



AGENDA
City of Gig Harbor Design Review Board
Virtual Meeting of July 8, 2021 at 5:00 pm

Due to public health concerns, this meeting will be accessible to listen by using the information below:

link to join Webinar <https://zoom.us/j/93087594253>

Call-in: (253) 215-8782 Webinar ID: 930 8759 4253

To speak during the meeting, press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. Comments are only allowed during designated portions of the meeting. Please refrain from “raising your hand” until the Design Review Board Chair has announced that he has opened the public comment portion of the meeting. Your name or the last four digits of your phone number will be called out when it is your turn to speak. When using your phone to call in you may need to press *6 to unmute yourself. All speakers will have up to three minutes to speak.

If you wish to submit written public comment, please provide your comments to the Planning Division by **Wednesday, July 7, 2021**. All written comments must be able to be read in 3 minutes or less to be included in the record and have the title: **FOR PUBLIC COMMENT** included. Send comments to: candrews@gigharborwa.gov. Written comments will be read during the appropriate agenda item.

Please click the link to join the webinar: <https://zoom.us/j/93087594253>

Or Telephone: | 1 253 215 8782 | Webinar ID: 930 8759 4253

- I. **Call to Order:**
- II. **Roll call:**
- III. **Approval of Minutes:** May 27, 2021 / June 10, 2021
- IV. **Agenda Items for Formal Review**
 - a. Announcement of Application
 - b. Open Public Meeting Announcement
 - c. Appearance of Fairness Issues
 - d. Staff Report
 - e. Applicant Introduction and Presentation
 - f. Public Comment (See Assistance Memo)
 - g. Discussion and Voting





1. **Gig Harbor Peninsula Historical Society, P.O. Box 744, Gig Harbor, WA 98335: HARBOR HISTORY MUSEUM – MARITIME GALLERY ENCLOSURE: (PL-DR-21-0164)** The applicant is proposing to enclose an exterior wall of the existing Maritime Gallery at the Harbor History Museum. There are not changes to the roof profile or building massing, all work is to be performed within the existing building footprint with no additions proposed. The enclosure walls were original proposed as part of the original land use and building applications and was noted as a “Future Phase”. The proposed enclosure maintains the transparency of the original design intent, however, the amount of glazing has been reduced in order to comply with the recently adopted 2018 Washington State Energy Code.

The enclosure walls are to be constructed of Board & Batten siding matching the existing museum exterior with the glazing material of aluminum storefront matching the front entry to the museum. The depth of the aluminum members will be increased due to length of spans and the weight of the glazing units. The proposed project is within the interior of the building with no exterior site work proposed. The site is located at 4121 Harborview Dr., on the northeast side of Harborview Dr., on the corner of North Harborview Dr., and Harborview Dr., parcel no. 4002990010

2. **Open Public Meetings Act Training**

- V. **Upcoming Meetings** **July 22, 2021**
- VI. **Adjourn**



DRAFT Minutes
City of Gig Harbor Design Review Board
Virtual Meeting of May 27, 2021 at 5:00 pm

- I. **Call to Order:** 5:02 PM
- II. **Roll call:** Brett Marlo DeSantis, Darrin Filand, Jon Ashlock & Nels Peterson Staff
Carl deSimas, Senior Planner & Michelle Thomas, Planning Technician
- III. **Approval of Minutes:** May 13, 2021 Motion Filand/Ashlock all in favor minutes approved as written

IV. **Agenda Items for Formal Review**

- 1. **West Harbor Corporate Park LLC, 6622 Wollochet Dr. NW. Gig Harbor, WA 98335 - Mallards Landing Lot 7 – Assisted Living Facility:** PL-SPR-19-0003, PL-DR-19-0021, PL-CUP-19-0001, PL-BSP-19-0001, PL-ALP-19-0002 and PL-SEPA19-0003. The general proposal is for the development of an approximately 95,100 square foot assisted living and memory care facility containing a total of 83 living units – including 71 assisted living dwelling units and 12 dedicated memory care sleeping units. The structure will be a single three-story building with a daylight basement. The site is approximately 4.46 acres of undeveloped land and contains two Category IV wetlands. The project proposes onsite stormwater detention, parking, landscaping and pedestrian paths connecting to frontage improvements on 72nd Street and Wagner Way. Automobile access would also be provided from both 72nd Street to the north and Wagner Way to the south.

The applicant proposes grading into the western zone transition buffer area which requires adherence to specified alternative standards and a favorable recommendation from the City's Design Review Board (GHMC 17.99.200). The site is located at 6916 Wagner Way.

Staff Presentation: Carl deSimas project overview, public comment received & staff recommendations

Applicant Presentation: James Brown, Wattenbarger Architects options, project proposal, buffer, lighting, existing vegetation, and tree retention

Public Comment: Lynn Anderson

DRB Discussion: Filand, Ashlock, Peterson & Marlo DeSantis

Motion: GHMC17.99.200 Alternative to zone transition standards

D. Location of services- Comfortable with the location of services, loading and trash enclosure services because of superior screening to neighboring properties being provided.

F. Lighting- Change to use recessed downward lighting at all the balconies and wall sconces at the lower level that are downward directional and if the height of the pole lights is no more than 20' in height that would be acceptable to provide an equivalent design solution.

G. Vegetative buffering - Existing maple tree that is in question and point of discussion this evening that is on the westerly property line adjacent to lot 2 of the R-1 zone would propose that the maple come out and supplement newly planted dense screening similarly to what is being proposed south of that location along the westerly property line be planted in placement of that existing maple tree to provide an equivalent solution to what is being proposed along the majority of that western property line.

J. Location of parking and driveway entrances -Parking has been in the area of the zone transition as well as parking has been relocated to allow more vegetive buffering to occur providing a superior solution to better screen the services but the parking meets the content of the design criteria.

K. Open space and common areas- The entrance and the way the driveway is moved easterly on the property creating a larger continuous open space to the west along the zone transition area in the northwest corner is an equivalent solution to creating open space along the property line as well as other common and open spaces around the property

L. Existing natural characteristics of the site- Board had already proposed that the retaining walls that were in excess of 6 feet a prescriptive allowed height to deal with some of the storm detention facilities in the mid part of the site was acceptable with adequate screening and with applicant proposing new retaining walls would basically meet the prescriptive maximum allowable height of 6' along the buffering areas is an equivalent solution as prescriptively required by definition. Filand/Ashlock All in favor motion passes

V. [Upcoming Meetings](#): June 10, 2021 Burnham Drive Apartments

VI. [Adjourn](#): Motion Peterson/Filand all in favor meeting adjourned at 6:21



DRAFT Minutes
City of Gig Harbor Design Review Board
Virtual Meeting of June 10, 2021 at 5:00 pm

- I. **Call to Order:** 5:05 PM
- II. **Roll call:** Brett Marlo DeSantis, Darrin Filand & Marlene Druker
Staff Kim Mahoney, Associate Planner & Michelle Thomas, Planning Technician
- III. **Approval of Minutes:** May 27, 2021 Hold approval of minutes until next meeting
- IV. **Agenda Items for Formal Review**
 1. **Paul Conan 3521 47th Street Ct GIG HARBOR, WA 98335: Burnham Drive Apartments:** (PL-SPR-17-0003, PL-CUP-17-0001, PL-DR-17-0184 and PL-SEPA-17-0013). The proposal includes an 78-unit apartment complex with a community building, parking, and utility extensions on an irregularly shaped parcel of 4.45 acres. The development will include five 3-story multi-family residential buildings, a 2-story carriage unit building with garages on the first level and apartment units on the second, and a single-story community building with leasing offices. The site is located in the City's B-2 Zoning District (General Business) and the MUD Overlay (Mixed Use District). Multiple-family Dwellings are a conditional use in this zone and therefore require a conditional use approval. The site is generally hilly and a ravine with associated steep slopes exists near the eastern property line. This ravine area is to be left in a natural state. The site is located at 9411 Burnham Dr, on the east side of Burnham drive approximately 600 feet north of the intersection with Harborview Dr. Sec 06, Tw 21, R 02, Q 12., parcel no. 0221061028
Staff Presentation: Kim Mahoney, project overview, history & Staff recommendations
Applicant Presentation: Stephen Bridgeford Senior Land Planner Contour Engineering, LLC
Public Comment: No public comment
DRB Discussion: Natural Site Condition, Primary Walkway Standards & Parking Garages
Motion: 17.99.260D Primary Walkway Standards –Accent walkways with significant landscaping. DRB approves the applicants landscape plan it is an equivalent solution due to the fact that there are areas within the landscape plan that exceed 5 feet and no landscape areas are reduced beyond 4 feet. That in combination that the wider landscaping areas in tandem with narrower landscaping areas provide an equivalent solution. Filand/Druker all in favor motion passes
Project will be brought back to the DRB for review on July 22nd, 2021to review 17.99.240C, 17.99.370A & 17.99.470C

Upcoming Meetings: Thursday, June 24, 2021 Harbor History Museum Pre-Application Meeting- Maritime Gallery Enclosure

V. Adjourn: Motion Druker/Filand all in favor meeting adjourned at 6:49PM



COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

**PLANNING DIVISION
DRB PRE-APPLICATION STAFF MEMO**

TO: Design Review Board
FROM: Planning Staff
DATE: June 17, 2021

RE: PL-DR-21-0164 – Harbor History Museum – Maritime Gallery
Enclosure – 4121 Harborview Drive
Public Meeting Date: July 8, 2021

I. GENERAL INFORMATION

- A. Applicant:** David Boe,
BOE Architects
1130 Broadway Suite 207
Tacoma WA 98402
- B. Property Owner:** Gig Harbor Peninsula Historical Society
PO Box 744
Gig Harbor, WA 98335

II. PROJECT DESCRIPTION

This public meeting is for a pre-application review before the City of Gig Harbor Design Review Board (DRB).

The proposed project is to construct the enclosure wall and glazing for the existing Maritime Gallery at the Harbor History Museum located at 4121 Harborview Drive. There is no change to the roof profile or building massing. All work is to be within the existing building footprint with no addition beyond the footprint proposed. No site work or utility work is being proposed. The enclosure walls were considered with the original land use

and building permit application for the museum in 2007 and 2008 but was noted as a future phase pending the completion of major renovation of the main artifact in the gallery – the purse-seiner Shenandoah. The proposed enclosure maintains the transparency of the original design intent; however, the amount of glazing has been reduced in order to comply with the recently adopted 2018 Washington State Energy Code. The transparency from the viewpoint along North Harborview Drive through the gallery to the Shenandoah with visibility of Gig Harbor beyond is proposed to be maintained. Interior construction includes modification of the existing Shenandoah elevated observation deck and a second stairway for flow of patrons through the gallery. An accessible lift is proposed to provide access from the Main Gallery level to the observation deck. The enclosure walls are to board + batten siding matching the existing museum exterior with the glazing being aluminum storefront matching the front entry to the museum; however, the depth of the aluminum members will be increased due to length of spans and the weight of the glazing units.

III. SITE DESCRIPTION

- A. Location:** 4121 Harborview Drive
Assessor's Parcel #4002990010

IV. PERTINENT DESIGN REVIEW POLICIES

- A. Comprehensive Plan:** Community Design Element of Comprehensive Plan – pages 4-1 through 4-19.
- B. Gig Harbor Municipal Code:** The Design Review process is outlined in chapter 17.98 GHMC. Section 17.98.055 outlines the process for review of projects by the Design Review Board. Section 17.98.037 outlines the optional design review pre-application meeting. This section states that applicants for projects that will require design review may request a pre-application review by the Design Review Board (DRB) at a DRB meeting.

The purpose of the pre-application review is to allow the DRB to provide early input on potential development or redevelopment of a site during the early stages of design. This will allow the design review board to identify specific areas of concern and design opportunities related to the site for the applicant. The DRB's comments may help the applicant develop a design that conforms to design manual standards in a manner more sensitive to specific site conditions and to neighborhood concerns. No decisions will be made at this pre-application meeting. A formal DRB meeting may still be required at a later date for the project to progress.

V. REQUESTED DRB REVIEW AND STAFF COMMENTS:

On September 12, 2018, the applicant held a pre-application meeting with the Planning, Building and Public Works divisions. Planning staff comments in preparation for this pre-application meeting are attached for the Board's reference.

Following the pre-application with staff, the applicant requested a pre-application before the DRB to consider the specific Design Manual standards addressed below. Staff has reviewed the narrative, site plan and drawings submitted and makes the following comments on these specific Design Manual requirements. A formal recommendation is not required as part of a DRB pre-application meeting.

1. GHMC 17.99.350 – Outdoor lighting standards

The following standards apply to all uses and development

- A. Keep light sources hidden from public view.**
- B. Use downward directional lighting**
- C. Avoid lighting large areas with a single source**
- D. Avoid excessive light throw**
- E. Choose approved light designs**
- F. Avoid light fixture designs which have a utilitarian appearance.**

Staff comment:

Staff believes the proposed lighting complies prescriptively with the design manual requirements.

2. GHMC 17.99.530 Window design- Historic district. The following standards are applicable to all development within the historic district.

- A. Maintain balance in the placement of windows**
- B. Conform to solid/void ratio requirements.**
- C. Use window muntins representative of Gig Harbor's historic structures.**
- D. Use double-hung, casement or fixed windows.**
- E. Develop and maintain vertical window pattern.**
- F. Group vertical windows for wider openings.**
- I. Use irregular-shaped windows sparingly.**
- J. Use windows with traditional frame depth and shadow lines.**
- K. Wrap windows in a traditional manner.**

Staff comment

The History Museum received extensive design review and subsequent approval of it's current building and most of the design items above comply with that design review and match the existing design elements. Regarding the circular "porthole" windows, the design manual states that "Circular, elliptical, octagonal, triangular, or trapezoid windows should be limited to accent windows and shall not be the prominent window form". The proposed windows are an accent on the lower level of the building, and it is doubtful they would even be visible from the right of way.

3. 17.99.540 Siding and trim – Historic district

The following standard apply to all development within the historic district.

Use siding materials that convey the same visual qualities as wood, brick, stone, stacked masonry or (in limited application) other unspecified materials.

Staff comment

The History Museum received extensive design review and subsequent approval of it's current building and this enclosure was considered during that review. The proposed siding and trim matches that which exists and was previously approved.

4. 17.99.550 Awning design – Historic district

The following standards apply to all nonresidential and multifamily development within the historic district.

A. Align bottom edge of awnings

B. Choose awning design appropriate to building style.

Staff comment

Staff believes the proposed awnings would comply prescriptively with design manual requirements.

5. 17.99.570 Colors – Historic district

The following color regulations apply to all structures in the historic district. The planning staff and/or the design review board can provide guidance on selecting colors that will conform to the following criteria:

A. Keep field colors subdued

B. Avoid bold or bright trim colors

C. Limit bright colors to finer architectural details.

Staff comment

The History Museum received extension design review and subsequent approval of it's current colors and the proposal matches those colors.

VI. PUBLIC NOTICE:

Notice of a pre-application meeting by the DRB is not required. Review Meeting agendas are published on the City of Gig Harbor's webpage.

Project Planner: Diane McBane, Associate Planner

Date: June 17, 2021

The following documents pertinent to your review are enclosed:

Exhibit "A" – Application dated May 28, 2021.

Exhibit "B" – Design Manual checklist dated May 28, 2021.

Exhibit "C" – Elevations from BOE Architects dated May 28, 2021.

Exhibit "D" – Site Plan from BOE Architects dated May 28, 2021.

Exhibit "E" – Finishes & Lighting from BOE Architects dated May 28, 2021

Exhibit "F" – Floor Plan from BOE Architects dated May 28, 2021

Exhibit "G" – Planning Division Pre- Application Comments dated September 12, 2018.

SUBMITTED: 05.28.2021CASE NO.: PL-DR-21-0164

DRB PRE-APPLICATION REQUEST MASTER PLANNING PERMIT APPLICATION

Check all permits you are applying for in the boxes provided. Submit this application form, the applicable materials listed in the corresponding checklist and fee.

☐ Major Site Plan Review ☐ Minor Site Plan Review ☐ Administrative Design Review ☐ Alternative Design Review ☐ Alternative Landscape Plan ☐ Binding Site Plan ☐ Variance ☐ Conditional Use Permit ☐ SEPA	☐ Preliminary Short Plat ☐ Final Short Plat ☐ Preliminary Plat ☐ Preliminary Plat Revision ☐ Final Plat ☐ Plat Alterations/Vacation ☐ Preliminary PRD/PUD ☐ Final PRD/PUD ☐ Final PRD/PUD Amendment ☐ Boundary Line Adjustment	☐ Shoreline Substantial Development Permit ☐ Shoreline Variance ☐ Shoreline Conditional Use Permit ☐ Shoreline Exemption ☐ Shoreline Revision ☐ Flood Hazard ☐ Critical Area Variance ☐ Reasonable Use Exception ☐ Critical Area Review	☐ Land Clearing ☐ Nonconforming Review ☐ Perf. Based Height Exception ☐ Temporary Trailer ☐ Administrative Interpretation ☐ Rezone ☐ Height Restriction Area Amendment ☐ Comp. Plan Amendment ☐ Zoning Text Amendment
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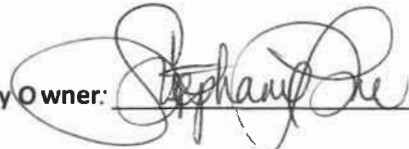
Project Name:	Harbor History Museum - Martime Gallery Enclosure
Project Address:	4121 Harborview Drive, Gig Harbor, WA
Tax Assessor Parcel Number(s): <i>Attach full legal description</i>	4002990010

APPLICANT/AGENT ☒ Primary Contact for Application			
Name:	David Boe/BOE architects, pllc	Phone:	253-383-7762
Street:	1130 Broadway - Suite 207	Fax:	n/a
City/State/Zip:	Tacoma, WA 98402	Email:	dboe@boearc.com

PROPERTY OWNER(S) ☒ Applicant ☐ Primary Contract for Application			
Name:	Gig Harbor Peninsula Historical Society	Phone:	253-858-6722
Street:	P.O. Box 744	Fax:	
City/State/Zip	Gig Harbor, WA 98335	Email:	director@harborhistorymuseum.org

Property Owner(s)

I do hereby affirm and certify, under penalty of perjury, that I am one (or more) of the owners or owner under contract of the herein described property and that the foregoing statements and answers are in all respects true and correct on my information and belief as to those matters, I believe it to be true.

Signature by Property Owner:  Date: 5/28/21

PROJECT DESCRIPTION (PROVIDE DETAILED SUMMARY)

The project is to construct the enclosure wall and glazing for the existing Maritime Gallery at the Harbor History Museum. There is no change to the roof profile or building massing. All work is to be within the existing building footprint with no addition beyond the footprint proposed. No site work or utility work is being proposed. The enclosure walls were considered with the original land use and building permit application for the museum but was noted as a future phase pending the completion of major renovation of the main artifact in the gallery - the purse-seiner Shenandoah.

The proposed enclosure maintains the transparency of the original design intent; however, the amount of glazing has been reduced in order to comply with the recently adopted 2018 Washington State Energy Code. The transparency from the viewpoint along North Harborview Drive through the gallery to the Shenandoah with visibility of Gig Harbor beyond is proposed to be maintained.

Interior construction includes modification of the existing Shenandoah elevated observation deck and a second stairway for flow of patrons through the gallery. An accessible lift is proposed to provide access from the Main Gallery level to the observation deck.

The enclosure walls are to have board + batten siding matching the existing museum exterior with the glazing being aluminum storefront matching the front entry to the museum; however, depth of the aluminum members will be increased due to length of spans and the weight of the glazing units.

+

UTILITIES**Water Supply (name of utility provider):**

n/a

Sewage Disposal (name of utility provider):

n/a

Access (Name of road or street from which access is or will be gained):

Harborview Drive

CRITICAL AREA INFORMATION**Wetlands on site** ☐ Yes ☒ No**Slopes exceeding 15%** ☐ Yes ☒ No**Streams** ☒ Yes ☐ No

Existing Land Use: Describe (or illustrate separately) all existing use structures and all critical areas within 300 feet of property lines.

The proposed project is all within the interior of the building with no site work proposed. The existing land use is Commercial with the property being used as museum of local history and culture. Donkey Creek is adjacent to the property. Other uses within 300-feet include office, repair garage, retail, cafe, and residential.

Fee Deposits:

"I acknowledge that I have applied for a permit which requires a deposit for future services to be rendered, as required by section F of the City's adopted Fee Schedule. I understand that, as the applicant, I (we) shall bear all of the costs of these services and will be billed the actual costs in excess of the deposit. If the actual costs are below the deposit, I will be refunded the difference." _____ (Initials)

Consolidated Permit Processing:

"As the applicant, I (we) elect to have all planning permits submitted concurrently and associated with our project processed collectively under the highest numbered permit procedure per GHMC 19.01.002(B)." _____ (Initials)



PLANNING DEPARTMENT CHECKLIST FOR ALL PROJECTS

CHECKLIST FOR ALL PROJECTS | GHMC 19.02.002

- ☒ A completed project permit application form.
- ☐ A verified statement by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property.
- ☐ A property and/or legal description of the site for all applications, as required by the applicable development regulations.
- ☒ The applicable fee.
- ☐ Evidence of adequate water supply as required by RCW 19.27.097 or a copy of an application for City of Gig Harbor water concurrency determination; and
- ☐ Evidence of sewer availability or an application for a city of Gig Harbor sewer concurrency determination.

SUBMITTAL OPTIONS:

PAPER COPY OPTION:

- ☐ 5 complete sets of submittal materials including wetland reports and traffic reports. Plan sets are to be the same size sheets collated and bound, (preferred size of 24"x36"). Please provide 2 sets of reduced size 11"x17". Please tile sheets if needed to meet required scale.

If your project requires multiple permits, only 5 sets, plus 2 reduced sets, are required. Please combine the requirements of all permits into the bound sets.

ELECTRONIC PLAN REVIEW OPTION:

- ☒ The City of Gig Harbor is pleased to offer electronic plan review. Please read this [Client Assistance Memo](#) and email a complete [Intake Request Form](#) to: planningintake@cityofgigharbor.net

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.

DESIGN REVIEW | CHAPTER 17.98 GHMC

Under application for Design Review is considered complete upon submittal of the information as required under **GHMC 17.98.040**. This is in addition to the application requirements of **GHMC 19.02.002**.

DESIGN REVIEW APPLICATION REQUIREMENTS | CHAPTER 17.98.040

- ☒ **Site Layout.** A plan, drawn to scale no smaller than one inch equals 30 feet showing location and size of all structures, critical areas, required buffer areas, required yards, landscape areas, open spaces, common areas or plazas, walkways, retaining wall locations, storm water retention facilities, and parking and vehicle maneuvering areas.
☐ N/A ☒ Submitted on sheet(s) A1.1
- ☐ **Significant Tree Survey.** A significant tree survey which accurately identifies the species, size and location of all significant trees within the property subject to the application.
☒ N/A ☐ Submitted on sheet(s) _____
- ☐ **Tree Retention Survey.** A survey showing the species, size and location of all significant trees to be retained on the property.
☒ N/A ☐ Submitted on sheet(s) _____
- ☐ **Preliminary Site Section Drawings.** Section drawings which illustrate existing and proposed grades.
☒ N/A ☐ Submitted on sheet(s) _____
- ☐ **Preliminary Grading Plan.** A topographic map of the property, delineating contours, existing and proposed, at no greater than five-foot intervals. The plan shall indicate all proposed cuts, fills and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and hard surfaces.
☒ N/A ☐ Submitted on sheet(s) _____
- ☐ **Preliminary Utilities Plan.** A utilities plan showing the location and type of any utilities proposed in critical areas, critical area buffers and natural vegetation retention areas.
☒ N/A ☐ Submitted on sheet(s) _____
- ☐ **Paving Materials.** A description of proposed pedestrian and vehicular paving materials; include proposed type (asphalt, concrete, pavers, etc.), color, scoring and texture.
☒ N/A ☐ Submitted on sheet(s) _____
- ☒ **Elevation Drawings.** Complete elevation drawings of all buildings showing dimensions and proposed materials including roofing, siding, windows and trim. Drawings shall include conceptual trim and cornice design, roof pitch, and solid/void ratio and siding material calculations. If landscaping is proposed to soften or mitigate architectural modulation or details, additional elevation drawings showing proposed landscaping shall be provided.
☐ N/A ☒ Submitted on sheet(s) A4.1 + A4.2
- ☐ **Sign Plan.** A sign plan showing the general location, type and size of signage on buildings.
☒ N/A ☐ Submitted on sheet(s) _____
- ☐ **Equipment Screening.** A description of how all mechanical and utility equipment will be screened.
☒ N/A ☐ Submitted on sheet(s) _____

- ☒ **Color and Material Palette.** A schematic color and material palette of the building's exterior siding, trim, cornice, windows and roofing. If alternative design review is requested, material and color samples shall be provided.
☐ N/A ☒ Submitted on sheet(s) A4.1 + A42
- ☐ **Fencing.** The location and description of any proposed fencing.
☒ N/A ☐ Submitted on sheet(s) _____
- ☒ **Light Fixtures.** A cutsheet showing typical parking and building lighting which includes pole height and mounting height. If proposed fixtures are near critical areas or natural vegetation retention areas, shielding shall be shown.
☐ N/A ☒ Submitted on sheet(s) to match existing on building
- ☐ **Accessories.** The location of all outdoor furniture, trash receptacles and accessories.
☒ N/A ☐ Submitted on sheet(s) _____
- ☐ **Alternative Design Review.** A request for alternative design review shall include a written statement addressing the criteria for approval as set forth in **GHMC 17.98.055, 17.98.056, 17.98.058 or 17.98.060**, as applicable.
☒ N/A ☐ Submitted on sheet(s) _____

This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections.

RECEIVED

By Michelle Thomas at 11:19 am, May 28, 2021

DESIGN MANUAL CHECKLIST

DESIGN MANUAL CHECKLIST

The following is a listing of general requirements stated in the City of Gig Harbor Design Manual (Chapter 17.99 GHMC). Please indicate the type of review you are requesting in the boxes to the left and submit with your application. The boxes on the right will be completed by the staff, but you may wish to make a copy of the checklist and mark all boxes for your own reference.

Admin. Review	DRB Review		Not Applicable	Complies	Not Compliant
☐	☐	17.99.100 Activity Center Standards (NONRESIDENTIAL AND MIXED USE)			
☐	☐	A. <u>Provide continuous pedestrian links between building, sites and common areas within activity center.</u>	☐	☐	☐
☐	☐	B. <u>Identify locations for common parking lots and/or garages.</u>	☐	☐	☐
☐	☐	C. <u>Unify public directional signs.</u>	☐	☐	☐
☐	☐	D. <u>Coordinate all outdoor lighting fixtures and right-of-way paving materials.</u>	☐	☐	☐
☐	☐	E. <u>Where practical, incorporate mixed use buildings, which accommodate residential units.</u>	☐	☐	☐
		17.99.140 Parkway Standards for On-Site Development (ALL DEVELOPMENT)			
☐	☐	A. <u>Reflect mass, scale and height of adjacent structures.</u>	☐	☐	☐
☐	☐	B. <u>Avoid chain link fencing.</u>	☐	☐	☐
☐	☐	C. <u>Comply with parkway setbacks in Historic District.</u>	☐	☐	☐
		17.99.160 Enhancement Corridors Standards (ALL DEVELOPMENT)			
☐	☐	A. <u>Retain significant trees.</u>	☐	☐	☐
☐	☐	B. <u>Provide full screening or partial screening with glimpse-through areas.</u>	☐	☐	☐
☐	☐	C. <u>Maintain 30-foot setbacks from the rights-of-way and City of Tacoma Cushman transmission line properties that define Enhancement Corridors.</u>	☐	☐	☐
☐	☐	D. <u>Orient service and delivery areas away from Enhancement Corridors.</u>	☐	☐	☐
☐	☐	E. <u>Screen or enhance parking lots visible from the SR 16 Enhancement Corridor.</u>	☐	☐	☐
☐	☐	F. <u>Screen or enhance building design.</u>	☐	☐	☐
		17.99.180 Zone Transition Buffering Standards (ALL DEVELOPMENT)			
☐	☐	<u>Substantially separate and shield opposing zones located outside the height restriction area with a minimum 40-foot dense vegetative buffer.</u>	☐	☐	☐
		17.99.190 Zone Transition Development Standards (ALL DEVELOPMENT)			
☐	☐	A. <u>Limit building footprint to the average size of building footprints in the opposing zones**.</u>	☐	☐	☐
☐	☐	B. <u>Limit building height to the average height of building in opposing zones**.</u>	☐	☐	☐
☐	☐	C. <u>Avoid facing dissimilar structure along streets.</u>	☐	☐	☐
☐	☐	D. <u>Avoid the appearance of parking lots along residential streets.</u>	☐	☐	☐
		17.99.200 Alternative Zone Transition Standards (ALL DEVELOPMENT)			
☐	☐	A. <u>Separation of structures.</u>	☐	☐	☐
☐	☐	B. <u>Architectural modulation of building.</u>	☐	☐	☐

DESIGN MANUAL CHECKLIST

		FOR STAFF USE ONLY			
Admin. Review	DRB Review		Not Applicable	Complies	Not Compliant
☐	☐	17.99.200 Alternative Zone Transition Standards cont. (ALL DEVELOPMENT)	☐	☐	☐
☐	☐	<u>C. Rooflines.</u>	☐	☐	☐
☐	☐	<u>D. Location of service areas.</u>	☐	☐	☐
☐	☐	<u>E. Window and balcony orientation.</u>	☐	☐	☐
☐	☐	<u>F. Lighting.</u>	☐	☐	☐
☐	☐	<u>G. Vegetative buffering.</u>	☐	☐	☐
☐	☐	<u>H. Existing nonconformities.</u>	☐	☐	☐
☐	☐	<u>I. Entryway orientation.</u>	☐	☐	☐
☐	☐	<u>J. Location of parking and driveway entrances.</u>	☐	☐	☐
☐	☐	<u>K. Open space and common areas.</u>	☐	☐	☐
☐	☐	<u>L. Existing natural characteristics of the site.</u>	☐	☐	☐
☐	☐	<u>M. Siding materials and details.</u>	☐	☐	☐
☐	☐	17.99.220 Prominent Parcel Standards (ALL DEVELOPMENT)	☐	☐	☐
☐	☐	<u>A. Incorporate significant trees and clusters of trees into the site design.</u>	☐	☐	☐
☐	☐	<u>B. Avoid site designs which emphasize pavement, canopies or mechanical equipment.</u>	☐	☐	☐
☐	☐	<u>C. Provide a stately appearance to structures.</u>	☐	☐	☐
☐	☐	<u>D. Keep structures in the foreground.</u>	☐	☐	☐
☐	☐	<u>E. Minimize visibility of parking lots and service areas.</u>	☐	☐	☐
☐	☐	<u>F. Use landscaping to "frame" buildings and to screen parking and appurtenances.</u>	☐	☐	☐
☐	☐	<u>G. Coordinate development at intersections abutting prominent parcels</u>	☐	☐	☐
☐	☐	17.99.230 Transit Stops Standards (ALL DEVELOPMENT)	☐	☐	☐
☐	☐	<u>A. Locate transit stops behind the sidewalk.</u>	☐	☐	☐
☐	☐	<u>B. Landscape transit stops or incorporate them into landscaped areas.</u>	☐	☐	☐
☐	☐	<u>C. Illuminate transit stops.</u>	☐	☐	☐
☐	☐	17.99.240 Natural Site Conditions (ALL DEVELOPMENT)	☐	☐	☐
☐	☐	<u>A. Limit clearing of vacant parcels to no more than 50 percent of significant trees and retain vegetation in all required buffers and setbacks.</u>	☐	☐	☐
☐	☐	<u>B. Retain natural vegetation on under-developed portion of the sites with approved site plan.</u>	☐	☐	☐
☐	☐	<u>C. Maintain natural topography.</u>	☐	☐	☐
☐	☐	<u>D. Incorporate approximately 25 percent of significant trees into the project.</u>	☐	☐	☐
☐	☐	<u>E. Replace lost trees which were intended to be retained.</u>	☐	☐	☐
☐	☐	<u>F. Retain the natural symmetry of trees.</u>	☐	☐	☐
☐	☐	<u>G. Maintain health and fullness of natural vegetation and buffer areas.</u>	☐	☐	☐

DESIGN MANUAL CHECKLIST

		FOR STAFF USE ONLY			
Admin. Review	DRB Review		Not Applicable	Complies	Not Compliant
		17.99.260 Primary Walkway Standards (IBE) (NONRESIDENTIAL)			
☐	☐	<u>A. Link nonresidential buildings to their fronting street with primary walkways.</u>	☐	☐	☐
☐	☐	<u>B. Assure that primary walkway width is proportionate to the scale of the project.</u>	☐	☐	☐
☐	☐	<u>C. Differentiate walkway surfaces.</u>	☐	☐	☐
☐	☐	<u>D. Accent walkways with significant landscaping.</u>	☐	☐	☐
☐	☐	<u>E. Accent primary walkways with lighting and seating.</u>	☐	☐	☐
☐	☐	<u>F. Identify significant historic buildings, landscapes, places or events.</u>	☐	☐	☐
		17.99.270 Secondary Walkways Standards (IBE) (NONRESIDENTIAL AND MULTIFAMILY)			
☐	☐	<u>A. Link each building with walkways.</u>	☐	☐	☐
☐	☐	<u>B. Assure adequate walkway width.</u>	☐	☐	☐
☐	☐	<u>C. Differentiate walkway surfaces.</u>	☐	☐	☐
☐	☐	<u>D. Avoid walkways which cross parking stalls.</u>	☐	☐	☐
		17.99.280 Outdoor Common Area Standards (NONRESIDENTIAL)			
☐	☐	<u>A. Provide common area of a size proportionate to development.</u>	☐	☐	☐
☐	☐	<u>B. Choose type of common area best suited to development.</u>	☐	☐	☐
☐	☐	<u>C. Locate common area in view corridors.</u>	☐	☐	☐
☐	☐	<u>D. Provide direct access to common areas with pedestrian walkways.</u>	☐	☐	☐
☐	☐	<u>E. Provide outdoor seating where people want to sit.</u>	☐	☐	☐
☐	☐	<u>F. Take advantage of common area credits.</u>	☐	☐	☐
☐	☐	<u>G. Consider allowed activities in common areas.</u>	☐	☐	☐
		17.99.290 Residential Setbacks (ALL RESIDENTIAL)			
☐	☐	<u>A. Conform to single-family and duplex setback requirements.</u>	☐	☐	☐
☐	☐	<u>B. Conform to multifamily setback requirements.</u>	☐	☐	☐
		17.99.300 Nonresidential Setbacks (NONRESIDENTIAL)			
☐	☐	<u>A. Conform to setback requirements.</u>	☐	☐	☐
☐	☐	<u>B. Locate structures near front setback line (IBE).</u>	☐	☐	☐
		17.99.310 Historic District Nonresidential Setbacks (HISTORIC DISTRICT NONRESIDENTIAL)			
☐	☐	<u>A. Conform to nonresidential setback requirements.</u>	☐	☐	☐
☐	☐	<u>B. Consider side yard setbacks which best preserve views from adjacent parcels.</u>	☐	☐	☐

DESIGN MANUAL CHECKLIST

		FOR STAFF USE ONLY			
Admin. Review	DRB Review		Not Applicable	Complies	Not Compliant
☐	☐	17.99.320 Historic District Residential Setbacks (<i>HISTORIC DISTRICT RESIDENTIAL</i>)	☐	☐	☐
☐	☐	A. <u>Conform to residential setback requirements.</u>	☐	☐	☐
☐	☐	B. <u>Consider side yard setbacks which best preserve views from adjacent parcels.</u>	☐	☐	☐
		C. <u>Consider incentives to locate residential garage behind house.</u>	☐	☐	☐
		17.99.330 Parking Lot Standards (<i>NONRESIDENTIAL</i>)			
☐	☐	A. <u>Limit the number of curb cuts.</u>	☐	☐	☐
☐	☐	B. <u>Limit driveway widths to maximize landscaping at the streetface.</u>	☐	☐	☐
☐	☐	C. <u>Conform to lighting standards in GHMC 17.99.350.</u>	☐	☐	☐
☐	☐	D. <u>Incorporate pedestrian ways into parking lot.</u>	☐	☐	☐
☐	☐	E. <u>Minimize parking in front of building's (IBE).</u>	☐	☐	☐
☐	☐	F. <u>Avoid parking in front of buildings entrance.</u>	☐	☐	☐
☐	☐	G. <u>Minimize driveway encroachments into setback areas.</u>	☐	☐	☐
☐	☐	H. <u>Avoid parking near street corners.</u>	☐	☐	☐
		17.99.340 Fences (<i>ALL DEVELOPMENT</i>)			
☐	☐	A. <u>Choose fence materials carefully (IBE).</u>	☐	☐	☐
☐	☐	B. <u>Limit chain link to nonvisible areas.</u>	☐	☐	☐
☐	☐	C. <u>Limit height of fences (IBE).</u>	☐	☐	☐
		17.99.350 Outdoor Lighting Standards (<i>ALL DEVELOPMENT</i>)			
☐	☒	A. <u>Keep light sources hidden from public view.</u>	☐	☐	☐
☐	☒	B. <u>Use downward directional lighting.</u>	☐	☐	☐
☐	☒	C. <u>Avoid lighting large areas with single source.</u>	☐	☐	☐
☐	☒	D. <u>Avoid excessive light throw.</u>	☐	☐	☐
☐	☒	E. <u>Choose approved outdoor light designs.</u>	☐	☐	☐
☐	☒	F. <u>Avoid light fixture designs which have a utilitarian appearance.</u>	☐	☐	☐
☐	☐	G. <u>Limit height of pole fixtures.</u>	☐	☐	☐
		17.99.360 Outdoor Furnishings (<i>NONRESIDENTIAL</i>)			
☐	☐	A. <u>The use of commercial grade outdoor furniture designed for heavy public use is encouraged.</u>	☐	☐	☐
☐	☐	B. <u>Choose canvas or mesh fabric umbrellas.</u>	☐	☐	☐
☐	☐	C. <u>Choose market-type umbrellas in public rights-of-way.</u>	☐	☐	☐
		17.99.370 Site-Sensitive Building Design (<i>ALL DEVELOPMENT</i>)			
☐	☐	A. <u>Respect natural topography.</u>	☐	☐	☐

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			Not Applicable	Complies	Not Compliant
☐	☐	17.99.370 Site-Sensitive Building Design Cont. (ALL DEVELOPMENT)			
☐	☐	<u>B. Incorporate building design elements into landscaping areas.</u>	☐	☐	☐
☐	☐	<u>C. Avoid cantilevered designs.</u>	☐	☐	☐
☐	☐	<u>D. Determine allowable building height from any point within buildable area.</u>	☐	☐	☐
		17.99.380 Mass & Scale (NONRESIDENTIAL & MULTIFAMILY)			
☐	☐	<u>A. Avoid long, low wall planes (IBE).</u>	☐	☐	☐
☐	☐	<u>B. Provide substantial shifts in walls and roof surfaces (IBE).</u>	☐	☐	☐
☐	☐	<u>1. Horizontal shift</u>	☐	☐	☐
☐	☐	<u>2. Vertical shift</u>	☐	☐	☐
☐	☐	<u>C. Avoid a false-front look on building exterior.</u>	☐	☐	☐
☐	☐	<u>D. Provide visual terminus to tops of buildings.</u>	☐	☐	☐
☐	☐	<u>E. Avoid unusual or atypical roof forms on all structures.</u>	☐	☐	☐
		17.99.390 Hierarchy in Building Design (NONRESIDENTIAL)			
☐	☐	<u>A. Design primary structures as a focal point (IBE).</u>	☐	☐	☐
☐	☐	<u>1. Must be prominently visible to the public.</u>	☐	☐	☐
☐	☐	<u>2. Must have the appearance of at least two levels.</u>	☐	☐	☐
☐	☐	<u>3. May have limited increased height.</u>	☐	☐	☐
☐	☐	<u>4. Must provide a prominent entrance.</u>	☐	☐	☐
☐	☐	<u>B. Integrate outdoor leisure space into primary structure design (IBE).</u>	☐	☐	☐
☐	☐	<u>C. Integrate primary structure design elements into secondary structures (IBE).</u>	☐	☐	☐
		17.99.400 Prominent Facades (NONRESIDENTIAL & MULTIFAMILY)			
☐	☐	<u>A. Provide consistent architectural interest to all prominent facades.</u>	☐	☐	☐
☐	☐	<u>B. Apply all design criteria to prominent facades (IBE).</u>	☐	☐	☐
		17.99.410 Windows & Doors (NONRESIDENTIAL & MULTIFAMILY)			
☐	☐	<u>A. Maintain balance in the placement of windows.</u>	☐	☐	☐
☐	☐	<u>B. Conform to solid/void ratio requirements (IBE).</u>	☐	☐	☐
☐	☐	<u>C. Mirrored glass is prohibited.</u>	☐	☐	☐
		17.99.420 Siding & Trim (NONRESIDENTIAL & MULTIFAMILY)			
☐	☐	<u>A. Use siding materials that convey the same visual qualities as wood, brick, stone, stacked masonry or (in limited application) other unspecified materials (IBE).</u>	☐	☐	☐
☐	☐	<u>B. Consider masonry façade option.</u>	☐	☐	☐

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Admin. Review	DRB Review		Not Applicable	Complies	Not Compliant
☐	☐	17.99.430 Roofing Materials (NONRESIDENTIAL & MULTIFAMILY)			
☐	☐	A. <u>Use roofing materials which provide texture and shadow lines.</u>	☐	☐	☐
		B. <u>Avoid bright-colored or reflective roofing materials.</u>	☐	☐	☐
		17.99.440 Design Details (NONRESIDENTIAL & MULTIFAMILY)			
☐	☒	A. <u>Avoid architectural gimmicks.</u>	☐	☐	☐
☐	☐	B. <u>Maintain consistency in awning design.</u>	☐	☐	☐
☐	☐	C. <u>Avoid awnings which obscure or dominate the building design.</u>	☐	☐	☐
☐	☐	D. <u>Orient service and delivery areas away from the streets (IBE).</u>	☐	☐	☐
☐	☐	E. <u>Link dissimilar buildings with common site amenities.</u>	☐	☐	☐
		17.99.450 Color (NONRESIDENTIAL & MULTIFAMILY)			
☐	☐	A. <u>Keep field colors subdued.</u>	☐	☐	☐
☐	☐	B. <u>Avoid bold or bright trim colors.</u>	☐	☐	☐
☐	☐	C. <u>Limit bright colors to finer architectural details.</u>	☐	☐	☐
☐	☐	D. <u>Avoid painting factory colors of stone and brick.</u>	☐	☐	☐
		17.99.460 Lighting (NONRESIDENTIAL & MULTIFAMILY)			
☐	☐	A. <u>Avoid back-lit panels and awnings.</u>	☐	☐	☐
☐	☐	B. <u>Keep light source hidden from public view.</u>	☐	☐	☐
☐	☐	C. <u>Avoid bright lighting on outdoor surface of buildings (IBE).</u>	☐	☐	☐
☐	☐	D. <u>Avoid colored lighting on buildings.</u>	☐	☐	☐
☐	☐	E. <u>Avoid light fixture designs which have a utilitarian appearance (IBE).</u>	☐	☐	☐
☐	☐	F. <u>Use downward-directional lighting.</u>	☐	☐	☐
		17.99.470 Parking Garages (NONRESIDENTIAL & MULTIFAMILY)			
☐	☐	A. <u>Recess vehicle entries in main façade.</u>	☐	☐	☐
☐	☐	B. <u>Screen parking garage facades.</u>	☐	☐	☐
☐	☐	C. <u>Acquire DRB recommendation/hearing examiner approval for all parking garages over one-story or which enclose 20 cars or more.</u>	☐	☐	☐
		17.99.480 Multifamily Housing Standards (MULTIFAMILY)			
☐	☐	A. <u>Design units to fit slope conditions.</u>	☐	☐	☐
☐	☐	B. <u>Avoid parking lots oriented to the street.</u>	☐	☐	☐

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☐	☐	17.99.480 Multifamily Housing Standards Cont. (MULTIFAMILY)			
☐	☐	<u>C. Avoid dominant garages on multifamily or high-density housing.</u>	☐	☐	☐
☐	☐	<u>D. Vary design on unit or groups of units.</u>	☐	☐	☐
☐	☐	<u>E. Provide consistent architectural interest to all prominent facades.</u>	☐	☐	☐
☐	☐	17.99.490 Single-Family and Duplex Housing Standards (SINGLE-FAMILY AND DUPLEX)			
☐	☐	<u>A. De-emphasize garages.</u>	☐	☐	☐
☐	☐	<u>B. Emphasize front entry.</u>	☐	☐	☐
☐	☐	<u>C. Determine allowable building height from any point within setback area.</u>	☐	☐	☐
☐	☐	<u>D. Avoid visually looming wall planes.</u>	☐	☐	☐
☐	☐	<u>E. If applicable, conform to all parkways standards.</u>	☐	☐	☐
☐	☐	<u>F. Conform to all building and outdoor lighting standards.</u>	☐	☐	☐
☐	☐	<u>G. Conform to all fencing standards.</u>	☐	☐	☐
☐	☐	17.99.510 Building Massing & Height – Historic District (RESIDENTIAL)			
☐	☐	<u>A. Incorporate characteristic roof lines and massing into residential structures.</u>	☐	☐	☐
☐	☐	17.99.510 Building Massing & Height – Historic District (NONRESIDENTIAL)			
☐	☐	<u>B. Conform to height standards for nonresidential structures.</u>	☐	☐	☐
☐	☐	<u>C. Avoid unusual or atypical roof forms on all structures.</u>	☐	☐	☐
☐	☐	<u>D. Respect scale of adjacent structure.</u>	☐	☐	☐
☐	☐	17.99.520 Garage & Front Entry – Historic District (RESIDENTIAL)			
☐	☐	<u>A. De-emphasize residential garages.</u>	☐	☐	☐
☐	☐	<u>B. Emphasize front entry.</u>	☐	☐	☐
☐	☐	<u>C. Respect scale of adjacent structure.</u>	☐	☐	☐
☐	☐	17.99.530 Window Design – Historic District (ALL DEVELOPMENT)			
☐	☒	<u>A. Maintain balance in the placement of windows.</u>	☐	☐	☐
☐	☒	<u>B. Conform to solid/void ratio requirements.</u>	☐	☐	☐
☐	☒	<u>C. Use window muntins representative of Gig Harbor's historic structures.</u>	☐	☐	☐
☐	☒	<u>D. Use double-hung, casement, or fixed windows.</u>	☐	☐	☐
☐	☒	<u>E. Develop and maintain vertical window pattern.</u>	☐	☐	☐
☐	☒	<u>F. Group vertical windows for wider openings.</u>	☐	☐	☐
☐	☐	<u>G. Consider storefront transom windows.</u>	☐	☐	☐

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☐	☐	17.99.530 Window Design – Historic District Cont. (ALL DEVELOPMENT)			
☐	☐	<u>H. Orient retail windows to the street.</u>	☐	☐	☐
☐	☒	<u>I. Use irregular-shaped windows sparingly.</u>	☐	☐	☐
☐	☒	<u>J. Use windows with traditional frame depth and shadow lines.</u>	☐	☐	☐
☐	☒	<u>K. Wrap windows in a traditional manner.</u>	☐	☐	☐
☐	☐	<u>L. Consider width of window when selecting shutters.</u>	☐	☐	☐
☐	☐	<u>M. Reflective glass is prohibited</u>	☐	☐	☐
☐	☒	17.99.540 Siding & Trim – Historic District (ALL DEVELOPMENT)			
☐	☒	<u>A. Use siding materials that convey the same visual qualities as wood, brick, stone, stacked masonry or (in limited application) other specified materials.</u>	☐	☐	☐
☐	☐	17.99.545 Railings– Historic District (ALL DEVELOPMENT)			
☐	☐	<u>A. Use historically appropriate railing design for all structures either listed or eligible for listing on the City's Register of Historic Places.</u>	☐	☐	☐
☐	☐	<u>B. Use architecturally appropriate quality design for those structures that are either not listed or not eligible for listing on the City's Register of Historic Places.</u>	☐	☐	☐
☐	☒	17.99.550 Awning Design – Historic District (NONRESIDENTIAL & MULTIFAMILY)			
☐	☒	<u>A. Align bottom edge of awnings.</u>	☐	☐	☐
☐	☒	<u>B. Choose awning design appropriate to building style.</u>	☐	☐	☐
☐	☐	17.99.560 Roofing Materials – Historic District (RESIDENTIAL)			
☐	☐	<u>A. Use roof materials which provide texture and shadow lines.</u>	☐	☐	☐
☐	☐	<u>B. Avoid bright-colored or reflective roofing materials.</u>	☐	☐	☐
☐	☒	17.99.570 Colors – Historic District (ALL DEVELOPMENT)			
☐	☒	<u>A. Keep field colors subdued.</u>	☐	☐	☐
☐	☒	<u>B. Avoid bold or bright trim colors.</u>	☐	☐	☐
☐	☒	<u>C. Limit bright colors to finer architectural details.</u>	☐	☐	☐
☐	☐	<u>D. Avoid painting factory colors of stone and brick.</u>	☐	☐	☐
☐	☐	17.99.580 Preservation of Historic Structures (ALL DEVELOPMENT)			
☐	☐	<u>A. Consider design review board review of historic structure remodels.</u>	☐	☐	☐
☐	☐	<u>B. Preserve integrity of original structure's form.</u>	☐	☐	☐
☐	☐	<u>C. Maintain original window pattern and design.</u>	☐	☐	☐
☐	☐	<u>D. Maintain prominent and characteristic design features of original building.</u>	☐	☐	☐
☐	☐	<u>E. Continue original building's siding and trim materials onto remodels and additions.</u>	☐	☐	☐

BOE
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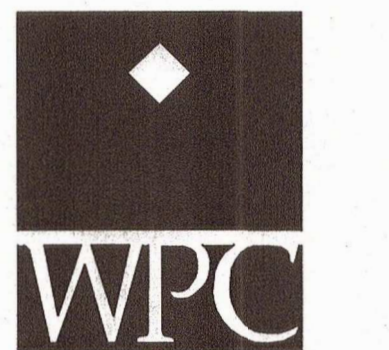
PROJECT:



**HARBOR
HISTORY
MUSEUM**

4121 HARBORVIEW DRIVE
GIG HARBOR, WA

GENERAL NOTES:



10421 BURNHAM DRIVE
GIG HARBOR, WA 98332

REVISIONS:



DRAWING ISSUED FOR:
**FOR
CONSTRUCTION**
DATE: 17 MAY 2021

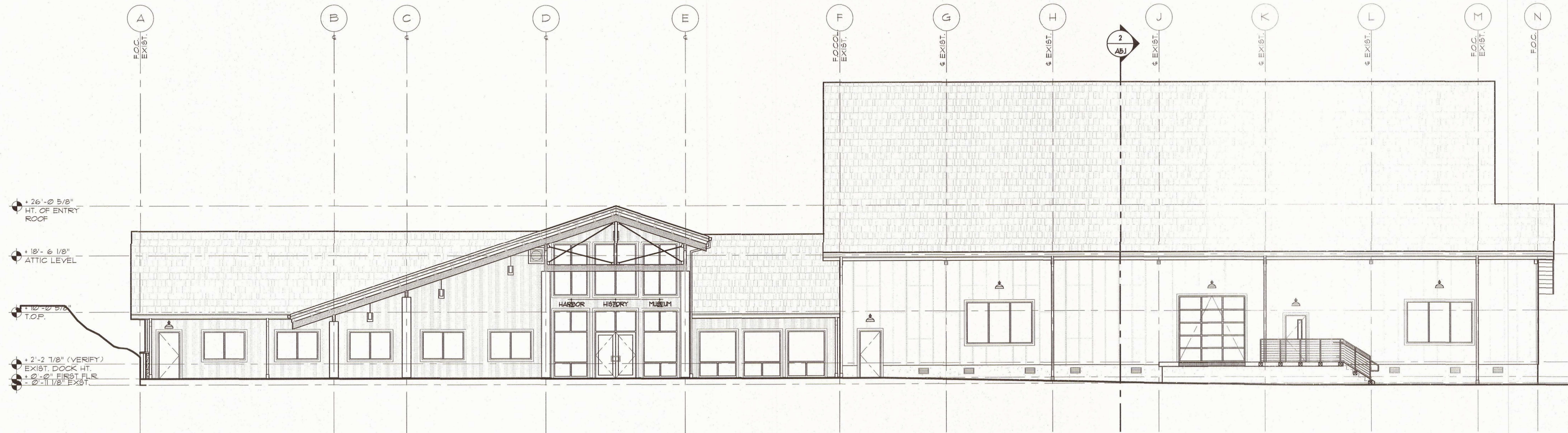
**CITY OF GIG HARBOR
DRB PRE-APPLICATION
28 MAY 2021**

PROJECT NO: 2008.00
FILE NAME:
XREFS:
DRAWN BY:
CHECKED BY: DB
PLOT SCALE: 1:1
DRAWING SCALES: AS NOTED

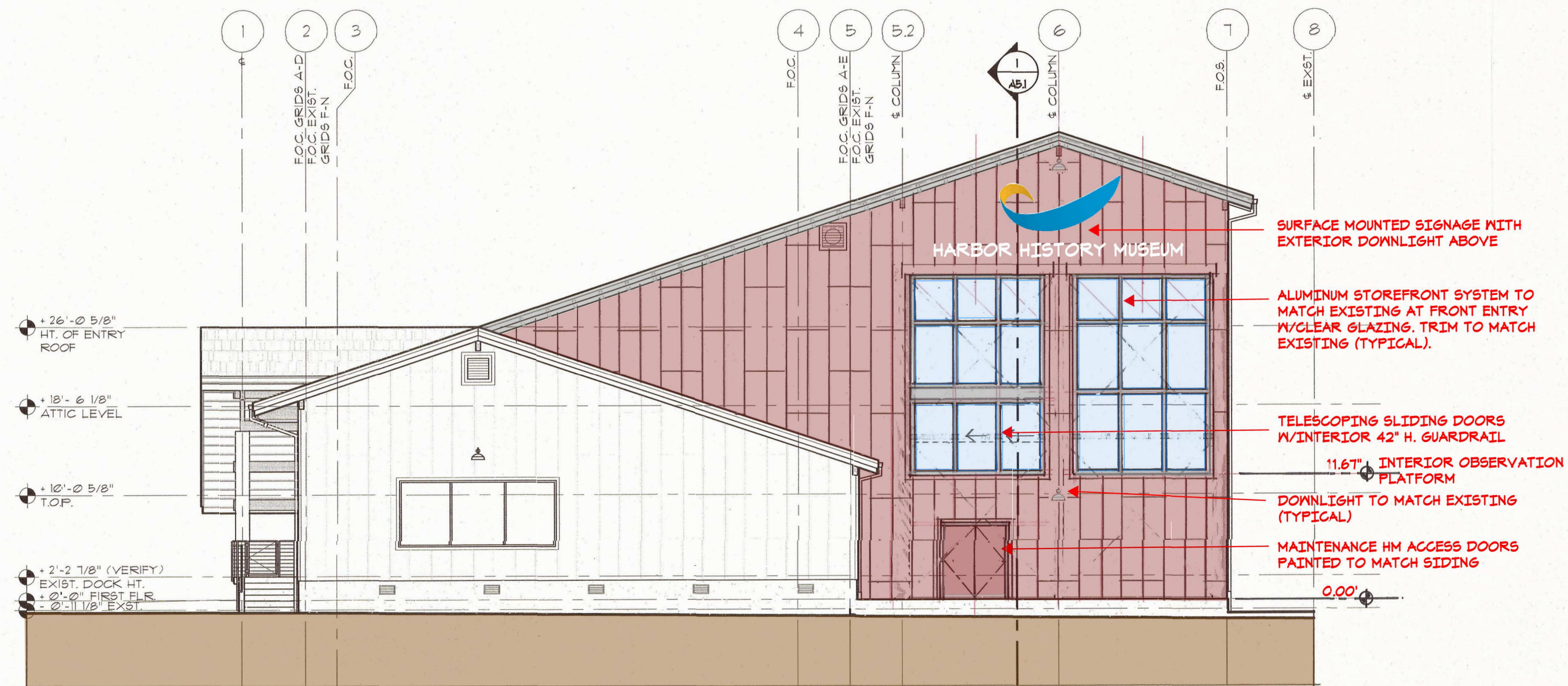
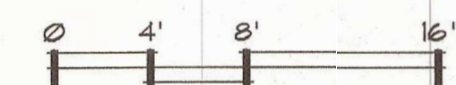
DRAWING CONTENTS:
**BUILDING
ELEVATIONS**

DRAWING NO:

A4.1



A SOUTHWEST ELEVATION **NO CHANGES TO MAIN ENTRY ELEVATION PROPOSED**
SCALE: 1/8" = 1'-0"



B SOUTHEAST ELEVATION **VIEW FROM AUSTIN PARK**
SCALE: 1/8" = 1'-0"

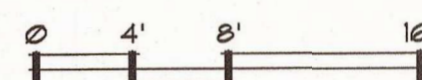


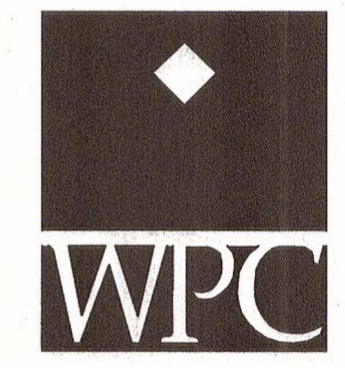
EXHIBIT C

PRELIMINARY DESIGN REVIEW

BOE
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PROJECT:

HARBOR HISTORY MUSEUM
4121 HARBORVIEW DRIVE
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GENERAL NOTES:

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REVISIONS:

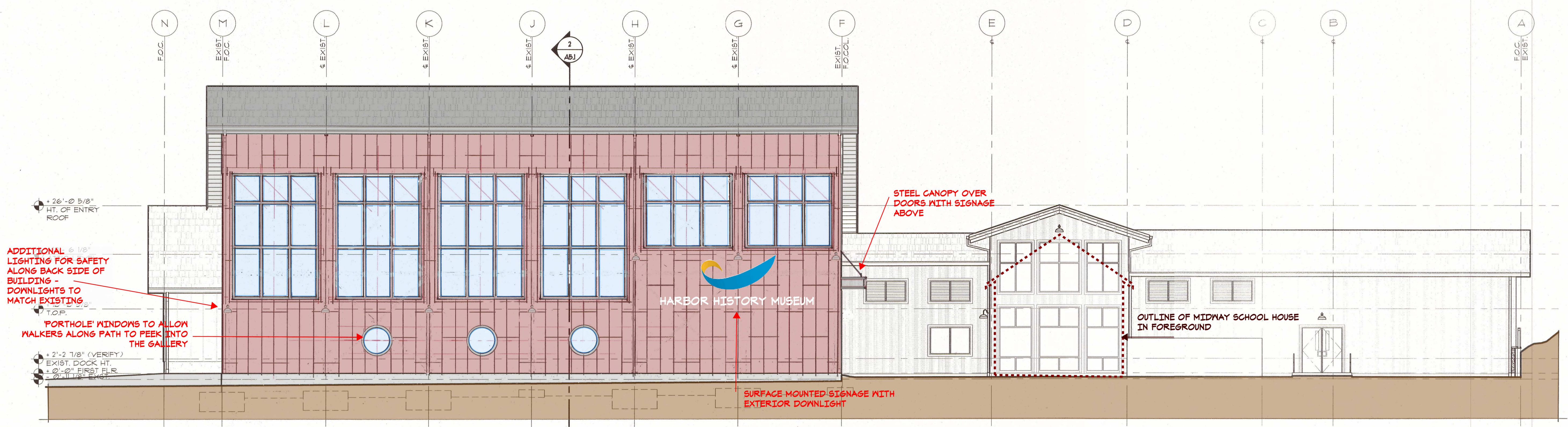
TACOMA · SEATTLE
2215 North 30th Street, Suite 300, Tacoma, WA 98403
253.383.2622 TEL
310 Occidental Avenue South, Suite 320, Seattle, WA 98104
206.267.2425 TEL

DRAWING ISSUED FOR:
FOR CONSTRUCTION
DATE: 11 MAY 2021
CITY OF GIG HARBOR
DRB PRE-APPLICATION
28 MAY 2021

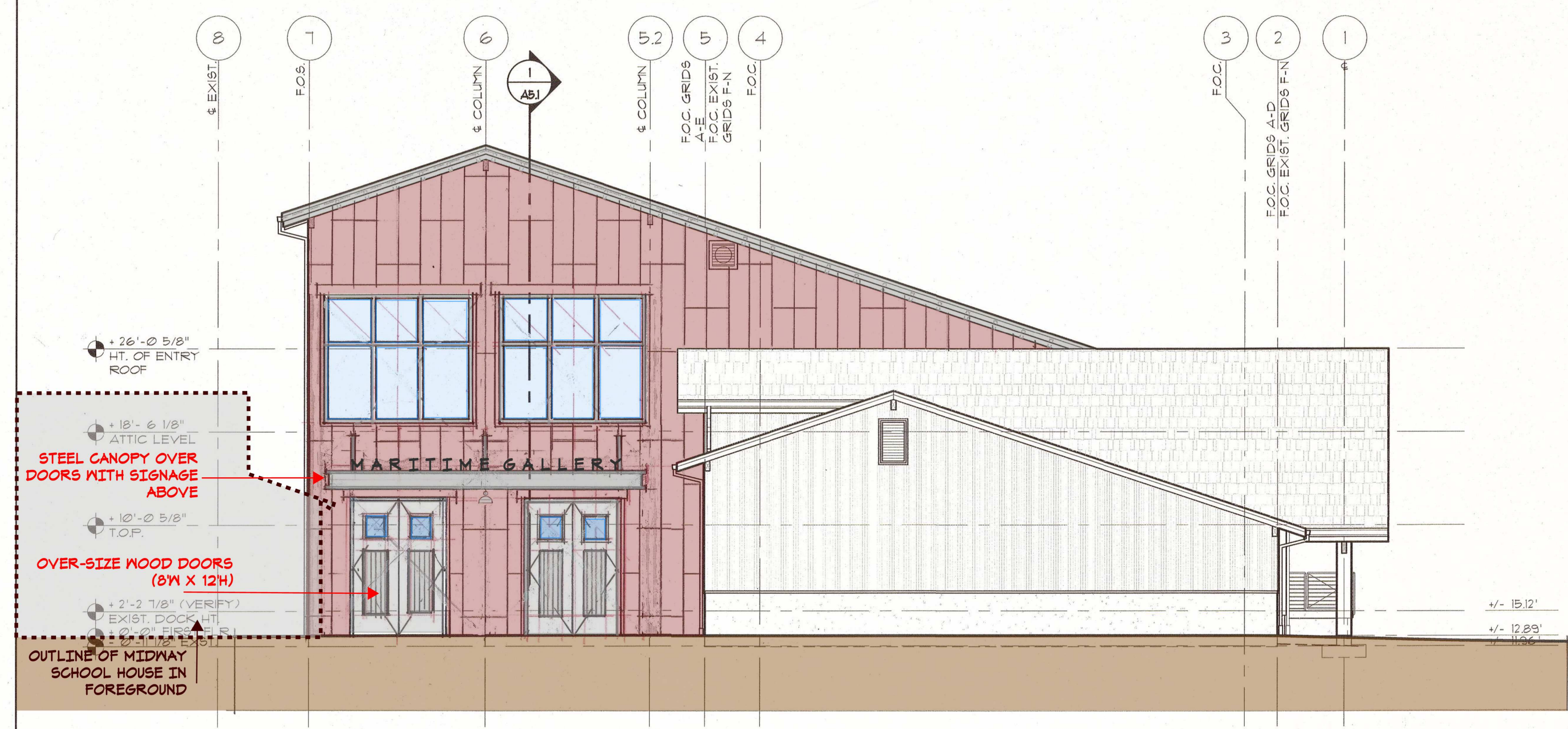
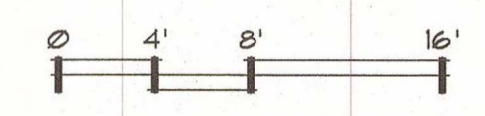
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FILE NAME:
XREFS:
DRAWN BY:
CHECKED BY: DB
PLOT SCALE: 1:1
DRAWING SCALES: AS NOTED

DRAWING CONTENTS:
BUILDING ELEVATIONS

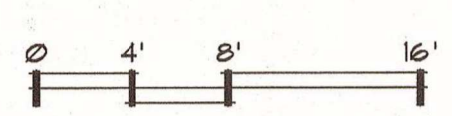
DRAWING NO:
A4.2



A NORTHEAST ELEVATION VIEW FROM DONKEY CREEK PARK TRAIL
SCALE: 1/8" = 1'-0"



B NORTHWEST ELEVATION VIEW FROM NORTH HARBORVIEW R.O.W.
SCALE: 1/8" = 1'-0"



PRELIMINARY DESIGN REVIEW

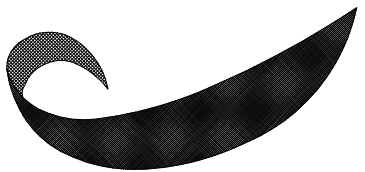
RECEIVED

By Michelle Thomas at 10:44 am, May 28, 2021

BOE
architects

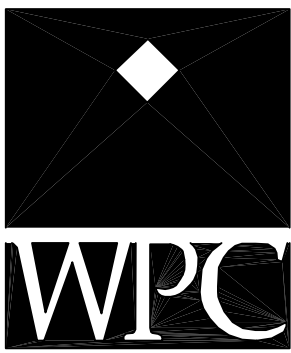
705 Pacific Avenue
Tacoma, WA 98402
253.383.7762
FAX.383.8041

PROJECT:



HARBOR
HISTORY
MUSEUM

4121 HARBORVIEW DRIVE
GIG HARBOR, WA



10421 BURNHAM DRIVE
GIG HARBOR, WA 98332



TACOMA, SEATTLE
2215 North 30th Street, Suite 300, Tacoma, WA 98403
253.385.2422 TEL
3100 Commercial Avenue South, Suite 320, Seattle, WA 98104
206.267.2425 TEL

DRAWING ISSUED FOR:
FOR
CONSTRUCTION

DATE: 19 MARCH 2008
CITY OF GIG HARBOR
DRB PRE-APPLICATION
28 MAY 2021

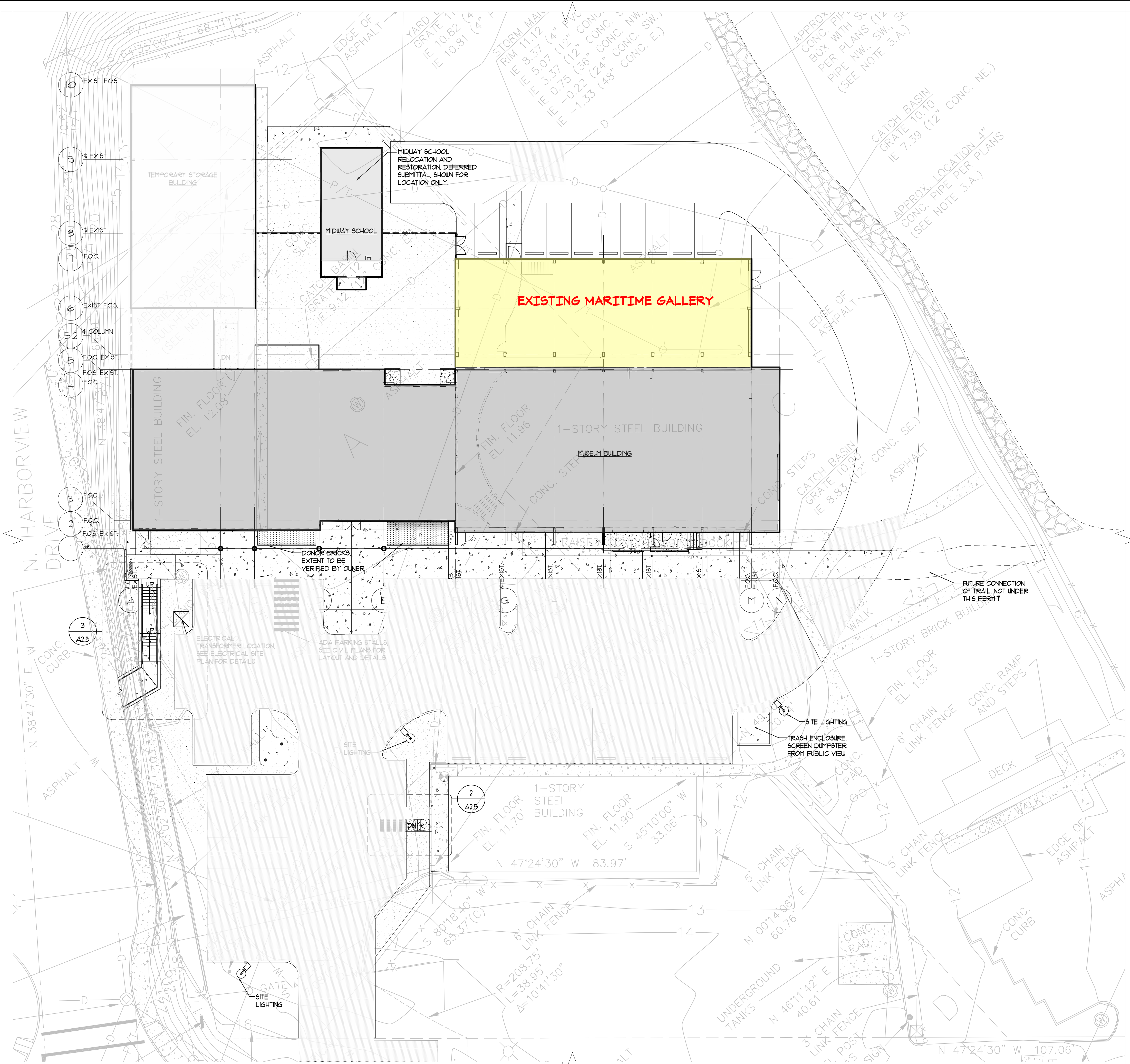
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FILE NAME: m509a01-04
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DRAWN BY: ju
CHECKED BY:
PLOT SCALE: 1:1
DRAWING SCALES: 1/16"=1'0"

DRAWING CONTENTS:
ARCHITECTURAL
SITE
PLAN

DRAWING NO:

A0.4

4 OF 21



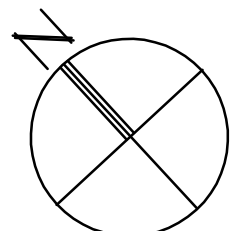
ARCHITECTURAL SITE PLAN

1/16"=1'-0"

PRELIMINARY DESIGN REVIEW

EXHIBIT D

NOTE: SITE PLAN IS FROM THE ORIGINAL
PROJECT AND DOES NOT ACCURATELY DEPICT
EXISTING SITE CONFIGURATION - IT IS FOR
REFERENCE ONLY OF THE MARITIME GALLERY
ENCLOSURE PROJECT LOCATION WITHIN THE
EXISTING CAMPUS. NO SITE WORK OR
MODIFICATION IS PROPOSED WITH THE
MARITIME GALLERY ENCLOSURE PROJECT.



RECEIVED

By Michelle Thomas at 11:19 am, May 28, 2021

EXHIBIT E

ANODIZED ALUMINUM
STOREFRONT SYSTEM

DOWNLIGHT WALL FIXTURE

WOOD TRIM PAINTED TO
MATCH SIDING

BOARD + BATTEN SIDING:
COLOR: BARN RED

HARBOR HISTORY MUSEUM/DRB PRE-APPLICATION REVIEW
EXISTING EXTERIOR FINISHES + LIGHTING
BOEarc; 28 MAY 2021

EXHIBIT F.

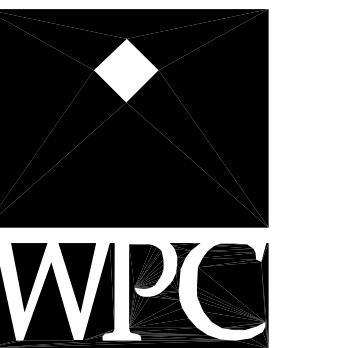
BOE
architects
705 Pacific Avenue
Tacoma, WA 98402
253.383.7762
FAX.383.8041

PROJECT:



**HARBOR
HISTORY
MUSEUM**

4121 HARBORVIEW DRIVE
GIG HARBOR, WA



DRAWING ISSUED FOR:
**FOR
CONSTRUCTION**
DATE: 19 MARCH 2008

CITY OF GIG HARBOR
DRB PRE-APPLICATION
28 MAY 2021

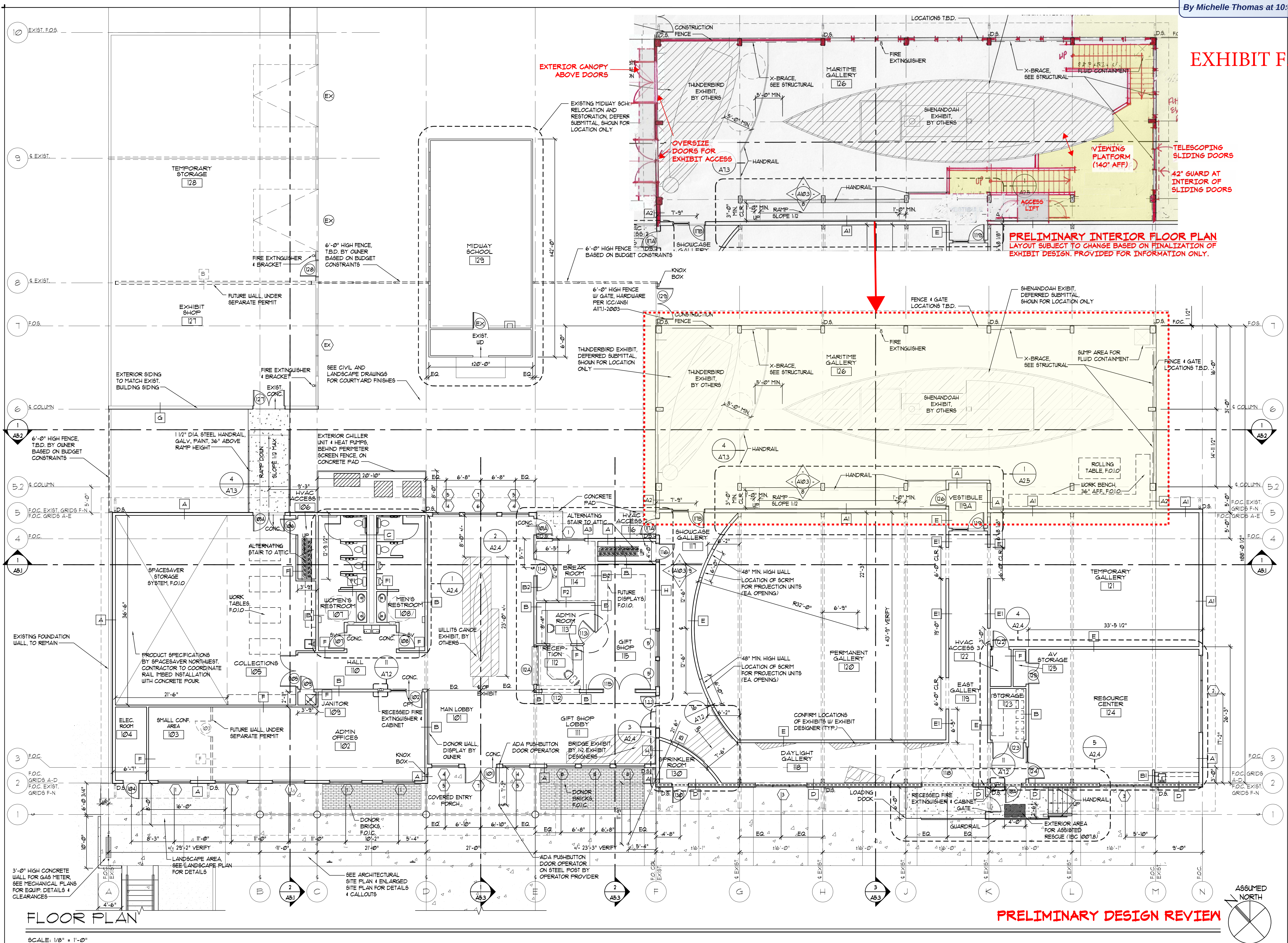
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XREFS: xp1rev7height.dwg
DRAWN BY: ju
CHECKED BY:
PLOT SCALE: 1:1
DRAWING SCALES:
1/8" = 1'-0"

DRAWING CONTENTS:
**FLOOR
PLAN**

DRAWING NO:

A2.1

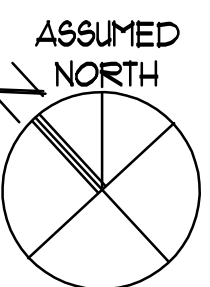
1 OF 21



FLOOR PLAN

SCALE: 1/8" = 1'-0"

PRELIMINARY DESIGN REVIEW





MEMORANDUM

TO: LEAH JOHNSON
FROM: CARL DE SIMAS
SUBJECT: PRE-APPLICATION COMMENTS FOR "MARITIME GALLERY ENCLOSURE" (PL-PREAPP-18-0016)
DATE: SEPTEMBER 12, 2018

Applicable Codes:

Your project to locate single family residences will be subject to the regulations contained in the Gig Harbor Municipal Code Titles 16, 17, 18, and 19. These code sections are available online at www.cityofgigharbor.net. You may also obtain copies from the City for a fee.

Please make yourself familiar with these regulations as the comments in this letter are intended only to highlight the most relevant or problematic code provisions for your project.

Background:

The proposal is to enclose the existing open area of the "Maritime Gallery" attached to the Harbor History Museum. The gallery currently houses the FV Shenandoah, the Thunderbird #1, and other historically significant maritime artifacts. Enclosing the gallery would increase the safety and security of these artifacts and other exhibits that might be displayed there. Under this proposal, the gallery would be fully enclosed and include: windows, walls, a balcony overlooking the water, and interior ramp systems for ADA access. One parking space would be eliminated as a result of this proposal.

The Harbor History Museum is one subject of an approved binding site plan (AFN 201003305001). The binding site plan includes three parcels, Lots A – C, the Harbor History Museum sited on Lot A. The binding site plan also includes a conservation easement along the eastern boundary line and a portion of the northern lot area. Lot A includes three buildings, however one, Building #1, was removed under a previous action.

The site is currently the subject of a binding site plan amendment (Gig Harbor Permit Number PL-BSP-15-0001). This application is awaiting final signatures and is therefore not approved and not recorded.

Permits Required:

Shoreline Substantial Development [GHSMP 8.2.1] – A permit is required for any development with a total fair market value exceeding \$7,047.00, which constitutes a substantial development. In the case of this current proposal, enclosing the walls of the gallery would constitute a Permit Revision

under GHSMP 8.8.3 as it was a part of the originally approved plans. A permit revision does not require a permit under the Shoreline Master Program. However, the proposed deck was not a part of the originally approved plan and, if the cost of the deck is more than \$7,047.00, would constitute substantial development requiring a shoreline substantial development permit.

Minor Site Plan Review [17.96.030(A)] – Minor site plan review is required for all modifications to the parking lot layout or parking lot landscaping on an existing site or approved site plan.

Design Review [17.99] – The proposal is subject to the design standards provided in GHMC 17.99. The Design Manual applies to all outdoor proposals which require a building permit, clearing and grading permit, or which are part of a project or development requiring a site plan. Any changes to the approved design of the building may require a design review board review and recommendation. The site is within the Historic District and will be subject the applicable provisions of the Design Manual.

Environmental Review (SEPA) – The proposal may require a SEPA addendum for the addition of the deck. At a minimum, the City would ask that the applicant provide an updated SEPA Checklist describing the proposal.

Critical Area Review – The site has been the subject of critical area review in the past. The most recent analysis should suffice. Upon initial review, the City may request an addendum, or a letter from the biologist, analyzing the deck addition.

Landscape Plan – Although not a permit, this is a requirement of a complete application for both site plan review and design review. The requirements of a landscape plan are included under GHMC 17.78.030.

Binding Site Plan - Per GHMC Chapter 16.11.006, Binding Site Plans, modifications of a binding site plan shall be accomplished by following the same procedure and satisfying the same laws and conditions as required for a new binding site plan application. A current binding site plan application is in process at the City, pending final signatures and approval by way of recording. This permit will need to be processed through to completion prior to the submittal of any additional land-use permits. The applicant may choose to approach the City about the process of placing the current binding site plan application “on hold” pending approval of this minor site plan amendment.

Zoning Code (GHMC Title 17):

Performance Standards/C-1 District (GHMC 17.40.120):

17.40.120.A-Exterior mechanical devices. Air conditioners, heating, cooling and ventilating equipment, pumps and heaters and all other mechanical equipment shall be screened. The proposed addition of wooden screening of the mechanical equipment would meet this equipment.

17.40.120.C-Outdoor Storage of materials. The outdoor storage of materials, including but not limited to lumber, auto parts, household appliances, pipe, drums, machinery or furniture, is permitted as an incidental or accessory activity of a permitted use or the principal feature of a conditional use. Such storage shall be screened by a wall, fence, landscaping or structure from surrounding properties and streets.

17.40.120.D-Outdoor lighting. Outdoor lighting shall conform to the standards of GHMC 17.99.350 and 17.99.460.

17.40.120.E-Trash Receptacles. Trash receptacles shall be screened from view. Screening shall be complementary to building design and materials.

Performance Standards-WC District (as required per GHMC 17.40.065):

17.50.040.C-F-Minimum building setbacks for nonresidential and residential uses within the Historic District Overlay Zone are addressed by the city's Design Manual, GHMC sections 17.99.310 and 17.99.320, respectively.

Commercial side yard setback requirements are set forth in GHMC subsection 17.99.310.A.3. Minimum 5-foot and combined side yard setbacks are required (Harborview Drive and opposite property line – 67.5 feet)

The minimum rear yard setback is 25 feet (Gig Harbor Bay)

17.50.040.G-Maximum impervious coverage is 70% (may be increased to 80% per GHMC 17.50.040.K). It appears that your proposal may actually decrease the amount of impervious with the use of pervious pavers and the installation of grass in areas that are currently pavement and/or compacted earth and gravel.

Previous Approvals:

In addition to the performance standards of the applicable zone, the site is the subject of several conditions of approval as found in the original hearing examiner's approval and subsequent administrative approvals. A copy of all known and applicable former approvals for the site have been included with this memo for your review.

Planning Permits and Associated Fees:

Below is a list of planning permits that are necessary based on the discussion above and the materials provided. I have also included the current cost of these permits and have enclosed applications and complete checklists. When you are ready to submit any of these permits, we ask that you call the Planning Department (253-851-6170) to set up an intake appointment. Intake appointments provide an opportunity to determine if the application is complete over the counter and speeds up the review process. However, if at the intake the application is deemed incomplete, staff will ask that you bring back your application for another intake appointment.

Minor Site Plan Review:	\$605.00
Shoreline Permit Revision:	\$1,460.00
Design Review:	\$385.00 (minimum)
SEPA Review:	\$445.00 (if necessary)
Critical Area Review:	Actual Cost (if necessary)
Binding Site Plan:	\$835.00

“Neither the discussions at the conference nor the information provided on the forms sent by the director to the applicant under 19.02.001 (C) shall bind the director in any manner or prevent the director's future application or enforcement of all applicable codes, ordinances, and regulations.”
19.02.001 (D) GHMC