



# CITY OF SNOHOMISH

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · (360) 568-3115 · WWW.SNOHOMISHWA.GOV

## DESIGN REVIEW WITHIN THE HISTORIC DISTRICT

For more information, refer to Snohomish Municipal Code (SMC) 14.225

### WHAT IS THE DESIGN REVIEW BOARD?

The Design Review Board (DRB) is the advisory committee that reviews and makes recommendations to city staff on proposals for development within the Historic District. Recommendations pertain to the proposal's conformance with design and historic preservation, as set forth in the Snohomish Historic District Design Standards.

The board was established by City Council on July 3, 1973, Ord 1185. The primary purpose of the DRB is to preserve and protect the unique historic structures and design features of Snohomish. The board consists of five members, each appointed by the City Council. DRB meetings are on the second Wednesday of every month in the Postmaster Conference Room at City Hall, 116 Union Avenue.

### WHAT TYPES OF PROPOSALS DOES THE DRB REVIEW?

**In the Historic District**, the DRB makes recommendations on the following:

- Modification to the exterior of existing structures
- Construction activities that require a building permit, including signs or fences
- Any mobile vendor structures or trailers which will do business in the Historic District for more than 30 days
- Building Demolitions
- Special tax valuations
- Requests for additions to the list of officially designated historic structures, with the final decision being made by the City Council

**Outside the Historic District**, the DRB reviews buildings or facilities that are proposed by governmental entities, such as the City, fire district, school district, or state.

### WHAT IS THE DRB PROCESS?

Following submittal of a complete application, the following procedures apply:

1. City staff prepares a report to the DRB.
2. DRB holds its meeting, with an opportunity for input from the applicant and interested citizens. The sequence is as follows:
  - City staff presentation reviewing the application and conformance with adopted standards
  - Presentation by applicant
  - Comments from any members of the public
  - DRB deliberation and recommendation to the City Planner on conformance with Design Standards. Recommendations may include conditions to achieve conformance.
  - If necessary, the DRB may include a visit to the applicant's site to gather additional information, as part of its meeting.
3. After the DRB review, the City Planner issues a written determination on the proposal's conformance. Determinations may include conditions to achieve conformance.
4. The City Planner's determination may be appealed to the Hearing Examiner. Appeals must be filed within 10 days of the decision and must conform to the provisions of SMC 14.75.

### WHAT STANDARDS ARE USED?

The DRB and the City Planner review applications for projects located within the Historic District using the following standards:

- *Snohomish Historic District Design Standards*, updated 2003
- *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, 1995
- *City of Snohomish Design Standards and Guidelines (Outside the Historic District)*
- *Pilchuck District Design Standards*



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## HOW DO I BEGIN?

A pre-application conference is encouraged, to share your ideas with staff prior to formal submittal. Conceptual Pre-Application Review meetings are offered free of charge, and are a great opportunity to get early guidance from city staff on policies, regulations, and code compliance.

It is recommended that the pre-application meeting and an initial design review submittal occur early in the design process. However, conceptual reviews do not relieve the applicant of formal review by the DRB.

Pre-Application and Design Review application forms are available at City Hall or on the City's website: [www.snohomishwa.gov](http://www.snohomishwa.gov).

## CAN I RECEIVE EARLY FEEDBACK FROM THE DRB ON A PRELIMINARY DESIGN?

There is an option for a conceptual review by the Design Review Board. Conceptual reviews are still discussed by the full Board at a regular meeting. Submittal requirements are less detailed, however a design decision is not issued. The project is discussed with the understanding that it will be reviewed in greater detail at a future meeting. This option is helpful for applicants to obtain feedback and determine whether a preliminary design is consistent with applicable standards.

## WHAT IF MY PROJECT WILL NOT RESULT IN SIGNIFICANT IMPACTS?

If an application is determined to result in only minor changes to a property or building, the City Planner may request review by one member of the DRB, outside the normal DRB meeting schedule. The individual member will make a recommendation to the City Planner, or may refer the application to the full DRB.

**NOTE:** This information should not be used as a substitute for City codes and regulations.

## WHAT IF I CHANGE MY DESIGN AFTER IT HAS BEEN APPROVED?

Final building plans must conform to the approved design, including dimensions, materials, and features, as well as any conditions of approval. If the applicant proposes changes to the approved design, a request to modify the design must be submitted in writing to the City Planner.

Minor changes may be approved by city staff. Changes deemed by the City Planner to be significant will be returned to the DRB for a recommendation.

## WHAT DO THE CITY AND DRB NEED TO REVIEW MY APPLICATION?

Design Review submittal requirements vary depending upon the nature of the project. Buildings will require substantially more information than a sign or fence, for example. All submittals will require a Design Review Application form and site photos, in addition to any necessary forms for your specific proposal (land use application form, building permit application form, etc.). Scaled drawings are always required.

Conceptual reviews will require photos, drawings, and descriptions of sufficient detail to base a meaningful discussion.

For specific submittal requirements, refer to the submittal checklist for your project type, included in this packet.

Please note that incomplete or undetailed drawings may not be sufficient for the Board to evaluate the proposal and make a recommendation, which will result in delays.

## IS THERE A SUBMITTAL DEADLINE FOR DRB-APPLICABLE PROPOSALS?

Yes. The deadline for submitting materials for review by the Design Review Board is the **last business day of each month**, for the meeting occurring the following month.

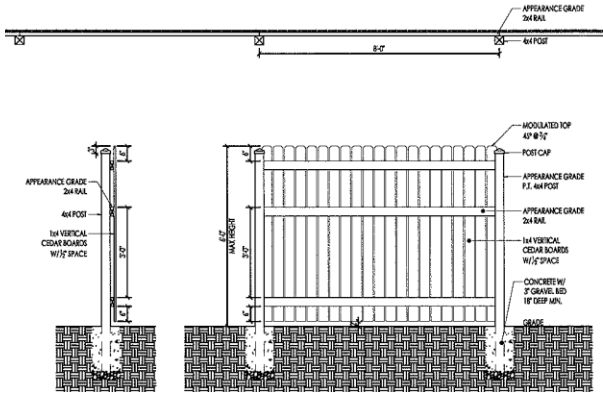


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## SAMPLE DESIGN REVIEW SUBMITTAL DETAILS

### FENCE

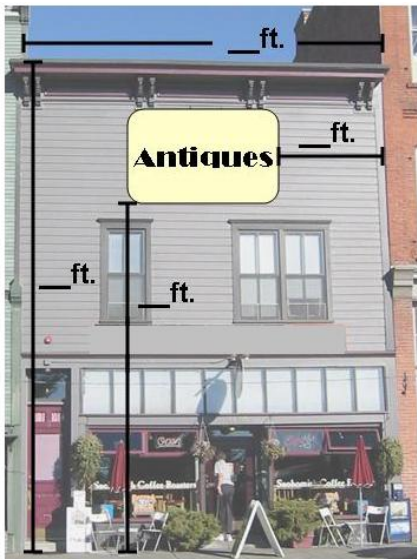


WOOD FENCE DETAIL

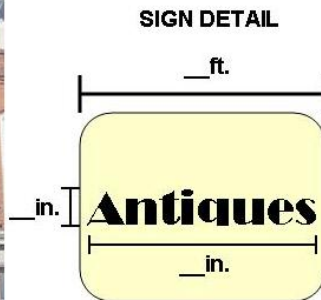


PICKET FENCE RENDERING

### SIGN

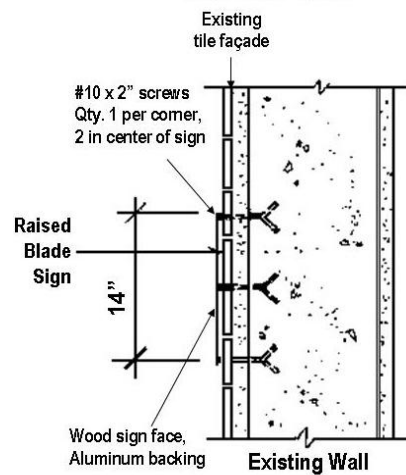


BUILDING SIGN ELEVATION PLAN



**SIGN DETAIL INCLUDES:**

- What sign says
- Dimensions
- Color of letters / graphics
- Color of background
- Materials



WALL MOUNTED SIGN INSTALLATION DETAIL