

Land Use Application Cover Sheet

For City Use Only

File Name: _____

Date Stamp

File Number: _____

Instructions for Applicants

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

Specific Type of Land Use Application to be submitted (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Accessory Dwelling Unit | <input type="checkbox"/> Environmental Review (SEPA) | <input type="checkbox"/> Wireless Communication Facility |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Project Design Review | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Rezone/PUD | |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Combination | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Subdivision (Long Plat) | <input type="checkbox"/> Comprehensive Plan Amendment |
| | <input type="checkbox"/> Variance | |

Please Print or Type Legibly

Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
Description of Proposal:			
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant/Agent: _____			Date: _____
Signature of Property Owner: _____			Date: _____

or submits to the city a complete building permit application for the proposed development (LMC 21.25.165). The Community Development Department Director may grant a single one-year extension to this time limit, provided a written request for an extension is received before expiration. The applicant must substantially complete construction for the development approved under Project Design Review and complete the applicable conditions listed in the decision within five years of the date of the final decision (LMC 21.25.165).

4. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a pre-application conference with the City staff be scheduled prior to submittal of an application.

5. An application may be amended only in writing.

6. *Optional consolidated review:* Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be “consolidated” upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.

I/We hereby request consolidated review.

7. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.

8. In each application the burden of proof rests with the applicant, petitioner or proponent.

9. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We _____, owner(s) of the property commonly known as _____, do hereby apply for approval of Project Design Review for the above-referenced property. I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner: _____ Date: _____

Please print name: _____

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Signature of Owner: _____ Date: _____

Please print name: _____

Project Design Review Applicant Checklist – Highway 99

File Name: _____

For City Use Only

File Number: _____

Date Stamp

Please read and follow all instructions carefully. Thorough completion of this checklist will assist in processing your application in an efficient manner.

Project Design Review (PDR) is required for multiple-family, commercial, industrial and other nonresidential projects. This checklist provides the full written text of each design guideline and must be completed and submitted with the PDR Application.

Some guidelines use the word “shall” while others use the word “should.” The “shall” statements are absolutely mandatory and offer relatively little flexibility unless choices are provided within the statement itself. Mandatory elements and are indicated on this checklist **in bold** and with an “**M**.”

Guidelines using the word “should” must be satisfied but are meant to be applied with some flexibility. The City is open to design features that are equal to or better than the guideline as stated. The Community Development Director may approve departures from guidelines with “should” statements, pursuant to LMC Section 21.25.150, upon written request by the applicant and a finding that the proposal provides equivalent or superior results to the original guideline.

Read the text carefully to determine whether the proposal complies with the guideline, does not comply with the guideline, or if the guideline is not applicable. *Every guideline in the applicable sections of the Lynnwood Highway 99 Design Guidelines must be addressed by the applicant in a brief typed statement.* An electronic version of this checklist may be found online at: <http://www.ci.lynnwood.wa.us/Content/Business.aspx?id=933>.

Visual examples of specific guidelines are available within the published version of the Lynnwood Highway 99 Design Guidelines available online at: <http://www.ci.lynnwood.wa.us/Content/Services.aspx?id=936>.

Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

NOTE

Highway 99 Properties are all properties which have frontage along Highway 99, regardless of whether the site also bounds a designated side street or other side street.

Designated Side Street Properties are all properties which have frontage along 176th Street SW, 188th Street SW, 196th Street SW or 200th Street SW.

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

SITE PLANNING GUIDELINES

Relationship to Street Front

Intent:

- To enhance commercial areas and to establish visual identity for each area.
- To create an active, safe pedestrian environment, especially at the center of the mixed-use nodes.
- To unify streetscapes, especially on side streets and internal streets.
- To improve circulation, including options for pedestrians, bicycles and vehicles.
- To enhance the visual character of streets within commercial areas.
- To enhance the visibility of commercial uses from the street.
- To link neighborhoods across Highway 99.

Page 2

The following guidelines apply to all properties fronting Highway 99:

- 1 Building entries shall have a direct walkway to the public sidewalk. Building entries should face a street, if feasible.**
M Not applicable Complies Does not comply
- 2 Parking areas fronting Highway 99 shall be screened according to the options provided in “Parking Lot Screening.”**
M Not applicable Complies Does not comply
- 3 No untreated blank walls or service areas shall be located along Highway 99 or any public street frontage (see “Blank Walls”).**
M Not applicable Complies Does not comply
- 4 If the building is located within 30 feet of the Highway 99 right-of-way, then the area between the sidewalk and the building shall feature pedestrian-oriented space or landscaping. This area may be used for outdoor display or seating, but it may not be used for storage or display when the building is closed.**
M Not applicable Complies Does not comply
- 5 Buildings located within 15 feet of the Highway 99 right-of-way shall feature transparency (window or glass area) on at least 50 percent of the ground floor façade facing Highway 99 or any public street between 2 feet and 8 feet above grade.**
M Not applicable Complies Does not comply

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

6 **Parking areas shall not front the Highway 99 right-of-way (they must be separated by a building) within 200 feet of a designated side street right-of-way or a Bus Rapid Transit (BRT) station. For development projects with at least 20 dwelling units per acre residential density, parking areas shall be allowed up to 100 feet of a designated side street.**

Not applicable Complies Does not comply

7 **Buildings within 100 feet of public right-of-way shall feature pedestrian-oriented façades as described in “Pedestrian-Oriented Façades and Weather Protection.”**

Not applicable Complies Does not comply

8 **Structured parking (parking garages) shall not front Highway 99 unless they serve a residential use. Garages for residences may front Highway 99.**

Not applicable Complies Does not comply

9 **Non-residential parking areas adjacent to Highway 99 shall not be located between a primary building and the right-of-way if the building is located within 200 feet of the right-of-way, unless the project includes at least 20 dwelling unit per acre of residential development. In such cases, the Director may allow parking areas to occupy up to 50 percent of the street frontage, so long as the parking area does not exceed 65 linear feet of the street frontage.**

Not applicable Complies Does not comply

The following guidelines apply to all properties fronting designated side streets.

1 **Parking areas shall not be located between primary buildings and the designated side streets unless the project includes at least 20 dwelling units per acre residential development. In such cases, the Director may allow parking areas to occupy up to 50 percent of the street front, but no more than 65 linear feet.**

Parking areas shall not be allowed along side street right-of-ways within 200 feet of the Highway 99 right-of-way. Projects which include at least 20 dwelling units per acre may feature parking lots no closer than 100 feet to the Highway right-of-way.

Not applicable Complies Does not comply

2 **Service areas and untreated blank walls shall not front a side street (see “Blank Walls”).**

Not applicable Complies Does not comply

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

2 M Vehicular access to corner areas shall be located on the lowest classified roadway and as close as practical to the property line most distant from the intersection. Do not locate access for corner areas from Highway 99 unless the Public Works Director determines there is no other solution.

Not applicable Complies Does not comply

Lots with Multiple Buildings or Lots Without at Least 20 Dwelling Units per Net Acre

Page 8

Intent:

- To create integrated development plans and phasing strategies.
- To reduce negative impacts to adjacent properties.
- To enhance pedestrian and vehicular circulation.
- To encourage transit use.
- To provide usable open space.
- To create focal points for pedestrian activity for developments.
- To enhance the visual character of the community.
- To create unique attractions for the Highway 99 corridor.

1 M Development at sites with two or more buildings shall demonstrate that the project is based on a unifying site planning concept that meets the following criteria:

- **Incorporates open space and landscaping as a unifying element.**
- **Provides pedestrian paths or walkways connecting all businesses and the entries of multiple buildings.**
- **Provides for safe, efficient internal vehicular circulation that does not isolate the buildings.**
- **Takes advantage of special on-site or nearby features.**

Not applicable Complies Does not comply

2 M In order to achieve better pedestrian connections and a pleasant atmosphere, building entrances shall not be focused around a central parking area but be connected by a walkway system and/or open space(s).

Not applicable Complies Does not comply

3 M A development should provide a major public entry serving several shops rather than providing a separate storefront entry for all shops. If the development employs the combined-entry option, then it must be at least 15 feet wide, with special entry features, weather protection, lighting, etc.

Not applicable Complies Does not comply

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

M from adjoining properties and nearby streets.

- Not applicable Complies Does not comply

Screening of Service Areas and Mechanical Equipment

Page 10

Intent:

- To minimize adverse visual, olfactory, or auditory impacts of mechanical equipment and service areas at ground and roof levels.
- To provide adequate, durable, well-maintained, and accessible service and equipment areas.
- Protect residential uses and adjacent properties from impacts due to location and utilization of service areas.

1 M A structural enclosure shall be constructed of masonry or heavy-gauge metal. The walls must be sufficient to provide full screening from the affected roadway or use. The enclosure may use overlapping walls to screen dumpsters and other materials. Gates shall be made of heavy-gauge, site obscuring metal.

- Not applicable Complies Does not comply

2 M Collection points shall be located and configured so that the enclosure gate swing does not obstruct pedestrian or vehicle traffic, or does not require that a hauling truck project into any public right-of-way.

- Not applicable Complies Does not comply

3 M Weather protection of recyclables shall be ensured by using weather-proof containers or by providing a roof over the storage area.

- Not applicable Complies Does not comply

Storm Water Facility Planning

Page 12

Intent:

- To comply with storm water management requirements.
- To integrate storm water management/water quality systems into the site design as an amenity.
- To reduce the economic burden of storm water management systems on developments.

1 When used, biofiltration swales, rain gardens, storm water planters, and other storm water management measures shall be integrated into the overall site design in a manner that is consistent with the landscape design concept. Methods of filtration are listed below in order of preference:

- Incorporate the biofiltration system, including low-impact development (LID) features, as part of the landscape features of the development. If the biofiltration system is incorporated into the landscaping of the site’s open space,

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then, upon approval of the Director, the storm water facility may be counted as part of the required open space.

- Locate biofiltration swales, ponds, or other approved biofiltration systems as part of a landscape screen. Trees may be planted near the grass swale as long as they do not substantially shade the grass or undermine soil structure within the swale. The swale or pond should be designed so it does not impede pedestrian circulation or shared parking between two or more properties.
- Where topography is favorable, locate the biofiltration swale, wet pond, or other approved biofiltration system within the paved parking or service area. The swale or pond should be landscaped as part of the required internal parking area landscaping and oriented so it does not impede pedestrian circulation.

Not applicable

Complies

Does not comply

Street Corner Treatment

Page 14

Intent:

- To create and preserve visual identity and spatial reference at street corners.
- To enhance the pedestrian environment at street corners.

1 M The following applies to all properties at the corners of Highway 99 and designated side streets. At least one of the following must be provided, in order of preference:

- **Locate a building towards the street corner (within 15 feet of corner of property lines).**
- **Provide pedestrian-oriented space at the corner leading directly to a building entry or entries.**
- **Other elements or methods if the proposed element or method conforms with the intent of this section as determined by the Director.**

Not applicable

Complies

Does not comply

Residential Open Space

Page 15

Intent:

- Create pleasant residential settings in the Highway 99 mixed use zone.
- To create useable space that is suitable for leisure or recreational activities for residents.
- To create open space that contributes to the residential setting.

1 M Common open space shall be visible from dwelling units and positioned near pedestrian activity, particularly children’s play areas.

Not applicable

Complies

Does not comply

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

- To encourage walking, both as a recreational activity and as a means of transportation.

1 M At least three of the amenities listed below shall be included for each 100 lineal feet of public street frontage. Sites with less than 100 feet of frontage shall provide one amenity. The amenities shall be located along the street frontage; they do not need to be spaced 100 feet apart, but should be located where they best integrate with other site amenities. The amenities shall be in addition to those required by other provisions of these guidelines and the LMC. If the amenities already exist along the property’s street fronts, they may satisfy this requirement. Amenities include:

- Pedestrian-scaled lighting (luminaires between 12-14 feet above the ground);
- Pedestrian furniture, such as seating space, approved trash receptacles, bicycle racks, and drinking fountains. Seating areas and trash receptacles are particularly important where there is expected to be a concentration of pedestrian activity (such as near major building entrances and transit stops);
- Planting beds, hanging flower baskets, large semi-permanent potted plants, and/or other ornamental landscaping;
- Decorative pavement patterns and tree grates;
- Informational kiosks;
- Decorative clocks;
- Artwork, including pavement artwork; and/or
- Other amenities that meet the intent of this guideline.

Not applicable

Complies

Does not comply

Internal Pedestrian Paths and Circulation

Intent:

- To provide safe and direct pedestrian access that accommodates all pedestrians, minimizes conflicts between pedestrians and vehicular traffic, and provides pedestrian connections to neighborhoods.
- To accommodate non-competitive/non-commuter bicycle riders who use bicycles on short trips for exercise and convenience.
- To provide attractive internal pedestrian routes which promote walking and enhance the character of the area.

1 M Pedestrian circulation routes shall be provided in accordance with all applicable guidelines from building entries of businesses to services within the same development, building entries of nearby residential complexes, parking lots and sidewalks along abutting roadways.

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

building.

Not applicable

Complies

Does not comply

Pedestrian-Oriented Open Space

Page 22

Intent:

- To provide a variety of pedestrian areas to accommodate shoppers on designated pedestrian-oriented streets.
- To provide safe, attractive, and usable open spaces that promote pedestrian activity and recreation.

Where “pedestrian-oriented open space” is provided, it shall be designed according to the following criteria. If sidewalks are wider than the required minimum width, the additional sidewalk width may be counted as pedestrian-oriented open space.

1 Required pedestrian-oriented open space features include:

M

- **Visual and pedestrian access (including handicapped access) into the site from a street, private access road, or non-vehicular courtyard;**
- **Paved walking surfaces of either concrete or approved unit paving;**
- **On-site pole or building-mounted lighting (fixtures no taller than 15 feet) providing at least 4 foot candles (average) on the ground;**
- **Spaces shall be located in or adjacent to areas with significant pedestrian traffic to provide interest and security, such as adjacent to or visible from a building entry;**
- **Landscaping components that add visual interest and do not act as a visual barrier. This could include planting beds, potted plants, or both;**
- **Pedestrian amenities, such as a water feature, site furniture, artwork, drinking fountains, kiosks, etc.;**
- **At least 2 feet of seating area (a bench or ledge at least 16 inches deep and appropriate seating height) or one individual seat per 60 square feet of plaza area or open space; and**
- **Adjacent buildings with transparent window and doors covering 75 percent of the façade between 2 feet and 8 feet above the ground level.**

Not applicable

Complies

Does not comply

2 A pedestrian-oriented open space shall not have:

M

- **Asphalt or gravel pavement;**

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

- **Adjacent parking areas or service areas (e.g., trash areas) which are not separated with landscaping;**
- **Adjacent chain-link fences;**
- **Adjacent blank walls without treatment; and/or**
- **Outdoor storage or retail sales which do not contribute to the pedestrian-oriented environment.**

Not applicable

Complies

Does not comply

Site Landscaping

Page 24

Intent:

- To encourage the abundant use of gardens and other landscaping in site and development design to improve site aesthetics, enhance the pedestrian experience, and increase environmental quality.
- To reduce surface water runoff by percolating water through landscaped areas.
- To provide visual relief from roadways, parking areas, and the built environment.

1 Landscaping shall reinforce pedestrian and vehicular circulation, especially parking lot entrances, ends of driving
M aisles, and pedestrian walkways leading through parking lots.

Not applicable

Complies

Does not comply

2 Landscaping plant material, size, variety, color, and texture shall be integrated with the overall site landscaping
M design.

Not applicable

Complies

Does not comply

3 Landscaping shall provide a variety of seasonal colors, forms, and textures that contrast or complement each other
M with a mixture of evergreen and deciduous trees, shrubs, groundcovers, and low-maintenance perennials.
Continuous expanses of uniform landscape treatment along street frontages and within parking lots is prohibited.

Not applicable

Complies

Does not comply

PARKING AREA GUIDELINES

Walkways Through Parking Areas

Page 25

Intent:

- To provide safe and convenient pedestrian paths from the street sidewalk through parking areas to building entries in order to encourage pleasant walking experiences between businesses.
- To provide an inviting, pleasant pedestrian circulation system that integrates with parking and serves as access to nearby businesses.

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

- 1 M** Developments shall provide specially marked or paved walkways through parking areas. Generally, walkways should be provided a minimum of every four rows and a maximum distance of 180 feet shall be maintained between paths. Where possible, align the walkways to connect with major building entries or other sidewalks, walkways, and destinations.

Not applicable

Complies

Does not comply

Parking Area Landscaping

Page 26

Intent:

- To reduce the visual presence of parking on the Highway 99 Mixed-Use zone streetscape and adjacent development.
- To increase the visual quality of the Highway 99 Mixed-Use zone.
- To increase tree canopy cover for environmental and aesthetic benefits.
- To improve water quality and improve storm water management.

Parking area screening shall be provided between the sidewalk and parking areas within the Hwy 99 mixed-use zone as follows:

- 1 M** Landscaping at parking areas fronting on a public street shall include a 10-foot-wide planting area along the entire street frontage, except for driveways, walkways and other pedestrian spaces. Plantings shall consist of ornamental landscaping of low plantings and high plantings. The minimum height of trees (at planting) shall be eight feet for evergreen trees and 10 feet for all other species. Trees shall be spaced a maximum of 25 feet on center with branches eliminated to a height of eight feet as the tree grows, where necessary, to prevent sight obstruction. The required trees in this planting area may be located within the adjacent street right-of-way, subject to approval by the Public Works and Community Development Directors. Low evergreen plantings, or a mixture of low evergreen and deciduous plantings with a maximum height of 30 inches, shall be provided so as to achieve 50 percent groundcover within two years.

Not applicable

Complies

Does not comply

- 2** Alternatively, one of the following options could be used:
- The location and width of the planting area may be modified so that up to five feet of the 10-foot total required may be installed in portions of city right-of-way which are not covered by impervious surfaces, subject to approval by the Public Works and Community Development Directors.
 - Provide a 5-foot wide planting bed that incorporates a continuous low wall (maximum 3 feet tall) and/or trellis. The planting bed shall be in front of the wall and feature the following plantings:
 - (a) A mix of deciduous and evergreen trees generally interspersed throughout the landscape strip;
 - (b) At least 70 percent deciduous trees;

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

- (c) Trees provided at the rate of one per 250 square feet or one per 25 linear feet, whichever is greater, of landscape strip and spaced no more than 30 feet apart on center;
- (d) Shrubs provided at the rate of one per 20 square feet of landscape strip and spaced no more than eight feet apart on center;
- (e) Perennials;
- (f) Groundcover; and
- (g) No plants included in the Snohomish County Noxious Weed list.

The wall shall be constructed of brick, stone, decorative concrete or concrete block, or other permanent material that provides visual interest and helps to define the street edge as determined by the Director. Use of wood is prohibited.

- Provide an elevated planter which is a minimum of 5 feet wide and between 2 and 3 feet in height. Ledges that are approximately 12 inches in width are encouraged as they can double as a seating area. The planter must be constructed of masonry, concrete or other permanent material that effectively contrasts with the color of the sidewalk and combines groundcover and annuals, perennials, ornamental grasses, low shrubs, and/or small trees that provide seasonal interest.

Not applicable

Complies

Does not comply

- 3** If used, the options in Guideline 2 should choose and maintain plantings to maintain eye level visibility between the street/sidewalk and parking area for safety. This means that shrubs and other low plantings should be maintained below 3 feet in height while trees (once they achieve taller heights) should be trimmed to up to the 8-foot level.

Not applicable

Complies

Does not comply

BUILDING GUIDELINES

Architectural Character

Intent:

- To provide building design that has a high level of design quality and creates comfortable human environments.
- To incorporate design treatments which add interest and reduce the scale of large buildings.
- To encourage building design that is authentic and responsive to site conditions.
- To encourage functional, durable, and environmentally responsible buildings.

Page 29

- 1** While a variety of architectural elements and characteristics are desirable to avoid monotonous development, new buildings should not exhibit specific historical styles and themes such as “Bavarian” or “Colonial” architecture.

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

Traditional building elements, forms and materials may be appropriate, as are contemporary architectural styles and features. Buildings within a multi-building development should generally be designed as a composition so that the buildings’ characters complement one another through the use of similar forms, materials, proportions or other characteristics. Although some buildings may include corporate signature elements, such elements that do not meet the intent of these guidelines are not acceptable.

Not applicable

Complies

Does not comply

Human Scale Elements Intent:

Page 30

- To encourage the use of building components that relate to the size of the human body.
- To add visual interest to buildings.

1 M “Human scale” addresses the relationship between a building and the human body. Generally, buildings attain a good human scale when they feature elements or characteristics that are sized to fit human activities, such as doors, porches, and balconies. Incorporate a minimum of three human scale building elements into new developments. Human scale measures include:

- Balconies or decks in upper stories, at least one balcony or deck per upper floor on the façades facing streets, provided they are integrated into the architecture of the building;
- Bay windows or other window treatments that extend out from the building face;
- At least 100 square feet of pedestrian-oriented open space for each 100 lineal feet of building façade;
- First floor individual windows, generally less than 32 square feet per pane and separated from the building by at least a 6” molding;
- A porch or covered entry;
- Spatially defining building elements, such as a trellis, overhang, canopy, or other element, that defines space which can be occupied by people;
- Upper story setbacks, provided one or more of the upper stories are set back from the face of the building a minimum of 6 feet;
- Placement of smaller building elements near the entry of pedestrian-oriented street fronts of large buildings;
- Landscaping components that meet the intent of the guidelines; and/or
- Another element that the Director determines meets the intent of this guideline.

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

Not applicable

Complies

Does not comply

Architectural Scale

Page 33

Intent:

- To encourage architectural scale of development that is compatible with nearby areas as described in the sub area plan.
- To add visual interest to buildings.

1 M All new buildings over three stories or over 5,000 square feet in gross building footprint or with facades longer than 100 feet measured horizontally shall provide at least three modulation and/or articulation features as described below along any façade that is visible from a street, residential zone or pedestrian walkway, and have entries at intervals of no more than 60 feet:

- **Horizontal building modulation:** The depth of the modulation shall be at least 2 feet when tied to a change in the roofline and at least 5 feet in other situations. Balconies may be used to qualify for this option, provided they have a floor area of at least 40 square feet, are integrated with the architecture of the building, and project at least 2 feet from the building façade.
- **Modulated roof line:** Buildings may qualify for this option by modulating the roof line of all façades visible from a street, park, or pedestrian walkway per the following standards.
 - (a) For flat roofs or façades with a horizontal fascia or parapet, change the roofline so that no unmodulated segment of roof exceeds 60 feet. Minimum vertical dimension of roof line modulation is the greater of 2 feet or 0.1 multiplied by the wall height (finish grade to top of wall);
 - (b) For gable, hipped, or shed roofs, a slope of at least 3 feet vertical to 12 feet horizontal; or
 - (c) Other roof forms such as arched, vaulted, dormer, or saw-toothed may satisfy this design standard if the individual segments of the roof with no change in slope or discontinuity are less than 60 feet in width (measured horizontally).
- **Repeating distinctive window patterns at intervals less than the articulation interval.**
- **Providing a porch, patio, deck, or covered entry for each articulation interval.**
- **Changing the roofline by alternating dormers, stepped roofs, gables, or other roof elements to reinforce the modulation or articulation interval.**
- **Changing materials with a change in building plane.**
- **Providing lighting fixtures, trellises, trees, or other landscape features within each interval.**

Not applicable

Complies

Does not comply

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

2 M The maximum façade -length (the façade includes the apparent length of the structure facing the street and includes required modulation) of buildings visible from a street, public open space, or pedestrian-oriented space is 120 feet.

Not applicable Complies Does not comply

3 M Buildings exceeding 120 feet in length along the street front shall be divided by an offset modulation of the exterior wall, so that the maximum length of any single façade is no more than 120 feet (see Figure 33). Such offset modulation must be at least 20 feet or deeper and extend through all floors (the first floor will be exempted if it includes a pedestrian-oriented façade). The off set modulation may also be accomplished by gaps, indents, or extensions out from the front façade of at least 20 feet.

Not applicable Complies Does not comply

Pedestrian-Oriented Façades and Weather Protection

Intent:

- To create a safe, attractive, welcoming pedestrian environment.
- To enhance retail activity.

Page 36

1 M Where pedestrian-oriented facades are required, the building shall provide the following:

- Transparent window areas, window displays, or a combination of sculptural, mosaic, or bas-relief artwork and transparent window areas or window displays over at least 75 percent of the ground floor façade between 2 feet and 8 feet above grade;
- A primary building entry facing the street front (see guidelines for “Building Entrances”); and
- Weather protection at least 5 feet wide over at least 75 percent of the front façade.

Not applicable Complies Does not comply

2 M In addition to weather protection along pedestrian-oriented facades, provide pedestrian weather protection in public spaces such as transit stops, along walkways, building entries, along display windows, specifically:

- Weather protection at least 5 feet deep shall be provided over all primary building, individual business, and individual residence entries. This may include a recessed entry, canopy, porch, marquee, or building overhang;
- Canopies, awnings, or other similar weather protection features shall not be higher than 15 feet above the ground elevation at the highest point or lower than 8 feet at the lowest point;

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

- The color, material, and configuration of the pedestrian coverings shall be as complementary to the colors and materials used in the building. Coverings with visible corrugated metal or corrugated fiberglass are not permitted unless approved by the Director. Fabric and rigid metal awnings are acceptable if they meet the applicable standards. All lettering, color and graphics on pedestrian coverings must conform to the City's sign regulations and these guidelines; and
- Multi-tenant retail buildings shall use a variety of weather protection features to emphasize individual storefronts and reduce the architectural scale of the building.

Not applicable

Complies

Does not comply

Building Corners

Intent: To create visual interest and increased activity at public street corners.

Page 40

1 M Architecturally accentuate building corners at street intersections. All new buildings located within 15 feet of a property line at the intersection of Highway 99 right-of-way with other rights-of-way shall employ two or more of the following design elements or treatments to the building corner facing the intersection:

- A corner entrance to courtyard, building lobby, atrium, or pedestrian walkway;
- Bay window or turret;
- Roof deck or balconies on upper stories;
- Building core setback "notch" or curved façade surfaces;
- Sculpture or artwork, either bas-relief, figurative, or distinctive use of materials;
- Change of materials;
- Corner windows;
- Special lighting;
- Special treatment of the pedestrian weather protection canopy at the corner of the building; and/or
- Other similar treatment or element approved by the Director.

Not applicable

Complies

Does not comply

Building Design Details Intent:

- To ensure that buildings have design interest at all observable distances.

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

Page 42

- To enhance the character and identity of the Highway 99 Mixed-Use zone.
- To enhance the pedestrian environment.
- To encourage creativity in the design of storefronts.

1 M All new buildings and individual storefronts that face a public sidewalk, park, pedestrian open space or pedestrian walkway shall include on the façades at least three of the following design features:

- **Distinctive rooflines, such as an ornamental molding, entablature, frieze, or other roofline device visible from the ground level. If the roofline decoration is in the form of a linear molding or board, then the molding or board must be at least 8" wide;**
- **Special treatment of windows and doors, other than standard metal molding/framing details, around all ground floor windows and doors, decorative glazing, or door designs;**
- **Decorative light fixtures with a diffuse visible light source or unusual fixture;**
- **Decorative building materials, such as decorative masonry, shingle, brick, or stone;**
- **Individualized patterns or continuous details, such as, decorative moldings, brackets, trim or lattice work, ceramic tile, stone, glass block, carrera glass, or similar materials (must submit architectural drawings and material samples for approval);**
- **Use of a landscaping treatment as part of the building’s design, such as planters or wall trellises;**
- **Decorative or special railings, grill work, or landscape guards;**
- **Landscaped trellises, canopies, or weather protection;**
- **Decorative artwork, which may be freestanding or attached to the building and may be in the form of mosaic mural, bas-relief sculpture, light sculpture, water sculpture, fountain, free standing sculpture, art in pavement, or other similar artwork. Painted murals or graphics on signs or awnings do not qualify;**
- **Sculptural or hand-crafted signs;**
- **Special building elements, such as pilasters, entablatures, wainscots, canopies, or marquees that exhibit nonstandard designs; and/or**
- **Other similar features or treatment that satisfies the intent of this guideline as approved by the Director.**

Not applicable

Complies

Does not comply

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

Materials

Page 43

Intent:

- To encourage the use of a variety of high-quality compatible materials that will upgrade the visual image of the Highway 99 Mixed-Use zone.

1 The following are allowed only with special detailing:

- Metal siding. When used as a siding material over more than 25 percent of a building’s façade visible from a public street, walkway, or park, metal siding shall:
 - (a) Have a matte finish in a neutral or earth tone such as buff, gray, beige, tan, cream, white, or a dulled color, such as barn-red, blue-gray, burgundy, ocher, or other color specifically approved by the Director.
 - (b) Include two or more of the following elements:
 1. Visible window and door trim painted or finished in a complementary color;
 2. Color and edge trim that cover exposed edges of the sheet metal panels;
 3. A base of masonry, stone, or other approved permanent material extending up to at least 2 feet above grade that is durable and provides more durable materials near grade level; and/or
 4. Other detail/color combinations for metal siding approved by the Director, provided design quality and permanence meet the intent of this section.
- Concrete block walls. Concrete block construction used on over 25 percent of a building façade visible from a public roadway, walkway, or park must be architecturally treated in one or more of the following ways:
 - (a) Use of textured blocks with surfaces such as split face or grooved;
 - (b) Use of other masonry types, such as brick, glass block, or tile in conjunction with concrete blocks;
 - (c) Use of decorative coursing to break up blank wall areas;
 - (d) Use of matching colored mortar where color is an element of architectural treatment for any of the options above; and/or
 - (e) Other treatment approved by the Director.
- Requirements for Exterior Insulation and Finish System (EIFS) and similar troweled finishes.
 - (a) To avoid deterioration, EIFS should be trimmed and/or should be sheltered from extreme weather by roof overhangs or other methods;
 - (b) EIFS may only be used in conjunction with other approved building materials; and
 - (c) EIFS is prohibited on the first floor of a building.

Not applicable

Complies

Does not comply

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

2 Prohibited materials:

M

- Mirrored glass.
- Corrugated fiberglass.
- Chain link fencing (except for temporary purposes such as a construction site).
- Crushed colored rock or tumbled glass.
- Wood.
- Any sheet materials, such as wood or metal siding, with exposed edges or unfinished edges, or made of nondurable materials.

Not applicable

Complies

Does not comply

Blank Walls

Page 46

Intent:

- To reduce the visual impact of large, undifferentiated walls.
- To reduce the apparent size of large walls through the use of various architectural and landscaping treatments.
- To enhance the character and identity of Lynnwood’s commercial areas.
- To ensure that all visible sides of buildings provide visual interest.

1 All blank walls within 50 feet of the street, pedestrian walkway, park, or adjacent property, and also visible from that street, pedestrian walkway, park, or adjacent property, shall be treated in one or more of the following measures:

- Install a vertical trellis in front of the wall with climbing vines or plant materials. For large blank wall areas, the trellis must be used in conjunction with other treatments described below;
- Provide a landscaped planting bed at least 8 feet wide or a raised planter bed at least 2 feet high and 3 feet wide in front of the wall. Plant materials must be able to obscure or screen at least 50 percent of the wall’s surface within 4 years;
- Provide artwork (mosaic, mural, sculpture, relief, etc.) over at least 50 percent of the blank wall surface; and/or
- Other method as approved by the Director. For example, landscaping or other treatments may not be necessary on a wall that employs high quality building materials (such as brick) and provides desirable visual interest.

Not applicable

Complies

Does not comply

Building Entrances

Page 48

Intent:

- To ensure that buildings and businesses are inviting and accessible.
- To encourage pedestrian activity.

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

The principal building entrances (i.e., the building entrance used by commercial customers, residents, or visitors) of all buildings shall feature the following improvements:

- 1 Pedestrian covering. Building entrances shall be covered by at least 50 square feet of pedestrian weather protection.**
M Entries may satisfy this requirement by being set back into the building façade.

Not applicable Complies Does not comply
- 2 Lighting. Pedestrian entrances shall be lit to at least four foot-candles as measured on the ground plane for commercial buildings and two foot-candles for residential buildings.**
M

Not applicable Complies Does not comply
- 3 Visibility. Building entrances shall be visible from the roadway and/or major public pedestrian walkway.**
M

Not applicable Complies Does not comply
- 4 Transparency. Entries shall feature glass doors, windows, or glazing (window area) near the door so that the visitor and occupant can view people opening the door from the other side (not required for entries leading directly to a single residential dwelling).**
M

Not applicable Complies Does not comply
- 5 Security. To the extent feasible, entries shall be visible from areas with high pedestrian activity or where residents can view the entry (passive surveillance).**
M

Not applicable Complies Does not comply
- 6 Architectural or artwork enhancements. Building entrances shall be enhanced by one or more of the following measures. Entrances on pedestrian-oriented streets shall feature two of the following measures:**
M

 - Special or ornamental doors, windows, or other architectural elements;
 - Special paving or materials (e.g., decorative tilework);
 - Special architectural lighting;
 - Landscaping;
 - Artwork;
 - Adjacent pedestrian-oriented space; and/or

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

- **Other method as approved by the Director. For example, landscaping or other treatments may not be necessary on a wall that employs high quality building materials (such as brick) and provides desirable visual interest.**

Not applicable Complies Does not comply

Businesses that have secondary public access shall comply with the following measures to enhance secondary public access (applies only to entries used by the public):

7 Weather protection at least 3 feet deep is required over each secondary entry.

M Not applicable Complies Does not comply

8 A sign may be applied to the awning provided that the sign complies with other regulations and guidelines.

Not applicable Complies Does not comply

9 There must be at least two foot-candles illumination on the ground surface.

M Not applicable Complies Does not comply

10 Two or more of the design elements noted in Guideline 6, above, must be incorporated within or adjacent to the secondary entry.

M Not applicable Complies Does not comply

Parking Garage Design Intent: To minimize negative visual impacts of parking garages and to encourage the use of parking garages over surface parking.

Page 50

1 Parking garages must be designed to obscure the view of parked cars at the ground level.

M Not applicable Complies Does not comply

2 Where the garage wall is built to the sidewalk edge, the façade shall incorporate a combination of artwork, grillwork, mullions, special building material or treatment/design, and/or other treatments as approved by the City that enhance the pedestrian environment. Small setbacks with terraced landscaping elements can be particularly effective in softening the appearance of a parking garage. Use of wood is prohibited.

Not applicable Complies Does not comply

Please describe compliance with the design guidelines in a separate, typed statement. In situations where the proposal does not comply, please describe how the proposal provides equivalent or superior results to the original guideline.

3 M Upper-level parking garages must use articulation treatments that break up the massing of the garage and add visual interest.

Not applicable Complies Does not comply

Parapet Walls

Page 52

Intent: To insure that portions of parapet walls that extend above the upper edge of the parapet/cornice (“raised parapet wall”) complement the design of the façade on which they are located and do not appear out of proportion or scale with that wall or the building.

1 The face of raised parapet walls (generally located above building entries) may extend above the upper edge of the parapet wall generally so long as:

- The height of the raised parapet does not exceed twice the height of the parapet (measured from the roof deck line);
- The width of the raised parapet does not exceed 25% of the length (width) of the building frontage on which it is located;
- The raised parapet is structurally integrated into the rest of the building; and
- The appearance of the raised parapet matches or complements the design of the rest of the façade at which it is located.

Signs may be located on these raised parapet walls.

Not applicable Complies Does not comply

LIGHTING GUIDELINES

Site Lighting

Page 53

Intent:

- To encourage the use of lighting as an integral design component to enhance buildings, landscaping, or other site features.
- To increase night sky visibility and to reduce the general illumination of the sky.
- To reduce horizontal light glare and vertical light trespass from a development onto adjacent parcels and natural features.
- To use lighting in conjunction with other security methods to increase site safety.
- To prevent the use of lighting for advertising purposes.

1 M All publicly accessible areas shall be lighted with average minimum and maximum levels as follows:

- **Minimum (for low or non-pedestrian and vehicular traffic areas) of 0.5 foot candles;**



Affidavit of Ownership

For City Use Only

File Name: _____

Date Stamp

File Number: _____

Property Owner: _____

Contact Address: _____ **Phone:** _____

Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form.

Site Address: _____ **APN:** _____

Legal Description: _____

Site Address: _____ **APN:** _____

Legal Description: _____

AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public

I, _____, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) _____, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: _____ Date: _____

Please print name: _____

STATE OF _____)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__.

NAME (print): _____

NAME (sign): _____

Notary Public in and for the State of _____

Commission Expires: _____