



General Design Review

WHAT IS “GENERAL DESIGN REVIEW?”

“General Design Review” is essentially the same design review process that has been employed for many years in Edmonds. The Architectural Design Board (ADB) normally reviews all proposed developments that require a threshold determination under the State Environmental Policy Act (SEPA). These are referred to as “**Major Projects**” and include a variety of development proposals, such as new multi-family buildings with more than 4 units, commercial projects adding 4,000 square feet or more in new commercial area, projects containing 20 or more parking spaces, and projects that involve over 500 cubic yards of grading. All other developments may be approved by staff according to the requirements of ECDC 20.95.040 (Staff Decision – No Notice Required). Applicants should check with City staff to confirm which process their project will need to follow to gain design approval.

WHAT IS THE ARCHITECTURAL DESIGN BOARD?

The Architectural Design Board (ADB) was created to promote design and construction practices that will enhance the environmental and aesthetic quality of the community as a whole. The ADB is composed of five design professionals and two lay citizens.

WHEN DO I APPLY FOR DESIGN REVIEW?

Applicants are encouraged to consult with City staff as soon as a design concept is being considered – in other words, before you have “settled” on a particular design. For ‘major’ projects, you are encouraged to file for a “preliminary review” with the Architectural Design Board. There is no cost for this service, and it enables you to meet with the ADB at an early stage in the project to obtain feedback and ideas before committing time and expense to a design that may have to be revised to meet city policies and design standards.

HOW DO I APPLY FOR DESIGN REVIEW?

Application requirements are detailed on the sheets entitled “Design Review Application Checklist” and “Plan Elements,” which are included in this handout. All required application materials must be submitted at the same time to the Edmonds Planning Division, 121 5th Avenue North, Edmonds, WA, 98020.

You are encouraged to meet with a planner from the Development Services Department prior to project design to discuss project compliance with City regulations and to obtain guidance on the application materials you must submit.

IS THAT ALL I NEED TO DO?

The “Design Review Application Checklist” is designed to obtain all the information necessary to allow the City to make a well-informed decision on your application. You may wish to supplement the above required application materials with additional items that help to demonstrate your project’s compliance with the pertinent regulations. Examples: 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.

WHAT CRITERIA ARE USED IN THE REVIEW OF MY PROJECT?

To approve a project, the following findings must be made either by city staff or the ADB, as applicable:

- **Criteria and Comprehensive Plan.** The proposal is consistent with the criteria listed in 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.

In making these findings, City staff or the ADB will be reviewing the following:

ECDC 20.11.030 contains specific design review **criteria** that all projects must meet. Similarly, ECDC 20.13 contains specific **landscaping requirements**.

Design objectives can be found in the Comprehensive Plan. General design objectives are contained in the Community Culture and Urban Design Element, while design objectives specific to downtown Edmonds are contained in the Downtown/Waterfront section of the Land Use Element. Note that the adopted Street Tree Plan also applies to development along certain streets.

The following sections of the **zoning ordinance** are those that most commonly apply to a project:

- Title 16 of the Edmonds Community Development Code (ECDC), which describes permitted and conditional uses, site development standards, and operating restrictions for the various zones in the city.
- ECDC 17.50 contains off-street parking requirements for many use(s) that your project contains.
- ECDC 18.45 regulates tree removal and land clearing.
- Title 23 regulates development in Critical Areas and in the area covered by the Shoreline Master Program.

WHERE CAN I GET THE DOCUMENTS MENTIONED ABOVE?

Copies of City documents such as the Edmonds Community Development Code, Comprehensive Plan, and the ADB's Design Guidelines are available online via the City website (<http://www.ci.edmonds.wa.us>); at the Planning Division in the Development Services Dept., 121 5th Avenue North; and at the Edmonds Public Library, 650 Main Street.

WHAT IS THE PROCESS FOR DESIGN APPROVAL?

The process depends on whether you must appear before the ADB or whether your project can be approved by City staff.

Staff Review

This is the simplest process. You simply turn in your application to the City, as described earlier in this handout. Staff will review your application for completeness, and you will receive a formal letter indicating when the application is complete. The actual time needed to complete the design review of your project will vary according to the complexity of the project; applicants can get more details by contacting the planner assigned to their project (a planner is assigned after the application is received, normally within a day or two of application).

ADB Review

This is the process used when your application must be reviewed and approved by the ADB. Upon submittal, staff will review your application for completeness; the contact person for the project will receive a letter whether the application is complete and/or identifying any additional items or information that will be required. Once complete, the application is reviewed for compliance with city codes, and the application will be scheduled on an ADB meeting agenda. Approximately one week before the meeting, a Staff Report with recommendations will be mailed to the Architectural Design Board and the project contact person.

The ADB meets the first and third Wednesday of every month at 7:00 p.m. in the Council Chambers, Public Safety Complex, 250 5th Avenue North, in downtown Edmonds. Meeting locations may change with room availability, so please review the meeting agenda for the meeting location.

For major projects being reviewed by the ADB, the meeting is conducted as a public hearing with testimony being taken from the applicant and affected citizens. A presentation of the project is normally made by the applicant. Questions are often raised at the meeting which require a commitment by the applicant. Therefore, it is important that the applicant or a representative empowered to make such commitments be present. If no representative is in attendance, the Board may not act upon the item.

Your application will be evaluated on the basis of the information you provide; the criteria listed in the pertinent sections of the Edmonds Community Development Code and Edmonds Comprehensive Plan, and other City regulations.

After completion of review, the Board will take one of the following actions: approve; deny; or approve with modifications and/or conditions.

Appeals

The project applicant or (when a public hearing is held) anyone who has testified or submitted a written statement regarding the file may appeal the decision of staff or the ADB by filing a written notice of appeal. Reasons for the appeal must be clearly stated. The appeal must be filed with the Planning Division within ten (10) working days of the postmarked date of the mailing of the staff decision, or the mailing of the ADB synopsis for items heard by the ADB. Appeals of ADB decisions are heard by the City Council; appeals of staff decisions are heard by the Hearing Examiner.

Prior to Construction

Building permits (including sign permits) must be obtained from the Building Division in addition to any required design review approval.

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. Please 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

Proposals approved by the Architectural Design Board or by City staff must be submitted for a building or sign permit within eighteen (18) months from the date of approval, or the approval shall expire and be null and void, unless an application for an extension is filed (prior to the approval's expiration) and approved by the City.

Important! This information should not be used as a substitute for City codes and regulations. If you have a specific question about a certain aspect of your project, you should contact a planner at (425) 771-0220. The Planning Division is located at 121 5th Avenue North.

Updated 2008.03.03

Design Review Application Checklist

<input checked="" type="checkbox"/>	APPLICATION ITEM	REQUIRED FOR MAJOR PROJECTS	REQUIRED FOR STAFF REVIEW
<input type="checkbox"/>	1. CRITICAL AREAS DETERMINATION. This may have been completed for the property already. A staff member can check for you.	REQUIRED	REQUIRED
<input type="checkbox"/>	2. LAND USE APPLICATION FORM. This form must be completed in ink and include the owner's signature.	REQUIRED	REQUIRED (only if not accompanying a building permit)
<input type="checkbox"/>	3. FEE. According to the current fee schedule.	REQUIRED	REQUIRED
<input type="checkbox"/>	4. ENVIRONMENTAL CHECKLIST. Many projects require additional information with the Environmental Checklist such as traffic studies, wetland reports, habitat management plans and other environmental information needed to review the project. Please discuss this issue with planning staff before submitting your application.	REQUIRED	N/A
<input type="checkbox"/>	5. ADJACENT PROPERTY OWNER (APO) LIST. The names and addresses of owners as shown on the records of the Snohomish County Assessor, and street addresses of property, within 300 feet of any point of the property where the project is located. (Handout on Obtaining Adjacent Property Owner List).	REQUIRED	N/A
<input type="checkbox"/>	6. PROJECT PLANS. [Note: The attached 'plan elements' sheet identifies essential features that should be included in project plans.]	REQUIRED	REQUIRED
<input type="checkbox"/>	6.a REPRODUCIBLE COPY OF ALL PLANS. This set must be no larger than 11" by 17." Always required.	1 SET	1 SET
<input type="checkbox"/>	6.b OVERSIZE PLANS (Required only if you are providing plans larger than 11" by 17"). These should be folded to fit in a standard legal size folder when submitted. Five (5) sets of oversize plans must be submitted if the reproducible plans are legible (all numbers and text are readable with the unaided eye).	5 SETS If the reproducible plans are not legible, then (12) full size sets will be required rather than (5).	5 SETS
<input type="checkbox"/>	6.c SETS OF ALL COLOR DRAWINGS (Required only for projects in which color is an element of the design.)	8 SETS	1 SET
<input type="checkbox"/>	7. TRAFFIC IMPACT ANALYSIS	MAY BE REQUIRED Consult with Engineering	MAY BE REQUIRED Consult with Engineering
<input type="checkbox"/>	8. PRELIMINARY DRAINAGE PLAN	MAY BE REQUIRED Consult with Engineering	MAY BE REQUIRED Consult with Engineering

	PLAN ELEMENTS
	<u>PLOT PLAN</u>
	All property lines.
	Setback lines.
	All structures, existing and proposed, indicated in scale (1"=30' or larger, i.e. 1"=20' or 1/8"=1').
	Existing trees, size, location, and type including the existing elevation of grade at base.
	Driveways and off-street parking, including curbing, surfacing material, stall size, aisle widths, and traffic direction.
	Screening of all exterior trash enclosures, loading areas, exterior mechanical equipment, etc.
	Public improvements, including streets, curbs, gutters, street lighting sidewalks, and handicapped access.
	Existing elevation contours, proposed contours, and a drainage plan.
	Cross-section through site. Section to extend 10 feet onto adjoining property.
	Location and height of any retaining walls or rockeries.
	Profile of driveway centerline and steepest parking space.
	<u>BUILDING ELEVATIONS</u>
	All elevations pertinent to application.
	Type and color of exterior materials.
	Height. (See Height Calculation handout)
	Screening of roof-mounted mechanical equipment including height, materials, and color.
	Integration of handicapped access.
	<u>LANDSCAPE PLAN</u>
	Refer to landscape chapter (ECDC 20.13) for further detail.
	<u>LIGHTING PLAN</u>
	Exterior lighting, including location and height of fixtures, style of fixtures and intensity of light.
	Any structure illumination, including location and style of fixtures and intensity of light.