

Design Review Board Design Guideline Checklist
Mixed Use Town Center and High School Road Districts / General Design Guidelines– BIMC 18.18.030

☐ "Pre-App" Meeting Checklist

☐ "Post-App" Meeting Checklist

Project Name/Case #: WINSLOW HOTEL / PLN 50880 WRE

Land Use Application
(Pre-app, Site Plan Review etc.): SITE PLAN REVIEW / CONDITIONAL USE PERMIT

Project Description: APPROXIMATELY 75 ROOM HOTEL WITH ASSOCIATED BANQUET AND MEETING ROOMS, RESTAURANT AND BAR, SPA AND BACK OF HOUSE SPACE

Applicable Design Guidelines				
Design Guideline	Intent	Description	Applicant Response	DRB Action (Y/N)
1. Parking Lot Location	To have parking lots be as visually unobtrusive as possible.	Parking lots should not front upon intersections. Parking lots should be located behind or to the side of buildings.	PARKING IS LOCATED UNDER THE BUILDING, AND BEHIND.	
2. Outdoor Open Spaces and Amenities	To establish, over time, a variety of open spaces within the town center	New development and redevelopment should provide facilities near or visible from the sidewalk for outdoor public use. Examples of such facilities include seating areas, courtyards, and small plaza spaces. Generally, the larger the development, the greater the number and size of such spaces. Furthermore, it is desirable to locate these spaces where they can receive sun and where they can easily be connected to adjacent concentrations of land use.	HOTEL IS DESIGNED AROUND A SIGNIFICANT, SOUTH FACING COURTYARD. SIDEWALK LEVEL IS VERY TRANSPARENT, TO PROVIDE FOR VIEWS OF THE COURTYARD FROM THE STREET.	
3. Pedestrian Connections	To create a network of safe, comfortable and attractive linkages for people on foot	New development and redevelopment should include pedestrian walkways, raised and/or separated from traffic lanes, that offer access from the public sidewalk to the main entrance to the building. (Locating a building entrance directly on the sidewalk satisfies this guideline.) In addition, connections to adjoining properties should be provided. Furthermore, within parking lots, there should be pedestrian walkways that allow people to traverse the lot without being forced to use vehicular aisles.	THE HOTEL LOBBY ENTRY, AND RESTAURANT/BAR ENTRY ARE LOCATED ON THE ENTRY COURT AT THE STREET. ADDITIONALLY THERE IS A SECONDARY ENTRANCE AT THE WEST END OF THE STREET FRONTAGE.	
4. Shielded Lighting	To ensure that the source of lighting for parking, service and loading areas is not visible from neighboring development.	Freestanding light fixtures should not exceed 14' in height. All exterior lighting fixtures should incorporate cutoff shields to prevent spillover.	NO FREESTANDING LIGHT FIXTURES ARE PROVIDED.	

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5. Screen Service Areas	To conceal loading, trash, and storage areas from view.	Trash containers should be enclosed on all sides with solid walls and gates. Loading docks, outdoor storage and staging areas should be screened with fencing and vegetation, such as evergreen hedges. Chain link fencing is not acceptable.	TRASH AND RECYCLING ARE LOCATED UNDER THE BUILDING AND WILL ALSO BE ENCLOSED TO MANAGE SOUND AND SMELL.	
6. Common Open Space	To ensure that open spaces within a development containing dwelling units are truly usable by all residents.	While some portions of common open space may be dedicated to specific amenities such as pools and tennis courts, most of it should be designed in such a manner as to allow walking throughout the development, to any adjacent commercial or recreational areas, and to surrounding streets. Except for designated senior housing, some place for children to play should also be provided.	COURTYARD IS DESIGNED TO BE ACCESSIBLE BY ALL HOTEL, RESTAURANT AND BAR PATRONS.	
6a. Conceal Garage Doors	To ensure that street frontages are not dominated by vehicular storage facilities.	Entrances to parking garages and structures should be from alleys, access lanes, or minor side streets, rather than from principal through streets. If access from a principal street is unavoidable, such access should be restricted to a single, two-way curb cut for each development.	HOTEL ONLY HAS WINDOW WAY FRONTAGE FOR ACCESS. THERE IS AN ENTRY COURT FOR DROP OFF AND WALKING ACCESS AND A SEPARATE NARROW SERVICE ACCESS AND EMPLOYEE WALKING ACCESS.	
7. Overall Form	To create visual continuity among buildings having potentially different styles.	Buildings should utilize elements such as massing, materials, windows, canopies, and pitched or terraced roof forms to create both a visually distinct "base" as well as a "cap".	SEE DRAWINGS THAT SHOW COMPLIANCE WITH THIS GUIDELINE.	
8. Entrances	To make it apparent from the street where major entrances to buildings are located.	Principal entrances to buildings should be visually prominent and located within close proximity to the public sidewalk. Entrances should incorporate elements such as setbacks, recesses, balconies, porches, arches, trellises, or other architectural devices.	ENTRIES ARE LOCATED AT AN ENTRY COURT, DESIGNED TO BE VISIBLE FROM THE CORNER OF WINDOW WAY.	
9. Conceal Mechanical Equipment	To ensure that larger pieces of mechanical equipment are visually unobtrusive.	Rooftop mechanical equipment should be concealed by and integrated within the roof form of a building. Simply surrounding it with a parapet wall is not sufficient.	NO ROOFTOP MECHANICAL EQUIPMENT IS PROPOSED.	
10. Structured Parking	To diminish the visual impact of parking as viewed from streets.	Any level of parking contained within or under a structure that is visible from a public street shall fully screen the parking with either another use, a facade that incorporates artwork, or trees and other vegetation.	DOES NOT APPLY	
11. Encouraging Varied Details	To ensure that denser types of housing include details that create a sense of human scale and that break down the bulk of larger buildings.	Buildings containing residential dwellings should incorporate most, if not all, of the following elements: <ul style="list-style-type: none"> • Front porches or stoops • Bay windows or dormers • Visible trim around windows and building corners • Base articulation, such as a plinth or first floor raised above grade 	PROJECT IS A HOTEL.	

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12. Integration	To ensure that signage is a part of the overall design approach to a project and not an afterthought.	The design of signs should be integrated with the architecture and site design of a project.	SIGNAGE IS ANTICIPATED TO BE INTEGRATED WITH THE ENTRY CANOPIES, A GROUND SIGN AT THE ENTRY COURT, AND WINDOW SIGNAGE.	
13. Creativity	To encourage interesting and even unusual approaches to graphic design.	Signs should be expressive and even whimsical, exhibiting a graphic design approach to form and lighting. Standard, back-lighted, metal frame and plastic panel signs are discouraged.	SEE EXAMPLES PROVIDED.	
14. Awning Signs	To produce a visual effect that emphasizes buildings and vegetation, not advertising.	Signs painted on awnings are allowed, but awnings should not be internally illuminated.	NO AWNINGS ARE PROPOSED.	

Guidelines Requiring
Action per DRB:

DRB Summary Motion
on Actions: