

Project Name: Westman Mill  
 Concept Design Review

Master File #: 17-2795  
 Date: September 28, 2017

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**Please Note:** Where there are overlaps or redundancy in design requirements between the Basic Commercial and Port Peninsula design criteria, staff has referenced the most pertinent sections with staff responses and/or recommendations.

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

<b>18.110.020 Frontage</b>			
<b>A. REQUIREMENT:</b>			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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**STAFF RESPONSE:** *The larger 5-story mixed retail and residential building abuts 100% of the State Avenue frontage, and the west townhouse building is oriented entirely on Jefferson Street. This requirement is met.*

<b>18.110.030 – Connections</b>			
<b>A. REQUIREMENT:</b>			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 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.

**STAFF RESPONSE:** *Clear connections exist for pedestrians to the retail spaces along the State Avenue frontage and from Jefferson Street and internal walkways. Connections to the retail spaces and the townhouse buildings from the interior parking lot do not appear to be fully formed at this stage of design review. Direct*

and safe access to the retail spaces from the parking lot should be provided, and should minimize conflict between vehicles and site users wherever possible. Site users should not be limited to walking around the rear of the building to front entries on State Avenue. Plan for delivery areas that minimize interference with pedestrians in the parking lot.



**STAFF RECOMMENDATION:**

Provide design details of the rear of the buildings, elevations that clearly depict the pedestrian level experience of activities within the parking lot; provide complete pedestrian level views of the back of the buildings.

**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.

**STAFF RESPONSE:** *Metal railing is depicted in several areas around the site, including around the outdoor seating areas at east and west ends of the main building, as transition elements from public sidewalk to private residence, and around the second floor private common area. The design and materials of the railings are consistent around the site. A natural divide between the boardwalk and the sidewalk along the east walkway is provided via appropriate landscape design. This requirement is met.*

**18.110.050 – Pedestrian amenities**

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

**STAFF RESPONSE:** *Several amenities are depicted in the site design, not least of which is a private-public “dry” stream bed and boardwalk that extends north along the east property line. The boardwalk amenity originates from a small plaza area with seating, raised fiberglass planters, and patterned concrete in the southeast corner of the site (Preliminary Landscape Plan, Sheet L-3). Other amenities include overhead weather protection, covered short term bicycle parking, benches and trash receptacles in several locations, and planters and climbing vines. This requirement is met.*

**18.110.060 – View preservation**

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

**STAFF RESPONSE:** *A protected scenic vista of the Capitol Dome exists just east of the development site, however there are no protected scenic vistas between this project and the public right-of-way (note the graphic below). The boardwalk amenity will provide views and a physical connection to Budd Inlet. This requirement is not applicable.*



**18.110.070 – Building location and design**

<b>A. REQUIREMENT:</b>			<ol style="list-style-type: none"> <li>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.</li> <li>2. Entrances to buildings shall be clearly articulated and obvious from the street.</li> <li>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.</li> </ol>
Complies <input checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	

**STAFF RESPONSE:** *The buildings are placed on the street edge with adequate spacing between the sidewalk and buildings. The parking lot is located interior to the site, behind the buildings. The main mixed-use retail and residential building has a clearly defined base at the street level. This requirement is met.*

**18.110.080 – Maintaining human scale**

<b>A. REQUIREMENT:</b>			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 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.

**Staff Response:** *There are several design features and amenities that contribute to a positive street level experience along each sidewalk. The length of the building along the State Avenue frontage is approximately 300 feet, and at this stage of design review there is variety in the façade and overall building design. It will be important to see the street level interaction(s) at the detail stage of design review (i.e., entries that are scaled and detailed to fit with the building, that support active and accessible use of the spaces, and that provide adequate space for several patrons to enter and exist simultaneously).*

**STAFF RECOMMENDATION:**

Provide street level renderings that depict a comfortable and engaging experience along the State Avenue frontage. Details of the retail entries, the lobby entrance, planters, signage, benches, corner element, etc., should be provided.

<b>18.110.090 – Street walls</b>			
<b>A. REQUIREMENT:</b>			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 checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input 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.

**STAFF RESPONSE:** *Visible access to the building along the State Avenue frontage is provided with tall well-proportioned storefront windows (ideally fully transparent and well lit at all hours of the day). There are no large expanses of blank walls in the site design. This requirement is met.*

<b>18.110.100 – Windows</b>		
<b>A. REQUIREMENT:</b>		
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>
Windows shall provide relief, detail, and variation to building facades and shall be in harmony with the character of the structure.		

**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.

**STAFF RESPONSE:** *Windows are well-proportioned around the building and at the street level. Sun shading is provided over windows, but should be consistently located around the building envelope(s), particularly on east and west facades.*

**STAFF RECOMMENDATION:**

Provide examples of the details and types of windows set in the main building, at the street level and on upper stories. Use a separate sheet if necessary to depict of the elements of windows, doors, and other transparent openings.

<b>18.110.110 – Projections into the right-of-way</b>		
<b>A. REQUIREMENT:</b>		
Complies <input checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>
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.		

**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).

**STAFF RESPONSE:** *Canopies are provided over entries to the retail spaces and the residential lobby. Trellises and planter boxes are located along the façade. This requirement is met.*

18.110.120 – Roofs			
<b>A. REQUIREMENT:</b>			Provide relief, detail and variation to roof lines.
Complies	Conflicts	N/A	
<input checked="" 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.
- Use landscaped roof terraces and gardens on buildings that are stepped back from the street.

**STAFF RESPONSE:** *The roof forms consist of a single flat expression, consistent around the main building and the townhouse buildings, attractive, and well-integrated into the overall building design. This requirement is met.*

18.110.130 – Corners			
<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.

**STAFF RESPONSE:** *The building design in the southwest corner incorporates an angled building edge that faces the corner and intersection of State Avenue and Jefferson Street. Ample glazing is provided on both sides of the at-grade entryway. This requirement is met, but detailing should be provided at the next stage of design. See item 18.110.080 above.*

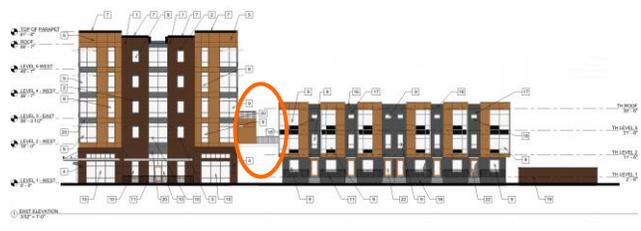
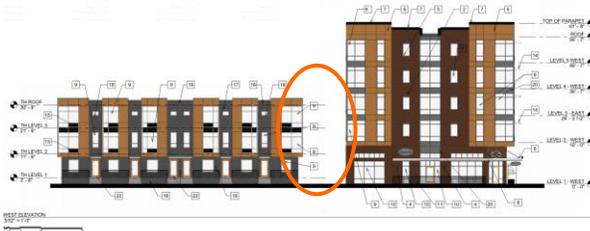
18.110.140 – Consistency			
<b>A. REQUIREMENT:</b>			Buildings shall have a consistent visual identity from all sides visible to the general public; except, building walls adjacent to alleys in the downtown design district.
Complies	Conflicts	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input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

**STAFF RESPONSE:** *The facades of the buildings are well-proportioned in terms of bays, fenestration, materials and patterns. There are a few inconsistencies in the elevations, such as the one below that depicts the second story outdoor common area in the east elevation of the two buildings, but not in the west elevation. Sun shades are not shown consistently around the larger building’s entire envelope – note Renderings R.01-R.04.*

Solar shading should be considered for the townhouse buildings as well, given the buildings face directly east and west.



**STAFF RECOMMENDATION:**

Reconcile discrepancies of the design of the buildings in the plan set elevations. Provide solar shading around the main building envelope, and on the townhouse buildings.

**18.110.150 – Colors and materials**

**A. REQUIREMENT:**

Complies	Conflicts	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

**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.

**STAFF RESPONSE:** A variety of durable exterior materials are used such as brick, wood, and cement panels. The colors are neutral, warm, and provide depth and texture to the buildings. This requirement is met.

**18.110.160 – Lighting**

**A. REQUIREMENT:**

Complies	Conflicts	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**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.

**STAFF RESPONSE:** Given the prominent location of the site, lighting should be utilized to create a safe environment for all users, with clear lines of site. Lighting should also highlight features such as entries, walkways, signs, canopies, art and/or public spaces. Strive to reduce excessive or misdirected lighting, light pollution, and unnecessary sky glow.

**STAFF RECOMMENDATION:**

Provide a full lighting plan that:

1. Depicts the areas of lighting (i.e., parking lot, doorways, walkways, signage, greenscape);
2. Identifies each type of fixture with details and cut sheets;
3. Provides light sources (i.e., bulb type);
4. Indicates the height of lighting on the building and around the site;
5. Indicates the extent to which shut-off or sensors, timers, and/or motion detectors will be used (to direct or shield fixtures); and
6. Use a separate sheet with a key to the types of lighting used around the site.

**18.110.170 – Parking structures**

<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 <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	

**18.110.180 – Plant selection**

<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 <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	

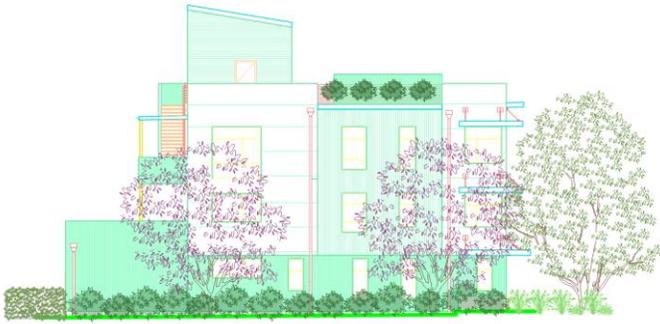
**B. GUIDELINES:**

- 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.

**STAFF RESPONSE:** *Plants should be native or drought tolerant, and should enhance features and activities of on and off-site uses (i.e., along the State Avenue façade). Plantings should also provide privacy for townhouse residents and clearly demarcate the private, semi-private, and public areas along the sidewalk(s).*

**STAFF RECOMMENDATION:**

Provide black and white or colored elevations that depict street-level landscape design – between the retail spaces along the State Avenue frontage, along the boardwalk, between the sidewalk and the townhouse porches/stoops, in the plaza area in the northeast corner of the building (use a separate sheet if necessary). Note the example provided below. Depict short-term bicycle parking and projections in the right-of-way (e.g., overhead weather protection) in the Landscape Plan.



**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.

**STAFF RESPONSE:** *The solid waste facilities are located in a less visible area of the site and are screened from public view. This requirement is met.*

**CITY OF OLYMPIA  
PORT PENINSULA  
Chapter 18.150**

**18.150.030 Site design - Pedestrian connections**

**A. REQUIREMENT:**

Complies  Conflicts  N/A

Incorporate pedestrian access into the site plan where pedestrian access exists and where site security is not in questions.

*Refer to Code section 18.110.030 above for staff response and recommendation.*

<b>18.150.040 – Site design - Lighting</b>		
<b>A. REQUIREMENT:</b>		
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Refer to Code section 18.110.160 above for staff response and recommendation.</i></p>		
Accent structures, as well as provide visibility, security, and conserve energy with lighting.		

<b>18.150.040 – Site design - Lighting</b>		
<b>A. REQUIREMENT:</b>		
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>Refer to Code section 18.110.160 above for staff response and recommendation.</i></p>		
Accent structures, as well as provide visibility, security, and conserve energy with lighting.		

**18.150.050 – Site design – View corridors**

<p><b>A. REQUIREMENT:</b></p> <p>Complies      Conflicts      N/A</p> <p><input type="checkbox"/>                    <input type="checkbox"/>                    <input type="checkbox"/></p> <p><i>Refer to Code section 18.110.060 above for staff response and recommendation.</i></p>	<p>Provide for public view corridors of the Capitol Building, Olympic Mountains and Budd Inlet.</p>
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**18.150.060 – Building design – Creation of human scale**

<p><b>A. REQUIREMENT:</b></p> <p>Complies      Conflicts      N/A</p> <p><input type="checkbox"/>                    <input type="checkbox"/>                    <input type="checkbox"/></p> <p><i>Refer to Code section 18.110.080 above for staff response and recommendation.</i></p>	<p>Use design elements that result in buildings with a perceived size that maintains a human scale street that is comfortable for pedestrians and attractive to them.</p>
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**18.150.070 – Building design – Color and materials**

<p><b>A. REQUIREMENT:</b></p> <p>Complies      Conflicts      N/A</p> <p><input type="checkbox"/>                    <input type="checkbox"/>                    <input type="checkbox"/></p> <p><i>Refer to Code section 18.110.150 above for staff response and recommendation.</i></p>	<p>Using appropriate color and material on new and remodeled buildings. Use subdued colors on exterior building walls and large surfaces.</p>
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**18.150.080 – Building design – Landscape design**

<p><b>A. REQUIREMENT:</b></p> <p>Complies      Conflicts      N/A</p> <p><input type="checkbox"/>                    <input type="checkbox"/>                    <input type="checkbox"/></p> <p><i>Refer to Code section 18.110.180 above for staff response and recommendation.</i></p>	<p>Use plants as screening, canopy, and as space defining elements.</p>
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**18.150.090 – Building design – Landscape design – Suitability of materials**

<p><b>A. REQUIREMENT:</b></p> <p>Complies      Conflicts      N/A</p> <p style="text-align: center;"> <input type="checkbox"/>            <input type="checkbox"/>            <input type="checkbox"/> </p> <p><i>Refer to Code section 18.110.180 above for staff response and recommendation.</i></p>	<p>Plant materials shall be suited to the climate and at their mature, natural size, suitable for their planting location.</p>
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**18.150.100 – Signs – Attached to the building**

<p><b>A. REQUIREMENT:</b></p> <p>Complies      Conflicts      N/A</p> <p style="text-align: center;"> <input type="checkbox"/>            <input type="checkbox"/>            <input type="checkbox"/> </p>	<p>Provide adequate signage for businesses while maintaining the buildings architectural integrity, by locating signs so that building details shall not be covered or obscured. Signs will conform to the Olympia Zoning Ordinance Sign Code.</p>
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**B. GUIDELINES:**

- Use sign panel shapes that accentuate buildings architectural forms.
- Keep signs subordinate to the building design.
- Coordinate colors with the colors of building.
- Avoid a wide variety of types and sizes of signs when several businesses share the same building. Use directory signs where possible.
- Reinforce the overall composition of the facade by selecting colors, materials, size and shape, and method of illumination, as found on adjacent properties. Emphasize legibility and simplicity. Locate signs in the overall facade composition, as found on adjacent properties.
- Align signs with those on adjacent buildings when possible.
- Design sign for businesses served principally by vehicular traffic to be easily legible from the street.
- Addresses must be clearly visible, in accordance with OMC Chapter 12.48.120(C)
- Select lettering sizes which could be more visible to the pedestrian than to vehicular traffic in pedestrian oriented areas of the site. Limit the number of letters styles to one (1) or two (2).

**STAFF RESPONSE:** *The items checked above should be considered when designing site signage. Signage should also be coordinated with the details of the façade design, lighting, and other project features. A sign permit application and full submittal will be required prior to building permit issuance, however on-site locations for principal signage should be depicted in the plan set at the detail design stage of review.*

**STAFF RECOMMENDATION:**

Provide design details of various building mounted and freestanding signs, including under-canopy signage, directional/wayfinding signage, and building address signage, at the next stage of design review. Use an additional sheet if necessary.

**18.150.110 – Signs - Freestanding signs**

<p><b>A. REQUIREMENT:</b></p> <p>Complies      Conflicts      N/A</p> <p><input type="checkbox"/>            <input type="checkbox"/>            <input type="checkbox"/></p> <p><i>Refer to Code section 18.1150.100 above for staff response and recommendation</i></p>	<p>Provide adequate signage for businesses when building mounted signs cannot be used because they will obscure the architectural details of the building. Signs will conform to the Olympia Zoning Ordinance Sign Code.</p>
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