

Concept Design Review

Detail Design Review

Date: 02.09.2024

**CITY OF OLYMPIA**  
**BASIC COMMERCIAL DESIGN CRITERIA**  
**Chapter 18.110**

**18.110.020 Frontage**

<b>A. REQUIREMENT:</b>  Complies      Conflicts      N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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.
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**18.110.030 – Connections**

<b>A. REQUIREMENT:</b>  Complies      Conflicts      N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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.
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**B. GUIDELINES:**

- Provide clear pedestrian circulation routes on site.
- N/A  Minimize curb cuts by sharing driveways and access from side streets whenever possible.
- N/A  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.

**18.110.040 – Fences and walls**

<b>A. REQUIREMENT:</b>  Complies      Conflicts      N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	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.
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**B. GUIDELINES:**

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

**18.110.050 – Pedestrian amenities**

<b>A. REQUIREMENT:</b>			<p>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:</p> <ol style="list-style-type: none"> <li>1. Patterned materials on walkways;</li> <li>2. Shelters;</li> <li>3. Trash receptacles;</li> <li>4. Drinking fountains;</li> <li>5. Pedestrian lighting, light bollards, or alley lighting;</li> <li>6. Fountains, sculptures, mobiles, kiosks, or banners;</li> <li>7. Street trees, flower boxes, or container landscaping in alleys;</li> <li>8. Street vendor stations where appropriate; or,</li> <li>9. Bike racks.</li> </ol>
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	

**18.110.060 – View preservation**

<b>A. REQUIREMENT:</b>			<p>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.</p> <p>Refer to the Scenic Vista overlay zoning maps available at the Community Planning and Development Department.</p>
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	

### 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.

### 18.110.080 – Maintaining human scale

#### A. REQUIREMENT:

Complies  Conflicts  N/A

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.

#### 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.

N/A  Locate retail shops with display windows at the street level around the exterior of larger commercial buildings.

### 18.110.090 – Street walls

#### A. REQUIREMENT:

Complies  Conflicts  N/A

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:

**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**

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

**18.110.110 – Projections into the right-of-way**

<b>A. REQUIREMENT:</b>			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	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input 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).

Also see Development Guidelines and Public Works Standards 12.24.020, as amended.

**18.110.120 – Roofs**

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

**B. GUIDELINES:**

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

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

**B. GUIDELINES:**

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

<b>18.110.140 – Consistency</b>			
<b>A. REQUIREMENT:</b>			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	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<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.

<b>18.110.150 – Colors and materials</b>			
<b>A. REQUIREMENT:</b>			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	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<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.

<b>18.110.160 – Lighting</b>			
<b>A. REQUIREMENT:</b>			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	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<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.

<b>18.110.170 – Parking structures</b>			
<b>A. REQUIREMENT:</b>			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	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**B. GUIDELINES:**

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

<b>18.110.180 – Plant selection</b>			
<b>A. REQUIREMENT:</b>			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	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<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.

<b>18.110.190 – Screening site services</b>			
<b>A. REQUIREMENT:</b>			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.
Complies	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**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.
- N/A  Screen or paint wall mounted mechanical equipment to match the building.

### 18.110.200 – Screening blank walls

#### A. REQUIREMENT:

Complies

Conflicts

N/A

Use a variety of landscape materials along lengthy expanses of blank walls or fences.

#### B. GUIDELINES:

Screen walls or fences with a combination of trees, shrubs and vines.

N/A  Use irrigated raised planter boxes for screening purposes.

In narrow planting areas adjacent to walls or fences, use espaliered trees or shrubs and vines.

Project Name \_\_\_\_\_

Master File # \_\_\_\_\_

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Detail Design Review

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

**CITY OF OLYMPIA  
COMMERCIAL DESIGN CRITERIA  
HIGH DENSITY CORRIDOR (HDC)  
Chapter 18.130**

**18.130.020 Building Orientation**

**A. REQUIREMENT:**

Complies

Conflicts

N/A

1. Primary building entries, storefront windows, and building facades shall face the street, create a continuous row of storefronts along the street frontage, and provide direct access from the street to the building. In the case of multifamily housing or townhouse projects, stoops and porches or distinctive entryways can substitute for commercial storefront window openings.
2. In the case of buildings at corners of street intersections, this requirement applies to both street frontages. An entrance at the corner would meet this requirement.
3. HDC-4 exceptions: The following exceptions apply if excellent pedestrian connections to the HDC street are provided:
  - a. Building entries need not face the HDC street edge but may be located on the corner, off a publicly accessible pedestrian plaza or on the side of the building. All other applicable design guidelines apply.
  - b. Hotels and multifamily developments may be set back greater than 10 feet provided that the setback area does not include parking.
  - c. Setbacks may be increased where street improvements do not exist or where they do not provide the separation from vehicles as described in the Development Guidelines and Public Works Standards (Street Standards) to include the additional distance required by those standards for sidewalk and planter strips. The setback area may not include parking.

**B. GUIDELINES:**

Locate service and delivery entries in the rear whenever possible.

On transit routes, site design should accommodate transit.

**18.130.030 – Building design**

**A. REQUIREMENT:**

Complies

Conflicts

N/A

Where visible to pedestrians, walls over thirty (30) feet in length shall be modulated and building elements shall be articulated. Orient buildings and locate windows to provide privacy, to the extent practical, both within the project and to the adjacent residential neighborhood.



**B. GUIDELINES:**

- Provide vertical and horizontal modulation in the façade;
- Provide features that identify a clear base to the building;
- Provide recessed entries;
- Provide awnings, canopies, marquees, building overhangs, or similar forms of pedestrian weather protection. Such elements should be at least four and one half (4-1/2) feet wide and cover at least eighty percent (80%) of the length of buildings, including entries, which abut a pedestrian walkway, subject to Section 18.06.080, Commercial Development Standards.
- Use fenestration;
- Vary roof lines; use dormers;
- Provide porches or balconies.

<b>18.130.040 – Surface parking</b>			
<b>A. REQUIREMENT:</b>			Locate parking behind or on the side of buildings. On corner lots, parking shall not be located on the corner. Minimize curb cuts and provide landscaping, berms and/or low walls for screening.
Complies	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>18.130.050 – Historic building types – HDC 1 and HDC 2</b>			
<b>A. REQUIREMENT:</b>			In HDC 1 and 2 districts, buildings shall include similar details to one of the historic building types as found on the corridor and in the adjacent neighborhoods. Orient buildings and locate windows to provide privacy, to the extent practical, both within the project and to the adjacent residential neighborhood. In the case of multifamily housing or townhouse projects, stoops and porches or distinctive entryways can substitute for commercial storefront window openings.
Complies	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**B. GUIDELINES:**

- Craftsman design may include:
  - Wide pitched roofs with broad overhangs;
  - Visible structural detail such as rafter tails and knee brackets;
  - Heavy porch columns;
  - Deep covered porches;
  - Broad, horizontal lines.
- Vernacular design may include:
  - Gable roof;
  - Horizontal clapboard exterior material;
  - Vertical windows;
  - Minimal detailing.
- Tudor design may include:
  - Steeply pitched gabled or hipped roofs and cross-gables;
  - Stone, stucco or brick (sometimes with decorative patterns);
  - Arched doorways;
  - Tall, vertical proportions.

## 18.130.060 – HDC 4-Capital Mall

### A. REQUIREMENT:

Complies

Conflicts

N/A

A. Pedestrian Streets - 4th Avenue West and Kenyon Street. (Pedestrian Street Requirement does not apply to existing mall vehicular circulation.)

1. Building Frontages. Buildings are required to front the sidewalk and be a minimum of 20 feet in height. The building facades shall convey an urban character and include significant retail office storefronts at the ground level. (Building frontage requirement does not apply to below grade structures.) No less than 60% of the street-level building facade, between 2 feet and 8 feet above grade, shall be transparent storefront. Mixed-Use development, including residential and office uses, is encouraged on upper levels. Variations from the setback are allowed in order to encourage unique storefront building design features, and to create plazas. Canopies, arcades and/or colonnades shall be provided as overhead weather protection.
2. Interim Surface Parking Allowance. Interim surface parking is allowed along 4th Avenue W and Kenyon Street as long as minimum 20 foot sidewalk / landscape area (see required sidewalks below) is provided. The area within 60 feet of the sidewalk/landscape link should be planned for future infill development. The planning of this area shall be reviewed by the Design Review Board for consistency with Pedestrian Street requirements, other design standards and street slope conditions along 4th Avenue W. and Kenyon Street.
3. Required Sidewalks. 15 foot sidewalk with street trees when building faces street; (Staff note: Current major commercial collector street standards include a 10 foot sidewalk. Urban designers suggest that a wider sidewalk is necessary where a retail/commercial storefront is combined with a canopy and street tree.) 20 foot linkage when parking lot faces the street. The linkage will include a 10 foot sidewalk and a 10 foot landscaped planter. See street cross section illustrations. (This allows for development of full street improvements when buildings are developed that face the street edge.)

B. Building Focal Points. A focal point, including tower elements and entryway features shall enhance street intersections, plaza areas and mall entry points. (Renovation of existing mall entries shall not be required when minor renovations - such as a new coat of paint or new signage - or interior remodeling by tenant or anchor store are constructed within existing building envelope.) Renovated exterior entry and new mall entries shall include significant entry features, retail facades, display windows and streetscape elements to enhance the pedestrian experience, improve safety, and encourage walking between uses in the area.

C. Transit Facility. A Transit stop or facility shall be integrated into the Capital Mall Area. It shall be located to provide a direct link to the shopping mall while supporting transit plans for the area. Transit stop or facility location can change as mall area expansion occurs

over time. Transit stops will: a) be a short walking distance to the significant building entrance, b) be located at a safe and attractive location, c) be weather protected, d) have adequate space to accommodate transit arrivals and departures and, e) be efficiently integrated into a transit route.

- D. Significant Building Entry. At the north side of the mall a significant entry shall be provided. (Development of this site feature is required when expansion on the north side of the Capital Mall Area meets or exceeds a cumulative total of 100,000 SF of new floor area). It is recommended that the Significant Building Entry be oriented toward Kenyon Street. The design of this entry shall include a tower element that is visible from intersection of Black Lake Blvd. and Capital Mall Drive. This element is allowed to extend up to 30 feet beyond the height limit. The feature tower shall be subject to Design Review Board approval based on design appropriateness and compatibility with overall shopping center renovation design.
- E. Urban Plaza. An urban plaza shall be located in the general area shown on the attached diagram. (Development of this site feature is required when expansion on the north side of the Capital Mall Area meets or exceeds a cumulative total of 100,000 SF of new floor area.) The plaza shall be integrated with a Significant Building Entry.
- F. Pedestrian Linkages. Increments of new development, including parking lot expansion, shall include landscaped illuminated walkways or paths that link the new mall development to surrounding commercial development, allowing people to walk or bike through parking areas safely and conveniently. (Pedestrian linkages shall be added and integrated into any parking lot expansion consistent with UDC Chapter 18.36 Landscaping and Screening regulations.) The intent is that pedestrian linkages and parking lot improvements be made incrementally as building improvements are made--not to require the entire mall parking lot to be improved at once but in proportion to the amount of mall area being developed.
- G. Site Access Points. These would create an urban block pattern along 4th Avenue by locating intersecting streets or pedestrian paths between buildings. (The Site Access Point may be connected to parking or internal circulation in the mall, but not impose block pattern to the mall as long as adequate vehicle and illuminated pedestrian connections are maintained to the surrounding High Density Corridor street network.) These shall be developed incrementally when buildings are added in the Capital Mall area and when 4th Avenue street improvements are made.