requires addition/change footprint)	<input checked="" type="checkbox"/>
Land Use Change Required	<input type="checkbox"/>
Need to divide lots or revise lot lines	<input type="checkbox"/>
Parcel is > 4 acres	<input checked="" type="checkbox"/>

Parking and Loading:	Existing Spaces
# Off-street Parking Spaces	14
# Off-street Loading Areas	2



Describe Your Plans for the Property

Facility Size:	Existing Conditions	Final (after construction)
Interior (sq. ft.):	15,000	25,000
Covered Exterior Area (sq. ft.):	0	1,000
Uncovered Exterior Work Area (sq. ft.):	0	0

Employees	Total Employees	# on Max Shift
# Employees on Site	25	16

Next →

My Results

STEP 2-A: Make sure your operation will be allowed in Arlington

Will the city allow my facility?

Review the land use categories in this step to see where you fit.

1. Check the box for the land use category that best describes your

2. Zoning District(s) that allow your land use are highlighted in yellow

**Subject to airspace restrictions.*

Identify the land use category that best describes your facility.	Zoning Districts						
	OTBD 1-3 Old Town Business Districts	GC General Commercial	HC Highway Commercial	BP Business Park	LI Light Industrial	GI General Industrial	AF Aviation Flight line*
<input type="checkbox"/> 4.110: Manufacturing in fully enclosed building and majority of dollar volume of business done <i>with walk-in trade.</i>	<i>Allowed</i> 50 ft. max height	<i>Allowed</i> 45 ft. max height	<i>Allowed</i> 50 ft. max height	<i>Not allowed</i>			<i>Allowed</i> 50 ft. max height*
<input type="checkbox"/> 4.120: Manufacturing in fully enclosed building <i>and</i> majority of dollar volume of business <i>not walk-in trade.</i>	<i>Not allowed</i>			<i>Allowed</i> 50 ft. max height	<i>Allowed</i> 50 ft. max height	<i>Allowed</i> 50 ft. max height	<i>Allowed</i> 50 ft. max height*
<input checked="" type="checkbox"/> 4.200: Manufacturing operations conducted within or outside fully enclosed building.	<i>Not allowed</i>					<i>Allowed</i> 50 ft. max height	<i>Not allowed</i>
<p><i>Not allowed in any zone:</i></p> <ul style="list-style-type: none"> Manufacture, sale, distribution, or storage of any highly combustible or explosive materials in violation of the city's fire prevention code. Stockyards, slaughterhouses, rendering plants. 							

STEP 2-B: Building Height Limitations

Building height limitation okay for your facility

Check the building height limitation listed in the highlighted zone(s) above.

STEP 2-C: Confirm the Zoning on the Map

[Find the Zoning District\(s\) highlighted above on the Zoning](#)

Zoning Districts

As you search for potential locations, make sure properties are

STEP 3-A: Site Contamination



Is the site considered

No



[Use this link to determine if a site is on a cleanup list.](#)

If you are looking at a site that is considered contaminated, be aware that cleanup may be required prior to construction. Prior to making any commitments, [investigate](#) the time and cost it will take to be able to use this site.

STEP 3-B: Frontage Improvements

Frontage improvements are required to bring sites up to city standards in the following situations:

- New construction,
- Additions to existing buildings,
- Certain occupancy changes, and
- When the item is in disrepair or not to code.

Based on in Step 1, the frontage improvements below may apply to your project



Assess each of the following items on the property in the right-hand column. Plan for extra cost and time to make needed repairs or install improvements.

Frontage Improvements:	Property Assessment
Sidewalks	Appears to meet city standards
Curbs and curb ramps	Some improvement/repair needed
Gutters	Appears to meet city standards
Driveways and alley approaches	Unknown
Street and alley rights-of-way	Unknown

Not sure how to bring the site up to code?

The city can provide more detailed information at a General Information Meeting after reviewing the details of your plan.

STEP 3-C: Site Improvements & Building Upgrades

Site improvements and building upgrades are required to bring sites up to city standards in the following situations:

- New construction,
- Additions to existing buildings,
- Certain occupancy changes, and
- When the item is in disrepair or not to code.

Based on Step 1, the site improvements or building upgrades below may apply to your project



Assess each of the following items on the property in the right-hand column. Plan for extra cost and time to make needed repairs or install improvements.

Site improvements:

This includes providing stormwater drainage for your property and the required landscaping.

Interactive tools estimates parking spaces, loading areas, frontage improvements and other requirements... Links to more information

Step 4: Parking Spaces and Loading Areas

Your answers from Step 1 and Step 2 are used to estimate the number of parking and loading spaces you will need.

[Need Help Answering These Questions? Click here](#)



STEP 4-A: Parking Spaces Required

The number of off-street parking spaces required is determined by the land use category and either the gross floor area or the number of employees on the maximum shift. (Note: Steps 1 & 2 must be completed for this tool to function.)

Based on Steps 1 & 2, the estimated number of parking spaces required is as follows:

Land Use Category (From Step 2-A)	Off Street Parking Requirement	Estimated Off-Street Parking Requirement (From Step 1)	Existing Parking Spaces	Additional Parking Spaces Needed
4.110: Fully enclosed building <i>with</i> walk-in trade	1 stall per 800 sq. ft. of gross floor area	<i>Gross Leasable Space</i> 25,000 / 800 = 31 parking spaces	14 parking spaces	17 parking spaces required
4.120: Fully enclosed building <i>with no</i> walk-in trade	1 stall per 2 employees on maximum shift	<i>Employees on Shift</i> 16 / 2 = 8 parking spaces	14 parking spaces	-6 parking spaces required
✓ 4.200: Manufacturing operations conducted within or outside fully enclosed building	1 stall per 2 employees on maximum shift	<i>Employees on Shift</i> 16 / 2 = 8 parking spaces	14 parking spaces	-6 parking spaces required

Important parking considerations:

- Adding ≥20 parking spaces will trigger SEPA (See [Step 6: SEPA Process](#))
- Parking areas must include shade trees
- Generally, minimum parking space dimensions are 19 feet in length by 9 feet wide.

4: Parking Spaces and Loading Areas

IN THIS SECTION:

- 4-A: Parking Spaces
- 4-B: Loading Areas

4-A: Parking Spaces

Off-Street Parking

The number of off-street parking spaces required [link] is determined by the land use category and either the gross floor area or the number of employees on the maximum shift.

Generally, *minimum parking space dimensions are 19' in length by 9' wide*; see [additional parking space dimension information](#).

Also see [parking requirements](#) and [maximum lot coverage information](#).

Building Heights, Off-Street Parking and Lot Coverage

Use Code (From Step 2)	Off-street parking	Maximum Lot Coverage
4.110	1 stall per 800 sq. ft. of gross floor area	100% lot coverage allowed <i>except</i> site plan must comply with easement, buffer, setback, screening, and stormwater regulations
4.120	1 stall per 2 employees on the maximum shift	
4.200		

Lot Coverage Requirements

City of Arlington allows 100% lot coverage *except* that the site plan must comply with all easement, buffer, setback, screening, and stormwater regulations

Understand what triggers more stringent requirements

RESULTS: Land Use Permitting

STEP 2
Land Use &
Zoning

Based on Steps 1 & 2, the following land use permits and approvals may be required

Land Use Permit Requirements

Required	<p>Site Plan Review and Design Review Required for most commercial projects</p> <p>Zoning Permit Basic land use permit for most commercial projects</p>
Required	<p>Special Use Permit <i>Required for parcels 4 acres and when land use change is required (change of use)</i> May require hearing examiner review, if requested (extra time)</p> <p>Conditional Use Permit <i>Required to divide lots or revise lot lines (Binding Site Plans or Major Plats)</i> Requires public notice and hearing examiner review (extra time)</p>

Land Use Category Selected

	4.110: Manufacturing in fully enclosed building <i>and</i> majority of dollar volume of business done with walk-in trade.
	4.120: Manufacturing in fully enclosed building <i>and</i> majority of dollar volume of business not done with walk-in trade.
✓	4.200: Manufacturing operations conducted within or outside fully enclosed building.
	<p><i>Not allowed in any zone:</i></p> <ul style="list-style-type: none"> ✗ • Manufacture, sale, distribution, or storage of any highly combustible or explosive materials in violation of the city's fire prevention code. • Stockyards, slaughterhouses, rendering plants.

Selected Zoning Districts & Building Height Limitations

	OTBD	Old Town Business District 1-3	50 ft. max height
	GC	General Commercial	45 ft. max height
	HC	Highway Commercial	50 ft. max height
	BP	Business Park	50 ft. max height
	LI	Light Industrial	50 ft. max height
✓	GI	General Industrial	50 ft. max height
	AF	Aviation Flightline	50 ft. max height * <i>subject to airspace restrictions</i>

A Win for Businesses, Communities and the State

- Businesses save time and avoid “regulatory surprises”
- Communities are viewed as more “business friendly”
- Staff spend less time on routine questions
- Regulatory conflicts and gaps are revealed
- State becomes more globally competitive



Manufacturing Roadmaps Under Development

- ❖ **Arlington**
- ❖ **Bothell**
- ❖ **Everett**
- ❖ **Lynnwood**
- ❖ **Marysville**
- ❖ **Mukilteo**



Regulatory Roadmap

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Scalable approach

Additional industry sectors and locations...



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