



# CITY CENTER

## Design Guidelines

City of Lynnwood, WA



March 10, 2012

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# INTRODUCTION

The provisions of this document shall apply to all development and redevelopment within the Lynnwood City Center. The degree to which each standard applies to a development or redevelopment project shall be evaluated on a case by case basis in an effort to achieve an overall design that meets the purpose and intent of the City Center Design Guidelines. These guidelines are intended to carry out the Comprehensive Plan for the City of Lynnwood with respect to the Planning and Urban Design Principles of the City Center Sub-Area Plan, including:

- Establish streetscapes to provide a strong visual character and to encourage pedestrian activity;
- Create an array of public spaces;
- Present a distinctive skyline for the City Center; and
- Encourage new high density development to display quality and character through materials and architectural expression.

Each standard includes examples and illustrations of ways in which the intent of the standard can be achieved. The graphic images are meant to be examples, and are not the only acceptable means towards accomplishing the intent of the standards. Applicants and project designers are encouraged to consider designs, styles, and techniques not pictured in the examples that fulfill the intent of the design standard.

The Community Development Director may approve design departures from the guidelines, 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.

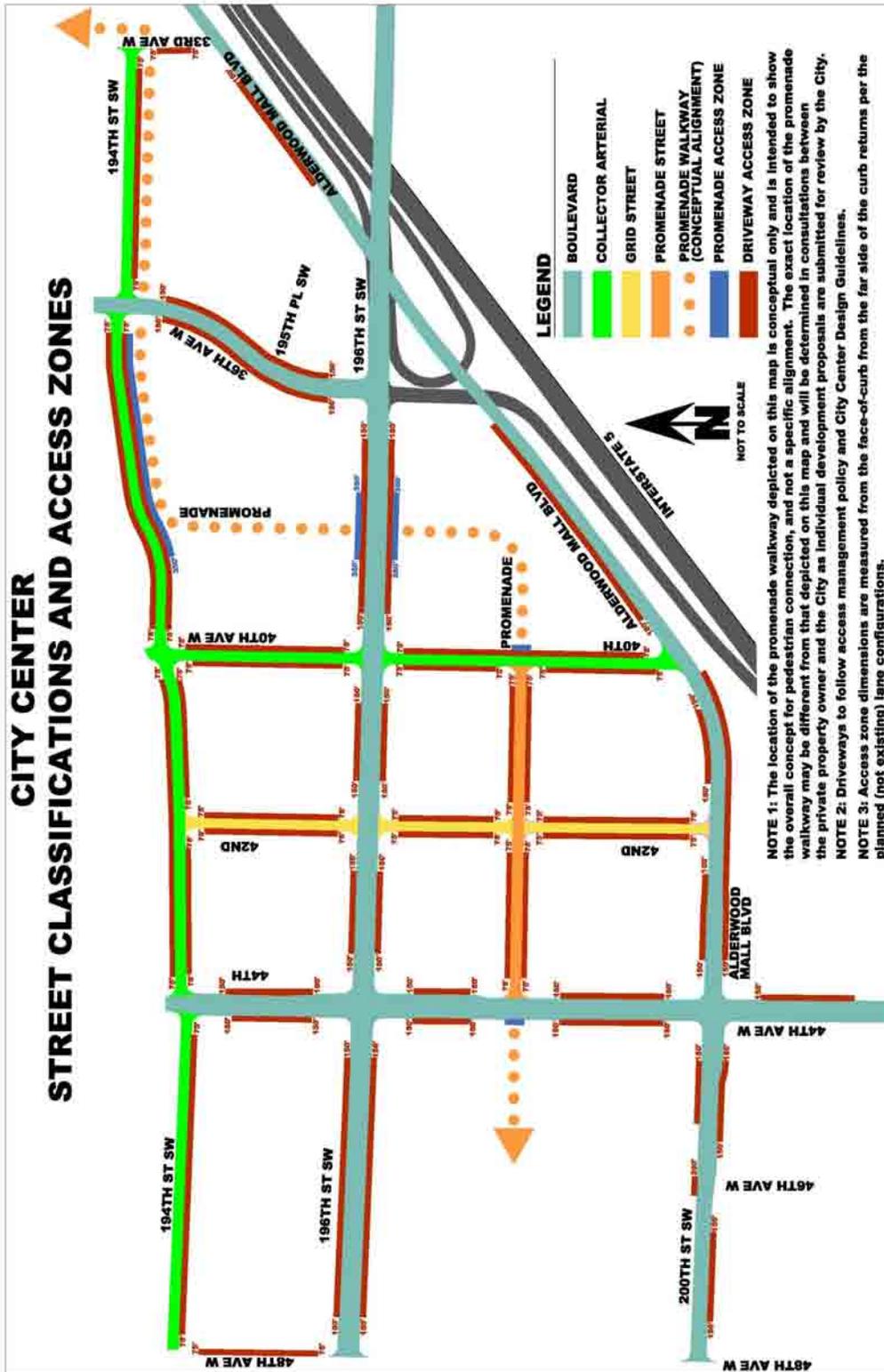
Some of the guidelines contained in this document use the word “shall” while others use the word “should”.

Regardless of which term is used, each guideline must be addressed by an applicant. The City will expect to see how the design of a project has responded to every one of the guidelines.

The “shall” statements, with such wording, are absolutely mandatory and offer relatively little flexibility unless choices are provided within the statement itself. All projects must include these elements as described.

However, guidelines that use the word “should” are meant to be applied with some flexibility. They indicate that the City is open to design features that are equal to, or better than, that stated so long as the intent is satisfied. The applicant assumes the burden of proof to demonstrate how a proposed design meets this test and determination will be made by the Community Development Director.

FIGURE 1:



CITY CENTER

**SITE DESIGN  
STANDARDS**

## Curb Cuts & Access Control

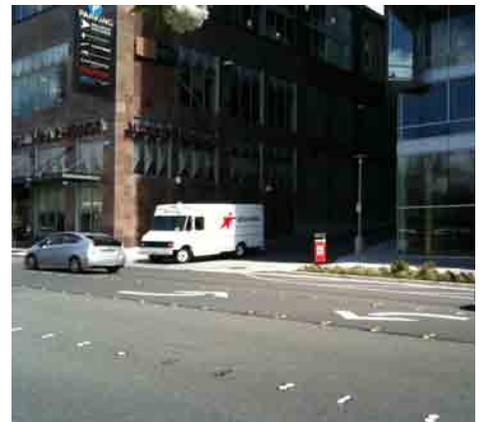
### INTENT

To ensure that curb cuts do not detract from the continuity and safety of sidewalks.

### GUIDELINES

Access control within the city center shall comply with the City of Lynnwood Access Control Policy except as amended as follows:

1. Curb cuts shall be no wider than 30 feet at the property line.
2. Curb cuts shall be no closer together than 200 feet at the property line, unless the dimension of a property's frontage precludes such spacing.
3. Curb cuts shall not be located along the Promenade Street, unless no other access to a property is available.
4. Curb cuts along Boulevards shall be located a minimum of 150 feet from signalized intersections, 100 feet from unsignalized intersections. For all other city center streets, curb cuts shall be located a minimum of 75 feet from an intersection. Left turn restrictions shall be imposed at curb cuts that do not meet these criteria.
5. Curb cuts shall be located within Driveway Access Zones (see Figure 1) and shall be consolidated and shared through access agreements, where possible.
6. Curb cuts are not required to be setback from internal property lines.



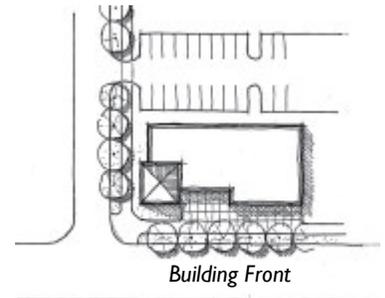
## Surface Parking Lot Location

### INTENT

To ensure that surface parking lots are not the dominant visual element within the City Center and to create a pedestrian-friendly environment.

### GUIDELINES

1. Along the Promenade Street (198<sup>th</sup> Street SW), surface parking shall be located to the rear of a building. No surface parking shall be adjacent to the street.
2. Along any public street other than the Promenade Street surface parking shall be located to the rear of a building, but may be located to the side of a building if the building abuts a street and the parking is not located at any intersection. Parking lots shall not be located at intersections or within 150 feet of any intersection.



*Parking is located behind the buildings, not between the building and the street nor at the intersection*

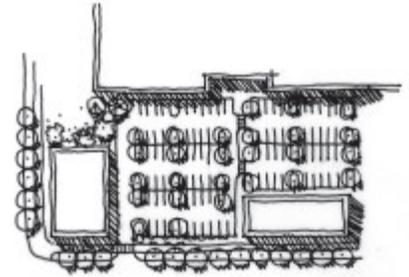
## Interior Parking Lot & Site Landscaping

### INTENT

To diminish the visual effect of surface parking and contribute to the amount of vegetation in the City Center.

### GUIDELINES

1. Surface parking lot landscaping shall reinforce pedestrian and vehicular circulation, including:
  - Parking lot entrances
  - Ends of driving aisles
  - Defining pedestrian connection/walkways through parking lots.
2. Landscape areas next to a pedestrian connection/walkway shall be maintained and plant material selected to maintain a clear zone, except for tree trunks between 3 and 8 feet from ground level.
3. A setback shall be provided that allows space for all trees and shrubs where vehicle overhang extends into landscape areas.
4. The number of trees required in the interior landscape area in parking lots shall be dependent upon the location of the parking lot in relation to the building and public right-of-way:
  - Where the parking lot is located to the side of the building and/or is visible from the public right-of-way, one tree for every six spaces shall be provided (1:6).
  - Where the parking lot is located behind the building and is not visible from the public right-of-way, one tree for every eight spaces shall be provided (1:8).
5. Drought tolerant plants and/or plants native to the Pacific Northwest should be used. Temporary irrigation for plant establishment shall be provided.
6. All landscaped areas should be designed to minimize stormwater run-off by utilizing bioswales, rain gardens, filtration strips and other facilities where appropriate.
7. Pedestrian connection/walkways meeting provisions of that guideline may traverse required and/or optional landscape areas.
8. A landscape maintenance plan, identifying maintenance tasks and schedules, shall be submitted to the City for review.



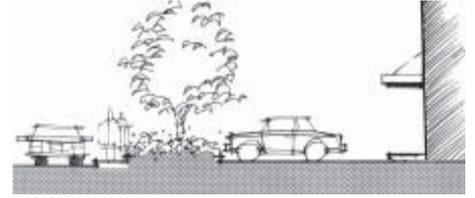
## Parking Lot Screening

### INTENT

To soften the impact of surface parking on the streetscape.

### GUIDELINES

1. Parking lots that abut the public right-of-way and/or neighboring properties shall be screened with one or a combination of the following treatments:
  - Low walls made of concrete, masonry, or other similar material and not exceeding a maximum height of 3 feet.
  - Raised planter walls planted with a minimum of 50% evergreen plant materials not to exceed a total height of 3 feet, including the plant material planted on top.
  - Landscape planting consisting of 50% evergreen plants and shrubs, and evergreen groundcovers.
  
2. Walls and raised planters shall not exceed a maximum height of 3 feet, unless all of the following are provided:
  - Screen treatment does not create a safety hazard.
  - Portion of treatment that is above 3 feet in height is a minimum of 75% transparent (i.e. see-through metal railing or other similar treatment).
  
3. The use of chain link fencing, wood fencing, razor ribbon, barbed wire, or similar shall be prohibited.



## Streetscape

### INTENT

To produce a streetscape that is safe, convenient, comfortable and appealing for people on foot and to help frame the streets with vegetation.

### GUIDELINES

1. Street trees shall be provided in accordance with the descriptions associated with each street type:

#### **Boulevard (public):**

- *Street trees:* Per City Center streetscape program, 35 feet on center, minimum of 2" caliper at time of planting

#### **Promenade Street (public, 198<sup>th</sup> St SW):**

- *Street trees:* Per City Center streetscape program, 25 feet on center, minimum of 3" caliper at time of planting

#### **Collector Arterial and Grid Street (public):**

- *Street trees:* Per City Center streetscape program, 25 feet on center, minimum of 2" caliper at time of planting.

2. Sidewalks shall be cast in place concrete with broom finish and scoring every 4 feet and shining around dummy joints and regular joints or as required per the City Center Streetscape Program. Alternative sidewalk design concepts may be approved by the City Engineer.
3. Tree planting pits shall be covered by ADA compliant decorative cast iron tree grates per City Center streetscape program. An electrical outlet shall be provided for street tree lighting.
4. Pedestrian scale decorative street lighting, no taller than 15 feet shall be provided at regular intervals. The lighting support shall have banner arms or basket hooks. Lighting design should comply with the Illuminating Engineering Society of North America's Recommended Practices and Design Guidelines, latest editions.
5. Cabinets and structures for traffic signals, utility connections and the like where needed in the public Right of Way shall be located within the tree well zone between the curb and sidewalk and not obstructing the walking path.
6. Transit shelters should not be considered as merely utilitarian structures but should convey a strong design identity and incorporate features such as artwork.
7. Pedestrian areas should be designed with Crime Prevention Through Environmental Design (CPTED) standards.



## Site Lighting

### INTENT

To ensure that lighting contributes to the character of the site, provides pedestrian scale interest and security throughout the site and does not disturb adjacent developments and residences and the night sky.

### GUIDELINES

1. Lighting shall be provided throughout the site to provide a safe and comfortable atmosphere.
2. All lighting should be shielded from the sky and adjacent properties and structures, either through exterior shields or through optics within the fixture.
3. Accent lighting is encouraged but should be combined with functional lighting to highlight special focal points such as building/site entrances, public art and special landscape features.
4. Lighting should contribute to and integrate with the overall character of the site architecture or other site features.
5. Lighting in parking lots shall not exceed a maximum of 30 feet in height. Pedestrian scale lighting a maximum of 15 feet in height shall be provided throughout all Pedestrian Connections/Walkways.
6. Lighting design should comply with the Illuminating Engineering Society of North America's Recommended Practices and Design Guidelines, latest editions, for each applicable lighting type (i.e. Parking Lot, Walkways, etc.).



## Pedestrian Connections / Walkways

### INTENT

To ensure that the City Center is conducive to pedestrian circulation.

### GUIDELINES

1. **Walkways Connecting Building Entrances to Nearest Public Sidewalk.**  
All major building entrances shall be connected with the nearest public sidewalk by a walkway that is a minimum of 10 feet wide and is separated from any adjacent parking stalls by a planting bed a minimum of 3 feet wide. (Buildings set to the back of the sidewalk automatically meet this standard.)
2. **Walkways Through Surface Parking Lots.** A walkway shall be provided through any surface parking lot with more than 30 stalls. Such walkways shall be a minimum of 10 feet wide and separated from any adjacent parking stalls by a planting bed at least 3 feet wide.
3. **Walkways Connecting Parcels.** Walkways a minimum of 10 feet wide shall be provided that allow pedestrians to connect to all adjacent properties. These walkways shall connect to public sidewalks within the boundaries of the Driveway Access Zones (Figure 1).
4. **Promenade Walkway.** Providing the Promenade Walkway is optional. The following standards are required to receive the floor area bonus per LMC Table 21.60.2.

The Promenade Walkway shall extend east and north from the 198<sup>th</sup> Street SW Promenade Street (public) at 40<sup>th</sup> Avenue W. to connect to 194<sup>th</sup> Street SW as conceptually depicted by Figure 1. The Promenade Walkway shall be a minimum of 16 feet average width.

Properties located between the Promenade Access Zones shall demonstrate the provision of the Promenade Walkway through the site, connecting to and from other parcels to create a linear or meandering path as conceptually depicted in Figure 1 and will be determined through the project design review process. The objective of the Promenade Walkway in the City Center-Core is to provide pedestrian connectivity centrally through large blocks as conceptually depicted in the City Center Sub-Area Plan. For areas where the Promenade Walkway is provided, but follows the public Right of Way or upgrades right of way with design elements and additional furnishings stipulated below, a different FAR Bonus amount shall be provided.

5. In the absence of a walkway on an abutting property, the walkway constructed shall stub out to the property line which shall set the walkway connection location for the adjacent parcel.



6. Uniform type of pedestrian scale lighting shall be provided along the length of the walkway on an individual parcel.
7. Walkways that are not raised sidewalks shall use special decorative paving such as decorative concrete, or pavers (not exposed aggregate) to distinguish them from vehicular drive aisles.
8. At least three types of pedestrian amenities shall be provided in every 100 lineal feet of walkway, such as: seating, trash receptacles, potted plants or landscape features, artwork, and water features. Other amenities may be proposed that meet the intent of this guideline.
9. The applicant shall submit a plan for the walkway to include a description of all landscaping; lighting; street furniture; paving color and materials; relationship to building frontage; specific location of the walkway on the site and connection to other parcels, and the relationship to and coordination with any plaza.
10. The entire walkway should be open and available to the public 24 hours a day.
11. The property owners of Walkways Connecting Parcels shall execute a legally binding access agreement providing that the walkway is subject to a right of pedestrian use and access by the public. The agreement shall be in form and substance acceptable to the city and shall be recorded with Snohomish County. The obligations under the agreement shall run with the land.
12. Pedestrian areas should be designed with Crime Prevention Through Environmental Design (CPTED) standards.
13. Walkway types may be combined, in total or in part. If they are combined, the portions that are combined will be held to the more restrictive standard.
14. Walkways shall be provided for the area of the site being developed. If the Walkways will be completed in phases accompanying future phases of development, a conceptual phasing plan for all Pedestrian Connections / Walkways shall be provided.



# Vehicular Connections

## INTENT

To allow private vehicular connections through blocks between public streets in coordination with pedestrian connections / walkways, with pedestrian safety and experience as the priority.

## GUIDELINES

1. Vehicular connections shall meet all of the standards of Pedestrian Connections/Walkways.
2. Vehicular connections shall be a maximum of two lanes, with a maximum 10 feet wide lane width or as needed per the building and/or fire code.
3. No parking other than parallel or angled parking shall be allowed on vehicular connections. Parallel parking may be located on one or both sides of the vehicular connection and shall be 8 feet in width per side. Angled parking may be on only one side of the vehicular connection.
4. Pedestrians shall be protected from vehicles by sidewalk or by use of design elements such as decorative protective bollards or large potted plants. Use of traffic calming features should also be incorporated, including but not limited to curb extensions, speed tables, textured pavement, decorative pavers, and mini-roundabouts. Raised or flat cement concrete curb or curb and gutter are required on both sides of vehicular connections. Decorative storm drain covers should be provided. In areas with flat curb, appropriate storm drainage features are required.



## Bicycle Facilities

### INTENT

To provide bicycle stalls, storage and facilities and support reducing demand for parking.

### GUIDELINES

1. All bicycle stalls shall be located in secure locations that do not impede pedestrian or vehicular flow and shall be well lit for nighttime use.
2. Design of the outdoor bicycle stalls shall compliment other pedestrian features and design of the building(s).



## Open Space/Public Plazas

### INTENT

To provide a variety of public spaces in association with individual buildings, so that, over time, there are numerous choices for gathering, meeting friends and associates, and enjoying good weather.

### GUIDELINES

1. Every new building shall provide Open Space/Public Plazas in an amount at least equal to 1% of the sum of the square feet of building area and the square feet of site area. This requirement may be combined with the Promenade Walkway and/or Community Gateways and Prominent Intersection guidelines to meet both requirements.
2. Open Space/Public Plazas shall abut and be no greater than three feet in elevation from the adjoining sidewalk and allow penetration of sunlight. Open Space/Public Plazas may include or consist of active recreation areas.
3. Open Space/Public Plazas shall include at least four types of the following features coordinated with amenities provided in walkways on the same site:
  - Benches. Ledges are also acceptable, as long as they are 15" to 18" in height.
  - Planting, including specimen trees, shrubs and seasonal plantings. Plantings may be potted.
  - Pedestrian scaled lighting
  - Public Art
  - Water feature(s)
  - Where open space abuts storefronts, accommodate accessory outdoor dining/seating
  - Trellis and/or shelter
  - Decorative paving.
  - Other methods may be proposed that meet the intent of this guideline
4. Between 65% and 80% of the area of the space shall be hardsurfaced.
5. All features provided shall be durable materials designed for outdoor public use.
6. Pedestrian areas should be designed with Crime Prevention Through Environmental Design (CPTED) standards.



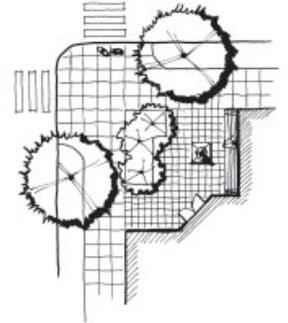
## Community Gateways and Prominent Intersections

### INTENT

To mark key intersections within and around the edges of the City Center.

### GUIDELINES

1. Special features shall be provided at the corner of sites abutting or adjacent to the Gateways or Prominent Intersections (see Citywide Zoning Map for locations). Three or more of the following features shall be included:
  - Seasonal plantings
  - Specimen tree(s).
  - Public Art
  - Monument
  - Open space / plaza
  - Special landscape treatment
  - Water feature
  - Unique pedestrian-scale lighting
  - Decorative paving
  - Other methods may be proposed that meet the intent of this guideline
2. Gateway or Prominent Intersection features may also be combined with the Open Space/Public Plazas to meet both requirements.
3. Corners of buildings may be setback from the property line to provide public plazas per Open Space / Public Plaza guidelines.
4. Features used shall be oriented towards both pedestrians and vehicles along the street right-of-way.
5. Features used shall not block vehicular sight distance requirements.
6. Pedestrian areas should be designed with Crime Prevention Through Environmental Design (CPTED) standards.



CITY CENTER

**BUILDING  
DESIGN  
STANDARDS**

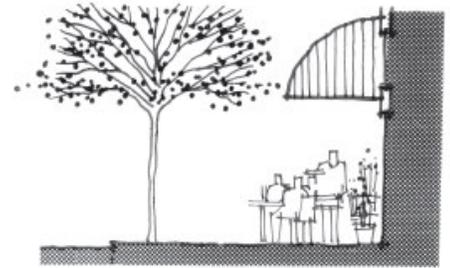
## Building / Sidewalk Relationship

### INTENT

To ensure that buildings within the City Center frame and enliven the streets and sidewalks.

### GUIDELINES

1. Within the City Center, buildings shall be oriented to the adjacent street rather than to a parking lot or structure. Buildings shall directly abut the back of the sidewalk (be located at the future Right of Way line per the LMC Table 21.60.4 Street Standards). The façade nearest the sidewalk shall incorporate windows, entrances, canopies and other features (see other guidelines which address these elements.)
2. Buildings may be set back from the sidewalk for the purpose of providing articulation of a building façade, and/or usable public space that are primarily hardscaped.
3. Setting full floor building facades up to the street may be accomplished through base building area that extends out to the sidewalk, not necessarily the full height of the building.
4. Design of buildings shall avoid requiring a fire lane between the building and the street.



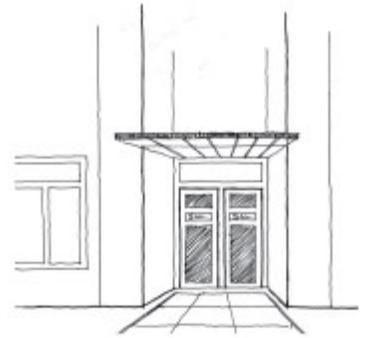
## Street-Facing Entrances

### INTENT

To reinforce pedestrian activity and orientation and enhance liveliness of streets through building design.

### GUIDELINES

1. Entrances to buildings shall be visible from the street and oriented toward the sidewalk so that pedestrian access is clear and convenient.
2. Entrances shall be given a visually distinct architectural expression by two or more of the following elements:
  - Prominent door and windows
  - Taller bay(s)
  - Projecting canopy
  - Slightly recessed facade
  - Set behind a forecourt
  - Portico with distinctive roof form



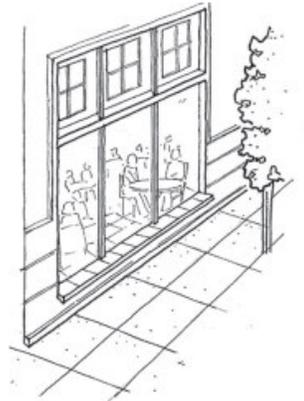
## Street Level Transparency

### INTENT

To ensure that sidewalks are lined with activities and visibility for pedestrians.

### GUIDELINES

1. The ground level facades of buildings that are oriented to particular streets and the Promenade Walkway shall have transparent windows between an average of 2 feet and 10 feet above grade, starting no higher than 3 feet from grade, according to the following:
  - Along the Promenade Street and Promenade Walkway a minimum of 60% transparency
  - Along Boulevards, Collector Arterials, and the Grid Street: a minimum of 40% transparency
  - Along Vehicular & Pedestrian Connections: a minimum of 20% transparency
2. To qualify as transparent, windows shall not be mirrored glass or dark tinted glass.
3. Where transparency is not required, the façade shall comply with the guideline entitled "Treating Blank Walls."



## Weather Protection

### INTENT

To provide pedestrians with cover from rainfall with durable and aesthetically pleasing canopies thereby making the experience of walking during inclement weather more pleasant.

### GUIDELINES

1. Buildings that abut sidewalks and walkways shall provide canopies with a minimum width of 4 feet over the sidewalk or walkway to provide weather protection along at least 75% of the frontage. Canopies shall be a minimum of 8 feet above and maximum of 14 feet above the sidewalk or walkway.
2. Canopies may be constructed of glass and/or steel. Wood, fabric and plastic awnings may not be used to meet this guideline.
3. Overhead, pedestrian-oriented signs may be hung from canopies.
4. Café table umbrellas are permitted where outdoor dining tables are permitted, but shall not replace provisions of this section.



# Ground Level Details

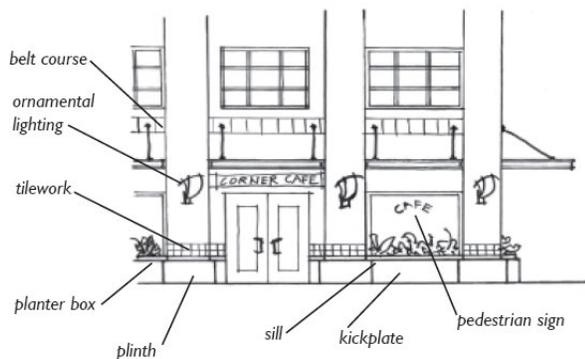
## INTENT

To emphasize the importance of the sidewalk level as a place of activity and visual interest.

## GUIDELINES

1. Ground-floor, street-facing façades of commercial and mixed used buildings along the Promenade Street (198<sup>th</sup> Street SW) and Promenade Connection shall incorporate at least six (6) types of the following elements, while buildings along Boulevards, Collector Arterials, and Grid Street, shall include at least four (4) types of the following elements:

- lighting or hanging baskets supported by ornamental brackets.
- medallions.
- belt courses.
- plinths for columns.
- shallow recesses.
- awnings.
- cornice.
- pilasters.
- kickplate for storefront window.
- projecting sills.
- tilework.
- pedestrian scale sign(s) painted on windows.
- planter box.
- Other methods may be proposed that meet the intent of this guideline



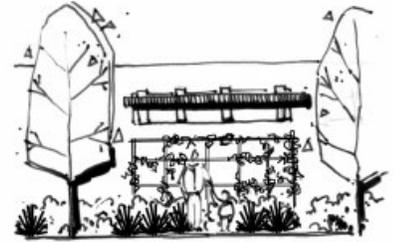
## Treating Blank Walls

### INTENT

To ensure that situations in which glass windows are not practical, there are still features that add visual interest and variety to the streetscape.

### GUIDELINES

1. Where windows are not provided on walls (or portions of walls) longer than 30 feet which face streets or are visible from the street at least four of the following types of elements shall be incorporated:
  - decorative masonry (but not plain concrete block)
  - concrete or masonry plinth at base of wall
  - belt courses of a different texture, material and/or color
  - projecting cornice
  - projecting metal canopy
  - decorative tilework
  - trellis containing planting
  - medallions
  - opaque or translucent glass windows
  - artwork
  - vertical articulation
  - lighting fixtures
  - architectural recesses
  - Other methods may be proposed that meet the intent of this guideline
2. On the Promenade Street (198<sup>th</sup> Street SW) and the Pedestrian Walkway where windows are not provided, no more than 10 feet unembellished surface shall be allowed.



## Roof and Architectural Expression

### INTENT

To create a skyline and built environment that is visually interesting.

### GUIDELINES

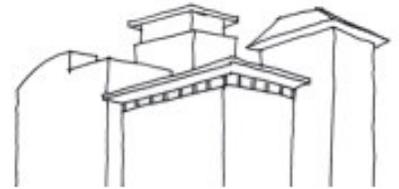
1. Buildings between 40 feet and 140 feet in height should incorporate features that create a visually distinctive roof form.

The following are examples of such features:

- Terraced Step Backs, 8 feet or greater on average
- Pitched Roof Elements
- Projecting Cornice Elements
- Trellises along the Parapet
- Geometric Forms (dome, pyramid, etc.)
- Change of materials or color on top floor

### Note:

Step backs need not be located on all sides, but should be enough to create a distinct “top” to the building. Alternatively, a top may be created by another architectural device such as an overhang, geometric form, or decorative architectural feature.



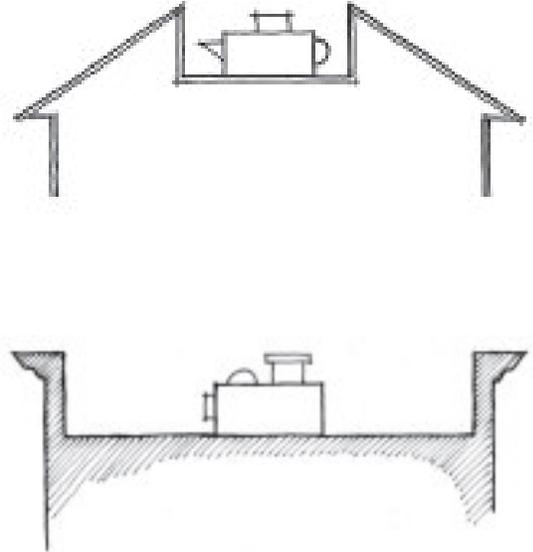
## Mechanical Screening

### INTENT

To conceal, to the greatest extent possible, equipment, dishes and other appurtenances located on the roofs of buildings or alternatively, to integrate them into the architecture.

### GUIDELINES

1. All mechanical equipment located on or near the roof shall be contained within opaque parapet walls or placed behind (or within) roof forms. Plywood walls or chain-link fencing with slats are not acceptable forms of screening. Screening method shall be integrated into the architectural design of the building.
2. Efforts shall be made to locate communication equipment so that it is not visible from nearby streets. Equipment shall be concealed behind parapet walls if possible.



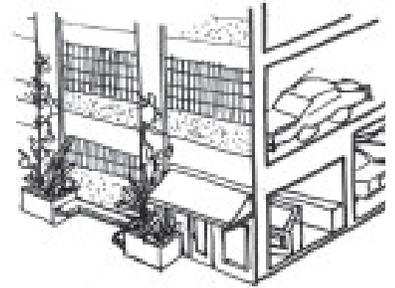
## Screening of Parking Structures

### INTENT

To reduce the visual impact of structured parking located above grade.

### GUIDELINES

1. Street-facing facades of parking levels shall be treated to appear more like floors, rather than open slabs with visible cars and ceiling lights. This may be accomplished by two or more types of the following methods:
  - Square openings, rather than horizontal
  - Planting designed to grow on the façade
  - Louvers
  - Expanded metal panels
  - Decorative metal grills
  - Spandrel (opaque) glass
  - Other methods may be proposed that meet the intent of this guideline.
2. Free-standing parking structures shall incorporate the above features on portions of the façade above the ground level. At ground level, parking structures shall comply with Guidelines addressing Street Level Uses and Transparency, Weather Protection and Ground Level Details.



## Gateway Locations

### INTENT

To identify and highlight major entrances into the City Center.

### GUIDELINES

1. Within designated Gateway Areas, buildings should incorporate architectural features that are bold and dramatic.

The following is a list of possible features:

- Tower forms at corners
- Large entries
- High bay lobbies
- More intense color
- Accent lighting
- Unusual shapes or forms
- Artwork, such as a sculpture or mural
- Other methods may be proposed that meet the intent of this guideline



CITY CENTER

**SIGN DESIGN  
STANDARDS**

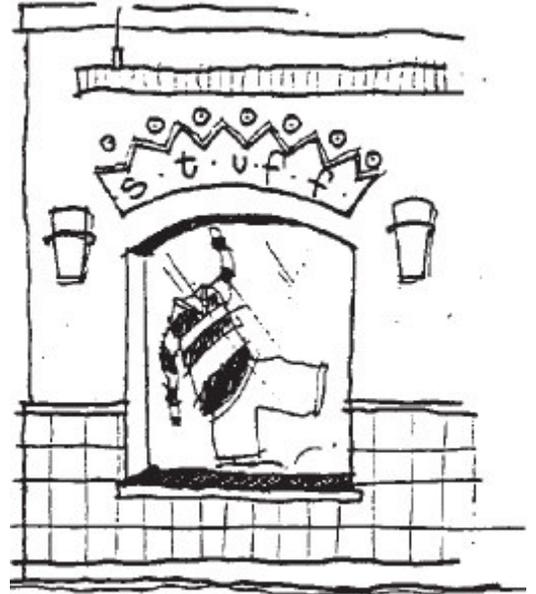
## Sign Types

### INTENT

To ensure that the City Center reinforces pedestrian activity and commerce and to convey an image for the City Center that is urban in nature, rather than a collection of auto-oriented uses.

### GUIDELINES

1. Pole signs shall not be permitted on any street within the City Center. Generally, signs shall be affixed to building facades, but monument signs, not exceeding 8 feet in height, are allowed on Boulevards. The area around the base of such signs shall be landscaped with shrubs and seasonal color.
2. Free-standing signs shall not be permitted along the Promenade Street.
3. Roof signs shall not be permitted within the City Center.



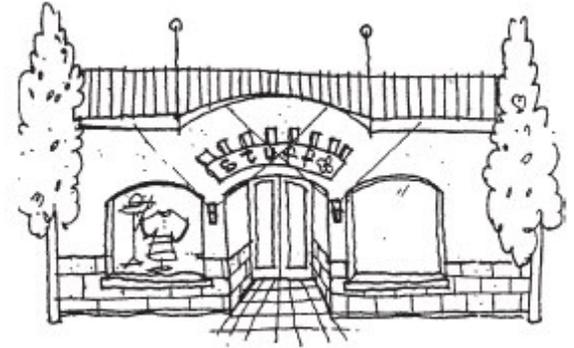
## Integrating Signs with Architecture

### INTENT

To ensure that sign design is considered in the design of buildings and that the design of signs fits with the building they are associated with.

### GUIDELINES

1. The design of buildings and sites shall identify locations and sizes for future signs. Signs shall be in conformance with an overall sign program for the building and project that allows for signage that fits with the architectural character, proportions, and details of the development.



## Creative and Artistic Elements

### INTENT

To encourage businesses to employ graphic symbols, creative elements, lighting and other features to identify their products and services.

### GUIDELINES

1. Signs should be expressive and individualized.
2. Signs should convey the product or service offered by the business in clear, graphic form.
3. Projecting signs, supported by ornamental brackets and oriented to pedestrians are strongly encouraged.
4. Neon may be incorporated into signs in an artful way; however, simply outlining the roof or building in neon tubing shall not be allowed.

