



CITY OF SNOHOMISH

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NOTICE OF REGULAR MEETING

DESIGN REVIEW BOARD

Postmaster Conference Room
Snohomish City Hall
116 Union Avenue

WEDNESDAY
January 8, 2020
6:00 PM

AGENDA

- 6:00 1. **CALL TO ORDER:** Roll Call
- 6:05 2. **PUBLIC COMMENT:** Public comment on items not on the agenda.
- 6:10 3. **ELECT** Chair for 2020 (*P. i*)
- 6:15 4. **APPROVE** the minutes of the December 11, 2019, regular meeting.
- 6:20 5. **DISCUSSION ITEMS:**
 - a. **GENERAL DESIGN STANDARDS** Site design (*P. 1*)
 - b. **INDIVIDUAL DESIGN REVIEWS** Staff summary of individual member reviews from the preceding months. (*P. 7*)
- 7:00 6. **ADJOURN**

NEXT MEETING: The next regular meeting is scheduled for Wednesday, February 12, 2020, at 6:00 p.m. in the Postmaster Conference Room, Snohomish City Hall, 116 Union Avenue.

Agenda Item 3

Date: January 8, 2020
To: Design Review Board
From: Brooke Eidem, Planner
Subject: Election of Chair for 2020

This agenda item provides for the election of Design Review Board Chair for 2020. Chapter 2.14 SMC requires that a chair be elected annually.

The election procedure is as follows:

1. The Chair (pro tem) opens the floor to members' nominations for Chair.
2. Boardmembers may nominate other members or themselves. No second of a nomination is required.
3. A person nominated may decline the nomination.
4. The Chair (pro tem) closes the floor to nominations for Chair.
5. The Chair (pro tem) calls for any discussion on the nomination(s).
6. The Chair (pro tem) calls for a vote on the nomination(s).

2.14.040 Rules, Election of Officers, Records, and Expenses. The Board shall adopt rules and regulations for the conduct of its business, subject to the approval of the City Council. A majority of the membership shall constitute a quorum for the purpose of transacting business. Action by the Board shall be by majority vote, provided no action may be taken without affirmative vote of at least three members. A tie vote on a motion to approve shall constitute a failure of the motion.

The Design Review Board shall elect a chairman and such other officers as it may deem necessary. Such officers shall occupy their respective offices for a period of one year.

The City Planner, or his duly authorized representative, shall serve as executive secretary of the Board, and shall be responsible for all records. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings and such minutes and a copy of its rules shall be kept on file in the office of the City Clerk and open to inspection by the public. The City shall provide the Board with necessary administrative support and expense budget as needed to perform the function described by this chapter.

No member of the Design Review Board shall participate in discussion or vote on any matter involving any client he or she is serving or any business for which he or she is owner, corporate officer or employee.



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DESIGN REVIEW BOARD MINUTES

REGULAR MEETING

Snohomish City Hall
116 Union Avenue
Postmaster Conference Room

December 11, 2019

6:00 p.m.

MEMBERS PRESENT:

Yumi Roth, Chair
Joan Robinett-Wilson
Allison Myers
Joelle Blair (*arr. 6:08 p.m.*)

STAFF:

Brooke Eidem, Planner
Katie Hoole, Permit Coordinator

MEMBERS ABSENT:

Phil Baldwin

OTHERS PRESENT:

Arnold & Bonnie Bernstein, applicants

1. **CALL TO ORDER:** Roll Call

Ms. Roth called the meeting to order at 6:00 p.m.

2. **PUBLIC COMMENT:** Public comment on items not on the agenda.

There were no public comments on items not on the agenda.

3. **APPROVE** the minutes of the November 13, 2019, regular meeting.

Ms. Myers moved to approve the minutes as written and Ms. Robinett-Wilson seconded; the motion passed 3-0.

4. **ACTION ITEM: DRB File: 19-19-DRB**

Ms. Eidem gave the staff report on the proposal to enclose and expand the existing detached carport located at 316 Avenue B. Two side-loading garage doors are proposed. A wood mandoor is proposed on the east façade facing the house, matching the home's front door. Windows are proposed on all four sides. A couple of small errors in the staff report were identified and the applicable standards were reviewed.

Mrs. Bernstein confirmed a door that is similar to the front door but not the exact same is appropriate, and clarified that there would be a loft storage area above the garage, not an apartment. They would also use the same size trim around the garage windows that they used around the house.

Discussion Item 5a

Date: January 8, 2020
To: Design Review Board
From: Brooke Eidem, Planner
Subject: General Design Standards

The Board has previously discussed the necessity of updating the design standards outside the Historic District. As this document has wide applicability throughout town, the Board also reviewed and discussed a list of Snohomish characteristics that was developed in 2010. In July of this year, the Board discussed a proposed scope of work for the update, that included new images, simplification of language for greater clarity, consolidation of related sections, removal of unnecessary guidelines, and document reorganization. The draft document outline was reviewed in September.

Staff has begun the process of revising the language of the standards. As time allows, sections will be brought to the Board for focused discussion. It is recommended that all Board members bring with them their copy of the existing standards, for comparison purposes.

The first section presented is Commercial and Mixed Use Site Design (section 2.1). Placeholder images have been added to illustrate the concepts of each standard, and to help facilitate discussion.

General Design Standards

1. Introduction (Purpose, Authority)
2. Commercial and Mixed Use Development
 - 2.1 Site Design
 - 2.2 Building Design
 - 2.3 Alterations
3. Multi-Family Development (2+ units)
 - 3.1 Site Design
 - 3.2 Building Design
 - 3.3 Alterations
4. Single-Family Development (PRDs)
 - 4.1 Site Design
 - 4.2 Building Design
 - 4.3 Alterations
5. Glossary

Discussion Item 5a

2. Commercial and Mixed Use Development

2.1 Site Design

2.1.1 Building Orientation

Maintain an active pedestrian realm and ensure the visibility of businesses.

1. Buildings, trees, and landscaping shall be the predominant feature seen from the streetscape, rather than parking lots and free-standing signs. Parking lots shall be located behind buildings wherever possible.
2. Pedestrian access to the building shall be visually and functionally clear and offer a convenient alternative to walking through vehicle travel areas.
3. Buildings abutting the sidewalk are encouraged.



Buildings oriented directly along the sidewalk with pedestrian entrances. Access to an interior parking lot is lined with vegetation.

2.1.2 Parking Lot

Reduce the visual impact of parking lots.

1. Parking lots shall be located behind buildings when feasible. Parking lots that are proposed in front of or beside buildings shall provide a 10 foot wide planting area between the parking lot and adjacent street to include:
 - a year-round sight barrier,
 - evergreen shrubs,
 - evergreen ground cover,
 - shrub material maintained at a maximum height of 3 feet for visibility.
2. Driveways shall be consolidated wherever possible to minimize obstructions to pedestrian movement and reduce curb cuts. Shared driveways are encouraged.

Discussion Item 5a



Side-oriented parking lot shared among multiple buildings, with planting areas between the street and the parking area.

2.1.3 Parking Lot Landscaping

Reduce the visual impact of parking lots through landscaped areas and/or architectural features that complement the overall design and character of development.

1. Planting areas consisting of trees and ground cover species are required within parking lots containing ten or more stalls.
2. The number of trees required in the internal planting areas in parking lots shall depend on the location of the parking lot in relation to the building and public right-of-way:

Location of parking lot	Number of trees per parking stall
Between building and street	One per five (1:5)
Beside building, partially abutting street	One per six (1:6)
Behind building, minimally visible from street	One per seven (1:7)

3. Public outdoor gathering space is encouraged, by use of plazas, courtyards, sitting areas, rain gardens, or art/water features.



Parking lot containing trees throughout.

Discussion Item 5a

2.1.4 Parking Lot Screening

Soften the appearance of parking when visible from the public right-of-way, while providing visibility for surveillance. This standard does not apply to car sales lots.

1. Parking lots or drive-thru lanes that abut the public right-of-way shall be screened with at least one of the following treatments:
 - Landscape planting areas at least five feet wide, consisting of trees, shrubs and groundcover materials to achieve at least 75% coverage.
 - A combination of landscaping with low fencing or walls in the a style complementary to the style of the building.
2. Chain link fencing is prohibited when visible from a public right of way.



Parking lot screened with a combination of low fencing and vegetation.

2.1.5 Parking Lot Lighting

Maintain a safe and secure pedestrian environment through the use of adequate lighting.

1. Light standards used to illuminate parking lots shall not exceed 30 feet in height. Pedestrian scale lighting shall be a maximum of 16 feet in height.
2. Lighting shall be screened or otherwise directed away from adjacent properties.



Parking lot lights, pedestrian scale lighting, and building lighting.

Discussion Item 5a

2.1.6 Pedestrian Walkways

Provide safe, convenient, and attractive walkways for pedestrians through parking lots.

1. When a parking lot is located between the building and the sidewalk, a pedestrian walkway shall be provided from the sidewalk to the main building entry.
2. Parking lots that contain more than 20 parking spaces shall provide pedestrian connections from the building to the highest concentrations of parking stalls.
3. Pedestrian walkways through parking lots shall be a minimum of five feet wide, clearly delineated through the use of special paving, raised sidewalks, or striping.
4. Chain link fencing may not be used to separate pedestrians from vehicular traffic or to define pedestrian walkways.



Special paving through the parking lot for pedestrian access.

2.1.7 Equipment and Service Area Screening

Reduce the visual impact of service areas, mechanical equipment, and communications facilities.

1. All service, loading, and trash collection areas shall be screened by a combination of masonry, wood, or vinyl walls and planting areas. Metal may be used for enclosure gates.
2. Loading and service areas shall not face any residential use unless no other location is possible, and then shall incorporate landscape screening.
3. Rooftop equipment shall be screened so that it is not visible from the adjacent public way.
4. Communications equipment shall blend with the design of the building on which it is attached.

Discussion Item 5a



Masonry enclosure structure with metal gates.

Discussion Item 5b

Date: January 8, 2020

To: Design Review Board

From: Brooke Eidem, Planner

Subject: Summary of Individual Member Design Reviews – December 6, 2019 – December 31, 2019

File #	Location	Proposal	Review
19-20-DRB	1015 First St	Sign	Denied by Ms. Myers

The file will be available at the meeting.