

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 #:

Ericksen Townhomes/PLN50804B SPR & PLN50804B CUP

Land Use Application  
(Pre-app, Site Plan Review etc.):

Site Plan Review (major) and Conditional Use Permit (minor)

Project Description:

Project is a condominium with six new freestanding townhomes and one existing residence (on historic register)

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.	Surface parking is limited to one space located behind the existing historic residence; the remainder of the parking spaces are in garages located below the new townhomes.	
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.	Front yard “gardens” are located along Ericksen Avenue as per the Ericksen Avenue Design Guidelines. The project exceeds the require for view corridor percentage (40% provided vs. 30% required) with the majority in the central mews space. Additional open space adjacent to the required Winslow Ravine buffer and setback is provided for proposed retention of an old apple tree.	
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 “mews” driveway is intended to function as European “Woonerf” living street – the central circulation space is limited to 12’ (with wider turnouts) to reduce traffic speed and allow shared circulation for resident pedestrian and bicycle traffic.	
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 proposed. Exterior lighting will be limited to residence and garage entries and will incorporate cutoff shields.	

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<b>5. Screen Service Areas</b>	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.	A trash, recycle, and yard waste collection area is provided. The area is enclosed with a 5’ high wood fence and gate.	
<b>6. Common Open Space</b>	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.	As noted in item 2, additional outdoor space is provided adjacent to Winslow Ravine buffer and setback. The combined areas, equal to approximately 20% of the site, have a bark trail system, a forest seating area, and an outdoor dining which are all available for residents to enjoy.	
<b>6a. Conceal Garage Doors</b>	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.	Garage entrances face onto the common driveway and are not oriented towards Ericksen Avenue.	
<b>7. Overall Form</b>	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”.	The design of the new townhomes contains all of the elements described; in addition the design is per the Ericksen Avenue Design Guidelines which have additional requirements above and beyond the MUTC General Design Guidelines.	
<b>8. Entrances</b>	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.	Entrances to the residences on Ericksen Avenue face the street. Entrances to the other residences are marked with individual roof canopies and are located in recesses which feature small patio spaces.	
<b>9. Conceal Mechanical Equipment</b>	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.	
<b>10. Structured Parking</b>	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.	See response to 6a.	
<b>11. Encouraging Varied Details</b>	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"><li>• Front porches or stoops</li><li>• Bay windows or dormers</li><li>• Visible trim around windows and building corners</li><li>• Base articulation, such as a plinth or first floor raised above grade</li></ul>	See response to 7.	

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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.	No signage other than addresses and a street name sign is proposed.	
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 response to 12	
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.	See response to 12	

Guidelines Requiring Action per DRB:

DRB Summary Motion on Actions: