



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

DESIGN REVIEW

WITHIN THE HISTORIC DISTRICT

For more information, refer to Snohomish Municipal Code (SMC) 14.225

WHAT IS THE DESIGN REVIEW BOARD?

The Design Review Board (DRB) is the advisory committee that reviews and makes recommendations to city staff on proposals for development within the Historic District. Recommendations pertain to the proposal's conformance with design and historic preservation, as set forth in the Snohomish Historic District Design Standards.

The board was established by City Council on July 3, 1973, 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..." The board consists of 5 members, each appointed by the City Council. DRB meetings are on the second Wednesday of every month in the Postmaster Conference Room at City Hall, 116 Union Avenue.

WHAT TYPES OF PROPOSALS DOES THE DRB REVIEW?

In the Historic District, the DRB makes recommendations on the following:

- Modification of the exterior of existing structures
- Construction activities that require a building permit, including signs or fences
- Any mobile vendor structures or trailers which will do business in the Historic District for more than 30 days
- Building Demolitions
- Special tax valuations
- Requests for additions to the list of officially designated historic structures, with the final decision being made by the City Council

Outside the Historic District, the DRB reviews buildings or facilities that are proposed by governmental entities, such as the City, fire district, school district, or state.

WHAT IS THE DRB PROCESS?

Applicants are encouraged to participate in a pre-application conference with city staff to receive preliminary, conceptual review by the DRB, and to discuss options for meeting the design standards.

Following submittal of a complete application, the following procedures apply:

1. City staff prepares a report to the DRB.
2. DRB holds its meeting, with an opportunity for input from the applicant and interested citizens. The sequence is as follows:
 - City staff presentation reviewing the application and conformance with adopted standards
 - Presentation by applicant
 - Comments from any members of the public
 - DRB deliberation and recommendation to the City Planner on conformance with Design Standards. Recommendations may include conditions to achieve conformance.
 - If necessary, the DRB may include a visit to the applicant's site to gather additional information, as part of its meeting.
3. After the DRB review, the City Planner issues a written determination on the proposal's conformance. Determinations may include conditions to achieve conformance.
4. The City Planner's determination may be appealed to the Hearing Examiner. Appeals must be filed within 10 days of the decision and must conform to the provisions of SMC 14.75.



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WHAT STANDARDS ARE USED?

The DRB and the City Planner review applications for projects located within the Historic District using the following standards:

- *Snohomish Historic District Design Standards*, updated 2003
- *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, 1995
- *A Guide to Twentieth Century House Styles, Montlake: A Primer of Residential Styles*
- *The Visual Dictionary of American Domestic Architecture*, Rachel Carley, Roundtable Press, 1994
- *Hands On! The Rehabilitation Handbook for Everett's Historic Homes*, Makers Architecture and Urban Design, 1992
- *Dictionary of Architecture*, Henry Saylor, John Wiley & Sons, New York, 1952

HOW DO I BEGIN?

A pre-application conference is encouraged, to share your ideas with staff prior to formal submittal. Early discussion may help to facilitate a rapid review of your application. Conceptual Pre-Application Review meetings are offered free of charge, and are a great opportunity to get early guidance from city staff on policies, regulations, and code compliance.

It is highly recommended that the pre-application meeting and initial design review submittal occur early in the design process. However, conceptual reviews do not relieve the applicant of formal review by the DRB.

Pre-Application forms and additional information are available at City Hall.

IS THERE A SUBMITTAL DEADLINE FOR DRB-APPLICABLE PROPOSALS?

Yes. The deadline for submitting materials for review by the Design Review Board is the **15th of each month**, for the meeting occurring the following month.

WHAT IF MY PROJECT WILL NOT RESULT IN SIGNIFICANT IMPACTS?

If an application is determined to result in only minor changes to the appearance of an existing building, the City Planner may request review by one member of the DRB, outside the normal DRB meeting schedule. The individual member will make a recommendation to the City Planner, or may refer the application to the full DRB.

WHAT IF I CHANGE MY DESIGN AFTER IT HAS BEEN APPROVED?

Final building plans must conform to the approved design, including dimensions, materials, and features, as well as any conditions of approval.

If the applicant proposes changes to the approved design, a request to modify the design must be submitted in writing to the City Planner.

Minor changes may be approved by city staff. Changes deemed by the City Planner to be significant will be returned to the DRB for a recommendation.

WHAT DO THE CITY AND DRB NEED TO REVIEW MY APPLICATION?

Design Review submittal requirements vary depending upon the nature of the project. Buildings will require substantially more information than a sign or fence, for example. All submittals will require a Design Review Application form, in addition to any necessary forms for your specific proposal (land use application form, building permit application form, etc.). Scaled drawings are always required, as are photos, and a site plan.

For specific submittal requirements, refer to the submittal checklist for your project type, included in this packet.

NOTE: This information should not be used as a substitute for City codes and regulations.



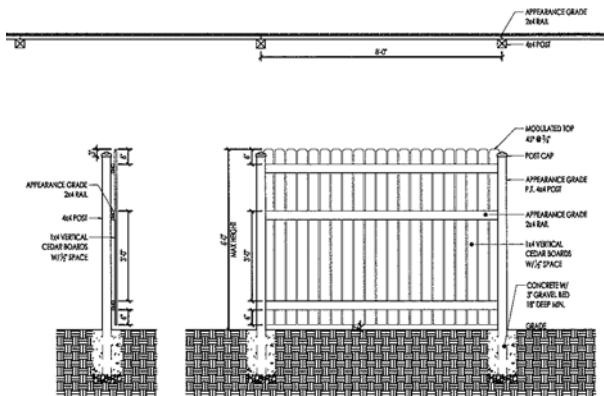
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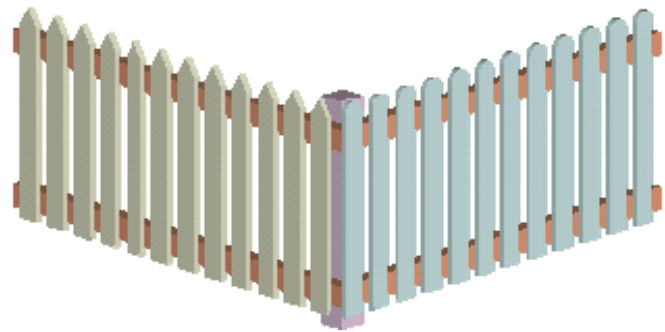
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SAMPLE DESIGN REVIEW SUBMITTAL DETAILS

FENCE

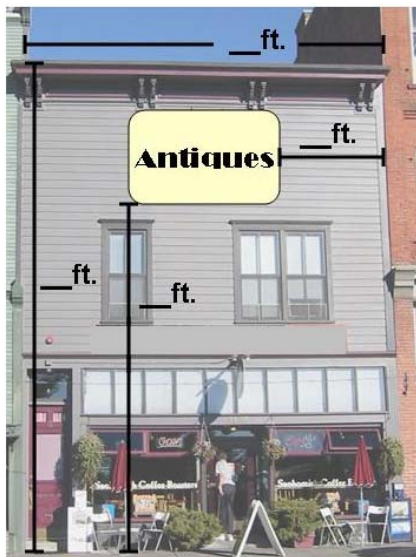


WOOD FENCE DETAIL

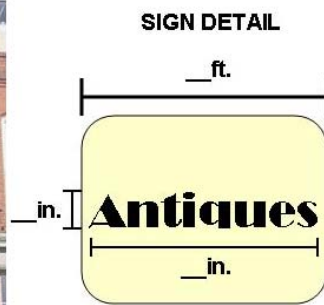


PICKET FENCE RENDERING

SIGN

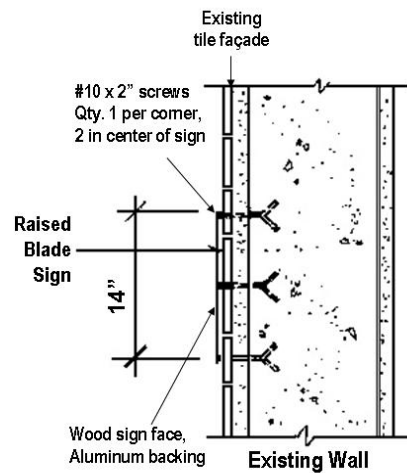


BUILDING SIGN ELEVATION PLAN



SIGN DETAIL INCLUDES:

- What sign says
- Dimensions
- Color of letters / graphics
- Color of background
- Materials



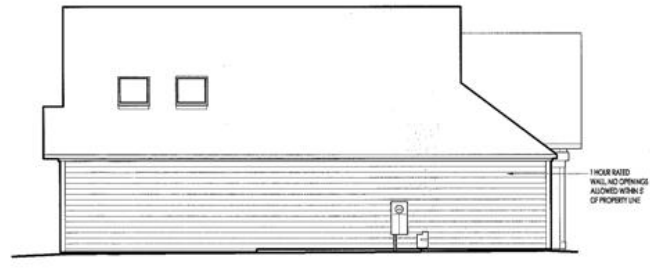
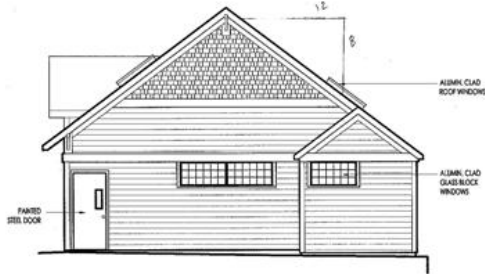
WALL MOUNTED SIGN INSTALLATION DETAIL

Sample Building Submittal



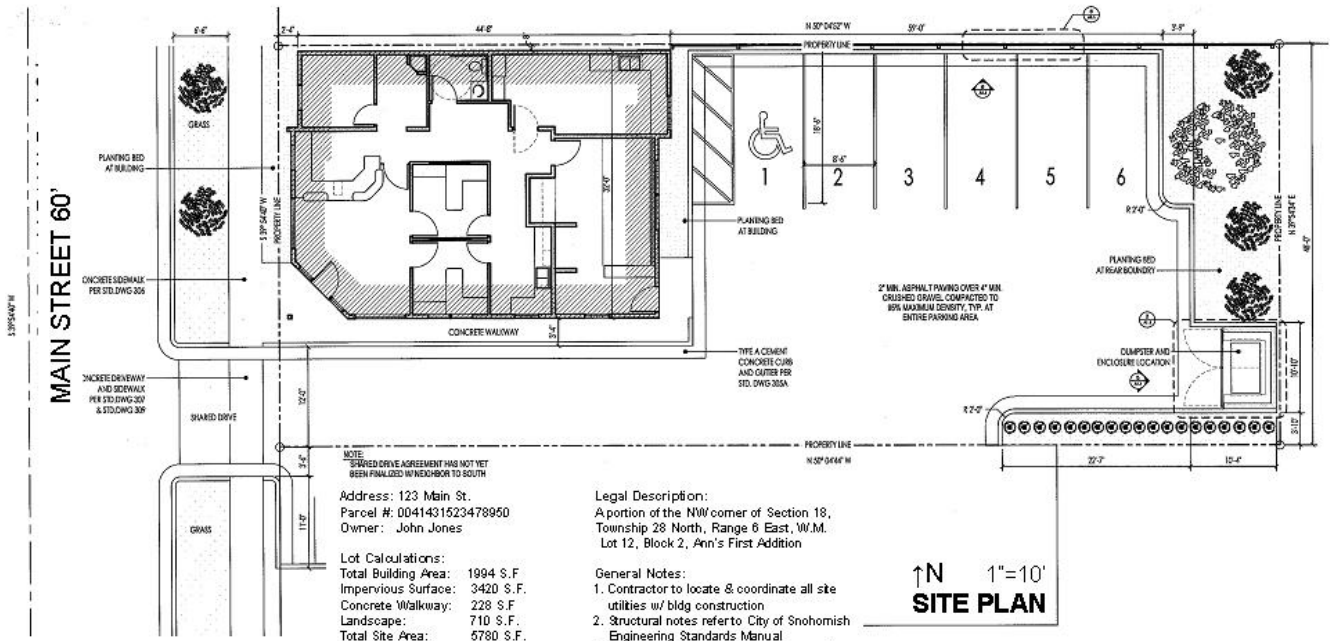
1 WEST ELEVATION

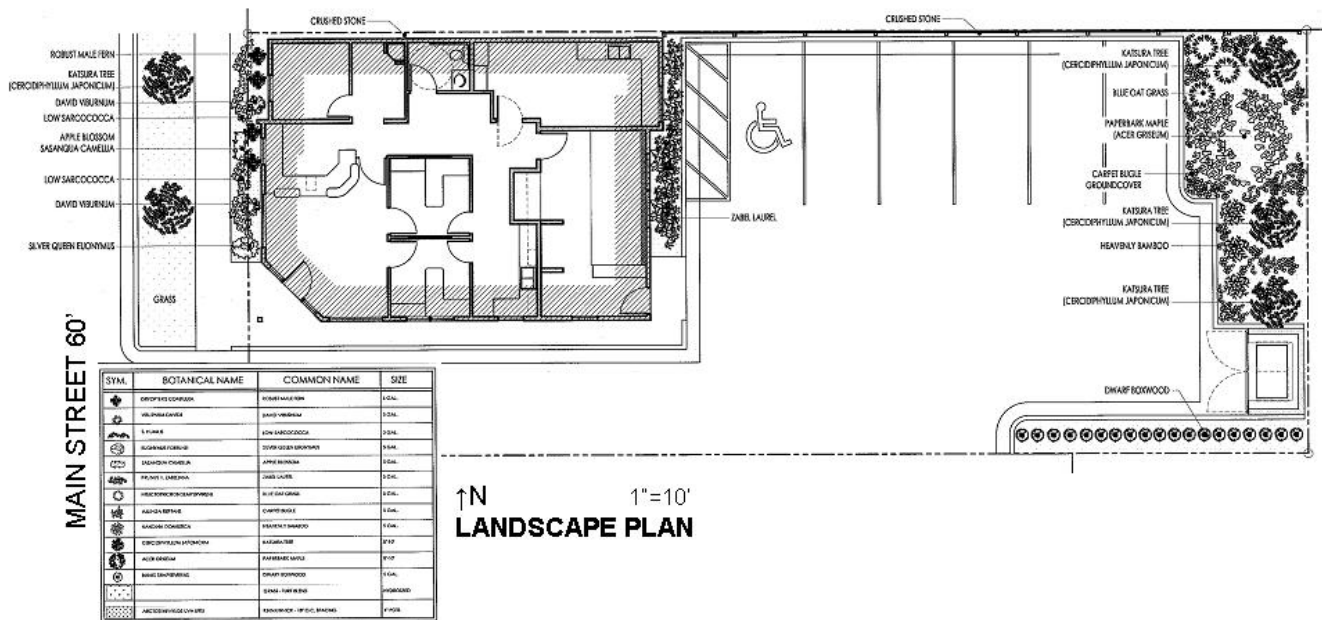
2 SOUTH ELEVATION



3 REAR ELEVATION

4 NORTH ELEVATION





USEFUL LINKS:

REFERENCE ITEM	LINK
Snohomish Municipal Code	http://www.ci.snohomish.wa.us/MunicipalCode.htm
Land Use Map	http://www.ci.snohomish.wa.us/MapLandUse.htm
Snohomish Comprehensive Plan	http://www.ci.snohomish.wa.us/ComprehensivePlan.htm
Application Forms	http://www.ci.snohomish.wa.us/FormsApplications.htm
City of Snohomish Design Standards and Guidelines Outside the Historic District	http://www.ci.snohomish.wa.us/PDFs/DesignStandards.pdf
Snohomish Historic District Design Standards	http://www.ci.snohomish.wa.us/PDFs/DesignStandardsHistoricDistrict.PDF
Endangered Species Act Response Planning	http://snoedc.com/pdfs/Snohomish_ESA_Strategy_060704b.pdf

For more information, visit Snohomish City Hall at 116 Union Avenue any time from 9:00 a.m. until 5:00 p.m. Monday through Friday, excluding holidays. You may also contact Planning & Development Services at (360) 568-3115.