



CITY OF SNOHOMISH

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

DESIGN REVIEW BOARD

The Design Review Board was established by the City Council in 1979, to “...promote visual quality throughout the City of Snohomish.” It currently consists of five members, appointed by the City Council, who are “...knowledgeable in the matter of design and aesthetic judgment by virtue of training, education and/or experience.” The Board currently meets once a month on the second Wednesday of the month, at 7:00 p.m., in the Postmaster Room at City Hall, located at 116 Union Avenue.

The **DEADLINE** for submitting materials for design review is the **15TH** of each month.

DESIGN REVIEW BOARD AUTHORITY

In the Historic District, the Design Review Board (DRB) reviews the following:

1. Any alteration to the exterior of an existing structure.
2. Construction of new structures.
3. Installation of an exterior sign or fence.
4. Any mobile vendor structures and trailers which will be doing business in the City’s Historic District for more than thirty days. The process for review is contained in Chapter 14.33 SMC. Design review must be performed prior to the issuance of any business license for a mobile vendor.
5. Special tax valuations.
6. Requests for additions to the list of officially designated historic structures shall be reviewed by the DRB and a written recommendation made to the City Council. The City Council shall grant final approval for additions to the list.

In all other land use districts, design review by the DRB shall be required in the following circumstances:

1. Construction of new structures involving mixed use, multifamily use or Planned Residential Developments (PRD).
2. Significant alterations to the exterior of an existing multifamily development. For purposes of this section “significant alterations” means revision to the design theme, i.e. change from Victorian to Tudor style; or addition or deletion of square footage in excess of 1,000 square feet or revision of the type of building material utilized so as to materially change the exterior appearance of the structure; or material revision to the landscaping, parking or other feature of the site.

DESIGN REVIEW PROCESS

- A. **Pre-application Meeting:** Applicants proposing the following projects shall first have a preapplication conference with the City Planner and/or their designee:
1. Multifamily developments and Planned Residential Developments.
 2. Any new structure in the Historic District
- B. **Submittal Requirements:** Depending on the nature of the request, all applicants submitting for DRB review, shall provide the information listed in the application requirements, SMC Section 14.05.050.
- C. Prior to public meeting with the DRB, the City shall make available to the public and the Design Review Board a staff report detailing the degree of compliance with the City's design standards or this ordinance.
- D. City staff shall schedule the application for a public meeting to consider the application.
- E. **Design Review Board Meeting:** The meetings are informal for the purpose of acquiring comments from the applicant, members of the public, City staff and consultants. The sequence of the proceedings shall be as follows:
1. Presentation by City Staff reviewing the application and conformance with the adopted standards.
 2. Presentation by the applicant.
 3. Comments from any members of the public.
 4. Design Review Board deliberations, which shall include producing recommended findings of fact and conclusions with regard to compliance with the applicable design standards. Findings shall cite an applicable design standard and each condition of approval or denial shall cite applicable findings.
 5. The meeting shall be located in a public building, however, the DRB may include as part of its meeting a visit to an applicant's site to gather additional fact concerning the application. The Board currently meets once a month on the second Wednesday of the month, at 7:00 p.m., in the Postmaster Room at City Hall, located at 116 Union Avenue.
 6. **The DRB shall forward their findings to the City Planner in the form of a recommendation.** You will need to submit a Construction Permit to the Building Department to get approval for construction of your project.
- F. The City Planner shall issue a written administrative decision within 10 days of receipt of the DRB's recommended findings and conclusions. Said administrative decision shall incorporate the DRB's recommendations in approval of any land use action or building permit, except for any condition which is contrary to law or the applicable design standards.
- G. **Appeal:** Any aggrieved party to the City Planner's decision and administrative determination may appeal the decision to the Hearing Examiner following the procedures contained in SMC Chapter 14.10. If no timely appeal is filed, then the City Planner's decision shall be final. Appeal of the decision of the Hearing Examiner is to Superior Court and must be filed within the timelines outlined in RCW 36.70B

DESIGN STANDARDS

- A. For projects located in the Historic District: The “*Snohomish Historic District Design Standards*” for Snohomish, Washington and “The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings” as set forth in SMC Chapter 14.40.
- B. Consistent with SMC 14.39.020, for projects located in all other land use designations: *Residential Development Handbook for Snohomish County Communities*, dated March 1992. In using this document, the word “should” shall be interpreted to mean “shall”. If application of these standards results in conflicting requirements, then the requirement listed first in the *Handbook* shall be applied, with remaining conditions applied in the order in which they appear.
- C. Interpretations of the meaning or application of the provisions of the design standards described in this section shall be an administrative interpretation in accordance with SMC 14.03.030.

PRE-APPLICATION PROCEDURE

Pre-Application Conferences shall be conducted prior to DRB review.

- θ Fill out a Pre-Application Checklist and submit to the Permit Coordinator at City Hall.

DESIGN REVIEW APPLICATION PROCEDURE

Submittal Requirements:

- Notarized Land Use Application form.
- Site Plan drawn to scale shall show property lines, north arrow, building dimensions, adjacent streets, and other site improvements (7 copies).
- Elevations of all sides, drawn to scale, of the proposed structure(s) (7 copies).
- Photo sets showing existing conditions and adjacent properties (7 copies). Please contact Judy Gribble for more information at 360/568-3115).
- For new construction, include landscape plans (7 copies). The landscape plan should show areas of landscaping and proposed plant species and sizes. A Landscape Architect or certified nurseryman must produce the landscape plan.
- Letter outlining how the project complies with the design standards.
- 8½ x 11 reduction of **ALL** larger drawings.

SIGNS

The Design Review Board reviews all sign permits within the Historic District. Initial review will be performed by one member of the Design Review Board. If the Board member finds that your proposed sign is consistent with the design standards, no further review by the Board is necessary.

Submittal Requirements:

- Sign permit application, \$50 fee.
- Scale drawing of sign(s) (2 copies).
- Photo set or drawing of proposed sign location (2 copies).
- Site plan showing proposed sign location (2 copies). The site plan drawn to scale shall show property lines, streets, and north arrow..
- Paint chips, or color rendering, of proposed colors.
- 8½ x 11 reduction of larger drawings (2 copies).

FENCES

The Design Review Board reviews all fence permits within the Historic District. Initial review will be performed by one member of the Design Review Board. If the Board member finds that your proposed fence is consistent with the design standards, no further review by the Board is necessary.

Submittal Requirements:

- Fence Permit application, \$50.00 fee.
- Detailed drawing of fence and gate(s) (2 copies).
- Photo set of proposed fence location (2 copies).
- Site plan showing proposed fence location (2 copies). The site plan drawn to scale shall show property lines, sidewalks, streets and north arrow.
- 8½ x 11 reduction of larger drawings (2 copies).

VARIANCES

Variations from the provisions of this Chapter or any design standard adopted by the City may be allowed where special conditions pertaining to a specific piece of property and the literal enforcement of the provisions this Chapter or design standard would cause undue and unnecessary hardship. The Design Review Board shall consider requests for a Variance and shall make a **recommendation** to the Hearing Examiner.

- A. No Variance shall be authorized by the Hearing Examiner unless the Hearing Examiner finds that all of the following facts and conditions exist:
 - 1. There are unique physical conditions, including at least one of the following:
 - a. Historical structure(s) would lose a vital element of its historicity.
 - b. The streetscape (as defined in SMC 14.39.040) would fail to be enhanced.
 - c. Exceptional topographical or other unusual physical conditions.

2. Due to physical conditions beyond the control of the applicant, strict conformity with the provisions of this Chapter will not allow reasonable use rights that are generally available to other property owners in the same area.
 3. The Variance, if granted, will not be detrimental to adjacent properties.
 4. The practical difficulties or unnecessary hardship have not been created by the owner or predecessors in title.
 5. The Variance, if granted, shall not constitute a land use re-designation, increase the permitted density, or cause a change in the boundaries of a land use designation.
- B. The process for review of the Variance Application shall first include the procedures set forth in SMC 14.39.030. Following the completion of these procedures, the applicant shall follow the process set forth in SMC 14.19.050. The Design Review Board and the Hearing Examiner shall use the Variance criteria noted in SMC 14.39.050A. Any appeals shall be processed consistent with SMC 14.19.100-160.

Variance Submittal Requirements

- θ Provide a letter addressed to the City Hearing Examiner detailing how the proposal satisfies the requirements of 1-5 noted above.
- θ Deposit to cover hearing costs, typically \$1,200.
- θ Adjacent property owner mailing list.
- θ Site plan drawn to scale showing all structures, property lines, streets and infrastructure improvements required for the application.

LOCAL HISTORIC DISTRICT REGISTER

The Design Review Board reviews proposed additions to the City's list of Officially Designated Historic Structures and makes a recommendation to the City Council.

Submittal Requirements:

- A letter written to the Design Review Board requesting addition of the structure to the Local Historic District Register, include available historic information (such as date of construction and known historic events) and current condition of the building (including architectural style).
- Photographs of current condition.
- Historic photographs of structure, if available.

TEN-YEAR SPECIAL TAX VALUATION

The Design Review Board approves rehabilitation and restoration work to Officially Designated Historic Structures under a state-authorized program to reduce assessed valuation of a structure after rehabilitation by the cost of the work. This special valuation applies for ten years.

Apply to the County's Assessor's Office Exemption Department. Call (425) 388-3540 for application forms.

NOTES REGARDING DESIGN STANDARDS

Copies of the City's adopted design standards are available at City Hall. The *Snohomish Historic District Design Standards for Snohomish, Washington* is currently available on our website at www.ci.snohomish.wa.us. However, we can provide an electronic copy when requested.

The *Residential Development Handbook for Snohomish County Communities, dated March 1992* is available in paper form only. If you wish to have a copy, please contact the Community Services Coordinator (360) 568-3115. The Community Services Coordinator is the Planning division liaison to the Design Review Board.

<p>Note: This information should not be used as a substitute for City Codes and Regulations. You should review all the details of your project with the Planning Division at 116 Union Avenue (360) 568-3115 between 9:00 a.m. and 5:00 p.m. Monday through Friday.</p>
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