

CITY OF  
  
**City of Issaquah**  
**IMC 18.07 APPENDIX 2**  
**DESIGN STANDARDS**  
**DESIGN CRITERIA CHECKLIST**

Instructions: This checklist is used to review a project proposal’s consistency with the City’s design criteria for Level 0, 1, 2, 3, 4, 5 and 6 Review. This checklist information, provided by the Planning Director/Manager (Level 0, 1 and 2) or the Development Commission (Level 3, 5 and 6) or the Hearing Examiner (Level 4) to the applicant is intended to be clear direction on the conditions necessary for design approval of the project’s finalized application. It is understood that a Level 0, 1, 2, and 3 Review shall receive more detailed and specific direction provided by the Planning Director/Manager (Level 0, 1, and 2) or Development Commission (Level 3) regarding design criteria than a Level 5 or 6 Review due to the larger size and scope of a Level 5 Review.

1. If the Design Criteria has not been addressed to the satisfaction of the Planning Director/Manager (Level 0, 1 and 2) or Development Commission (Level 3 and 5) or Hearing Examiner (Level 4), clear written direction shall be identified as to how the project can meet the specific Design Criteria in the column titled “Conditions of Approval.”
2. If the Design Criteria has been addressed on the current site plan to the satisfaction of the Planning Director/Manager (Level 0, 1 and 2) or Development Commission (Level 3, 5 and 6) or Hearing Examiner (Level 4), the date of that site plan shall be listed in the column “Acceptable” so that there is clear direction to the applicant for the final application.
3. “NA” = “Not Applicable to this project.”

Additional Criteria: Adopted photographs and a color system (Ord. 1983) exemplify and illustrate the written design criteria within this checklist and shall be considered in interpreting and applying the written criteria. Copies of these photographs and color system shall be kept on file at the City Planning Department and are available for public inspection during regular business hours. The photographs and the color system are part of this checklist for interpreting and applying the written criteria.

		<b>Conditions of Approval</b>	<b>Acceptable</b>	<b>N/A</b>
<b>A. Site Layout and Overall Design Concepts</b>				
1.	Building Location: Building locations and their orientation to one another provide for pedestrian/people areas such as courtyards, plazas, pocket parks, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Energy Efficient Design: The project is oriented to receive maximum winter sun benefit and uses architectural features and/or landscaping to screen summer sun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Functional Site Design: Design and layout of the buildings, parking areas, pedestrian areas, landscape and open areas are conducive to the existing topography and existing features of the site. Parking areas are designed so that they function well with the overall site design; for instance, parking areas provide safe and efficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	nonmotorized movement, and traffic flow is predictable within the designated parking areas and driveways.			
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		<b>Conditions of Approval</b>	<b>Acceptable</b>	<b>N/A</b>
4.	Lighting:			
	a. Lighting standards and fixtures are of a design and size compatible with the general character of the building and adjacent areas, including other lighting standards/fixtures. Design compatibility includes the following lighting standard/fixture characteristics: architectural style, standard/fixture color, light color, decoration, material, placement, texture and shape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Lighting complies with IMC <a href="#">18.07.107</a> , Outdoor lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Natural Setting – Views: The relationship of the natural setting of the valley and surrounding mountains is used to enhance the overall design and layout of the plan in the following ways:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a. Hillside Design: Structures built on hillsides are designed so that they blend into the hillside to minimize their visible impact to surrounding areas. The ridgeline of the hillside is not broken by any structures, lighting standards/fixtures, or loss of vegetative cover. Methods to integrate the structure into the hillside include: height control; colors that are muted instead of brilliant or bright colors; maintenance of existing trees to the greatest extent possible; and/or other appropriate methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Primary Views: Public views of Mount Rainier, Cougar, Squak and Tiger Mountains are not blocked; for example, the view of Mt. Rainier from Rainier Blvd. and the railroad ROW pathway should remain unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Existing Vegetation/Topography Features: Existing vegetation, topography and other features of the site are preserved and integrated into the overall site design. Suitable existing vegetation shall be preserved, and measures to assure its preservation shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Historical/Cultural Landmarks: Historical and cultural landmarks, and Issaquah Treasures (as adopted by Resolution 93-15) are preserved and integrated into the overall site design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Landscape Design and Use of Plant Materials</b>				
1.	Design Elements: Architectural screens, fountains, and pavings of wood, brick, stone, gravel and/or other similar methods and materials are used in conjunction combination with plant materials (or in place of plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	materials where planting opportunities are limited).			
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		<b>Conditions of Approval</b>	<b>Acceptable</b>	<b>N/A</b>
2.	Design Unity: Unity of design is achieved through repetition of certain plant varieties and other materials and by correlation with adjacent developments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Enhanced Design:			
	a. The landscape design of the site strengthens vistas and important focal points, provides for both solar exposure and shading where desirable, and retains significant existing vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Trees and shrubs are planted in parkways or paved areas where building sites limit plantings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Parking areas and traffic ways are enhanced with landscaped areas that contain trees and tree groupings (see also “Nonmotorized and Vehicular Areas – Design – Parking Areas”).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Usable Open Space Design: The usable open space includes significant areas which have aesthetic value and/or value for recreational purposes and is easily accessible to the users of the development and to the general public (in cases where the open space has been dedicated), unless this guideline conflicts with the purpose and intent of the critical areas regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Plant Materials – Selection:			
	a. Appearance/Maintenance: Plant materials are selected for their structure, texture, and color as well as their ultimate growth and ease of maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Noxious or Destructive: Plant materials used for landscaping purposes are not destructive to sewer or water systems, sidewalks, building foundations or any other structure or utility. Noxious weeds and other plant materials including purple loosestrife and invasive species of ivy are not utilized in landscape planting plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Safety: Alder trees, cottonwood trees or other trees that typically grow very quickly, have weak trunks and branches and are prone to falling are not proposed for planting in parking areas, next to buildings or other structures or in any pedestrian-oriented area. Tree selection and placement should not diminish required outdoor lighting illumination of the intended pedestrian areas and parking lots. Tree selection and placement may be used to screen lighting from adjacent properties or downgrade viewing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		<b>Conditions of Approval</b>	<b>Acceptable</b>	<b>N/A</b>
<b>C. Design Harmony and Compatibility</b>				
1.	Accessory Structures: Street furniture, mailboxes, kiosks, lighting standards/fixtures, and accessory structures located on private property, public ways and other public properties are designed as part of the architectural concept of the building and landscape design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Building Materials/Components:</b>			
	a. Scale: Building components, such as windows, doors, eaves, parapets, and signage have the same proportions, scale and relationship to one another. Building materials shall incorporate fire protection and emergency services access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Durability/Maintenance: Materials and finishes are selected for their durability and wear. Proper measures and devices are incorporated for protection against the elements, neglect, damage, and abuse. Configurations that tend to catch and accumulate debris, leaves, trash, and dirt should not be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Compatibility: The proposed development is designed and oriented to be compatible with existing, permitted land uses adjacent to the site and with the surroundings, both manmade and natural. Elements influencing compatibility include but are not limited to color, signage and lighting, size, scale, mass, and architectural style and design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<b>Design Components:</b>			
	a. Colors: Bright and/or brilliant colors are used only minimally for accent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Modulation: Modulation has been incorporated in the overall design to reduce the bulk and mass of the building(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Facade: Articulate the different parts of a building's facade by use of color, arrangement of facade elements, or a change in materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Ground Level: Avoid blank walls at the ground level. Utilize windows, trellises, wall articulation, arcades, changes in materials, or other features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Large Structures: Large dominating structures should be broken up by creating horizontal emphasis through use of trim, adding windows or other ornamentation, use of colors, and landscape materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		<b>Conditions of Approval</b>	<b>Acceptable</b>	<b>N/A</b>
	f. Corporate Style: The use of standard “corporate” architectural style associated with chain-type business is strongly discouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Signage:			
	a. Architectural Element: Every sign is designed as an integral architectural element of the building and site to which it principally relates; lighting of signage is compatible with the architectural character of building; and is compatible with signs on adjoining premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Graphic Elements: Graphic elements are held to the minimum needed to convey the sign’s major message and are composed in proportion to the area of the sign face.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Materials: The colors, materials, and lighting are held to the minimum needed to convey the sign’s major message and are composed in proportion to the area of the sign face.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Scale/Proportion: Every sign is of compatible scale and proportion in design and visual relationship to buildings and surroundings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Transition:			
	a. The proposed development transitions well with adjoining, permitted land uses through architecture and landscaping in conformance with allowable setbacks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Conflicting Architectural Styles: In applicable cases, structures are made compatible with adjacent buildings of conflicting architectural styles by such means as screens and site breaks, or other suitable methods and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Projects with Multiple Structures: Variable siting of individual buildings, heights of buildings, building modulation or other methods are used in order to prevent monotonous design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Nonmotorized and Vehicular Areas</b>				
1.	Barrier-Free: The location of the handicap access ramp is in close proximity to designated parking space(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Circulation/Trail Access: Linkages for safe circulation for pedestrians and bicycles are provided within the site, and connect adjoining existing or proposed sidewalks and bicycle paths. Developments, including single family subdivisions, maintain trail access to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	existing and established trails through dedication of public easements.			
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		<b>Conditions of Approval</b>	<b>Acceptable</b>	<b>N/A</b>
3.	Design – Parking Areas: Vehicle parking areas are designed into the project in a manner that screens the majority of the parking area from both the public and the building occupants. Methods for limiting the visibility of the parking area to the surrounding area include: orienting parking areas away from building and pedestrian areas; placing the building adjacent to the main roadway, with parking behind the building; screening parking areas with intensive landscape barriers which provide solid screening during all seasons; using wooden fencing, berms or other solid method of screening; and/or other creative means.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Public Access – Adjacent to Site: In areas where lakes, parks and scenic or shared use corridors and other recreational areas are adjacent to the project boundaries, public access is encouraged and enhanced in an environmentally sensitive manner beyond the predevelopment status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Public Access – Within Site: In nonresidential projects, provisions are made for public access to any lakes and to scenic corridor areas within a site. The access is environmentally sensitive in design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Trail and Nonmotorized Facility Design: Pedestrian and bicycle paths are designed to limit conflicts between motorized and nonmotorized modes, by providing a separated walkway system, bicycle facilities, permanent markings, and other methods. Trails or other nonmotorized facilities should use features such as setbacks, landscaping, fencing, grade separation, and sight lines to maximize the privacy provided to any adjacent single family homes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Transition of Design Elements and Amenities: The site plan provides a desirable transition in relation to the streetscape, including adequate planting, safe nonmotorized movement, and parking areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Conditions of Approval	Acceptable	N/A
E. Service and Storage Areas				
1.	Screening – Service Yards and Outdoor Storage: Service yards, machinery storage, other storage areas, dumpster/recycling areas and other places which tend to be unsightly are screened through the use of walls and/or fencing of solid material, softened or accented by plantings. The height of the walls/fencing shall be six (6) feet in height, or at least the height of the items to be screened. Screening will be effective in both winter and summer. For example, in the IC zone, although both would be softened by plantings, a six (6) foot solid fence/wall may be preferable to a twelve (12) foot solid wall/fence which completely screens heavy machinery since the adjacent uses could be “intensive commercial” as well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Screening – Mechanical Equipment: Mechanical equipment is completely screened. Screening will be effective in both winter and summer. Examples of mechanical equipment include electrical transformer pads and vaults, communication equipment, and other utility hardware on roofs, grounds or buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Screening – Display Areas: Outdoor display areas for vehicles, other equipment for sale or rent, or live plant material are landscaped in a manner that breaks up the mass of pavement or displayed items but need not be landscaped to have the same screening effect required for a service or storage area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>F. Crime Prevention through Environmental Design (CPTED sep-ted)</p> <p>CPTED principles, performance standards and strategies are used during project development review to identify and incorporate design features which reduce opportunities for criminal activity to occur. CPTED design principles are functional grouped in to four categories:</p> <p>1. <b>Access Control:</b> This category focuses on the techniques that prevent and/or deter unauthorized and /or inappropriate access.</p> <p>2. <b>Natural Surveillance:</b> This category focuses on strategies to design the built environment in a manner that promotes visibility of public spaces and areas.</p> <p>3. <b>Territorial Reinforcement/Ownership:</b> This category focuses on strategies to reduce the perception of areas as ‘ownerless’ and therefore available for undesirable uses.</p> <p>4. <b>Target Hardening:</b> This category focuses on strategies to reduce the ability to enter the building. Strategies include dead bolts on outside doors, door locks at least 40 inches from adjacent windows, however no landscaping strategies are included.</p> <p><b>Instructions:</b> This checklist is used to review a project proposal’s consistency with the City’s landscape requirements as they relate to CPTED. The applicant is required to meet these</p>				

requirements. This checklist information, provided by the Planning Director/Manager to the applicant is intended to be clear direction on the conditions necessary for approval of the project's application in regard to CPTED requirements.

a) CPTED Implementation Measures Involving Landscaping <sup>1</sup> Criteria Checklist						
	Access Control	Natural Surveillance	Territorial Reinforcement	CPTED Criteria Checklist		
				Conditions of Approval	Acceptable	N/A
1) Subdivisions	Paving treatments, plantings and architectural design features such as a columned gateway guide visitors away from private areas	Landscaping should not create blind spots or hiding spots	Entrances should be accentuated with different paving materials, changes in street elevation, architectural & landscape design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Single Family	Walkways & landscaping direct visitors to the proper entrance & away from private areas	Properly maintained landscaping provides maximum viewing to and from the house	Property lines & private areas should be defined with plantings, pavement treatments or fences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Multifamily	Entrances into parking lots should be defined by landscaping, architectural design or monitored by a guard	Shrubbery should be no more than three feet high for clear visibility in areas where surveillance is important such as entries to buildings or parking areas.	• Low shrubbery & fencing should allow visibility from the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			• Building entrances should be accentuated by architectural elements, lighting &/or landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a) CPTED Implementation Measures Involving Landscaping <sup>1</sup> Criteria Checklist						
	Access Control	Natural Surveillance	Territorial Reinforcement	CPTED Criteria Checklist		
				Conditions of Approval	Acceptable	N/A
4) Storefronts		Retention area should be visible from the building or street, it should be visual amenity, not hedged or fenced off	Property boundaries, where possible, should be marked with hedges, low fences or gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Offices	Building entrances should be accentuated through architectural elements, lighting, landscaping &/or paving stones	<ul style="list-style-type: none"> <li>• Parking areas should be visible from windows &amp; doors, side parking areas should be visible from the street</li> <li>• Parking &amp; entrances should be observable by as many people as possible</li> <li>• Shrubbery should be no more than three feet high for clear visibility in areas where surveillance is important such as entries to buildings or parking areas.</li> <li>• The lower branches of existing trees should be kept at least seven feet off the ground in areas where surveillance is important such as entries to buildings or parking areas.</li> </ul>	Perimeters should be defined by landscaping or fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> adapted from www.CPTED-Watch.com There are many other implementation measures that do not include landscaping for each land use available on the website