



**CITY OF LACEY**  
Community Development Department  
420 College Street  
Lacey, WA 98503  
(360) 491-5642

OFFICIAL USE ONLY

Case Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Related Case Numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COMMERCIAL DESIGN REVIEW APPLICATION

OWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

APPLICANT NAME: \* \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS OF PROPOSAL: \_\_\_\_\_

\* The applicant is the person whom staff will contact regarding the application, and to whom all notices and reports shall be sent, unless otherwise stipulated by the applicant.

GENERAL LOCATION OF PROJECT (Give street address or, if vacant, indicate lot(s), block and subdivision; or tax lot number, access street, and nearest intersection.) \_\_\_\_\_

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

ASSESSOR'S TAX PARCEL NUMBER: \_\_\_\_\_

I/We are the owner(s) or contract purchaser(s) of the property involved in this application and that the foregoing statements and answers contained in this application are true and correct to the best of my/our knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## DESIGN APPLICATION CHECKLIST

The following materials must be submitted with your application. This checklist is to assist you in submitting a complete application. Please do not turn in your application until ALL ITEMS HAVE BEEN COMPLETED. If you have any questions, please contact the Department of Community Development at: 491-5642

### PLANS:

**Four (4) copies of the set of plans are required.** The license stamps of the architect and landscape architect shall be on each appropriate page.

1. Site plan. An approved Site Plan with approval stamp is required containing the following information:
  - A. Scale and north arrow;
  - B. Address of site;
  - C. Vicinity map showing location of site and surrounding landmarks;
  - D. Property dimensions and names of adjacent roads;
  - E. Existing and finished grades at 2-foot contours;
  - F. Location and dimensions of existing and proposed structures with appropriate setbacks, parking dimensions, and driveways. Also, include ingress and egress patterns through the site with directional arrows.
  - G. Location of all trees on-site;
  - H. Location, dimensions and nature of any proposed easements or dedications;
  - I. Location, dimensions, and description of common open space and recreation areas.
2. Landscape Plan. The landscaping plan shall contain the following information:
  - A. Existing vegetation to be retained.
  - B. Proposed vegetative materials to be placed on-site. The type, size, number and spacing on plantings must be illustrated. Soil and planting instructions should be indicated as well. Irrigation lines can be shown on a separate sheet.
  - C. Stamped from a licensed landscape architect or nursery person shall be placed on the plan.
3. Elevations. Complete elevations of all proposed construction and related elevations of existing structures (if any) are required containing the following information: (NOTE: PLEASE DO NOT MOUNT ON PRESENTATION BOARD).
  - A. Dimensioned elevations of building drawn at 1/8" – 1' or a comparable scale. Elevations should show the type of exterior materials;
  - B. Location and elevations of exterior lighting for building and parking areas.
4. Section Profiles. Two (2) Section Profiles through the site are required containing the following information:
  - A. Scale;
  - B. Building(s);
  - C. Landscaping against the building when installed;
  - D. Lighting fixtures and standards;
  - E. Signs.
5. Samples
  - A. Color and material finishes for exterior buildings and accessory structures;
  - B. Perspective drawings, photographs, color renderings or other graphics which accurately represent your proposed project.

## DESIGN REVIEW CRITERIA

The following criteria will be used to evaluate the design of your project. Carefully review the criteria and respond to each criterion (if appropriate), and describe how your plans and elevations meet the criteria. If the space provided for response is insufficient, attach additional pages to this form. Please type or print legibly.

**1. COMMERCIAL BUILDING DESIGN GUIDELINES: HOW DOES THE PROJECT ADDRESS THE FOLLOWING ISSUES?**

- A. To avoid flat walls, building modulation should be considered to reduce the mass and bulk of the structure. This can be achieved by utilizing the following:
  - 1. Building setbacks on upper floor levels
  - 2. Recessed or clearly defined entryways
  - 3. Building ornamentation
  - 4. Varying roof lines, pitches, and shapes
  - 5. Overhangs, awnings and marquees
  - 6. Dormers, balconies, porches, staircases
  - 7. Window and door fenestration
- B. For commercial structures developed along arterials or collector roadways, the building should be placed as near as possible to the adjacent sidewalk. This will allow the building walls to frame / anchor the streetscape.
- C. Consideration should be given to colors and materials. Each should complement the other and enhance existing buildings.
- D. For commercial uses proposed within a neighborhood commercial zone, building design shall blend with the adjacent neighborhood. Items to consider include such things as scale, building height, materials and architectural features.

RESPONSE: \_\_\_\_\_  
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**3. LANDSCAPING: HOW WILL THE FOLLOWING CRITERIA BE MET BY THIS PROPOSAL?**

- A. Landscaping shall meet the requirements of the City Zoning Code Chapter 16.80 and the Department of Parks' Urban Beautification Plan.
- B. Interior landscaping for the parking lot shall meet the requirements of Chapter 16.80.050.D.
- C. The landscaping plan shall be submitted directly to the Department of Community Development for review approval.
- D. The City's Tree Protection Professional shall also review proposed sites for appropriateness of selected species and retention of natural vegetation, where applicable.
- E. Window boxes, planter boxes and hanging flower baskets should be considered as accents to create a friendly pedestrian environment.
- F. If seasonal weather prohibits installation, a performance guarantee in the amount of 150% of the licensed landscape architect or nursery person's estimate shall be submitted to the Department of Community Development prior to issuance of a building permit. After installation of the landscaping, the Department of Community Development will review and approve the installed vegetation. All funds will be released after approval is granted.

G. A maintenance performance guarantee in the amount 20% of the landscaping materials shall be submitted to the Department of Community Development after final approval of the landscaping. This bond shall be used to guarantee replacement of any plant material that dies within one year. After one year, the Department of Community Development will release all funds that have not been used to replace landscape materials.

RESPONSE: \_\_\_\_\_  
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4. **SIGNS: SIGNS SHALL MEET THE REQUIREMENTS OF LMC 16.75.**  
A. Use sign shapes, lettering styles and materials that reflect architectural features of the development.  
B. Locate building identification signs so that building details will not be covered or obscured.  
C. Sign illumination shall be oriented to reduce glare and shall only be white or yellow.

RESPONSE: \_\_\_\_\_  
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5. **SITE LIGHTING**  
A. Establishments shall install lighting throughout the site for entryways, parking lots, and pedestrian areas. This shall be achieved both at a pedestrian and overall site level.  
B. Lighting shall be activated by photo electric cells or timers.  
C. Lighting fixtures shall complement project design and shall be oriented to avoid glare to adjacent properties.

RESPONSE: \_\_\_\_\_  
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6. **COMPATIBILITY WITH RESIDENTIAL DEVELOPMENTS: HOW WILL THE FOLLOWING CRITERIA BE MET BY THIS PROPOSAL?**  
A. Where neighborhood commercial zones are developed and where commercial establishments in other zones are to be located adjacent to residential zones, care shall be taken to ensure compatibility and integration of the development with the adjacent residential neighborhood. This will include the physical layout of the site plan, the architectural design of the building, and improvements. Impacts such as, but not limited to, light, glare, noise and traffic shall be considered.

- B. In the development of the site plan, consideration shall be given to how the layout fits into the neighborhood and how it may become a desirable focus point for neighborhood services and pedestrian activities. Service areas should not be located facing a residential area or if so, must be screened and buffered by Type I landscaping.
- C. Architectural designs shall consider compatibility with the neighborhood and style with special emphasis for pedestrians.

RESPONSE: \_\_\_\_\_

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**7. PUBLIC TRANSPORTATION AND PEDESTRIAN CIRCULATION DESIGN: HOW WILL THE FOLLOWING CRITERIA BE MET BY THIS PROPOSAL?**

- A. *Site Access* Projects should maximize public transportation access for buses and ride share vehicles by providing for their physical requirements. Projects also need to provide the necessary physical environment for those who use public transportation.
- B. *Building Location* Buildings are to be located in a manner that helps create a development compatible with public transportation. In mixed use and commercial zones with a pedestrian emphasis, the building location criteria shall be met. This information is located in LMC 14.23.100B. In other commercial zones, the building location criteria is recommended where feasible.
- C. *Parking design and public transportation* Placement of parking is the key ingredient for successful pedestrian and public transportation circulation. To create developments that are less reliant on autos and encourage the use of public transportation and pedestrian access, all the following criteria shall be considered in design of all commercial projects.
  - 1. Preferential parking close to building entrances for ride-share vehicles should be provided.
  - 2. Parking shall be designed substantially similar to the following design types:
    - a. parking behind buildings
    - b. walkways through parking lots
    - c. parking interior to block
    - d. parking on the street
    - e. parking within or beneath buildings
    - f. “pocket” lots
    - g. parking garages
    - h. a combination of the above
- D. *Pedestrian Circulation.* Pedestrian pathways need to be separated from roads and parking areas by grade or other devices. Walkways must meet all state and local barrier free design standards. Every parking lot should have a minimum of one pedestrian.
- E. *Transit facilities.* All transit facilities considered for a site must be developed with and approved by Intercity Transit.

RESPONSE: \_\_\_\_\_

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**8. DESIGN REQUIREMENTS FOR ZONES WITH PEDESTRIAN EMPHASIS AND KEY MULTIMODAL CORRIDORS AND INTERSECTION: HOW WILL THE FOLLOWING CRITERIA BE MET BY THIS PROPOSAL?**

Increase pedestrian amenities and function along key multimodal corridors, at intersections, and in pedestrian-oriented zones.

1. Reduced setbacks
2. Pedestrian plazas
3. Awnings, marquees and arcades
4. Blank wall limitation
5. Primary building entrance
6. Circulation and design for multimodal corridors and key pedestrian intersections (14.23.110D.)

RESPONSE: \_\_\_\_\_  
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**9. VEHICULAR AND PEDESTRIAN ACCESS**

- A. Vehicular Access:
1. Minimize the number of vehicular access points by sharing driveways and linking parking lots between uses.
  2. Parking areas (on-site) should be separate from major drives, and the circulation patterns of such drives should be clear.
  3. Coordinate circulation drives and staging areas to accommodate routes needed by fire, refuse collection, delivery vehicles, moving vans, etc.
  4. Consideration should be given to load/unload parking zones near the entry of the building. These spaces should be located in such a manner as to minimize interference with the entryway.
  5. A bus pull out and shelter may be requested by Intercity Transit or North Thurston School District. The shelter shall meet the guidelines of Intercity Transit and the Development Guidelines. The Department of Community Development may require additional bus shelter design features.

RESPONSE: \_\_\_\_\_  
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B. Pedestrian Access:

1. Walkways shall be provided from the street and the main parking areas to the main building entry. Outlying parking lots should, at a minimum, provide walkways that connect to the main or central parking areas.
2. Pedestrian walkways shall be defined by Type II or Type III landscaping for a combination of overstory and understory.
3. Use materials, textures, patterns and colors to differentiate and emphasize pedestrian path through parking areas to the main buildings within the developments. Selection of chosen materials must also meet access requirements for persons with disabilities.
4. Minimize grades on-site to allow ease of access for pedestrians and persons with disabilities.

RESPONSE: \_\_\_\_\_  
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C. Entrance Identity:

1. Emphasize the entrance of a building and make it more distinct by using pavement materials and landscaping to direct pedestrians to the entrance.
2. Avoid locating parking spaces directly in front of the building entrance or in such a way as to interfere with visibility and access.

RESPONSE: \_\_\_\_\_  
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