

CITY OF OLYMPIA
BASIC COMMERCIAL DESIGN CRITERIA
Chapter 18.110

Note to the Board: The Basic Commercial Design Criteria are generally intended for commercial buildings that are adjacent to street frontages. Since the building is located over 300’ from the Martin Way street frontage, down a private drive, many of the requirements may not directly apply to this project. Examples include OMC 18.110.020, 18.110.090, 18.110.110, 18.110.130, 18.110.170. The Board may recommend to accept, modify, or remove staff recommendations.

18.110.020 – Frontage			
A. REQUIREMENT:			Buildings must abut at least fifty percent (50%) of the street frontage. Gaps in frontage between buildings on a single project may not exceed eighty (80) feet in length.
Complies	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

CONCEPT STAFF REVIEW:

See the Board note above. The building site and hotel will be over 300’ feet from the Martin Way East street frontage and corridor, down a private drive aisle. This requirement is intended for buildings that are right up on the street frontage, abutting the street, which is not the case for this project.

18.110.030 – Connections			
A. REQUIREMENT:			Provide driveway and sidewalk connections to and through the development to adjoining streets, bus stops, designated urban trails, and properties, where access exists or reasonable connections are possible. If a parking lot lies between the building entry and an adjacent public street, a pedestrian walkway at least six (6) feet wide shall be provided between them. In all other cases, on-site sidewalks shall have a passable width of at least four (4) feet. All crossings of vehicular travel lanes shall be clearly marked.
Complies	Conflicts	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

B. GUIDELINES:

- Provide clear pedestrian circulation routes on site.
- Minimize curb cuts by sharing driveways and access from side streets whenever possible.
- On large sites where no public streets exist, create a grid street system within the project.
- Locate storm drainage ponds, swales, and other drainage system components so they do not unreasonably impede pedestrian access to or between buildings.
- Provide a direct and clear visual connection through the buildings to the front street if parking is located behind the buildings.
- Provide signs for pedestrians and vehicles within the site, if necessary.
- Provide walkways through parking bays and adjacent to landscape islands.

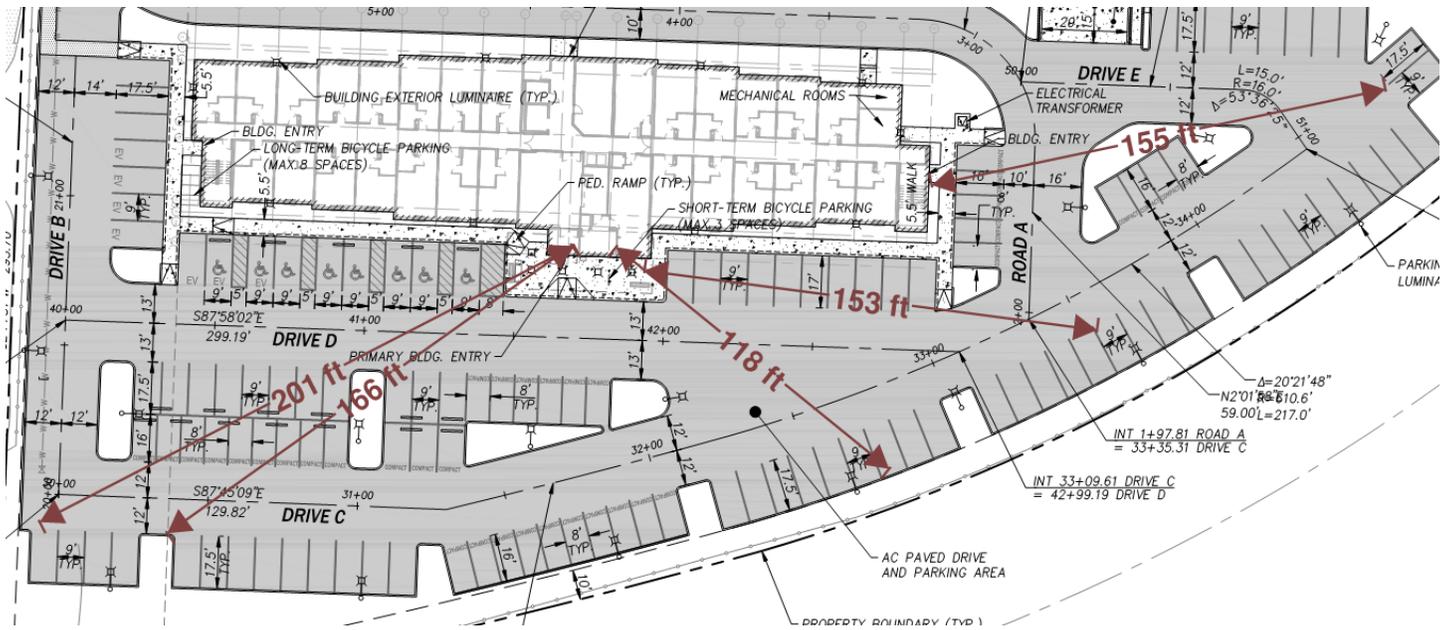
CONCEPT STAFF REVIEW:

1. Sidewalk adjacent to the drive aisle. The project includes a 5' wide sidewalk and drive aisle that extends from the Martin Way East right-of-way to the entrance of the hotel site, approximately 300' in length. The Chehalis Western Trail abuts this private drive aisle to the immediate west. The retaining wall holding up the CWT varies in height along the sidewalk from 15' to 3' closest to the development site. The sidewalk will be located between a narrow drive aisle and the CWT retaining wall.

The sidewalk should provide access for people of all abilities in a manner that is fully integrated into the project design. The sidewalk should be clearly identified and separated with special treatment such as alternative paving materials, edging, lighting, signage, and plastic bollards or flex posts, etc.

2. Connections from the parking lot to the building. There are currently no parking lot pedestrian crossings that would direct pedestrians through the parking lot to the hotel entrance. The parking lot should have walkways in the form of surface markings or patterns, or distinct hardscape, for example, that help drivers and pedestrians recognize where they need to stop and allow others through, or separate drivers from pedestrians.
3. Connection from the site to the Chehalis Western Trail. The City's Parks Department requires a connection to the CWT as part of the project – the connection is also required by (development) code, OMC 18.38.220, and this Basic Commercial Design Review code, OMC 18.110.030. An entrance to the trail exists on the west side of the trail from Lindsley Lane (Figure X). It makes sense to add a joiner-connection at this same location, albeit on the east side of the trail. Staff believes the applicant should study the area and provide design options, at the detail stage of review, for a connection from the hotel to the trail and/or to the link along Lindsley Lane. Since the Board has a requirement for the connection in this specific code section, the Design Review Board may offer specific design guidance and/or recommendations pertaining to the fence design, type and/or design of a gate, fence materials, and/or lighting that might enable the connection to better relate to sight and building design, and guests and trail users.





CONCEPT STAFF RECOMMENDATIONS:

- Add safety features to the sidewalk that extends from the Martin Way street frontage to the hotel.
- Provide highly visible, safe pedestrian walkways through the parking lot to the building. The pathways shall be made of alternate materials, colors, and/or raised.
- Provide a direct connection from the project site to the Chehalis Western Trail.

18.110.040 – Fences and walls

A. REQUIREMENT:

Complies Conflicts N/A

Minimize the use of fences that inhibit pedestrian movement or separate the project from the neighborhood and adjoining streets. Front yards shall be visually open to the street. Where fencing is necessary, maintain a human scale along the street by providing pedestrian connections through use of gates or openings at frequent intervals.

B. GUIDELINES:

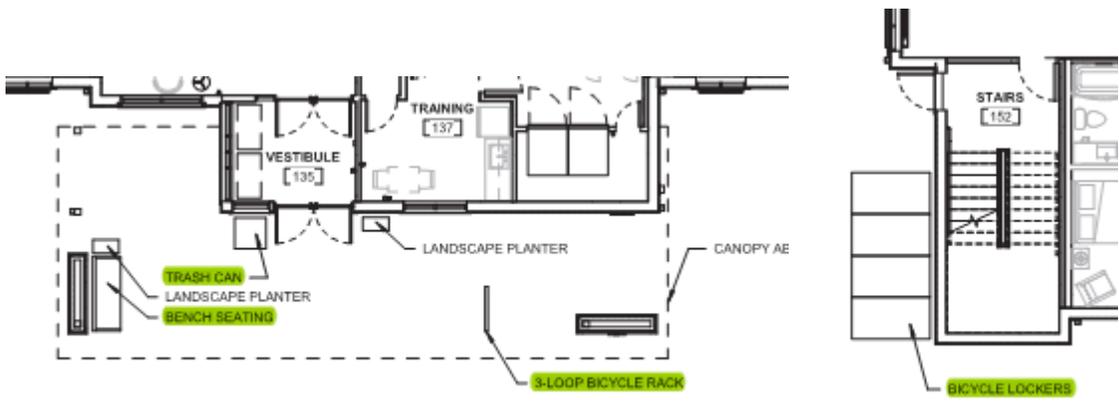
- Provide variation in fencing through use of stepped fence heights or small setbacks.
- Add visual interest by providing variation in fence materials, texture, or colors.
- Provide landscape screening to break up long expanses of fencing.
- Repeat use of building facade material on fence columns and/or stringers.
- Provide lighting, canopies, trellises or other features to add visual interest.

CONCEPT STAFF REVIEW:

The development site is currently surrounded with a chain link fence that will be screened from view with landscaping on one side of the fence and existing vegetation on the other side. Opening the fence line for pedestrian through-traffic does not seem to be appropriate for the use or site location. Landscaping is required around the site perimeter, which will break the monotony of the fence line and effectively screen the fence from view.

18.110.050 – Pedestrian amenities

A. REQUIREMENT:			Provide pedestrian amenities in places where people typically gather, including but not limited to, transit stops, building entrances, or street corners. These spaces must include seating, landscaping, and at least two of the following:
Complies <input checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	
			<ol style="list-style-type: none"> 1. Patterned materials on walkways; 2. Shelters; 3. Trash receptacles; 4. Drinking fountains; 5. Pedestrian lighting, light bollards, or alley lighting; 6. Fountains, sculptures, mobiles, kiosks, or banners; 7. Street trees, flower boxes, or container landscaping in alleys; 8. Street vendor stations where appropriate; or, 9. Bike racks.



CONCEPT STAFF REVIEW:

People will typically gather around the main hotel entrance which includes seating, planter boxes, trash receptacles and short-term bicycle racks, as depicted on Sheet 04 (page 7 in the architectural packet). **The Board** may want to consider whether the extent of site amenities meets the intent of this requirement (such as the small landscape planters – should there be more landscaping at the front entrance, to further shape the space, since there is no landscape edging between the building and the sidewalk).

18.110.060 – View preservation**A. REQUIREMENT:**

Complies Conflicts N/A

In order to protect the existing outstanding scenic views which significant numbers of the general public have from public rights-of-way, applicants for development must consider the impact their proposal will have on views of Mt. Rainier, the Olympic Mountains, Budd Inlet, the Black Hills, the Capitol Building, and Capitol Lake or its surrounding hillsides. All development must reserve a reasonable portion of such territorial and immediate views of these features for significant numbers of people from public rights-of-way, and shall provide lookouts, viewpoints, or view corridors so that visual access to existing outstanding scenic vistas is maintained.

Refer to the Scenic Vista overlay zoning maps available at the Community Planning and Development Department.

CONCEPT STAFF REVIEW:

The site is currently bounded by vegetation that WA DOT installed as part of the I-5 highway improvements, as both visual and sound buffer, effectively screening the site from any views that may exist. Additionally, the city does not protect or regulate private views of scenic vistas.

18.110.070 – Building location and design**A. REQUIREMENT:**

Complies Conflicts N/A

1. Place commercial buildings on the street edge and locate parking on the side or behind the building. Parking lots shall not be located on corners. Exceptions may be made where an alternative building location would provide as good or better pedestrian access. Exceptions may be made in the Auto Oriented Design District and in the HDC-4 Capital Mall area (see Section 18.130.060).
2. Entrances to buildings shall be clearly articulated and obvious from the street.
3. Commercial and public buildings over three (3) stories must have a clearly defined base at street level that is no more than two stories high.

CONCEPT STAFF REVIEW:

The building is not near the street frontage, which is Martin Way E, however there are four building entrances that guests will use to enter and exit the building. At this conceptual stage of review it is clear where the main entrance is because there is a canopy above the entrance, a vestibule, glazing in the front doors, and markers on the building wall that indicate the entrance. The Board should consider whether it would be equally beneficial to site users that the side and rear entries have the same design treatment, albeit on a smaller scale.

CONCEPT STAFF RECOMMENDATION:

- Provide overhead weather protection, glass openings, signage and ample lighting at entry points in the side and rear facades.

18.110.080 – Maintaining human scale

A. REQUIREMENT:			Use design elements to maintain a human scale at the street. Projects requiring a conditional use permit in a residential zone must incorporate elements that relate to existing buildings in the neighborhood.
Complies <input checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- Where there is a strong sense of human scale neighborhood identity, use building modulation, roof forms, windows, materials, and details that are similar to the neighborhood buildings.
- Articulate façade design features to reduce the apparent size of large buildings. Design elements may include, but are not limited to: facade modulation, cornices, window patterns, plazas, porches, patios, decks, covered entries, balconies, bay windows, dormers, stepped roofs, gables or other roof elements, a variety of cladding materials, lighting fixtures, trellises, trees or other landscape features, and multiple paint colors and building materials.
- Locate retail shops with display windows at the street level around the exterior of larger commercial buildings.

CONCEPT STAFF REVIEW:

The building design includes several features that combine to produce a pedestrian scale level of comfort, awareness, and security around the building. For example, the building facades are appropriately modulated, windows exist at the sidewalk level, and building material and colors differ at the base of the building clearly demarcating the first floor level – the pedestrian level.

18.110.090 – Street walls			
A. REQUIREMENT:			Use a high proportion of clear or lightly tinted glass at the street level for displays or to reveal services available where appropriate. This glass shall cover or comprise at least sixty (60) percent of the building face between two (2) and eight (8) feet in elevation above the sidewalk. If glass is not possible, at least one (1) of the following, or an equivalent, shall be substituted for glazing on the building walls fronting on a street, sidewalk, or other pedestrian walkway visible to pedestrians. The following guidelines are listed in order of preference. Wall segments without such treatments should not exceed thirty (30) feet in length:
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	

B. GUIDELINES:

- Ornamental and structural architectural details that provide texture to the building surface; or,
- Climbing plants, vines, trees, or other vegetation that, within three (3) years of planting, can reasonably be expected to cover or screen the wall to the degree required to comply with this section; or,
- A pedestrian area, consistent with Section 18.06.100, Development Standards, located along the southern, eastern, or western exposure of a building face at a transit stop, intersection corner, or other location.

18.110.100 – Windows *Detail Design Review*

A. REQUIREMENT:			Windows shall provide relief, detail, and variation to building facades and shall be in harmony with the character of the structure.
Complies <input type="checkbox"/>	Conflicts <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- Provide variation in rhythm both horizontally and vertically.
- Use windows that are recessed or protruding such as bay windows.
- Use visually significant window elements, including lintels, sills, casings, mullions, and frame dimensions.
- Provide more glazing area on the ground floor than on the upper floors.

CONCEPT STAFF REVIEW:

Windows on the building are vertically and horizontally symmetrical, and balanced. It appears that the windows are framed and have panes with muntins that hold the edges of the panes in the window sash, which would imply some extent of relief and detail. The windows should not exist in the same plane as the building wall – should not be flat but rather recessed or extending beyond the plane of the wall. Options that would provide dimension and distinguish the windows include framework around the openings in the form of sash, sills, or trim that extend from the façade (or recessed)..

CONCEPT STAFF RECOMMENDATION:

- The windows shall exhibit depth in the form of window elements that recede or protrude from the building wall.

18.110.110 – Projections into the right-of-way

A. REQUIREMENT:			In order to create a positive visual experience for the pedestrian moving along the street, add interest and variety to building facades by using projections into the right-of-way.
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	

B. GUIDELINES:

- Use any of a variety of projections such as awnings, trellises, planter boxes, bay windows, balconies, canopies and porticos. When awnings are used they should cover the pedestrian clear zone (the 42” of sidewalk immediately adjacent to the building).

18.110.120 – Roofs

A. REQUIREMENT:			Provide relief, detail and variation to roof lines.
Complies <input type="checkbox"/>	Conflicts <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- Use cornices at upper edge of façades or soffit overhangs on rooflines that abut the street.
- Use landscaped roof terraces and gardens on buildings that are stepped back from the street.



CONCEPT STAFF REVIEW:

The roofline over the rear entrance differs from the roof over the primary hotel entrance and the upper roofline. To maintain the continuity of design around the building envelope, this rear entrance overhead structure should be similar in form.

CONCEPT STAFF RECOMMENDATION:

- Change the roof form over the building access point on the south façade to match the horizontal roof form that exists above the main hotel entrance.

18.110.130 – Corners		
A. REQUIREMENT:		
Create pedestrian friendly building elements at intersections and alley entrances.		
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

B. GUIDELINES:

- Incorporate features such as inset or angled corners and entrances, display windows, or corner roof features.

18.110.140 – Consistency

A. REQUIREMENT:			Buildings shall have a consistent visual identity from all sides visible to the general public; except, building walls adjacent to alleys in the downtown design district.
Complies <input checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- Use consistent exterior materials, architectural detailing, and color schemes.
- Buildings should present a comparable level of quality of materials, detailing and fenestration.

CONCEPT STAFF REVIEW:

All facades are attractive and well proportioned, appropriate to the style and function of the building. Distinct fenestration elements and patterns in the facades; the colors and materials appear to be well appointed around the building, and suitable for the (long-term) use and climate here in Olympia.

18.110.150 – Colors and materials *Detail Design Review*

A. REQUIREMENT:			Use building materials with texture and pattern (such as brick) on exterior building walls and large surfaces. Reserve brightly saturated colors for trim or accents.
Complies <input checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- Avoid large expanses of highly tinted or mirrored glass.
- Do not use highly reflective exterior materials (except glazing) where glare would affect nearby buildings or traffic.

CONCEPT STAFF REVIEW:

The Board generally considers building colors and materials at the detail stage of design review. However, the architectural packet includes colored elevations of the building and identifies materials that will be used (Sheets O4 and O6). The materials are contemporary, climate appropriate, and frequently used throughout the city; the color scheme includes a blend of cool and warm colors – no brightly saturated colors.

18.110.160 – Lighting *Detail Design Review*

A. REQUIREMENT:			Use lighting to emphasize the building and landscaping, and to provide visibility and general security. Lighting shall not shine off-site or into adjacent buildings
Complies <input type="checkbox"/>	Conflicts <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- Use lighting to emphasize key architectural elements and landscape features.
- Use adequate lighting along sidewalks and alleys to provide well-lit pedestrian walkways.

CONCEPT STAFF REVIEW:

Site lighting is generally reviewed by the Board at the time of detail design review. At the next stage of design review the architectural packet should include a lighting plan that identifies all types of lighting throughout the site and on the building. Lighting should be of human scale, directed downward onto the point of illumination such as the parking lot, at building entries and areas where people with gather or linger. Rooftop lighting will also need to be reflected in the lighting plan; staff and the Board will need to determine the extent to which this requirement is being met.

CONCEPT STAFF RECOMMENDATION:

- Provide a lighting plan that shows the proposed lighting locations on the building in the elevation drawings, and shows lighting above entries, in the parking lot, on the rooftop, etc. Provide fixture detail (photos) and cut sheets – use a legend with key and symbols if necessary.

18.110.170 – Parking structures

A. REQUIREMENT:			Vehicle entries to garages shall be recessed at least six (6) feet from the street facade plane. At least sixty (60) percent of the street facade between two (2) and eight (8) feet above the sidewalk, shall have at least one (1) of the treatments listed below.
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	

B. GUIDELINES:

- Transparent windows (with clear or lightly tinted glass) where pedestrian-oriented businesses are located along the facade of the parking structure; or,
- Display windows; or,
- Art or architectural treatment such as sculpture, mosaic, glass block, opaque art glass, relief art work, or similar features; or,
- Decorative metal grille work or similar detailing which provides texture and covers the parking structure opening; or,
- Vertical trellis or other landscaping or pedestrian plaza area.

18.110.180 – Plant Selection *Detail Design Review*

A. REQUIREMENT:			Select plants that are compatible with planting conditions and existing landscaping. Plant trees that at their mature, natural size will be well-suited to the planting location. Avoid use of invasive species adjacent to critical areas. Do not plant noxious weeds, as defined by the Thurston County Noxious Weed Control Program (lists are on file with Thurston County or the City’s Community Planning & Development Department).
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- Provide visual continuity with the existing streetscape by coordinating tree and shrub species with established, healthy landscaping.
- Consider mature tree size in relation to planting area dimensions and soil type.
- Avoid a haphazard appearance by using a limited number of plant species.
- Choose native plant species for primary landscaping; limit use of exotic plant species to areas of interest or effect.

CONCEPT STAFF REVIEW:

The site is bordered with mature evergreen trees immediately off-site, north and south; these trees will be maintained and protected during site and project construction.

Pursuant to OMC 18.145.020 (below) the applicants are required to provide a solid sight-obscuring hedge or wall, similar to a Type I screen, OMC 18.36.060.L, with a minimum height of 4’ between the site and the freeway. Landscaping proposed along this property line currently consists of a mix trees, shrubs, and groundcover that will provide less of a solid screen and more of a visual separation, somewhat visually permeable. To meet the requirement in OMC 18.145.020, the Board may want to consider whether it makes sense to increase the quantity of evergreen trees and hardy tall shrubs.

18.110.190 – Screening site services

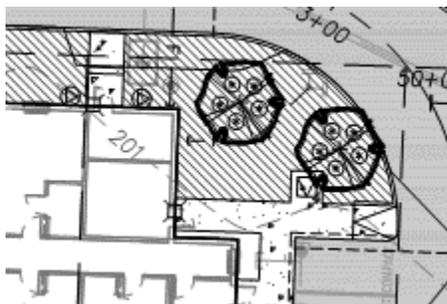
A. REQUIREMENT:

Complies Conflicts N/A

Show the location of all mechanical equipment and utility vaults on both site and landscape plans early in the design process. Provide visual screening so that mechanical equipment and utility vaults are not visible from adjacent public rights-of-way, or adjacent dwelling units. Screen roof-top mechanical and communications equipment on all sides.

B. GUIDELINES:

- Locate mechanical equipment and utility vaults on the least visible side of the building and/or site.
- Screen at-grade locations with vertical plants such as trees, shrubs or ornamental grasses.
- Screen or paint wall mounted mechanical equipment to match the building.



CONCEPT STAFF REVIEW:

An electric transformer is located in the northeast area of the site near the east building entrance, also close to two internal mechanical rooms. The landscape plan shows kinnikinnick groundcover, viburnum shrubbery, and dogwood trees around the PSE transformer. At the next stage of review the Board should discuss if the vegetation is appropriately located relative to this mechanical equipment.

CONCEPT STAFF RECOMMENDATION:

- All mechanical equipment shall be clearly depicted in the landscape plan and screened so as to not be visible from the public-right-of-way or by residents and guests in the building.
- Wall-mounted equipment shall be screened or painted to match the building.

18.110.200 – Screening blank walls

A. REQUIREMENT:			Use a variety of landscape materials along lengthy expanses of blank walls or fences.
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	

B. GUIDELINES:

- Screen walls or fences with a combination of trees, shrubs and vines.
- Use irrigated raised planter boxes for screening purposes.
- In narrow planting areas adjacent to walls or fences, use espaliered trees or shrubs and vines.

**COMMERCIAL DESIGN REVIEW
FREEWAY CORRIDOR DISTRICT
Chapter 18.145**

18.145.020 Landscape screening adjacent to freeways. *Detail Design Review*

A. REQUIREMENT:			Provide landscape screening adjacent to the freeways where development is visible to motorists passing through the City of Olympia. All properties adjacent to the freeway shall provide a sight-obscuring hedge and/or a sound-absorbing wall measuring between four (4) feet and six (6) feet in height.
Complies <input type="checkbox"/>	Conflicts <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- Landscape screening may include plant materials, fences, berms, and walls.

CONCEPT STAFF REVIEW:

The landscape plan depicts a 10' wide perimeter planting strip between the highway and the property with a mix of semi-transparent vegetation. The applicants are required to provide a solid sight-obscuring hedge or wall between the site and the freeway. Landscaping proposed along this property line consists of a mix trees, shrubs, and groundcover that will provide less of a solid screen and more of a visual separation, somewhat visually permeable.

CONCEPT STAFF RECOMMENDATION:

- Provide a 100% sight-obscuring hedge and/or sound-absorbing wall along the south perimeter.

18.145.030 – Security and site lighting *Detail Design Review*

A. REQUIREMENT:			Eliminate glare onto the freeways from security lighting and site lighting.
Complies <input type="checkbox"/>	Conflicts <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- Use the following techniques to prevent spillover lighting glare:
- Use cut-off lenses to prevent light from shining off site.
 - Locate light fixtures to avoid spillover lighting onto freeways.

CONCEPT STAFF REVIEW:

Lighting fixtures and illumination specifications are generally discussed at the design stage of review. Lighting should be directed downward onto the property and building and shielded to prevent light trespass. The lighting should also be coordinated with the details and features of the building and site.

- Provide a complete lighting plan that depicts and details all building and site lighting (including signage), types, fixtures and cut sheets, in the detail design architectural packet.

18.145.040 – Signs Adjacent to freeways

A. REQUIREMENT:			To reduce visual sign clutter, signage shall be distinct and minimal. Signs along the freeways are limited to identification of the multifamily complex, shopping center, or industrial complex adjacent to the freeway. Signs must conform to the Olympia Sign Code.
Complies <input checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	

B. GUIDELINES:

- The identification sign should be located flush on the primary building wall facing the freeway or freestanding in the landscape area no closer than five (5) feet to the freeway rights-of-way.
- Freestanding signs should not exceed twenty-five (25) feet in height nor two hundred (200) square feet in sign surface area (total of all sign faces of the sign).



CONCEPT STAFF REVIEW:

The proposed signage appears to meet this design requirement insofar as being distinct and minimal, and the sign is flush mounted on the building wall. The intent of this requirement is to support building signage that is appropriate in scale and character to the project and the environs. Signage should be compatible in character and scale, and locations, while still allowing businesses to present their unique identity.

Not within the Board’s purview, but worthy of note, the signage package must also meet signage development standards such as the number of signs allowed, size of the signage, placement around the site or on the building, and the extent and direction of illumination pursuant to OMC 18.43, Sign Code.