

**14.30.020 Categories of permits.**

A. The categories of permits shall be as follows:

1. Category I constitutes those permits which are categorically exempt from environmental review, or for which SEPA has already been done, do not require any public comment period or an open record predecision hearing, and for which the staff decision is final unless appealed;
2. Category II constitutes those permits which require a threshold environmental determination, but do not require a predecision open record hearing, or those permits where other sections of the Snoqualmie Municipal Code require a public comment period but do not require an open record hearing, and for which the staff decision is final unless appealed;
3. Category III constitutes those permits which require a predecision open record hearing, but do not provide for a closed record appeal (i.e., recommendation by planning commission or hearing examiner and decision by city council); and
4. Category IV constitutes those permits which require an open record predecision hearing, and provide for a closed record appeal hearing (i.e., decision by planning commission or hearing examiner and appeal to city council).

B. The initial decision maker, appeal body and other requirements applicable to each category of permit shall be as follows:

	<b><u>Permits</u></b>	<b>Preapplication Process</b>	<b>Determination of Completeness</b>	<b>Notice of Application and Comment Period</b>	<b>Predecision Open Record Hearing</b>	<b>Decision</b>	<b>Distribution of Notice of Decision</b>	<b>Appeal To/ Open - Closed Record</b>
Cat I	<a href="#">Clearing and Grading Permit (Chapter 15.20 SMC)</a> <a href="#">Flood Improvement Permit (Chapter 15.12 SMC)</a> <a href="#">Lot Line Adjustment (SMC 16.04.030.E.)</a> <a href="#">Historic Design Review, Type I (Chapter 17.35 SMC)</a> <a href="#">Temporary Use Permit (17.55.050)</a> <a href="#">Sign Permit (Chapter 17.75 SMC)</a>	Yes, unless exempt	Yes	No	No	S	No	HE/Open

	<a href="#">Permits</a>	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	<a href="#">Wireless Communication Facility Permit (Chapter 17.77 SMC)</a> <a href="#">Site Plan Permit (Chapter 17.80 SMC)</a>							
Cat II	<a href="#">Clearing and Grading Permit (Chapter 15.20 SMC)</a> <a href="#">Short Subdivision (Chapter 16.08 SMC)</a> <a href="#">Binding Site Improvement Plan, 4 or fewer lots (SCM 16.12.030)</a> <a href="#">Historic Design Review, Type I (Chapter 17.35 SMC)</a> <a href="#">Temporary Use Permit (SMC 17.55.050)</a> <a href="#">Wireless Communication Facility Permit (Chapter 17.77 SMC)</a> <a href="#">Site Plan Permit (Chapter 17.80 SMC)</a>	Yes	Yes	Yes	No	S	Yes	HE/Open

	<a href="#">Permits</a>	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
Cat III	<a href="#">Planned Residential Plan (SMC 17.15.050)</a> <a href="#">Planned Commercial/ Industrial Plan (SMC 17.20.050)</a> <a href="#">Mixed Use Plan/ Mixed Use Final Plan (Chapter 17.30 SMC)</a> <a href="#">Planned Unit Development (Chapter 17.50 SMC)</a> <a href="#">Unclassified Use Permit (Chapter 17.60 SMC)</a> <a href="#">Wireless Communication Conditional Use Permit (Chapter 17.77 SMC)</a> <a href="#">Zoning Code Map or Text Amendment (SMC 17.85.010)</a> <a href="#">Comprehensive Plan Amendment (Chapter 21.30 SMC)</a> <a href="#">*Historic Design Review Types II – III</a>	Yes	Yes	Yes	Yes/PC or HE * <a href="#">Landmarks &amp; Heritage Comm. for Landmark Designation</a>	CC *PC for Types II-III <a href="#">Historic Design Rev. &amp; Landmark Desig.</a>	Yes	<a href="#">SC/Closed</a> <a href="#">*HE/Closed for Types II-III</a> <a href="#">Historic Design Rev. &amp; Landmark Desig.</a>

	<a href="#">Permits</a>	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	<a href="#">and Landmark Designation (Chapter 17.35 SMC)*</a>							
Cat IV	<a href="#">Long Subdivision (Chapter 16.10 SMC)</a> <a href="#">Binding Site Improvement Plan, 5 or more lots (SMC 16.12.040)</a> <a href="#">Historic Design Review (Chapter 17.35 SMC)</a> <a href="#">Conditional Use Permit (SMC 17.55.030)</a> <a href="#">Variance (SMC 17.85.020)</a>	Yes	Yes	Yes	Yes/PC or HE	HE or PC	Yes	CC/Closed

S = Staff HE = Hearing Examiner PC = Planning Commission CC = City Council SC = Superior Court

C. Only one administrative appeal is allowed. See SMC 14.40.020, Limitation on hearings and appeals.

## Chapter 17.80 DESIGN REVIEW BOARD

Sections:

- 17.80.010** Purpose and objectives.
- 17.80.020** [Membership Design Review Board.](#)
- 17.80.030** Scope of authority – [Design Review Board.](#)
- 17.80.035** [Site Plan Permit.](#)
- 17.80.040** Application requirements.
- 17.80.050** [Design Review guidelines.](#)
- 17.80.055** [Site Plan Review criteria](#)
- 17.80.060** Action by the design review board [or director.](#)

36 **17.80.010 Purpose and objectives.**

37 It is the purpose of this chapter to:

- 38 A. ~~provide~~Provide for the review by public officials of land development and building design in order to  
39 promote the public health, safety, and welfare. ~~Specifically, the design review board shall~~  
40 B. ~~encourage~~Encourage well designed developments that are creative and harmonious with the natural  
41 and manmade environments and that embody good design principles that will result in high quality  
42 development on the subject property.  
43 C. Review a proposal for compliance with the provisions of this code and all other applicable law.  
44 D. Ensure that a proposal is coordinated, as is reasonable and appropriate, with other known or  
45 anticipated development on private properties in the area and with known or anticipated right-of-way  
46 and other public improvement projects within the area.

47  
48 **17.80.020 Membership**Design Review Board.

49 There is hereby created a design review board. The design review board shall consist of the members of  
50 the planning commission. The members of the planning commission shall also sit as members of the  
51 design review board.

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53 **17.80.030 Scope of authority – Design Review Board.**

- 54 A. The rules and regulations of the design review board shall be the same as those stated for the  
55 planning commission in the bylaws of the planning commission. The board shall have the authority to  
56 approve, approve with conditions, or deny all plans submitted to it using guidelines in SMC  
57 17.80.050.
- 58 B. The design review board shall review proposed development plans for the following described land  
59 use actions:
- 60 1. All proposed developments, excluding the following:
    - 61 a. ~~single~~Single-family homes;
    - 62 b. ~~and further excluding any~~Any proposed development for which historic design review is  
63 required pursuant to Chapter 17.35 SMC, unless the design review board is sitting as the  
64 historic design review board in accordance with SMC 17.35.055;
    - 65 c. ~~The expansion, remodel, or alteration of any building or other structure by less than ten~~  
66 percent of its existing floor area, or overall size in cases where floor area standards are not  
67 applicable, provided the proposed design is generally consistent with the existing design as  
68 determined by the director;
  - 69 2. Approval by the design review board is required for all landscape plans in the MU zone. The  
70 design review board may modify all minimum width requirements according to scale of the  
71 property upon request of the applicant;
  - 72 3. Proposed development which, as a condition of approval of any rezone or other land use action  
73 of the city council, or as a condition of the responsible official's decision pursuant to the State  
74 Environmental Policy Act, is referred to the board for design review.

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76 **17.80.035 Site Plan Permit**

- 77 A. The Community Development Department shall review proposed site plans for the following  
78 described actions:
- 79 1. The new construction of a nonresidential building or other structure;
  - 80 2. The expansion, remodel, or alteration of any building or other structure by more than ten percent  
81 of its existing floor area, or overall size in cases where floor area standards are not applicable;

- 82 3. The expansion of any building or structure that creates a new dwelling unit;  
83 4. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts  
84 for the previously existing use, as determined by the director; or  
85 5. The construction and reconstruction of driveway approaches, gates, roads, shared access  
86 facilities, alleys, and driving surfaces within ingress/egress easements.

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88 **17.80.040 Application requirements.**

89 Applications for design review or site plan review by the design review board under this chapter must be  
90 submitted to the planning commission Community Development Department prior to or concurrently with  
91 a building permit application, but in no case less than at least two weeks prior to the meeting of the  
92 design review board. Building permits shall not be granted until approval of plans by the design review  
93 board or director. All applications shall be accompanied by a filing fee as required in SMC 17.85.030 and  
94 shall include but not be limited to site plans, exterior building elevations, the environmental checklist, if  
95 applicable, and other materials as required by the planning commission director.

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97 **17.80.050 Design Review guidelines.**

98 In reviewing any application, the following guidelines shall be used by the design review board in its  
99 decision-making:

100 A. Relationship of the Structure to the Site.

- 101 1. The site should be planned to accomplish a desirable transition with the streetscape and to  
102 provide for adequate landscaping and pedestrian movement.  
103 2. Parking and service areas should be located, designed, and screened to moderate the visual  
104 impact of large paved areas.  
105 3. The height and scale of each building should be considered in relation to its site.

106 B. Relationship of the Structure and Site to Adjoining Area.

- 107 1. Harmony in texture, lines, and masses is encouraged.  
108 2. Appropriate landscape transition to adjoining properties should be provided.  
109 3. Public buildings and structures should be consistent with the established neighborhood character.  
110 4. Compatibility of vehicular pedestrian circulation patterns and loading facilities in terms of safety,  
111 efficiency, and convenience should be encouraged.  
112 5. Compatibility of on-site vehicular circulation with street circulation should be encouraged.

113 C. Landscape and Site Treatment.

- 114 1. Where existing topographic patterns contribute to beauty and utility of a development, they  
115 should be recognized and preserved and enhanced.  
116 2. Grades of walks, parking spaces, terraces, and other paved areas should promote safety and  
117 provide an inviting and stable appearance.  
118 3. Landscape treatment should enhance architectural features, provide buffers between  
119 incompatible land uses, and provide shade.  
120 4. In locations where plants will be susceptible to injury by pedestrian or motor traffic, mitigating  
121 steps should be taken.  
122 5. Where building sites limit planting, the placement of trees or shrubs in paved areas is  
123 encouraged.  
124 6. Screening of service yards, and other places which tend to be unsightly, should be accomplished  
125 by use of walls, fencing, planting, or combinations of these. Screening should be effective in  
126 winter and summer.

- 127 7. In areas where general planting will not prosper, other materials such as fences, walls, and  
128 paving of wood, brick, stone, or gravel may be used.
- 129 8. Exterior lighting, when used, should enhance the building design and the adjoining landscape.  
130 Lighting standards and fixtures should be of a design and size compatible with the building and  
131 adjacent area. Lighting should be shielded and restrained in design.
- 132 D. Building Design.
- 133 1. Architectural style is not restricted, evaluation of a project should be based on quality of its  
134 design and relationship to surroundings.
- 135 2. Buildings should be to appropriate scale and be in harmony with permanent neighboring  
136 developments.
- 137 3. Building components, such as windows, doors, eaves, and parapets, should have good  
138 proportions and relationship to one another. Building components and ancillary parts shall be  
139 consistent with anticipated life of the structure.
- 140 4. Paint and material colors shall be selected to coordinate the entire facade and to be compatible  
141 with adjacent buildings. Bright or brilliant colors shall be used only for accent.
- 142 5. Mechanical equipment or other utility hardware on roof, ground, or buildings should be screened  
143 from view.
- 144 6. Exterior lighting should be part of the architectural concept. Fixtures, standards, and all exposed  
145 accessories should be harmonious with building design.
- 146 7. Monotony of design in single or multiple building projects should be avoided. Variety of detail,  
147 form, and siting should be used to provide visual interest.
- 148 E. Miscellaneous Structures and Street Furniture.
- 149 1. Miscellaneous structures and street furniture should be designed to be part of the architectural  
150 concept of design and landscape. Materials should be compatible with buildings, scale should be  
151 appropriate, colors should be in harmony with buildings and surroundings, and proportions  
152 should be to scale.
- 153 2. Lighting in connection with miscellaneous structures and street furniture should meet the  
154 guidelines applicable to the site, landscape, and buildings.

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156 **17.80.055 Site Plan Review Criteria**

157 A. Lot-based standards are typically applied to each individual lot within the site or for site plan review  
158 where such standards have been applied to the site as if it consisted of one parcel. The director may  
159 approve an application for site plan permit if it is consistent with the following criteria:

- 160 1. The use standards in Chapter 17.55 SMC;  
161 2. The area, height, setback, and miscellaneous provisions in SMC 17.20.040;  
162 3. The parking standards in Chapter 17.65 SMC;  
163 4. The landscape standards in Chapter 17.70 SMC;  
164 5. The streets and utilities in the area of the subject property are adequate to serve the anticipated  
165 demand from the proposal;  
166 6. The proposed access to the subject property is at the optimal location and configuration for  
167 access; and  
168 7. Traffic safety impacts for all modes of transportation, both on and off site, are adequately  
169 mitigated.

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171 **17.80.060 Action by the design review board or director.**

- 172 A. Approval. If the design review board [or director](#) approves the proposed development, a building  
173 permit may be issued by the appropriate city official, providing they have complied with all other  
174 requirements of the building code and ordinances of the city.
- 175 B. Approval with Conditions. If the design review board [or director](#) approves the proposed development  
176 plans with conditions, it may require that such conditions shall be fulfilled prior to the issuance of a  
177 building or occupancy permit, where appropriate.
- 178 C. Denial. The design review board [or director](#) may deny the proposed development plans if they do not  
179 satisfy the guidelines of SMC 17.80.050 [or SMC 17.80.055, as applicable](#).  
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