

# ***LYNNWOOD CITYWIDE DESIGN GUIDELINES***

***ADOPTED ON  
SEPTEMBER 24TH, 2001***

**LMN ARCHITECTS  
HOUGH BECK & BAIRD**

## GUIDELINE APPLICATION

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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 Director.

## DEFINITIONS

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### **Belt Course**

A course of masonry that extends the length of a façade and visually stands out from the rest of the wall by color, texture, pattern, projection or recess.

### **Bollard**

A low post made of stone, concrete, or metal that delineates a pedestrian area or walkway.

### **Gateway Locations**

As indicated by the City's Zoning Map.

### **Ground Level Transparency**

Windows made of clear glass.

### **Monument**

A three-dimensional object that marks a location and is distinctive from what surrounds it.

### **Mullion**

Solid strip that divides parts of a window.

### **Plinth**

A continuous, horizontal portion of a wall that is closest to the ground or an adjacent walkway. It is typically made of different material than the wall above it and extends out slightly from the wall above it. For example, if the wall is masonry, the plinth is typically stone or architecturally-finished concrete. If the wall is wood or stucco, the plinth is typically masonry or stone.

**Projecting Sill**

A window sill that extends at least 3 inches out from the wall in order to create a shadow line below the window.

**Redevelopment**

Any remodeling or renovation that either exceeds 50% of the existing floor area or 50% of the value of existing improvements.

**Reveal**

A long, narrow, vertical or horizontal recess in a wall that is intended to create a shadow line and/or break down the scale of the wall.

**Site Furnishings**

Elements intended to be used by pedestrians, such as benches, bollards, waste receptacles, drinking fountains, chairs, tables, and telephone booths.

**Special Landscape Treatment**

Landscaping provided that is in addition to any planting that is required by code. Typically includes elements such as seasonal flowers, unique specimen trees, artistically designed retaining walls, accent lighting, and/or sculpture.

**Street Right-of-Way**

A parcel of land legally dedicated to City ownership and intended to allow for unrestricted vehicular and pedestrian movement.

**Visually Permeable**

Allows for views through the element or feature, although such views may be partially obstructed or obscured.

# Acknowledgements

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## Citywide Design Guideline Advisory Committee

Patricia Condon, Lynnwood Arts Commission  
Bob Dixon, Lynnwood Public Works  
Steve Farrill, Ferrill's Auto Parts  
Ronald Jacobs, Berry Neon  
Tia Psycheff, Resident and Property Owner  
Sharon Rutherford, Resident and Property Owner  
Ronald Sather, Lynnwood Historical Commission  
Scott Sharks, First Western Development  
Loren Simmonds, Lynnwood City Council  
Ken Smith, Lynnwood Arts Commission  
Niniva Tupua, Lynnwood Historical Commission  
Bruce Vanderwall, Olympic Capital Group  
Bob Vick, Sundquist Homes

# Acknowledgements

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# LYNNWOOD CITYWIDE DESIGN GUIDELINES

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# ***GUIDELINES FOR ALL DISTRICTS***

**SITE DESIGN**

**BUILDING DESIGN**

**SIGN DESIGN**

### LOCATION OF PARKING LOTS

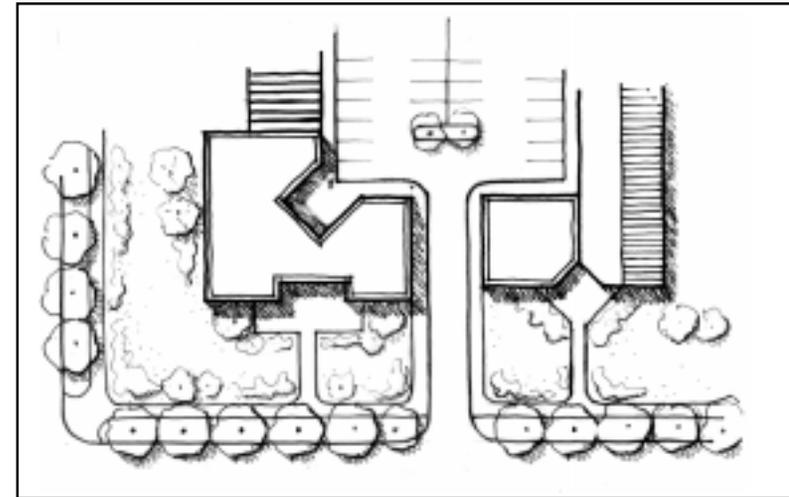
INTENT:

To locate parking lots in areas that are as visually unobtrusive as possible.

GUIDELINES:

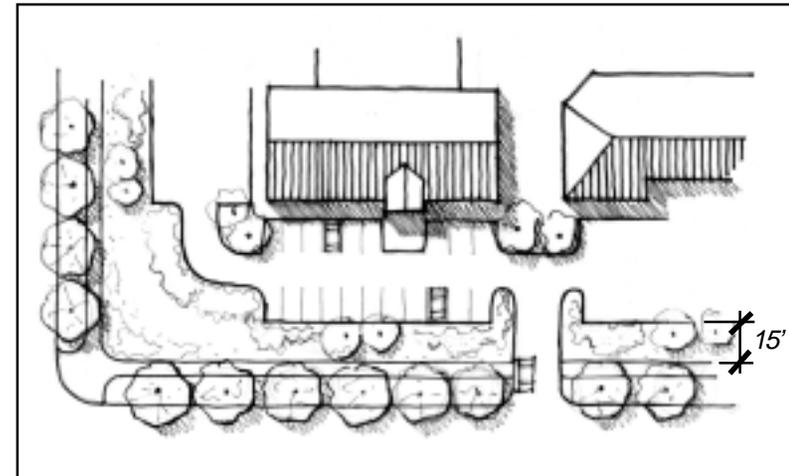
1. New development and redevelopment should locate parking lots behind buildings when possible (*Fig. 1*).
2. Where a double-loaded aisle of parking is located between a building and a street right-of-way, a 15-foot wide landscape area shall be provided between the parking lot and the street right-of-way. In addition, interior landscaping for that parking lot shall be increased to a minimum of 10% of the total square feet of the parking lot area (*Fig. 2 & 4*). Note there may be additional parking lots located behind buildings where this guideline would not apply.
3. Where there is more than a double-loaded aisle of parking located between a building and a street right-of-way, a 20-foot wide landscape area shall be provided between the parking lot and the street right-of-way. In addition, interior landscaping for that parking lot shall be increased to a minimum of 15% of the total square feet of the parking lot area (*Fig. 3*). Note there may be additional parking lots located behind buildings where this guideline would not apply.

**Fig. 1**



*Parking located behind buildings*

**Fig. 2**



*Double-loaded aisle parking with 15' landscape area*

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LOCATION OF PARKING LOTS *(continued)*

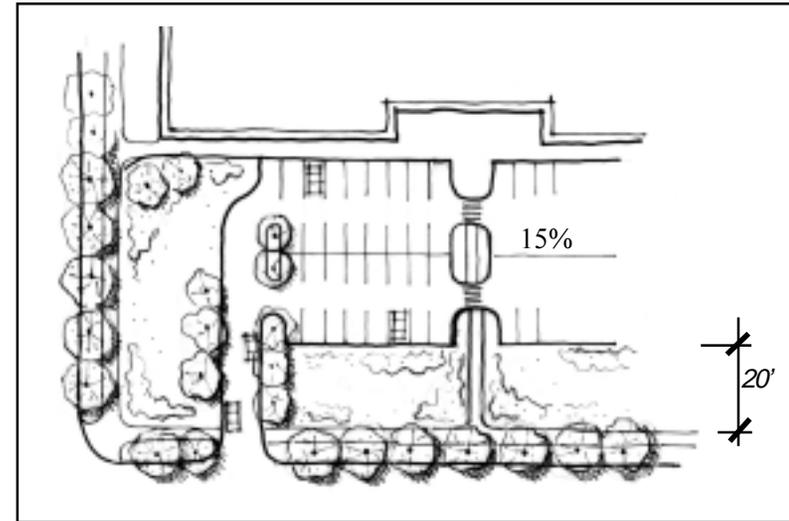
GUIDELINES:

4. Where parking lots are located in front, beside or in between buildings, 75% of plant material used to meet landscape requirements between a parking lot and a street right-of-way shall be evergreen varieties.
5. Shrubs used adjacent to a street right-of-way shall not exceed a maximum height of 30 inches at maturity.
6. Location of parking lots shall be easily identifiable from the street right-of-way.
7. Variation in the width and depth of planting areas are encouraged so long as the minimum width is provided.



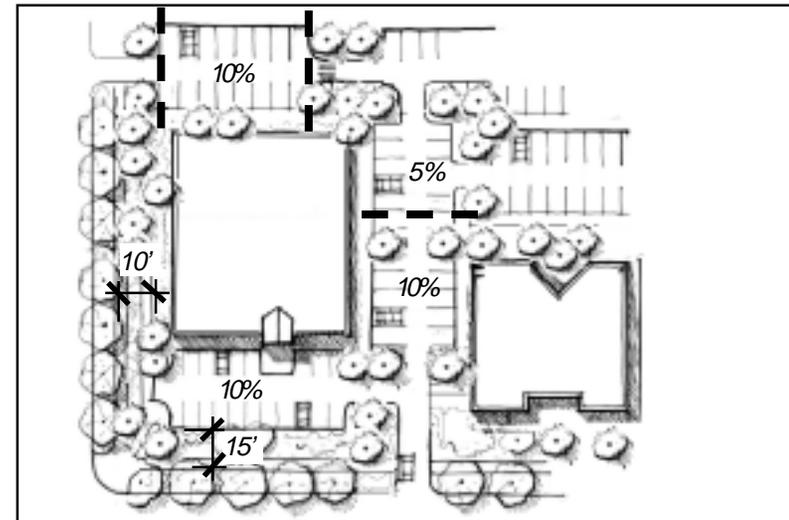
*Landscape area between a parking lot and a street right-of-way*

**Fig. 3**



*More than a double-loaded aisle of parking with 20' landscape area*

**Fig. 4**



*Multiple parking areas*

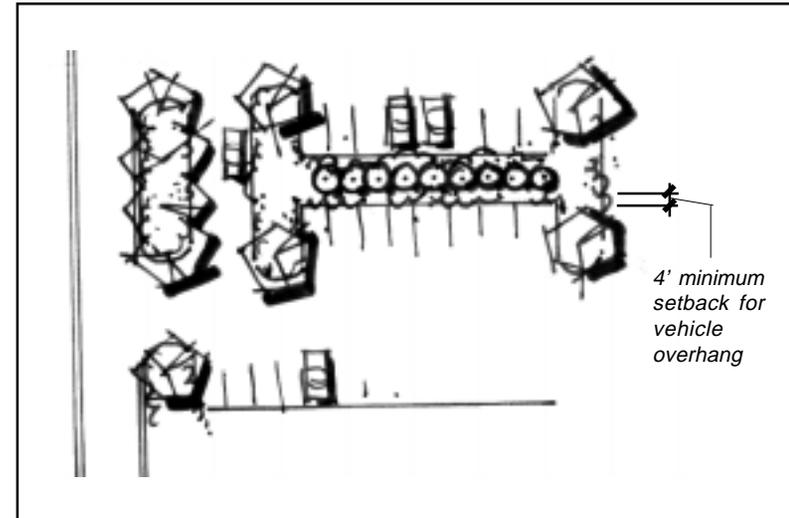
**PARKING LOT LANDSCAPING**

**INTENT:**

To reduce the visual impact of parking lots through landscaped areas, trellises and/or other architectural features that complement the overall design and character of developments.

**GUIDELINES:**

1. The parking lot landscape should reinforce pedestrian and vehicular circulation, especially parking lot entrances, ends of driving aisles, and pedestrian walkways leading through parking lots.
2. Low walls and raised planters (a maximum height of 3 feet), trellises with vines, architectural features or special interest landscape should be used to define entrances to parking areas. Where signs are placed on walls, they should be integrated into the design and complement the architecture or character of other site features.
3. Landscape plant material size, variety, color, and texture within parking lots should be integrated with the overall site landscape design.
4. One tree shall be provided for every 10 parking stalls to be located within the interior parking lot landscape areas.
5. A minimum 4 foot setback shall be provided for all trees and shrubs where vehicle overhang extends into landscape areas.



*Landscape used to define vehicular circulation*



*Landscape used to define edge of parking aisles*

**SITE LANDSCAPING**

**INTENT:**

To provide variety and special interest within landscaped areas, to integrate the entire site into the overall landscape design and to reduce the visual impact of development on adjacent uses.

**GUIDELINES:**

1. Landscape areas should reinforce pedestrian and vehicular circulation routes and entrances.
2. Plant material should include a variety of seasonal colors, forms, and textures that contrast or compliment each other with a mixture of evergreen and deciduous trees, shrubs, groundcover and low-maintenance perennials. Continuous expanses of uniform landscape treatment along an entire street front should be avoided.
3. Drought tolerant plants and/or plants native to the Pacific Northwest should be used where opportunity allows.
4. Plant material should be provided to enhance the corners at intersections. Plant material within the intersection sight distance triangle as defined in the City of Lynnwood Municipal Code shall not exceed 36 inches in height.
5. Avoid planting groundcover or shrubs where pedestrian access is anticipated. Pedestrian walkways may extend across required landscape areas.



*Landscape used to define pedestrian circulation to building entrance*



*Seasonal interest and variety*

*(continued to next page)*

**SITE LANDSCAPING** *(continued)*

**GUIDELINES:**

- 6. All areas not devoted to required landscape areas, including parking lots, structures, or other site improvements, should be planted, or remain in existing non-invasive vegetation.
- 7. Perennials and/or annuals should be provided to highlight pedestrian areas such as building and/or site entrances, public open space, plazas and pedestrian connections.\*
- 8. River rock, gravel, driftwood, and similar non-living materials should not be used as groundcover substitutes, but may be allowed as accent features within landscape planting areas so long as the area covered by such features does not exceed 5% of the total landscape planting area.
- 9. Automatic irrigation shall be provided in all required landscape areas.
- 10. Landscape planting areas located between commercial or industrial districts and any residential district shall provide a 100% sight-obscuring year-round buffer using plant material or a combination of a fence (maximum 6 feet high) and plant material.

*\* Not applicable to industrial districts.*



*Perennials and annuals used to highlight open space feature*



*Perennials and annuals used to enhance site entrance*

*(continued to next page)*

**SITE LANDSCAPING** *(continued)*

**GUIDELINES:**

11. A maintenance plan, including on-going tasks and schedules, shall be submitted to the City for review for all landscape areas, to include:

- Litter pick-up.
- Mowing turf.
- Weeding planting beds.
- Removing noxious weeds.
- Sweeping.
- Replacement of dead or dying plant material.
- Irrigation repair/adjustments.
- Trimming hedges.

12. Tree selection within all landscape areas, including street trees, shall consider existing utilities, lighting, existing and proposed signage, adjacent trees, existing natural features, tree root growth, solar access, planting area width, and overall height of trees selected at maturity.

13. Trees within the street frontage buffer should be located near the street right-of-way to help contribute to a more pedestrian friendly streetscape environment.



*Trees within street frontage buffer located near the street right-of-way*

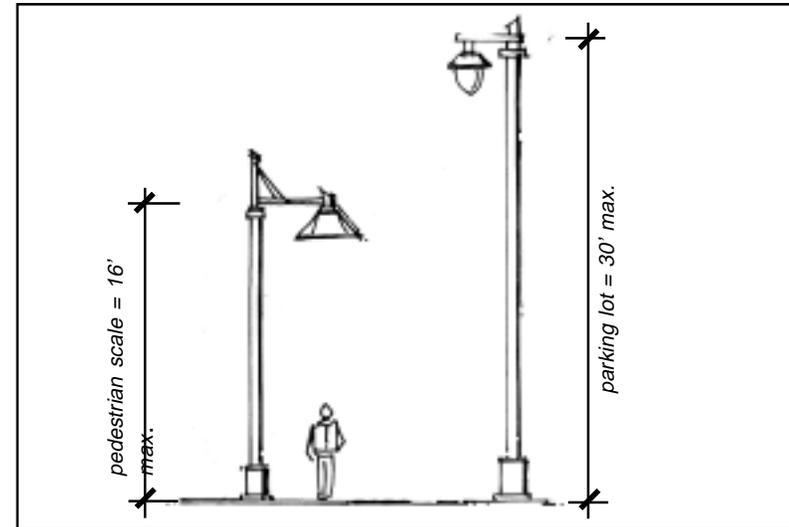
**LIGHTING**

**INTENT:**

To ensure that lighting contributes to the character of the site and does not disturb adjacent developments and residences.

**GUIDELINES:**

1. Lighting should complement other lighting elements used throughout and surrounding the site, such as pedestrian pathway lighting, and lighting used in adjacent developments and the public right-of-way.
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. The use of accent lighting is encouraged but should be combined with functional lighting to highlight special focal points, building/site entrances, public art and special landscape features.
4. Lighting used should contribute to the overall character of the surrounding community, site architecture or other site features.
5. Lighting used in parking lots shall not exceed a maximum of 30 feet in height. Pedestrian scale lighting shall be a maximum of 16 feet in height.
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.).



*Light shielded from the sky through exterior shields or special optics within fixtures*



*Pedestrian scale light at entrance to multi-family community*



*Accent lighting at building entrance*

**PEDESTRIAN CONNECTIONS**

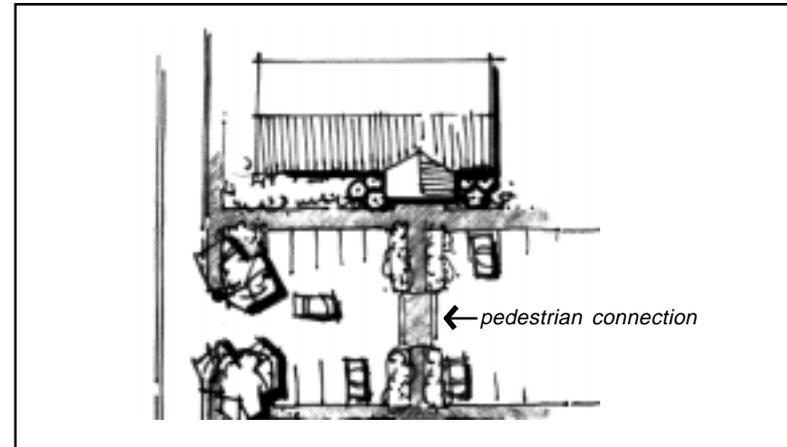
**INTENT:**

To create a network of safe and attractive linkages for pedestrians.

**GUIDELINES:**

1. Clearly defined pedestrian connections shall be provided:
  - Between a public right-of-way and building entrances.
  - Between parking lots and building entrances.
  
2. Pedestrian connections should be clearly defined in a combination of two or more of the following ways:
  - 6 inch vertical curb.
  - Trellis.
  - Special railing.
  - Bollards.
  - Special paving.
  - Low seat wall and/or other architectural features.
  - A continuous landscape area a minimum of 3 feet wide on at least one side of the walkway, except when walkway crosses vehicular travel lanes.
  - Pedestrian scale lighting, bollard lighting, accent lighting, or combination thereof to aid in pedestrian way-finding.
  
3. Pedestrian connections shall not be less than 5 feet wide.

*(continued to next page)*



*Landscape planting reinforces pedestrian connection through parking lot*



*Pedestrian connection from street right-of-way*

**PEDESTRIAN CONNECTIONS** *(continued)*

**GUIDELINES:**

4. Where a building entrance is located on or near the corner of two street right-of-ways, a pedestrian connection shall be provided from that corner to the building entrance.



*Special paving and landscape used to define pedestrian connection*

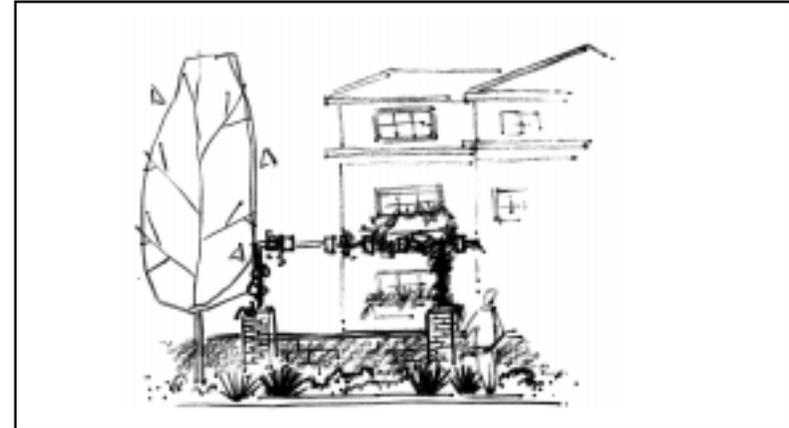
**WALLS AND FENCES**

**INTENT:**

To mitigate walls and fences by providing variety and other visual interest.

**GUIDELINES:**

1. Fences and walls should be visually permeable and have a desirable appearance from both sides. Where solid, vision obscuring fences and walls are required by the Lynnwood Municipal Code, one or more of the following shall be used:
  - A variety of vegetation, such as trees, shrubs, groundcover and/or vines, adjacent to the fence or wall.
  - Trellis/vine panels.
  - Architectural detailing, contrasting materials, or other special interest.
  - A variety of fence/wall angles and heights to add visual interest and character.
2. Walls and fences should be constructed of materials that complement adjacent architectural styles.
3. Chain link fences shall not be allowed except around sport courts.
4. Solid walls and fences used adjacent to a street right-of-way should be a maximum of 4 feet high. Walls and fences may extend up to a maximum height of 6 feet provided they are at least 90% visually permeable, such as open rails, ironwork, trellis or column/gate treatment.



*Trellis and low wall treatment*



*Vegetation used to screen solid fence treatment*

**MARKING GATEWAYS & PROMINENT INTERSECTIONS**

**INTENT:**

To highlight gateway areas and prominent intersections as a focal point within the community.

**GUIDELINES:**

1. Developments adjacent to gateways and prominent intersections should be marked with visually prominent features. (See Zoning Map and Appendix-A.)
2. Visually prominent features shall include three or more of the following:
  - Public art.
  - Monuments.
  - Special landscape treatment.
  - Open space/plaza.
  - Water feature.
  - Special paving or surface treatments.
  - Unique pedestrian scale lighting or bollards.
3. Elements used shall be oriented towards both pedestrians and vehicles along the street right-of-way.
4. Elements used should not block the visibility of adjacent businesses and/or vehicular sight distance requirements.



*Plaza and landscape treatment define gateway*



*Gateway treatment*



*Planting and pedestrian scale light reinforces prominent intersection*

**NATURAL FEATURES/GREEN CORRIDORS**

**INTENT:**

To integrate natural features into developments and create a network of green corridors throughout Lynnwood.

**GUIDELINES:**

1. Natural features, both within or adjacent to a development, should be integrated into project designs in one or more of the following ways. Other sustainable techniques may also apply, as approved by the City:
  - Establish view corridors to natural features, framed by landscape or architectural treatments.
  - Provide controlled visual access, such as view overlooks.
  - Provide environmentally sensitive pedestrian connections to or throughout natural features, such as boardwalks and pedestrian bridges.
  - Continue plant materials used adjacent to natural features into other areas of site development to soften the transition between the natural and built environment.
  
2. Existing significant trees should be retained where possible. If more than 20% of all existing significant trees are retained within a development, and are located outside environmentally sensitive areas and associated buffers, overall landscape requirements of the area in which the significant trees are retained may be reduced by 10%.

*(continued to next page)*



*Visual access is established with environmentally sensitive pedestrian treatment*



*Transition between natural feature and development is softened with native plant material*

**NATURAL FEATURES/GREEN CORRIDORS**

*(continued)*

**GUIDELINES:**

- 3. Elements of natural features or stands of existing (non-invasive) vegetation should be extended through developments to form a network of green corridors between adjacent site developments throughout Lynnwood.
- 4. Storm water facilities, such as detention ponds and biofiltration swales, should be integrated into the overall project design. Storm water facilities should provide a more natural overall form and/or appearance through layout, design and landscape treatment. Storm water facilities may be located within perimeter buffer areas provided the total required square foot area of the buffer and a minimum 5 feet width is maintained.



*Vegetation from adjacent natural feature extended into parking area landscape*

**PROMINENT ENTRANCE**

**INTENT:**

To ensure that building entrances are easily identifiable and clearly visible from roads and sidewalks.

**GUIDELINES:**

1. Principal entry to the store / building shall be marked by at least one element from Group A and one element from Group B:

Group A -

- Large entry doors
- Recessed entrance
- Protruding entrance

Group B -

- Canopy
- Portico
- Overhang

2. Weather Protection - some form of weather protection should be provided over the entry.



*Entrance with flanking windows and prominent roof form*



*Entrance with porch and projected façade \**



*Entrance is emphasized in the overall massing*

*\* For an example of an entrance to a building in an industrial district, see photo on the left corner of guidelines for "Integrating Signs with Architecture".*

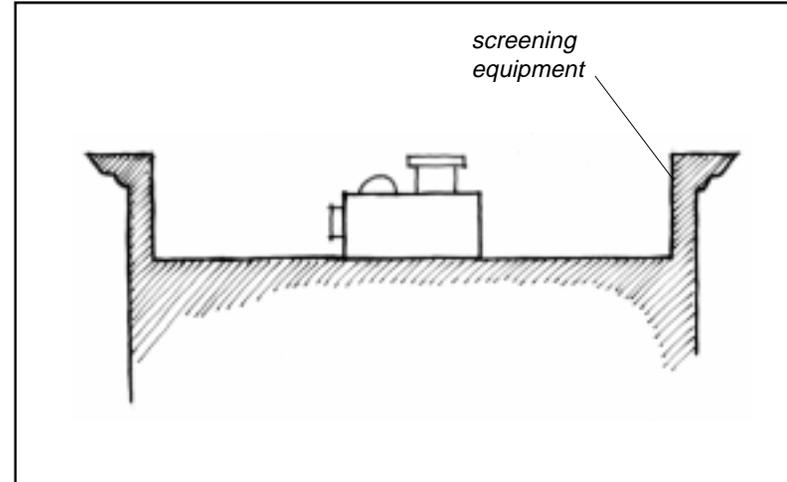
**SCREENING ROOFTOP EQUIPMENT**

**INTENT:**

To have rooftop features that contribute to the character of individual buildings and the neighborhood as a whole.

**GUIDELINES:**

1. Any mechanical, electronic, communication equipment mounted on the roof shall be properly screened. Furthermore, screening should be organized, proportioned, detailed and colored to be both an integral element of the building as seen from the points of high elevation, streets and adjacent residences. (May be exceptions for public safety communication devices).
2. Rooftops of buildings could include landscaped decks or terraces designed in such a way that mechanical equipment, elevator overruns and stair towers are housed within structures that are part of the composition of the building.



*Screening mechanical equipment on roof from view*



*Rooftop treatment*

## **TREATING BLANK WALLS**

### **INTENT:**

To mitigate blank walls by providing visual interest.

### **GUIDELINES:**

1. For walls visible from a street or residential area, if an uninterrupted expanse of blank wall longer than 30 feet\* is unavoidable, a combination of the following features shall be used to cover a minimum of 50%\*\* of the blank wall.

At least one of these:

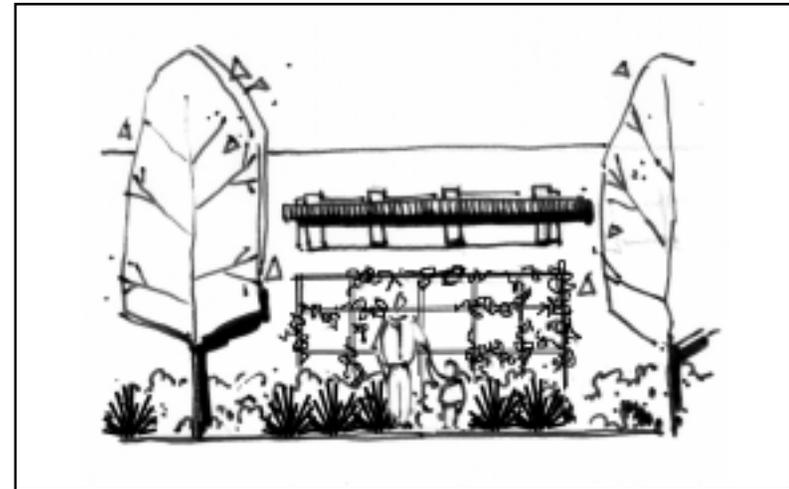
- Artwork, such as a low relief sculpture or mosaic.
- Landscape area and/or vertical trellis with climbing vines.

Plus, at least one of these:

- Architectural detailing, reveals, or indentations.
- A mix of different materials, colors, and textures.
- Pedestrian-oriented features such as lighting, awnings, or canopies.

\* For industrial districts, this number is 100 ft.

\*\* For industrial districts, the number is 30%



*Planting and awnings adjacent to blank wall*



*Vertical trellis structure with climbing plants help soften blank walls*

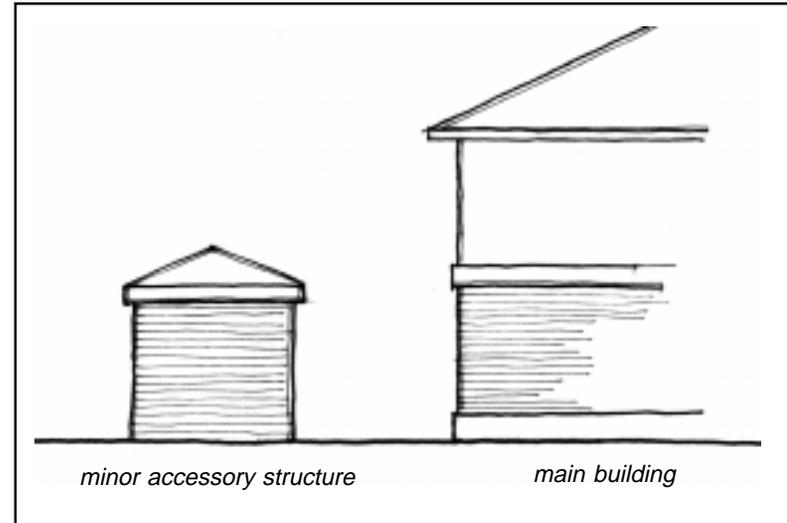
**MINOR ACCESSORY STRUCTURE**

**INTENT:**

To reduce the impact of accessory structures and have it contributed to the character of the main building.

**GUIDELINES:**

Accessory structures should be screened by landscaped features or solid wall. Structures and walls should use materials with such color and texture that match with the character of the main building.



*Minor accessory structure is consistent with the character of main building*

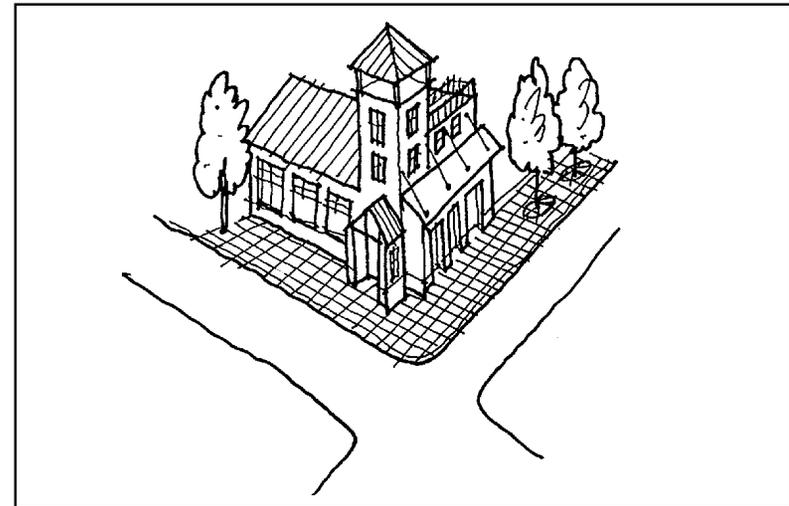
**MARKING GATEWAYS**

**INTENT:**

To enhance the identity of the city by marking major entrances.

**GUIDELINES:**

- 1. Buildings along Gateway Locations (see definitions) shall be designed to emphasize their gateway locations.
- 2. Buildings along Gateway Locations should be given major architectural expression in its facade, roof form and massing; such as larger bulk, tower forms, peaked roofs, and over-sized windows.



*Massing and roof expression to define gateway*



*Gateways can be marked by prominent massing*



*Building expression is emphasized at gateway location*

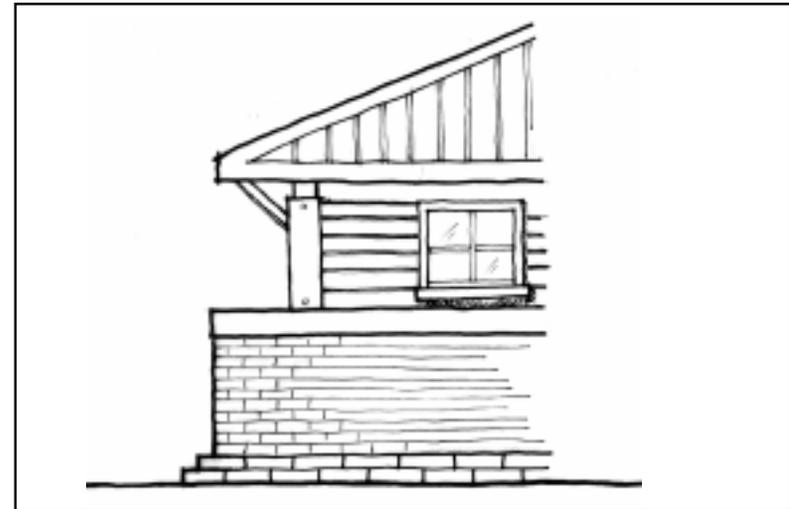
## MATERIALS

### INTENT:

To ensure that the character of the city is perceived as high quality.

### GUIDELINES:

1. Buildings should use solid, permanent, low-maintenance materials to add variety, permanence and richness to building and streetscape.
2. Plywood shall not be used as an exterior surface.
3. Exposed concrete walls shall be painted or given an architectural finish.



*Consistent use of material at different levels*



*Use of material to add richness and variety*



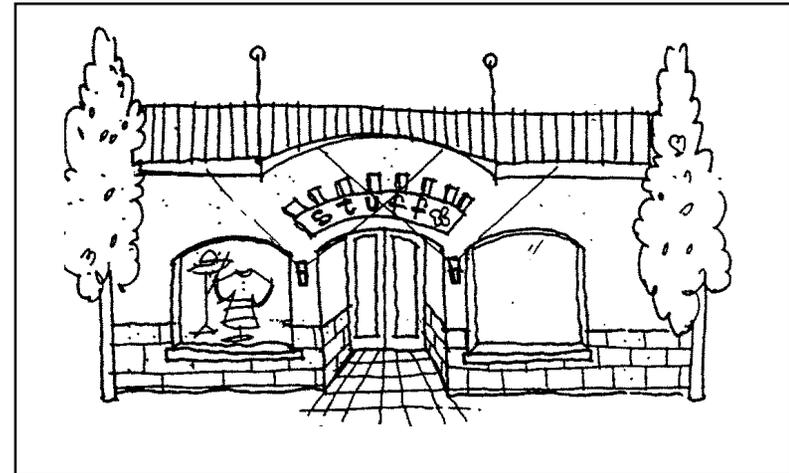
## INTEGRATION WITH ARCHITECTURE

### INTENT:

To ensure that signage is part of the overall design of a project and not additive or an afterthought.

### GUIDELINES:

1. The design of buildings and sites shall identify locations and sizes for future signs. As tenants install signs, such signs shall be in conformance with an overall sign program that allows for advertising which fits with the architectural character, proportions, and details of the development. The sign program shall indicate location, size, and general design.
2. Signs shall not project above the roof, parapet, or exterior wall.



*Sign as a part of the building design*



*Sign is integrated with façade*



## CREATIVE / ARTISTIC ELEMENTS

### INTENT:

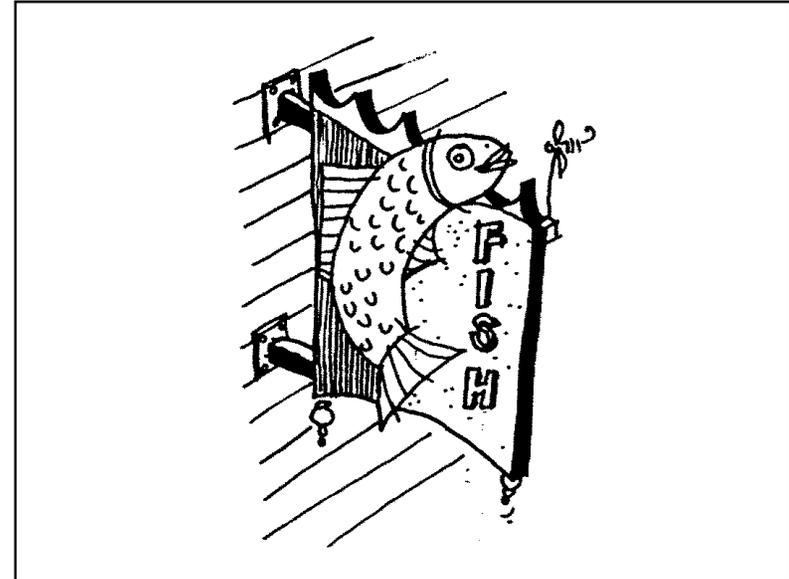
To encourage interesting, creative and unique approaches to the design of signs.

### GUIDELINES:

1. Signs should be creative, expressive and individualized.
2. Sign should convey the product or service offered by businesses in a bold, graphic form.
3. Any sign that meets this criteria may be allowed to be 30% larger than the code otherwise allows.



*Unique sign elements express creativity*



*Whimsical elements as sign*

# ***ADDITIONAL GUIDELINES FOR COMMERCIAL DISTRICTS***

**SITE DESIGN**

**BUILDING DESIGN**

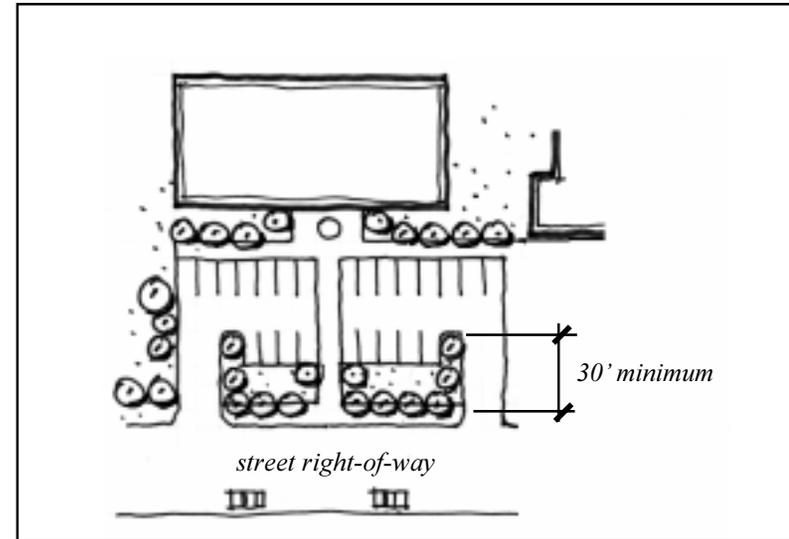
**ACCESS DRIVEWAYS**

**INTENT:**

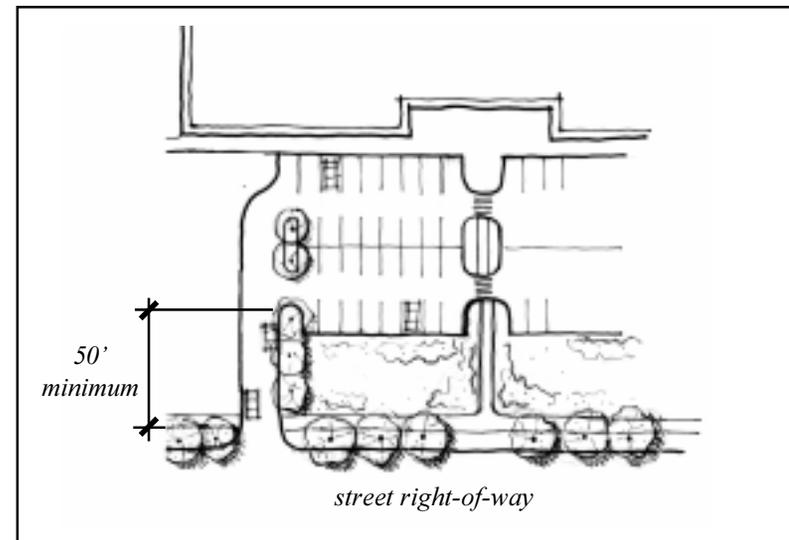
To facilitate the flow of traffic entering and exiting commercial parking lots.

**GUIDELINES:**

1. Access driveways connecting a double-loaded aisle of parking or garage to the street right-of-way shall not be impacted or interrupted by parking drive aisles or adjacent parking stalls for a distance of at least 30 feet from the edge of the street right-of-way.
2. Access driveways connecting more than a double-loaded aisle of parking or garage to the street right-of-way shall not be impacted or interrupted by parking drive aisles or adjacent parking stalls for a distance of at least 50 feet from the edge of the street right-of-way.



*30-foot setback with a single double-loaded aisle of parking*



*50-foot setback with more than a single double-loaded aisles of parking*

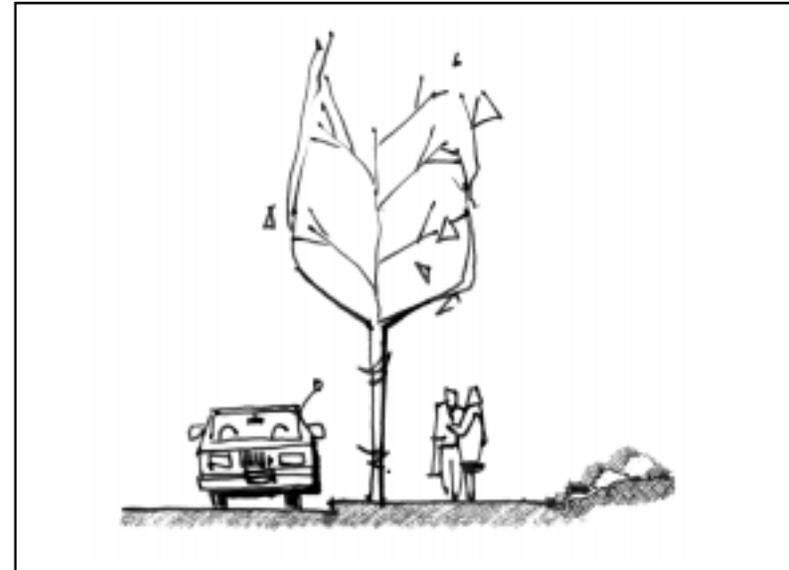
**SIDEWALKS AND STREET TREES**

**INTENT:**

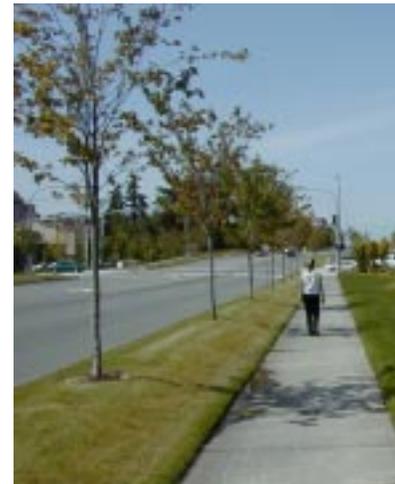
To establish a consistent character for street right-of-ways.

**GUIDELINES:**

1. Street trees within the public right-of-way (where approved by the Lynnwood Public Works Department) should be located in tree grates or a planted area (minimum 4' wide) between the walking route of the sidewalk and the curb edge.
2. Street trees planted between the walking route of the sidewalk and the curb edge shall utilize root barriers, trunk protection measures, staking and soil preparation as approved by the Community Development Department.
3. Special paving, such as brick or other unit pavers, used for plazas, gateways, or other features may extend into the sidewalk area provided they comply with minimum Public Work's standards.



*Street trees located between the walking route of the sidewalk and curb edge*



*Street trees in planting area*



## SITE DESIGN

### SITE FURNISHINGS

#### INTENT:

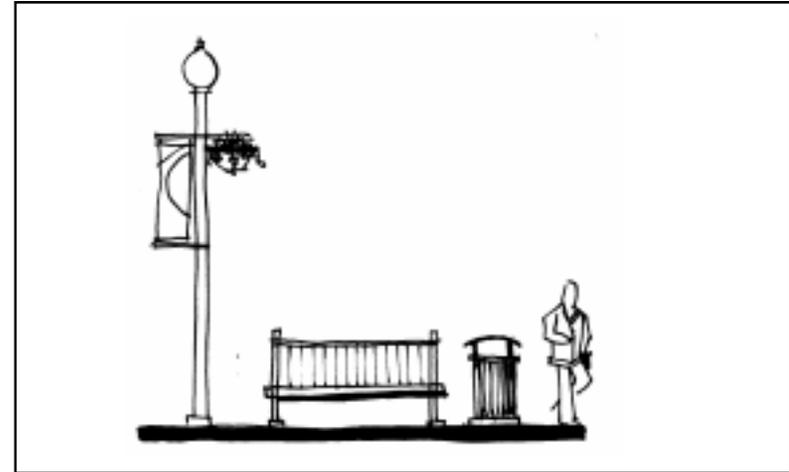
To create a more pedestrian friendly street through the use of site furnishings at plazas, building entrances and other pedestrian areas.

#### GUIDELINES:

1. Site furnishings, such as benches, tables, trash receptacles, and other pedestrian amenities used should be made of durable, weather-resistant and vandal-resistant materials.
2. Use of site furnishings, such as benches, tables, bike racks and other pedestrian amenities should be provided at building entrances, plazas, open spaces, and/or other pedestrian areas.
3. Site furnishings used should not block pedestrian access or visibility to plazas, open space areas and/or building entrances.



*Site furnishings provided in entry plaza*



*Site furnishings and other pedestrian amenities*



*Benches and other amenities provided in open space areas*

## SITE DESIGN

## ADDITIONAL GUIDELINES FOR COMMERCIAL DISTRICTS

### PLAZAS AND OTHER OPEN SPACES

#### INTENT:

To provide a friendly pedestrian environment by creating a variety of usable and interesting open spaces within private development.

#### GUIDELINES:

1. New or renovated buildings shall have plazas, courtyards, or other pedestrian spaces at or near their main entrances. Plazas should be a minimum of 1 square foot of plaza per 100 square feet of building area.
2. Plazas, courtyards and other pedestrian space should include at least three of the following:
  - Special interest landscape.
  - Pedestrian scale, bollard, or other accent lighting.
  - Special paving, such as colored/stained concrete, brick, or other unit paver.
  - Public art with a valuation of at least one-half of 1% of the total construction cost.
  - Seating, such as benches, tables, or low seating walls.
  - Water feature.



*Tables and seating at entrance to buildings creates pedestrian friendly atmosphere*



*Plaza located at the main entrance to a development*



*Special interest landscape enhances plaza/courtyard area*

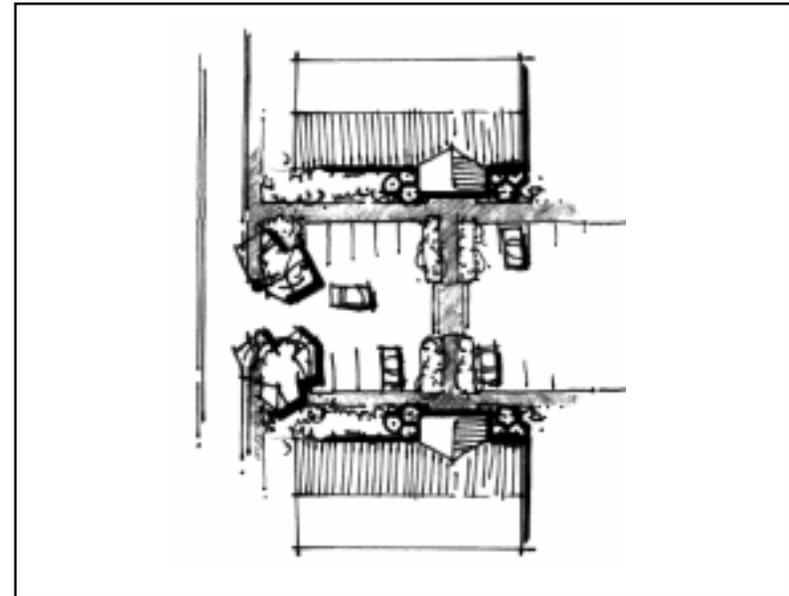
**CONSOLIDATED (SHARED) ACCESS**

**INTENT:**

To reduce the overall impact of parking by connecting or consolidating parking lots and driveways whenever possible.

**GUIDELINES:**

1. Vehicular access to adjacent parking lots should be consolidated (shared) to reduce the number of curb cuts.
2. Pedestrian connections (meeting the standards outlined in the Pedestrian Connections section for all districts) should be provided between adjacent commercial developments.



*Consolidate driveway and parking between adjacent developments*



*Pedestrian connection between adjacent developments*



*Consolidated vehicular access*

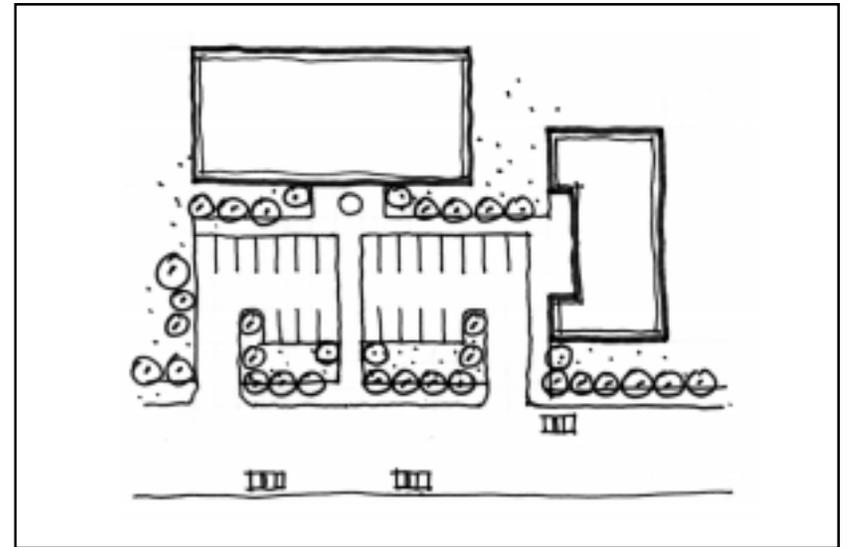
**RELATIONSHIP TO PUBLIC STREETS**

**INTENT:**

To ensure that commercial buildings add to the liveliness of streets and the overall community character.

**GUIDELINES:**

1. Buildings, along with trees and landscaping should be predominant, rather than parking lots and large free-standing signs.
2. People travelling along arterial streets should be able to see storefronts, windows, merchandise, and other aspects of business activity.
3. Pedestrian access to the building should be visually and functionally clear.



*Building setup responds to the street character*



*Visible storefront through the street trees*



*Prominent building form and landscape*

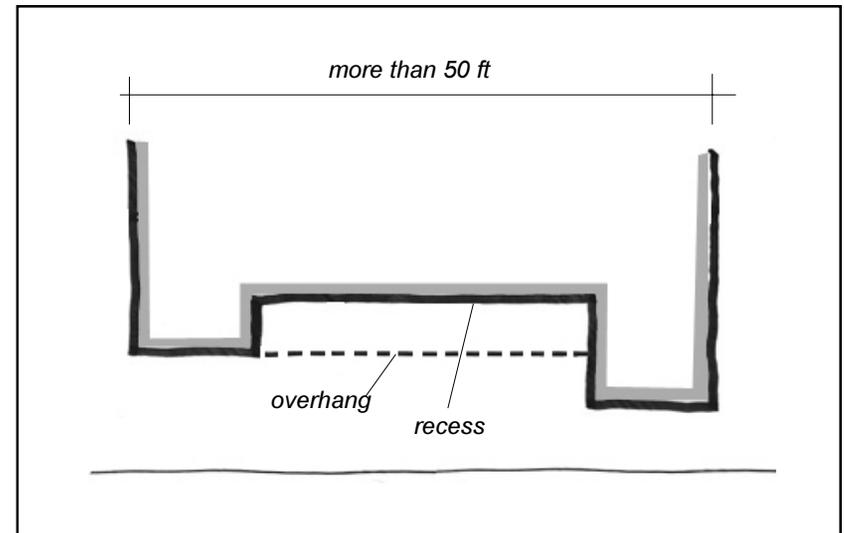
**OVERALL MASSING/ BULK/ ARTICULATION**

**INTENT:**

To reduce the massiveness of larger buildings.

**GUIDELINES:**

1. Façades longer than 50 ft shall be broken down into smaller units through the use of offsets, recesses, staggered walls, stepped walls, pitched or stepped rooflines, overhangs and other elements of the building's mass. Simply changing materials or color is not sufficient to accomplish this.
2. Buildings should convey a visually distinct "base" and "top". A sense of "base" can be produced by a different masonry pattern, more architectural detail, a visible "plinth" above which the wall rises, storefront, canopies or a combination.
3. Articulation shall be provided along façades visible from streets, as well as from any residential areas.



*Breaking down the mass*



*Entrance breaks down the mass*



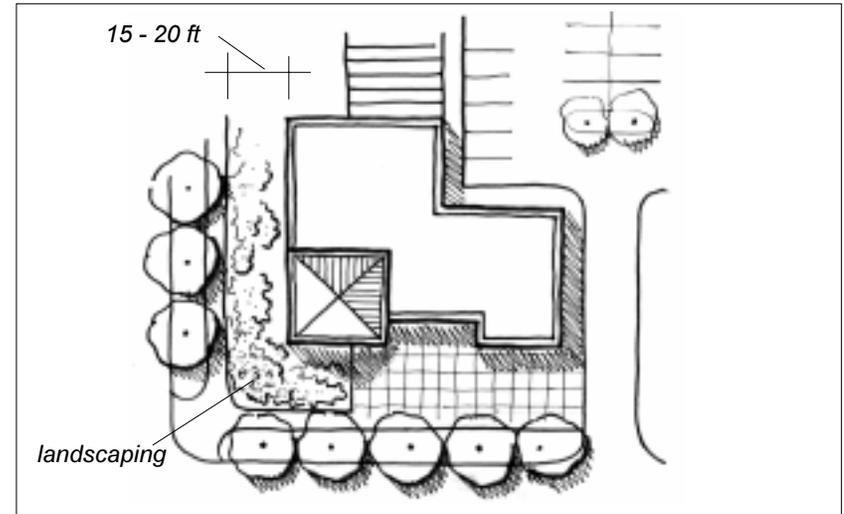
**DISTANCE FROM THE STREET**

**INTENT:**

To ensure that buildings in certain locations can serve as landmarks.

**GUIDELINES:**

1. In order to mark the intersections of major streets, buildings should be located within close proximity to the property line at least 15 ft but no more than 20 ft, rather than parking lots. This can be accomplished by “out buildings” that sit in front of other buildings situated further away from the street. Buildings at the corner should have windows facing the street and entrances either facing the street or close to it. Buildings at the corner should be set back from the property line to allow for both a more generous sidewalk and additional landscaping.
2. At other locations along major streets, buildings may be set-back any distance.



*Building at the intersection is closely located to the property line*



*Corner building with windows facing the street*

**GROUND FLOOR TRANSPARENCY**

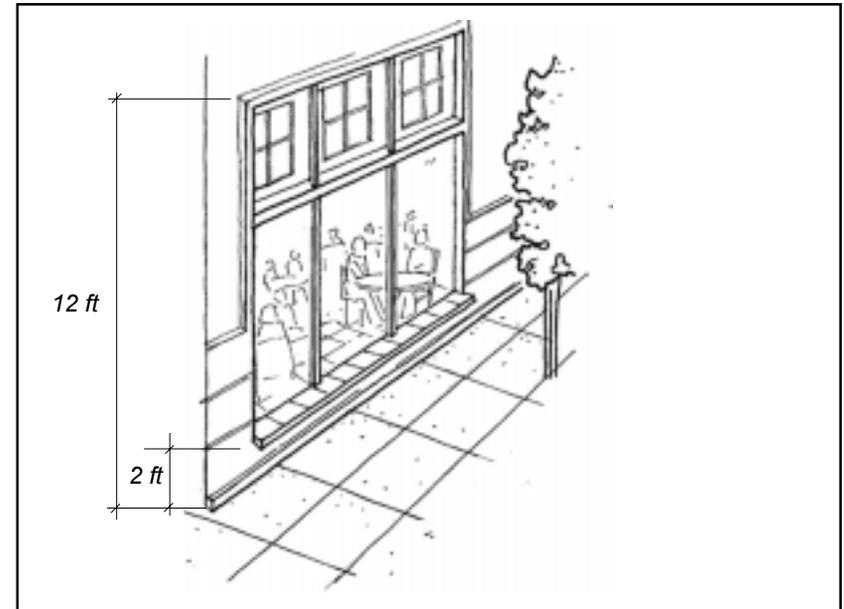
**INTENT:**

To provide visual connection between activities inside and outside the building.

**GUIDELINES:**

1. A minimum of 15% of any ground floor façade\* that is visible from any street shall be comprised of windows with clear, “vision” glass.
2. A minimum of 30% of any ground floor façade\* located closer than 60 ft to an arterial street shall be comprised of windows with clear, “vision” glass.
3. A minimum of 60% of any ground floor façade\* located closer than 20 ft to an arterial street shall be comprised of windows with clear, “vision” glass. Display windows may be used to meet half of this requirement.
4. For portions of façades that do not have windows, see guidelines for Opaque Walls.

\* the portion of the façade between 2 ft and 12 ft above grade.



*Clear window creates visual connection between indoor and outdoor environment*



*Large, clear window*

## **OPAQUE WALLS**

### **INTENT:**

To ensure that buildings do not display blank, unattractive walls to the street.

### **GUIDELINES:**

1. The portions of walls facing streets that do not have windows shall have architectural treatment. At least four of the following elements shall be incorporated into any ground floor, street facing façade:
  - a. masonry (but not flat concrete block)
  - b. concrete or masonry plinth at the base of the wall
  - c. belt courses of a different texture and color
  - d. projecting cornice
  - e. projecting metal canopy
  - f. decorative tilework
  - g. trellis containing planting
  - h. medallions
  - i. opaque or translucent glass
  - j. artwork



*Treatments on opaque wall*

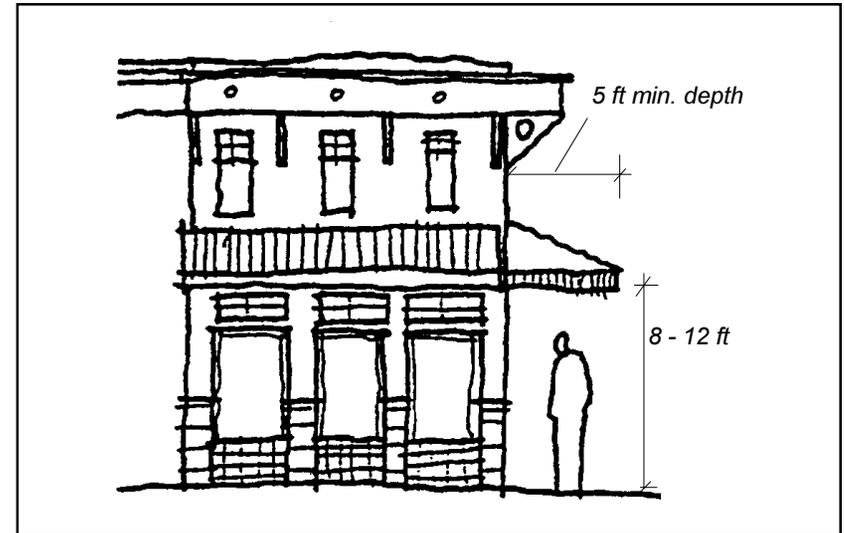
**WEATHER PROTECTION**

**INTENT:**

To provide rain protection for pedestrians.

**GUIDELINES:**

Canopies and awnings shall be provided along façades that give access to the building. Minimum depth of any canopy awning shall be 5 ft. The vertical dimension between the underside of a canopy or awning and the sidewalk shall be at least 8 ft and no more than 12 ft.



*Required depth and height for canopies /awnings*



*Canopies for weather protection*



*Connection from parking lot into the building*

**GROUND LEVEL EXPRESSION**

**INTENT:**

To ensure that buildings along any street display the greatest amount of visual interest and reinforce the character of the streetscape.

**GUIDELINES:**

1. Ground level of building shall be pedestrian friendly in scale, expression and use of materials.
2. Ground floor of the buildings shall have at least three of the following elements:
  - a. large windows
  - b. kickplates for storefront window
  - c. projecting sills
  - d. pedestrian scale signs
  - e. canopies
  - f. plinth



*Elements to be incorporated at ground level*



*Canopy, planter and window composition*



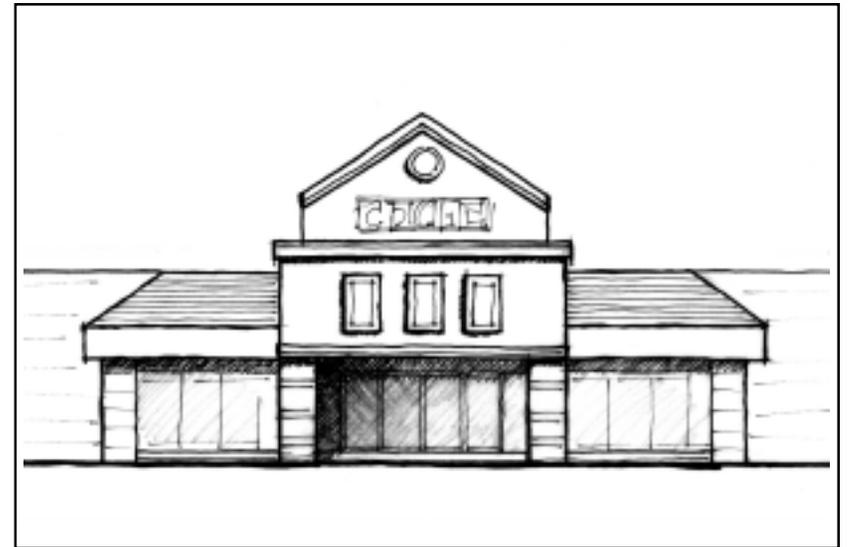
**ROOF EXPRESSION**

**INTENT:**

To ensure that rooflines present a distinct profile and appearance for the building.

**GUIDELINES:**

1. Buildings with flat roofs should have pitched roofs, extended parapets or projecting cornices to create a prominent edge when viewed against the sky, especially to highlight major entrances.
2. Sloped roofs with a pitch greater than 12:12 are not desired.



*Variation in roofline*



*Sloped roof expression*



*Variation in roofline by highlighted entrance*

**COLORS**

**INTENT:**

To ensure that new or renovated buildings do not detract from the image of the community.

**GUIDELINES:**

1. In general, bright, intense colors shall be reserved for minor accent trim, with body of the building a more muted color. More intense colors may be considered for the purpose of highlighting architectural elements. However, large amounts of intense color which simply serves to advertise a business shall not be approved.
2. Translucent awnings with interior lighting shall not be permitted.

***ADDITIONAL GUIDELINES FOR  
MULTI-FAMILY DISTRICTS***

**SITE DESIGN**

**BUILDING DESIGN**

**SITE ENTRY FEATURES**

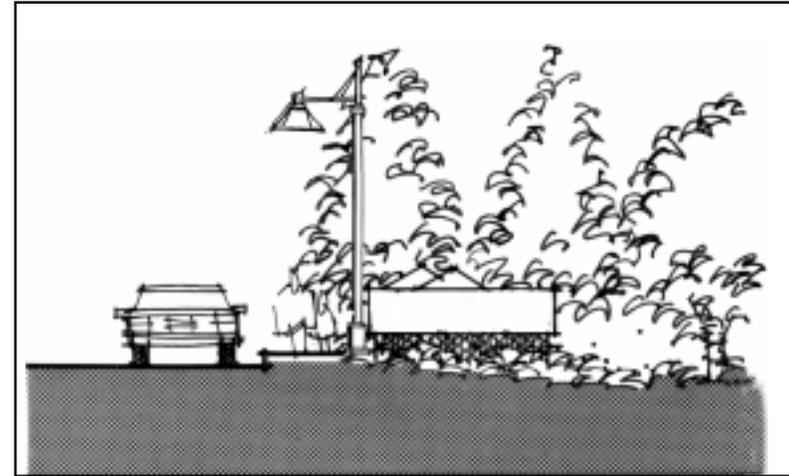
**INTENT:**

To highlight and define pedestrian and vehicular entrances to a development.

**GUIDELINES\*:**

1. Three or more of the following elements shall be used to highlight site entrances to multi-family developments:
  - Special landscape treatment with seasonal color, flowering trees, and interesting bark or branching structure.
  - Open space, plaza, or courtyard.
  - Identifying building form such as a covered entry.
  - Special paving, unique pedestrian scale lighting, or bollards.
  - Prominent architectural features, such as a trellis/arbor.
  - Ornamental gate and/or fence.
  - Seating.
  - Water features.
2. Elements used should address both a pedestrian and vehicular scale.

\* *Guidelines addressing pedestrian connections and separation from vehicles can be found on pages 9 & 10.*



*Combination of special lighting, monument sign, and landscape used to define entry*



*Intersection treatment identifies entrance to multi-family community*

**TRANSITION ALONG SIDEWALK**

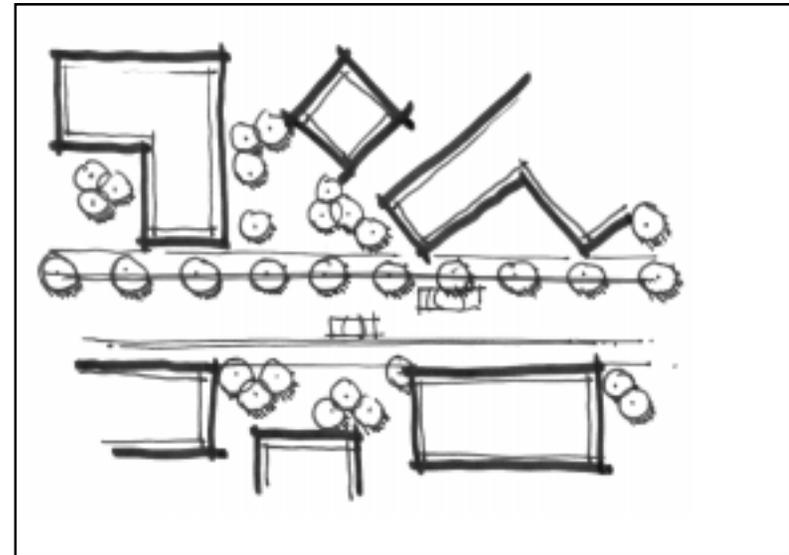
**INTENT:**

To reduce the visual impact of developments and provide a feeling of separation between buildings and the street right-of-way through the use of landscape areas, trellises and/or other architectural features.

**GUIDELINES\*:**

1. Trees used adjacent to the public right-of-way should help create continuity within a neighborhood by displaying a strong repetitive form and/or seasonal interest with color, interesting bark, branching pattern, or flowers.
2. Building setbacks along the street right-of-way shall be varied such as staggered, angled, or curved to provide modulation and interest.
3. Vehicle circulation and parking should be integrated into the building design and concentrated on the interior of the development. Circulation design (scale and location) should be compatible with the adjacent neighborhood.
4. Window boxes, trellis structures with vines, container plantings and other special interest landscaping should be used to provide visual interest to all building façades.
5. Walls and fences may be used to help define a transition along sidewalks.

\* *Guidelines addressing pedestrian connections and separation from vehicles can be found on pages 9 & 10.*



*Staggered, angled, or curved building forms and setbacks*



*Varied building setbacks provide modulation and interest*

## SITE DESIGN

## ADDITIONAL GUIDELINES FOR MULTI-FAMILY DISTRICTS

### SITE LANDSCAPING

#### INTENT:

To reinforce the residential character of the surrounding community and the natural environment through the treatment of landscape areas.

#### GUIDELINES:

1. A minimum 20% of plant varieties used within landscape areas shall be perennial and/or annual varieties to provide year-round color, texture, and other special interest.
2. Landscaping in the right-of-way should complement the plant materials, colors, textures, and scale used in the surrounding community.
3. Landscaping should be used to reduce the visual impact of multi-family developments and provide usable outdoor space for residents.
4. Use of ornamental grass lawn should be minimized, where possible, except in pedestrian and open play areas within multi-family developments.



*Landscape used to create usable outdoor space*



*A mix of plant varieties add color and special interest to landscape areas*

**OUTDOOR SPACES**

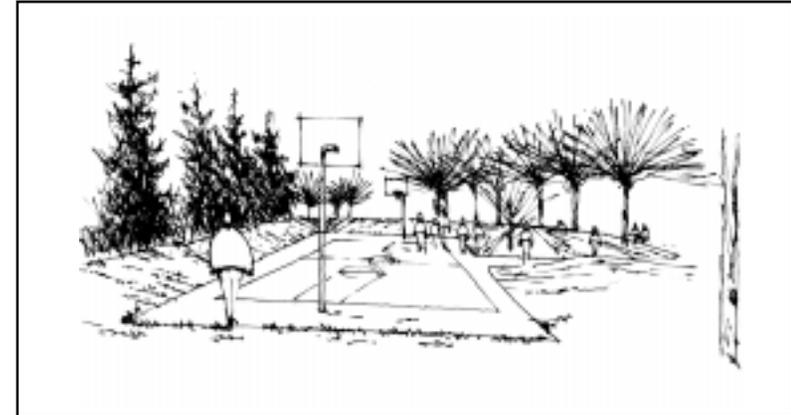
**INTENT:**

To create pedestrian friendly and usable areas through the use of plazas, courtyards, and other outdoor spaces.

**GUIDELINES:**

1. Developments shall provide a combination of both private and common outdoor spaces.
2. Common outdoor spaces shall provide at least three of the following amenities to accommodate a variety of ages and activities. Amenities include:
  - Site furnishings( benches, tables, bike racks).
  - Picnic areas.
  - Patios, plazas, or courtyards.
  - Tot lots.
  - Gardens.
  - Open lawn.
  - Play fields.
  - Sports courts, such as tennis or basketball courts.
3. Common outdoor spaces shall be easily visible and accessible to multi-family residents.
4. Common outdoor spaces shall be a minimum size of 1000 s.f. each with a minimum width of 20 feet. In addition, at least one outdoor space within each development shall have a minimum width of 50 feet.

*(continued to next page)*



*Basketball court provided in common outdoor area*



*Benches and open lawn enhance recreational opportunities in outdoor spaces*

**OUTDOOR SPACES** *(continued)*

**GUIDELINES:**

5. Berms, low walls, fences, hedges, and/or landscaping shall be used to define private outdoor spaces such as yards, decks, terraces, and patios from each other and from the street right-of-way.
6. Walls, hedges, and fences used to define outdoor private spaces should be a maximum of 4 feet high and visually permeable, such as open rails, ironwork or trellis treatment to encourage interaction between neighbors.
7. Lighting shall be provided within outdoor spaces to provide visual interest as well as an additional security function.
8. If outdoor spaces are located adjacent to a street right-of-way, landscaping should be used to provide a buffer between outdoor spaces and the street right-of-way.
9. Outdoor spaces used to meet these guidelines shall not be located within required buffer areas.
10. Outdoor spaces should not be located adjacent to dumpster enclosures, loading/service areas or other incompatible uses.



*Trellis and special landscape defines private courtyard area*

**BUILDING LAYOUT/CLUSTERING**

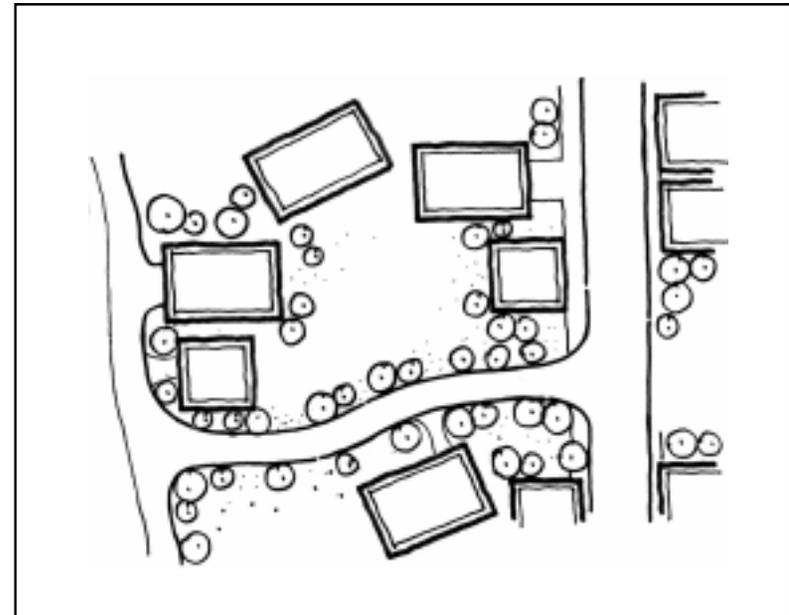
**INTENT:**

To reduce the presence and impact of buildings by clustering around common spaces.

**GUIDELINES:**

- 1. Buildings should be organized in groups of 2 to 5 with shared community spaces such as gardens, courtyards, play areas, and green spaces.\*

\* *Applies to projects with more than one building.*



*Buildings clustered around common outdoor spaces*



*Buildings organized in groups to create shared community space*

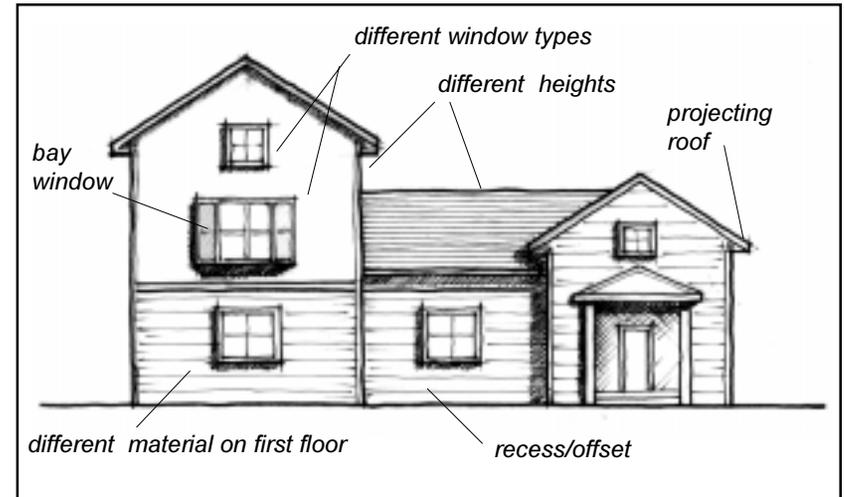
**OVERALL MASSING/ BULK/ ARTICULATION**

**INTENT:**

To avoid massive building forms that seem bulky and institutional.

**GUIDELINES:**

1. Buildings shall include articulation along the façades that face streets. Flat blank walls are not permitted.
2. Horizontal façades longer than 30 ft shall be articulated into smaller units, reminiscent of the residential scale of the neighborhood. At least four of the following methods should be used:
  - varied building heights
  - different materials used on first floor
  - different window types
  - different colors
  - offsets
  - projecting roofs (min. of 12 inch.)
  - recesses
  - bay windows
  - varied roof forms or orientation



*Articulation with massing and roof form*



*Smaller building units with different color and building height*



*Articulation with varied roof forms, recesses and different window types*

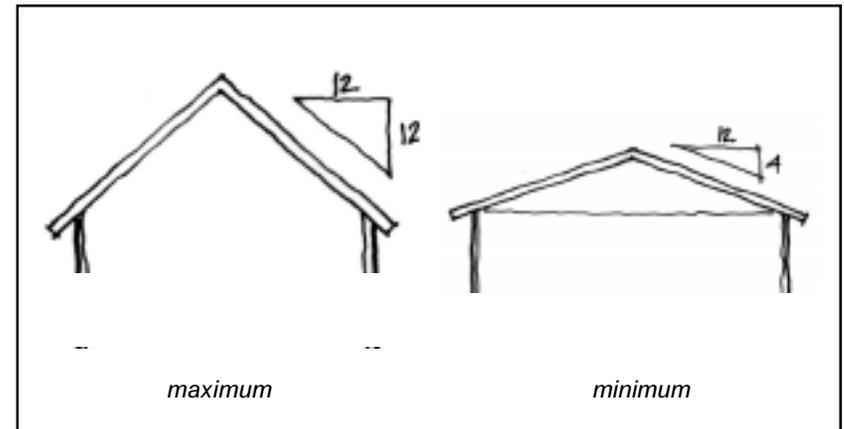
**PITCHED ROOF FORMS**

**INTENT:**

To maintain the residential scale and character of neighborhoods.

**GUIDELINES:**

1. Structures shall incorporate pitched roof forms having slopes between 4:12 and 12:12.
2. Gables facing the street are encouraged.
3. Dormers should be used to break-up long lengths of roof.



*Slope roof*



*Pitched roof facing the street*

**WINDOWS**

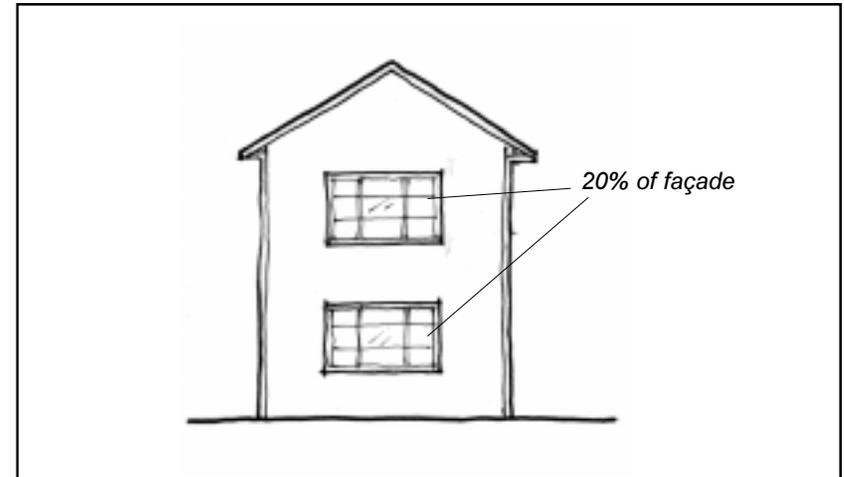
**INTENT:**

To maintain a lively and active street face.

**GUIDELINES:**

1. Windows shall be provided in façades facing streets, comprising at least 20% of the façade area.
2. Windows shall have visually prominent trim, at least 3” in width.
3. Other decorative window features are encouraged. For example:

- Arched window
- Mullions
- awnings
- flower box



*Windows in a façade facing street*

**Examples of decorative window features:**



*Windows facing street*



*Windows with visually prominent trim*



*Bracketed awnings*



*Multiple panes, half-round windows, flower box*

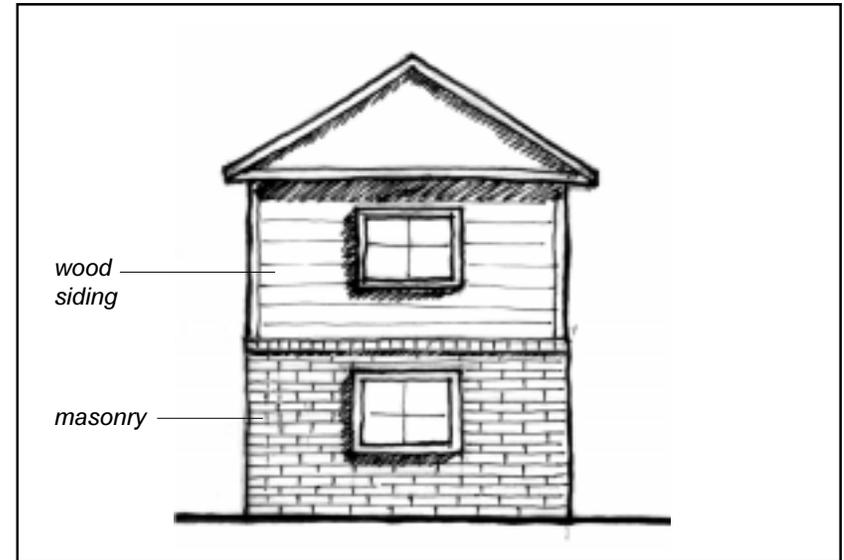
**MATERIALS**

**INTENT:**

To enhance the residential character of denser development and to project an image of quality.

**GUIDELINES:**

1. Building façades should be composed predominantly of masonry and/or wood siding (or materials resembling wood, stone or masonry siding). Stucco may be used with the following conditions:
  - Stucco shall not be used on the first floor; instead, masonry shall be used.
  - Long uninterrupted expanses of stucco walls shall be avoided. Offsets and/or bay windows shall be used.
  - More than one color of stucco shall be used.



*Varied use of material*



*Variation of material integrated with color and building mass*



*Material enriching the quality of the building*

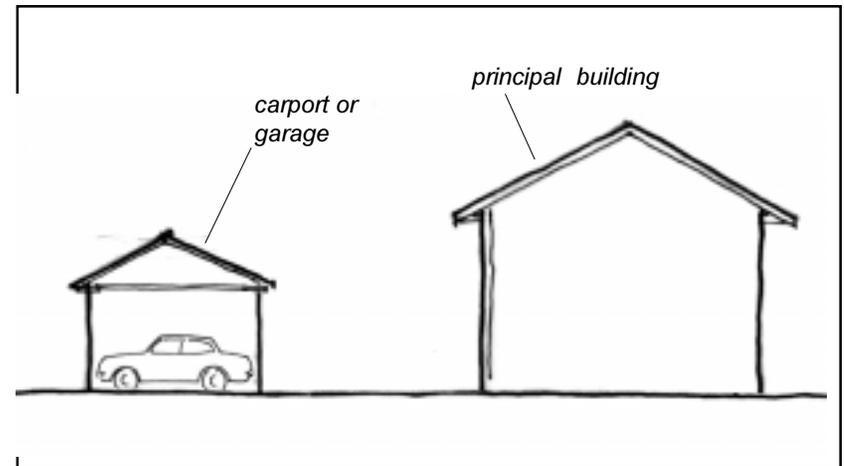
**PARKING STRUCTURES**

**INTENT:**

To integrate parking structure with the building and with surrounding character.

**GUIDELINES:**

1. Carports and detached garages shall incorporate pitched roofs of a design similar to the principal structure on the site.
2. Ground level parking structures should be screened from view by one or more of the following:
  - walls containing architectural details, such as banding
  - trees and shrubs
  - grillwork incorporating decorative metal artwork or panels.



*Parking structure consistent with the main building*



*Parking structure at ground level with architectural banding and shrubs*