



APPLICANT'S PROPOSAL ASSESSMENT

HISTORIC DISTRICT COMMERCIAL NEW CONSTRUCTION

File Number	Project Address	Applicant
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The Historic District Design Standards for new commercial development 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.

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

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.2. COMMERCIAL NEW CONSTRUCTION DESIGN STANDARDS (pg. 21)

A. GENERAL GUIDANCE

1. Building design should exhibit and incorporate elements that reflect the identity and visual character of the Snohomish Historic District, particularly the era between 1880 and 1930.
2. Architectural styles and stylistic references should be consistent and not combined on one building/site.
3. Elements of pedestrian interest should be incorporated.
4. Orientation to the river is encouraged.

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

B. SITE DESIGN

1. Streets and Sidewalks

- a. The traditional grid pattern layout with straight streets and alleys shall be preserved.
- b. Sidewalks shall be provided across all street frontages and up to all building entries. The typical width of sidewalks on First and Second Streets is between 10-15 feet. All other commercial streets is 5 feet with a planter strip.

Streets and Sidewalks			SITE DESIGN
Fully Complies	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

2. Building Orientation

- a. Buildings shall be located at the front property line, except that entry alcoves and small outdoor pedestrian areas may be located between the building and the sidewalk.
- b. Maintain the traditional orientation of the primary pedestrian entrance toward the street. One or more clearly-defined primary entrance is required. Buildings or tenant spaces that do not front a public street shall have entries visible from a public street, with clear access from the street provided.

Building Orientation			SITE DESIGN
Fully Complies	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

3. Parking

- a. Parking lots shall have minimal exposure to the street or adjacent right of way.
 1. Parking lots shall be located to the rear of site of a street or building.
 2. Lots adjacent to an alley shall have the primary parking lot access from the alley.
- b. Parking lots shall be screened from adjacent public ways to reduce the visual prominence of vehicles. Screening methods may include structures, activity areas, architectural elements, or landscaping.
 1. Activity areas may include quasi-public or private gathering areas, including plazas and seating.

2. Architectural elements shall be a minimum height of 2½ feet and may include wood or masonry walls or fences, decorative metal grilles, and/or other approved methods. Materials shall be compatible with the building. Walls and fences shall be consistent with Section V.3. Chain link is not acceptable.
 3. Landscaping shall include a minimum 2½ foot tall composition of evergreen shrubs of a sufficient density to provide a visual offset from vehicles. Open trellis work or similar features may extend above the shrubs. Street trees with canopies above pedestrian height shall be included. Planting beds shall be a minimum of 4 feet wide.
- c. Common driveways shall be used wherever possible in order to reduce curb cuts.
 - d. Parking lots shall be visually screened from abutting residential zones, using solid wood or masonry fences. Walls and fences shall be consistent with section V.3.
 - e. Parking lots containing 10 or more spaces must provide a minimum of one tree for every 7 spaces, located in planting areas internal or peripheral to the parking lot. Planting areas shall have a minimum dimension of 5 feet by 3 feet, containing deciduous trees, minimum 2 inch caliper, and 85% coverage with ground cover plantings and evergreen shrubs.

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

4. Site Lighting

- a. Light fixtures shall incorporate cut-off shields to direct light downward and prevent off-site glare.
- b. Lighting shall be provided at a scale that is appropriate for pedestrians. Parking lot lights shall be no more than 15 feet tall. Lighted bollards are encouraged for walkways.
- c. The design of light fixtures shall not be contemporary, and shall incorporate historic references.

Site Lighting		SITE DESIGN	
Fully Complies	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

5. Equipment and Service Areas

- a. The following shall be enclosed or obscured with screening: mechanical and electrical equipment, garbage and recycling containers, utilities, and outside storage areas.
- b. Rooftop mechanical equipment shall not be visible from adjacent streets and sidewalks. Equipment shall be set back from the outer building wall and/or screened with an extended parapet or other roof forms, to a height that equals or exceeds the height of the equipment.
- c. Screening methods may include a wall, fence, or vegetation. Refuse screening shall be opaque or mostly opaque. Ground-mounted walls and fences shall be consistent with section V.3.
- d. Screening design shall be consistent with the character of the building or other site improvements.

Equipment and Service Areas		SITE DESIGN	
Fully Complies	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

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 and not combined on one building.
- c. The minimum height for primary street-facing façades shall be 2 stories.
- d. Façade relief features (i.e. vestibules, entries, trim, windows) shall be consistent with historic examples.
- e. Street-facing façades shall incorporate elements of pedestrian interest.
- f. Buildings on street corners shall include the same features and materials on both street-facing façades.
- g. Buildings containing residential uses shall provide at least one covered access to the residential units on the front of the building.
- h. Building design shall incorporate planned signage areas.

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

2. Building Materials

The following exterior surface materials are **prohibited** where visible from off-site locations.

- | | |
|---|---------------------------------------|
| 1. Plain concrete masonry unit | 5. T1-11 siding |
| 2. Tilt-up and pre-cast concrete slab, if over 10% of the façade. | 6. Mirrored glass |
| 3. Corrugated metal | 7. Vinyl windows |
| 4. Imitation of synthetic cladding materials, such as vinyl, plastic, or aluminum | 8. Perforated pressure treated lumber |

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

3. Ground Floor Details

- a. The ground floor height of buildings in the Historic Business District shall be a minimum of 12 feet, as measured from finished floor to finished ceiling.
- b. Pedestrian-scale interest at the street or other public right of way shall be provided by incorporating elements such as canopies or awnings that extend into the pedestrian realm, vestibules, alcove entries, or other approved elements.
- c. Storefront windows shall be provided on the primary façade. Transom windows and/or continuous ribbon windows with vertically oriented mullions are strongly encouraged.

Ground Floor Details		BUILDING DESIGN	
Fully Complies	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

4. Massing, Scale, and Articulation

- a. Buildings taller than 30 feet shall have a clear base, middle, and top.
- b. Buildings shall be “4-sided”, meaning that all façades shall be considered visible and shall be designed as an architectural façade composition. Blank façades shall not be visible from public spaces.
- c. Undifferentiated façades shall not exceed 20 feet horizontally and 15 feet vertically. The mass of larger buildings shall be articulated through a variety in wall planes, with portions of the building face stepped back from the street. Planar differences shall appear to be structural elements.
- d. Buildings shall be consistent with the height, scale, setbacks, and massing of existing historic structures, and achieve proportions that provide a sense of human scale.
- e. Alignment of horizontal elements shall relate to those of adjacent buildings, where feasible.
- f. A visual division shall be made between the street level and upper levels by using projecting elements, belt coursing, differing materials, or a continuous window ribbon.
- g. Acceptable roof forms include traditional commercial flat roofs with parapets, or gabled and hipped roofs for smaller buildings, with a minimum primary slope of 8:12. Shallower pitches may be allowed on subordinate roof forms, such as porches, canopies, or upper floor projections.
 1. Flat roofs shall include a parapet with a cornice or similar architectural feature.
 2. Sloped and gabled roofs shall include eaves that extend 12” minimum. The eave projection shall be consistent with the style of the overall building.

Massing, Scale, and Articulation		BUILDING DESIGN	
Fully Complies	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

5. Windows

- a. The street-facing ground level shall be comprised of a minimum 65% glazing.
- b. Commercial storefront style windows shall be incorporated for ground floor retail and commercial uses.
- c. Glazing shall be transparent. Highly reflective or darkly tinted glass shall not be used.
- d. False muntins, or simulated divided lites shall not be used. Mullions/muntins shall be vertically proportioned, if proposed for upper story or ribbon windows.
- e. Upper story windows shall be vertically oriented; typical proportions are 2:1.
- f. Windows shall be set back, or appear to be set back from the plane of the exterior building wall to create dimensional relief.

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

6. Building Lighting

- a. Building light fixtures shall be shielded from the sky and adjacent properties, and focused on a particular element to prevent glare.
- b. Uplighting shall only be allowed when the glare will be interrupted by building features.
- c. Lighting fixtures shall be consistent with the character of the Historic District and appropriate to the building style and surroundings. Lights shall not be recessed above the lower surface of an exterior ceiling or canopy.
- d. The use of neon, continuous or generally continuous LED tubing, and similar linear light arrays for building ornamentation is prohibited.

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

7. Doors and Hardware

- a. Wood is the preferred material for doors. If metal is proposed, it shall be dark and not have a bright or shiny finish. Painted metal is acceptable. 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 and not have a bright or shiny finish, with the exception of copper or copper alloys. Bright finish aluminum shall not be used.
- d. Hardware shall be traditional and historic in character, to the extent allowed under the applicable building code.

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

D. MULTI FAMILY RESIDENTIAL DEVELOPMENT

- a. Window area shall comprise a minimum of 50% of the primary street-facing façade. Ground floor units should have the glazing elevated above the view of pedestrians to create privacy for occupants.
- b. Building entries located on the primary façade shall be raised from the surrounding grade with a stairway or ramp access from the adjacent pedestrian walkway. A minimum of one entry shall be located on the primary façade.
- c. Buildings with any façade in excess of 120 feet shall be constructed with brick, masonry, or other approved material at the first story.
- d. If upper level balconies are proposed, they shall be less than 3 feet or a minimum of 5 feet in depth. Railings and balusters shall maintain transparency, and shall be consistent with the architectural style of the building.

MULTI FAMILY RESIDENTIAL DEVELOPMENT			
Fully Complies	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

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

2. Materials

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

1. Chain link or wire mesh of any kind
2. Plastic, vinyl, or plastic lumber of any kind
3. Barbed wire or razor wire
4. Hollow metal tubing smaller than 1” outside diameter
5. Plywood, chipboard, particleboard, and other engineered wood products
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, less than 1/8” thick
10. Exposed pressure treated wood with perforated surface
11. Expanded metal mesh of any kind
12. Solid bar stock smaller than 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	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
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 shall not be allowed.
- b. Vertically oriented boards or pickets, if not capped, shall have modulated top ends. Square cut ends shall not be allowed, unless the top element is used specifically for grasping.
- c. The use of manufactured wood lattice with a diagonal element shall not be used.

Wood		DESIGN	
Fully Complies	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
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; plain square cut ends shall not be used unless the top element is used specifically 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	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
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	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
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	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

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

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

2. Location

- 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.
- Storefront awnings shall be located below the level of the second story windows and shall relate to the storefront entry for weather protection.
- 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	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		

3. Design Considerations

- Awnings shall be open on the underside. Both open and closed sides are appropriate.
- 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.
- Awning size and scale shall relate to that of the building architecture and features.
- Back-lit awnings are prohibited.
- Awning illumination integrating a visible light source for the purpose of ornamentation is prohibited.
- Entry awnings as defined in section V.4.A. are prohibited.

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

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

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

3. Design Considerations

- a. Canopies shall be flat, projecting perpendicular from the building wall.
- b. Canopies may be supported with cable stays from above, by wall-mounted brackets below, or with 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	5	SCORE:	COMMENTS (HOW DOES THE PROJECT MEET THE STANDARD?):
Moderately Complies	4		
Neutral	3		
Moderately Inconsistent	2		
Does Not Comply	1		
Not Applicable	0		