

PLANNING COMMISSION MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

May 7, 2025 - 6:00 PM
Hybrid - at the Mill or Via Zoom
Join Zoom Meeting: [Zoom Link](#)
or call in at: 253-215-8782 Meeting ID:83736450416

- 1. Call to Order**
- 2. Roll Call**
- 3. Guest Business**
- 4. Action Items**
 - A. Approve Minutes of March 5, 2025 Public Hearing Planning Commission Meeting
- 5. Discussion Items**
 - A. Overview and Examples of Critical Aquifer Recharge Area (CARA) Regulations David Levitan
 - B. Potential Code and Design Guidelines Revisions to Comply with HB 1293 David Levitan
- 6. Commissioner Report**
- 7. Planning Director's Report**
- 8. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

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PLANNING COMMISSION STAFF REPORT



Agenda Date: 5/7/2025

Subject: Approve Minutes of March 5, 2025 Public Hearing Planning Commission Meeting

Contact Person/Department: , Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 3-5-25 Planning Commission Minutes

PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN PERSON AT THE MILL

March 5, 2025

CALL TO ORDER: 6:00 PM by Chair Janice Huxford

MEMBERS PRESENT: Chair Janice Huxford, Commissioner Michael Duerr, Commissioner Jennifer Davis, Commissioner Nathan Packard, Commissioner Bruce Morton, Commissioner Murika Matz, Council Liaison Ryan Donoghue

MEMBERS ABSENT: Commissioner Connor Davis was excused. Commissioner Morton moved, and Commissioner Matz seconded. The motion passed unanimously.

STAFF PRESENT: Principal Planner David Levitan, Planning Manager Christi Schmidt, Planning Director Russell Wright, Administrative Assistant Dawn Erickson

OTHERS PRESENT: No additional attendees

Chair Huxford opened the meeting at 6:00 p.m. and led the Pledge of Allegiance.

Roll Call: As noted above.

Guest business: None.

Approval of Minutes: The minutes of the Meeting of February 19, 2025, were approved as written. Commissioner Packard made the motion, and Commissioner Matz seconded; the motion was carried unanimously.

Discussion Items:

Principal Planner Levitan reviewed the 2025 Comprehensive Plan docket items

Two map amendments to change zoning to Public/Semi-Public for three city-owned parcels, one which contains an LSSD Lift Station and a two-parcel lot that houses a parking area for SRFR Fire Station 81.

- Three text amendments: one to update the city's subarea plans to reflect updated land use and zoning designations, policy language, growth assumptions and design concepts adopted as part of the 2024 Comprehensive Plan. A second text amendment would provide a placeholder for potential changes to the plan elements, along with standard administrative amendments, including the Cover, Title Page, Table of Contents, Introduction and Appendices as needed. A

third text amendment would update the Parks Element to reflect the 2025 Parks, Recreation and Open Space Plan, which must be adopted by December 2025.

All amendments would align the city with the 2024 Comprehensive Plan updates. Commissioner Morton moved that the Planning Commission recommend that the City Council adopt the docket ratification; Commissioner Matz seconded the motion, which passed unanimously. Commissioner Morton moved to close the Public Hearing; Commissioner Duerr seconded, and the motion passed unanimously.

Principal Planner Levitan then discussed the Development Code Update Requirements for STEP (various levels of supportive housing) Housing, which stems from 2021's HB 1220. Goals and policies were updated in the 2024 Comprehensive Plan in policies 3.2.4, 3.2.5, 3.2.6 and 3.2.8. Maps were provided showing where specific types of housing are permitted by zoning. Planner Levitan then opened the floor for questions.

Commissioner Duerr inquired about the city's financial commitment when partnering with a non-profit. Planner Levitan indicated it would apply to specific development proposals. A partnership brings the non-profit in to help develop regulations, and the city would rely on non-profits for building because the city doesn't provide housing. No legislation currently exists requiring jurisdictions to provide financial or property commitments for STEP housing. Commissioner Morton inquired about any current STEP housing in the city; Principal Planner Levitan stated there is none at this time. Commissioner Matz asked if it were possible for the city to make public spaces (libraries, etc.) available for some temporary housing. Principal Planner Levitan stated that consultation with the city attorney would be needed to answer definitively. The emphasis is more on making it possible and easier for them to be built rather than be responsible for providing them.

Planning Manager Schmidt gave the Commissioners edits regarding LSMC 14.110 Concurrency Management System and LSMC 14.112 Traffic Impact Mitigation. For LSMC on 14.110, the consultant (Transpo) made eight recommendations:

1. Prepare an annual concurrency report,
2. Consider collecting concurrency review fees,
3. Consider altering the current concurrency tracking process for projects outside the established subareas
4. Update tracking matrix to include Lake Stevens Industrial Center (LSIC) subarea
5. Re-evaluate the concurrency evaluation threshold,
6. Update traffic impact analysis guidelines,
7. Track concurrency using per-person trips instead of vehicle trips
8. Develop a certificate of concurrency approval (separate from the staff report currently provided)

After reviewing the consultant's recommendations, staff recommends:

1. Prepare annual concurrency report
2. Track concurrency within each traffic impact zone (TIZs)
3. Include concurrency tracking for the LSIC subarea once planning is completed
4. Set a lower threshold for concurrency evaluation but a higher threshold for when a traffic study is required
5. Update the traffic impact analysis guidelines to provide clear guidance on the level of traffic analysis

6. Adjust the concurrency tracking process to be based on per-person trips vs. vehicle trips

The suggested text changes to the policy documents will align the city with the 2024 Adopted Comprehensive Plan.

Commissioner Jennifer Davis thought the concurrency update would be a great opportunity to connect with the community but isn't sure of the best method of engagement; she also asked about the exemptions from SEPA recommendations for Transpo. Planner Levitan pointed out that most of our development will be infill development where they are currently SEPA exempt. Chair Huxford mentioned that regarding a few intersections missing in Transpo's evaluation last fall, the acceptable service levels have now been met or exceeded. This led to a discussion regarding the use of Traffic Impact Mitigation fees and how they fit into the 6-year Capital Improvement Plan. Director Wright explained that the city cannot compel an individual developer to pay for roadway modifications for a specific purpose unless it is a project of great magnitude. Fees are collected for specific zones and projects are addressed as they come up in the 6-year Capital Improvement Plan.

Planning Manager Schmidt emphasized that a section on cost impact methodology was included in the code but eliminated to maintain flexibility, as it is administrative in nature. This text and maps, and the same for the Parks Department, will be in a guidance document and not codified.

Commissioner Jennifer Davis sought clarification that impact fees are collected by zones and determined by the 20-year and 6-year Capital Improvement Plans approved by the Council. Director Wright confirmed this and likened it to putting money in a savings account, then moving it to checking when needing to pay the bill.

Commissioner Reports:

Chair Huxford asked the clerk to read a comment submitted via e-mail by Commissioner Connor Davis regarding a pending sign permit for Lakeside Books, urging the city to expedite the process.

Commission Packard attended City Council yesterday and referenced a comment (by Commissioner Morton) posted online about a pilot program on 116th/117th, which received a robust response online. Also, the Planning Commission has been invited to participate in the City Council retreat on 4/24/25. Council Liaison Ryan Donoghue confirmed the invitation to anyone interested and asked that any suggested agenda items be submitted (through the PC clerk) and forwarded to him ASAP. Commissioner Packard stated he would like to attend; all other Commissioners present could not attend.

Commissioner Morton commented on the pilot program to make 116th and 117th streets a separate directional one-way street. He asked about this cost compared to just installing sidewalks, stating that some residents would give up some property to the city for a sidewalk rather than live on a one-way street.

Chair Huxford stated that Lakeside Books also approached her. Planning Manager Schmidt said she would provide permit status after the meeting. Chair Huxford also emphasized projects that could impact more people for less money, emphasizing that the south end of the lake has several project needs.

Director's Report

Director Wright last night presented a first-quarter long-range report to the City Council regarding the codes currently under review, the land use permit numbers YTD, and the 2024 permit statistics recently submitted to the Department of Commerce.

Adjourn: Motion by Commissioner Morton, with a second by Commissioner Duerr, to adjourn the meeting at 7:22 p.m. The motion carried unanimously.

Respectfully,

Dawn Erickson, Administrative Assistant

PLANNING COMMISSION STAFF REPORT



Agenda Date: 5/7/2025

Subject: Overview and Examples of Critical Aquifer Recharge Area (CARA) Regulations

Contact Person/Department: David Levitan, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No formal action is required. Staff will provide an overview of critical aquifer recharge area (CARA) regulations, including adopted regulations from several local jurisdictions.

SUMMARY/BACKGROUND:

At the Planning Commission's [February 19, 2025 meeting](#), staff briefed commissioners on the upcoming update to the city's Critical Areas Ordinance (CAO; [Chapter 14.88 LSMC](#)), which must be completed by December 31, 2025. As noted in that meeting's staff report, the city is currently lacking best available science (BAS) and regulations for [critical aquifer recharge areas](#) (CARAs), which are present in the northeast corner of the city adjacent to the Lake Stevens Industrial Area.

CARAs are "areas with a critical recharge effect on aquifers for potable water, including areas where an aquifer that is a source of drinking water is vulnerable to contamination that would affect the potability of the water, or is susceptible to reduced recharge." They are considered critical areas under the Growth Management Act (GMA), and as such local jurisdictions are required to adopt regulations that serve to protect groundwater and drinking water supplies from potential contamination. The Department of Ecology prepared a [guidance document](#) in 2021 to help cities as they develop CARA regulations.

BAS for CARAs includes the use of wellhead protection zones to designate areas where contamination in the area could reach a well within a specified time period, which

are known as “time-of-travel” zones. CARA regulations typically include multiple classes/categories of wellhead protection zones, which may have different land use regulations (such as permitted/prohibited land uses or stormwater management techniques) depending on the risk/susceptibility of aquifer contamination. For example, some uses may be conditioned or prohibited in a one-year time-of-travel zone (indicating a higher likelihood of contamination) while being permitted in a ten-year time-of-travel zone.

The city is currently reviewing proposals from two consulting firms that responded to the city’s Request for Qualifications to assist with the city’s CAO Update, with the development of CARA BAS and regulations being a major component of that work. As the city finalizes the CAO Update contract and begins work on the BAS for the different types of critical areas, it has begun looking at adopted CARA regulations from local jurisdictions, including how they balance environmental protection with economic development for areas such as the city’s Lake Stevens Industrial Area, which is an important economic contributor to the city. Balancing stormwater infiltration (such as the use of underground injection wells) with aquifer protection has been an issue in several jurisdictions, including a lawsuit that was filed against the City of Edmonds in 2024 following the adoption of their CARA regulations.

Examples of local CARA regulations include:

- Snohomish County ([Chapter 30.62 SCC](#))
- City of Edmonds ([Chapter 23.60 ECD](#))
- City of Olympia ([Section 18.32.200-240 OMC](#))

Staff is currently finalizing the scope of work and outreach plan for the CAO Update and will be briefing the Planning Commission several times in coming months before moving on to public hearings in late 2025. As CARAs will be a new addition to the LSMC, staff wanted to take the time to introduce the topic to, and answer questions from, the Planning Commission in advance of future meetings.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

None

PLANNING COMMISSION STAFF REPORT



Agenda Date: 5/7/2025

Subject: Potential Code and Design Guidelines Revisions to Comply with HB 1293

Contact Person/Department: David Levitan, Community Development

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No action is required. Staff will provide an update and solicit Planning Commission feedback on potential revisions to the Lake Stevens Municipal Code (LSMC) and Design Guidelines to comply with House Bill 1293 (2023), as part of the city's larger Process Code Update.

SUMMARY/BACKGROUND:

At their [October 4, 2023 meeting](#), the Planning Commission was introduced to several bills approved by the Washington State Legislature during the 2023 legislative session. Staff noted to commissioners that the city had already been planning several revisions to streamline and modernize Chapters 14.16A and 14.16B of the Lake Stevens Municipal Code (LSMC) as part of a "Process Code Update", which was included on the 2023 Long Range Planning Work Program and subsequently carried over to 2024 and 2025.

At their [December 10, 2024 meeting](#), the City Council approved an [interim ordinance](#) to revise [LSMC 14.16A.230](#) (Time Frames for Review) to comply with the first of these bills, [Senate Bill \(SB\) 5290](#). The interim ordinance updated the city's review timelines to comply with changes to the Local Project Review Act ([Chapter 36.70B RCW](#)), which established new reporting requirements, project exemptions, fee structures, and timelines for reviewing and issuing decisions on projects based on the type of application and review process, including whether public notice and/or a public hearing is required. The interim ordinance is effective until December 10, 2025, which will allow the city to create and adopt permanent code language as part of the larger Process

Code Update.

<u>Permit Status/Type</u>	<u>Existing</u>	<u>New</u>
Applications with No Public Notice (Type I)	120 days	65 days
Applications with Public Notice (Type II)	120 days	100 days
Applications with Public Notice and Hearing (Type III)	120 days	170 days

The 2023 legislative session also passed [House Bill \(HB\) 1293](#), which amended [RCW 36.70B.160](#) and added a new section to the Growth Management Act ([RCW 36.70A.630](#)). HB 1293 requires local jurisdictions to include only clear and objective development regulations (standards or guidelines) related to the exterior design of new development.

Design review regulations in Lake Stevens are primarily found in [LSMC 14.16C.050](#), which establishes the applicability and process for design review and references the city's [Design Guidelines](#) that were adopted as Exhibit C to [Ordinance 1068](#). The Planning Commission held a public hearing on and made a recommendation to City Council on the code language codified by Ordinance 1068 at their October 2, 2019 meeting.

Staff has reviewed LSMC 14.16C.050 and other related LSMC sections and has identified several potential revisions to bring the code into compliance with the requirements of HB 1293 (Attachment 1). The proposed code amendments are generally minor in nature, and focused on some of the core requirements of HB 1293, including:

- Design review must be completed concurrently through consolidated review (or otherwise integrated) with other applications for development proposals.
- Design review regulations related to the exterior design of new development must be “clear and objective”, meaning that there must be at least one ascertainable guideline, standard or criterion by which and applicant can determine whether a given design is permissible.
- Design review cannot require more than one public meeting (LSMC 14.16C.050 currently requires a public meeting if requested during the Notice of Application public comment period).
- The design regulations may not reduce density, height, bulk or scale beyond the underlying zone.

While LSMC 14.16C.050 establishes the applicability and review process for design review, the bulk of prescriptive design regulations are included in the Design

Guidelines. Staff has reviewed the applicable Building Design guidelines (Attachment 2) that can be found in Sections III (Building Design) and IV.C (Building Design for Multifamily Neighborhoods) and believes that they meet the intent of HB 1293 by including at least one guideline, standards or criterion that provides clear and objective guidance to applicants subject to the design review process. However, as the city will be adopting revisions to the LSMC code language, staff would also appreciate any feedback from the Planning Commission on ways to make the design guidelines easier for applicants to read and interpret.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Attachment 1 - Draft Code Revisions for HB 1293 Compliance
2. Attachment 2 - City Design Guidelines Related to Building Design

14.08 – Definitions*New Definitions*

Design Review. An associated land use determination integrated into the permit review process by which projects are reviewed for compliance with city design standards and guidelines, which must be clear and objective when related to the exterior design of new development.

14.16A – Administration and Procedures (To be further updated as part of Process Code Update)**Table 14.16A-I: Classification of Permits and Decisions**

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	• Administrative Deviation • Administrative Modifications • Associated Land Use Determinations • Boundary Line Adjustments • Change of Use • Code Interpretations • Design Review • Events	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

(e) Associated Land Use Determinations. Associated land use determinations are decisions that need to be made as part of another land use action or permit review, as set forth in Table 14.16A-II. Each type of determination has a separate review process determined by the Planning Director or Public Works Director, except design review, which is reviewed for compliance with city design review regulations pursuant to Section 14.16C.050. Associated land use determinations shall follow the appeal path for Type I reviews pursuant to Section 14.16B.710.

Table 14.16A-II: Associated Land Use Determinations

Associated Land Use Determinations
• <u>Design Review</u>
• EDDS Deviations
• Construction Plan Approval
• Miscellaneous Administrative Determinations
• Frontage Improvement Waiver
• Underground Utility Deviations

Chapter 14.16C Land Use Actions, Permits and Determination – Decision Criteria and Standards

14.16C.050 Design Review.

(a) Design review is ~~required to review and make urban design decisions~~ an associated land use determination that is integrated into the development review process and will promotes visual quality throughout the City by evaluating development proposals for compliance with adopted design standards and guidelines. The purpose of design review includes but is not limited to the following:

- (1) To encourage and promote aesthetically pleasing and functional neighborhood residential, and commercial, mixed-use, public and industrial developments for the

citizens of Lake Stevens by establishing design review standards and guidelines including site layout, landscaping, parking and preferred architectural features;

(2) To establish clear and objective design standards and guidelines related to the exterior design of new developments that reflect design best practices and community priorities and provide certainty to project applicants.

(32) To implement the City's Comprehensive Plan policies and supplement the City's land use regulations, promote high-quality urban design and development, supplement land use regulation, promote a coordinated development of the unbuilt areas, improve walkability, lessen traffic congestion, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;

(43) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or subarea as a whole;

(54) To encourage low impact development (LID) by conservation and use of existing natural site features in order to integrate small-scale stormwater controls and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;

(65) To encourage green building practices in order to reduce the use of natural resources, create healthier living environments, and minimize the negative impacts of development on local, regional, and global ecosystems;

~~(6) To encourage creative, attractive and harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;~~

(7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the

aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements;

(8) To protect and enhance the City's community vision for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;

(9) To stabilize and improve property values to help provide an adequate tax base to the City to enable it to provide required services to its citizens;

(10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the health, safety and welfare of the City and its citizens; and

(11) To ensure compatibility between new and existing developments.

(b) The City Council shall adopt, update and maintain design guidelines or standards by ordinance. If design guidelines appear to conflict with other provisions of this title, the design guidelines shall prevail.

(c) Procedure. Applicants that seek design review shall follow the procedures established in Chapter 14.16B for a Type I permit process and as follows:

(1) Pre-Application Meeting. If design review is required, a pre-application meeting with the City is highly recommended prior to submittal of a formal application.

(2) Concurrent Review. Design review shall occur concurrently with associated applications for the same development via consolidated project review, as governed by Section 14.16A.220(g) and RCW 36.70B.120, unless specifically requested by the applicant to be reviewed separately.

(32) Design Review Submittal Requirements. One electronic copy is required for each submittal for review.

(i) Buildings and Site Development Plans. The following information and materials shall be submitted to the City for review under this chapter:

a. A completed application.

b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:

1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.

2. Location of building setback lines.
 3. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
 4. Parking lot layout, design and, if applicable, loading areas.
 5. Public improvements including sidewalks, curbs, gutters, etc.
 6. Location of existing trees and vegetation to be retained.
- c. Building material samples and color chips.
 - d. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
 - e. Building elevations and/or perspective renderings drawn to scale and indicating the exterior color and material composition (including mechanical equipment and screening).
 - f. Roof plan including the location of mechanical equipment.
 - g. A lighting plan, if required, adequate to determine the location, character, height and style of fixtures and the amount and impacts of spillover on adjacent properties.
 - h. A brief narrative description of the design elements or objectives of the proposal and discussion of the project's relationship to surrounding properties.
- (ii) Landscape Plans. The following information and materials shall be submitted to the City for review under this chapter:
- a. A completed application.
 - b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
 1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
 2. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
 3. Parking lot layout, design and loading areas if applicable.
 4. Public improvements including sidewalks, curbs, gutters, etc.

5. Location and size of existing trees and vegetation to be retained.
6. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
7. Landscape plan showing the location of proposed plant materials, including a plant schedule identifying plants by common and scientific names, spacing, size at time of planting, size at maturity, location of any existing vegetation and trees to be retained, and special notes.
8. Photographs of proposed plant material.
9. Plans showing proposed grading/topography, drawn to the same scale as the landscape plan.

(iii) Sign Plans. Applicants shall submit conceptual sign plans for design review of a new multi-tenant structure and if off-site signage is proposed. All signs associated with a project undergoing design review are subject to the design guidelines and sign permit regulations in Chapters [14.38](#) and/or [14.68](#).

(iv) The Director may require the submission of such other information determined to be appropriate and necessary for a proper review of the requested action.

(43) Public Notice and Optional Public Meeting. A notice of application shall be completed pursuant to Section [14.16B.225](#) for new structures, as described in subsection (d) of this section. A design review public meeting is not required unless requested by a person within 14 days of issuance of the notice of application. The request for a public meeting shall be made in writing and submitted to the Planning and Community Development Department. The notice of application materials shall include a statement that a public meeting may be requested. In no instance shall more than one public meeting related to design review be required.

(45) Recommendation. A staff report of findings, conclusions and recommendations shall be forwarded to the Director or designee. The conclusions and recommendations shall indicate how the recommendations carry out the goals, policies, plans and requirements of the development design guidelines, including compliance with clear and objective regulations related to exterior design. The findings shall be referenced to contested issues of fact, and the conclusions shall be referenced to specific provisions of the development design guidelines and review criteria incorporated therein, together with reasons and precedents relied upon to support the same. The conclusions shall make reference to the effect of the decision upon the Comprehensive Plan, as well as the effect of both approval and denial on property in the vicinity, on business or

commercial aspects, if relevant, and on the general public. The decision shall be based upon a consideration of the whole record of the application.

(d) Applicability.

(1) All new commercial, industrial, multifamily, civic and institutional structures, and large public assembly buildings including but not limited to places of worship, auditoriums and similar buildings, must comply with the design guidelines or standards adopted per subsection (b) of this section. Existing structures with exterior facade changes, that are not exempt by subsection (d)(4) of this section, must also comply with the adopted design guidelines to the greatest extent possible.

(2) Structures are subject to the design guidelines or standards adopted per subsection (b) of this section when developed under specified regulations listed below, except when the project meets the limitations in Section [14.16C.020](#)(d):

(i) Planned neighborhood developments (Section [14.16C.080](#));

(ii) Planned residential developments (Section [14.18.300](#)); and

(iii) Innovative Housing Options Program (Chapter [14.46](#)).

(3) No associated building or land use permit shall be issued for structures or uses which do not conform to the applicable guidelines or standards, except as allowed under subsection (d)(4) of this section.

(4) A building or land use permit may be issued for a structure without a design review permit, if any one of the following findings can be made by the permit-issuing authority:

(i) The structure is of a temporary nature which, in all likelihood, will be replaced by a permanent structure within a reasonable time frame.

(ii) The structure is minor to the overall use of the property and will not be noticeably visible from a public right-of-way.

(iii) The structure will not be visible from an existing, planned, or proposed public right-of-way.

(iv) The structure is pre-existing with proposed changes to portions of the facade that are not visible from public rights-of-way or are considered minor by the Community Development Director. For example, minor facade changes that do not trigger design review include a change to the facade color scheme, re-siding, re-roofing, replacement of doors and windows of the same size, or similar minor improvements that do not change the form or shape of the building. (Ord. 1179, Sec.

8, 2024; Ord. 1068, Sec. 2 (Exh. B), 2019; Ord. 1027, Sec. 3, 2018; Ord. 903, Sec. 19, 2013; Ord. 876, Sec. 12, 2012; Ord. 811, Sec. 4 (Exh. 3), 2010)

Chapter 14.44 – Supplementary Use Regulations

~~14.44.090 Planned Business District:~~

~~(a) The Planned Business District is designed to accommodate commercial or mixed use development on sites containing sensitive resources or other sites where, due to property-specific circumstances, detailed planning would benefit all property owners involved as well as the public by allowing for comprehensive site planning and a transfer of densities among parcels in order to avoid impacts to sensitive resources.~~

~~(b) Development of all contiguous properties within a Planned Business District shall be in conformance with a master development plan developed for each of the Planned Business Districts in conformance with subsection (g) of this section. A master development plan is an area plan adopted by the City Council, which includes single and/or multiple ownerships of parcel(s) that relate through common objectives and design elements. The boundaries of the master development plan shall be an area generally delineated by principal/intermediate/minor arterial/collector streets within the PBD Zone.~~

~~(c) The master development plan shall not create a contract or be considered as absolutely binding upon the City or adjacent owners as to future development of adjacent land (unless so specified in a separate development agreement), but shall be used as a guide to landowners, developers, and the City.~~

~~(d) If a master development plan has not been adopted, property owners may request grading or building permits for existing or accessory structures. No new residential structures are allowed unless allowed as a permissible use pursuant to Chapter 14.40.~~

~~(e) The master development plan for any Planned Business District may be developed either by an applicant or group of applicants working collectively or by the City. However, the City is not obligated to do so.~~

~~(f) The master development plan shall be processed (and amended) as a conditional use permit. However, once a master development plan is adopted for a Planned Business District, all subsequent individual permitted uses shall be permitted through a site plan review and subsequent building permits and shall be consistent with the master development plan.~~

~~(g) Master development plans shall address the following:~~

~~(1)—Site Design. A site plan for the entire Planned Business District shall be developed, indicating where the various land uses and the below-listed elements will be located.~~

~~(2)—Permitted Uses. Individual residential uses consistent with Table 14.40-I may be allowed when:~~

~~(i)—An economic analysis is submitted with the master development plan application, supporting the change or mix of commercial and/or nonresidential uses and the increased need for residential development within the immediate area of the Planned Business District. The analysis, at a minimum, shall demonstrate that the potential commercial components being replaced by residential uses do not diminish the City's overall economic viability as set forth in the goals, policies, and strategies of the Comprehensive Plan; and~~

~~(ii)—The uses proposed in the master development plan include at least five percent commercial and/or civic uses based on the total square footage of the use structure. If the exact residential square footage is not known at the time of application for the master development plan, the applicant may use 1,500 per residential unit square footage factor to calculate the required commercial and/or civic use component; and~~

~~(iii)—The residential development is proposed at a minimum of three dwelling units per acre on the site area allocated to the residential uses. A single-family residence may be permitted on sites where the property qualifies for a reasonable use provision pursuant to Sections 14.88.900 through 14.88.950. Development rights only shall be calculated using a base of three dwelling units per acre and may only be transferred to other sites within the same PBD master development plan area; and~~

~~(iv)—Multifamily apartments shall be limited to 75 percent of the total residential uses on site. This provision does not apply to mixed use structures.~~

~~(3)—Transportation and Circulation. The layout and design of all streets, rights-of-way, parking, ingress and egress, and mass transit facilities for the entire Planned Business District shall be provided.~~

~~(4)—Utilities. The layout and design of all major utility facilities, including stations, main pipes, and detention facilities shall be provided.~~

~~(5)—Recreational and Cultural Facilities. At least 10 percent of the portions of a Planned Business District that are not within sensitive areas or buffers shall be developed as usable open space. Such open space may be comprised of park space;~~

~~public or private porches and patios, public trails, art facilities, or other similar uses which are intended to provide opportunities for recreational, cultural, or personal experiences.~~

~~(6)—Critical Areas. All critical areas shall be identified and protected in conformance with Chapter 14.88 (Critical Areas). A protection and mitigation program for the entire site may be developed; provided, that mitigation for approved impacts shall be required at the time of the impact, regardless of whether the impact is located on the same parcel as the mitigation.~~

~~(7)—Design. A master design concept shall be developed in conformance with the City's development design guidelines, addressing architecture, massing, signage, streetscape, street furniture, etc. All development within the Planned Business District shall then need to conform to the design concept. Innovative design concepts may be considered and approved pursuant to the design review process in Section 14.16C.050(f), when the applicant demonstrates the overall design complies with the City's Comprehensive Plan goals and policies. Design concepts and requirements may be administered through the master development plan and subsequent site plan review.~~

~~(8)—Landscaping. A landscaping concept shall be developed addressing plant species, design, installation, and maintenance. (Ord. 811, Sec. 44, 2010; Ord. 798, Sec. 6, 2009; Ord. 797, Sec. 5, 2009; Ord. 744, Sec. 4, 2007; Ord. 676, Sec. 34, 2003; Ord. 468, 1995)~~

Chapter 14.46 – Innovative Housing and Infill

14.46.020 Application.

Applications for an innovative housing project shall be made on forms provided by the City, pursuant to the permit path associated with the underlying permit. In addition, the following items shall be provided at the time of submittal:

- (a) Preliminary Development Plan. A preliminary development plan indicating property lines, proposed setbacks, proposed structures, parking, roads, infrastructure and open space/landscape areas, and other items identified in Section [14.16C.105](#), Site Plan Review.
- (b) A detailed description of how the proposed development is consistent and not in conflict with the surrounding ~~neighborhood character and~~ neighborhood design.
- (c) A detailed description of how the proposed development meets the purpose and goals of this chapter and complies with all the criteria and project parameters for an innovative housing project.

(d) A detailed description of how the proposed development is applying development bonuses including but not limited to parking reductions, lot width reductions, and lot size reductions.

(e) Additional information as required by the application forms provided by the City or deemed necessary by City staff to consider the application. (Ord. 1081, Sec. 3, 2020; Ord. 903, Sec. 37, 2013; Ord. 798, Sec. 7 (Exh. 2), 2009)

Chapter 14.68 ~~==~~ Signs

~~14.68.124 Incentive Provisions for Exceptional Efforts.~~

~~(a) To encourage the integration of signage into the visual framework of its location, special consideration may be given to signs of exceptional design. Special consideration may, at the Planning Director's discretion, result in a relaxation of the number, dimensional and locational standards specified in this chapter. No other standards may be relaxed. This is not to be confused with a variance. It is to be based on an exceptional effort toward creating visual harmony between the sign, the building(s), and the site.~~

~~(b) Petitions for consideration of signs pursuant to this section shall be made to and decided by the Planning Director. The petition and application shall be presented with the entire sign plan to the Design Review Board with a narrative outlining the proposed plan addressing, but not limited to, the following:~~

~~(1) How the components of the sign improve legibility, readability, and aesthetics;~~

~~(2) The relationship of the proposed sign to the community vision for the zone, as expressed in the Comprehensive Plan, intent of the zone, and Development Design Guidelines. In the Central Business District in particular, signs designed to enhance the historic character of downtown may be given special consideration;~~

~~(3) Relationship of the sign to the immediate surroundings, including existing and proposed buildings, other signs, and landscape;~~

~~(4) Relationship of the sign to the business that the sign is to promote; and~~

~~(5) A colored rendering, showing the proposed sign, dimensions of the sign, and location of the sign. (Ord. 876, Sec. 21, 2012; Ord. 799, Sec. 2, 2009; Ord. 661, Sec. 4, 2002; Ord. 590, 1998; Ord. 468, 1995)~~

III. BUILDING DESIGN

A. Primary Orientation

- a. Orient windows, main entrances, and other principal building elements toward the street¹ to strengthen the pedestrian-oriented environment and street front pattern.
- b. Storefronts, windows, merchandise, and other aspects of business activity should be visible to people traveling along streets or along primary facades inside shopping centers.
- c. Buildings, landscaping, and other public amenities (e.g., accent lighting, outdoor dining areas, drinking fountains, distinctive paving, public art and/or water features, etc.) should be the predominant site features, rather than parking lots.
- d. Buildings/businesses facing a public street on one side and a parking lot, pedestrian pathway, and/or street on other sides, are strongly encouraged to provide a secondary entry from the parking lot, pedestrian pathway, or alley.



Figures 29 (left), 30 (above), and 31(below) commercial buildings oriented toward pedestrian spaces



¹ Private lanes or principal drive aisles inside shopping centers shall be considered streets for design purposes.

B. Ground Level Details

Intent – Enhance building facades and entrances to increase the visual ground-level appeal; Ensure that entrances and primary facades are easily identifiable, protected, and accessible from streets, sidewalks, and parking areas; and Provide a visual connection between activities inside and outside of buildings.

1. Entrances

- a. Principal building entrances shall be visible from the street or primary façade and marked by at least one of the following elements:
 - i. Large entry doors;
 - ii. Recessed entrance;
 - iii. Protruding entrance; or
 - iv. Portico, arcade, or like.
- b. Principal building entrances should be further enhanced with a change in material, color, or texture.

2. Weather Protection

- a. Principal building entrances and primary facades shall incorporate weather protection with a minimum depth of five feet) such as awnings, canopies, pergolas, etc. that meet the following requirements:
 - i. The weather protection features shall extend along a minimum of 75% of the ground floor façade;
 - ii. The vertical dimension between the underside of a canopy and the sidewalk or entry pathway shall be at least eight feet and no more than 12 feet; and
 - iii. Plastic or similar low-quality materials are not allowed for weather protection features.



Figure 32 covered entrance



Figure 33 ground level weather protection features

3. Facade Details

- a. Principal building entrances and primary facades of commercial and mixed-use buildings shall project a pedestrian-friendly design by including at least three of the following elements:
 - i. Kickplates and transoms for storefront windows;
 - ii. Projecting window sills;
 - iii. Pedestrian scale signs;
 - iv. Plinths, pedestals, or similar features;
 - v. Seasonal hanging baskets supported by ornamental brackets;
 - vi. Pedestrian-oriented lighting; and
 - vii. Architectural details that may include ornamental tile work medallions, or similar.
- b. Windows:
 - i. Storefront windows shall cover approximately 75 percent of the façade, between two feet and eight feet above, grade where the primary façade fronts a commercial street to retain visual continuity with the street.
 - ii. Within retail centers and in business parks, where the primary orientation is not a commercial street, structures should include storefront windows as integral design elements with consideration to form and function.
- c. When a building has a public secondary façade, the secondary façade shall include the following elements:
 - i. Visible and easily accessible entries, architecturally related to the main entry;
 - ii. Weather protection over entries;
 - iii. Storefront windows, between two feet and eight feet above grade, covering approximately 50% of the portion of the

façade at entries; and

- iv. At least two of the elements in section III.B.3.a.



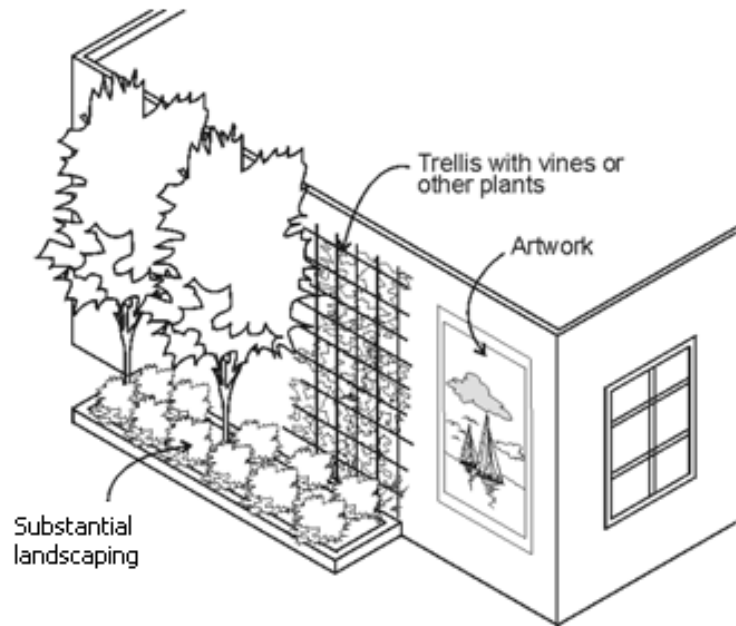
Figure 34 different desirable ground level details



Figure 35 storefront window transparency along the street

4. Blank Wall Treatments

- a. Blank walls longer than 30 feet facing streets or visible from pedestrian or residential areas shall incorporate at least two of the following:
 - i. Substantial landscaping that may include trees, shrubs, ground cover and/or planters or trellises with vines or similar vegetation adjacent to the wall;
 - ii. Architectural detailing, reveals, contrasting materials or other special visual interest;
 - iii. Integrated artwork, such as bas-relief or sculpture;
 - iv. Display windows; and
 - v. Other treatment approved by the City.



Figures 36 (left), 37(above) and 38 (below) different blank wall treatments



C. Massing & Articulation

Intent – Reduce the apparent bulk of buildings and facades and maintain human scale architecture

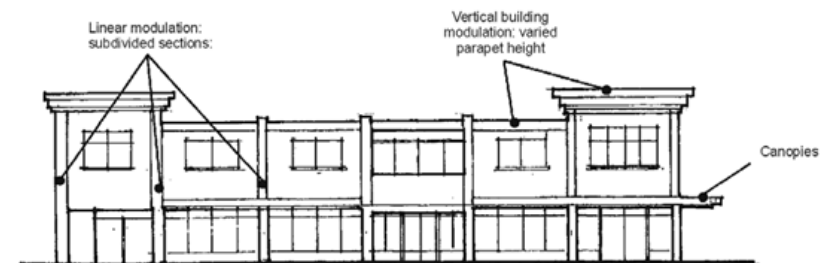
1. Massing

- a. Buildings above 30 feet in height must provide a defined building top, middle, and base.
 - i. The base will include distinct architectural features, masonry, and colors. For the Downtown Subarea, colors should use natural earth tone colors and emphasize materials in their natural form where possible.
 - ii. The middle of the building will include a change in materials or color, or inclusion of distinct windows, balconies, step-backs and signage.
 - iii. The top of the building will emphasize a distinct profile or outline with elements such as a projecting parapet, cornice, upper level setback or pitched roofline.

2. Articulation

- a. Horizontal building façades shall include articulation, at least every 30 feet, along façades that face streets and/or where the primary entrance is oriented to a parking lot to visually divide the façade with at least three of the following methods:
 - i. Varied building heights, roof forms, and orientation;
 - ii. Changes in building material;
 - iii. Changes in building color;
 - iv. Different window types, including bay windows; and/or
 - v. Project, recess, and/or offset portions of the façade to a minimum depth 18 inches with a width of four feet.

Figures 39 (top right), 40 (middle right), and 41 (bottom right) illustrate scale-reducing elements through vertical and horizontal articulation



D. Architectural Character

Intent – Provide well-designed buildings that use high-quality materials that highlight subtle and refined design elements to enhance the visual character of the district

1. Design Concept

- a. Establish vibrant contemporary urban districts that use high-quality, modern building materials and methods to create a visual identity that is distinct from historic architectural styles.
- b. Create a varied, non-homogenous set of buildings within each neighborhood and throughout the district.
- c. Architectural design for commercial and mixed-use buildings should minimize corporate architecture.
 - For example, some fast food franchises have specific architectural features that reinforce their identity.
 - Buildings that function as signs are discouraged because they are difficult to adapt to other future uses.



Figures 44 (above – mixed-use) and 45 (below –office) typify desirable design concepts for different uses



Figures 42 (left – commercial) and 43 (left – office / mixed-use) show desirable subarea amenities



2. Building Materials

- a. Construct buildings with durable, high-quality materials that enhance the character of the area:
 - i. Building façades should be composed predominantly of durable materials such as decorative masonry (but not flat concrete block) wood siding, and/or quality materials resembling wood, stone or masonry siding;
 - ii. Incorporate metal cladding, concrete, glass, tile as well as natural materials as secondary materials to increase aesthetic appeal;
 - iii. Tilt-up construction is allowed, when exposed concrete is finished with other materials, design patterns and colors compatible with surrounding buildings;
 - iv. Change finish materials, colors, or textures on building elements to provide further articulation, add variety, and define building details or even functions; and
 - v. Limit the use of low-quality, less durable materials with high life-cycle costs, such as plywood sheathing, “T-111”-like siding, and vinyl siding for exterior cladding.
 - vi. No more than three types or methods of cladding are to be used on a building.

Within the Downtown Subarea use colors and material palettes that complement the natural environment of hillsides, rivers/creeks and the lake. Use natural earth tone colors and materials in their natural form. Warm neutral color schemes of gray and white are encouraged for buildings using stone, concrete or stucco. Warm tans and browns are recommended for buildings utilizing brick and wood.

The richness of color and texture of the materials available in the Northwest shall be stressed by layering cool and warm materials to create a well-rounded palette. Cool materials include steel, concrete, glass and white/gray/black brick. Warm materials include natural brick and wood. Materials like metal panel, concrete and brick can be warm or cool for contrast.

3. Windows

- a. Consider multi-paned window fenestration (windows with several panes separated by mullions).
- b. Consider incorporating window trim that differs in material, provides a contrasting color to the building and/or incorporates projecting window sills.



Figures 46 (above) and 47 (below) demonstrate use of materials and windows to enrich the quality of the building



4. Rooflines

- a. Include a variety of roof slopes, details, materials, and configurations.
 - i. Provide dormers, stepped roofs, gables, or other elements to reinforce the modulation or articulation for storefront development or to break up larger buildings.
 - ii. Buildings with pitched or sloping roofs shall have a minimum slope of 4:12 and a maximum slope of 12:12.
- b. Commercial buildings with flat roofs shall be architecturally treated or articulated with a parapet wall, combined with ornamental molding, entablature, frieze, cornice or other architectural detail to create a prominent edge when viewed against the sky.
- c. Cornices shall be made of a different material and color than the predominate siding of the building.

5. Screening Rooftop Equipment

- a. Use low profile or recessed mechanical units on rooftops.
- b. Screen rooftop mechanical and communications equipment from the ground level of nearby streets.
- c. Screen mechanical and communications equipment with architectural features, such as an extended parapet wall or other integrated elements.
- d. Integrate mechanical and communication equipment into the design of the roofs and buildings.



Figure 48 varied roof pattern along the street in an office building

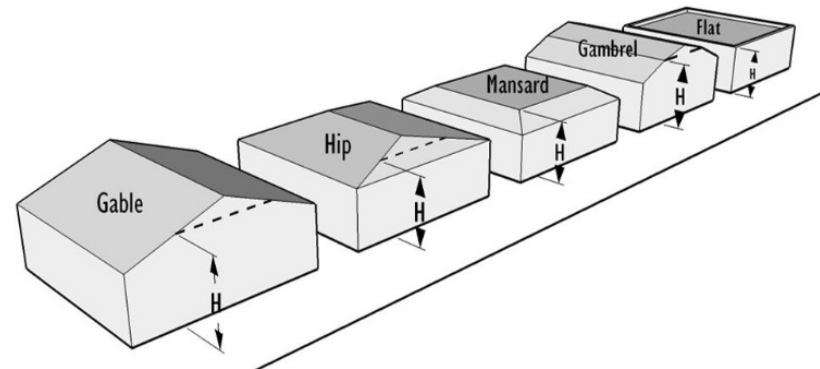


Figure 49 different roof forms

E. Signs

Intent – Encourage creative and unique sign designs to ensure signs complement the design concept, and are not principally oriented to automobile traffic

1. Creativity and Quality Design

- a. Signs should be highly graphic in form, expressive and individualized.
- b. Signage must include design and materials, consistent with the design and architecture of the primary building(s).
- c. Signs should use clear, bold graphic symbols and logos.
- d. Signs should convey the product or service offered by the business in a bold, graphic form.
- e. Projecting signs or suspended signs, supported by ornamental brackets, oriented toward pedestrians are strongly encouraged where allowed.
- f. Signs shall not be roof mounted or extend higher than the roof edge, parapet, or exterior wall.
- g. Signs fabricated out of mixed-media, including metal reverse-illuminated letters, illuminated individual letters, signs etched or cutout of solid material, such as wood or brass and illuminated from behind are preferred.
- h. Cabinet and plastic sheet type signs are discouraged and subject to design approval.



Figures 50 (above) and 51 (below) show creative pedestrian- oriented signage along the street



2. Freestanding Signs

- a. All freestanding signs are subject to the following restrictions:
 - i. Freestanding signs that are low and generally horizontal in form are preferred;
 - ii. All freestanding signs must sit on a substantial base constructed out of brick, rock, masonry, aggregate, treated concrete or similar material that extends a minimum of 12-inches out of the ground;
 - iii. Freestanding signs must include design and materials, consistent with the design and architecture of the primary building(s).
 - iv. Freestanding signs must be surrounded by low shrubs, ground cover and/or seasonal flowers to create visual interest and seasonal color; and
 - v. Monument signs in commercial areas can be internally illuminated or externally lighted, but in other areas, particularly residential, external illumination is required.



Figures 52 (left), 53 (above), and 54 (below) illustrate desirable freestanding sign elements



3. Pedestrian-Oriented and Wall Signs

- a. All pedestrian-oriented and wall signs are subject to the following restrictions:
 - i. Pedestrian-oriented signs should be smaller in scale than those oriented to passing traffic;
 - ii. Signs projecting from facades or are suspended over walkways or sidewalks are preferred in mixed-use districts;
 - iii. Signs shall not cover architectural features such as building trim, or ornamentation including areas between vertical piers or columns, blank areas on a gabled roof, or upper reaches of a false-fronted building
- b. Wall signs must be integrated into the building's architecture and tenant layout by at least one of the following means:
 - i. Wall signs must be centered above the business' entrance;
 - ii. Wall signs must fit within the architectural features of the building, such as being centered on a recessed panel or area specifically designed for signage;
 - iii. Sign aligned within a major building element such as centered under a roof gable or special corner feature; and
 - iv. Other measures acceptable to the city that meets the intent of these guidelines.



Figures 55 (above) and 56 (below) examples of high quality wall sign and pedestrian-oriented signs



5. Ground level parking structures should be screened from view by the following methods:
 - i. Screen exterior walls with architectural details, such as banding, a frieze, cornice, trellis, decorative metal artwork, or similar; and
 - ii. Provide a minimum five-foot wide landscape area along the length of the parking structure that includes the elements of LSMC 14.38.070.

C. Building Design

Intent – Maintain the residential scale and character of neighborhoods and project an image of quality

1. Pitched Roof Forms

- a. Residential structures are encouraged to use gabled roofs to emphasize vertical proportions and create modulation.
- b. Incorporate pitched roof forms having slopes between 4:12 and 12:12.
- c. Alternate dormers and rooflines to reinforce roofline modulation.
- d. Within the Downtown Subarea, mixed-use residential buildings with gabled or flat roofs are appropriate.

2. Design to Increase Privacy

- a. Provide designs to maximize privacy from adjacent yards and residences.
 - i. Locate windows high on walls & stagger placement of windows on adjacent buildings (use sight-obscuring glass, when design cannot practically minimize privacy impacts.
 - ii. Set balconies back at least 10 feet from side or rear property lines.
 - iii. Fences used to separate private and public spaces shall not exceed 42-inches in height.



Figure 62 varied pitched roof forms



Figure 63 private interior open spaces

3. Architectural Character & Scale

- a. Use lines and rhythms to create a human scale streetscape by including a mix of vertical and horizontal elements as expressed by bays, belt lines, doors and windows.
- b. Modulate building facades along the public street at least every 30 feet by projecting or recessing portions of the façade at least four feet.
- c. Residential structures shall emphasize single-story massing elements using architectural features such as porches and bays, dormers, etc. as seen from the street.
- d. Residential structures are encouraged to change materials, colors, and/or textures on different elements to provide further articulation and additional variety and character.



Figures 64 (above) and 65 below provide examples of articulation and modulation along street



V GLOSSARY & DEFINITIONS

Arcade – An arched covered passageway along a building facade open to the street frontage.

Architrave – The lowest division of an entablature resting immediately on the capital of the column in classical architecture and/or the molding around a rectangular opening, such as a door.

Articulation – Articulation means a design emphasis placed on particular architectural details, materials, changes in building plane (recessed or extended from building surface), contrast in materials, or decorative artwork.

Awning – Awning means a roof-like cover extending over or in front of a structure (as over the deck or in front of a door or window) as a shelter.

Balcony – Balcony means an outdoor space built as an above-ground platform projecting from the wall of a building and enclosed by a parapet or railing.

Bay Window – Bay window means typically a multi-paned window protruding from the main exterior wall.

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.

Blank Walls – Any wall or portion of a wall over four feet in height at ground level that is longer than 30 feet and has a surface area of 400 square feet of vertical surface without a window, door, or building modulation or other architectural feature

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

Column – A supporting pillar that typically consists of a round shaft, a capital, and a base

Cornice – Cornice means in classical architecture, the top, projecting section of an architrave, also any projecting ornamental molding along the top of a building, wall, arch, etc., finishing or crowning it.

Courtyard – Courtyard means a partially enclosed landscaped space.

Cupola – Cupola means a small dome or other shaped roof projection crowning a roof or turret.

Deck – Deck means an outdoor space built as an above-ground platform projecting from the wall of a building or above an occupied building floor.

Decorative Paving – Decorative paving means any paving surface that includes colored, textured, or stamped cement concrete, in addition to decorative unit pavers, bricks, tiles, or pavers, but does not include colored or stamped asphalt.

Eaves – Eaves mean the under-part of a sloping roof overhanging a wall.

Entablature – Entablature means the upper part of an order, consisting of architrave, frieze, and cornice.

Façade – Any face of a building.

Fenestration – The design, proportioning, and disposition of windows and other exterior openings of a building.

Frieze – Frieze means the middle division of an architrave, between the architrave and cornice; usually decorated but may be plain.

Frontage – Frontage means the portion of a parcel typically abutting a public street.

Gateway building – Developments situated at the intersection of two arterial streets or an arterial street and a collector street shall include an enhanced structure on the corner to mark that location as an architectural landmark.

Ground Level Transparency – Windows made of clear glass.

Landscaping – Area that is planted with vegetation in the form of trees, shrubs, grass, annuals, perennials, and groundcover that may include accent elements such as sculpture, fountains or pools, accent lighting, benches, or other outdoor furnishings; or decorative pavers.

Low-Impact Development – A variety of building techniques and systems designed to lessen the environmental impact of construction activities including but not limited to bio-retention cells, engineered landscapes, green/vegetated roofs, pervious/porous pavement, drought-tolerant landscapes, tree retention, etc.

Main Entrance – Entrance of the building, which is most architecturally prominent and contains operable doors.

Modulation – Stepping back or projecting portions of a building face within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure's exterior walls.

Mullion – Solid vertical strip or other upright that divides parts of a window.

Native Landscaping – Landscaping that exclusively uses any mix of trees, shrubs, ground cover, and flowers indigenous to the Pacific Northwest.

Parapet – Low wall or railing designed to architecturally protect or enhance the edge of a roof or balcony.

Pergola – Covered walk in a garden, or along a commercial frontage, usually formed by a double row of posts or pillars with beams above and covered with climbing plants.

Pilaster – Rectangular or round column or shallow pier attached to a wall constructed to coordinate with the style of the building.

Plinth – A continuous, horizontal portion of a wall that is closest to the ground or an adjacent walkway typically made of different material than the wall above it that extends out slightly from the wall above it.

Portico – Covered entrance of a building especially in classical architecture.

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

Public Art – Element or feature whose primary purpose is to express, enhance, or illustrate aesthetic quality, feeling, physical entity, idea, local condition, historical or mythical happening, or cultural or social value visible to the public. Examples of artwork include sculpture, bas-relief sculpture, mural, or unique specially crafted lighting, furniture, pavement, landscaping, or architectural treatment.

Reveal – A long, narrow, vertical or horizontal recess in a wall intended to create a shadow line and/or diminish the scale of the wall.

Scale, Architectural – Perceived relative height and bulk of a building relative to that of neighboring buildings.

Scale, Human – Perceived size of a building relative to a human being. A building is considered to have “good human scale” if there is an expression of human activity or use that indicates the building's size.

For example, traditionally sized doors, windows, and balconies are elements that respond to the size of the human body, and therefore are elements in a building that indicate a building's overall size.

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

Street Right-of-Way – Land dedicated primarily to the movement of vehicles and pedestrians and providing for primary access to adjacent parcels. Secondly, the land provides space for utility lines and appurtenances and similar components.

Streetscape – Visual character of a street as determined by various elements such as structures, greenery, open space, views, etc.

Transom – Horizontal glass plane, typically encased in a wood or metal frame that separates the storefront from the upper facade.

Trellis – A frame supporting open latticework used as a screen or a support for growing vines or plants.

Trim – Framing or edging of openings and other features on a facade or indoors. It is usually of a color and material different from that of the adjacent wall surface.

Turret – A very small and slender tower.

Vertical Articulation – Visual division of a building's facade into distinct sections or elements to reduce the apparent horizontal length of the facade.

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