

## Project Design Review Applicant Checklist – All 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**

**Location of Parking Lots** **Intent:** To provide parking lots in areas that are as visually unobtrusive as possible.

Pages 2-3

- |          |  |   |                                   |  |
|----------|--|---|-----------------------------------|--|
| <b>1</b> | New development and redevelopment should locate parking lots behind buildings when possible (Fig. 1).  | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| <b>2</b> | <b>M</b> 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.             | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| <b>3</b> | <b>M</b> 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. | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| <b>4</b> | <b>M</b> Where parking lots are located in front, beside, or inbetween buildings, 75% of plant material used to meet landscape requirements between a parking lot and a street right-of-way shall be evergreen varieties.  | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| <b>5</b> | <b>M</b> Shrubs used adjacent to a street right-of-way shall not exceed a maximum height of 30 inches at maturity.   | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |
| <b>6</b> | <b>M</b> Location of parking lots shall be easily identifiable from the street right-of-way.   | <input type="checkbox"/> Not applicable | <input type="checkbox"/> Complies | <input type="checkbox"/> Does not comply |

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- 7 Variation in the width and depth of planting areas are encouraged so long as the minimum width is provided.
- Not applicable  Complies  Does not comply

**Parking Lot Landscaping**

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

Page 4

- 1 The parking lot landscape should reinforce pedestrian and vehicular circulation, especially parking lot entrances, end of driving aisles, and pedestrian walkways leading through parking lots.
- Not applicable  Complies  Does not comply
- 2 Low walls and raised planters (a maximum height of 3 feet), trellises with vines, architectural features or special interest landscapes 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 the other site features.
- Not applicable  Complies  Does not comply
- 3 Landscape plant material size, variety, color, and texture within parking lots should be integrated with the overall site landscape design.
- Not applicable  Complies  Does not comply
- 4 M One tree shall be provided for every 10 parking stalls to be located within the interior parking lot landscape areas.**
- Not applicable  Complies  Does not comply
- 5 M A minimum 4-foot setback shall be provided for all trees and shrubs where vehicle overhang extends into landscape areas.**
- Not applicable  Complies  Does not comply

**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.



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Not applicable  Complies  Does not comply

**9 Automatic irrigation shall be provided in all required landscape areas.**

**M**

Not applicable  Complies  Does not comply

**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.**

**M**

Not applicable  Complies  Does not comply

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

**M**

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

Not applicable  Complies  Does not comply

**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.**

**M**

Not applicable  Complies  Does not comply

**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.**

Not applicable  Complies  Does not comply



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Pages 9-10

- M**
- **Public rights-of-way and building entrances**
  - **Parking lots and building entrances**
- Not applicable  Complies  Does not comply
- 2** Pedestrian connections should be clearly defined by providing a combination of two or more of the following:
- 6 inch vertical curb
  - Trellis
  - Special railing
  - Bollards
  - Special paving
  - Low seat wall and/or other architectural features
  - A continuous landscape area, minimum of 3 feet wide on one side of the walkway, except where the walkway crosses vehicular travel lanes
  - Pedestrian scale lighting, bollard lighting, accent lighting, or a combination thereof to aid in pedestrian way-finding
- Not applicable  Complies  Does not comply
- 3** **Pedestrian connections shall not be less than 5 feet wide.**
- M**  Not applicable  Complies  Does not comply
- 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.**
- M**  Not applicable  Complies  Does not comply

**Walls and Fences**

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

Page 11

- 1** Fences and walls should be visually permeable and have a desirable appearance from both sides. Where solid, vision-obscuring fences or 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
  - Trellises or vine panels





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provided the total required square foot areas of the buffer and a minimum 5 foot width is maintained.

Not applicable

Complies

Does not comply

## BUILDING GUIDELINES

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

Page 15

**1 M** Principal entry to the building or store 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

Not applicable

Complies

Does not comply

**2** Some form of weather protection should be provided over the entry.

Not applicable

Complies

Does not comply

**Screening Rooftop Equipment**

**Intent:** To have rooftop features which contribute to the character of individual buildings and the neighborhood as a whole.

Page 16

**1 M** Any mechanical, electronic, or 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. **Note:** There may be exceptions for public safety communication devices.

Not applicable

Complies

Does not comply

**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

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the building.

Not applicable

Complies

Does not comply

**Treating Blank Walls** Intent: To mitigate blank walls by providing visual interest.

Page 17

**1** For walls visible from a street or residential area, if an uninterrupted expanse of blank wall longer than  
**M** 30 feet (100 feet for industrial districts) is unavoidable, a combination at least one element from Group A and one element from Group B shall be used to cover a minimum of 50% (30% for industrial districts) of the blank wall:

**Group A**

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

**Group B**

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

Not applicable

Complies

Does not comply

**Minor Accessory Structures**

**Intent:** To reduce the impact of accessory structures and have the structures contribute to the character of the main building.

Page 18

**1** 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.

Not applicable

Complies

Does not comply

**Marking Gateways**

**Intent:** To enhance the identity of the city by marking major entrances.

Page 19

**1** Buildings along gateways (see the Lynnwood Zoning Map for locations) shall be designed to  
**M** emphasize their gateway location.

Not applicable

Complies

Does not comply

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- 2** Buildings along gateways should be given major architectural expression in facades, roof forms and massing, such as larger bulk, tower forms, peaked roofs, and over-sized windows.
- Not applicable  Complies  Does not comply

**Materials**

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

Page 20

- 1** Buildings should use solid, permanent, low-maintenance materials to add variety, permanence and richness to buildings and streetscapes.
- Not applicable  Complies  Does not comply
- 2** **Plywood shall not be used as an exterior surface.**
- M**  Not applicable  Complies  Does not comply
- 3** **Exposed concrete walls shall be painted or given an architectural finish.**
- M**  Not applicable  Complies  Does not comply

**SIGN GUIDELINES**

**Integration with Architecture**

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

Page 21

- 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.**
- M**  Not applicable  Complies  Does not comply
- 2** **Signs shall not project above the roof, parapet, or exterior wall.**
- M**  Not applicable  Complies  Does not comply

