

Project: WSSDA Headquarters  
Concept Design Review: September 13, 2018  
Detail Design Review: November 15, 2018  
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Master File: # 18-2958

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

**18.110.020 Frontage**

<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"/>	

**CONCEPT STAFF REVIEW:**

College Street NE is within the City of Lacey's municipal jurisdiction. Lacey requires a 19 foot dedication along the College Street frontage for future street improvements, therefore the building is required to be set back 19 feet from the front property line/right-of-way. The entire length of the new building, approximately 160 feet in length, is no more than 10 feet from the 19 foot right-of-way dedication line. Given the special circumstances of the right-of-way-dedication, this requirement is met.

**18.110.030 - Connections**

<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 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:**

The main entrance will be located behind the building facing west, away from College Street NE, as will the bulk of the vehicle parking. Vehicles will access the site via a 24-foot-wide driveway and pedestrians will access the site from the sidewalk off College Street NE from two points. A bioretention pond is proposed in the parking lot between the furthest parking aisle and the main entrance, which means that pedestrians will be required to walk around (or through) the swale to reach one of the two entrances to the building.

Site users will need a direct safe pedestrian connection to the main entrance of the building from parking spaces. This requirement is not met.

**CONCEPT STAFF RECOMMENDATION:**

- Provide direct on-site pedestrian connections from the sidewalk in front of the building and main building entrance to parking spaces in the lot.

**DETAIL Staff Review:**

The Proposed Site Plan, Sheet C-05, and the Landscape Plan, Sheet L-1, depict one 4-foot wide bioswale walkthrough from the furthest row of parking in the parking lot. At the conceptual stage of design review the plan set included three sets of stepping stones through the bioswale to the front of the building (west façade), which would provide better direct pedestrian access from the parking lot to the building.

The distance from the furthest parking space to the front entrance of the building is approximately 100 feet. For ease of access to the building, and to prevent site users from treading through the bioswale, the purpose of which is to improve water quality, reduce runoff volume, and provide landscape aesthetics, the plan should include at least one additional pathway through the bioswale, preferably with the concrete pavers.

**DETAIL Staff Recommendation:**

- Add at least one additional pathway through the bioswale to both protect the bioswale and provide better access to the building from the parking lot.

**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.

There are no fences shown in the plan set at this time, not along College Street between the building and street, nor around the perimeter of the lot. *If* fences are to be included around the stormwater infiltration pond or along the perimeter of the lot, the landscaping or fence materials should blend in with the context of the site and surrounding uses and match the style of the building or fence designs in the vicinity.

#### 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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>

#### CONCEPT STAFF REVIEW:

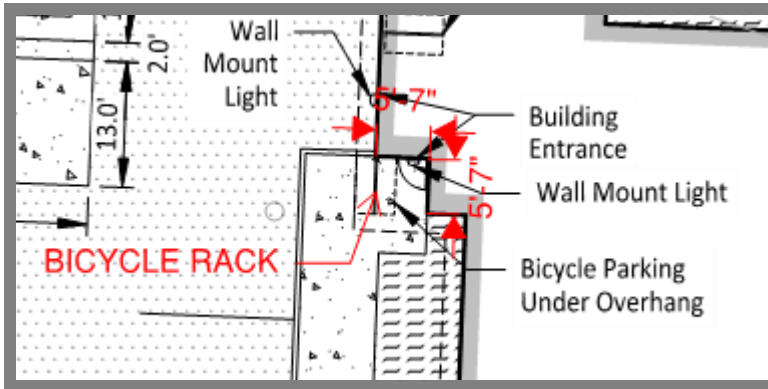
Two long-term and two short-term bicycle parking spaces are required for the 8,975 sq.ft. building. At this stage of design review a Bicycle Parking Plan is shown on Sheet A1.10, New Site Plan, although the single inverted U-style bike rack is less than 15 inches from a (northwest) building entrance. Bicycle parking should be convenient and provide security and weather protection. At least five feet of maneuvering space should be provided around each bike rack.

#### CONCEPT STAFF RECOMMENDATION:

- Address the suitability of the short-term bicycle parking location - the proximity to the building doorway and the lack of space available for maneuverability.
- Add seating near the main entrance to the building.

#### DETAIL Staff Review:

Two benches have been added near the main building entrance (Attachment 4). Based on Board input at the Concept Design Review Board meeting, the bicycle rack has been rotated 90° to allow a little more space for bike parking and building access, however there continues to be limited maneuvering space at the building entrance for either. There should be at least 5 feet maneuvering room, or clear space, around each bicycle rack (OMC 18.38.220).



**DETAIL Staff Recommendation:**

- Relocate the short-term bicycle parking, or redesign the space to accommodate a cyclist comfortably without impeding access of site users.

**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:**

Based on the City's Scenic Vista Map (1985), there are no protected or maintained scenic vistas in this area of the City. This requirement does not apply.

**18.110.070 - Building location and design**

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

#### CONCEPT STAFF REVIEW:

The building is now closer to the street, albeit set back 19 feet due to a required right-of-way dedication to the City of Lacey. The building also presents a stronger street edge as the building is now 100 percent along the College Street right-of-way. Additionally, there are two entrances to the building from the sidewalk along College Street NE, whereas at-present (existing building) there are no connections to the building from the sidewalk. 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	Conflicts	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### CONCEPT STAFF REVIEW:

The new building is a low-profile single-story structure with angled roof forms, ample window openings and glazing around the building and low-level year-round landscaping that allows clear visibility within and outside the project. The building envelope includes recesses and indentations breaking the perceived mass of the building. This requirement is met.

### 18.110.090 - Street walls

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

#### CONCEPT STAFF REVIEW:

The building is modulated along each façade and does not present walls over 30 feet in length. The function of the building is a governmental office in a primarily transitional zone (schools, lodging), rather than active street-level retail use. This requirement does not apply.

### 18.110.100 - Windows

#### A. REQUIREMENT:

Complies ☒ Conflicts ☐ N/A ☐

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.

#### CONCEPT STAFF REVIEW:

The type and form of windows is generally not fully determined at this stage of design review. However, windows shall provide some type of detail or visual depth in the building façade.

#### CONCEPT STAFF RECOMMENDATION:

- Provide cut sheets and photos of the window choices. Windows shall provide relief, detail, and variation to building facades.

#### DETAIL Staff Review:

The window detail graphic on Sheet A3.11, Exterior Elevations, illustrates how the window will be slightly recessed from the wall plane (approximately 2 inches with the sheet metal sill), given the building materials. Windows are well placed around the building envelope, taking advantage of solar aspect and function. This requirement is met.

### 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.

#### CONCEPT STAFF REVIEW:

The building will be set back from the sidewalk a full 29 feet due to a required street right-of-way dedication and the maximum 10-foot setback. This requirement does not apply.

### 18.110.120 - Roofs

#### A. REQUIREMENT:

Complies ☒ Conflicts ☐ N/A ☐

Provide relief, detail and variation to roof lines.

#### CONCEPT STAFF REVIEW:

The roof lines are a varied shed roof that provide interest and dual-purpose functionality (clerestories) to the building. 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 checked="" type="checkbox"/>	

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 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 REVIEW:**

The building composition and collection of architectural elements are consistent and well-proportioned. This requirement is met.

18.110.150 - Colors and materials			
<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 checked="" 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, traffic, or animals.

**CONCEPT STAFF REVIEW:**

Generally, at the concept design stage of review materials and colors aren't fully determined; the Board doesn't make a recommendation about colors and materials until detail design review.

The applicant has depicted preliminary colors and materials which are reflected in the black and white exterior elevations and in the colored renderings. Materials proposed are listed on Sheet A3.10, Exterior Elevations (shown on the right). The corrugated metal panel siding is a "Champaign" color.

**CONCEPT STAFF RECOMMENDATION:**

- Provide a complete colors and materials board at the detail stage of design review.

**DETAIL Staff Review:**

The applicant submitted a materials and colors board for staff to review, and intends to bring the board to the Detail Design Review Board meeting. This requirement is met.

### 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 REVIEW

Pole mounted lighting, soffit lighting and wall mounted lighting are depicted in the site plan, Sheet A1.10. Lighting should highlight architectural or landscape details, increase site safety and avoid off-site night glare and light pollution. The soffit lighting suggests a roof overhang that is not shown in the site plan (plan view).

#### CONCEPT STAFF RECOMMENDATION:

- Provide cut sheets and photos of each type of light fixture proposed. Describe methods to reduce off-site glare such as cut-off measures, light sensors, directional lighting, etc.
- Depict building overhangs in the site plan.

#### DETAIL Staff Review:

Lighting details and cut sheets have been provided (Attachment 5), and building overhangs are now depicted in the Proposed Site Plan, Sheet C-05.

### 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"/>	

### 18.110.180 - Plant selection

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	Conflicts	N/A	
<input checked="" 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.

#### CONCEPT STAFF REVIEW

The bioretention swale in the parking lot is approximately 10 feet in width and is planted with a mix of Common Rush, Slough Sedge, Siberian Iris, Western Spirea, and Kelsey Dogwood in three zones. A 4 sq.ft. area of stepping stones are added to the swale that provide variety and increased functionality. The perimeter landscaping, parking lot landscaping, and low-level landscaping around the building appear to reinforce the architectural and open space design. However the stormwater infiltration pond currently is not integrated into the overall landscape design. (See also OMC 18.110.030.)

#### CONCEPT STAFF RECOMMENDATION:

- Add the stormwater infiltration pond to the overall landscape plan. Ensure that the pond landscaping is integrated into the landscaping design.
- Show planting details of the stormwater pond and the bioretention swale in the landscape plan, in section and plan view. Add additional sheets if necessary.
- Provide plant photos of each plant in the Landscape Plan, Sheet L-1 or L-2.

#### DETAIL Staff Review:

The Landscape Plan, Sheet L-1, has been modified to include landscaping around the storm drainage pond, and in the parking lot bioswale. The storm drainage pond is now surrounded with Excelsa Red Cedar, Pacific Wax Myrtle, Serbian Spruce, Compact Oregon Grape, and Gro-low Sumac. The bioswale now consists of Kelsey Dogwood, Western Spirea, Siberian Iris, and Common Rush. Additionally, based on the Board's input from the Concept Design Review Board meeting, the barberry has been removed from along the sidewalk adjacent to the building's west wall.

#### 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:

A 6-foot-high metal panel trash enclosure is depicted on the site plan, located approximately 20 feet from the rear property line. Power transformers and power vault, and water meter and fire hydrants are also depicted in the site plan abutting the College Street NE sidewalk (Sheet A1.10). Sheet L-1 of the Landscape Plan shows the equipment screened with low-lying plants, such as Barberry, Oregon Grape, Kinnikinnick, and Mt. Vernon Laurel, providing access to the equipment for maintenance and servicing. Building mounted equipment should be integrated into the design of the building to the extent possible.

**CONCEPT STAFF RECOMMENDATION:**

- Show all mechanical equipment in the site plan, including building mounted equipment.

**DETAIL Staff Review:**

The trash enclosure plan, shown on Sheet A8.20, Details, shows that the solid waste materials will be entirely screened with a solid cement board panel enclosure approximately 7 feet in height. All mechanical equipment is depicted in the plan set - heat pumps, and power and utility vaults are located just off the College Street NE sidewalk on the east side of the parcel.

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

**CONCEPT STAFF REVIEW:**

See item OMC 18.110.090.

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

<b>18.130.020 Building Orientation</b>			
<b>A. REQUIREMENT:</b>			
Complies <input checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	
			<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. HDC-4 exceptions: The following exceptions apply if excellent pedestrian connections to the HDC street are provided: <ol style="list-style-type: none"> <li>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.</li> <li>b. Hotels and multifamily developments may be set back greater than 10 feet provided that the setback area does not include parking.</li> <li>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.</li> </ol> </li> </ol>

<b>18.130.030 - Building design</b>			
<b>A. REQUIREMENT:</b>			
Complies <input type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
			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>18.130.040 - Surface parking</b>			
<b>A. REQUIREMENT:</b>			
Complies <input checked="" type="checkbox"/>	Conflicts <input type="checkbox"/>	N/A <input type="checkbox"/>	
			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.

