

Project Name: Olympia Transit Center Expansion
Concept Design Review
Checklist filled out by Nicole Floyd, Senior Planner

Master File #: 18-1486
Meeting Date: 6/14/2018

CITY OF OLYMPIA
BASIC COMMERCIAL DESIGN CRITERIA
Chapter 18.110

18.110.020 Frontage

A. REQUIREMENT:

Complies ☐ Conflicts ☒ N/A ☐

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.

Concept Staff Analysis: The Downtown Business Zone does not establish a maximum, nor minimum front yard setback, however Olympia Avenue is identified as a Pedestrian “A” Street in OMC 18.16, the Pedestrian Overlay District. As such, a 10’ maximum front yard setback would typically be required along this street frontage. The code allows for an exception when it is the minimum necessary and is accompanied by a pedestrian plaza that provides quality street level activation.

The City recognizes the limitations of the existing site layout, proposed use, and utility easements that make strict compliance with the 10’ maximum setback infeasible. The applicant has proposed two pedestrian plazas on Olympia Avenue as a way to provide the same quality of pedestrian environment through alternative means. A third pedestrian plaza is proposed along Franklin Street, which is designated as a Pedestrian “B” Street. City staff support the increased setback with extensive pedestrian plaza areas, but looks to the Board to evaluate the design, and amenities proposed in these plazas.

Staff recommended Condition: Specific design details shall be provided for all amenities proposed in the pedestrian plazas with the Detail Design Review submittal. All features exceeding 30” above grade shall be shown on elevation plans.

18.110.030 – Connections

A. REQUIREMENT:

Complies ☒ Conflicts ☐ N/A ☐

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.

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 Analysis: Additional information regarding pedestrian circulation within and around the bus bays is needed. Staff assumes pedestrian crossings through the bus bays are intended to be minimized for safety reasons. Crosswalks along the right-of-way's connecting the sidewalks are identified as well as a mid-block crossing connecting the existing site with the proposal. These crossings meet the size requirements and are strategically placed to provide a strong visual connection between the two sides of the site. It is unclear if signage in and around the site will be warranted or provided to help ensure pedestrian safety.

Staff Recommended Condition: Provide additional information regarding any proposed signage onsite related to pedestrian and vehicular safety. All proposed sign designs and sizes shall be shown on plans as well as indicating their anticipated location on the site plan.

18.110.040 – Fences and walls

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

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 Analysis: Fencing is not proposed with this project, however it is worth noting that the benches proposed in pedestrian plaza B are strategically located to minimized pedestrian traffic through the new bus lane, much like a fence. These benches appear to serve several functions simultaneously.

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	Conflicts	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Patterned materials on walkways; <input checked="" type="checkbox"/> Shelters; <input checked="" type="checkbox"/> Trash receptacles; 4. Drinking fountains; <input checked="" type="checkbox"/> Pedestrian lighting, light bollards, or alley lighting; <input checked="" type="checkbox"/> Fountains, sculptures, mobiles, kiosks, or banners; 7. Street trees, flower boxes, or container landscaping in alleys; <input checked="" type="checkbox"/> Street vendor stations where appropriate; or, <input checked="" type="checkbox"/> Bike racks.

Staff Analysis: Of the nine amenity types listed, three are required by other code sections therefore every project will automatically meet this design requirement. Additionally, many of these amenities are proposed to mitigate the increased front yard setback from Olympia Avenue. These amenities far exceed this code requirement. The precise make, model, design, size, and location of such amenities remains unclear. Additional information will need to be provided with the detail design review packet.

Plans include three bike parking locations with more than 20 long-term (employee) parking spaces and 10 short-term (customer) parking spaces. The ultimate design and layout of these spaces have not been finalized. The abutting trash enclosure will likely need to shift in order to meet OMC requirements. This will likely impact the final location and design of the bike storage enclosure as well. Plans do not identify the type of weather protection materials anticipated nor the type or location of screening of this enclosure. Signage at the entry of all bike parking locations will likely be necessary to help indicate that the area is for bike parking and if it is open to the public or for employees only.

Staff Recommended Condition:

- 1) Cut sheets for each product intended to be installed onsite shall be provided with the detail design review packet.
- 2) Signage at the entry of all bike parking locations should be provided to help identify the intended user and use of the space.
- 3) *Future condition: All amenities shown in the detail design review packet (date of set) shall be provided onsite prior to occupancy of the structure. Alterations exceeding a 10% change to the public plaza amenities will require additional review and recommendation by the Design Review Board.*

18.110.060 – View preservation

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

Concept Staff Analysis: The project is not adjacent to a protected view.

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 Analysis: The project does not include parking. The entrance is aligned with the street corner, rather than either street faces. It is aligned well with the existing structure and site layout and will be easily identifiable for pedestrians. The building is not more than 3 stories.

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.
- ☐ Locate retail shops with display windows at the street level around the exterior of larger commercial buildings.

Concept Staff Analysis: The existing development pattern in the near vicinity of the project include a handful of buildings (1 to 2 stories) and significant expanses of surface parking. There is not a particularly strong sense of human scale in the vicinity. The project generally enhances the human scale of the area by adding several plazas which help to enhance the pedestrian environment. The project could do more to articulate façade design and to reduce the apparent size of the building particularly related to the ground floor façade and ground floor window treatment. Information regarding the lighting, and landscaping features was not provided and will be required to be submitted with the Detail Design Review application.

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.

Concept Staff Analysis: Transparency requirements do not appear to have been achieved on the ground floor facing the street. Other architectural details can be counted towards the street wall requirements when site conditions limit the appropriateness of transparency. Given this project’s use and layout, traditional display windows facing the street frontage would not be feasible. To compensate, the applicant has proposed an alternative design including white metal panels in combination with the windows. This alternative design occupies about 45% of the street wall, rather than the 60% that is required. The applicant contends that if the depth of the entry vestibule is included, then their project achieves nearly 60%. The Board will need to evaluate and determine if additional transparency or façade treatment is needed. Additionally the code asks that no wall segment should be untreated for more than 30’. Some wall segments appear to be untreated for approximately 40’ in length, however vertical modulation is provided. The Board should review the ground floor in relationship to façade treatments to determine if additional efforts are necessary. If so, a condition of approval will need to be prepared at the meeting.

18.110.100 – Windows			
A. REQUIREMENT:			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 checked="" 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.

Concept Staff Analysis: Significantly more windows are provided on the second floor than the ground floor which is not precisely consistent with the design criteria. The metal trim and brick edges of the upper story windows add to the character of the structure. The lower level is uses proposed are not particularly conducive to expansive windows. The applicant believes the windows proposed adequately address this requirement. The Board should review to determine if the requirement has been adequately met or if additional treatment is necessary. If so, a condition of approval will need to be prepared at the meeting.

18.110.110 – Projections into the right-of-way

A. REQUIREMENT:

Complies

☐

Conflicts

☐

N/A

☒

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).

Concept Staff Analysis: The building does not abut the right of way, however a small corner of the second story of the building does protrude beyond the property line and above Franklin Street. This area is intended to provide weather protection for pedestrians.

18.110.120 – Roofs

A. REQUIREMENT:

Complies

☐

Conflicts

☒

N/A

☐

Provide relief, detail and variation to roof lines.

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 Analysis: The elevation plans indicate a flat roof with screened mechanical equipment will be provided.

Staff Recommended Condition: Provide more relief, detail, and variation to roof lines with the Detail Design Review packet submittal.

18.110.130 – Corners

A. REQUIREMENT:

Complies

☒

Conflicts

☐

N/A

☐

Create pedestrian friendly building elements at intersections and alley entrances.

B. GUIDELINES:

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

Concept Staff Analysis: The project design is relying heavily on the three pedestrian plazas to provide the pedestrian orientation of the building at the street corner and streets. Building design does not address this requirement, likely because the intended use is not a traditional storefront.

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	Conflicts	N/A	
<input checked="" 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.

Concept Staff Analysis: The building is consistently designed on all sides and is compatible with the existing building on site.

18.110.150 – Colors and materials

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	Conflicts	N/A	
<input checked="" 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.

Staff Analysis: Color and material will be reviewed in greater detail at Detail Design Review. The plans provided indicate a darker colored brick veneer with white metal paneling and aluminum windows.

18.110.160 – Lighting

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	Conflicts	N/A	
<input checked="" 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.

Concept Staff Analysis: The project description states that a variety of pedestrian scale lighting amenities will be provided, however plans do not provide adequate information about the location, fixture type, or lumens anticipated. Additional information will be required at Detail Design Review.

Staff Recommended Condition: Proposed lighting locations and fixture types shall be provided with the Detail Design Review packet. Light poles and other site amenities shall be included on elevation plans.

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

Concept Staff Analysis: Parking is not being provided with this project.

18.110.180 – Plant selection**A. REQUIREMENT:**

Complies



Conflicts



N/A



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).

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 Analysis: The landscaping plan is conceptual in nature and a more detailed planting plan will be required with the Detail Design Review and construction permit review processes. Significant planting is proposed within the Puget Sound Energy Utility Easement. Large trees and shrubs may need to be relocated to avoid conflict with existing lines and to meet the tenants of the easement.

Staff Recommended Condition: Landscaping plans identifying the location of utility lines and the proposed placement of the plants shall be provided with the Detail Design Review submittal.

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 Analysis: Screening of site services is typically reviewed at the Detail Design Review board meeting. Plans provided indicate a variety of mechanical equipment and utility vaults. Some show landscaping beds in the near vicinity, others do not.

Staff recommended Condition: Provide plans that clearly identify all site utility and mechanical equipment locations and the anticipated measures to screen such features with the Detail Design Review packet. Utility boxes that exceed 30" above ground shall be shown on elevation plans

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

Concept Staff Analysis: Additional screening of blank walls could be achieved through enhanced landscaping however locations for such planting is limited due to the second story overhang.