



# APPLICANT'S PROPOSAL ASSESSMENT

## HISTORIC DISTRICT COMMERCIAL ALTERATIONS

<b>File Number</b>	<b>Project Address</b>	<b>Applicant</b>
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The Historic District Design Standards for commercial alterations are provided below in a checklist format, to assist you in evaluating your proposal's compliance with those Standards.

Many of the standards listed are truncated to fit this form. Applicants are required to review the full Historic District Design Standards document when assessing compliance, to ensure all portions of the applicable standard are addressed.

Complete the applicable portions of this checklist and submit it with your design review and permit applications through the [Permit Portal](#). Use the following scoring system when comparing your proposal to the Design Standards. Provide comments as to how the project meets each standard, being as specific as possible.

<b>Scoring Guide</b>	
Fully Complies	<b>5</b>
Moderately Complies	<b>4</b>
Neutral	<b>3</b>
Moderately Inconsistent	<b>2</b>
Inconsistent/Does Not Comply	<b>1</b>
Not Applicable	<b>0</b>

By signing below, I certify that I have read and understand the Historic District Design Standards that are applicable to my project.

Applicant Signature

Printed Name

Date

### III.1. COMMERCIAL ALTERATIONS DESIGN STANDARDS (pg. 10)

#### A. GENERAL GUIDANCE

1. Building design should exhibit and incorporate elements that reflect the identity and visual character of the early decades of the Snohomish community.
2. Historic, character-defining architectural features and details should be preserved or restored.
3. Modifications made to existing buildings should be sympathetic to the structure’s original design and should not significantly alter the historic appearance. Restoring original features is encouraged.
4. Before beginning any restoration work, research available documents and perform a physical investigation of the building to determine the historic appearance of the structure and establish the most appropriate restoration plan.
5. The traditional commercial building form in historic Snohomish typically included a large storefront, upper floors with vertically-oriented windows, and a substantial cornice.

		SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Fully Complies	<b>5</b>		
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

#### C. BUILDING DESIGN

##### 1. General

- a. Building design shall not serve to communicate or reflect a corporate identity or product marketed.
- b. Architectural styles and stylistic references shall be consistent throughout one building.
- c. The use of neon for building ornamentation is prohibited.
- d. Unpainted masonry shall not be painted.

General		BUILDING DESIGN	
		SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Fully Complies	<b>5</b>		
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

##### 2. Building Materials

Exterior surface materials shall be consistent with traditional architectural materials and shall contribute to the appearance of a 100-year functional building life. Appropriate materials include brick, stone, wood, stucco, cast iron, and metal panels, when reflective of historic industrial buildings. The following exterior surface materials are **prohibited**.

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>a. Plain or smooth face concrete masonry unit</li> <li>b. Tilt-up concrete slab without decorative texture or treatment</li> <li>c. Corrugated metal</li> <li>d. Imitation or synthetic classing materials such as vinyl, plastic, or aluminum</li> </ol> | <ol style="list-style-type: none"> <li>e. T1-11 siding</li> <li>f. Mirrored glass</li> <li>g. Vinyl windows</li> </ol> |
|--|--|

Building Materials		BUILDING DESIGN	
		SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Fully Complies	<b>5</b>		
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

##### 3. Storefronts

- a. When present and intact, historic character and character-defining elements of the storefront shall be preserved.
- b. Storefront windows shall be maintained in their original size. If original glass is intact, it shall be preserved. Non-retail uses may install interior blinds, curtains, or semi-transparent screening.
- c. Glazing shall be transparent. Highly reflective or darkly tinted glass shall not be used. Except for window signs, the use of applied films is prohibited.

- d. Transom windows shall not be obscured by exterior elements except awnings. Original dimensions shall not be altered.
- e. Alcoves and recessed entries shall be maintained in their original configuration. Decorative ceiling and/or floor elements shall be preserved.
- f. Kick plates and bulkheads shall be retained and preserved as decorative panels. Replacement bulkheads shall be sympathetic to the original design and consistent with the character of the building.

Storefronts		BUILDING DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

#### 4. Cornices

- a. When present and intact, existing cornices shall be maintained and preserved.
- b. Replacement cornices shall be consistent with the character of the building.

Cornices		BUILDING DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

#### 5. Upper Floor Windows

- a. Windows shall be set back, or shall appear to be set back from the plane of the exterior building wall to create dimensional relief.
- b. Mullions and muntins shall be vertically proportioned. No false muntins or simulated divided lites between panes.
- c. The original position, size, number, and arrangement of windows shall be retained in a building wall. Original window openings on a primary building façade shall not be enclosed.
- d. New and replacement windows shall be dimensional and finished with trim elements that are appropriate for the building. The use of vinyl windows is inappropriate where visible from off-site locations.

Upper Floor Windows		BUILDING DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

#### 6. Roofs

- a. The original roof form and eave depth shall be preserved.
- b. Skylights shall be flat/parallel with the plane of the roof. Other roof equipment shall not be visible from the street.
- c. Appropriate materials for pitched roofs include metal, clay tiles, slate, and wood shingles. Architectural composition roofing is an appropriate alternative to traditional roofing materials.
- d. Built-up and torch-down (modified bitumen) roofing are appropriate for flat roofs.

Roofs		BUILDING DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

#### 7. Building Lighting

- a. Building light fixtures shall be shielded from the sky and adjacent properties to prevent glare.

- b. Uplighting shall only be allowed when the glare will be interrupted by building features, such as a cornice or sill.
- c. New lighting fixtures shall be consistent with the character and scale of the building. Conduit and junction boxes shall be concealed. Recessed and canned lights are inappropriate when visible from the street.
- d. The use of neon, continuous or generally continuous LED tubing, and similar linear illumination for building ornamentation is prohibited.

Building Lighting		BUILDING DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

**8. Service Areas**

- a. The following shall be enclosed or obscured with screening materials: mechanical and electrical equipment, garbage and recycling containers, utilities, and outside storage areas.
- b. Large equipment such as window air-conditioning units or satellite dishes shall not be located on a primary building façade, or within view from the public sidewalk within one block.
- c. Rooftop mechanical equipment shall not be visible from adjacent sidewalks within one block. Rooftop equipment shall be set back from the outer building wall whenever possible and/or screened using an extended parapet wall or other roof forms, to a height that equals or exceeds the height of the equipment.
- d. Screening methods may include a wall, fence, or vegetation. Refuse screening shall be opaque, or mostly opaque. Walls and fences shall be consistent with the standards of section V.3.
- e. Screening design shall be in character with the building and site it serves.

Service Areas		BUILDING DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

**9. Doors and Hardware**

- a. Wood is the preferred material for doors. Bronze, brass, and painted metal is acceptable. Bright finish stainless steel or aluminum, fiberglass, and plastic shall not be used.
- b. All primary commercial doors shall have extensive glazing, with a minimum of one foot between the glass and the bottom of the door. Kick plates are encouraged below the glazing.
- c. Metal used for exterior hardware shall be dark without a bright or shiny finish, with the exception of copper and copper alloys (including brass and bronze). Bright finish aluminum shall not be used.
- d. Hardware shall be traditional and historic in character, to the extent allowed under the building code.

Doors and Hardware		BUILDING DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

**10. Additions**

- a. Additions shall be compatible with the main building in material, character, and scale.
- b. Additions shall not damage or obscure historically or architecturally important features.
- c. Additions shall be compatible with, but differentiated from, the historic building.
- d. Building additions may be allowed in the following areas under conditions:

1. Rear or side of existing building.
  - The alignment of storefront elements, moldings, cornices, and upper floor windows on the main structure shall be maintained.
  - The addition shall be subordinate in appearance to the main structure.
  - Larger additions shall be physically set apart from the main structure with a connecting element or “hyphen”.
2. Above roof of existing building.
  - The addition area shall be set back from the primary façade to preserve original building scale.
  - The addition shall be simple in character and subordinate in appearance.
  - Window and trim elements shall align with those on the existing structure.
  - Dormer additions shall be subordinate to the structure in scale, roof pitch, and general form.
- e. Deck and balcony additions shall be simple in design yet consistent with the character of the structure. The deck or balcony shall not obscure character-defining features. The solid-to-void ratios of balusters and rails shall be designed to appear mostly transparent. Glass and plexiglass are not appropriate.
- f. Older additions that have achieved historic significance shall be preserved.

Additions		BUILDING DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

**D. ADAPTIVE RE-USE**

- a. Changes of use shall retain character-defining features while accommodating the new function.
  1. Existing storefront and transom windows shall not be obscured.
  2. Existing front porches shall be retained in their original form and configuration, including the size and shape, design, and open qualities. Deteriorated features and finish details shall be repaired or replaced.
- b. Front yards shall not be used for parking areas. Refer to Site Planning in section III.2.B.
- c. Retention of historic signage is encouraged wherever possible.

Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

**V. SITE ELEMENTS: 3. FENCES, WALLS, RAILINGS (pg. 68)**

**B. DESIGN OF FENCES, WALLS, AND RAILINGS**

**1. General**

- a. Fences shall be no greater than 6 feet in height, except to provide screening for commercial activities as required by state, county, or city law or ordinance. Walls may exceed 6 feet in height, consistent with setback regulations of the municipal code.
- b. Walls and fences facing a City right of way must have at least one opening measuring no less than three feet wide. The opening may close with a gate or door, subject to the same materials considerations as fences and walls.
- c. A protective roof covering may be incorporated into a fence or wall if consistent with setbacks, however the roof may not project more than one foot from either side of the fence or wall surface.

General		DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

**2. Materials**

The following may not be used in the visible construction of fences, walls, and railings.

1. Chain link or wire mesh
2. Plastic, vinyl, or plastic lumber
3. Barbed wire or razor wire
4. Hollow metal tubing <1" outside diameter
5. Plywood, chipboard, particleboard, engineered wood
6. Pipe fittings used for plumbing or steam fitting
7. Cast concrete without decorative treatment
8. Plain concrete block, or "cinder block"
9. Plate or sheet metal, flat or corrugated, <1/8" thick
10. Exposed pressure treated wood with perforated surface
11. Expanded metal mesh
12. Solid bar stock <3/8" round section, or 1/4" by 3/4" rectangular sections, unless tapered from thicker bars
13. Bright finished aluminum or stainless steel (fasteners only)
14. Bright surface plated metal of any kind, including chrome and nickel plating (fasteners only)

Materials		DESIGN	
Fully Complies	5	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

### 3. Wood

- a. Fences constructed of wood boards or timbers must use a vertical or horizontal orientation of the boards. Diagonal placement of board elements is not allowed.
- b. Uncapped vertically oriented boards/pickets shall have modulated top ends, unless the top element is for grasping.
- c. The use of manufactured wood lattice with a diagonal element shall not be used.

Wood		DESIGN	
Fully Complies	5	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

### 4. Metal

- a. Metal pickets shall have a modulated top end, unless the top element is used for grasping.
- b. Pipe and metal tubing may be used only as vertical posts if capped with a decorative finial, unless the top element is used specifically for grasping. Finials shall incorporate historic references.
- c. Plain pipe and Industrial style railing shall not be used.

Metal		DESIGN	
Fully Complies	5	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

### 5. Masonry

- a. All masonry surfaces are to remain unpainted.
- b. Manufactured masonry block with a decorative surface is permitted for construction of walls and fences.
- c. Masonry fences and walls shall incorporate historical references, and not contemporary in appearance.

Masonry		DESIGN	
Fully Complies	5	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

### 6. Railings

- a. At least two different sections must be used.
- b. All vertical elements, including posts and pickets, must have modulated top ends. The end may be a decorative cap, finial, bend, or integrally worked end element. Flush welded caps shall not be used.

- c. Unless specifically used for grasping, all horizontally oriented top elements must have a decorative element such as a finial placed at intervals not greater than 6 feet.
- d. Industrial style railing shall not be used.

Railings		DESIGN	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

V. SITE ELEMENTS: 4. AWNINGS & CANOPIES (pg. 73)

B. GENERAL GUIDELINES

- 1. Awnings and canopies are encouraged where appropriate for the building architecture.
- 3. Awnings and canopies for multiple tenants should be coordinated for a unified appearance.
- 4. Building faces with multiple windows should integrate one awning per window to define individual openings.

Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

C. AWNINGS

1. Materials

Lightweight fabric stretched over a triangulated metal frame is the most appropriate material for awnings. Fabric may include canvas, matte finish fibers, and other material similar in appearance and texture. Metals including copper and bronze may be appropriate. Materials with a glossy finish are not permitted.

Materials		AWNINGS	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

2. Location

- a. The attachment point shall correspond to building features. Historical components and character defining features of a building shall not be altered, removed, or obscured to accommodate installation.
- b. Storefront awnings shall be located below the level of the second story windows and shall relate to the storefront entry for weather protection.
- c. Upper story awnings shall be located above the level of the top window molding. Each upper story window bay shall have its own awning.

Location		AWNINGS	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

3. Design Considerations

- a. Awnings shall be open on the underside. Both open and closed sides are appropriate.
- b. Traditional, sloped shed and concave awnings are the most appropriate shape for historic buildings. Retractable and operable awnings are encouraged. Contemporary barrel, bull-nose, and balloon-shaped awnings are not appropriate.

- c. Awning size and scale shall relate to that of the building architecture and features.
- d. Back-lit awnings are prohibited.
- e. Awning illumination integrating a visible light source for the purpose of ornamentation is prohibited.
- f. Entry awnings as defined in section V.4.A. are prohibited.

Design Considerations		AWNINGS	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

**D. CANOPIES**

**1. Materials**

Canopies shall be constructed of durable materials that are consistent with and complementary to the structure upon which they are installed. Appropriate materials include wood, metal, and glass. Plastic, vinyl, and glossy materials are inappropriate.

Materials		CANOPIES	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

**2. Location**

- a. Canopies shall not interrupt, obscure, overlap, or disrupt architectural features.
- b. The attachment point shall correspond to building features. Historical components of a building shall not be altered or removed to accommodate installation.
- c. Canopies shall not be installed above the first floor ceiling height.
- d. Canopies shall be installed in locations where they are functional for weather protection.

Location		CANOPIES	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
Not Applicable	<b>0</b>		

**3. Design Considerations**

- a. Canopies shall be flat, projecting perpendicular from the building wall.
- b. Canopies may be supported with cable stays from above, wall-mounted brackets below, or wood or cast-iron posts.
  - 1. If support posts are used, they shall be located outside the public right of way, evenly spaced across the building façade, with a post at both ends of the canopy.
  - 2. The type, material, and style of the supporting system shall be consistent with the building’s architectural style
- c. Lighting may be installed below the canopy surface and directed toward the walkway or building façade. Light fixtures shall be consistent with standards contained in Section III.1.C.7.
- d. Canopy illumination integrating a visible light source for the purpose of ornamentation is prohibited.

Design Considerations		CANOPIES	
Fully Complies	<b>5</b>	<b>SCORE:</b>	<b>COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):</b>
Moderately Complies	<b>4</b>		
Neutral	<b>3</b>		
Moderately Inconsistent	<b>2</b>		
Does Not Comply	<b>1</b>		
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