



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

NOTICE OF REGULAR MEETING

DESIGN REVIEW BOARD

In the
Postmaster Conference Room
Snohomish City Hall
116 Union Avenue

WEDNESDAY
January 13, 2016
7:00 PM

AGENDA

- 7:00 1. **CALL TO ORDER:** Roll Call
- 7:05 2. **PUBLIC COMMENT:** Public comment on items not on the agenda.
- 7:10 3. **ELECT** Chair for 2016 (*P. i*)
- 7:10 4. **APPROVE** the minutes of the December 9, 2015, regular meeting.
- 7:15 5. **DISCUSSION ITEMS**
- a. **HISTORIC DISTRICT DESIGN STANDARDS UPDATE** (*P. 1*)
Draft Standards for Murals (*P. 2*)
Draft Standards for Awnings and Canopies (*P. 8*)
Draft Introduction section (*P. 13*)
- b. **INDIVIDUAL DESIGN REVIEWS** (*P. 22*) Staff summary of individual member reviews from the preceding month.
- 8:00 6. **ADJOURN**

NEXT MEETING: The next regular meeting is scheduled for Wednesday, January 13, 2016, at 7:00 p.m. in the Postmaster Conference Room, Snohomish City Hall, 116 Union Avenue.

Agenda Item 3

Date: January 13, 2016
To: Design Review Board
From: Brooke Eidem, Associate Planner
Subject: Election of Chair for 2016

This agenda item provides for the election of Design Review Board Chair for 2016. Chapter 2.14 SMC requires that a chair be elected annually. In January 2015, Boardmember Mertz Krewson was elected Chair for 2015. The adopted rules do not identify term limits, so Ms. Mertz Krewson is eligible for another term.

The election procedure is as follows:

1. The Chair opens the floor to members' nominations for Chair.
2. Boardmembers may nominate other members or themselves. No second of a nomination is required.
3. A person nominated may decline the nomination.
4. The Chair closes the floor to nominations for Chair.
5. The Chair calls for any discussion on the nomination(s).
6. The Chair calls for a vote on the nomination(s).

ATTACHMENT: SMC 2.14.040

2.14.040 Rules, Election of Officers, Records, and Expenses. The Board shall adopt rules and regulations for the conduct of its business, subject to the approval of the City Council. A majority of the membership shall constitute a quorum for the purpose of transacting business. Action by the Board shall be by majority vote, provided no action may be taken without affirmative vote of at least three members. A tie vote on a motion to approve shall constitute a failure of the motion.

The Design Review Board shall elect a chairman and such other officers as it may deem necessary. Such officers shall occupy their respective offices for a period of one year.

The City Planner, or his duly authorized representative, shall serve as executive secretary of the Board, and shall be responsible for all records. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings and such minutes and a copy of its rules shall be kept on file in the office of the City Clerk and open to inspection by the public. The City shall provide the Board with necessary administrative support and expense budget as needed to perform the function described by this chapter.

No member of the Design Review Board shall participate in discussion or vote on any matter involving any client he or she is serving or any business for which he or she is owner, corporate officer or employee.



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DESIGN REVIEW BOARD MINUTES

Snohomish City Hall
116 Union Avenue
Postmaster Conference Room

December 9, 2015
7:00 p.m.

Members Present:

Darcy Mertz Krewson
Yumi Roth
Phillip Baldwin

Staff Present:

Brooke Eidem, Associate Planner
Angela Evans, Office Assistant II

Members Absent:

Ed Poquette
Joan Robinett Wilson

Others Present:

Gary Kaczynski
Jason Zystcowski

1. **CALL TO ORDER** at 7:00 p.m.
2. **PUBLIC COMMENT**

There were no public comments on items not on the agenda

3. **APPROVE** minutes of the October 4, 2015 meeting:

Mr. Baldwin moved to approve the minutes of October 4, 2015, as written. Chair Mertz Krewson seconded the motion. The minutes were approved 2-0 with Ms. Roth abstaining.

4. **ACTION ITEMS**

DRB File: 15-23-DRB
Applicant: Snohomish County PUD #1
Proposed: Substation site improvements
Location: 512 First Street

Staff presented the PUD's proposal for various improvements to the substation on the corner of First Street and the Centennial Trail. According to the applicant, the site was originally developed in 1954. The proposal includes enclosing the switch gear within a metal structure just over 1,000 square feet in size with a shallow roof pitch. Security fencing is proposed around the

perimeter of the site. The proposed fencing is nine feet tall, black powder-coated galvanized steel with an outward curving rail at the top. It would replace the current combination chain link and cedar fencing with barbed wire. New landscaping is also proposed on the First Street side and along the Trail, replacing the existing landscaping and seating area. Proposed plants include a variety of trees, shrubs and ground cover. On the Centennial Trail side, 15 cedar trees are proposed. The trees would extend along the entirety of the property line.

The Applicant commented that the main purpose of this project is to remove the station's outdated equipment and replace it with the latest technology. Not only will this improve liability for the City, but it will also give dispatchers more visibility at the station (electrically). The PUD has been performing these automation upgrades at various substations across the district. The proposed improvements will increase security, especially with copper theft being a big issue for utilities. They hope to start the project in March and have it wrapped up by the end of the next summer. The proposed enclosure will increase reliability and reduce maintenance. In addition, aesthetics will be improved by undergrounding a lot of the overhead wires, which will exit the station underground and attach to aerial poles outside the substation.

Mr. Baldwin said the Applicant's choice of trees was very handsome, but he is concerned about how large the trees can get and whether or not they will interfere with the site. According to the Applicant, their landscape architect was specifically instructed not to use vegetation that will grow overly tall, which would cause issues with the power lines. They have been assured that the proposed Hogan cedar trees will not get any taller than 40 feet at maturity. Mr. Baldwin complimented the selection of plants and felt the fence was a vast improvement.

Chair Mertz Krewson said the fencing looks very nice, and expressed concern about the proximity of the mixed-use building next door to the site. The Applicant stated the color renderings that they have submitted don't accurately show the fairly significant setbacks from property lines as well as the varied topography. The substation is approximately two feet taller than the mixed use property, with a retaining wall between.

The Board discussed applicable Historic District Design Standards and agreed that the proposal meets all applicable standards.

Mr. Baldwin moved to recommend approval of the proposal as submitted. Ms. Roth seconded the motion. The motion passed 3-0.

5. DISCUSSION ITEMS

- a. **HISTORIC DISTRICT DESIGN STANDARDS UPDATE** - Draft Standards for Awnings and Canopies.

As two Boardmembers were not present, Chair Mertz Krewson suggested including this section on a future agenda for additional discussion. The Board agreed, however a preliminary discussion was held regarding draft language addressing awnings and canopies.

Staff called particular attention to standard D.3.a, which requires canopies to be flat, projecting perpendicular from the building wall. This language would rule out some other types of shapes that are currently found in the Historic District. Staff's determination was that curved canopies tend to have a contemporary appearance, and rather than try to regulate specific shapes, they should be limited to flat, which seems the most historically appropriate.

Mr. Baldwin questioned whether the term "canopy" was the best choice for the definition used, as he has seen other words used for the same thing. Ms. Eidem stated the term tends to be used interchangeably for both fabric-covered weather protection as well as more structural, roof-like projections, however "awning" appeared more commonly used for the fabric-covered version. Admittedly, it can be a little confusing, but staff felt it was more important to use the terms consistently within the document rather than attempt to meet others' definitions. She noted it is entirely within the Board's purview to revise the language. Chair Mertz Krewson stated drawing the distinction and maintaining simplicity is important for public understanding. She saw no issue with the terms and definitions proposed.

Chair Mertz Krewson asked if motorized or retractable awnings are addressed in the standards. Staff confirmed that operable awnings are encouraged in standard C.3.b.

Mr. Baldwin asked for clarification on the term *overly large* when it refers to canopies or awnings. Chair Mertz Krewson thought it meant being out of scale with the building. Mr. Baldwin suggested language limiting coverage to less than a third of the total surface of the wall. Chair Mertz Krewson was reluctant to incorporate a specific figure and suggested that relationship, scale, and size is a more appropriate guide, thus giving the City some flexibility.

Chair Mertz Krewson noted the images used do a great job of illustrating the standards, however the one showing the corner awnings could be improved as the overall building is rather contemporary. Staff will look for a better photo for that section.

Continued discussion was postponed to a future meeting when all Boardmembers can participate.

b. INDIVIDUAL DESIGN REVIEWS

Staff presented the individual design reviews conducted during the previous months.

6. ADJOURN at 7:48 p.m.

Approved this 13th day of January, 2016

By: _____
Darcy Mertz Krewson, Chair

Meeting attended and minutes prepared by Angela Evans

Discussion Item 5a

Date: January 13, 2016

To: Design Review Board

From: Brooke Eidem, Associate Planner

Subject: Design Standards in the Historic District – Draft standards for murals, awnings and canopies, and draft introduction

This ongoing item presents an opportunity for discussion and review of design standards in the Historic District. As discussed by the Board previously, the document will be revised to accommodate re-organization of the standards, including separate sections addressing new construction and modifications to existing buildings for both commercial and residential areas.

The following pages include two sections of draft standards and the draft introduction section. Draft standards include murals, and awnings and canopies, which were briefly discussed at the December meeting.

Staff appreciates the Board's review and comment on the draft standards. Printed packets will be available at the meeting.

A new webpage has been created on the City's website for the Historic District Design Standards update. The page includes a description of the work being done, as well as an outline of the document with active links to access draft sections previously discussed by the Board. The page can be accessed at the following url: <http://www.snohomishwa.gov/462/Historic-District-Design-Standards-Update>.

MURALS

Intent

Murals have historic precedents in Snohomish as both artistic expression and advertising. While murals have a connection to Snohomish's past, it is important that new murals are designed to be sympathetic to the building upon which they are applied, and contribute appropriately to the appearance of the streetscape and the character of the Historic District.

Applicability

The following standards apply to all murals located on the exterior of a commercial building within the Historic District.

A. Definitions

Artistic Mural: Murals containing no advertising. For the purposes of this section, advertising is defined as any display of letters, numerals, characters, words, symbols, emblems, illustrations, objects, or registered trademarks that serve to call the attention of the public to products, services, businesses, buildings, premises, events, candidates, or ballot propositions.

Historic Mural: Any mural that is at least fifty years old.

Mural: Paint applied directly to the exterior wall of a building for the purpose of creating imagery and/or artwork.

Mural Sign: Murals less than fifty years old that reflect, suggest, or advertise a specific product, service, or use of the building, with such imagery not readily transferrable to an alternative building use.

B. New Murals

1. General

- a. No new mural shall be permitted on unpainted brick or stone.
- b. Murals shall be designed to complement the architectural and historic character of the Historic District.
- c. Murals shall not be permitted on the primary street-facing façade of the building. Buildings located on corners may have murals applied to the non-primary street façade.
- d. Murals shall not interrupt, detract, obscure, or overwhelm the architectural features of the building upon which they are applied.
- e. Murals shall be located, designed, and scaled to reinforce the proportions of the building upon which they are applied.
- f. New murals shall not be painted over historic murals.

2. Mural Signs

- a. Mural signs are regulated as signage, and shall be counted toward the total sign area allowed for the building or tenant space, as set forth in Chapter 14.245 SMC.
- b. Mural signs are encouraged to maintain the 1880s-1930s era of the Historic District in imagery and lettering.
- c. The sign standards contained in Section X shall apply.
- d. Borders are encouraged, to reinforce containment of images within the mural and minimize the impact on the architectural character of the building.

3. Artistic Murals

- a. Artistic murals are an expression of the mural artist, and as such, are not required to adhere to specific standards related to design, colors, shapes, or proportions. However, the mural shall comply with all standards related to location and scale in relation to the building upon which it is applied.
- b. Borders are encouraged, to reinforce containment of images within the mural and minimize the impact on the architectural character of the building.

C. Existing Murals

1. Historic Murals

With time, historic murals develop significance of their own, becoming an integral part of the streetscape and important features of the building. Owners of buildings containing historic murals are encouraged to preserve and maintain these historic assets.

- a. Apart from efforts to remove, or to preserve and maintain in its existing form, modifications to historic murals shall constitute a new mural for the purposes of this section.
- b. If the building is repainted, efforts should be made to follow the guidelines of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. If new grout is applied, it should be painted to match the color of the mural.

2. Non-Historic Murals

Recent and new mural signs less than fifty years old which become abandoned, may be painted out without prior review or approval. If a new mural is desired in the same location, it shall be reviewed by the Design Review Board prior to application.

Discussion Item 5a

Existing Murals in Historic Business District



109 Union Avenue



629 First Street

Discussion Item 5a



908 First Street – Photo taken in 2007

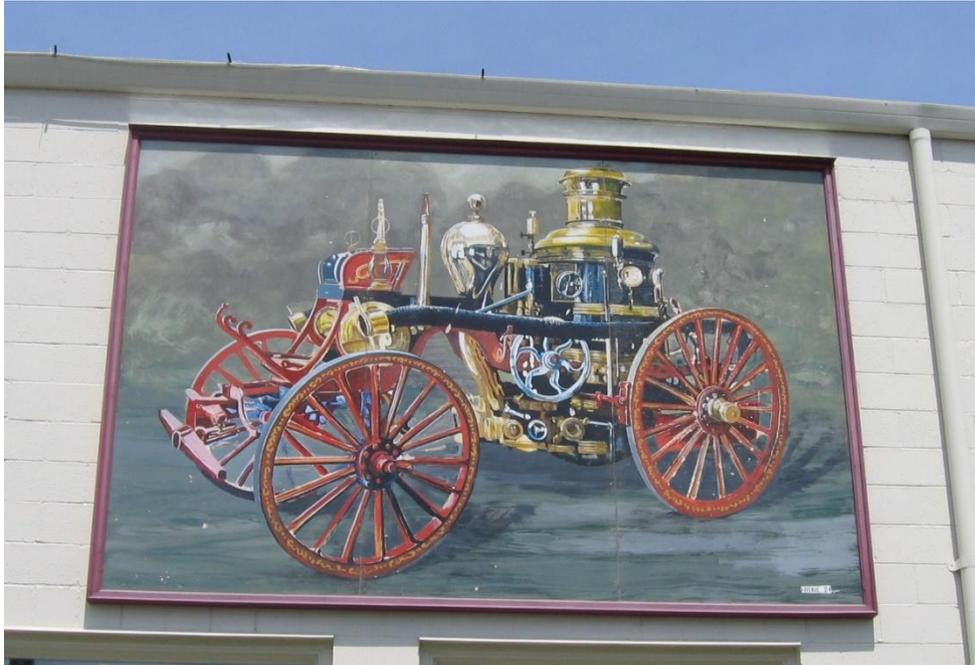


908 First Street – Photo taken in 2016

Discussion Item 5a



1118 First Street



127 Avenue A

Discussion Item 5a



1201 First Street

AWNINGS & CANOPIES

Intent

Storefront awnings and canopies projecting over the public sidewalk have historical precedents in Snohomish. Awnings and canopies provide weather protection and climate control. Shading storefront windows from direct sunlight reduces interior glare, and prevents merchandise from fading. Awnings and canopies also add visual interest to a building façade in the form of color, pattern, and texture, and provide an opportunity for businesses to attract customers and express individuality. When designed appropriately, awnings and canopies respect building architecture and contribute to the public realm. When used incorrectly, they create visual clutter along the streetscape, obscure important architectural features of the building, and weaken the identity and presence of the business.

Applicability

The following standards apply to all awnings and canopies located on the exterior of a building within the Historic Business District. Standards related to signage proposed on the surface of an awning or canopy can be found in Section X.

A. Definitions

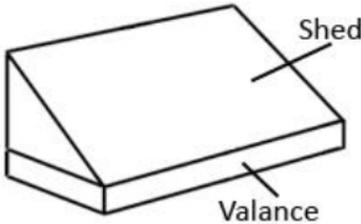
Awning: A fabric-covered structure mounted on the face of a building above a window, entrance, or storefront opening, providing weather and/or sun protection.

Awning Valance: The vertical front face of an awning, parallel to the face of the building to which it is mounted. Also referred to as a skirt or apron.

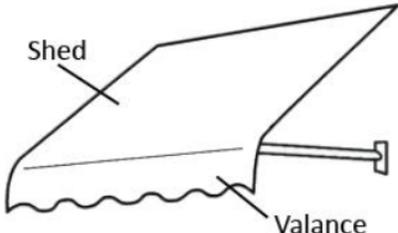
Awning Shed: The sloped face of an awning, extending from the attachment point on the building to the valance.

Canopy: An architectural structure made of permanent materials such as metal or wood, mounted on the face of a building above a window, entrance, or storefront opening, providing weather and/or sun protection.

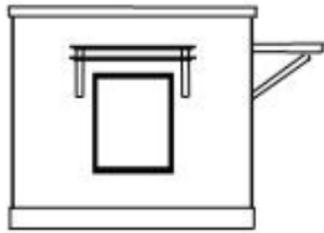
Entry Awning: A large awning structure projecting over the entrance of a hotel, theater or arena, supported with posts.



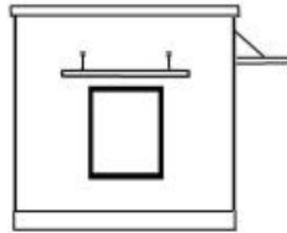
Closed sided awning



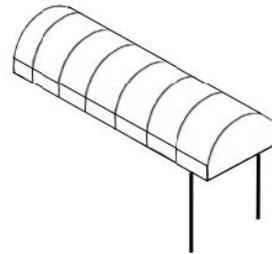
Open sided awning



Canopy (bracket-mounted)



Canopy (cable stay-mounted)



Entry Awning

B. General Guidelines

1. Awnings and canopies are encouraged where appropriate for the building architecture. New awnings and canopies should be carefully considered to avoid covering significant elements or detracting from the building's historic character.
2. Due to prolonged exposure to sun and rain, awnings and canopies wear over time and require regular maintenance. Awnings and canopies should be regularly checked for damaged or broken components. Faded fabric and rusted or damaged support elements should be replaced.
3. When a building has multiple tenants, awnings and canopies should be coordinated to present a unified, complementary appearance.
4. Building faces with multiple windows should integrate one awning per window, rather than a single awning spanning multiple windows, to define individual openings.
5. Awnings and canopies may project into the public way, subject to compliance with applicable building codes and public works standards.

C. Awnings

1. Materials

Lightweight fabric stretched over a triangulated metal frame is the most appropriate material for awnings. Fabric may include canvas, canvas blends, matte finish fibers, and other material similar in appearance and texture. Metals including copper and bronze may be appropriate, subject to a determination of consistency by the Design Review Board. Materials with a glossy finish, such as vinyl, plastics, or leatherette are not permitted.

2. Location

- a. The attachment point shall correspond to building features. Historical components and character defining features of a building shall not be altered, removed, or obscured to accommodate installation. Clamps and fasteners used to attach awning frames shall penetrate mortar joints rather than brick or masonry.
- b. Storefront awnings shall be located below the level of the second story windows and shall relate to the storefront entry for weather protection.

- c. Upper story awnings shall be located above the level of the top window molding. Each upper story window bay shall have its own awning.

CONSISTENT



Closed side concave shaped awnings that enhance building elements.

INCONSISTENT



Overly large awnings obscure building elements and overwhelm the structure

3. Design Considerations

- a. Awnings shall be open on the underside. Both open and closed sides are appropriate.
- b. Traditional, sloped shed and concave awnings are the most appropriate shape for historic buildings. Retractable and operable awnings are encouraged. Contemporary barrel, bull-nose, and balloon-shaped awnings are not appropriate.
- c. Awning size and scale shall relate to that of the building architecture and features.
- d. Back-lit awnings are prohibited.
- e. Awning illumination integrating a visible light source for the purpose of ornamentation is prohibited.
- f. Entry awnings as defined herein are prohibited.

CONSISTENT



Open-sided, sloped shed awning.

INCONSISTENT



Back-lit awnings are inappropriate.

D. Canopies

1. Materials

Canopies shall be constructed of durable materials that are consistent and complementary to the structure upon which they are installed. Appropriate materials include wood, metal, and glass. Plastic, vinyl, and glossy materials are inappropriate.

2. Location

- a. Canopies shall not interrupt, obscure, overlap, or disrupt architectural elements.
- b. The attachment point shall correspond to building features. Historical components of a building shall not be altered or removed to accommodate installation. Clamps and fasteners used to attach canopies shall penetrate mortar joints rather than brick or masonry.
- c. Canopies shall not be installed above the first floor ceiling height.
- d. Canopies shall be installed in locations where they are functional for weather protection.

CONSISTENT



Canopies are installed above first floor windows.

INCONSISTENT



Upper floor canopies have a contemporary, non-functional appearance.

3. Design Considerations

- a. Canopies shall be flat, projecting perpendicular from the building wall.
- b. Canopies may be supported with cable stays from above, by wall-mounted brackets below, or with wood or cast iron posts.

SITE ELEMENTS

1. If support posts are used, they shall be located outside the public right of way, evenly spaced across the building façade, with a post at both ends of the canopy.
 2. The type, material, and style of the supporting system shall be consistent with the building's architectural style.
- c. Lighting may be installed below the canopy surface and directed toward the walkway or building façade. Light fixtures shall be consistent with standards contained in Section X.
- d. Canopy illumination integrating a visible light source for the purpose of ornamentation is prohibited.

CONSISTENT



Simple canopy shape enhancing a corner entry.

INCONSISTENT



Wave-shaped canopy is inappropriate for the Historic District.

INTRODUCTION

Establishment of the Historic District

The Historic District is an officially designated area of Snohomish, including commercial main streets as well as residential neighborhoods that have been identified by the community as being culturally, historically and architecturally significant.

The establishment of Snohomish's Historic District began through the efforts of a few individuals, who in 1969 formed the Snohomish Historical Society. The goal was to ensure the historic structures in town remained intact by listing an area of the city on the National Historic Register. In 1973, the City of Snohomish recognized that its unique and historic architectural character was worthy of preservation. The Historic District and Historic Preservation Board were established by the City Council under Ordinance 1185. A year later, the City Council passed Resolution 378, designating 40 buildings as historic structures within the Historic District. This list of structures was then filed with the National Park Service to support a nomination of the Snohomish Historic District for inclusion on the National Register of Historic Places. On October 22, 1974, the nomination was certified. Today, the City Council has recognized 56 buildings as historic structures within the Historic District.

The reviewing entity for development within the Historic District—the Design Review Board (DRB)—was created in 1979 under Ordinance 1436. The first guidelines regulating development within the Historic District were published in 2000, and revised in 2003. The standards were used for over a decade to aid the City and the DRB in reviewing and evaluating proposals to construct, alter, and demolish structures within the boundaries of the Historic District. During that time, opportunities for refinements and improvements were identified, and new language was developed. The standards contained within this document are the result of that process.

Purpose & Intent

The purpose of these design standards is to promote the continued preservation of the character of Snohomish's Historic District and historically significant buildings, and to encourage the design of compatible new development that is creative, high-quality, and expressive of its own time. New development that respects and relates to the scale of existing buildings and reflects the Historic District's character will protect the investment of businesses and property owners and attract visitors to the community into the future.

This document also serves as a tool for increasing awareness of historic preservation and good design, educating property owners and their design professionals when planning projects. The design standards contained in this document are intended to provide specific criteria for alterations, additions, new construction, and demolition in Snohomish's designated Historic District.

Why Preserve?

Preservation of Snohomish's historic buildings and neighborhoods is a priority of the City Council for many reasons. Historic preservation brings cultural, aesthetic, environmental, and economic value to the community.

Preservation protects the character of the community and its connections with our history. Maintaining the aesthetic appeal and historic character fosters community pride and increases the sense of place, thus making Snohomish a desirable place to live, work, and visit. Preservation supports the local economy by promoting reinvestment in historic buildings to help stabilize property values, and promotes the local tourism industry. Preserving the built environment also provides a sense of belonging, pride in our past, and contributes to the overall quality of life for our residents. It has also been shown that preserving historic structures can be more sustainable than new construction, as the energy required to demolish and replace an original building and its components is greater than the energy required to maintain it.

The Character of Snohomish

Historic resources are a key factor of Snohomish's character and identity. The old buildings of the Historic District—both commercial and residential—are assets that attract visitors, businesses, and residents, contributing to an aesthetically pleasing streetscape and creating a tangible link with Snohomish's past. The Historic District is the City's image in the region and beyond.

History

Founded in 1859, Snohomish was the first incorporated city in the county. The town was originally called Cadyville, until 1871 when the plat of Snohomish City Western Part joined the western and eastern claims of the Fergusons and the Sinclairs at Union Avenue. In 1861, Snohomish County split from Island County, and the town was voted county seat. In 1897, a controversial countywide vote resulted in Snohomish losing the county seat to the nearby growing town of Everett by a margin of seven votes.

The town was initially developed to support the surrounding agricultural community of the Snohomish River valley, and boasted a booming logging industry. The first Snohomish sawmill was constructed in 1876. Rail was also an important element of Snohomish's economy; the first railroad connection was made in 1888, with the arrival of the Seattle, Lake Shore & Eastern Railway. The Great Northern Railway from St. Paul was completed in 1893. Although trains no longer run through town—the right-of-way within city limits has been converted to the Centennial Trail—the railroad remains a significant component of Snohomish's identity.

In 1884, a Seattle newspaper reported Snohomish's early population was 700 people. That number increased to 6,400 by the year 1995. In 2015, the population was just over 9,300. Growth has steadily increased but Snohomish has remained a compact town with historic

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neighborhoods and a vibrant commercial and cultural core. The city now serves as a suburb of the larger metropolitan areas of Everett and Seattle, though it contains a job base of commercial and industrial uses as well.

Setting

The natural setting is an important part of the town's identity. Snohomish is located at the confluence of the Snohomish and Pilchuck Rivers, which border the town on the east and south. The agricultural floodplain to the south and southeast provides a wide expanse of visual and physical open space next to the town's urban environment. The landscape to the northwest was formerly forested and few distant views exist. The floodplain is visible to the southwest, and is limited by views of the hill where Everett begins, approximately six miles away. There are distant views of the Cascade Mountains to the east, and occasional views of Mount Rainier to the south from a few strategic places.

The Historic District is located on the north bank of the Snohomish River, on a gentle slope. Historically, large trees, especially evergreens, were a visually significant element of the town's character. Today, deciduous trees line the streets in both residential and commercial areas of the Historic District, while local parks preserve stands of large trees that are visually significant in forming the horizon of many local views.

Land Use

The Historic District is about 99 acres in size and currently contains seven zoning designations: Single Family, Medium Density Residential and High Density Residential at maximum densities of 18 and 24 dwelling units per acre respectively, Commercial, Public Park, Urban Horticulture, and Historic Business. The Single Family and Historic Business designations comprise the bulk of the District, accounting for approximately 85 percent of designated land. Rights of Way, including streets, sidewalks, and alleys comprise just under a third of the total land area.

The Historic District represents the earliest-developed land in town, and the strongest connection to the early days of Snohomish. Development typically began along the river and moved north as population increased. Commercial development was originally concentrated along the river bank, with homes constructed nearby.

The single family areas are located at the northern extent of the Historic District, on a gentle, south-facing slope. While the land use is primarily detached single family dwellings, several multifamily and non-residential uses are located within this area. Churches, private schools, and small businesses can be found, some operating out of large converted homes. The predominant era of construction is pre-1920, which is reflected in building scale, design, and orientation.

In the Historic Business District, development on First Street is generally characterized by one- and two-story buildings with night-oriented activities (taverns, restaurants) on the south side overlooking the river. On the north side of First Street, taller two- to three-story buildings with primarily retail uses are more common. Storefronts and retail uses at the

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first floor level are frequently combined with lodging, office and residential uses on upper floors. The lower height of buildings on the south side of the street permits excellent winter solar access to First Street, improving the microclimate and supporting year-round economic viability of the outdoor shopping environment.

Architecture

Snohomish is a town with working roots. The eclectic, utilitarian buildings with quirky elegance and character are reminders of those industrial beginnings. Buildings in town are representative of their time and place, with wood detailing and functional articulation. Pedestrian orientation is apparent in both residential and commercial areas, with covered porches and garages located behind homes, and commercial buildings located at the front property line with substantial sidewalks and storefront windows.

Commercial

The defining era of commercial buildings in the Historic District is 1880-1930. Commercial buildings range in height from one to three stories. Exterior materials include brick, wood, and stucco. The general character varies throughout the Historic District; First Street construction differs from Second Street and the north-south oriented Avenues, which were typically developed later.

Buildings on First Street are generally located at the front property line, with wide sidewalks. Flat and hipped roofs are common with well-defined cornices, or sloped roofs with a western front façade. First floors typically have large storefront windows, glass store doors and taller ceilings than upper floors. Upper floor windows are vertically-oriented, and repeated across the façade. Awnings, canopies, and recessed entries are common. Due to the age of development, off-street parking is rare. Landscaping is commonly limited to flower pots and corner street trees.

Second Street remains a major thoroughfare for pass-through traffic in Snohomish. The buildings on Second Street generally exhibit a more modern appearance, however front façades remain largely pedestrian-oriented. Several characteristic examples of early Snohomish development may be found on Second Street, interspersed with the more contemporary, post 1930s buildings. Off-street parking is common.

The avenues extending north-south between First and Second Streets are more eclectic in character. Several buildings were originally constructed for single family use. Greater structural setbacks are more common, with parking lots or front yards, and lawn planter strips between the street and sidewalk.

Residential

Homes in the Historic District date primarily from the 1860s to the present, with many constructed prior to 1920. Residential buildings display a range of turn-of-the-century styles, including Craftsman Bungalow, Queen Anne Victorian, Shingle, Beaux Arts, Gothic Revival, Italianate, Cottage, Colonial Revival and Stick/Eastlake.

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Wood lap siding is the predominant material, but brick, stone and stucco are also common. Historic home roofs were either cedar shingle or composition. Roof pitches were steep, often 10:12 or 12:12, with substantial eaves. This steep pitch allowed an otherwise one story home to have a usable upstairs for bedrooms. Covered porches were common. Windows were vertically-oriented and often grouped in twos and threes. Wide wood trim was used on all windows, doors and building corners, generally with wider trim and/or cornices at the top. Skylights were not used.

Houses were set back from the street a uniform distance, with garages and outbuildings located behind the main structure, with access from an alley. Yards were generous in relation to building footprint, with lawns common, and substantial space between structures. Houses varied in size, but generally were approximately the same size within a neighborhood. Picket fences were widely used.

THE REVIEW PROCESS

Design review in the Historic District is authorized by Chapter 14.225 SMC. This chapter describes actions subject to design review in the Historic District and adopts the Historic District Design Standards and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings by reference; the chapter also provides for reviews by the full board and individual reviews for minor development.

When Design Review is Required

Modifications to the exterior of a site or building located in the Historic District that require a building permit are subject to Design Review, as well as certain other activities that require no permit. Such application types may include:

- Modifications to the exterior of existing structures
- New commercial or residential structures
- Signs
- Fences
- Street tree removal
- Mobile vendor structures and trailers
- Building demolitions

Other actions that require review by the Design Review Board, but are not associated with development activity include:

- Special tax valuations for historic structures
- Requests for additions to the list of officially designated historic structures

Design Review is combined with other development reviews. Findings of compliance with applicable design standards must be made, either as the project is proposed or subject to special conditions of approval, before the associated permit or other approval can be granted.

The Design Review Board

The Design Review Board (DRB) was established by the City Council on July 3, 1973, under Ordinance 1185, for the purpose of "...contributing to the social, cultural, and economic welfare of the citizens of Snohomish by developing an awareness of its historical heritage..." In most cases the DRB's role is advisory, with the City Planner making the final determination.

The DRB is comprised of five members who have an interest in the community either through living or working in the city, or participating in a Snohomish civic organization. Boardmembers are appointed to four-year terms by the Mayor, based on a background in a design discipline such as architecture, design, landscape architecture, or a more purely artistic pursuit. With several exceptions, the DRB makes recommendations to the City

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Planner on development proposals as well as other work items related to the community's cultural heritage and historic character.

DRB Meetings

The DRB normally meets the second Wednesday of each month. Meetings are typically held in the evenings at City Hall and are open to the public. Agendas are prepared the week prior to the meeting and published to the City's website. Meeting agendas include a written report for each application, with a staff evaluation of the proposal's consistency with applicable design standards.

A typical meeting of the DRB begins with an opportunity for members of the public to speak about items not on the agenda, followed by approval of the previous meeting's minutes. Applications for development are then discussed, beginning with an overview of the proposal by City staff. The applicant is provided an opportunity to present additional information, if desired. Public comments may also be provided regarding the project. The DRB then deliberates, and may ask for clarification from the applicant.

Applications are reviewed for consistency with adopted design standards, based on information provided by the applicant. Recommendations for approval may include conditions to achieve conformance. If the DRB is unable to determine consistency with applicable standards due to insufficient information, the recommendation may be deferred to a future meeting when the applicant supplemented the record with additional materials.

Applications for Design Review must be submitted to the Planning and Development Services (PDS) counter at City Hall by the last business day of the month, in order to be included on the following meeting agenda. City staff will review the submittal for completeness, and may request additional information before adding the proposal to the agenda.

Individual Design Review

If an application will result in only minor changes to the appearance of an existing building, the City Planner may request review by one member of the DRB. Signs and fences are commonly reviewed by an individual member rather than the full DRB. In such cases, the individual member will make a recommendation to the City Planner or refer the application to the full DRB. Individual reviews may occur outside of the regular DRB meeting schedule to expedite reviews, where warranted.

Conceptual Review

The DRB welcomes discussion of preliminary designs with applicants. Conceptual reviews are conducted at a regular meeting of the DRB. However no recommendation is made on the proposal. Rather, the project would be discussed in greater detail at a future meeting, and the DRB would make a recommendation to the City Planner at that time. The benefit of a conceptual application is that an applicant can receive early guidance from the DRB on compliance with applicable standards before making a significant investment in project planning and design.

Materials Needed for the Review Process

Required materials will vary widely depending on the circumstances of the site and the specific proposal. In all cases, a completed application form and color photographs of the property and/or structure are required. Site plans, building elevations, and manufacturer's catalog data for fixtures and devices will help the DRB determine what the completed project will look like. Substantial modifications—such as new buildings and developments—will require more information and detail than minor modifications, although in all cases the information provided must be sufficient for the DRB to determine compliance with all applicable standards. Application forms and submittal checklists are available at City Hall, or can be downloaded from the City's website. City staff is available to help determine what materials may be needed for review.

Demolitions

Each building within the Historic District is a record of the city's past. Once removed, this record is lost forever. One of the main priorities of the DRB is to encourage preservation of existing historic structures. To that end, applications for demolition are carefully considered. The DRB has a quasi-judicial role in reviewing demolition applications. If the DRB determines that preservation of the structure is physically or economically infeasible, approval will be recommended. If the DRB determines that it is both physically and economically feasible to preserve the structure, the application will be placed on hold for 90 days, while a new owner is located who will preserve the structure, or the existing owner is encouraged to pursue preservation rather than demolition. If this cannot be accomplished by the end of the 90 day period, a demolition permit may be issued, subject to compliance with other applicable regulations.

Exceptions

The standards and guidelines within this document are specific, to limit potential confusion about the requirement or intended result. In certain rare circumstances, the physical conditions of a building or site make enforcement of the standards inappropriate and without public benefit. If special circumstances of a property are sufficient to justify waiving or modifying a standard, the DRB may make such findings in its recommendation. The City Planner may then concur, or override the DRB's determination. Exceptions will not be used to circumvent merely inconvenient standards. In all cases, the burden of proof is on the applicant to establish during project review that such extraordinary conditions exist and that the intent of the standard is not impaired.

Modifications to Approved Plans

Sometimes even the most carefully planned project must be revised following design approval due to the availability of materials, unexpected complications in implementation, further design refinements, or other reasons. In such cases, the DRB must review changes to the approved plans. Depending on the significance of the modification, the revised proposal may need to be discussed at a DRB meeting, reviewed by an individual Boardmember, or in some cases, approved by City staff. In all cases, if a change is desired,

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the applicant should bring the requested modification to City Hall and speak with staff. If a change to the approved plans is identified during the inspection process, final approval for occupancy may be held until the DRB has reviewed the modified proposal. If changes are not approved beforehand, this could result in delays and additional cost to applicants.

Design Review Determination & Appeals

After the DRB review and recommendation, the City Planner will issue a written determination that the application is or is not consistent with applicable design standards. The City Planner Design Review Determination may include conditions to achieve consistency, or recommendations to increase consistency. Conditions are required, while recommendations are discretionary. Findings of noncompliance is grounds for denial of the associated application.

The denial or conditioning of a permit may be appealed according to the provisions of Chapter 14.75 of the Snohomish Municipal Code.

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Date: January 13, 2016

To: Design Review Board

From: Brooke Eidem, Associate Planner

Subject: Summary of Individual Member Design Reviews – December 3, 2015 – January 6, 2016

15-24-DRB, Signs at 1205 Second Street

The projecting sign re-face and new wall sign were reviewed by Chair Mertz Krewson and approved with recommendations.

Staff will have the file available for review.