



The Board

The Design Review Board was established by the City Council on July 3, 1973, Ordinance 1185, for the purpose of "...contributing to the social, cultural, and economic welfare of the citizens of Snohomish by developing an awareness of its historical heritage..."

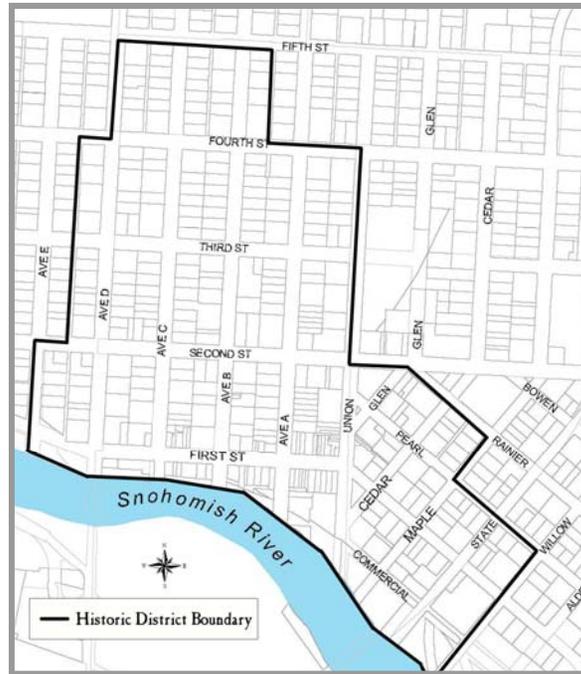
The Board consists of five members appointed by the City Council to make recommendations regarding design and historic preservation.

The Board normally meets on the second Wednesday of the month, at 7:00 p.m., in the Postmaster Room at City Hall, located at 116 Union Avenue, Snohomish, WA 98290



The DEADLINE for submitting materials for review by the DRB is the 15th of each month, for the DRB meeting occurring the following month

Snohomish Historic District



For more information regarding the City of Snohomish Design Review process, visit Snohomish City Hall and speak with a member of the Planning & Development Services staff.

City of Snohomish Planning & Development Services

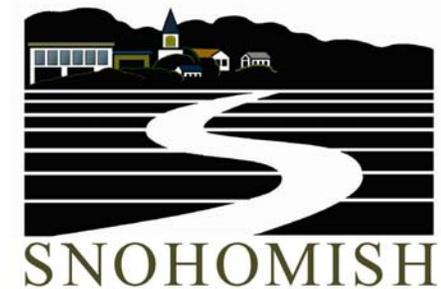
City Hall
116 Union Avenue
Snohomish, WA 98290

Phone: (360) 568-3115
Fax: (360) 568-1375



City of Snohomish Planning & Development Services

Design Review Board (DRB)



DESIGN REVIEW



In order to preserve the character of the City of Snohomish, all Historic District (HD) development must be reviewed by the Design Review Board (DRB). In most cases, the DRB's role is advisory, with the final decision residing with the City Planner.

The DRB reviews the following:

- Modification of the exterior of an existing structure in the HD
- Construction activities in the HD that require a building permit, including signs and fences
- Mobile vendor structures & trailers doing business in the HD for 30 or more days
- Building demolitions in the HD
- Special tax valuations for historic structures
- Requests for additions to the list of officially designated historic structures (final decision made by City Council)
- Public facilities outside the HD proposed by government entities

The DRB uses the following Design Standards:

- *Snohomish Historic District Design Standards*
- *The Secretary of the Interior's Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings*
- *A Guide to Twentieth Century House Styles, Montlake: A Primer of Residential Styles*
- *The Visual Dictionary of American Domestic Architecture*, Rachel Carley, Roundtable Press, 1994
- *Hands On! The Rehabilitation Handbook for Everett's Historic Homes*, Makers Architecture & Urban Design, 1992
- *Dictionary of Architecture*, Henry S. Saylor, Wiley & Sons, Inc, 1952
- For proposals outside the HD, *Design Standards and Guidelines (Outside the Historic District)*



Design Review Process

Conceptual Discussions

Applicants are highly encouraged to participate in a pre-application conference with City Staff to discuss options for meeting design standards. This should occur early in the design process. Pre-Application request forms are available at City Hall.

This does not relieve the applicant of formal review by the DRB.

Staff Report

Following submittal of a complete application, City staff will prepare a brief written report to the DRB.

DRB Meeting

Meetings are informal opportunities for the applicant and interested citizens to provide input on the proposal. The proceedings are as follows:

1. Presentation by City Staff reviewing the application and conformance/non-conformance with the adopted standards.
2. Presentation by the applicant.
3. Comments from any members of the public.
4. DRB deliberation and a recommendation to the City Planner on conformance with Design Standards.
Recommendations may include conditions to achieve conformance.
5. The meeting will be located in a public building, typically City Hall. However, the DRB may include, as part of its meeting, a visit to the site to gather additional information concerning the application.

Individual Design Review

If an application will result in only minor changes to the appearance of an existing building, the City Planner may request review by one member of the DRB. In such cases, the individual member will make a recommendation to the City Planner, or refer the application to the full DRB. Individual reviews may occur outside of the regular DRB meeting schedule.

Decision

After the DRB review, the City Planner will issue a written determination that the application is or is not in conformance with the Snohomish Historic District Design Standards, or Design Standards & Guidelines as appropriate. City Planner determinations may include conditions to achieve conformance.

Modifications

Final building plans must conform to the approved design and any conditions of approval. If the applicant proposes changes to the approved design, a request for modification must be submitted in writing. Minor changes may be approved by City staff. Changes deemed to be significant will be returned to the DRB for review.

Appeals

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 Chapter 14.75 SMC.

Additional information, specific submittal requirements and application forms are available at Snohomish City Hall, 116 Union Avenue.

This information should not be used as a substitute for City Codes and regulations.