



Planning & Community  
Development Department  
1812 Main Street  
Lake Stevens, WA 98258  
(425) 377-3235  
[www.lake-stevens.wa.us](http://www.lake-stevens.wa.us)

#### Office Hours

Monday - Friday  
8:00am - 5:00pm

Plan Submittal  
Accepted till 4:30pm

Planning & Community  
Development Director  
Rebecca Ableman

#### Municipal Code

Available online:  
[www.codepublishing.com/WA/LakeStevens/](http://www.codepublishing.com/WA/LakeStevens/)

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

# Design Review

### **Purpose of Design Review:**

To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards and guidelines including site layout, landscaping, parking and preferred architectural features.

In accordance with LSMC 14.16C.050, structures within the following zones or developed under specified regulations are subject to the design guidelines or standards adopted.

Structures within the following zones are subject to the design guidelines or standards adopted per subsection (b) of this section, except when the project meets the limitations in Section 14.16C.020(d):

- Central Business District (except Class 1.100 or 1.200 uses);
- Mixed Use (except Class 1.100 or 1.200 uses);
- Neighborhood Commercial (except Class 1.100 or 1.200 uses);
- Local Business (except Class 1.100 or 1.200 uses);
- Planned Business District;
- Sub-Regional Commercial;
- Commercial Recreation;
- High Urban Residential;
- Multi-Family Residential;
- Light Industrial;
- General Industrial; or
- Public/Semi-Public.

Structures are subject to the design guidelines or standards adopted per subsection (b) of this section when developed under specified regulations listed below, except when the project meets the limitations in Section 14.16C.020(d):

- Planned Neighborhood Developments (LSMC 14.16C.080)
- Planned Residential Developments (LSMC 14.44.020)
- Innovative Housing Option Demonstration Program (Chapter 14.46)

No building or land use permit shall be issued for structures or uses which do not conform to the applicable guidelines or standards, except as allowed under subsection (f)(4) of this section:

A building or land use permit may be issued for a structure or use that does not comply with subsections (f)(1), (2) or (3) of this section, if any one of the following findings can be made by the permit-issuing authority:

- The structure is of a temporary nature which, in all likelihood, will be replaced by a permanent structure within a reasonable time frame;
- The structure is minor to the overall use of the property and will not be noticeably visible from a public right-of-way;
- The structure will not be visible from an existing, planned, or proposed public right-of-way;
- The structure is pre-existing with proposed changes to portions of the façade that are not visible from public rights-of-way.

### **Procedure:**

An application to the Design Review Board shall be made concurrently with the submittal to the Planning and Community Development Department. Planning staff will review the proposal, prepare the staff report and schedule a meeting with the Design Review Board. Staff will contact the applicant with date, time, and location of meeting and ask the applicant to attend the meeting with staff to review the staff report and go over procedural expectations for the Design Review Board. The Design Review Board must approve the proposal prior to issuance of any permits.

Materials needed for the Design Review Board need not be submitted with initial submittal. The Planner will notify you when materials are needed.

***This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Department of Planning and Community Development for actual regulations and requirements.***