

## Project Design Review Applicant Checklist – Multiple-Family Districts

File Name:

File  
Number:

**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 section(s) of the Lynnwood Citywide 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 Citywide 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.

*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 GUIDELINES

#### Site Entry Features

Page 39

**Intent:** To highlight and define pedestrian and vehicular entrances to a development.

- 1 M** 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 structures
- Open space, a plaza or a courtyard
- Identifying building form such as a covered entry
- Special paving, unique pedestrian scale lighting, or bollards
- Prominent architectural features such as a trellis or arbor
- Ornamental gates and/or fencing
- Seating
- Water features

☐ Not applicable

☐ Complies

☐ Does not comply

- 2** Elements used should address both a pedestrian and vehicular scale.

☐ Not applicable

☐ Complies

☐ Does not comply

#### Transition Along Sidewalk

Page 40

**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.

- 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 patterns or flowers.

☐ Not applicable

☐ Complies

☐ Does not comply

- 2 M** Building setbacks along the street right-of-way shall be varied in ways such as staggered, angled, or curved to provide modulation and interest.

☐ Not applicable

☐ Complies

☐ Does not comply

- 3** Vehicle circulation and parking should be integrated into the building design and concentrated on the interior of the

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development. Circulation design (scale and location) should be compatible with the adjacent neighborhood.

☐ Not applicable

☐ Complies

☐ Does not comply

- 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.

☐ Not applicable

☐ Complies

☐ Does not comply

- 5** Walls and fences may be used to help define a transition along sidewalks.

☐ Not applicable

☐ Complies

☐ Does not comply

### Site Landscaping

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

Page 41

- 1 M** A minimum of 20% of the plant varieties used within landscape areas shall be perennial and/or annual varieties to provide year-round color, texture, and other special interest.

☐ Not applicable

☐ Complies

☐ Does not comply

- 2** Landscaping in the right-of-way should complement the plant materials, colors, textures, and scale used in the surrounding community.

☐ Not applicable

☐ Complies

☐ Does not comply

- 3** Landscaping should be used to reduce the visual impact of multi-family developments and provide usable outdoor space for residents.

☐ Not applicable

☐ Complies

☐ Does not comply

- 4** Use of ornamental grass lawns should be minimized where possible, except in pedestrian and open play areas within multi-family developments.

☐ Not applicable

☐ Complies

☐ Does not comply

### Outdoor Spaces

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

*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.*

Pages 42-43

- 1**  
**M**

**Developments shall provide a combination of both private and common outdoor spaces.**

☐ Not applicable ☐ Complies ☐ Does not comply
- 2**  
**M**

**Common outdoor spaces shall provide at least three of the following amenities to accommodate a variety of ages and activities:**

  - 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

☐ Not applicable ☐ Complies ☐ Does not comply
- 3**  
**M**

**Common outdoor spaces shall be easily visible and accessible to multi-family residents.**

☐ Not applicable ☐ Complies ☐ Does not comply
- 4**  
**M**

**Common outdoor spaces shall be a minimum size of 1000 square feet each with a minimum depth of 20 feet. In addition, at least one outdoor space within each development shall have a minimum width of 50 feet.**

☐ Not applicable ☐ Complies ☐ Does not comply
- 5**  
**M**

**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.**

☐ Not applicable ☐ Complies ☐ Does not comply
- 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.

☐ Not applicable ☐ Complies ☐ Does not comply
- 7**

**Lighting shall be provided within outdoor spaces to provide visual interest as well as an additional**

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**M security function.**

☐ Not applicable ☐ Complies ☐ Does not comply

**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.

☐ Not applicable ☐ Complies ☐ Does not comply

**9 Outdoor spaces used to meet these guidelines shall not be located within required buffer areas.**

**M** ☐ Not applicable ☐ Complies ☐ Does not comply

**1** Outdoor spaces should not be located adjacent to dumpster enclosures, loading/service areas or other incompatible uses.

☐ Not applicable ☐ Complies ☐ Does not comply

**Building Layout and Clustering**

**Intent:** To reduce to presence and impact of buildings by clustering around common spaces.

Page 44

**1** Developments with more than one building should organize buildings in groups of 2 to 5 with shared community spaces such as gardens, courtyards, play areas, and green spaces.

☐ Not applicable ☐ Complies ☐ Does not comply

## BUILDING GUIDELINES

**Overall Massing, Bulk, and Articulation**

**Intent:** To avoid massive building forms which seem bulky and institutional.

Page 45

**1 Buildings shall include articulation along the façades that face streets. Flat blank walls are not permitted.**

**M** ☐ Not applicable ☐ Complies ☐ Does not comply

**2** Horizontal façades longer than 30 feet 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
- Use of different materials on the first floor

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- Different window types
- Different colors
- Offsets
- Roofs which project a minimum of 12 inches
- Recesses
- Bay windows
- Varied roof forms or orientation

☐ Not applicable

☐ Complies

☐ Does not comply

### Pitched Roof Forms

Page 46

**Intent:** To maintain the residential scale and character of neighborhoods.

**1 Structures shall incorporate pitched roof forms having slopes between 4:12 and 12:12.**

**M**

☐ Not applicable

☐ Complies

☐ Does not comply

**2 Gables facing the street are encouraged.**

☐ Not applicable

☐ Complies

☐ Does not comply

**3 Dormers should be used to break-up long lengths of roof.**

☐ Not applicable

☐ Complies

☐ Does not comply

### Windows

Page 47

**Intent:** To maintain a lively and active street face.

**1 Windows shall be provided in façades facing streets, comprising at least 20% of the façade area.**

**M**

☐ Not applicable

☐ Complies

☐ Does not comply

**2 Windows shall have visually prominent trim at least 3 inches in width.**

**M**

☐ Not applicable

☐ Complies

☐ Does not comply

**3 Other decorative features such as the following are encouraged:**

- Arched windows

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- Mullions
- Awnings
- Flower boxes

☐ Not applicable

☐ Complies

☐ Does not comply

### Materials

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

Page 48

- 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 under 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

☐ Not applicable

☐ Complies

☐ Does not comply

### Parking Structures

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

Page 49

- 1 M** Carports and detached garages shall incorporate pitched roofs of a design similar to the principal structure on the site.

☐ Not applicable

☐ Complies

☐ Does not comply

- 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

☐ Not applicable

☐ Complies

☐ Does not comply

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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: \_\_\_\_\_