



# 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**  
**February 10, 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. **APPROVE** the minutes of the January 13, 2016, regular meeting.
- 7:15 4. **ACTION ITEMS**
- a. Letter to property owner of 1205 Second Street (*P. 1*)
- b. **DRB File: 16-01-DRB** (*P. 3*)  
Applicant: Mike Johnson for City of Snohomish Public Works  
Proposed: Metal carport structures  
Location: 1801 First Street
- 1) Staff presentation  
2) Comments from applicant  
3) Public comment  
4) DRB deliberation and recommendation
- c. **DRB File: 16-02-DRB** (*P. 11*)  
Applicant: Mike Johnson for City of Snohomish Public Works  
Proposed: Metal carport structure  
Location: 2115 Second Street
- 1) Staff presentation  
2) Comments from applicant  
3) Public comment  
4) DRB deliberation and recommendation

7:45 5. **DISCUSSION ITEMS**

a. **HISTORIC DISTRICT DESIGN STANDARDS UPDATE** (*P. 16*) Draft Introduction section

b. **INDIVIDUAL DESIGN REVIEWS** (*P. 26*) Staff summary of individual member reviews from the preceding month.

8:00 6. **ADJOURN**

**NEXT MEETING:** The next regular meeting is scheduled for Wednesday, March 9, 2016, at 7:00 p.m. in the Postmaster Conference Room, Snohomish City Hall, 116 Union Avenue.



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## DESIGN REVIEW BOARD MINUTES

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Snohomish City Hall  
116 Union Avenue  
Postmaster Conference Room

**January 13, 2016**  
**7:00 p.m.**

**Members Present:**

Darcy Mertz Krewson, Chair  
Yumi Roth  
Phillip Baldwin  
Joan Robinett Wilson  
Ed Poquette

**Staff Present:**

Brooke Eidem, Associate Planner  
Angela Evans, Office Assistant II

**Others Present:**

Warner Blake  
Zach Wilde, Council Liaison

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

Warner Blake spoke to the Board about the neon sign on the west side of the old Odd Fellows Hall. He is aware that the owner intends to restore the building. In the early days of Snohomish, this building was a meeting hall for secular unions and a group called the Wrangler's Society. Mr. Blake would like to ask the Board for assistance in making sure that when the building is restored, the current neon sign may be removed.

Chair Krewson stated the sign was approved under an individual review, and although there are no standards that prohibit the sign, it was noted to be inappropriate for the building. The approval included a recommendation that alternative signage be considered. Ms. Krewson felt it is within the building owner's right to address signage under the lease. As an advisory body the Design Review Board has limited control, if a proposal complies with applicable standards.

Mr. Poquette stated that this illustrates the importance of strong standards in the Historic District. Ms. Eidem noted that although the current standards do not prohibit the sign, the draft sign standards do not allow wall-mounted neon signs.

3. **ELECT** Chair for 2016

Mr. Baldwin nominated Ms. Krewson for Chair. Ms. Robinett Wilson seconded the nomination. Ms. Krewson was elected 5-0 for Chair.

**4. APPROVE** minutes of the December 9, 2015 meeting:

Mr. Baldwin moved to approve the minutes of December 9, 2015 meeting as written. Ms. Roth seconded the motion. The minutes were approved 3-0 with Mr. Poquette and Ms. Robinett Wilson abstaining.

**5. DISCUSSION ITEMS**

**a. HISTORIC DISTRICT DESIGN STANDARDS UPDATE**

**Draft Standards for Murals**

Staff presented the draft standards addressing murals and requested input from the Board on surface types for new murals. Some standards from other jurisdictions limit murals to flat surfaces only, such as stucco or masonry; however lap siding can also lend itself well to art or painted signage, as illustrated by some of the images the Board reviewed when developing the draft sign standards. Mr. Baldwin likes that the standard is broad. Chair Krewson stated that scale in relation to the building is critical for murals, and the standards need to emphasize that murals should not overpower a building. Mr. Baldwin suggested a quantified standard, for example no more than 5/8 of the surface area may be used for a mural. Ms. Krewson felt that might limit the Board's authority in reviewing a mural that fit that criteria but visually overpowered the building.

Mr. Poquette asked if it was possible to remove murals. Staff answered that although applicants are encouraged in the standards to preserve murals, painting a building is not regulated.

Chair Krewson would hate for the standards to prevent someone from re-doing a mural. Mr. Poquette agreed; someone could easily have a picture of the original mural and duplicate it. Staff felt that section C.1.a. addresses this concern; *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.* Re-painting the original imagery would be considered a modification, and would require DRB review. Because mural signs are also regulated as signage under the municipal code, they may be approved by individual review, unless the individual Boardmember defers the application to the full Board.

**Draft Standards for Awnings and Canopies**

At the January meeting it was agreed to suspend this discussion item until the full Board was present. Although no changes were decided at that time, one of the images was recommended for replacement because the overall building was too contemporary in appearance.

No particular concerns were raised with the draft standards. The Board agreed that the language appears to maintain the character of the Historic District while allowing opportunities for creativity.

**Draft Introduction section**

The draft Introduction section presented to the Board included text carried over from the existing standards document. The existing language was expanded to include information about the review process and the Board itself, as well as additional background information.

Mr. Poquette felt there should be language in this section regarding the purpose and intent of the Board, emphasizing that the Board wants the applicant to be successful, while preserving the character of the Historic District. Ms. Eidem said the introduction will be revised and brought back for further review.

The Board appreciated the language regarding modifications to approved plans. Mr. Poquette was pleased that the draft chapters are available online and stated the more information that was made accessible to the public the better. Staff mentioned the draft standards will go through a public process, in which special meetings may be held with residents, business owners and other groups. Architects, designers, landscape architects, and sign makers, among others, may be invited to attend these meetings.

**b. INDIVIDUAL DESIGN REVIEWS**

There were no individual design reviews conducted during the previous month.

**6. ADJOURN at 8:00 p.m.**

Approved this 10<sup>th</sup> day of February, 2016

By: \_\_\_\_\_  
Darcy Mertz Krewson, Chair

*Meeting attended and minutes prepared by Angela Evans*

## **Action Item 4a**

**Date:** February 10, 2016

**To:** Design Review Board

**From:** Brooke Eidem, Associate Planner

**Subject:** Letter from DRB to owner of 1205 Second Street

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This item presents an opportunity for the Board to reach out to the property owner of 1205 Second Street. At the January meeting, Mr. Warner Blake expressed concerns regarding recent signage on the building, which was originally constructed in 1886 according to the Snohomish County Assessor's records. The signage was reviewed by the DRB prior to installation, and was found to be consistent with applicable design standards.

Mr. Blake told the Board that he has spoken with the property owner, Nicole Robinson, who plans to restore the building in the near future. Staff is proposing that the DRB contact Ms. Robinson to offer guidance in this effort, and to suggest a sign plan as a part of the restoration.

Staff requests that the Board discuss the draft letter on the following page. If the Board concurs with the comments contained in the letter, staff recommends that the Board direct the Chair to sign it.

**Action Item 4a**



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February 11, 2016

Ms. Nicole Robinson  
1230 84<sup>th</sup> Ave SE  
Lake Stevens, WA 98258

RE: 1205 Second Street

Dear Ms. Robinson:

The primary charge of the City of Snohomish Design Review Board (DRB) is to support and encourage preservation of the character of the Historic District and the integrity of its resources. Your building at 1205 Second Street is a wonderful record of the city's history. It is in remarkably good condition and in a prominent location. The DRB understands that you may have plans to conduct a thorough restoration of the building within the next few years, and we applaud you for this effort. While historic preservation is a community value and a policy priority of the City, it is the only through the commitment and ongoing efforts of enlightened property owners like yourself that the Historic District continues to be the image and cultural heart of Snohomish.

As you are likely aware, design review is limited to findings of compliance with the adopted design standards. These standards, like any regulations, are intended to address a wide range of circumstances and consequently they have some limits to their effectiveness in responding to the nuances of particular situations. While the DRB acknowledges that your tenant's recent sign permit request was found to be consistent with the applicable standards, we are left with the sense that other sign options may have contributed more to overall character of your building. That this belief precipitated a letter to you is due to the historical and visual significance of your building. However, the property is your investment and economic asset, and we understand and appreciate that many property-related decisions are made, by necessity, for economic reasons. We only hope that your anticipated restoration work will include a sign plan that complements and does credit to your building. The DRB would be happy to assist you in making a plan for sign location and materials if that would be of value to you.

Once again, the members of the DRB would like to express our appreciation for your beautiful building and your planned efforts to restore it. If you would like to discuss any aspect of your project with the DRB, please do not hesitate to contact Associate Planner Brooke Eidem, at 360-282-3167 to make room on a meeting agenda. This can be as formal or informal as you wish. The DRB meets monthly at City Hall. You are welcome and encouraged to attend a meeting to speak with us.

Very truly yours,

Darcy Mertz Krewson, Chair  
on behalf of the Design Review Board

cc: Mr. Warner Blake



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## DESIGN REVIEW BOARD STAFF REPORT

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<b>Design Review Number:</b>	16-01-DRB	<b>Meeting Date</b>	February 10, 2016
<b>Applicant:</b>	Mike Johnson for City of Snohomish Public Works		
<b>Property Address:</b>	1801 First Street		
<b>Application Date:</b>	January 11, 2016		
<b>Project Description:</b>	Metal carport structures at City Shop site		

### **Subject Proposal:**

This proposal is for a total of six new metal carport structures at the City Shop site. The proposed structures have a shallow roof pitch with open sides and gables. Five of the carports will measure 240 square feet (12 feet by 20 feet) and 12 feet in height at the peak, located between existing Conex containers. These carports will be used for equipment storage. The fifth structure will measure 560 square feet (20 feet by 28 feet) and 17 feet in height at the peak, and will be used to cover the sand and salt mix used by the Public Works department in the winter. This structure will also have open gables, and will be installed on an existing concrete block wall.

The City Shop site is located outside the Historic District, however as the proponent is a government entity, the proposal falls under the purview of the DRB under SMC 14.230.030B. The proposal is an industrial development on an industrial site, therefore many standards do not apply.

### **Project Location:**

The site is addressed as 1801 First Street, outside the Historic District.

### **Land-Use Designation:**

Commercial

### **Requested Review:**

The applicant has requested a *detailed* review.

### **Compliance with the Land Use Development Code - Title 14 SMC**

The proposal does not appear to conflict with development regulations in Title 14 SMC.

STANDARDS AND GUIDELINES FOR ALL DEVELOPMENT: BUILDING DESIGN  
**Screening Blank Walls**

## Action Item 4b

### STANDARDS:

1. Walls shall have architectural treatment if they are fifty feet in length or more and facing streets, or are visible from residential areas where windows are not provided. Ground-floor, street-facing façades shall incorporate at least four of the following elements:
  - Masonry (not flat concrete block)
  - Concrete or masonry plinth at the wall base
  - Belt courses of a different texture and color
  - Projecting cornice
  - Projecting metal canopy
  - Decorative tilework
  - Trellis with planting
  - Medallions
  - Change of paint color
  - Opaque or translucent glass
  - Artwork
  - Vertical articulation
  - Lighting fixtures
  - Recesses
  - An architectural element not listed above, as approved, that meets the intent

Board evaluation:      Consistent:     Inconsistent:     More information needed:

*Notes:*

*Staff comments:*      *The proposed structure is not over fifty feet in length.*

## ADDITIONAL STANDARDS FOR COMMERCIAL DISTRICTS: BUILDING DESIGN

### Orientation to Street

#### STANDARDS:

1. Buildings, trees, and landscaping shall be predominant, rather than parking lots and free-standing signs.
2. Pedestrian access to the building shall be visually and functionally clear and shall offer a convenient alternative to walking through driveway entrances and exits.

#### GUIDELINES:

1. Storefronts, windows, merchandise, and other aspects of business activity shall be visible from arterial streets.

Board evaluation:      Consistent:     Inconsistent:     More information needed:

*Notes:*

*Staff comments:*      *The standard is directed to active commercial districts. While the site and surrounding areas to the east are designated Commercial, uses are industrial. Pedestrian access to the site is minimal.*

### Setbacks

#### GUIDELINES:

1. Commercial buildings should be set as close as possible to the sidewalk.
2. Portions of the buildings should be set as close as possible to the sidewalk or property line (major portions of single buildings should abut the sidewalk; for multi-buildings, one or more should be set to the sidewalk).

**Action Item 4b**

- 3. When a development locates its parking area behind the building and the building as close as is practical to the public sidewalk and street frontage, the requirement for Common Space will be waived.

Board evaluation:      Consistent:     Inconsistent:     More information needed:

*Notes:*

*Staff comments:*      *The proposed buildings are not intended for commercial use.*

**Weather Protection**

**STANDARDS:**

- 1. Canopies or awnings shall be provided for buildings that are adjacent to a public sidewalk. Canopies or awnings shall be at least 5 feet in depth, unless limited by the building code. The vertical dimension shall be at least 8 feet and no more than 12 feet, measured from the underside of a canopy or awning and the sidewalk.
- 2. Weather protection can be combined with the method used to achieve visual prominence at entrances.
- 3. Internal illumination (under-lighting) of awnings is not allowed, unless the awning material is opaque. However, pedestrian scale lighting and other down-lighting is allowed beneath awnings.

Board evaluation:      Consistent:     Inconsistent:     More information needed:

*Notes:*

*Staff comments:*      *The proposed buildings are not adjacent to a public sidewalk.*

**Roofline Expression**

**STANDARDS:**

- 1. Commercial buildings shall include extended parapets and projecting cornices to create a prominent edge when viewed against the sky. Sloping roof elements are allowed, but not required.

Board evaluation:      Consistent:     Inconsistent:     More information needed:

*Notes:*

*Staff comments:*      *The rooflines do not include cornices or parapets. However, due to the topography of the site, views of the roofs from off-site locations will likely be directed from above and will not allow viewing against the sky.*

**Action Item 4b**

**Concealing Rooftop Equipment**

**STANDARDS:**

1. Mechanical equipment shall be screened by extended parapet walls or other roof forms that are integrated with the architecture of the building.
2. Painting equipment, erecting fences, and using mansard-type roofs are not acceptable methods of screening.
3. Communication equipment shall blend in with the design of the roofs, rather than being attached to the roof-deck.

Board evaluation:      Consistent:     Inconsistent:     More information needed:

*Notes:*

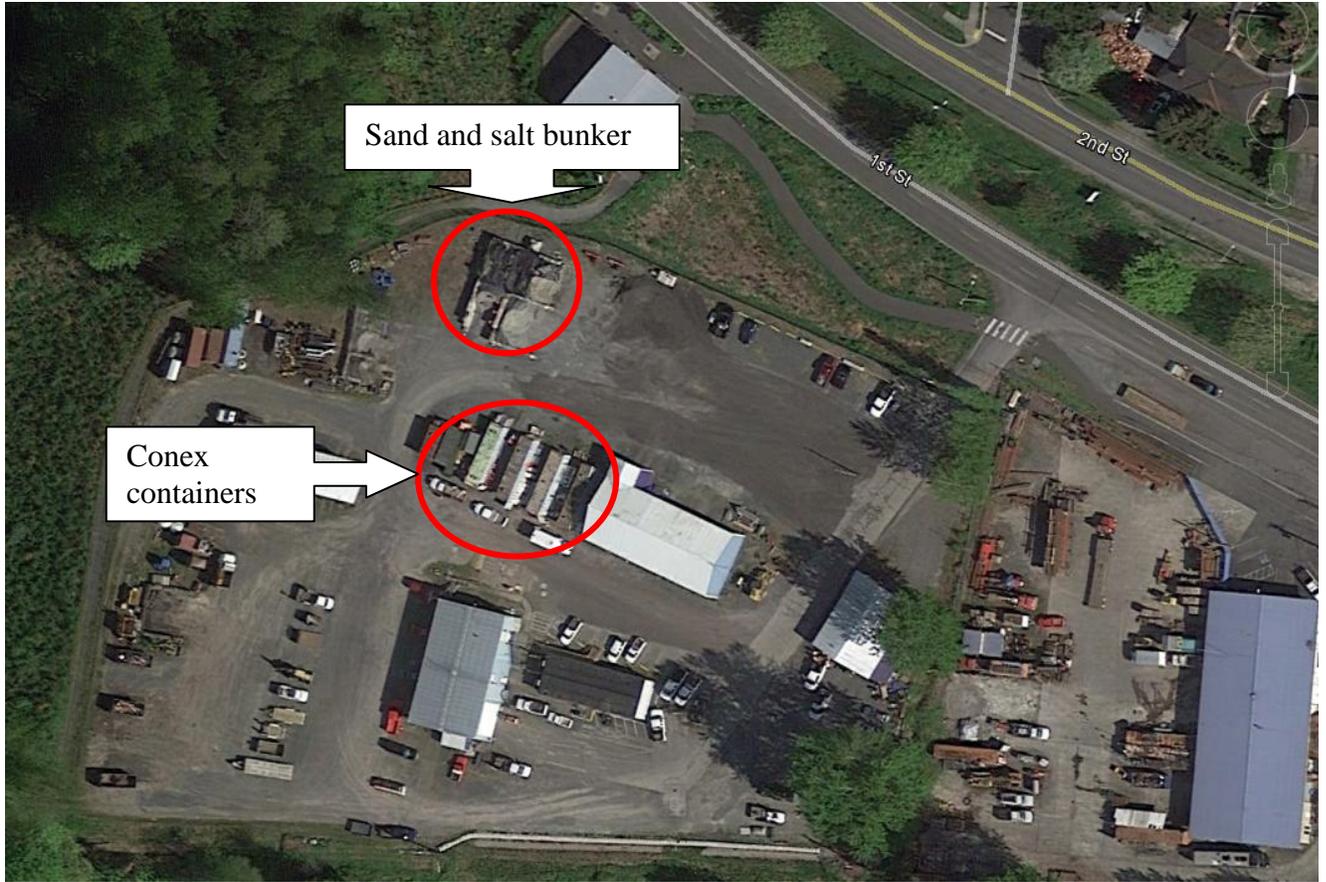
*Staff comments:*      *No rooftop equipment is proposed.*

**PLANNING STAFF CONSIDERATIONS:**

The site is an industrial use with little to no pedestrian activity. However because the structures may be visible from off-site, screening vegetation north of the paved area may help reduce the visual impact of the site. The applicant has stated the mitigation plantings associated with the Combined Sewer Overflow building will continue to grow and provide screening function. Because the site is located in the flight path of Harvey Field, if additional screening is recommended, the species will need to be low-growing.



**Action Item 4b**

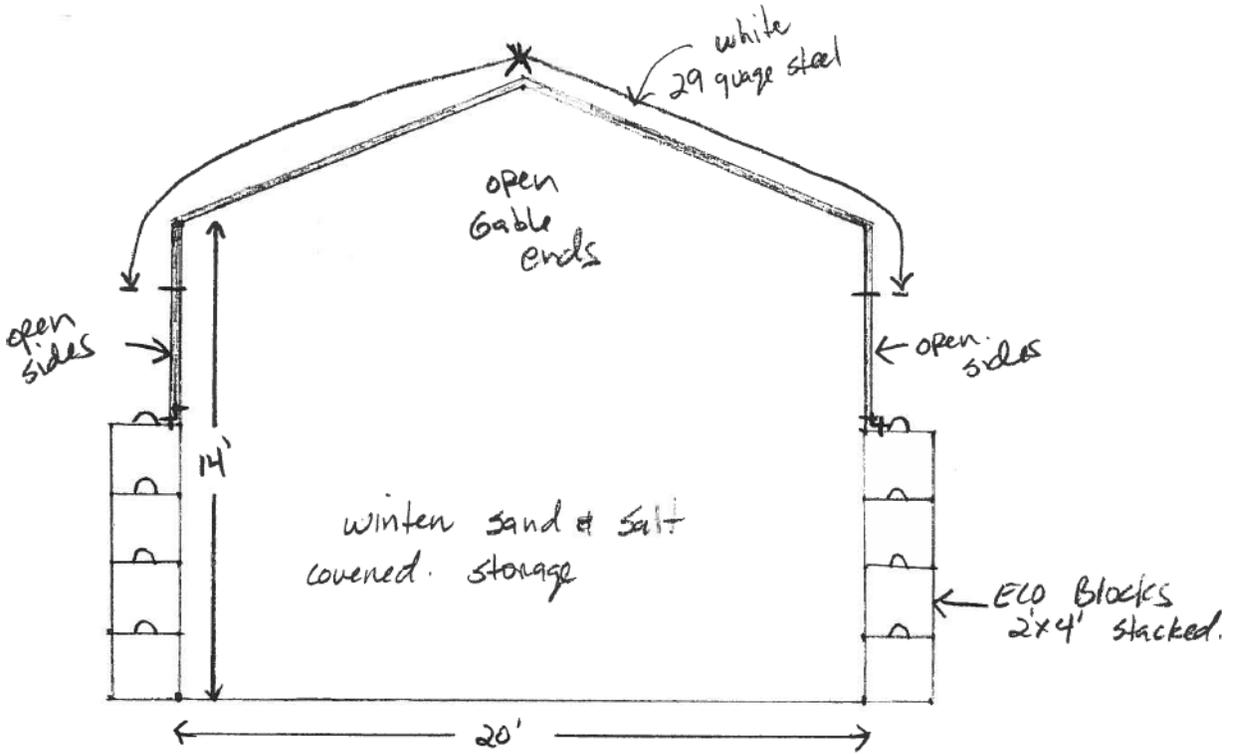


Proposed carport locations



Existing sand and salt bunker

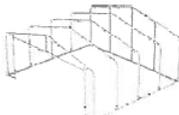
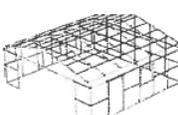
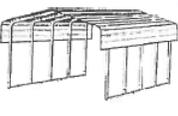
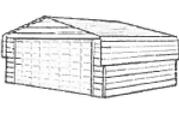
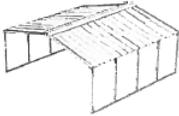
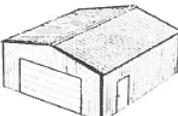
**Action Item 4b**



Proposed elevation – sand and salt bunker

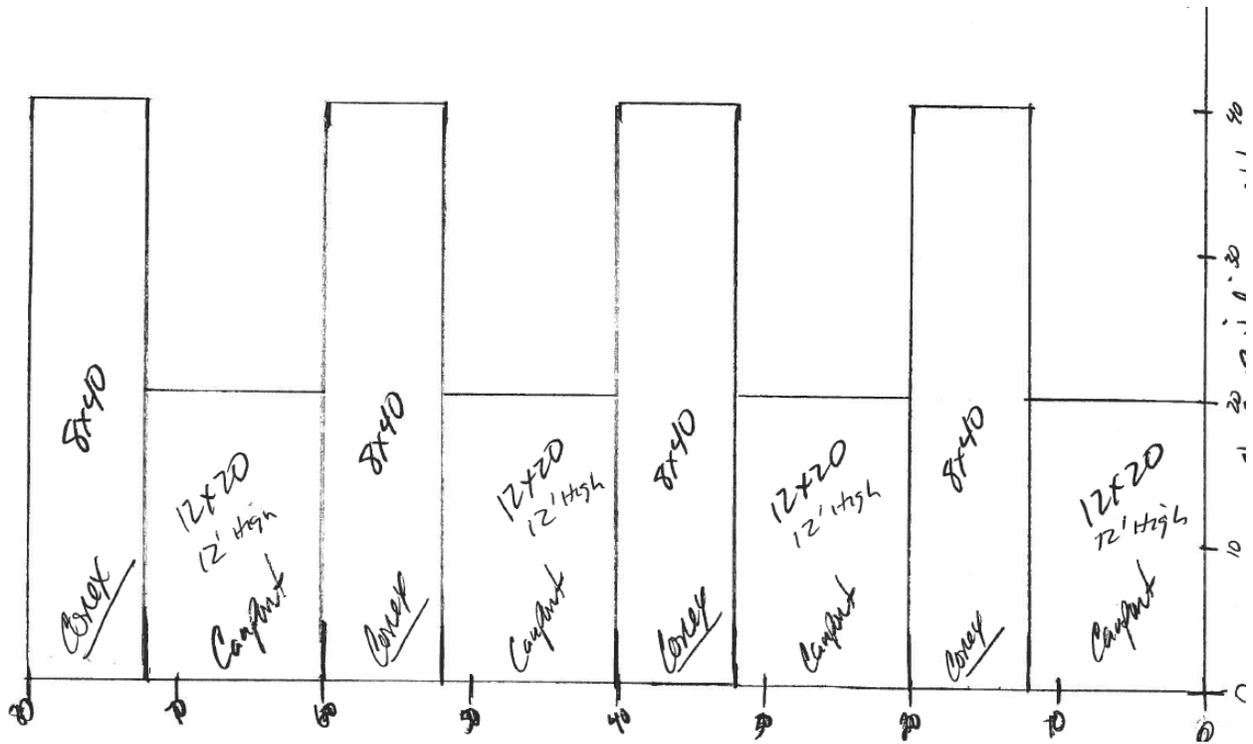


## MULTIPLE FRAMING OPTIONS

				
				
<b>CLASSIC CARPORT</b> Horizontal Roof	<b>CLASSIC ENCLOSED CARPORT</b> Horizontal Roof Horizontal Sides	<b>GRAND / GRAND X4 CARPORT</b> Vertical Roof	<b>FRONTIER / FRONTIER X4 GARAGE</b> Vertical Roof Horizontal Sides	<b>SUMMIT / SUMMIT X4 GARAGE</b> Vertical Roof Vertical Sides

Proposed carport structure

**Action Item 4b**



Proposed layout between existing Conex containers



Proposed location (carport between each container, for a total of five)



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## DESIGN REVIEW BOARD STAFF REPORT

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<b>Design Review Number:</b>	16-02-DRB	<b>Meeting Date</b>	February 10, 2016
<b>Applicant:</b>	Mike Johnson for City of Snohomish Public Works		
<b>Property Address:</b>	2115 Second Street		
<b>Application Date:</b>	January 11, 2016		
<b>Project Description:</b>	Metal carport at Wastewater Treatment Plant		

### **Subject Proposal:**

This proposal is for a metal carport structure at the Wastewater Treatment Plant. The proposed structure is similar to those proposed at the Shop site, with a shallow roof pitch with open sides and gables. The proposed carport will measure 390 square feet (15 feet by 26 feet) and 17 feet in height to the roof peak. The carport will be used for equipment storage.

The Wastewater Treatment Plant site is located outside the Historic District, however as the proponent is a government entity, the proposal falls under the purview of the DRB under SMC 14.230.030B. The site is an industrial use with highly restricted views from off-site.

### **Project Location:**

The site is addressed as 2115 Second Street, outside the Historic District.

### **Land-Use Designation:**

Industry

### **Requested Review:**

The applicant has requested a *detailed* review.

### **Compliance with the Land Use Development Code - Title 14 SMC**

The proposal does not appear to conflict with development regulations in Title 14 SMC.

## BUILDING DESIGN

### Screening Blank Walls

#### STANDARDS:

1. Walls shall have architectural treatment if they are fifty feet in length or more and facing streets, or are visible from residential areas where windows are not provided. Ground-floor, street-facing façades shall incorporate at least four of the following elements:

**Action Item 4c**

- Masonry (not flat concrete block)
- Concrete or masonry plinth at the wall base
- Belt courses of a different texture and color
- Projecting cornice
- Projecting metal canopy
- Decorative tilework
- Trellis with planting
- Medallions
- Change of paint color
- Opaque or translucent glass
- Artwork
- Vertical articulation
- Lighting fixtures
- Recesses
- An architectural element not listed above, as approved, that meets the intent

Board evaluation:      Consistent:     Inconsistent:     More information needed:

*Notes:*

*Staff comments:*      *The proposed structure is not over fifty feet in length.*

**PLANNING STAFF CONSIDERATIONS:**

Due to its location on an industrial site and zoning designation, and the limited scope of the proposal, staff has identified only one applicable standard from the Design Standards and Guidelines (outside the Historic District). It is staff’s assessment that the proposal complies with the applicable standard.



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## APPLICATION FOR DESIGN REVIEW

JOB ADDRESS: 2115 2nd Street, Snohomish WA		HISTORIC DISTRICT
Land Use Designation: Sewage Treatment	Property Tax #: 28051300201800	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No # 16-02-DRB

APPLICANT: <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Architect/Designer <input type="checkbox"/> Other:	
Property Owner: City of Snohomish	Applicant/Contact: <input type="checkbox"/> same as owner Michael Johnson
Address: 116 Union Ave.	Address: 116 Union Ave.
City/St/Zip: Snohomish WA 98290	City/St/Zip: Snohomish WA 98290
Phone: 360-568-3115	Phone: 360-568-7070
Email: SnohomishWA.Gov	Email: Johnsonm@SnohomishWA.Gov

**PROJECT DESCRIPTION:**

Briefly describe the project and proposed materials below. "Refer to plans" is not appropriate. Use additional sheets if necessary.

<p><b>Type of Work:</b></p> <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> New Addition <input type="checkbox"/> Exterior Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Awning <input type="checkbox"/> Signage <input type="checkbox"/> Fence <input type="checkbox"/> Landscaping <input type="checkbox"/> Historic District Register <input type="checkbox"/> Special Tax Valuation <input type="checkbox"/> Mobile Vendor <input type="checkbox"/> Other	<p>* Construct a 15x26 Canport for Equipment Storage.</p> <p>* NO additional fill will be added.</p> <p>* Roof height - 17' meets snow load &amp; wind load requirements.</p>
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NOTE: Construction, Signs, and Fences require a separate building permit application

**Conceptual Review** for direction and feedback on a preliminary design, with the understanding that the project will be reviewed in greater detail at a future meeting. Detailed drawings are not required, however no determination will be issued.

**Detailed Review** to obtain a design review determination. Detailed drawings are required. See the Submittal Checklist.

**REPRESENTATION AT DRB MEETING:**

The representative should have the authority to commit the applicant to make changes that may be suggested or required by the Board

Name: Mike Johnson	Relationship to applicant: Same.
Phone # 360-568-7070	Email: Johnsonm@SnohomishWA.Gov

I hereby certify as applicant that the project will be carried out as approved. If subsequent design changes are made, I understand that the application must be amended and resubmitted for consideration and approval prior to the start of construction. By signing below I further certify that I have read and understand the Historic District Design Standards that are applicable to my project.

	Michael Johnson	1-25-16
Signature of Owner or Authorized Agent	Printed Name	Date

**Action Item 4c**



Proposed site



The proposed carport is located behind the existing building.

**Action Item 4c**



Proposed structure

***Discussion Item 5a***

**Date:** February 10, 2016

**To:** Design Review Board

**From:** Brooke Eidem, Associate Planner

**Subject:** Design Standards in the Historic District – Draft Introduction

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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.

At the January meeting, the Board requested additional language in the draft Introduction chapter. Staff has incorporated the ideas requested by the Board, and the revised section is attached. New language is in red underline (page 23).

Staff appreciates the Board's review and comment on the draft Introduction chapter.

## 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 neighborhoods and a vibrant commercial and cultural core. The city now serves as a

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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 first floor level are frequently combined with lodging, office and residential uses on upper

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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.

The DRB appreciates that each applicant designs their project to enhance the character and visual appeal of the Historic District. The DRB's role is to assist applicants in finding design solutions that meet the needs of the applicant and contribute to the character of the Historic District, as determined by compliance with these standards. Applications are reviewed for consistency with adopted design standards, based on information provided by the applicant. Additional information or revisions to the original design may be necessary to confirm consistency. 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

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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**

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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, 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.

***Discussion Item 5b***

**Date:** February 10, 2016

**To:** Design Review Board

**From:** Brooke Eidem, Associate Planner

**Subject:** Summary of Individual Member Design Reviews – January 7, 2016 – February 4, 2016

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There were no individual reviews conducted the previous month.