



# PLANNING COMMISSION REGULAR MEETING

Monday, March 03, 2025, at 7:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

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## COMMISSIONERS

Chair: Andre Testman

Vice Chair: Ashleigh Kilcup

Commissioners: Steve Smith, Darrell Lambert, Luke Marusiak, Dan Murphy, and VACANT.

*This meeting will be conducted in person at Snoqualmie City Hall and remotely using Zoom.*

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## CALL TO ORDER & ROLL CALL

**PUBLIC COMMENT** - *Public comment will be accepted by in-person attendees. Remote attendees may submit written comments to the staff liaison.*

## AGENDA APPROVAL

## COUNCIL LIAISON REPORT

## MINUTES

- [1.](#) Approval of the minutes dated February 3, 2025.

## PRESENTATION

2. Model Train Museum Presentation.

## PERMIT REVIEW/DESIGN REVIEW BOARD

*The Planning Commission, sitting as the Design Review Board or the Historic Design Review Board, reviews the design of certain development proposals in Snoqualmie. The Planning Commission also reviews certain development permits per the Snoqualmie Municipal Code. Public comment may be limited for some or all of these items due to the nature of the permit approval process.*

3. Design Review Board - Revised Color Palette.
- [4.](#) Design Review Board - Roles and Review of Code Regulations.

## **LEGISLATIVE/POLICY ITEMS/REGULATIONS**

*The Planning Commission reviews proposed legislation within its scope of authority, including Comprehensive Plan amendments and development regulation amendments, and planning and development related policy items referred by the City Council.*

## **OTHER BUSINESS**

### **Items of Planning Commissioner Interest**

5. Growth and Economic Development Video.

### **Upcoming Schedule**

## **ADJOURNMENT**



# PLANNING COMMISSION REGULAR MEETING MINUTES

## Monday, February 3, 2025

*This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.*

**CALL TO ORDER & ROLL CALL:** Chair Testman called the meeting to order at 7:01 pm.

**Commissioners:**

Chair Testman, Vice Chair Kilcup, Steve Smith, Darrell Lambert, Luke Marusiak, and Dan Murphy were present.

Commissioner Kilcup (remote) joined at 7:22 p.m.

Councilmember Johnson was present.

Andrew Levins (remote), Land Use Planning Consultant from Van Ness Feldman, was present.

**City Staff:**

Dena Burke, City Attorney (remote); Emily Arteche, Community Development Director (remote); Jeff Hamlin, Parks & Public Works Director; Mona Davis, Senior Planner; Gretchen Garrett, Deputy City Clerk; and Andrew Jongekryg, IT Support Systems.

**PUBLIC COMMENT**

**AGENDA APPROVAL** - The agenda was unanimously approved.

**COUNCIL LIASION UPDATE**

Councilmember Johnson spoke about Council approval of a contract with Perteet to create a set of City of Snoqualmie Design and Construction Standards based on Snoqualmie Ridge. The Development Standards used in Snoqualmie Ridge are not contained in the Snoqualmie Municipal Code (SMC) but in several different documents: the Development Agreement, Mixed Use Final Plan, Snoqualmie Ridge I, and Snoqualmie Ridge II. The Development Standards used in Snoqualmie Ridge will be consolidated in an effort to study the impact of applying them citywide.

**MINUTES**

1. Chair Testman moved to modify the minutes dated January 21, 2025, to show five Commissioners passed the motion in Special Business and the motion in Legislative Policy Items and Regulations. The January 21, 2025, minutes were approved unanimously as modified.

**DESIGN REVIEW BOARD**

2. Historic Overlay Color Palettes.

Senior Planner Mona Davis spoke to the variance process required to change exterior colors on buildings in the historic district. Business owners have asked if they could have more colors to choose from rather than engage in a lengthy, expensive variance process.

Commissioner comments and questions included:

- Should we expand the palette and have more options in the neutral color base?
- How many variances have been requested in the last couple of years?

- How have other historic districts in Western Washington handled this? What is best practice?
- What are we trying to preserve historically by limiting the color palette? What obligates the City to certain colors in the historic district?
- What does King County Historic Commission say?

### LEGISLATIVE/POLICY ITEMS/ REGULATIONS

#### 3. Housing Regulations and Draft Amendments.

Land Use Planning Consultant Andrew Levins spoke to proposed amendments to SMC that target housing affordability. Amendments to regulations will increase flexibility and remove barriers by: 1) converting non-residential buildings to residential units; 2) allowing co-living housing; 3) allowing affordable housing development on land owned by religious organizations; 4) allowing housing near transit routes to achieve affordable housing bonuses; and 5) limiting requirements for off-street parking in new housing developments.

Commissioner comments and questions included:

- What is meant by 100% affordable housing in Snoqualmie?
- Are we looking at specific lots for co-living development in Snoqualmie?
- Will the residential to non-residential change apply to any commercial or mixed-use zone? What zones in Snoqualmie will this apply to?
- Does RCW 36.70A.620 relate to Transit Oriented Development (TOD)?

### OTHER BUSINESS

#### Items of Planning Commission Interest

Senior Planner Mona Davis spoke to changing the day and time of the meeting. Two Commissioners responded anonymously to the poll with options: 1) one Commissioner was good with all the proposed dates and times; and 2) the other Commissioner was good with the 7-9:00 p.m. time slot, 1<sup>st</sup> and 3<sup>rd</sup> Monday or 2<sup>nd</sup> and 4<sup>th</sup> Tuesday.

Commissioner discussed 6-8:00 p.m. on Tuesdays, attendance on Wednesdays when there is a holiday, and what is best for staff.

The motion was made to:

**Continue with current schedule of 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 7:00 p.m.**

PASSED 6-0 (Testman, Kilcup, Marusiak, Smith, Lambert, Murphy)

Commissioner Smith announced that he was stepping down effectively immediately.

Is there a plan to build new schools or replace/enhance any schools? Was the Planning Commission involved in the past with schools? What is happening with the land the school district has set aside for a new middle school?

Comment that work is happening at the Splash Pad.

### Upcoming Schedule

4. Future Agenda List
  - Anticipating Design Review for Snoqualmie Valley Hospital.
  - City history video.
  - Climate change update.
  - Wireless code amendments.
  - Commissioner Lambert and Chair Testman will attend the Feb. 18, 2025, meeting remotely.
5. Work Program
  - Nothing new on the work program except citywide Development Standards.

### ADJOURNMENT

Motion by Commissioner Testman, seconded by Commissioner Murphy to adjourn the meeting.  
Motion carried unanimously.

The meeting adjourned at 8:03 p.m.

DRAFT

*Minutes by Gretchen Garrett, Deputy City Clerk.  
Recorded meeting audio is available on the City website after the meeting.  
Minutes approved at the \_\_\_\_\_ Planning Commission Meeting.*

Chapter 17.35  
HISTORIC OVERLAY ZONES AND LANDMARKS\*

Sections:

- 17.35.010 Legislative findings.
- 17.35.020 Purposes of chapter.
- 17.35.030 *Repealed.*
- 17.35.040 Definitions.
- 17.35.050 Snoqualmie historical design review board – Created.
- 17.35.055 Snoqualmie historical design review board – Interim.
- 17.35.060 Snoqualmie landmark and heritage commission – Created.
- 17.35.070 Landmarks.
- 17.35.080 Historic district overlay zones – Created.
- 17.35.090 Downtown historic commercial landmark district – Created.
- 17.35.100 Historic district overlay zone and landmark district – Supplemental.
- 17.35.103 Designation criteria.
- 17.35.105 Nomination procedure.
- 17.35.107 Designation procedure.
- 17.35.110 Uniform application of historic design standards and procedures.
- 17.35.120 Types of projects requiring historical design review –Designated.
- 17.35.130 Work prohibited prior to completion of historical design review.
- 17.35.140 Application for historical design review.
- 17.35.150 Historical design review.
- 17.35.155 Evaluation of economic impact.
- 17.35.160 Reconsideration.
- 17.35.170 Appeal.
- 17.35.180 Objectives and principles of historic design review.
- 17.35.190 Standards of general applicability.
- 17.35.200 Site planning standards.
- 17.35.210 Architectural design standards.
- 17.35.220 Awning and canopy standards.
- 17.35.230 Sign standards.
- 17.35.235 Sandwich board signs within the downtown historic district.
- 17.35.240 Landscaping, setback, maximum lot coverage and street furniture standards.
- 17.35.250 On-site motor vehicle and bicycle parking standards.
- 17.35.260 State Historic Building Code adopted by reference.
- 17.35.270 Residential design guidelines.
- 17.35.280 Historic district guidebook.
- 17.35.290 Severability.

\*Prior legislation: Ord. 744.

- 17.35.010 Legislative findings.
- The city council finds as follows:

A. There exist districts within the city, principally containing business uses but also containing residential and other uses, which were platted and built upon before the advent of current zoning and building codes, referred to and defined in this chapter as "historic districts," and more specifically as the "downtown historic overlay zone" and the "Meadowbrook historic overlay zone."

B. Within the downtown historic district there exists a smaller district containing buildings, sites, structures and objects of more specific historical, cultural, architectural, engineering, geographic, ethnic and archaeological significance, referred to and defined in this chapter as the "historic downtown commercial landmark district."

C. The protection, enhancement, and perpetuation of the historic districts and the landmark district is necessary in the interest of the prosperity, civic pride and general welfare of the people of Snoqualmie.

D. The cultural and historic resources within the historic districts and the downtown landmark district are a significant part of the heritage, education and economic base of Snoqualmie. The economic, cultural and aesthetic well-being of historic downtown Snoqualmie cannot be maintained or enhanced by disregarding its heritage and by allowing the unnecessary destruction or defacement of such resources.

E. Many buildings and uses within the historic districts, due to their age and condition, small lot size and high degree of lot coverage, suffer from unique problems when required to adhere strictly to current zoning and building regulations.

F. It is unduly difficult to repair, remodel or improve existing buildings in the historic districts for existing uses or to establish new uses therein, whenever such actions cause the building or use to be required to meet current zoning and building regulations.

G. Variances from the requirements of current zoning and building codes are an inappropriate means of dealing with the problems of the historic districts, as such problems arise from characteristics applicable to a large number of buildings within such districts rather than from the unique characteristics of each individual property.

H. This state of affairs contributes to the continued physical deterioration of buildings, and to the loss of the ability to sustain viable business uses, in the historic districts.

I. Preservation and enhancement of the historic districts is deemed essential to preserve the identity and integrity of the historical community and promote sociological integration as new development occurs in other parts of the city.

J. It is in the public interest to protect, enhance, and perpetuate the historic districts and historic downtown commercial landmark district, and also to provide appropriate relief from the requirements of the strict application of current zoning and building codes, when so doing will serve to preserve and enhance buildings and uses in the historic districts and the public health and safety are not thereby endangered. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.020 Purposes of chapter.**

The purposes of this chapter are to:

A. Designate, preserve, protect, enhance, and perpetuate those sites, buildings, districts, structures and objects which reflect significant elements of the city's, county's, state's and nation's cultural, aesthetic, social, economic, political, architectural, ethnic, archaeological, engineering, historic and other heritage;

B Foster civic pride in the beauty and accomplishments of the past;

C. Stabilize and improve the economic values and vitality of landmarks;

D. Protect and enhance the Snoqualmie tourist industry by promoting heritage-related tourism;

E. Promote the continued use, exhibition and interpretation of significant sites, districts, buildings, structures, and objects for the education, inspiration and welfare of the people of Snoqualmie;

F. Promote and continue incentives for ownership and utilization of landmarks;

G. Assist, encourage and provide incentives to public and private owners for preservation, restoration, rehabilitation and use of landmark buildings, sites, districts, structures and objects;

H. Work cooperatively with other jurisdictions to identify, evaluate, and protect historic resources in furtherance of the purposes of this chapter;

I. Provide for the most efficient process for review of all construction, alteration, or demolition of buildings and structures with the historic districts and the downtown landmark district to achieve the foregoing purposes. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.030 King County Code sections incorporated by reference.**

*Repealed by Ord. 1273.* (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.040 Definitions.**

The following words shall have the following meanings in this chapter:

A. "Alteration" is any construction, demolition, removal, modification, excavation, restoration or remodeling of a landmark.

B. "Applicant" means any person, corporation or other legal entity applying for a permit for a regulated improvement, a business license for which a change of use permit is required or any subdivision or short subdivision within a designated historic district overlay zone.

C. "Approved color" shall mean a color from a palette approved by the historic design review board and maintained on file by the historic preservation officer.

- D. "Architectural features" means the exterior architectural treatment and general arrangement of the portions of a building or structure and its site open to external view, including but not limited to the kind, color and texture of building materials, type of windows and doors, attached and detached signs, landscaping, screening, parking areas, exterior lighting, walkways and other appurtenances. With respect to landmarks only, it shall have the same meaning as "significant feature" as defined herein.
- E. "Board" means the historical design review board established by this chapter.
- F. "Building" is a structure created to shelter any form of human activity, such as a house, barn, church, hotel or similar structure. Building may refer to a historically related complex, such as a courthouse and jail or a house and barn.
- G. "Certificate of appropriateness" is written authorization issued by the Snoqualmie landmarks and heritage commission or its designee permitting an alteration to a significant feature of a designated landmark.
- H. "Commission" means the Snoqualmie landmarks and heritage commission.
- I. "Council" means the Snoqualmie city council.
- J. "Contributing building or site" shall mean a building or site located within a landmark district as defined herein, which is of historical significance and has substantially retained its original appearance, and is identified as such in the landmark designation report.
- K. "Designation" is the act of the commission determining that an historic resource meets the criteria established by this chapter.
- L. "Designation report" is a report issued by the commission after a public hearing setting forth its determination to designate a landmark and specifying the significant feature or features thereof.
- M. "Director" is the director of the Snoqualmie community development department or designee.
- N. "Downtown Master Plan" means the Snoqualmie Downtown Master Plan, approved by Snoqualmie city council on April 12, 2010 (city of Snoqualmie Resolution No. 948).
- O. "Downtown Vision Plan" means the Snoqualmie Downtown Vision Plan, approved by Snoqualmie city council on April 23, 2007 (city of Snoqualmie Resolution No. 814).
- P. "Heritage" is a discipline relating to historic preservation and archaeology, history, ethnic history, traditional cultures and folklore.
- Q. "Historic district" means the downtown historic district overlay zone and the Meadowbrook historic district overlay zone, the boundaries of which are as shown on the official zoning map. The respective boundaries of the historic districts are as established in Ordinance No. 744.
- R. "Historic preservation officer" shall mean the director of the Snoqualmie community development department, or equivalent city official however denominated, or his or her designee.
- S. "Historic resource" is a district, site, building, structure or object significant in national, state or local history, architecture, archaeology, and culture.
- T. "Historic resource inventory" is an organized compilation of information on historic resources considered to be significant according to the criteria listed in KCC 20.62.040(A). The historic resource inventory is kept on file by the historic preservation officer and is updated from time to time to include newly eligible resources and to reflect changes to resources.
- U. "Incentives" are such compensation, rights or privileges or combination thereof, which the council, or other local, state or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant to or obtain for the owner or owners of designated landmarks. Examples of economic incentives include but are not limited to tax relief, conditional use permits, rezoning, street vacation, planned unit development, transfer of development rights, facade easements, gifts, preferential leasing policies, private or public grants-in-aid, beneficial placement of public improvements, or amenities, or the like.
- V. "Interested person of record" is any individual, corporation or partnership that notifies the commission or the council in writing of its interest in any matter before the commission.
- W. "Landmark" is an historic resource designated as a landmark pursuant to this chapter.
- X. "Landmark district" means the Snoqualmie historic downtown commercial landmark district, the boundaries of which are shown on the official zoning map. The boundaries of the Snoqualmie historic downtown commercial landmark district are as established by the Snoqualmie landmarks and heritage commission pursuant to authority of Ordinance No. 746. The term "landmark district" shall also include any additional districts which may be subsequently established under the authority of this chapter.
- Y. "Noncontributing building or site" shall mean any building or site not specifically designated as a contributing building or site in a landmark district.
- Z. "Nomination" is a proposal that an historic resource be designated a landmark.
- AA. "Object" is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.
- BB. "Owner" is a person having a fee simple interest, a substantial beneficial interest of record or a substantial beneficial interest known to the commission in an historic resource. Where the owner is a public agency or government, that agency shall specify the person or persons to receive notices under this chapter.
- CC. "Person" is any individual, partnership or corporation.



DD. "Person in charge" is the person or persons in possession of a landmark including, but not limited to, a mortgagee or vendee in possession, an assignee of rents, a receiver, executor, trustee, lessee, tenant, agent, or any other person directly or indirectly in control of the landmark.

EE. "Preliminary determination" is a decision of the commission determining that an historic resource which has been nominated for designation is of significant value and is likely to satisfy the criteria for designation.

FF. "Regulated improvement" means any construction, addition, demolition, repair, remodeling, moving or change to an architectural feature of any building, structure or site, public or private, landscaping, and any placement of street furniture within a designated historic district or to a designated landmark. The term shall also include any proposed subdivision or short subdivision of land, boundary line adjustment, rezone or change of use within a historic district.

GG. "Street furniture" means improvements located within the street, public right-of-way, parking areas or other open areas, including but not limited to light standards, utility poles, newspaper stands, bus shelters, planters, benches, retaining walls, litter containers and telephone booths.

HH. "Significant feature" is any element of a landmark which the commission has designated pursuant to this chapter as of importance to the historic, architectural or archaeological value of the landmark.

II. "Site" is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains an historical or archaeological value regardless of the value of any existing structures.

JJ. "Structure" is any functional construction, including a building as defined herein. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 1262 § 1, 2022; Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.050 Snoqualmie historical design review board – Created.**

A. There is hereby created the Snoqualmie historical design review board consisting of five members, at least three of whom shall reside within the city. The members of the historic design review board shall be appointed by the mayor and confirmed by city council. The historic design review board shall be made up as follows:

1. One member shall be a member of the Snoqualmie planning commission.
2. One member shall be a property owner or business owner within the downtown or Meadowbrook historic district overlay zone.
3. One member shall be a property owner or business owner within the downtown landmark district.
4. One member shall be the special member of the Snoqualmie landmarks and heritage commission.
5. One member shall be a person with demonstrated interest or expertise in historic architecture, local history or historic preservation.

B. The historical design review board shall by resolution adopt rules governing its organization and procedures. The board shall meet not less than once a month. The board may hold special meetings on such notice as is required by law as may be required to render historical design review decisions in a timely manner.

C. *Repealed by Ord. 1273.*

D. The historic preservation officer or his or her designee shall advise the historical design review board. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.055 Snoqualmie historical design review board – Interim.**

If the Snoqualmie historical design review board is not constituted as provided in this chapter, the design review board established under Chapter 17.80 SMC shall sit as the historic design review board and act in accordance with this chapter. (Ord. 1203 § 17, 2018).

**17.35.060 Snoqualmie landmark and heritage commission – Created.**

A. There is hereby created the Snoqualmie landmark and heritage commission, which shall consist of the King County landmarks and heritage commission as established pursuant to Chapter 20.62 KCC, with a special member appointed by the mayor and confirmed by city council. Such special member shall have demonstrated interest and competence in historic preservation.

B. The special member shall be appointed for a three-year term; provided, such special member shall serve until his or her successor is duly appointed and confirmed. Such special member may be reappointed. In the event of a vacancy, another qualified person shall be appointed for the remainder of the unexpired term.

C. The special member shall serve without compensation except for reimbursement of out-of-pocket expenses incurred in connection with commission meetings or programs, which expenses shall be reimbursed by the city in accordance with approved city policies for reimbursement of expenses.

D. The Snoqualmie landmarks and heritage commission shall conduct no proceedings pursuant to this chapter until its rules and regulations, including procedures consistent with this chapter, have been filed with the city clerk.

E. The Snoqualmie landmarks and heritage commission shall have exclusive authority to issue certificates of appropriateness for projects relating to designated landmarks outside a historic district overlay zone, and to issue certificates of appropriateness for any single-family residence specifically designated as a landmark, whether located within or without a historic district overlay zone. In such circumstances, the determination shall be made in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings, as published by the U.S. Department of the Interior National Parks Service (1995), which shall prevail over any conflicting standards established in this chapter. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.070 Landmarks.**

A. The nomination and designation of buildings, sites, structures and objects of more specific historical, cultural, architectural, engineering, geographic, ethnic and archaeological significance as landmarks shall be accomplished pursuant to the sections of the King County Code incorporated by reference in

SMC 17.35.030. Landmark designations made by the Snoqualmie landmarks and heritage commission shall be maintained on file by the city clerk.

B. Upon the Snoqualmie landmark and heritage commission's filing of certification of the designation of such buildings, sites, structures and objects as landmarks with the city clerk, such buildings, sites, structures and objects shall be subject to the regulations, standards, guidelines and procedures of this chapter, whether located within or without a historic overlay zone.

C. Historical design review approval shall constitute the certificate of appropriateness for all projects involving designated landmarks; provided, for any project within a designated landmark district, the applicant may elect to have review conducted by the Snoqualmie landmarks and heritage commission in lieu of review by the historical design review board to insure consistency with county requirements and eligibility for county-wide incentive programs. Upon such election, the determination shall be made in accordance with applicable provisions of the King County Code and the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings, as published by the U.S. Department of the Interior National Parks Service (1995), which shall prevail over any conflicting provisions or standards established in this chapter. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.080 Historic district overlay zones – Created.**

A. There is hereby created within the city a special purpose zoning classification to be known as the historic district overlay zone. The purpose of the historic district overlay zone is to preserve and enhance buildings and uses of historic, cultural and aesthetic value within the city.

B. The historic district overlay zones, the boundaries of which are established in Ordinance No. 744, shall be as follows:

1. Downtown historic district overlay zone; and
2. Meadowbrook historic district overlay zone.

C. The boundaries of the historic district overlay zones shall be shown upon the official zoning map. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.090 Downtown historic commercial landmark district – Created.**

Pursuant to nomination and designation by the Snoqualmie landmark and heritage commission there is hereby created within the city a special purpose zoning classification to be known as the historic downtown commercial landmark district. The purpose of the downtown commercial landmark district is to provide special protections to buildings, sites, structures and objects of more specific historical, cultural, architectural, engineering, geographic, ethnic and archaeological significance. The boundaries of the downtown historic commercial landmark district and the designation of contributing buildings within such district as established by the Snoqualmie landmark and heritage commission pursuant to the process authorized by Ordinance No. 746 is hereby ratified and confirmed. The district boundary map and the list of contributing buildings and structures within the downtown historic commercial landmark district is on file with the city clerk. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.100 Historic district overlay zone and landmark district – Supplemental.**

The historic district overlay zone and landmark district are supplemental to the underlying zone classification. When conflict arises between regulations of this chapter and the underlying zone classification, or other provisions of this title, the regulations of this chapter shall prevail. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.103 Designation criteria.**

A. An historic resource may be designated as a city of Snoqualmie landmark if it is more than 40 years old or, in the case of a landmark district, contains resources that are more than 40 years old, and possesses integrity of location, design, setting, materials, quality of work, feeling or association, or any combination of the foregoing aspects of integrity, sufficient to convey its historic character, and:

1. Is associated with events that have made a significant contribution to the broad patterns of national, state or local history;
2. Is associated with the lives of persons significant in national, state or local history;
3. Embodies the distinctive characteristics of a type, period, style or method of design or construction, or that represents a significant and distinguishable entity whose components may lack individual distinction;
4. Has yielded, or may be likely to yield, information important in prehistory or history; or
5. Is an outstanding work of a designer or builder who has made a substantial contribution to the art.

B. An historic resource may be designated a community landmark because it is an easily identifiable visual feature of a neighborhood or the county and contributes to the distinctive quality or identity of such neighborhood or county or because of its association with significant historical events or historic themes, association with important or prominent persons in the community or county or recognition by local citizens for substantial contribution to the neighborhood or community. An improvement or site qualifying for designation solely by virtue of satisfying criteria set out in this section shall be designated a community landmark and shall not be subject to this chapter.

C. Cemeteries, birthplaces or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature and properties that have achieved significance within the past 40 years shall not be considered eligible for designation. However, such a property shall be eligible for designation if they are:

1. An integral part of districts that meet the criteria set out in subsection A of this section or if it is:
  - a. A religious property deriving primary significance from architectural or artistic distinction or historical importance;
  - b. A building or structure removed from its original location but that is significant primarily for its architectural value, or which is the surviving structure most importantly associated with a historic person or event;
  - c. A birthplace, grave or residence of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with the historical figure's productive life;

- d. A cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features or from association with historic events;
- e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner or as part of a restoration master plan, and when no other building or structure with the same association has survived;
- f. A property commemorative in intent if design, age, tradition or symbolic value has invested it with its own historical significance; or
- g. A property achieving significance within the past 40 years if it is of exceptional importance. (Ord. 1273 § 1 (Exh. A), 2023).

#### 17.35.105 Nomination procedure.

A. Any person, including the historic preservation officer and any member of the commission, may nominate an historic resource for designation as a landmark or community landmark. The procedures set forth in this section and SMC 17.35.107 may be used to amend existing designations or to terminate an existing designation based on changes which affect the applicability of the criteria for designation set forth in SMC 17.35.103. The nomination or designation of an historic resource as a landmark shall constitute nomination or designation of the land which is occupied by the historic resource unless the nomination provides otherwise. Nominations shall be made on official nomination forms provided by the historic preservation officer, shall be filed with the historic preservation officer, and shall include all data required by the commission.

B. Upon receipt by the historic preservation officer of any nomination for designation, the officer shall review the nomination, consult with the person or persons submitting the nomination, and the owner, and prepare any amendments to or additional information on the nomination deemed necessary by the officer. The historic preservation officer may refuse to accept any nomination for which inadequate information is provided by the person or persons submitting the nomination. It is the responsibility of the person or persons submitting the nomination to perform such research as is necessary for consideration by the commission. The historic preservation officer may assume responsibility for gathering the required information or appoint an expert or experts to carry out this research in the interest of expediting the consideration.

C. When the historic preservation officer is satisfied that the nomination contains sufficient information and complies with the commission's regulations for nomination, the officer shall give notice in writing, certified mail/return receipt requested, to the owner of the property or object, to the person submitting the nomination and interested persons of record that a preliminary or a designation determination on the nomination will be made by the commission. The notice shall include:

1. The date, time, and place of hearing;
2. The address and description of the historic resource and the boundaries of the nominated resource;
3. A statement that, upon a designation or upon a preliminary determination of significance, the historical design review procedure set out in this chapter will apply;
4. A statement that, upon a designation or a preliminary determination of significance, no significant feature may be changed without first undergoing historical design review under this chapter, whether or not a building or other permit is required. A copy of the historical design review provisions of this chapter shall be included with the notice;
5. A statement that all proceedings to review the action of the commission at the hearing on a preliminary determination or a designation will be based on the record made at such hearing and that no further right to present evidence on the issue of preliminary determination or designation is afforded pursuant to this chapter.

D. The historic preservation officer shall, after mailing the notice required herein, refer the nomination and all supporting information to the commission for consideration on the date specified in the notice. No nomination shall be considered by the commission less than 30 nor more than 45 calendar days after notice setting the hearing date has been mailed except where the historic preservation officer or members of the commission have reason to believe that immediate action is necessary to prevent destruction, demolition or defacing of an historic resource, in which case the notice setting the hearing shall so state. (Ord. 1273 § 1 (Exh. A), 2023).

#### 17.35.107 Designation procedure.

A. The commission may approve, deny, amend or terminate the designation of a historic resource as a landmark or community landmark only after a public hearing. At the designation hearing the commission shall receive evidence and hear argument only on the issues of whether the historic resource meets the criteria for designation of landmarks or community landmarks as specified in KCC 20.62.040 and merits designation as a landmark or community landmark; and the significant features of the landmark. The hearing may be continued from time to time at the discretion of the commission. If the hearing is continued, the commission may make a preliminary determination of significance if the commission determines, based on the record before it that the historic resource is of significant value and likely to satisfy the criteria for designation in KCC 20.62.040. The preliminary determination shall be effective as of the date of the public hearing at which it is made. Where the commission makes a preliminary determination it shall specify the boundaries of the nominated resource, the significant features thereof and such other description of the historic resource as it deems appropriate. Within five working days after the commission has made a preliminary determination, the historic preservation officer shall file a written notice of the action with the director and mail copies of the notice, certified mail, return receipt requested, to the owner, the person submitting the nomination and interested persons of record. The notice shall include:

1. A copy of the commission's preliminary determination; and
2. A statement that while proceedings pursuant to this chapter are pending, or six months from the date of the notice, whichever is shorter, and thereafter if the designation is approved by the commission, the certificate of appropriateness procedures in KCC 20.62.080, a copy of which shall be enclosed, shall apply to the described historic resource whether or not a building or other permit is required. The decision of the commission shall be made after the close of the public hearing or at the next regularly scheduled public meeting of the commission thereafter.

B. Whenever the commission approves the designation of a historic resource under consideration for designation as a landmark, it shall, within 14 calendar days of the public meeting at which the decision is made, issue a written designation report, which shall include:

1. The boundaries of the nominated resource and such other description of the resource sufficient to identify its ownership and location;
2. The significant features and such other information concerning the historic resource as the commission deems appropriate;
3. Findings of fact and reasons supporting the designation with specific reference to the criteria for designation in SMC 17.35.103; and
4. A statement that no significant feature may be changed, whether or not a building or other permit is required, without first undergoing historic design review as provided in this chapter.

C. Whenever the commission rejects the nomination of a historic resource under consideration for designation as a landmark, it shall, within 14 calendar days of the public meeting at which the decision is made, issue a written decision including findings of fact and reasons supporting its determination that the criteria in SMC 17.35.103 have not been met. If a historic resource has been nominated as a landmark and the commission designates the historic resource as a community landmark, the designation shall be treated as a rejection of the nomination for Snoqualmie landmark status and the foregoing requirement for a written decision shall apply. Nothing contained herein shall prevent renominating any historic resource rejected under this subsection as a Snoqualmie landmark at a future time.

D. A copy of the commission's designation report or decision rejecting a nomination shall be delivered or mailed to the owner, to interested persons of record and the director within five working days after it is issued. If the commission rejects the nomination and it has made a preliminary determination of significance with respect to the nomination, it shall include in the notice to the director a statement that historical design review provisions of this chapter no longer apply to the subject historic resources.

E. If the commission approves, or amends a landmark designation, the historical design review provisions of this chapter shall apply to the landmark designation as approved or amended. A copy of the commission's designation report or designation amendment shall be recorded with the records and licensing services division, or its successor agency, together with a legal description of the designated resource and notification that the historical design review provisions of this chapter apply. If the commission terminates the designation of a historic resource, the historical design review provisions of this chapter shall no longer apply to the historic resource. (Ord. 1273 § 1 (Exh. A), 2023).

**17.35.110 Uniform application of historic design standards and procedures.**

The regulations, standards, guidelines and procedures of this chapter shall be uniformly applicable within designated historic districts and landmark districts, and to subsequently designated landmarks, if any, except as specifically provided herein. The provisions hereof shall apply to both contributing and noncontributing buildings and sites and to new construction for projects located within designated historic overlay zones and to designated landmarks wherever located within the city; provided, the standards of this chapter shall not apply to single-family residences, whether within or without a landmark district, unless the residence has been specifically nominated and designated as a landmark. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.120 Types of projects requiring historical design review –Designated.**

There are hereby established three types of projects for which historical design review shall be required, to be known as Type I, Type II and Type III, as follows:

A. Type I projects include the following:

1. Routine maintenance, and repair or replacement of exterior features of noncontributing buildings or structures;
2. Exterior painting of noncontributing buildings or structures, using approved colors; and
3. *Repealed by 1273.*
4. Routine maintenance, and repair or replacement of exterior features of contributing buildings or structures that use the same materials and design as used on the building before 1940, and using approved colors;
5. All additions to noncontributing buildings or structures; and
6. All permanent signs.

B. Type II projects include the following:

1. For contributing buildings or structures, any alteration in exterior appearance or replacement of historic materials with nonhistoric materials;
2. For noncontributing buildings or structures, any exterior repairs (other than emergency repairs needed for the immediate protection of property, life or safety) or alterations other than those designated as Type I;
3. The demolition or removal of a non-contributing building or structure, or demolition or removal of a significant portion thereof;
4. All additions to contributing buildings or structures; and
5. All new construction.

C. Type III projects include the following:

1. The demolition or removal of a contributing building or structure;
2. The demolition or removal of a significant feature of a contributing building or structure, including removal of a significant portion thereof;
3. Excavation of a designated landmark site; and
4. Excavation, test boring, site clearing or grading activity on an archaeological site. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.130 Work prohibited prior to completion of historical design review.**

No work shall be commenced on a project for which historical design review is required until historical design review approval has been obtained. The building official shall require evidence of historical design review approval prior to issuing any building, grading or demolition permit for a building, structure or site within a designated historic district. No work shall be performed on a designated landmark outside of a historic district overlay zone unless a certificate of appropriateness has been obtained from the Snoqualmie landmarks and heritage commission. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.140 Application for historical design review.**

A. The application for historical design review shall be made upon such form as may be prescribed by the historic preservation officer, and shall include the following:

1. A site plan and elevations, with annotations of materials and dimensions, at such scale as may be prescribed by the historic preservation officer (site plan may be waived for building-mounted sign in the discretion of historic preservation officer);
2. Completed application for applicable permit, and plan set and specifications for building permit application, if required for the proposed work;
3. One or more clear recent photographs of the building or site;
4. One or more historical photographs or other evidence of the appearance of the building or site prior to 1940, which shall be maintained on file by the historic preservation officer and made available as required;
5. A brief description of the intended work; and
6. Samples of paint and materials to be used.

B. The historic preservation officer may require the submission of other information, photographs or drawings as deemed necessary for historical design review, and the application shall not be deemed complete until such requested information has been submitted. The historic preservation officer may specify the size of materials, which shall be sufficiently large to be useful during presentations to the board and public. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.150 Historical design review.**

A. Type I projects shall be reviewed by the historic preservation officer, who shall approve, approve with conditions, or refer the project to the historical design review board. The historic preservation officer shall render a decision on a Type I project or refer such project to the historical design review board within 15 calendar days from the determination of a complete application. Referral of a Type I project to the historical design review board shall be at the sole discretion of the historic preservation officer. If a Type I project is referred to the historical design review board, the board shall render its decision on such project at the next regular meeting of the board, unless the applicant consents to a longer period of time, or the board determines that additional information must be submitted in order for it to render its decision. Type I projects shall be considered Category I or II permits per SMC 14.30.020.

B. Type II and Type III projects shall be reviewed by the historic preservation officer, who shall make a staff report and recommendation to the historical design review board. The historic preservation officer may, at their sole discretion, request the technical assistance of the King County historic preservation program staff with respect to any proposed project with a landmark district or relating to a designated landmark outside a landmark district. The board may request the technical assistance of the King County historic preservation program staff. The board shall consider the application at a regular or special meeting open to the public within 45 days after the determination of a complete application. The board shall render its decision within 30 days after the meeting at which the application was first considered, which may be to approve, approve with conditions or deny the application; provided, such time periods may be extended by the board in the event modifications to the project require consideration at more than one meeting of the board. Type II and III projects shall be considered Category III permits per SMC 14.30.020.

C. The standards established in this chapter are mandatory. The board may consider variances from the strict application of the standards of this chapter if the applicant demonstrates the need for such a variance; and provided, that the request is in keeping with the intent and purposes of this chapter. Should an applicant for a Type I project request a variance from the strict application of the standards of this chapter, the board shall review and make a decision on the project and the variance. The board shall take the following factors into consideration with respect to decisions on variances:

1. The extent to which the project would adversely affect the character of the building or the overall historic district;
2. The reasonableness of the proposed project in light of other alternatives available to achieve the objectives of the owner and the applicant; and
3. The extent to which the proposed variance may be necessary to meet the requirements of a law or regulation, such as the building code, including the Washington State Barrier Free regulations, the Model Toxic Control Act or the Flood Hazard regulations.

D. Type III projects, to the extent that they represent an irreplaceable loss to the historic fabric of the city in the opinion of the board, may only be approved when the action is required to alleviate a threat to public health and safety, when needed due to economic impacts, or when required to accomplish a significant public purpose. The board shall consider such application at a public meeting within 45 days after the date of referral, and render its decision within 30 days after the meeting at which the application was first considered.

E. The respective decisions of the historic preservation officer and historical design review board shall be in writing, and state applicable findings, conclusions, and decision, including any conditions; provided, the historical design review board may adopt all or portions of the staff report as their findings and conditions. A copy of the findings and decision shall be provided to the property owner and applicant within five days after the decision, and shall be provided to each person who has requested a copy of such findings and decision. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.155 Evaluation of economic impact.**

A. At the public hearing on any application for a Type II or Type III historical design review, or Type I if referred to the board by the historic preservation officer, the board shall, when requested by the property owner, consider evidence of the economic impact on the owner of the denial or partial denial of a proposed project. In no case may a project be denied, in whole or in part, when it is established that the denial or partial denial will, when available

incentives are utilized, deprive the owner of a reasonable economic use of the historic resource and there is no viable and reasonable alternative which would have less impact on the features of significance specified in the preliminary determination report or the designation report.

B. To prove the existence of a condition of unreasonable economic return, the applicant must establish and the board must find both of the following:

1. The landmark or historic resource is incapable of earning a reasonable economic return without making the alterations proposed. This finding shall be made by considering and the applicant shall submit to the commission evidence establishing each of the following factors:

a. The current level of economic return on the landmark as considered in relation to the following:

- i. The amount paid for the landmark or historic resource, the date of purchase, and party from whom purchased, including a description of the relationship, if any, between the owner and the person from whom the landmark or historic resource was purchased;
- ii. The annual gross and net income, if any, from the landmark or historic resource for the previous five years; itemized operating and maintenance expenses for the previous five years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;
- iii. The remaining balance on any mortgage or other financing secured by the landmark or historic resource and annual debt service, if any, during the prior five years;
- iv. Real estate taxes for the previous four years and assessed value of the landmark or historic resource according to the two most recent assessed valuations;
- v. All appraisals obtained within the previous three years by the owner in connection with the purchase, financing or ownership of the landmark or historic resource;
- vi. The fair market value of the landmark or historic resource immediately prior to its designation and the fair market value of the landmark or historic resource (in its protected status as a designated landmark or historic resource) at the time the application is filed;
- vii. Form of ownership or operation of the landmark, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture, or both;
- viii. Any state or federal income tax returns on or relating to the landmark or historic resource for the past two years.

b. The landmark or historic resource is not marketable or able to be sold when listed for sale or lease. The sale price asked, and offers received, if any, within the previous two years, including testimony and relevant documents shall be submitted by the property owner. The following also shall be considered:

- i. Any real estate broker or firm engaged to sell or lease the landmark or historic resource;
- ii. Reasonableness of the price or lease sought by the owner;
- iii. Any advertisements placed for the sale or lease of the landmark or historic resource.

c. The unfeasibility of alternative uses that can earn a reasonable economic return for the landmark or historic resource as considered in relation to the following:

- i. A report from a licensed engineer or architect with experience in historic restoration or rehabilitation as to the structural soundness of the landmark or historic resource and its suitability for restoration or rehabilitation;
- ii. Estimates of the proposed cost of the proposed alteration and an estimate of any additional cost that would be incurred to comply with the recommendation and decision of the commission concerning the appropriateness of the proposed alteration;
- iii. Estimated market value of the landmark or historic resource in the current condition after completion of the proposed alteration; and, in the case of proposed demolition, after renovation of the landmark for continued use;
- iv. In the case of proposed demolition, the testimony of an architect, developer, real estate consultant, appraiser or other real estate professional experienced in historic restoration or rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing landmark or historic resource;
- v. The unfeasibility of new construction around, above, or below the historic resource.

d. Potential economic incentives and/or funding available to the owner through federal, state, county, city or private programs.

2. The owner has the present intent and the secured financial ability, demonstrated by appropriate documentary evidence to complete the alteration.

C. Notwithstanding the foregoing enumerated factors, the property owner may demonstrate other appropriate factors applicable to economic return.

D. Upon reasonable notice to the owner, the commission may appoint an expert or experts to provide advice and/or testimony concerning the value of the landmark or historic resource, the availability of incentives and the economic impacts of approval, denial or partial denial of a proposed project.

E. Any adverse economic impact caused intentionally or by willful neglect shall not constitute a basis for approval of a proposed project. (Ord. 1273 § 1 (Exh. A), 2023).

**17.35.160 Reconsideration.**

In the event new information becomes available, or if the owner or applicant believes that the decision of the historical design review board was based upon erroneous findings, the owner or applicant may file a request for reconsideration within 14 days of the date of the decision. Such request shall be

filed with the historic preservation officer, and shall include all supporting documentation. The request for reconsideration shall be heard and decided within 70 days of the date of filing of the request. A request for reconsideration shall not be deemed a prerequisite for appeal of any decision. (Ord. 127 § 1 (Exh. A), 2023; Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.170 Appeal.**

A. The findings and decision of the historic preservation officer for a Type I project, and the findings and decision of the historical design review board for a Type II or Type III project, may be appealed to the hearing examiner by filing a notice of appeal as specified in Chapter 14.40 SMC. The hearing examiner shall render their decision on the appeal per Chapters 2.14 and 14.40 SMC.

B. Decisions of the historical design review board for a variance under SMC 17.35.150(C) may be appealed to the Snoqualmie city council by filing a notice of appeal as specified in Chapter 14.40 SMC. The city council shall render its decision on the appeal per Chapter 14.40 SMC.

C. Decisions of the Snoqualmie landmarks and heritage commission designating, amending, removing or terminating the designation of a historic resource under SMC 17.35.107 may be appealed to the hearing examiner as specified in Chapter 14.40 SMC. The hearing examiner shall render its decision on the appeal per Chapter 14.40 SMC.

D. The decisions of the Snoqualmie hearing examiner or the city council on appeals shall be final unless appealed to the superior court pursuant to Chapter 36.70C RCW, the Land Use Petition Act, within the time period therein provided. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.180 Objectives and principles of historic design review.**

The historic preservation officer and the historic design review board shall be guided by the following objectives and principles in applying the specific standards set forth herein.

A. The overall objective is to preserve historic buildings and the unique sense of place that make Snoqualmie distinctive and attractive.

B. The key method of achieving the overall objective is to maintain the historic details and materials of each contributing building. Design standards for contributing buildings are intended to be more stringent for contributing buildings.

C. Changes to noncontributing buildings or structures or the construction of new buildings or structures should enhance the overall character by using forms, details, colors and materials similar to those of contributing buildings or structures.

D. The standards and guidelines contained herein are based on the Secretary of the Interior's Standards for Rehabilitation, which may be consulted for assistance in understanding the intent hereof. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.190 Standards of general applicability.**

The following standards apply to all regulated improvements:

A. Retain and preserve the historic character of contributing buildings. Avoid removal of historic materials or alteration of the features that characterize the property.

B. Make changes to any building or structure constructed prior to 1940 as authentic as possible, based upon that building's own history and materials. Preserve pre-1940 era changes to an original building if such changes have historic significance of themselves or are good examples of that era. For buildings constructed prior to 1940, changes should reflect the building's earlier appearance as shown in pre-1940 photographs. Materials, style and detailing should reflect this period as much as possible.

C. Any changes to post-1940 building shall reflect to the extent possible the features and character of the surrounding structures and overall historic overlay zone in which it is located. This shall be accomplished through size, massing and setback, roof configuration, window and door type and placement, materials and color.

D. Prior to maintenance or repair work, each building's historic features shall be identified and a plan developed to retain, maintain and repair such historic features. The identification of historic features shall be based upon the use of photographs from different periods, if possible, to understand the historic development of the building, its style and features and its uses.

E. Repair rather than remove or replace deteriorated historic features. If replacement is necessary, use a new feature that matches the old feature in design, texture, color and other visual qualities, and where possible, matches the original materials.

F. Avoid changes that create a false sense of history, such as the addition of architectural features from another era. Respect the physical record of each building's own time, place and past uses. If a feature is missing, replace it only if there is physical or historical evidence demonstrating the original appearance.

G. Preserve distinctive features, finishes or examples of craftsmanship or construction techniques that are characteristics of the property.

H. Use the gentlest means possible to clean all surfaces. Avoid irreversible damage by improper cleaning of historic materials, such as sandblasting of brick.

I. Preserve a building's character even if its interior use changes. If property is no longer used for its historic use, adopt methods to ensure that the new use minimizes changes to the building's defining characteristics and surroundings.

J. Design new additions and exterior alterations to preserve historic materials. New work shall be designed so that it is differentiated from the old and is compatible with the massing, size, scale and architectural features of the old sections.

K. Design new additions or alterations such that, if they were to be removed in the future, the essential form and historic integrity of the property would be unimpaired. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.200 Site planning standards.**

The following site planning standards are established in order to ensure that new construction, additions, alterations and other regulated improvements are in compatible with the existing historic pattern of site development:

- A. Orient buildings toward the principal street, with the primary entrance facing the street front. Avoid buildings or entrances facing to the side.
- B. Locate off-street parking to the rear or side of the building whenever possible. Rear access to parking is preferred. Parking may not dominate the street front. No additional curb cuts shall be permitted on Railroad Avenue or on the west side of Falls Avenue between River and King Streets, except for curb cuts of no more than 18 inches in width to allow water to enter LID BMPs. Elsewhere, the number and size of curb cuts and driveways shall be minimized. Shared driveways are encouraged.
- C. Maintain the predominant street front along the east side of Railroad Avenue by building to the property line. Setbacks not exceeding three feet may be permitted if permanently dedicated to use for seating, landscaping or planter boxes. In other areas, the setback for commercial structures shall be no more than three feet.
- D. Service, Loading, and Waste Enclosures.
1. Consolidate Facilities. Service and loading areas among users or needs should be shared and consolidated wherever practical.
  2. Service, loading, and waste enclosures shall be located within buildings, lidded over within courtyards, or within a covered enclosure. When it is not feasible to locate service, loading, and waste enclosures within buildings, on-street loading or service entrances may be used, subject to other requirements of this section.
  3. Waste enclosures and receptacles shall be designed to discourage wildlife access.
  4. When service, loading, and waste enclosures are visible from the street, they shall be customized, when feasible, to lessen visual, aural, odiferous, or other impacts, integrated with building design and materials, and consistent with the requirements of SMC 17.35.210(J).
  5. Location and Size. Service and loading facilities shall be located at the rear of the building. If a rear location is not feasible, service and loading facilities shall be located in alleyways. If neither an alley nor a rear location is feasible, then facilities may be placed along the building's side but shall maintain a minimum five-foot setback.
  6. Screening. Service and loading facilities, including service yards, solid waste dumpster and recycling areas, machinery storage, other storage areas, mechanical appurtenances including mechanical and utility equipment, and other places which tend to be unsightly shall be minimized in number and screened as follows:
    - a. Architectural solid walls, landscaping and/or fencing with a screen height of six feet, or at least the height of the items to be screened;
    - b. To the greatest extent feasible, screening shall be effective in both winter and summer;
    - c. Screening materials shall be consistent with the development materials described in SMC 17.35.210(J); and
    - d. The historic design review board may establish an approved screening scheme, which shall be maintained by the community development director, and shall be available for public inspection and use.
- E. Fences shall be constructed of materials that are consistent with SMC 17.35.210(J). The historical design review board may consider other types of fence designs and fence materials using the criteria in SMC 17.35.150(C). (Ord. 1262 § 2, 2022; Ord. 1249 § 1, 2021; Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.210 Architectural design standards.**

The following architectural design standards are established in order to ensure that remodeling, new construction and other alterations enhance the district's pre-World War II building fabric and sense of place:

- A. Construct new or replacement structures to be similar to but not mimic other existing contributing structures in the district. Use architectural styles and materials representative of the pre-World War II era.
- B. Continue the pattern of massing, height, bulk and setbacks established by the existing pre-World War II structures. All new commercial or industrial structures shall relate specifically in style, massing, materials and fenestration to at least one contributing structure, preferably to one in close proximity to the new structure.
- C. Building height shall be governed by applicable zoning standards in SMC 17.20.040.
- D. Organize commercial building facades with the three-part horizontal division and vertical columns typically found in Snoqualmie's pre-World War II structures. Primary facades should have a clear base, middle and top. Box-like designs should be avoided.
- E. Emphasize primary building entrances with a recessed entry and transom windows.
- F. Break up street-facing walls more than 30 feet wide with recesses, columns, bays or entryways. Avoid long uninterrupted walls.
- G. Design and maintain rooflines to reflect traditional commercial roof configurations and pitches found in contributing buildings. These configurations include gabled, flat and shed-roof styles, usually with a decorative parapet wall.
- H. Accent the roofline with a dominant parapet wall in one of the styles commonly found in Snoqualmie. The most common styles include pediment, cornice molding, cresting and stepped front.
- I. Make details on each building appropriate to its style. Most buildings are simple in style with minimal detailing.



J. Use traditional finish materials found in the Snoqualmie historic area, including brick, stucco, and horizontal or vertical wood siding. Modern materials and synthetic substitutes are to be avoided where they are easily visible from the street.

K. If synthetic siding is used where it is not easily visible, it shall conform to the existing siding in dimension, profile and relationship to corner boards, window trim and other architectural details. Trim or details shall not be permanently removed.

L. On Railroad Avenue, include an awning or other sidewalk covering suitable to the style of the building, consistent with the awning and canopy standards set forth in the next section.

M. Choose paint and material colors appropriate to the style and setting of the building. Colors should coordinate with the entire facade and not conflict with adjacent buildings. Color schemes should be simple, in keeping with the community's history. The historic design review board shall establish an approved color palette, which shall be maintained by the historic preservation officer and be available for public inspection and use.

N. Assure that rooftop mechanical equipment is not visible from the street.

O. Retain original window and door openings, keeping the original placement, size and spacing. Whenever possible, repair and re-use original openings and trim, including glass, sash, lintels and sills, steps, doors and hardware.

P. Retain original types and styles of windows, such as doublehung, casement or large commercial. Avoid modern window styles.

Q. Provide generous amounts of clear glass for the ground floor of buildings facing sidewalks to allow passersby to see into the building. Include windows on the second floors of street-facing facades. Alignment, proportions and groupings of windows should relate to the first floor building elements. Windows should have detailing suitable to the building's style and materials.

R. Avoid the use of vinyl or other synthetic materials, or anodized aluminum, on window or door frames on the principal facade.

S. Use replacement glass when needed of similar size, color and reflective quality as the original.

T. Design exterior lighting to enhance the building design, with fixtures of a design and size suitable to the building's style. Excessively bright or colored lighting is prohibited, except for temporary holiday decorations. (Ord. 1205 § 2, 2018; Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.220 Awning and canopy standards.**

The following awning and canopy standards are established to maintain the key character feature of Railroad Avenue, which is the continuous line of canopies that provide protection from the weather for pedestrians.

A. Design awnings and canopies to complement the architecture and scale of the building and not obscure its features or dominate the facade.

B. Lighting under awnings and canopies may be used only to illuminate the storefront, a sign under the awning or canopy, or the sidewalk, but not to illuminate the awning or canopy itself.

C. Buildings more typical of the Sunset Highway (1919-1930) era are encouraged to use flat canopies, either suspended or cantilevered.

D. Buildings more typical of the pre-1910 era may use either flat canopies or cloth awnings. Use only a shed-roof (slanted) awning style with a loose valance and avoid any modern appearance. They may be made of cotton-based canvas, canvas duck or dyed woven acrylic, in a range of solid deep or neutral colors such as dark red, blue, brown or green, or gray, black or tan.

E. Pre-1910 buildings may, as an option, use a canopy supported by posts if the street right-of-way allows (as on Falls Avenue).

F. Prohibited materials include glossy fabrics or finishes, bright or fluorescent (or day glo) colors, rounded or dome-like awnings, plastic, lightweight fiberglass, aluminum or stock metal awnings, and backlit or internally lit awnings.

G. Design awnings and canopies to extend approximately six feet from the face of the building but to reach no more than 18 inches from the vertical edge of the curb. The lowest point of an awning or canopy must provide a minimum of eight feet of clearance above the sidewalk. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.230 Sign standards.**

The following sign standards are established to provide an attractive and inviting pedestrian atmosphere and overall image for downtown Snoqualmie while highlighting and marketing specific businesses and their individuality.

A. All requirements of Chapter 17.75 SMC apply in addition to the specific standards set forth in this section.

B. Make signs part of the building's overall architectural concept. The size, material, color, lettering, number and arrangement must be harmonious with the building design. Individually crafted signs are preferable to mass-produced signs or those advertising specific brands. Freestanding pole signs or monument signs are prohibited.

C. Use lighting that is harmonious with the overall design. Use only external lighting, with no internal or backlit signs. For external lighting, the light source must be directed down, lighting the sign from above, and shielded from view.

D. Signs must not obscure or detract from the building's architectural features, or those of an adjacent building.

E. All signs, except approved temporary signs, must be permanently and securely attached, to avoid damage to the building and to ensure safety. Sign supports, poles and other hardware must be the minimum size needed for a safe installation and not overpower the building or the sign itself or detract from other architectural features.

F. Painted wood or a wood-like material is preferred. Avoid glossy synthetic-looking materials.

G. Use neon appropriately. This includes small neon signs, with letters no larger than six inches, placed inside show windows or under canopies or awnings. Projecting neon signs are allowed above canopies if they are made of metal in a vintage style suitable to the Sunset era (1920-1930).

H. A broad variety of colors are appropriate for signs. Make the sign colors part of the overall design of the building. Bright colors must be used only for accent, not for major portions of the sign. No fluorescent (day glo) or similar bright colors may be used.

I. Allowable sign types and characteristics include:

1. Painted signs, painted either directly on the building or on wood attached to the building.
2. Signs painted on doorways or display windows.
3. Suspended signs under canopies, not to exceed one foot high by three feet wide.
4. Neon, in shop windows, under canopies or projecting in vintage styles.
5. Interpretive or directional signs, as approved by the historic design review board, placed in prominent locations that do not interfere with pedestrian traffic.

J. Prohibited sign types and characteristics include:

1. Flashing or animated signs, including pennants, banners, streamers or balloons.
2. Signs on roofs or on top of parapets.
3. Backlit or internally lit signs.
4. Fluorescent (day glo) or similar bright colors, or the use of other bright colors as the background color of a sign.
5. Theater type (triangular projecting) marquees.
6. Inflatable signs.
7. Signs or lettering on fabric awnings. Lettering and graphics may be used on the edges of fixed canopies or awnings.

K. Temporary signs are subject to the following:

1. Temporary signs may be allowed on construction or remodeling sites, one per site, 20 square feet or less.
2. Other temporary signs, banners or exterior posters may be used for not more than 60 days, with approval of the historic preservation officer.
3. Coordinated noncommercial banners or flags associated with special events may be permitted for not more than 60 days, with approval of the historic preservation officer.
4. Temporary private public safety signs may be located as needed. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

**17.35.235 Sandwich board signs within the downtown historic district.**

A. In addition to other permitted sign types, one sandwich board sign for commercial purposes may be permitted only for businesses located within the downtown historic district but not having frontage on Railroad Avenue for a sandwich board sign to be located at an approved location within the public right-of-way of Railroad Avenue. In approving proposed locations, the director shall consult with other city departments to ensure that such placement complies with all Washington State Barrier Free regulations and does not interfere with vehicle sight distance upon adjacent streets. Sandwich board signs within the downtown historic district shall conform to all requirements of SMC 17.75.025.

B. A sandwich board sign located within the public right-of-way shall require license issued by the director specifying the approved location and any other special conditions necessary for the safety of pedestrian and vehicular traffic. Such license may only be issued for a sandwich board sign for which a permit is simultaneously issued pursuant to the provisions of SMC 17.75.025. Except as otherwise provided herein, the permit fee and license fees shall both be applicable to sandwich board signs placed within public rights-of-way or upon other publicly owned property.

1. Applications for a sandwich board sign license shall be upon forms prescribed by the director, which shall include the undertaking of the applicant to hold the city and all of its elected and appointed officers, employees and agents harmless against any and all liability of any nature arising out of the placement of the sandwich board sign authorized by the license.
2. Applications for a sandwich board sign license shall include proof of insurance adequate to cover claims of injury or property damage caused by the sandwich board.
3. The approval of the building official shall be endorsed upon the license, certifying that the placement of the sandwich board sign at the approved location complies with the requirements of the Washington State Barrier Free and Americans with Disabilities Act regulations as they now exist or may hereafter be amended.
4. In considering competing applications for the placement of sandwich board signs within public right-of-way or upon other publicly owned property at the same location, preference shall be given to businesses engaged in the sale of goods, food or beverages at retail and open to the public during regularly scheduled hours. If there are more applicants for licenses for a specific location than may be authorized for such location, then licenses shall be awarded up to the maximum number authorized for the location on the basis of lottery or chance under the supervision of the director.
5. Subject to the other provisions of this section, the term of the license shall continue indefinitely from month to month until terminated by the director, subject to payment of the license fee, which shall be \$15.00 per month payable in advance; provided, the city council may from time to time by resolution amend the license fee or establish a differential license fee schedule for various locations or other relevant factors.

6. A license issued pursuant to this subsection shall not constitute a property right for any purpose, and may be terminated at any time by the director for noncompliance with the requirements of this section or the special conditions of the permit or license, or to grant a license for the same location to another applicant entitled to a preference under this subsection.

C. The city council may by resolution establish and from time to time alter the authorized locations for and number of sandwich board signs allowed within the public right-of-way on Railroad Avenue, and establish any other special requirements for sandwich board signs, on the advice of the director and the building official as to compliance with Washington State Barrier Free regulations. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 911 § 1, 2002).

**17.35.240 Landscaping, setback, maximum lot coverage and street furniture standards.**

The following landscaping, setback, maximum lot coverage and street furniture standards are established to provide an attractive image consistent with the existing character of the historic district while not impeding traffic.

A. Landscaping and Lot Coverage. Landscaping, setback and maximum lot coverage requirements shall be established by the historic design review board for all regulated improvements which would cause the application to be subject to maximum lot coverage or setback requirements under any provision of this title, as follows:

1. No landscaping shall be required for any commercial use on lots of 10,000 square feet or smaller; however, portable planters and/or hanging baskets are encouraged and may be required, and should be accompanied by the preparation of a plant maintenance plan. For any commercial use on lots larger than 10,000 square feet, an approved landscape plan may be required, to accomplish the purposes of Chapter 17.70 SMC, unless precluded by an existing building, but with yard requirements established to be harmonious with adjacent buildings.
2. Maximum lot coverage requirements may be waived or altered, subject to the requirements for landscaping, sidewalks or other pedestrian rights-of-way, on-site parking and required setbacks.

B. No trees or flowering shrubs identified on an inventory of significant trees or shrubs adopted by the city shall be removed from any site within the boundaries of a designated historic district without a finding by the historic design review board that such tree or shrub does not have aesthetic or historic significance; provided, nothing contained herein shall prevent normal maintenance and trimming or the removal of dead or diseased plant materials.

C. Screen parking lots with trees or shrubs.

D. The following street furniture and streetscape amenity regulations are hereby established for designated historic districts to enhance the unique character and identity of downtown Snoqualmie and create a more pedestrian-oriented environment.

1. Durable Pedestrian Furniture. Pedestrian furniture provided in public spaces shall be made of durable, vandal- and weather-resistant materials that do not retain rainwater and can be reasonably maintained over an extended period of time.
2. Streetscape Amenities. Streetscape amenities must be integrated into the design of sidewalks in conjunction with new construction along all designated storefront and secondary streets. Type I projects and Type II projects under SMC 17.35.120(B)(1) through (3) are exempt from these requirements. For each 40 cumulative lineal feet of storefront street frontage, at least two of the desired amenity elements listed below shall be included. Storefront street frontages less than 40 linear feet shall include at least one amenity element. The type, location, and design of chosen amenities shall contribute to a well-balanced mix of features on the street, as determined by the community development director. A reduction in the required additional streetscape amenities can be made if the available streetscape amenities are satisfied for the surrounding frontage. The community development director shall notify and receive comments from the parks and public works director on all streetscape amenity recommendations. The parks and public works director may make comments regarding, but not limited to, maintenance requirements, site selection, longevity, and stylistic alignment with existing equipment or amenities. The community development director will maintain a list of existing amenities to determine the appropriate number and type of streetscape features. Desired amenities include, but are not limited to:
  - a. Seating. Each six feet of seating area, or four individual seats, count as one amenity element. Seating areas should generally be located in areas that provide views of pedestrian activity. Seating ledges must be at least 12 inches wide to qualify.
  - b. Public Trash Receptacles. To qualify as an amenity, at least one public-oriented trash receptacle may be placed every 50 linear feet of sidewalk.
  - c. Special pavement patterns and/or tree grates.
  - d. Bicycle racks.
  - e. Planters of moderate size (extending no more than 24 inches into the sidewalk) and made of wood, clay, terra cotta or other materials with a natural appearance. Do not use planters of shiny metal, glossy plastic or other materials that appear modern.
  - f. Publicly located artwork approved by Snoqualmie art commission (SAC):
    - i. All public artwork shall be placed in key visual areas appropriate to the proposed site and artwork.
    - ii. All public artwork should reflect or improve community character and historical heritage.
    - iii. Public artwork shall minimize impacting pedestrian flow and access if placed in or near pedestrian corridors.
    - iv. Public artwork should be made of materials that are long lasting and take into consideration the effects of weathering and vandalism.
    - v. All public art features must be repairable and maintainable as determined by the parks and public works director.
    - vi. Mix street furniture with art: provide an opportunity for street furniture to also provide a public function.
    - vii. Historic detail plaque: requiring verifiable historical details.

3. Features that are publicly funded, already required by code, and/or obstruct pedestrian movement shall not qualify as an amenity to meet this standard.

4. All features are subject to approval by the community development director.

E. Construct walkways of plain concrete, brick, concrete pavers, pervious concrete, porous asphalt, or permeable pavers. Exposed aggregate is not allowed.

F. Select street lights that provide lighting for pedestrians (10 to 15 feet high) rather than just high-level lighting for the streets. Use fixtures suitable to the historic character of the area, avoiding modern designs.

G. Use trash containers that extend no more than 24 inches into the sidewalk. (Ord. 1262 § 3, 2022; Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.250 On-site motor vehicle and bicycle parking standards.**

On-site parking standards are established to ensure that the application of modern parking standards to properties in the historic district does not destroy the historic character of the district.

A. On-site motor vehicle and bicycle parking requirements shall be waived or reduced from the requirements of Chapter 17.65 SMC, to the extent adequate off-site parking is shown to be available. The adequacy of available parking for a particular project shall be determined on a case-by-case basis, considering the necessity of on-site parking arising from the intended use, and its nature, intensity and hours of operation. On-site motor vehicle parking requirements shall be waived as to any parcel for which the city has requested and received a relinquishment of access to existing on-site parking as part of a street improvement project.

B. The city parking facilities adjacent to Railroad Avenue shall be deemed available to all commercial uses on Railroad Avenue, Maple Avenue and Falls Avenue between Newton and Northern Streets. It is hereby declared to be the policy of the city that angle parking is preferred to maximize the number of available spaces, when vehicle movements can be made with reasonable safety, and that the acquisition and development of public parking facilities should be pursued.

C. The following parking regulations are hereby established for designated historic districts:

1. On-street motor vehicle parking shall be limited to four hours between the hours of 8:00 a.m. and 6:00 p.m., seven days a week, on both sides of Railroad Avenue between King and River Streets.

2. Parking in city parking facilities shall be limited to 24 hours; provided, the city may issue festival parking permits for longer periods in appropriate circumstances. (Ord. 1198

§ 22 (Exh. D), 2017; Ord. 1058 § 1, 2010; Ord. 1056 § 1, 2010; Ord. 874 § 2, 2001).

#### **17.35.260 State Historic Building Code adopted by reference.**

A. The Washington State Historic Building Code, Chapter 51-19 WAC, as promulgated by the Washington State Building Code Council, as the same now exists or may hereafter be amended, is hereby adopted by reference.

B. All buildings and structures within any historic overlay zone established pursuant to this chapter are hereby declared to be historic buildings for purposes of application of the Historic Building Code.

C. The provisions of the Uniform Fire Code, as adopted by reference in SMC Title 15, as it now exists or may hereafter be amended, and the additional fire protection requirements of Chapter 15.06 SMC shall apply to buildings and structures in a designated historic district, but the requirements thereof may be modified in a particular case in accordance with the provisions of the Uniform Fire Code. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.270 Residential design guidelines.**

These residential design guidelines, which are encouraged but are not mandatory, are established to assist owners and occupants of homes within the historic overlay zones to maintain the historic character of the neighborhood and the value and historic integrity of the property.

A. Whenever possible, retain the distinctive features of the building. Before beginning work, identify its most important features. These usually include the roof configuration, the siding, windows, doors, porches and detailing.

B. Repair original features whenever possible rather than replacing them.

C. When repair is impossible, use features as similar to the original as possible. Consider material, design, color, texture and other visual qualities when selecting a replacement.

D. Do not add features that were never a part of the house, such as Victorian detailing that makes the house appear older or fancier than it was originally. Learn about the history of the house and emphasize it, not the history of another house.

E. In remodeling or new construction, recognize and honor the rhythm of the existing street, in terms of spacing, setback, building size and massing, rooflines and window and door type and placement.

F. Treat original finishes with sensitivity. Avoid sandblasting, which destroys wood or brick.

G. Avoid covering wood siding with vinyl, metal asphalt or other modern materials.

H. If replacement of siding is necessary, retain window trim and other detailing.

I. Take care in adding modern changes. Decks should be on the side or rear rather than on the main facade or the roofline. Modern details such as sliding or aluminum windows or skylights should not be visible from the front.

J. Create new additions that are compatible with the house and neighborhood but do not mimic the old construction.

K. Before painting the exterior, consult with the historic preservation officer for color suggestions. Colors that go well with those on the neighboring houses will enhance the entire neighborhood.

L. Windows and doors are major character-defining features in Snoqualmie houses. Try to retain the same type, placement and size. Use wood replacement windows if possible. If a new material must be used, select one that looks as much like wood as possible.

M. Plantings, trees, fences and outbuildings are important to historic character, and should be retained and maintained in good condition.

N. Wood, either painted or unpainted, is the most appropriate material for fences. Picket fences are most common. Fences in front or corner side yards should be no more than three and one-half feet high. Avoid chain link fences in visible locations. Be sure they are not traffic obstructions. Fences in rear yards and interior side yards should not exceed six feet in height.

O. When remodeling or changing a newer house, return to the basic character of the surrounding neighborhood. Consider using siting, massing, materials, paint schemes and orientation typical of nearby older homes.

P. Garages that are detached or in the rear of the property are preferred.

Q. In remodels or new construction, limit the height to the predominant height on the block. Use massing, dimensions, and proportions of neighboring houses. Maintain the traditional gabled or hipped roof configurations. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.280 Historic district guidebook.**

The historic preservation officer is hereby authorized and directed to develop and maintain a historic district guidebook, containing information and illustrations to assist owners and applicants in complying with the requirements of this chapter. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

#### **17.35.290 Severability.**

If any provision of this chapter is declared unlawful for any reason, the remainder hereof shall be unaffected by such declaration of invalidity. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 874 § 2, 2001).

## **Chapter 17.80 DESIGN REVIEW**

Sections:

**17.80.010 Purpose and objectives.**

**17.80.020 Design review board.**

**17.80.030 Scope of authority – Design review board.**

**17.80.035 Site plan permit.**

**17.80.040 Application requirements.**

**17.80.050 Design review guidelines.**

**17.80.055 Site plan review criteria.**

**17.80.060 Action by the design review board or director.**

**17.80.010 Purpose and objectives.**

It is the purpose of this chapter to:

A. Provide for the review by public officials of land development and building design in order to promote the public health, safety, and welfare.

B. Encourage well designed developments that are creative and harmonious with the natural and manmade environments and that embody good design principles that will result in high quality development on the subject property.

C. Review a proposal for compliance with the provisions of this code and all other applicable law.

D. Ensure that a proposal is coordinated, as is reasonable and appropriate, with other known or anticipated development on private properties in the area and with known or anticipated right-of-way and other public improvement projects within the area. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 744 § 2, 1995).

#### **17.80.020 Design review board.**

There is hereby created a design review board. The design review board shall consist of the members of the planning commission. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 744 § 2, 1995).

#### **17.80.030 Scope of authority – Design review board.**

A. The rules and regulations of the design review board shall be the same as those stated for the planning commission in the bylaws of the planning commission. The board shall have the authority to approve, approve with conditions, or deny all plans submitted to it using guidelines in SMC 17.80.050.

B. The design review board shall review proposed development plans for the following described land use actions:

1. All proposed developments, excluding the following:

a. Single-family homes;

b. Any proposed development for which historic design review is required pursuant to Chapter 17.35 SMC, unless the design review board is sitting as the historic design review board in accordance with SMC 17.35.055;

c. The expansion, remodel, or alteration of any building or other structure by less than 10 percent of its existing floor area, or overall size in cases where floor area standards are not applicable, provided the proposed design is generally consistent with the existing design as determined by the director;

2. Approval by the design review board is required for all landscape plans in the MU zone. The design review board may modify all minimum width requirements according to scale of the property upon request of the applicant;

3. Proposed development which, as a condition of approval of any rezone or other land use action of the city council, or as a condition of the responsible official's decision pursuant to the State Environmental Policy Act, is referred to the board for design review. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 1203 § 13, 2018; Ord. 874 § 3, 2001; Ord. 744 § 2, 1995).

#### **17.80.035 Site plan permit.**

The community development department shall review proposed site plans for the following described actions:

A. The new construction of a nonresidential building or other structure;

B. The expansion, remodel, or alteration of any building or other structure by more than 10 percent of its existing floor area, or overall size in cases where floor area standards are not applicable;

C. The expansion of any building or structure that creates a new dwelling unit;

D. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director; or

E. The construction and reconstruction of driveway approaches, gates, roads, shared access facilities, alleys, and driving surfaces within ingress/egress easements. (Ord. 1273 § 1 (Exh. A), 2023).

#### **17.80.040 Application requirements.**

Applications for design review or site plan review under this chapter must be submitted to the community development department prior to or concurrently with a building permit application, but in no case less than two weeks prior to the meeting of the design review board. Building permits shall not be granted until approval of plans by the design review board or director. All applications shall be accompanied by a filing fee as required in SMC 17.85.030 and shall include but not be limited to site plans, exterior building elevations, the environmental checklist, if applicable, and other materials as required by the director. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 744 § 2, 1995).

#### **17.80.050 Design review guidelines.**

In reviewing any application, the following guidelines shall be used by the design review board in its decision-making:

##### **A. Relationship of the Structure to the Site.**

1. The site should be planned to accomplish a desirable transition with the streetscape and to provide for adequate landscaping and pedestrian movement.
2. Parking and service areas should be located, designed, and screened to moderate the visual impact of large paved areas.
3. The height and scale of each building should be considered in relation to its site.

##### **B. Relationship of the Structure and Site to Adjoining Area.**

1. Harmony in texture, lines, and masses is encouraged.
2. Appropriate landscape transition to adjoining properties should be provided.
3. Public buildings and structures should be consistent with the established neighborhood character.
4. Compatibility of vehicular pedestrian circulation patterns and loading facilities in terms of safety, efficiency, and convenience should be encouraged.
5. Compatibility of on-site vehicular circulation with street circulation should be encouraged.

##### **C. Landscape and Site Treatment.**

1. Where existing topographic patterns contribute to beauty and utility of a development, they should be recognized and preserved and enhanced.
2. Grades of walks, parking spaces, terraces, and other paved areas should promote safety and provide an inviting and stable appearance.
3. Landscape treatment should enhance architectural features, provide buffers between incompatible land uses, and provide shade.
4. In locations where plants will be susceptible to injury by pedestrian or motor traffic, mitigating steps should be taken.
5. Where building sites limit planting, the placement of trees or shrubs in paved areas is encouraged.
6. Screening of service yards, and other places which tend to be unsightly, should be accomplished by use of walls, fencing, planting, or combinations of these. Screening should be effective in winter and summer.
7. In areas where general planting will not prosper, other materials such as fences, walls, and paving of wood, brick, stone, or gravel may be used.
8. Exterior lighting, when used, should enhance the building design and the adjoining landscape. Lighting standards and fixtures should be of a design and size compatible with the building and adjacent area. Lighting should be shielded and restrained in design.

## D. Building Design.

1. Architectural style is not restricted, evaluation of a project should be based on quality of its design and relationship to surroundings.
2. Buildings should be to appropriate scale and be in harmony with permanent neighboring developments.
3. Building components, such as windows, doors, eaves, and parapets, should have good proportions and relationship to one another. Building components and ancillary parts shall be consistent with anticipated life of the structure.
4. Paint and material colors shall be selected to coordinate the entire facade and to be compatible with adjacent buildings. Bright or brilliant colors shall be used only for accent.
5. Mechanical equipment or other utility hardware on roof, ground, or buildings should be screened from view.
6. Exterior lighting should be part of the architectural concept. Fixtures, standards, and all exposed accessories should be harmonious with building design.
7. Monotony of design in single or multiple building projects should be avoided. Variety of detail, form, and siting should be used to provide visual interest.

## E. Miscellaneous Structures and Street Furniture.

1. Miscellaneous structures and street furniture should be designed to be part of the architectural concept of design and landscape. Materials should be compatible with buildings, scale should be appropriate, colors should be in harmony with buildings and surroundings, and proportions should be to scale.
2. Lighting in connection with miscellaneous structures and street furniture should meet the guidelines applicable to the site, landscape, and buildings. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 744 § 2, 1995).

**17.80.055 Site plan review criteria.**

Lot-based standards are typically applied to each individual lot within the site or for site plan review where such standards have been applied to the site as if it consisted of one parcel. The director may approve an application for site plan permit if it is consistent with the following criteria:

- A. The use standards in Chapter 17.55 SMC;
- B. The area, height, setback, and miscellaneous provisions in SMC 17.20.040;
- C. The parking standards in Chapter 17.65 SMC;
- D. The landscape standards in Chapter 17.70 SMC;
- E. The streets and utilities in the area of the subject property are adequate to serve the anticipated demand from the proposal;
- F. The proposed access to the subject property is at the optimal location and configuration for access; and
- G. Traffic safety impacts for all modes of transportation, both on and off site, are adequately mitigated. (Ord. 1273 § 1 (Exh. A), 2023).

**17.80.060 Action by the design review board or director.**

- A. Approval. If the design review board or director approves the proposed development, a building permit may be issued by the appropriate city official, providing they have complied with all other requirements of the building code and ordinances of the city.
- B. Approval with Conditions. If the design review board or director approves the proposed development plans with conditions, it may require that such conditions shall be fulfilled prior to the issuance of a building or occupancy permit, where appropriate.
- C. Denial. The design review board or director may deny the proposed development plans if they do not satisfy the guidelines of SMC 17.80.050 or 17.80.055, as applicable. (Ord. 1273 § 1 (Exh. A), 2023; Ord. 744 § 2, 1995).