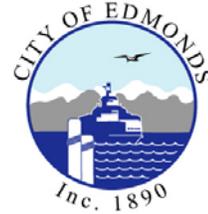


City of Edmonds Development Information



Design Review

WHY DO I NEED DESIGN REVIEW?

The City of Edmonds uses design review to promote development practices that enhance the environmental and aesthetic quality of the community as a whole. All development projects other than those associated with single-family development and duplexes in multifamily residential zones are subject to some form of design review – new construction, additions, exterior remodels, signs, landscaping, etc.

WHERE CAN I FIND THE APPLICABLE DESIGN STANDARDS AND PROCESSES?

Design standards are found in both the City's Comprehensive Plan and the Edmonds Community Development Code (ECDC) and apply to general areas of town or specific zoning districts. These documents and the others referenced below are available online via the City website (www.edmondswa.gov); at the Planning Division in the Development Services Department at 121 5th Avenue North; and at the Edmonds Public Library at 650 Main Street.

1. District-specific design objectives for the Downtown/Waterfront Activity Center, the Medical/Highway 99 Activity Center, and the Highway 99 Corridor are found in the Land Use Element of the Comprehensive Plan.
2. General urban design objectives are found in the Community Culture and Urban Design Element of the Comprehensive Plan. These objectives and standards apply in all other areas of the City.
3. ECDC Title 16 – Zone Districts. Each zoning district has specific design standards, particularly the General Commercial zones (Chapter 16.60).
4. ECDC Chapters 20.10 – 20.13. These chapters include standards and processes used in design review.
 - a. Chapter 20.10 – Design Review
 - b. Chapter 20.11 – General Design Review
 - c. Chapter 20.12 – District-Based Design Review
 - d. Chapter 20.13 – Landscaping Requirements
5. ECDC Title 22 – Design Standards. Specific design standards for the downtown business (BD) zones and the Firdale Village (FVMU) zones.
6. Street Tree Plan. This portion of the Edmonds Streetscape Plan contains specific requirements for street tree installation in certain locations throughout the city.

Other sections of the Edmonds Community Development Code that will affect the design of a project include: ECDC Chapter 17.50, off-street parking standards; ECDC Title 18, Public Works Requirements (including land clearing and tree cutting, stormwater, streets and sidewalks, parking lot construction, etc.); ECDC Title 23, the Shoreline Master Program and the Critical Areas codes.

ARE THERE DIFFERENT TYPES OF DESIGN REVIEW?

Yes. The type of design review depends on the location of the project within the City.

1. District-based design review applies for projects located in:
 - a. The downtown business zones (BD zones) located within the Downtown/Waterfront Activity Center.
 - b. The general commercial (CG and CG2) zones located within the Medical/Highway 99 Activity Center or the Highway 99 Corridor.
2. General design review applies to all other areas of Edmonds.

WHO DOES THE REVIEW?

Depending on the scope of the project, design review is done either by the Architectural Design Board (ADB) or city staff. The ADB is composed of five design professionals and two lay citizens who specifically review those projects where a threshold determination is required by the State Environmental Policy Act (SEPA); except, in the general commercial zones the ADB is only required to review projects that include buildings exceeding 60 feet in height in the CG zone or 75 feet in height in the CG2 zone. The ADB meets the first Wednesday of the month at 7:00 p.m. in the Council Chambers, Public Safety Complex, 250 5th Avenue North, in downtown Edmonds.

All projects under the maximum height in CG and CG2 and all those elsewhere in the City that don't require a SEPA determination are reviewed administratively by city staff.

WHAT IS THE PROCESS FOR GENERAL DESIGN APPROVAL?

The following findings must be made by staff or the ADB when using general design review:

- Criteria and Comprehensive Plan. The proposal is consistent with the criteria listed in ECDC 20.11.030 in accordance with the techniques and objectives contained in the Urban Design chapter of the Community Culture and Urban Design Element of the Comprehensive Plan.
- Zoning Ordinance. The proposal meets the bulk and use requirements of the zoning ordinance, or a variance or modification has been approved under the terms of this code for any duration.

Staff Review (Type I decision)

Most commonly, staff completes design review as part of the building permit application review. The required application materials identified on Page 6 are submitted with the building permit application and staff reviews the project for design compliance while looking at height, setbacks, parking and other zoning criteria. In a limited number of instances, a separate design review application may be required.

ADB Review (Type III-B decision)

Upon submittal, staff will review the application for completeness; the contact person for the project will receive a letter indicating whether the application is complete and/or identifying any additional items or information that is required. Once complete, the application is reviewed for compliance with city codes, and the proposal is scheduled for an ADB meeting agenda. Approximately one week before the meeting, a staff report with recommendations and suggested conditions will be mailed to the ADB and the project contact.

The ADB meeting is a public hearing with testimony taken from staff, the applicant, and interested citizens. Staff will present their report and the applicant then usually makes a presentation about the proposal. Citizens can comment on the proposal as well. After deliberation and consideration of the testimony presented, the Board will make a motion to approve the proposal, deny it, or approve the proposal with modifications and/or conditions.

WHAT IS THE PROCESS FOR DISTRICT-BASED APPROVAL?

The following findings must be made by staff when using district-based design review:

- Design Guidelines. The proposal meets the relevant district-specific design objectives contained in the comprehensive plan.
- Zoning Ordinance. The proposal meets the bulk and use requirements of the zoning ordinance, including the guidelines and standards contained in the relevant zoning classification(s), or a variance or modification has been approved.

The following findings must be made by the ADB when using district-based design review:

- Design Objectives. The proposal meets the relevant district-specific design objectives contained in the comprehensive plan.
- Design Criteria. The proposal satisfies the specific checklist criteria identified by the ADB during Phase 1 of the public hearing (see ECDC 20.12.020).
- Zoning Ordinance. The proposal meets the bulk and use requirements of the zoning ordinance, or a variance or modification has been approved.

Staff Review (Type I decision)

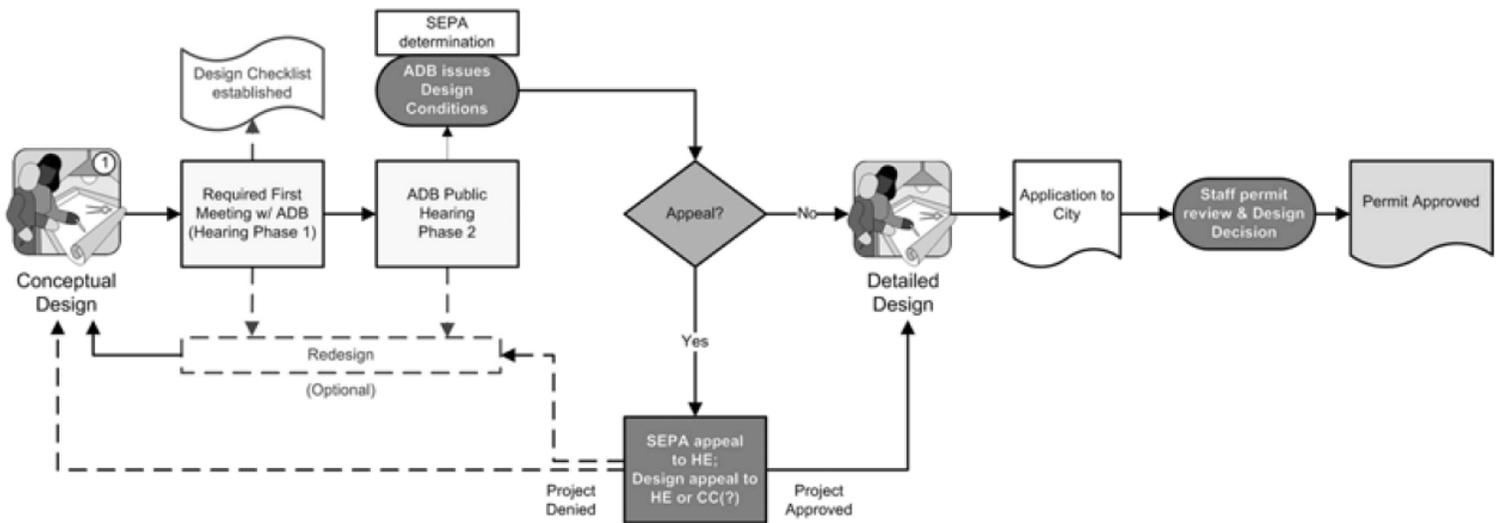
As with general design review, staff usually completes district-based design review as part of the building permit application review. The required application materials identified on Page 6 are submitted with the building permit application and staff reviews the project for design compliance while looking at height, setbacks, parking and other zoning criteria. In a limited number of instances, a separate design review application may be required.

ADB Review (Type III-B decision)

The district-based review by the ADB involves a two-phase process developed in order to obtain public and design professional input prior to the expense incurred by a developer in preparation of detailed design. In general, the process is as follows:

- 1) **Public Hearing (Phase 1)**. The applicant submits a preliminary conceptual design to the City. Staff schedules the first phase of the ADB hearing within 30 days of the application being found to be "complete." During Phase 1 of the public hearing, the ADB makes factual findings regarding the particular characteristics of the property and establishes a prioritized design guideline checklist based upon these facts, the provisions of the City's design guidelines, and elements of the Comprehensive Plan and the Edmonds Community Development Code. Following establishment of the design guideline checklist, the public hearing is continued to a date-certain (as requested by the applicant), not to exceed 120 days from the Phase 1 date.
- 2) **Continued public hearing (Public Hearing, Phase 2)**. The purpose of the continuance is to allow the applicant time to further refine or redesign the initial conceptual design to address the input of the public and the ADB by complying with the prioritized design guideline checklist criteria. When refinement or redesign is complete, it is resubmitted for final review; the review of this design is the subject of Phase 2 of the public hearing. This design must be submitted within 180 days of the Phase 1 meeting, or the two-step process must begin again as a new application.
- 3) **After completing the hearing process**, the final detailed design shall be presented to the City in conjunction with the applicable building permit application.

The following flowchart summarizes the two-phased ADB process for district-based review:



HOW DO I APPLY FOR DESIGN REVIEW?

Depending on whether design review is by staff or the ADB, submit those materials identified on the “Design Review Application Checklist” (Page 6). Include those “Plan Elements” applicable to the type of application that are listed on Pages 7 – 8. All required application materials must be submitted together to the Development Services Department, 121 5th Avenue North, Edmonds, WA, 98020.

The “Design Review Application Checklist” is intended to ask for all the information necessary to allow the City to make a well-informed decision on your application. You may wish to supplement the required application materials with additional items that help to demonstrate your project’s compliance with the pertinent regulations. Some examples include: photographs of the site and surrounding area, architectural renderings, perspective drawings, or dimensional models, building material samples, etc. Please be aware that all application materials are public information and all exhibits filed in connection with a project become the property of the City and will not be returned.

AFTER DESIGN REVIEW...

Appeals

Decisions on Type I actions may be appealed to Snohomish County superior court within 21 days of the issuance of the decision. Appeal of a Type III-B Architectural Design Board decision must be made within 14 days of the issuance of the decision according to the requirements of ECDC 20.07. Appeals of ADB decisions are heard by the City Council in a quasi-judicial hearing.

Prior to Construction

In those instances where design review is performed as a stand-alone review (not with a building permit application), building permits must be obtained from the Building Division prior to any construction. The building permit submittal must substantially agree with the approved design or the project may be subject to additional design review by the appropriate reviewing body or returned to the applicant for revision.

Improvements

As a result of your application, you may be required to make improvements, such as sidewalks, curbs, street trees or utilities undergrounding within the rights-of-way abutting your property. Refer to Chapter 18 of the Edmonds Community Development Code and/or consult with the City Engineering Division to determine if this is the case.

Landscaping

Installation of landscaping in accordance with an approved landscape plan becomes a condition of approval and no final occupancy permit will be issued until that work is completed.

Expiration of Approval

Design approval is valid for eighteen (18) months from the date of approval. The approval shall expire and be null and void unless a building permit is applied for within that time. The permit holder may file a written extension request with the Planning Division prior to the approval's expiration, which may be granted by the City if circumstances warrant.

Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at www.edmondswa.gov. The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.

Design Review Application Checklist

| <input checked="" type="checkbox"/> | APPLICATION ITEM | ADB REVIEW | STAFF REVIEW |
|-------------------------------------|---|--|---|
| <input type="checkbox"/> | 1. CRITICAL AREAS DETERMINATION. This may have already been completed for the subject property – check with Planning Division or on the City’s website (Handout P20). | REQUIRED | REQUIRED |
| <input type="checkbox"/> | 2. LAND USE APPLICATION FORM. This form must be completed in ink and include the owner’s signature (Handout B). | REQUIRED | N/A (unless design review is separate from building permit application) |
| <input type="checkbox"/> | 3. COVER LETTER. Describe how the proposal satisfies the applicable requirements and standards of the Comprehensive Plan and Edmonds Community Development Code. | REQUIRED | REQUIRED |
| <input type="checkbox"/> | 4. FEE. According to the current fee schedule. | REQUIRED | REQUIRED |
| <input type="checkbox"/> | 5. ENVIRONMENTAL CHECKLIST (Handout P71). | REQUIRED | MAY BE REQUIRED Required only if project exceeds a SEPA threshold |
| <input type="checkbox"/> | 6. ADJACENT PROPERTY OWNER (APO) LIST (Handout P2). | REQUIRED | MAY BE REQUIRED Required only if SEPA review is required |
| <input type="checkbox"/> | 7. PROJECT PLANS. Plan Elements listed on pages 7 & 8 are required for new development proposals – smaller projects will not require submittal of all Plan Elements listed. Contact Planning Division for specific requirements. | REQUIRED (SEE PAGE 7 FOR GENERAL, PAGE 8 FOR DISTRICT-BASED) | REQUIRED (SEE PAGE 7) |
| <input type="checkbox"/> | 7.a REPRODUCIBLE PLANS (11” by 17”) | 1 SET | 1 SET |
| <input type="checkbox"/> | 7.b OVERSIZED PLANS (Required only if you are providing plans larger than 11” by 17”). | 8 SETS | 3 SETS |
| <input type="checkbox"/> | 8. TRAFFIC IMPACT ANALYSIS (Handout E82) | MAY BE REQUIRED Consult with Engineering | MAY BE REQUIRED Consult with Engineering |
| <input type="checkbox"/> | 9. PRELIMINARY DRAINAGE PLAN (Handout E72) | MAY BE REQUIRED Consult with Engineering | MAY BE REQUIRED Consult with Engineering |

| PLAN ELEMENTS FOR ALL STAFF AND ADB GENERAL REVIEW | |
|---|---|
| | VICINITY PLAN |
| | Showing all significant physical structures and environmentally critical areas within a 200 foot radius of the site including, but not limited to, surrounding building outlines, streets, driveways, sidewalks, bus stops, and land use. Aerial photographs may be used to develop this information. |
| | VOLUME MODEL |
| | Three-dimensional sketches, photo simulations, or elevations that depict the volume of the proposed structure(s) in relation to the surrounding buildings and improvements. |
| | SITE PLAN (SEE HANDOUT B57) |
| | Showing topography (minimum 2-foot intervals), general location of building(s), areas devoted to parking, streets and access, loading areas, mechanical equipment, trash/recycling enclosure, and proposed open space. |
| | LANDSCAPE PLAN (SEE ECDC 20.13 – LANDSCAPING REQUIREMENTS) |
| | Showing locations of planting areas identifying landscape types, including general plant species and characteristics, street trees, and the like. |
| | UTILITY PLAN |
| | Showing access to and general areas reserved for water, sewer, stormwater/LID, electrical power, and fire connections and/or hydrants. |
| | BUILDING ELEVATIONS |
| | Building elevations for all building faces illustrating building massing and openings, materials and colors, and roof forms. |
| | LIGHTING PLAN |
| | Exterior lighting, including location, height and style of fixtures, intensity of illumination, etc. |
| | |

| | |
|--|--|
| | PLAN ELEMENTS FOR ADB DISTRICT-BASED REVIEW |
| | Public Hearing – Phase 1 |
| | VICINITY PLAN |
| | Showing all significant physical structures and environmentally critical areas within a 200 foot radius of the site including, but not limited to, surrounding building outlines, streets, driveways, sidewalks, bus stops, and land use. Aerial photographs may be used to develop this information. |
| | CONCEPTUAL SITE PLAN(S) |
| | Showing topography (minimum 2-foot intervals), general location of building(s), areas devoted to parking, streets and access, existing open space and vegetation. If more than one development concept is being considered for the property, all concepts being considered for the property should be submitted to assist the ADB in defining all pertinent issues applicable to the site. |
| | CONCEPTUAL VOLUME MODEL(S) |
| | Three-dimensional sketches, photo simulations, or elevations that depict the volume of the proposed structure(s) in relation to the surrounding buildings and improvements. |
| | Public Hearing – Phase 2 |
| | RESPONSE TO ADB CHECKLIST ITEMS |
| | An annotated checklist demonstrating how the project complies with the specific criteria identified by the ADB in Phase 1. |
| | SITE PLAN (SEE HANDOUT B57) |
| | Showing topography (minimum 2-foot intervals), general location of building(s), areas devoted to parking, streets and access, loading areas, mechanical equipment, trash/recycling enclosure, and proposed open space. |
| | LANDSCAPE PLAN (SEE ECDC 20.13 – LANDSCAPING REQUIREMENTS) |
| | Showing locations of planting areas identifying landscape types, including general plant species and characteristics, street trees, and the like. |
| | UTILITY PLAN (SEE TITLE 18 – PUBLIC WORKS REQUIREMENTS) |
| | Showing access to and general areas reserved for water, sewer, stormwater/LID, electrical power, and fire connections and/or hydrants. |
| | BUILDING ELEVATIONS (SEE HANDOUT B41) |
| | Building elevations for all building faces illustrating building massing and openings, materials and colors, roof forms, and mechanical equipment. A three-dimensional model may be substituted for the building elevation(s). |
| | LIGHTING PLAN |
| | Exterior lighting, including location, height and style of fixtures, intensity of illumination, etc. |
| | |