



BUCKLEY CITY COUNCIL STUDY SESSION AGENDA

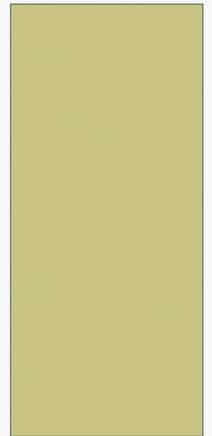
July 7, 2020
Multi-Purpose Center, 811 Main Street
City Council Study Session
Opening 7:00 P.M.

Agenda

1. Planning Commission and Design Review Committee
2. Pierce County FIT Memorandum of Understanding

**CITY OF BUCKLEY
DESIGN REVIEW PROCESS UPDATE**

JULY 7, 2020 COUNCIL STUDY SESSION



WHY UPDATE DESIGN REVIEW PROCESS?

- 1. Establish efficient and effective process that:**
 - a) Involves fewer steps
 - b) Is supportive of small businesses in Buckley
- 2. Ensure that composition of the design reviewing body:**
 - a) Aligns with norms and best practices of other jurisdictions
 - b) Is different from composition of design review *decision--making* body
- 3. Correct a few process anomalies for clarity**

1) EFFICIENT & EFFECTIVE PROCESSES

- MINOR DESIGN REVIEW PROCESS

Minor Design Review is for:

1. Signs in design districts
2. Other minor exterior repair, maintenance, changes

Buckley businesses desire a simpler process and shorter decision-making time for minor permits



1) EFFICIENT & EFFECTIVE PROCESSES

- MINOR DESIGN REVIEW PROCESS

Current Minor Design Review:
3 steps; 4-8 Week Process



Proposed Minor Design Review:
2 steps; 2-4 Week Process



2) DESIGN REVIEWING BODY COMPOSITION - MAJOR DESIGN REVIEW

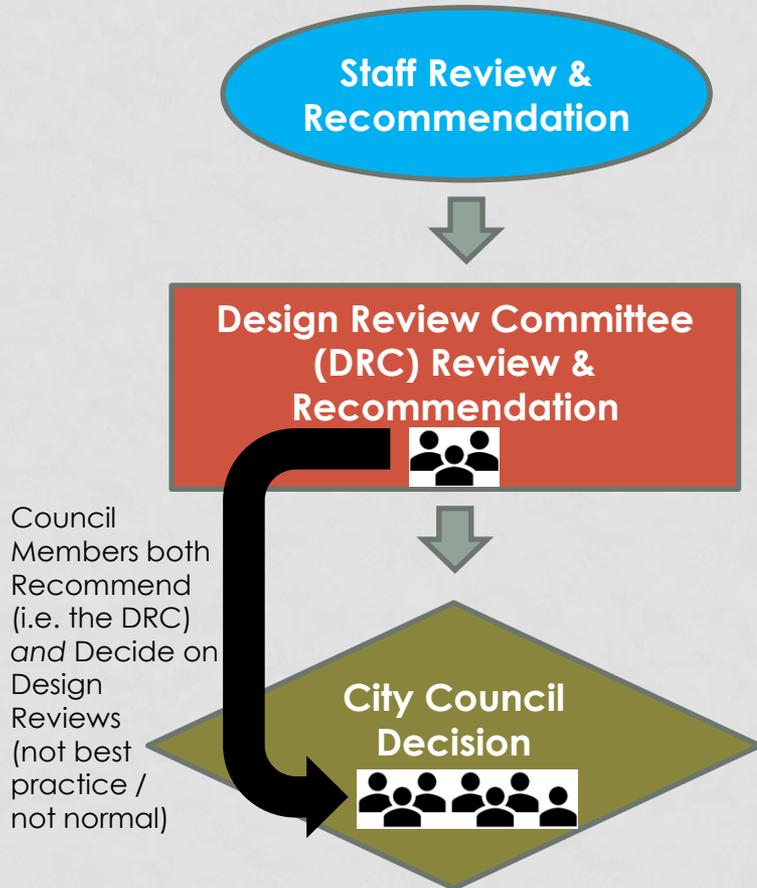
Major Design Review is for:

1. Anything beyond minor exterior repair, maintenance, & changes
2. I.e. all new construction in design districts

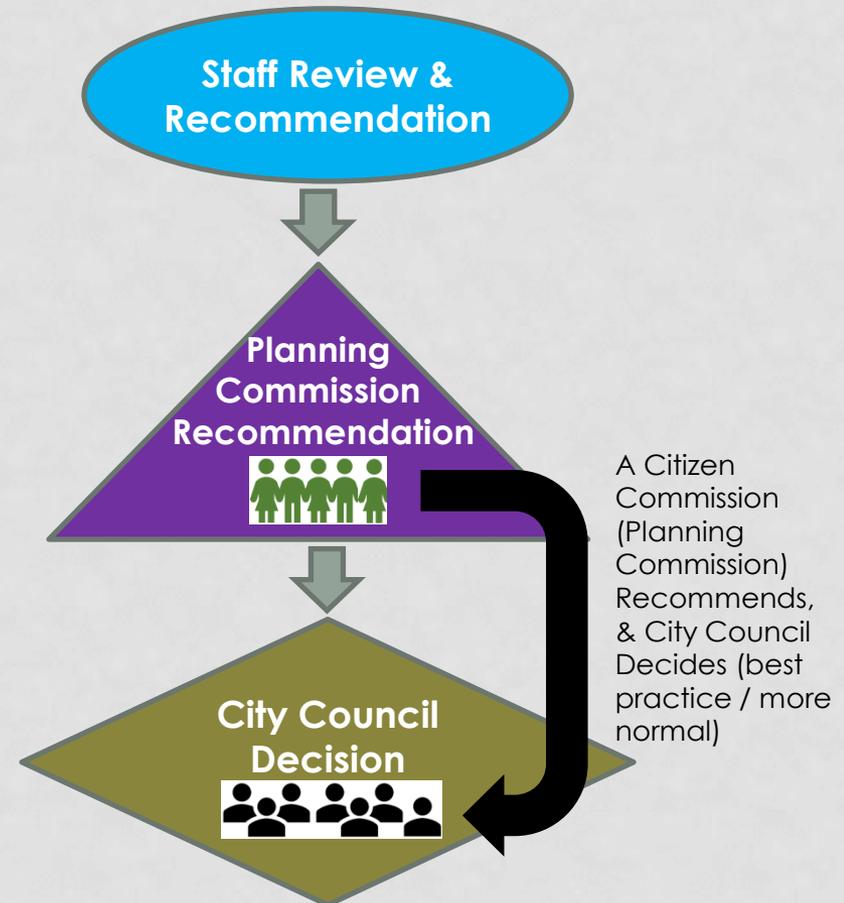


2) DESIGN REVIEWING BODY COMPOSITION - MAJOR DESIGN REVIEW PROCESS

Current Major Design Review Process:



Proposed Major Design Review:



PROPOSED NEXT STEPS FOR DESIGN REVIEW PROCESS UPDATES

1. Address feedback/questions from July 7 Council Study Session
2. July 20 Planning Commission Hearing
3. July 28 Council Meeting for Adoption

See attachments for draft ordinance, staff report and exhibits showing proposed code changes

CITY OF BUCKLEY, WASHINGTON

ORDINANCE NO. ____-20

AN ORDINANCE OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, UPDATING THE CITY’S DESIGN REVIEW AND APPROVAL PROCESS TO REPLACE THE ROLE OF THE BUCKLEY DESIGN REVIEW COMMITTEE WITH THE PLANNING COMMISSION, AND TO MAKE OTHER RELATED DESIGN REVIEW PROCESS IMPROVEMENTS OR CORRECTIONS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, as required in Buckley Municipal Code (BMC) 19.50 and Title 20, the City of Buckley Design Review Committee (DRC) currently reviews and makes recommendations to the Planning Commission on minor design review applications, and the DRC reviews and makes recommendations to the City Council on major design review applications; and

WHEREAS, the DRC is comprised solely of city Councilmembers who serve on the Community Services Committee; and

WHEREAS, the City of Buckley Mayor, in reflecting past concerns and conversations about the City’s design review process that were brought to the Mayor’s attention by City staff, conveyed at the January 14, 2020 City Council meeting that the design reviewing role be moved out of the Community Services Council Committee and instead handled by the Planning Commission; and

WHEREAS, for major design reviews the Design Review Committee, as a purely advisory body, currently makes recommendations to City Council, and yet it is not appropriate for an advisory body to be comprised solely of members of the decision making body to whom the advisory body is making recommendations; and

WHEREAS, for minor design reviews it is unnecessary and inefficient to have two different entities (staff and a design review committee) providing a ‘recommendation’ to the decision maker for minor design reviews; which primarily consist of signs and other small exterior modifications that warrant a streamlined and time-efficient review process; and

WHEREAS, the City of Buckley Planning Commission considered these design review process updates and drafted recommended text changes to BMC Title 19 and the City of Buckley Design Review Guidelines; and

WHEREAS, the Planning Commission identified a few process changes that should be made, with reasoning for each included in the attached staff report, including that:

1. Major design review applications must now be received at least 4 weeks prior to the Planning Commission’s review, and minor design review applications must be received at least 2 weeks prior to the Planning Commission’s review – which is a change from 20 days for both processes;
2. Design review applicants should no longer be required to be present at design review meetings;
3. The design reviewing body should not have the authority over whether or not a landscaping plan be submitted with site plan review applications;
4. The design reviewing body may only request additional drawings from applicants for the purpose of design review;
5. An error in Buckley’s Design Guidelines, which currently states that color schemes shall be reviewed and approved by the design reviewing body prior to ‘application’, should be fixed so it’s clear such color schemes shall be reviewed prior to ‘approval’ instead of ‘application’; and

WHEREAS, these design review process changes are considered “procedural actions” according to WAC 197-11-800(19) and thus did not require SEPA review and SEPA determination; and

WHEREAS, the notice of intent to adopt these design review process amendments was sent to the Washington State Department of Commerce on February 3, 2020; and

WHEREAS, a public hearing notice was published and posted on July 1, 2020; and

WHEREAS, the Planning Commission conducted a public hearing on this proposal on July 20, 2020; and

WHEREAS, the Planning Commission heard (placeholder for statement about any comments after the hearing) at the July 20, 2020 hearing and recommended the City Council adopt the proposed ordinance adopting these design review process changes;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. BMC Title 19 and the City of Buckley Design Guidelines are hereby modified as shown in Exhibit 1 and 2.

Section 2. Copy to the Department of Commerce. Pursuant to RCW 36.70A.106, the City Administrator is hereby authorized and directed to provide a copy of this ordinance to the State Department of Commerce within 10 days of adoption.

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

Introduced, passed, and approved this _____ day of _____ 2020.

Pat Johnson, Mayor

Attest:

Trevia Percival, City Clerk

APPROVED AS TO FORM:

Phil Olbrechts, City Attorney

PUBLISHED: _____

EFFECTIVE: _____



**City of Buckley
Development Code Amendment
Design Review Process Changes (DRAFT 6-29-2020)**

**Draft Staff Report - Design
Review Process Updates**

To Honorable Pat Johnson, Mayor
City Council Members

From Planning Department Staff

Subject Findings, Conclusions and Recommendations Regarding
Design Review Process Updates

Council Meeting Date: June xx, 2020

Hearing Date: July 20, 2020

Proposal Description: Updates to the City of Buckley design review and approval process to replace the role of the Buckley Design Review Committee (DRC) with the Planning Commission, and to make a few additional design review process corrections and changes.

State Environmental Policy (SEPA) Threshold Determination: SEPA exempt as a “procedural action”, per WAC 197-11-800(19)

Recommendations Included: Approval of design review process changes found in Exhibits 1 and 2

Exhibits

1. Proposed Buckley Municipal Code Text Changes
2. Proposed Design Guideline Text Changes

Planning Commission Recommendation to City Council **Approval of proposed changes**

Signed:

Mark McPhail, Commission Chair

Date

FINDINGS

I. Proposal Background

The City of Buckley Design Review Committee (DRC) currently exists as part of the Community Services Council Committee. The DRC reviews and makes recommendations to the Planning Commission on minor design review applications, and the DRC reviews and makes recommendations to the City Council on major design review applications. For both the major and minor design review processes, the DRC first considers a staff recommendation as required by BMC Title 20.

The City of Buckley Mayor, in reflecting past concerns and conversations about the City's design review process that were brought to the Mayor's attention by City staff, conveyed at the January 14, 2020 City Council meeting that the design reviewing role be moved out of the Community Services Council Committee and instead handled by the Planning Commission.

The following issues warrant an update to Buckley's design review process:

1. For major design reviews the DRC, as a purely advisory body, currently makes recommendations to City Council, and yet it is both atypical among most cities and a potential conflict for an advisory body to be comprised solely of members of the decision making body to whom recommendations are made;
2. For minor design reviews it is unnecessary and inefficient to have two different entities (staff and a design review committee) providing a recommendation to the decision maker for minor design reviews; which primarily consist of signs and other small exterior modifications that warrant a streamlined and time-efficient review process. The DRC meets once per month and the Planning Commission meets every other week. Under the current design review process, it can sometimes take two months to obtain approval for a simple sign permit within a design review district.

The City of Buckley Planning Commission considered this design review process change and drafted recommended text changes to BMC and City of Buckley Design Review Guidelines in early 2020. The Planning Commission considered a few additional design review process corrections, clarifications and changes that should be made as described in the next section.

II. Proposed Changes

As shown in code and design guideline track changes found in **Exhibits 1 and 2**, all BMC and Design Guideline references to *Design Review Committee* or *DRC* were changed to *Planning Commission*. In a few places, as shown in track changes, slight wording changes in addition to the words *Design Review Committee* or *DRC* were made to ensure these references to design review bodies/authorities made sense in the context with where and how they were written.

To stay consistent with the level of detail currently shown in BMC and design guidelines, when updated text in BMC or design guidelines references the decision making role of the Planning Commission it was sometimes necessary to reference the City Council since Council has decision making authority for major design reviews per BMC Title 20.

The following additional changes were considered by the Planning Commission and are proposed for approval:

Change	Reason for Change
<p>BMC 19.30.190(1)(b) and BMC 19.50.030(1): Major design review applications must be received at least 4 weeks prior to the Planning Commission’s review, and minor design review applications must be received at least 2 weeks prior to the Planning Commission’s review; both are a change from 20 days as currently stated in BMC.</p>	<p>BMC 19.30 and 19.50 currently require design review materials at least 20 days prior to design review meetings. The Planning Commission would now like materials submitted 4 weeks prior for major design review, and 2 weeks prior for minor design review, to ensure the Planning Commission has sufficient time for review.</p>
<p>BMC 19.30.190(2): Design review applicants should no longer be required to be present at design review meetings.</p>	<p>This in-person requirement may place an unnecessary burden on applicants and unnecessary delays in design review decisions. However all applicants still have the option of being present at design review meetings if they choose.</p>
<p>Design Guidelines Section II.B: The line <i>“Development in the design districts is to be reviewed by the DRC...”</i> was deleted.</p>	<p>This deleted line was repeating, though in less specific language, what was stated in the preceding sentence about what the design reviewing body reviews. When read in context with the previously described changes to the design reviewing body, this deletion was necessary for the sentence to make sense, although its deletion does not change the meaning.</p>
<p>Design Guidelines Section II.D.2.g: The design reviewing body will no longer have the authority to require that a landscaping plan be submitted with site plan review applications.</p>	<p>Design Guideline II.D.2.g states that a landscape plan may be deferred by the DRC during the site plan review process. Since site plan reviews are a separate permit process from design review, subject to a separate set of requirements, and since applicants are typically asked to submit preliminary landscaping plans for site plan reviews which meet standards in the BMC 19.29 Landscaping chapter, the design reviewing body shouldn’t be in the position of determining the submittal</p>

Change	Reason for Change
	requirements for a process such as this that is separate from design review.
<p>Design Guidelines Section II.D.2.i.ii: The design reviewing body may only request additional drawings from applicants specifically for the purpose of design review.</p>	<p>Design Guideline II.D.2.i.ii currently states that “the DRC may require addition[a] drawings of submittals for specific projects.” Since this current guideline could be misinterpreted as allowing the design reviewing body to require additional materials beyond just design review, language was added so it’s clear that this ability to request materials is just “for the purpose of design review.”</p>
<p>Design Guidelines Section III.E.3.c: An anomaly in Buckley’s Design Guidelines, which currently states that color schemes shall be reviewed and approved by the design reviewing body prior to application, should be fixed so it’s clear such color schemes shall be reviewed prior to “approval”.</p>	<p>The current language is clearly in error since it’s not possible for color schemes to be reviewed and approved prior to application, so this change simply fixes this error.</p>

III. State Environmental Policy Act (SEPA)

These design review process changes are considered “procedural actions” according to WAC 197-11-800(19) and thus did not require SEPA review and SEPA determination.

CONCLUSIONS AND RECOMMENDATION

I. Comprehensive Plan

The proposed ordinance is consistent with the City of Buckley Comprehensive Plan. The Comprehensive Plan does not address design review decision making bodies or design review processes.

II. Buckley Municipal Code

Based upon a review of facts and findings, the ordinance is consistent with Buckley Municipal Code.

III. Staff Recommendation

Based on the above Findings of Fact and Conclusions of Law, staff recommends the approval of these code and design guideline changes.

19.29.060 Design standards.

Property owners are encouraged to retain the existing trees, especially conifers, and other native vegetation on a site to the maximum extent possible. The following design standards should be followed and implemented in the creation of a final landscaping plan. The plan should encourage a low maintenance, quality design. Design with drought-resistant plants and minimal grass area is encouraged to promote water conservation. Design shall include utilization of native vegetation.

(1) Facade Buffers. This design pertains to new commercial and manufacturing buildings or uses within the following zones: CC, GC, HC, HDR, LI, NMU; to new multifamily buildings containing more than two units; and to existing commercial, manufacturing or multifamily residential improvements which exceed 30 percent of the appraised value of the structure(s).

(a) Facade buffers should accent the character of the building. Street trees, window boxes, planters and hanging pots within the public right-of-way are acceptable, subject to approval by the planning director or city engineer. These items should not create a hazard by inhibiting pedestrian movement in the right-of-way and shall comply with required sight distances at intersections. The planting material should soften the transition between the pavement and the building. Blank building walls should be softened by landscaping. Plantings arranged formally or informally. Vegetation used within low impact development facilities shall be considered as part of these landscaping requirements as approved by the public works director.

(b) Within the historical commercial zone, potted street trees, planter boxes and street furniture within the public right-of-way may be substituted for the above facade landscaping upon approval by the ~~design review committee~~Planning Commission or decision maker and recommended for approval by the city planning director or city engineer.

Chapter 19.30

SIGN CODE

Sections:

- 19.30.010 Purpose.
- 19.30.020 Definitions.
- 19.30.030 Applicability and exemptions.
- 19.30.040 Public safety considerations.
- 19.30.050 Prohibited signs.
- 19.30.060 General permit requirements.
- 19.30.070 General sign requirements.
- 19.30.080 Sign area calculation.
- 19.30.090 Historic-commercial district (HC zone).
- 19.30.100 General commercial, central commercial and industrial (GC, CC, LI) zone signs.
- 19.30.110 Neighborhood mixed-use (NMU) zone signs.
- 19.30.120 Residential (R-6,000, R-8,000, R-20,000) zone signs.
- 19.30.130 Public facility zone (P) signs.
- 19.30.140 Off-premises signs.
- 19.30.150 Temporary signs.
- 19.30.160 Nonconforming signs.
- 19.30.170 Maintenance and repair of legal nonconforming signs.
- 19.30.180 Maintenance of signs.
- 19.30.190 Application ~~for design review to design review committee.~~
- 19.30.200 Appeals from design review ~~committee or designated official.~~
- 19.30.210 Variances.
- 19.30.220 Planning director's authority.
- 19.30.230 Right of entry.
- 19.30.240 Removal of signs.
- 19.30.250 Recovery of removed signs.
- 19.30.260 Enforcement, violations and penalties.
- 19.30.270 Appeal from sign code administrative interpretations and decisions.
- 19.30.280 Severability.

19.30.070 General sign requirements.

(14) Signs located within the historic-commercial (HC) district shall conform to the design standards of Chapter 19.50 BMC and be subject to ~~design review committee~~ Planning Commission, City Council, or ~~or~~ designated official review and approval pursuant to BMC 19.30.190.

19.30.090 Historic-commercial district (HC zone).

Signs in the historic-commercial (HC) zones shall be subject to ~~design review committee~~ Planning Commission or City Council approval and shall be limited as follows:

- (1) A maximum of 50 square feet of total signage surface area, which includes wall-mounted, projecting, detached and rear entry, is allowed per building.
- (2) Wall signs to include window-mounted signs are allowed up to the 50 square feet sign surface area maximum, but cannot cover more than 10 percent of the building facade on which the signs are located.
- (3) Projecting signs are allowed up to 10 square feet of sign surface area and shall be framed or bracketed with wrought-iron-style trim. Projecting signs shall conform to the general requirements of BMC 19.30.070(9)(a) through (e).

(4) Wall Graphics. The use of exterior walls of buildings for graphics, artwork, or other displays shall be subject to review ~~and approval by the by the design review committee~~Planning Commission and approval by the Planning Commission or City Council.

19.30.190 Application ~~to design review committee~~for Design Review.

(1) An applicant requesting ~~design review committee or designated official approval~~design review approval as provided under the city's design review districts shall comply with the following requirements:

(a) Applications for ~~design review committee or designated official approval~~design review shall be submitted to the planning director.

(b) All fully completed sign applications with appropriate attachments or diagrams and payment of processing fee(s) must be submitted to the city not less than ~~20-two (2) weeks, for minor design review, and not less than four (4) weeks, for major design review,~~days prior to ~~the the Planning Commission~~monthly design review-committee meeting ~~for consideration in which the application will be considered.~~

(c) The applicant shall make the premises upon which the sign is to be erected available for inspection by the building official.

(2) The city shall advise the applicant as to the date of ~~the design review committee's~~Planning Commission's consideration of the application or the designated official's determinations. ~~The applicant shall be present at the design review committee meeting, or the design review committee may, in its discretion, deny the application for the applicant's failure to appear.~~

(3) The ~~design review committee~~Planning Commission or, as applicable, City Council or designated official, shall consider, and require compliance with, the following factors in reaching a decision on the application:

(a) The sign shall further the purpose of this sign code, as said purpose is set forth in BMC 19.30.010;

(b) The sign shall comply with applicable state, county and city building and fire codes;

(c) All permanent signs must meet the standards set forth in BMC 19.30.060 and 19.30.070. (Ord. 22-08 § 1 (Exh. A), 2008; Ord. 11-07 § 4, 2007; Ord. 05-06 § 1, 2006).

19.30.200 Appeals from ~~design review committee or designated official.~~Design Review or designated official.

Any sign applicant or aggrieved party under this chapter may appeal decisions of the ~~design review-committee~~Planning Commission to the city council by filing an appeal and paying adopted appeal fee with the city clerk within 10 working days of the ~~design review committee's~~Planning Commission's or designated official's written decision. The council shall review the application at its next available meeting date. The appeal shall be on a de novo basis. The council shall take action upholding, revising or modifying the ~~design review-committee's~~Planning Commission's or designated official's decision. (Ord. 22-08 § 1 (Exh. A), 2008; Ord. 11-07 § 5, 2007; Ord. 05-06 § 1, 2006)

Chapter 19.50

DESIGN REVIEW DISTRICTS

Sections:

- 19.50.010 Purpose.
- 19.50.020 Relationship to other regulations.
- 19.50.030 Review procedures.
- 19.50.040 Review required.
- 19.50.050 Design criteria.
- 19.50.060 Design districts described.
- 19.50.070 Historic district purpose and applicability.
- 19.50.080 Gateway district purpose and applicability.
- 19.50.090 SR 410 district purpose and applicability.

19.50.010 Purpose.

The purpose of this chapter is to establish criteria and procedures for the development within the city's three commercial areas to:

- (1) Implement the comprehensive plan;
- (2) Serve the public interest in public peace, health, safety, morals and welfare by helping to assure residents of an aesthetically and culturally pleasing environment by promoting and perpetuating educational, cultural, aesthetic, and social values as well as economic development; and
- (3) Preserve the beauty and history of the community for its citizens. (Ord. 19-19 § 5, 2019).

19.50.020 Relationship to other regulations.

The requirements of this chapter are in addition to other regulations affecting land use and construction within the city including, without limitation, the comprehensive plan, zoning and subdivision codes, SEPA, Shorelines Management Act, and building and mechanical codes. In case of conflict between this and other regulatory provisions, the stricter enactment shall prevail. (Ord. 19-19 § 5, 2019).

19.50.030 Review procedures.

(1) A person who proposes to construct or alter a structure or fixture that is subject to design review shall submit to the planning director a written application that complies with the requirements set forth in the "City of Buckley Design Guidelines." The application shall be considered at ~~the next regular meeting of the design review committee~~ Planning Commission meeting that convenes at least 20-two (2) weeks, for minor design review, or four (4) weeks, for major design review, days or more after the date of the application.

(2) The permit process is as follows:

- (a) Type C-3 for proposals that meet BMC 19.50.040(1); and
- (b) Type A-3 for proposals that meet BMC 19.50.040(2). (Ord. 19-19 § 5, 2019).

19.50.040 Review required.

No structure or fixture that is subject to review under the city's design guidelines may be constructed or altered until the ~~city council's design review committee (DRC)~~ Planning Commission examines ~~any-the~~ application for construction or alteration, and until approval is granted by the Planning Commission, for minor design review, or City Council, for major design review.

(1) The ~~DRC-Planning Commission~~ shall transmit its recommendation to the City Ceouncil, or as specified in BMC 20.08.030, Table 2, for construction that does not meet the description in subsection (2) of this section. These projects are considered "major."

(a) The ~~DRC-Planning Commission~~ shall consider the application and the director's report at its next regular meeting following receipt of the director's recommendation transmitted to the committee no less than seven days prior to its meeting. The ~~DRC-Planning Commission~~ will base its recommendation on the city's design guidelines.

(b) The ~~DRC-Planning Commission~~ may recommend the ~~decision-maker~~ City Council approve, approve with conditions, or deny a project.

(i) Conditions shall be given that bring a project into conformance with the code or design guidelines.

(ii) Where practical difficulties are involved in carrying out the design standards, the city council shall have the authority to grant modifications for individual cases, provided the city council shall first find that special individual reasons makes the strict letter of the design standards impractical and the modification is in compliance with the intent and purpose of the design standards and doesn't create a material departure from any consistent design in surrounding buildings.

(2) The ~~DRC-Planning Commission~~ shall ~~be the decision maker~~ ~~transmit its recommendation~~ for other projects which are considered "minor" ~~to the planning commission, or~~ as specified in BMC 20.08.030, Tables 1 and 2, for repair or maintenance that does not change the physical exterior of the structure or fixture (e.g., siding or windows). Any and/or all repairs and maintenance must conform to the "city of Buckley design guidelines" and Chapter 19.36 BMC for nonconforming uses and structures if applicable. (Ord. 19-19 § 5, 2019)

Chapter 20.12

EXEMPTIONS

20.12.030 Exemptions to this title.

(2) The following permits are exempt from the provisions of this title unless otherwise specified in this code:

(a) Type A-1 Administrative Permits. Pursuant to RCW 36.70B.140(2), Type A-1 permits include lot line or boundary adjustments, building and other construction permits, or similar administrative approvals.

(b) Type A-3 reviews. Type A-3 reviews, except for minor design reviews, are permits that need an advisory review by a committee or a commission and a decision by the planning commission. They include ~~design review~~ and fence variances. No notice is required for advisory reviews.

(c) SEPA determinations and processes executed under Chapter 12.04 BMC.

Exhibit 2: Design Guideline Edits

CITY OF BUCKLEY

P.O. Box 1960 ♦ Buckley, WA 98321 ♦ (360) 761-7801

www.cityofbuckley.com / <https://www.codepublishing.com/WA/Buckley/>



DESIGN GUIDELINES



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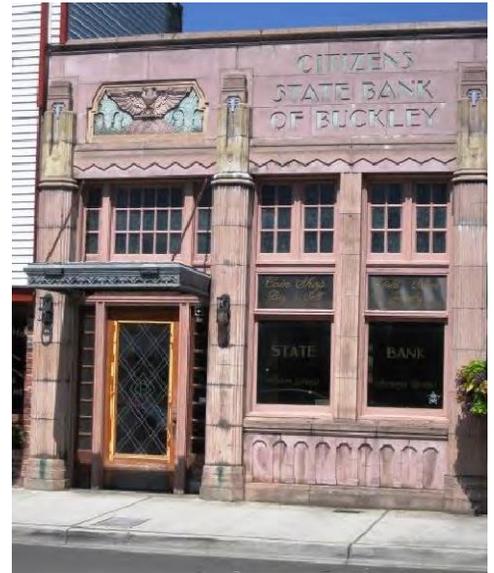
I. Welcome.

IA Introduction.

The City of Buckley, originally named Perkin's Prairie in 1882, is one of the oldest Pierce County communities, and it was a crossroads of activity for railroad, lumber, agriculture and mining interests. Traces of each industry are still present in the buildings and streets of the city.

The plateau on which Buckley is sited was an early trading route through the Washington Territory, with the Naches Pass Trail and Military Road passing through the area. Later, in the 1880's, the Northern Pacific Railroad established a siding at White River as a part of the transcontinental rail link to the East Coast.

Recognizing that the railroad had the potential of securing more business interests, the town was renamed Buckley in 1888 for a division superintendent of the railway. Buckley was incorporated by the electorate in 1889.



766 Main Street



Although the anticipated railroad boom never fully materialized, the town was physically shaped by the railway. Especially at River Avenue, Ryan Road, and State Route 165, irregular angles on the dominant street grid created unusual intersections. Simplifying these intersections is continuous today.

Through the late nineteenth and early twentieth centuries Buckley grew slowly, remaining somewhat isolated from communities in the valley below. The town served as a local center of trade for farmers and loggers.

The business district, gutted by fire in 1892, and again in 1920, began to replace its simple wood framed storefronts with brick and cast iron buildings, taking on the appearance of an established, permanent city. Many of these buildings are good examples of the commercial architecture of the day.

As the influence of the automobile grew after World War II, and the markets and services in Tacoma and other towns became more accessible, Buckley's downtown came under increasing economic pressure. Suburban supermarkets built in larger, adjacent towns in the 1950s and 1960s brought difficult times to downtown businesses in Buckley, the traditional hub of community life.

In the 1970s and much of the 1980s, Buckley's relatively remote location, surrounded by farms, helped keep it insulated from the suburban sprawl that blurred the identities of other small towns in Western Washington. However, as the population of Pierce County increases and farms are sold for other uses, this insulation is beginning to disappear.

In 1982 the Burlington Northern Railway ended service on the tracks, and the railroad bed was acquired by the City and Pierce County forming the Foothills Trail. The 25-mile-trail has become a popular recreational destination for bicyclists, horse enthusiasts, and hikers.

As of 2019, the trail consists of 21 miles of paved non-motorized trail from South Puyallup to South Prairie, with a two mile paved section in Buckley. Plans were recently completed that connected the Foothills Trail in Buckley to the main paved trail in South Prairie which connects to other cities in Pierce County. Plans are in progress that will continue the trail north to the City of Enumclaw in King County. The 2015 Comprehensive Plan identified recreational aspects of the community as being a key to promoting economic development, and the Foothills Trail as a major recreational asset in Buckley.

The Highway 410 railroad right-of-way corridor, which is roughly described as between River Road, SR167/Ryan Road, and Park Avenue, is now referred to as the Rainier Gateway District. The Gateway District received close attention between the early 2000s to present day.

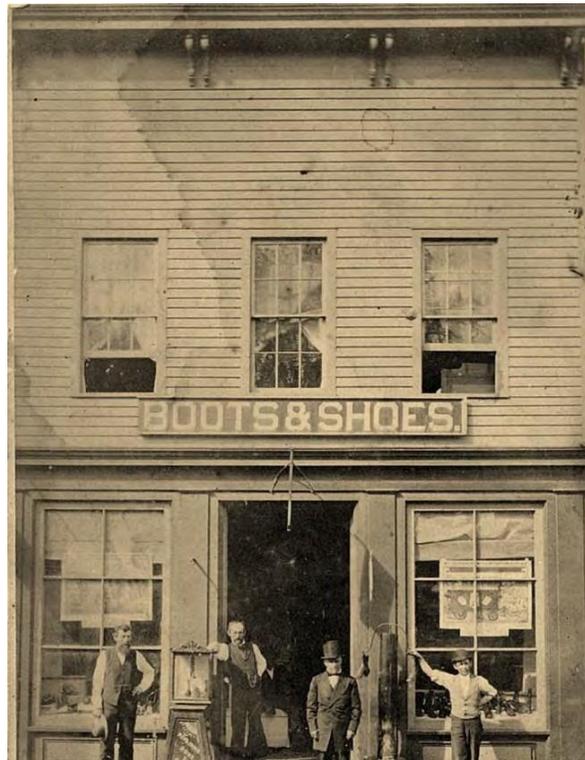
In 2013, students from the University of Washington conducted meetings with the public, performed surveys, and listened to the community to find out what it wanted for this area. The class presented its compilation of community desires and ideas for the Rainier Gateway District. It also proposed development of park land.

These design guidelines focus on improving aspects of urban design within the three design review districts in Buckley. The 2015 Comprehensive Plan defines “urban design” as architecture at the city scale; it considers the way buildings, streets, and the spaces between them relate to one another with the goal of creating vibrant, welcoming urban environments.” Further, in Element 4, Urban Design, it states:

“Thoughtful urban design can help tie different areas of the city together visually and functionally. Urban design can help establish Buckley as a niche destination in the region—one that draws people to the city looking to experience the town’s unique small town and historic atmosphere, and to take advantage of Buckley’s proximity to recreation opportunities.”

LB Purpose.

The City of Buckley welcomes the opportunities that growth brings, but realizes it is important to maintain the city’s character, quality of life, and environmental biodiversity that make the city a desirable place to live and visit. Careful management of the city’s streetscape and building character is important.



*Buckley’s Boots & Shoes
Note the window: tall and single hung*

~~To this aim, the City established a Design Review Committee (DRC). Theis committee Planning Commission~~ reviews proposals for restoration and new development in the city's design districts. Proposed projects submitted to the ~~DRC-City~~ must meet the development standards outlined in these Design Guidelines.

I.C Regulation and applicability.

The following Design Guidelines illustrate the architectural features that are important to maintaining the character of the Buckley's commercial areas and to establishing an appropriate identity for the town as it grows. The guidelines are to be applied to all new construction, reconstruction, and changes of use from residential to commercial. Except for multifamily residences, residential structures continuing to be residential are not required to conform to these guidelines.

I.D Unifving elements.

Commercial areas of the city should reflect an aspect of Buckley's personality. In the comprehensive plan it's called the "small town character." It is the character of the city that says it's friendly and people are welcome as they are, that we're proud of our history, and that we care about one another. This character needs to be shown in each development through the choice of color, style, landscape, and roof form. Signs can also communicate a town's personality and the type of sign used for each development should be designed with care to further the city's character. The comprehensive plan describes the city's small town attributes as follows:



*Buckley Auto Company
Note the false front and square windows*

Comprehensive Plan Policy 3.5.1

The city's "small-town attributes" include at least the following: walkability across town, walkability to food, pharmacy, and businesses, residential porches facing street fronts, and large picture windows in businesses along Main Street. Providing pedestrian connections should be required as part of all development because these connections will promote pedestrian traffic to the business community.



Building across from Buckley Museum

II. Design approach.

II.A Introduction.

The character of Buckley’s buildings is based on the city’s development as a working community with ties to farming, lumber and railroad industries. Its commercial buildings are well constructed and are interesting not because of elaborate ornamentation, but for their history, craftsmanship and proportion. Buildings outside city limits were always utilitarian structures that stress strong, simple, functional forms over decoration. It is not the intent of these guidelines to introduce a clever theme or arbitrary style to the city, but rather to promote the honest restoration of existing structures and the construction of new ones in a manner that keeps with the history and spirit of the community.



Main Street sketch from 1991, Note: whimsical signs, clearstory windows, and benches

II.B Purpose.

To coordinate the design of future development, ~~the City of Buckley has, through ordinance, established a Design Review Committee (DRC) made up of three City Council members.~~ Any exterior construction, reconstruction or remodeling of any structure, excluding single family dwellings, within the design review districts is reviewed by ~~this committee~~ the Planning Commission. ~~Development in the design districts is to be reviewed by the DRC,~~ which will issue a recommendation to the decision maker as a part of the building permit process.

II.C Regulation & applicability.

1. General regulations

General regulations are found in the Buckley Municipal Code (BMC). These regulations include and are not limited to the following:

- a. Building height requirements listed in BMC 19.20.010. A maximum building height of 35 feet is allowed in commercial zones (BMC 19.20.010(2)); these design guidelines may specify the minimum and maximum number or height of stories in each design area;
- b. Setbacks and lot coverage specified in each zone’s BMC section (Sections 19.20.050 through 100, BMC);
- c. Permitted and conditional uses listed in BMC 19.20.130;
- d. Parking requirements addressed in Chapter 19.28 BMC;
- e. Landscaping addressed in Chapter 19.29 BMC;
- f. Signs addressed in Chapter 19.30 BMC; signs are also addressed in these design guidelines.
- g. Permitting addressed in other sections of the Buckley Municipal Code and will apply to each application.
- h. Building and sign colors shall be muted in all design areas.

2. Design review.

Applications within the design review districts for commercial, multifamily, and mixed uses must be reviewed by the ~~DRC~~ Planning Commission before issuance of a building permit. Other development subject to

design review includes major repairs, which is described in the code chapters requiring design review (BMC 19.50 and 19.51).

City of Buckley Design Review Districts.

Downtown Review District.

Includes Main Street and is roughly bounded by the foothills trail to the east side of the alley between A and B streets, and from Park to Mason avenues.

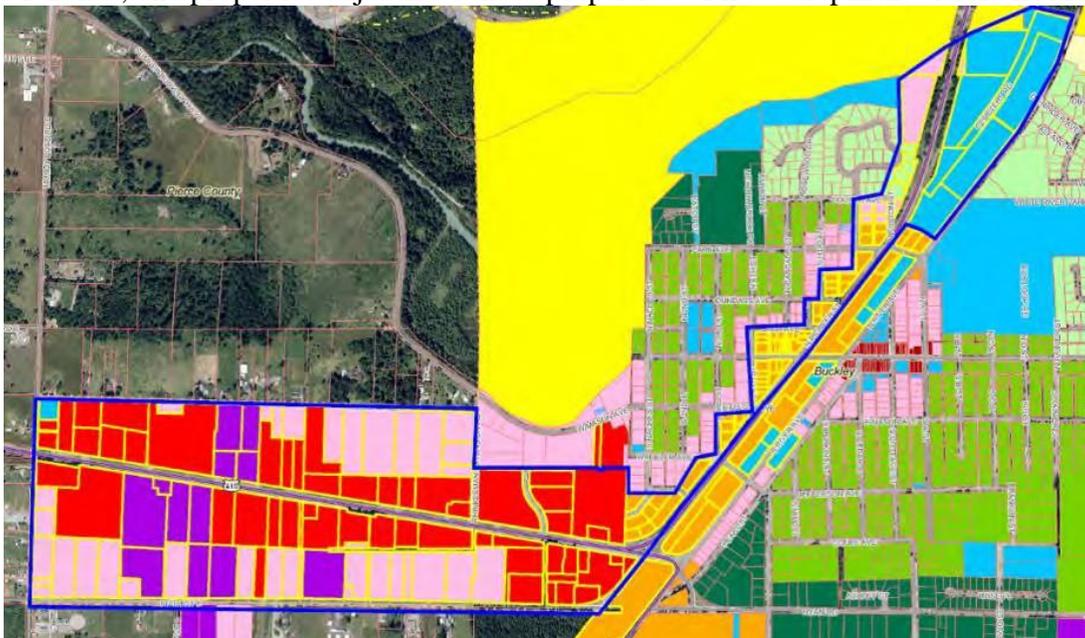
Rainier Gateway District.

All property roughly between Highway 410 and River Avenue, and Park Avenue and Ryan Road to the south.



Highway 410 District.

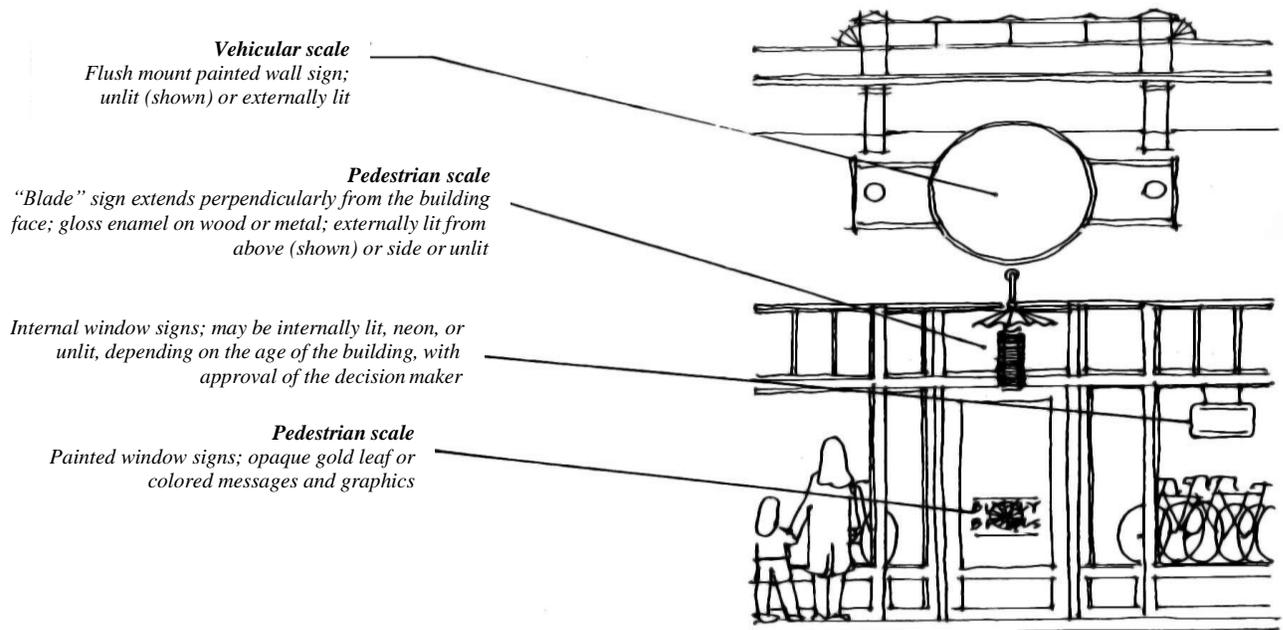
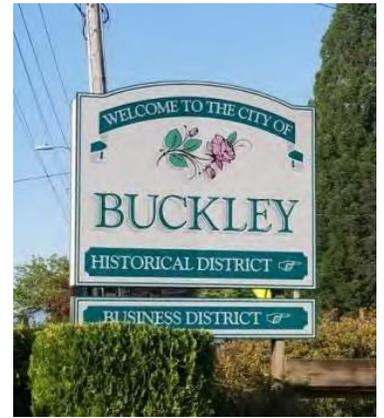
All property abutting the highway within the city limits in GC, CC, NMU, LI and P zones, and property in zones adjacent to these zones. This area includes all properties abutting SR 410 in the CC, GC, NMU, LI, and P zones, and properties adjacent to these properties with development visible from SR 410.



3. Signs.

Signs are regulated both by this document and Chapter 19.30 BMC. Sign regulations common to all districts are as follows:

- a. All signs shall comply with Chapter 19.30 BMC and these design guidelines.
- b. Sign colors shall be compatible with the colors and materials of the building façade and as described in these guidelines.
- c. Signs shall not obscure key architectural elements, such as doors and or windows. In accordance with Policy 4.1.3 of the city’s comprehensive plan, storefront visibility and transparency shall be essential.
- d. Simple shapes are preferred over complex geometries.
- e. Signs shall be professionally designed and constructed with high-quality materials.
- f. Signs on adjacent storefronts shall be coordinated in height and proportion and designed to unify the street elevation.
- g. Sign structure shall be designed to complement the sign and not clash with or overwhelm it.
- h. Attachments to building materials shall not permanently damage any architectural ornament or feature and shall avoid damaging bricks or masonry.



Example of signs that are pedestrian- or vehicle-oriented

II.D Design review applicant instructions.

1. Submittal Requirements & Review Criteria.

Submittals to the decision maker for proposed new construction and remodeling projects within the design districts must be made in the following format. Incomplete submittals may not be reviewed.

- a. The review body is as specified in BMC 20.08.030 Table 2.
- b. The applicant should show substantial compliance with appropriate elements of the design guidelines.

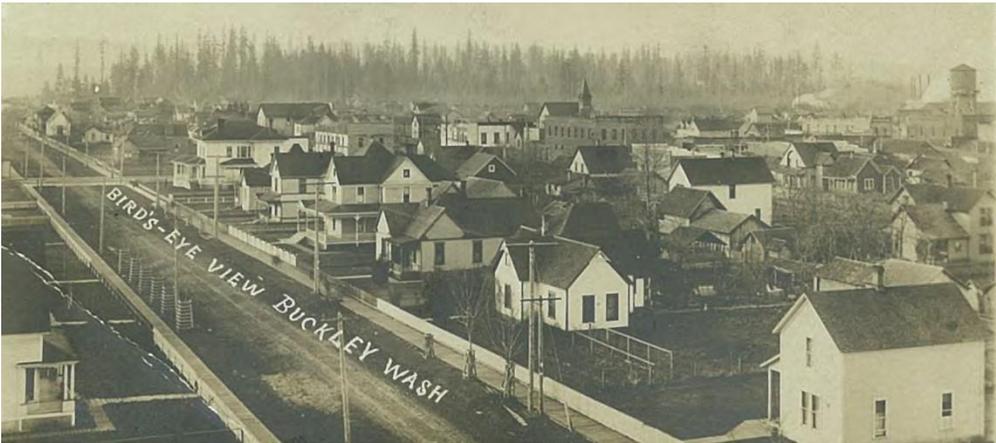
- c. General Submittal Requirements: All drawings (each sheet) must contain the following information:
 - i. Project Name, file number of associated site plan review, if applicable;
 - ii. Project Address, general location, parcel number, and STRQ/Q;
 - iii. Date, and an area for revision dates;
 - iv. Name, address, e-mail address, contact, and phone number of firm responsible for drawings;
 - v. North Arrow;
 - vi. Drawing scale: site development plan to be drawn at 1"=20' or 1"= 30'-0';
 - vii. Existing buildings to be removed or retained;
 - viii. Major landscape features existing and proposed;
 - ix. Existing and proposed topographic contours at 2'-0" intervals;
 - x. Existing streets and roads on or bordering property, including curb lines and sidewalks;
 - xi. Existing buildings and features within 100 feet of subject property lines;
 - xii. Exterior lighting location and types including mounting heights; and
 - xiii. Exterior sign locations and types.

2. Application Information.

Please show the following information on the design review application or elevation drawings:

- a. Area of proposed structure in square feet by floor;
- b. Lot coverage of structure (please state lot size in square feet);
- c. Lot coverage by impervious surfaces;
- d. Building height (please indicate the height of the highest part of the highest gable and the height as measured in accordance with the building code);
- e. Number and location of parking spaces; and
- f. Area, location, and depth of landscaping.
- g. Landscaping Plan. A landscape plan meeting the requirements of BMC 19.29 should be submitted with the site plan review, ~~but it may be deferred until design review or toward the end of construction, if the DRC has sufficient information about the general design and intent of the landscape design;~~
 - i. Extent and location of all plant materials and other landscape features. Label individual plants or include a planting legend;
 - ii. Proposed planting materials drawn to scale at mature sizes and indicating spacing. Indicate mature heights;
 - iii. Species and size of existing planting materials to remain; and
 - iv. Location of water outlets or schematic irrigation system plan.
- h. Exterior Building Elevations:
 - i. Architectural drawings at 1/8"=1" or 1/4"=1" Building elevations are to be labeled with directional views (north, south, etc) rather than "front" or "right";
 - ii. Indicate doors and windows, architectural details, materials and finishes;
 - iii. Note existing and finished grades, base elevation and elevation of highest projection of building;
 - iv. Provide color and exterior material samples of the proposed color pallet; and
 - v. Illustrate on the plans the likely location(s) of any sign, whether on the building (façade) or on the site (monument).
- i. Architectural Details:
 - i. Details drawn to scale at appropriate sizes for all ornament, exposed structural systems and other details as required to describe proposal; and

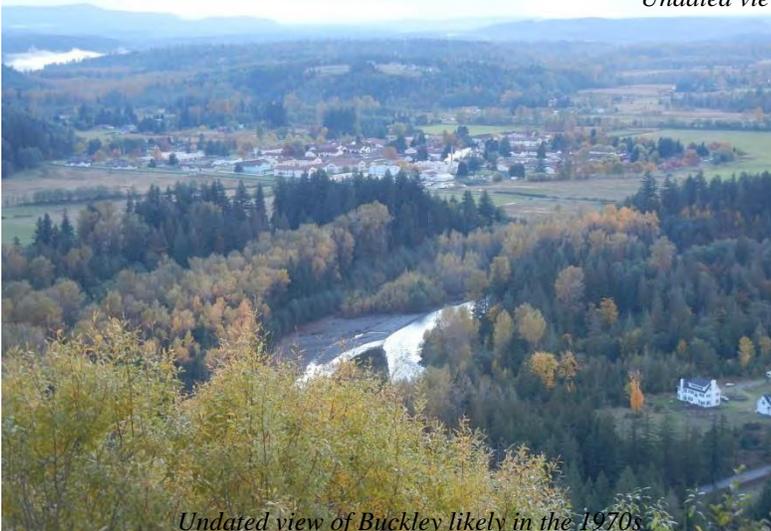
- ii. The DRC Planning Commission may require additional drawings of submittals for specific projects for the purpose of design review. Additional submittals are required for building and fire department approvals.



Undated view of Buckley



Undated view of Buckley likely in the 1960s



Undated view of Buckley likely in the 1970s

III. Downtown district.

III.A Introduction.

The Downtown District contains a mixture of commercial, public and residential properties. Its buildings include the well-defined commercial core on Main Street.

III.B Purpose.

These design guidelines apply only to commercial and public structures. Single family residences are not subject to review unless they are to be converted to commercial use.



*Oddfellows building, 711 Main Street, built in 1892
Note the arches and tall windows; also note the detailed cornices*

III.C Regulations and applicability.

The restoration of existing buildings or the construction of new structures downtown shall restore or maintain the elements that are most important to the architectural character of buildings on Main Street, as defined by these guidelines.

The Downtown District contains more than one zone; each should be considered differently. While all historic buildings should be restored as much as possible, the emphasis for the city is to maintain the historic look of downtown. This would include colors, signs, and ornamentation, such as cornices. Included in this district along River Avenue are parcels zoned Central Commercial; these parcels should be considered according to the historic guidelines in accordance with the year of construction.

The area surrounding the historic core is called the Neighborhood Mixed Use zone (NMU) and is designed to serve as a buffer zone between the commercial and residential areas. As a buffer, the architecture should reflect a portion of the historic requirements, but also reflect the designs of a single-family neighborhood. The NMU zone currently allows a variety of uses including single family residences, commercial, and mixed commercial/residential.

Main Street can be divided into three basic components: corner buildings, mid-block buildings, and miscellaneous buildings (those that don't quite fit into either category). The sketches on the next page show the basic breakdown of buildings as used in these guidelines.

1. Main Street buildings.

Main Street buildings are divided into three types: corner buildings, mid-block buildings, and miscellaneous buildings.

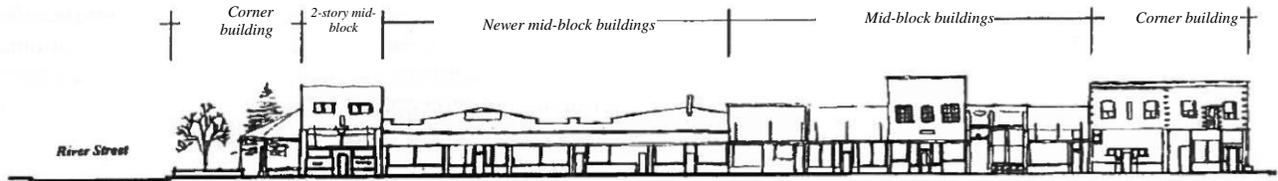
In the diagrams on the next page, you can see building sketches on Main Street. Please note the characteristics on the corners



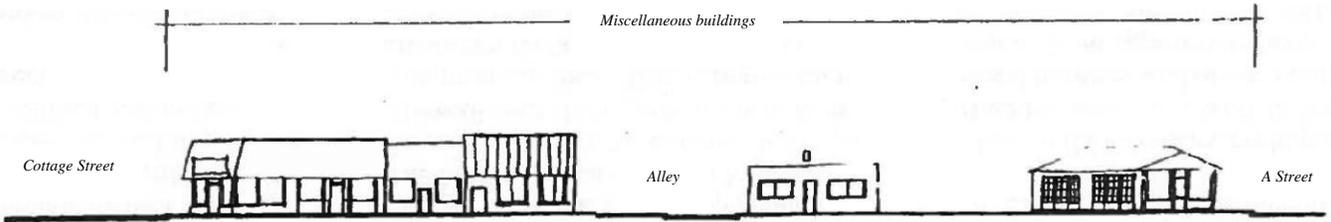
Corner building at Main Street and Cedar, 711 Main Street, built in 1892

and mid-block buildings in the pictures included in this document. The buildings differ in age, style and importance to the city's appearance. These buildings, which make up Main Street's core, have no setbacks from the sidewalk and share internal walls. This creates a feeling of enclosure and identity on the street.

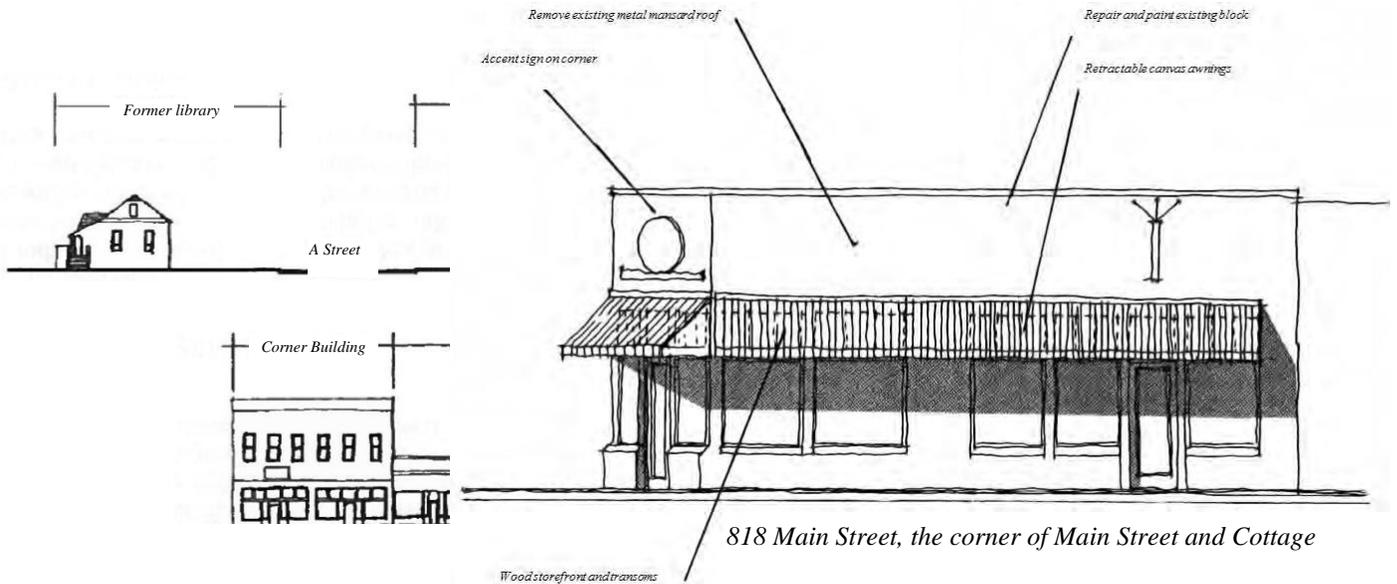
The architectural character of each building on Main Street in the Downtown Review District shall be identified and maintained, with renovations planned to be true to the original construction and subject to Planning Commission DRC or City Council approval. Buildings that lack strong character shall be renovated to compliment the rest of the Downtown Review District without resorting to gimmicks or false ornamentation.



Buildings looking north on Main Street between River Avenue and Cottage



Buildings looking north on Main Street between Cottage and A Street



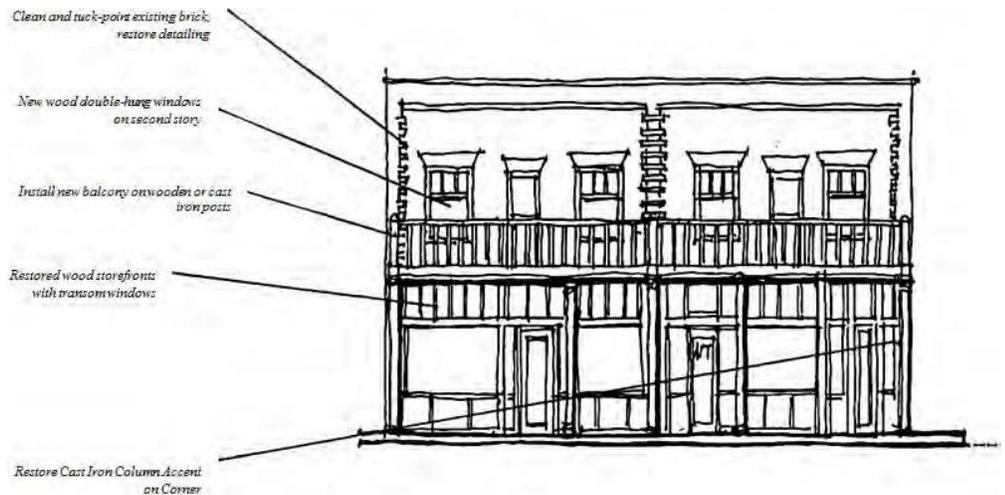
2. Corner buildings.

Some of the oldest downtown structures are at the ends of each block. Typically they are stone and brick, two stories tall with commercial tenants at street level and office or residential occupancies upstairs. These buildings add a great deal of character to Buckley, providing visual accents to define each major intersection. This oldest group of remaining buildings on Main Street dates from the early 1890s to about 1920 and contains many of the most distinguished structures in town. Buildings from this period reflect many elements characteristic of late

1800s/early 1900s architecture: traditional stone and masonry work, cast iron storefronts and stamped metal cornices.

Most of the two-story buildings in Buckley were built with elaborate metal cornices and other ornamentation that adds an appropriate level of finish to their tops. Earthquakes and the effects of the weather have removed most of these details, but evidence of their overall architectural effect is visible in historic photos of Main Street and in commercial districts of similar age in other cities.

In typical buildings of this period, cast iron was often employed to imitate stone work and to form structural elements such as lintels or columns. Many of these elements remain but have been covered or disguised by non-conforming materials. Other cast iron elements have often been removed. The corner buildings include the following features:



Example: Corner Building: 780-790 Main

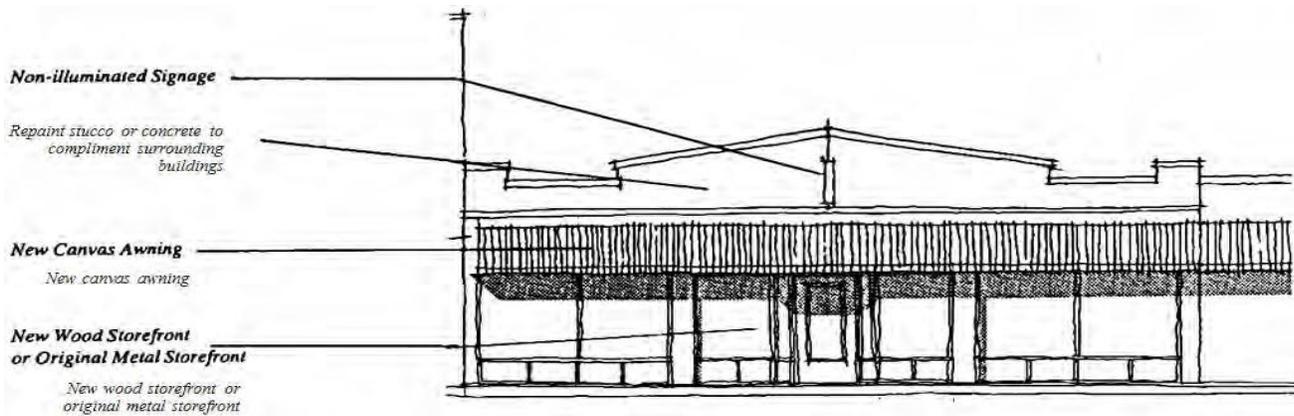
- a. More than one story height, usually with commercial spaces on street level and offices or residential space above.
- b. Traditional brick and stone construction, often with elaborate detailing.
- c. Flat roofs with dominate cornices.
- d. Cast iron storefronts or wood storefronts.
- e. Wood sash double-hung windows.

These buildings are particularly important in providing definition to the corners and the end of blocks. It is their dominance at intersections that gives Buckley much of its character.

3. Mid-block buildings.

Between these larger structures are two groups of one-story commercial buildings, the groups being identified by age and type of construction. They are all similar in height, scale and detailing, and serve to tie the blocks together.

Many of these structures are as old as the corner buildings but are more modest in scale and detailing; while not the first noticeable structures on a walk down Main Street, they provide much of the detail and pedestrian scale interest that can give Buckley's buildings their individuality.



Example of a newer mid-block building

The older mid-block buildings share these elements:

- a. Typically twenty-five feet wide, brick construction.
- b. Usually a wood framed cornice on brackets was applied over the storefronts.
- c. One-story, commercial or professional buildings.
- d. Structure is less ornamental, with most of the detailing contained in storefronts and windows.
- e. Storefront glazing is maximized to show off merchandise. Infill below the windows is usually wood, as are sash members doors.

Some of the mid-block buildings were built more recently and constructed of poured concrete or concrete block rather than brick. They lack the detail of the older buildings both in structural detailing and storefront interest. They do, however, provide visual continuity to Main Street.

These buildings were built with economy in mind and are the second generation of structures in Buckley, built after the fire of 1920. They should be viewed as “background” buildings taking a backseat to their older, more ornate neighbors, and should not be ornamented to imitate them. It should, however, be noted that their infill function makes them an important part of downtown.

The newer mid-block buildings share these elements:

- f. Single story, commercial occupancies.
- g. Concrete or concrete block construction.
- h. Very simple lines with no ornamentation.
- i. Metal storefronts and doors that have replaced the original wood systems.

4. *Miscellaneous commercial buildings.*

The Downtown District contains several miscellaneous buildings with more individual characteristics. They exhibit a variety of roof forms, more variation in materials and vary greatly in age and use. Because yards and setbacks are introduced for parking, landscaping or service, these structures serve as a natural buffer and transition to the residential neighborhoods that surround the commercial center. The following are examples of miscellaneous buildings:

a. Former Methodist Church and Mortuary, 873 Main Street.

A dignified wood frame structure, currently painted grey, was moved to its present site many years ago. Its history and formality earn it a place on Main Street.

b. Café, offices and laundromat on north side of Main, between 828 and 840 Main Street.

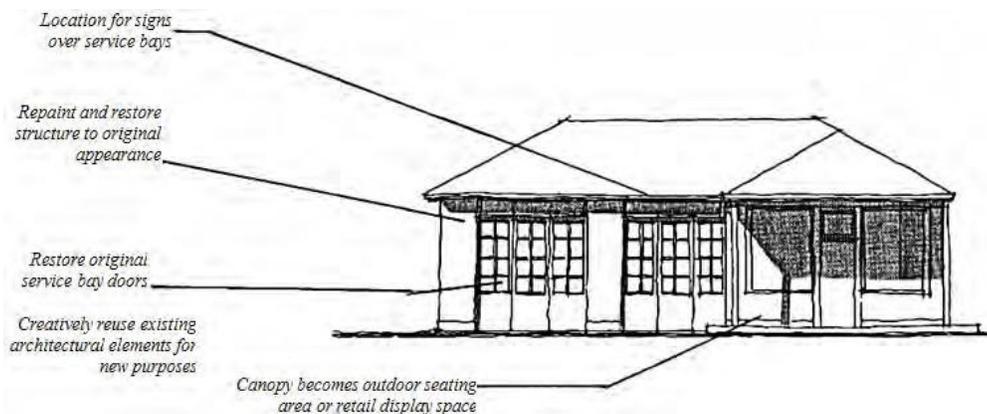
These buildings provide some mid-block infill but are of such different materials from all other buildings in town that they should be dealt with individually as “background structures”.

c. Former Gas station at “A” Street and Main, 818 Main Street.

This type of gas station dates back to the 1940s and is becoming rare. The scale of the service bays, windows and roof forms make it good transition to the residential neighborhoods to the east.



873 Main Street, former Methodist church and mortuary, built in 1928



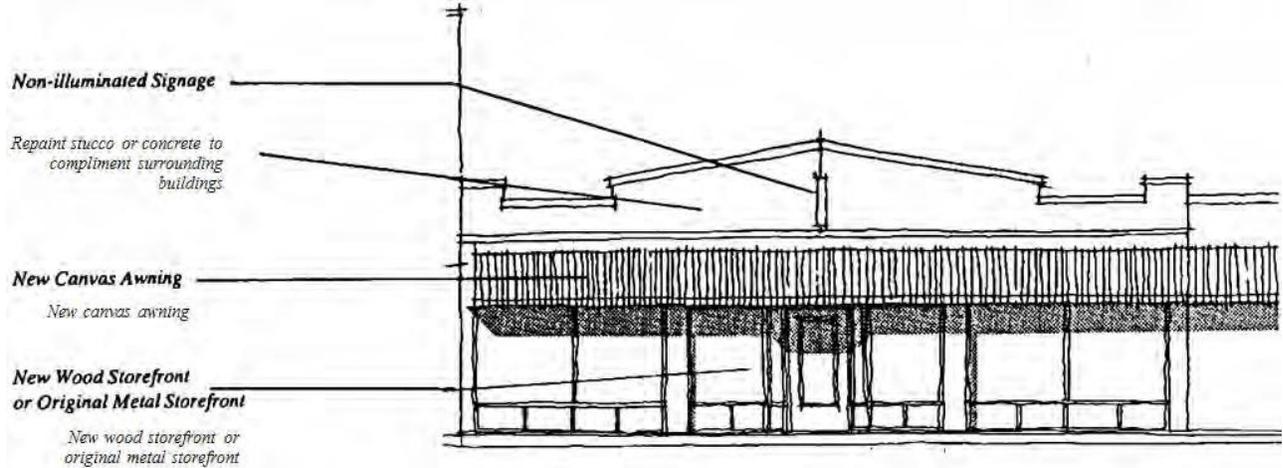
d. City Multi-Purpose Building, 811 Main Street. On the site of the Old Buckley Hotel, this one-story brick and wood public building was built in the 1970s and was an attempt to reflect Buckley’s rural setting. It is an example of roof forms, material, building siting and scale that do not contribute to the traditional personality of Main Street.

5. *New commercial buildings in the NMU zone.*

Construction, reconstruction, in-fill, or conversions from residential to commercial uses in the NMU zone surrounding the historic commercial zone on Main Street in the Downtown District should use the following standards:

- a. The use should be set back from the property in conformance with the zoning ordinance in effect at the time the commercial use is to be established.
- b. The area between the sidewalk and the building should be landscaped or decorated.

- c. New construction should have no more than two stories.
- d. One-story buildings should have pitched roofs like a house.
- e. Two-story buildings may have pitched roofs.



Example of a newer mid-block building

III.D. Architectural design.

Restoration and renovation of Downtown Review District buildings in the Historic Commercial (HC) zone shall be carried out in accordance with the following guidelines.

1. Masonry.

The following design guidelines apply to masonry:

- a. Use original materials. Non-original materials such as wood, metal or plastics, are not acceptable substitute materials for original masonry walls. Stylized exterior cement walls may be acceptable.
- b. Do not sandblast. Use clean brick and stone with water and non-abrasive cleaners that will not erode or change the surface of the material.
- c. Repaint brick and stone joints to match original grout profile. Repair cracks and replace non-conforming masonry work or other non-masonry materials with brick or stone that matches the color and dimensions of original materials.
- d. Restore to unpainted conditions whenever possible. Most brickwork in Buckley was originally unpainted. Use of high quality, low sheen sealers is acceptable. If repairs to brickwork are extensive or matching materials are not available, painting of brick may be an acceptable alternative.
- e. Perform seismic bracing without damaging or destroying original materials. The introduction of bolts and new structural supports on the building's exterior should be avoided or carefully planned.
- f. Repair masonry cornices to original profiles. Substitute materials may be acceptable to achieve original visual appearances if structural or other construction constraints do not allow reconstruction in masonry.



Example of masonry building

2. Concrete or stucco exteriors.

Patch and repair concrete or stucco as required. Remove any non-original materials such as wood or metal siding. Repaint to compliment natural brick structures.

3. Wood storefront and detailing.

Restore wood cornices and storefronts to original condition using historic photographs as a guide. Much of the character of these buildings lies in the quality and proportions of the carpentry work and much pedestrian interest can be created through proper restoration.



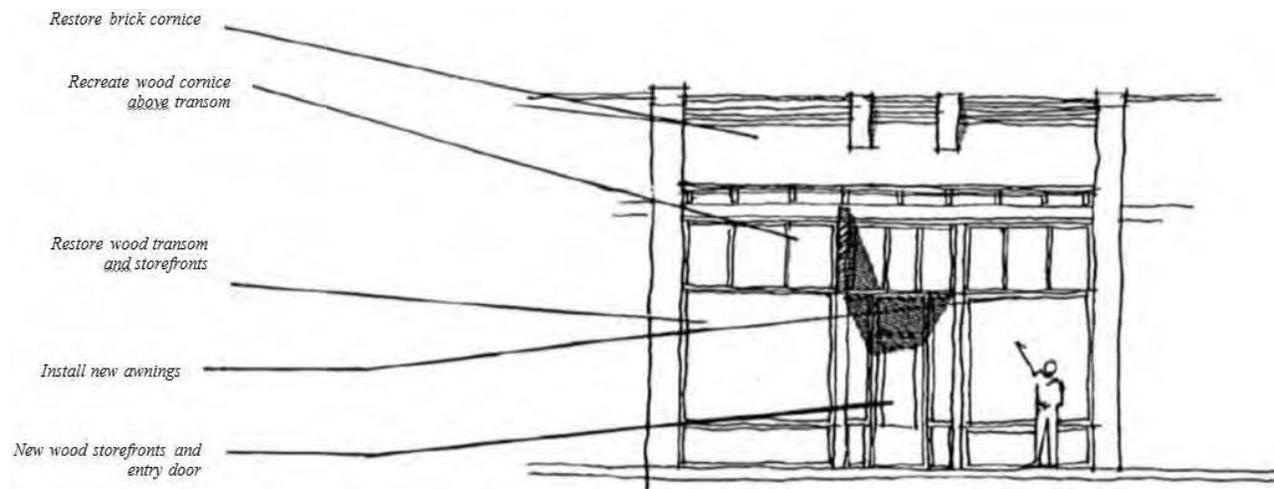
Window treatment in the HC zone

4. Wood windows.

- a. Windows on masonry buildings are typically taller than they are wide, in a 2:1 or 3:1 ratio. Upper transom panels are broken into individual tiles that are vertically oriented. These proportions as well as the size and thickness of sash and mullion members are to be maintained or restored to original appearance.
- b. Newer, energy efficient types may be considered by the [Planning Commission DRC](#) when constructed in a style that compliments the intent of these guidelines.

5. Metal cornices and ornament.

Repair or replace building cornice work with new materials, basing profiles on photographic evidence available. Original stamped aluminum or fiberglass castings should be made from remains of any existing cornice fragments. Paint restored cornices and ornament to match original, basing color selection on shades and tones visible in photos, and on evidence of color preferences known from similar buildings.



6. *Cast iron structure and storefronts.*

Restore or replace all cast iron work to match original profiles. Fiberglass or aluminum castings are acceptable substitutions for cast iron that is missing or beyond repair. Paint new work to replicate historic conditions, as based on photographic evidence and similar built examples from adjacent structures or other cities.



745 Main Street, built in 1904

III.E New Construction and unifying elements.

New structures built within the Downtown Review District shall be constructed to complement existing buildings, but should not attempt to imitate or literally copy them. Setbacks, roof forms, building heights and general massing shall be in keeping with the existing structures on either side of the proposed site.

New buildings constructed on Main Street shall be designed to reinforce the traditional pattern of two-story corner structures and one-story mid-block buildings.

Doors, windows, details and ornamentation shall be of similar materials, scale and proportion to those elements found on existing buildings and described elsewhere in these guidelines.

1. Signs.

Signs in the Downtown Review District are to be designed with pedestrians in mind. The size, scale, color and lettering of messages shall be appropriate to walking and slow vehicular speeds and be reminiscent of original Main Street signs as found in photographic documents.

- a. Signs shall be part of the design review and shall be reminiscent of the styles and materials available at the time the building was constructed. The decision maker shall take into consideration the skill and technical quality of signs submitted for approval and may rescind approval for any sign not executed in accordance with materials submitted for review.
- b. Sign area shall meet the thresholds specified in Title 19 of the Buckley Municipal Code.
- c. Signs shall not cover architectural ornamental features, unless originally a feature of the building.
- d. Signs and individual letters shall be sized appropriately for slow moving traffic and pedestrians.
- e. Signs on adjacent storefronts shall be coordinated in height and proportion and designed to unify the street elevation.
- f. Projecting signs and signs placed flat against the building wall are encouraged. Projecting signs shall be consistent with the period of building to which it is affixed, and shall be consistent with the time period of the building.
- g. The restoration and preservation of historic wall and architectural signs is encouraged. No new signs shall be installed or painted in place of historic signs.
- h. Signs shall be professionally lettered and display a level of craftsmanship appropriate to the Downtown District. Lettering shall be of a traditional block or curvilinear style which is easy to read and similar to the style of building. Generally, no more than two different lettering styles should be used on one sign. Examples of acceptable lettering fonts are included in the Design Approach section of these guidelines.
- i. Construction shall be of metal, wood or other durable material as approved by the [Planning Commission \(for minor design review\)](#) or [City Council \(for major design review\)](#) and appropriate to the building on which the sign is installed.
- j. Sign colors shall be appropriate to the era in which the building was constructed and in all cases be consistent with the predominantly red brick facades of downtown buildings.

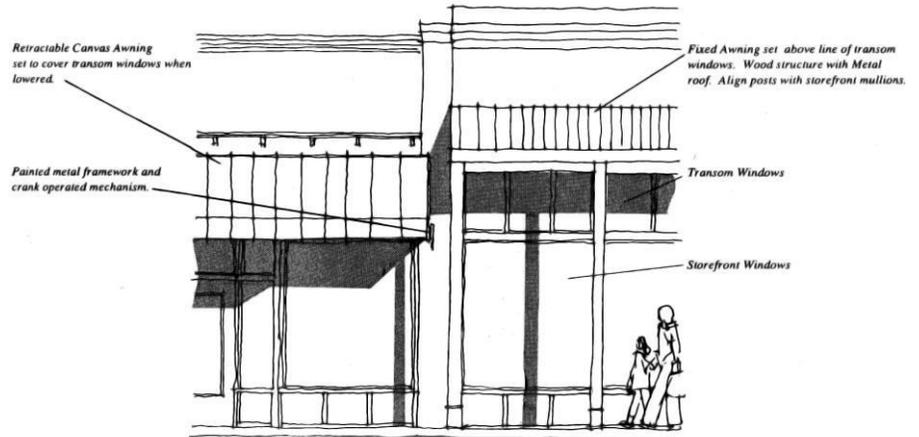


- k. Signs in the Downtown District shall be unlighted or lighted from external sources. Neon signs may be acceptable to the [Planning Commission](#) if custom-designed to be similar to the building's historic or architectural features. Neon signs shall not flash, blink, move, twirl, or manipulate lettering.
- l. Sign structure shall be designed to complement the sign, not clash or overwhelm it. Attachments to building materials shall not permanently damage any architectural ornament or feature, and shall avoid damaging bricks or masonry.

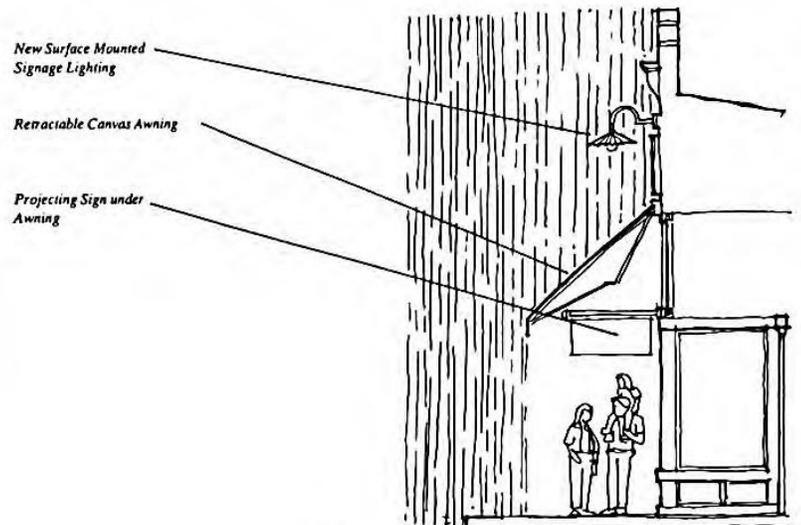
2. Awnings.

Awnings are a traditional addition to the facades of buildings downtown and shall be encouraged as a unifying exterior feature.

- a. All awnings shall be compatible with neighboring buildings and complement the historic character of the buildings on which they are placed and design shall be based upon historic counterparts. They shall reflect the architectural style and form of the building and shall be, or appear to be, retractable in keeping with historic precedent.
- b. Awnings shall be attached to the building in a manner that does not permanently damage the structure or obscure significant architectural features.
- c. Construction shall be of canvas-like materials in traditional textures and sheen.
- d. Back-lighted or translucent awnings are not allowed.
- e. Awnings shall be in color and/or patterns which complement the building and have basis in the historical record.



Awning sketch in the Downtown District from the 1991 Guidelines



Awning sketch in the Downtown District from the 1991 Guidelines

3. Building color.

- a. Color for existing buildings in the Downtown Review District shall approximate the original colors of materials and finishes.
- b. Materials may be scraped to provide evidence of former schemes or written or anecdotal evidence used to establish an authentic color palate. Since color is subjective, however, the original color may have been inappropriate and painted over. Discretion should therefore be used in the selection of any new color scheme. Several national paint companies have introduced colors which have historic origins. Review of historic colors appropriate to the

building's age can be a good method of selecting a scheme. Any colors selected should be judged for their appropriateness to use in the City of Buckley.

- c. All color schemes shall be reviewed and approved by the Planning Commission (for minor design reviews) or City Council (for major design reviews) DRC prior to application approval. The Planning Commission DRC may require sample applications of paint colors on site before final approval. Building colors shall contribute to the architectural character of the building and be considered in combination with signs, awnings and other elements.
- d. Original building colors shall be considered for any existing building renovation. For new construction, colors should be chosen that are muted, earth tones and work well with the overall red brick color of most downtown buildings. Color schemes employing many colors or particularly bright colors shall be avoided.
- e. Color shall be selected to emphasize building form and to highlight major features. Surfaces which were not painted originally shall not be painted unless specifically approved by the Planning Commission (for minor design review) or Council (for major design review) DRC.



Undated streetfront photo looking east. Note the clearstorey windows



One of the city's historic photos showing signs and awnings; Note the windows and roof modulation



Undated streetfront photo; the hotel on the left is where the multipurpose center is now; Note the windows, buildings overhang, and sign lettering

IV. Rainier Gateway District

IV.A Introduction

These design guidelines are intended to guide land use and site development in the Rainier Gateway District. The City believes adherence to these design guidelines will lead to a more successful and cohesive Rainier Gateway District.

IV.B Purpose.

Buckley's Rainier Gateway District presents an opportunity for the community to connect development in the SR 410 Corridor with a revitalized historic downtown. The design of the Rainier Gateway District should reflect the community's desire to preserve open space and views of Mount Rainier, transition from the auto-dependent SR 410 to the more pedestrian-friendly historic downtown, and strengthen the non-motorized connections created by the Foothills Trail.

IV.C Regulations and applicability.

Development in the Rainier Gateway District should connect the western commercial Highway 410 District with the Downtown District. These connections should be visual as well as by use.



View from the proposed Gateway District

1. Pedestrian connections.

- a. Developers shall provide connections to adjoining uses, access to the Foothills Trail, and provide pedestrian and bike paths for their development.
- b. Where pedestrian walkways cross streets or internal vehicular routes, they shall be distinguished by a change in paving material, color, and texture.
- c. Crosswalks shall be clearly striped to improve visibility and safety of the pedestrian.

2. Foothills Trail connections.

- a. Wherever possible, separate bicycle and pedestrian paths should be provided. If it is not feasible, additional width, signs and pavement markings should be used to lessen conflicts between Foothills Trail users.
- b. Provide signs with typical notices for multimodal users to accommodate pedestrians, runners, bicyclists, and skaters.



View looking south of the Gateway District

3. ***Bicycle amenities.***

- a. All new development shall provide adequate bicycle infrastructure, such as sidewalks, crosswalks, bike paths, and bike racks.
- b. Bicycle parking facilities shall be conveniently located either in the street right of way, along the Foothills Trail or at the main entrances to buildings. Bicycle parking facilities should be no farther away than the closest parking space. The location of the bicycle parking facilities and subsequent parking should not interfere with pedestrian passage.
- c. Where bicycle parking facilities are provided, they shall be stationary racks that support the bicycle with at least one point to which the user can lock the bicycle and one wheel and frame with a high security U-shaped lock or cable lock. Rail-type, Inverted U, and Cora are recommended options.
- d. Original designs for bicycle parking facilities that reflect local character are encouraged. Bicycle parking facilities should also be weatherproofed and/or covered whenever possible.
- e. Bicycle parking facilities shall be located where they are visible from street sidewalks or building entrances so that sufficient security from theft and damage is provided.
- f. Residential bicycle parking facilities shall be located in a secure location, either indoors or in a locked, covered outdoor cage.

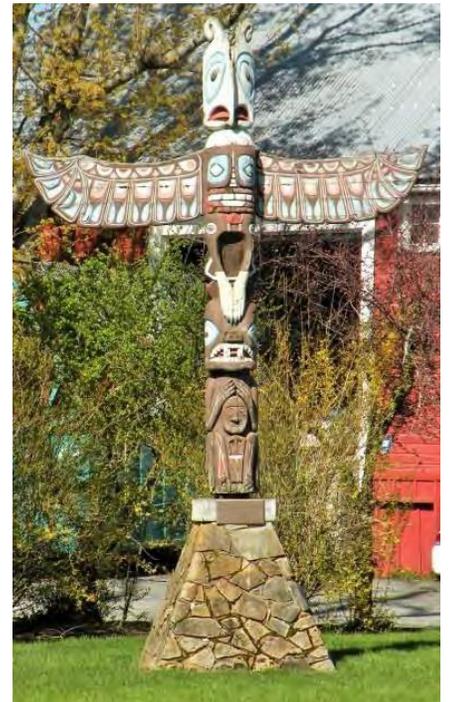
4. ***Open space.***

Plazas and open space shall be provided to link the Foothills Trail with commercial areas. A combination of four or more site furnishings shall be provided in open space areas or pedestrian walkways.

Where possible, seating areas should be oriented to the Foothills Trail and/or views of Mount Rainier.

Site furnishings include but are not limited to:

- a. Trash and recycling receptacles (required as one of the four site furnishings).
- b. Benches/seating.
- c. Tables.
- d. Bicycle racks.
- e. Drinking fountains.
- f. Pedestrian scaled lighting (other than streetlights in the public right-of-way).
- g. Public art.
- h. Container plants.



Totem at Main and River

5. ***Design.***

Landscape design between the Foothills Trail and SR 410 shall use native plantings as much as possible. A list of native plants is available at City Hall. Where native plants are not used, the designer shall indicate why the non-native species has been selected and list its benefits over a similar native plant.

- a. Plantings shall be selected to support their intended use. Where recreational use of open space is provided adjacent to the Foothills Trail, plant selection should consider the impacts of this use on nearby shrubs and groundcover.

- b. Open spaces and plazas shall be framed with trees to shade and define public spaces.
- c. Existing large trees shall be retained wherever possible to provide shelter for gathering spaces. These trees serve as symbols of Buckley's logging heritage.

6. **Signs.**

All signs shall comply with Chapter 19.30 BMC and these design guidelines.

- a. Sign colors shall be compatible with the colors and materials of the building facade.
- b. Signs shall not obscure key architectural elements, doors, or windows.
- c. Simple overall shapes are preferred over complex geometries.
- d. Signs shall be professionally designed and constructed with high-quality materials.



*Buckley Library, 123 River Ave
Built in 1992*

7. **Lighting.**

Lighting along River Road and the Foothills Trail should help users feel safe and comfortable, while still preserving the feeling of rural open space in the corridor.

- a. All building entrances shall be illuminated. Commercial buildings and landscaping can be illuminated indirectly by concealing light fixtures within buildings and landscaping to highlight attractive features and avoid light intrusion into neighboring properties.
- b. Lighting fixtures should satisfy dark sky requirements and use minimal power.
- c. Lighting fixtures located on buildings should be concealed or integrated into the overall design of the project. The light source should be hidden from direct pedestrian or motorist view.

8. Public art.

Public art should serve as a landmark and establish a gateway at the intersection of SR 410 and Main Street.

- a. The Rainier Gateway Subarea Design Guidelines pertaining to style and materials should inform public art themes.
- b. Natural materials such as wood and stone are highly recommended. Other materials that reflect Buckley's historic character are encouraged, such as iron and Wilkeson sandstone. Modern materials such as glass and plastics are discouraged.
- c. Public art should recall Buckley's heritage, accentuate the Foothills Trail, and/or highlight Buckley's natural surroundings.
- d. Functional public art, including but not limited to benches, shelters, bike racks, or children's play equipment, is encouraged.

9. Other Elements.

- a. Signs shall be provided to guide trail users to public restrooms, commercial uses, and points of interest.
- b. Foothills Trail amenities and features should be aesthetically pleasing, encourage use, and discourage illegal behavior.
- c. Public bathrooms and picnic structures should follow the materials design guidelines specified for Rainier Gateway District buildings.
- d. Public refuse receptacles in commercial sites shall consist of low-saturation colors and be simple in design.
- e. Pavement colors shall be compatible with other pavements in Buckley. Commercial open space and plazas can use cool colors and varied saturation, degree of darkness, and shapes.



Veterans' Memorial

IV.D Site design.

Projects within the Rainier Gateway District shall be designed in compliance with all City of Buckley planning and development requirements. In addition, projects subject to review shall include as many of the following five elements as possible: orientation, setbacks, building entrance, parking and vehicle access, and screening dumpsters, utilities and service areas; all of which are described in more detail as follows:

1. Orientation.

- a. Buildings shall be oriented to the street, with a secondary entrance facing the Foothills Trail to encourage pedestrian activity and define common open space.
- b. Buildings shall define edges of public space and create a comfortable, pedestrian-scaled environment.
- c. Buildings located on corner lots shall be designed to positively define and frame both streets they front.

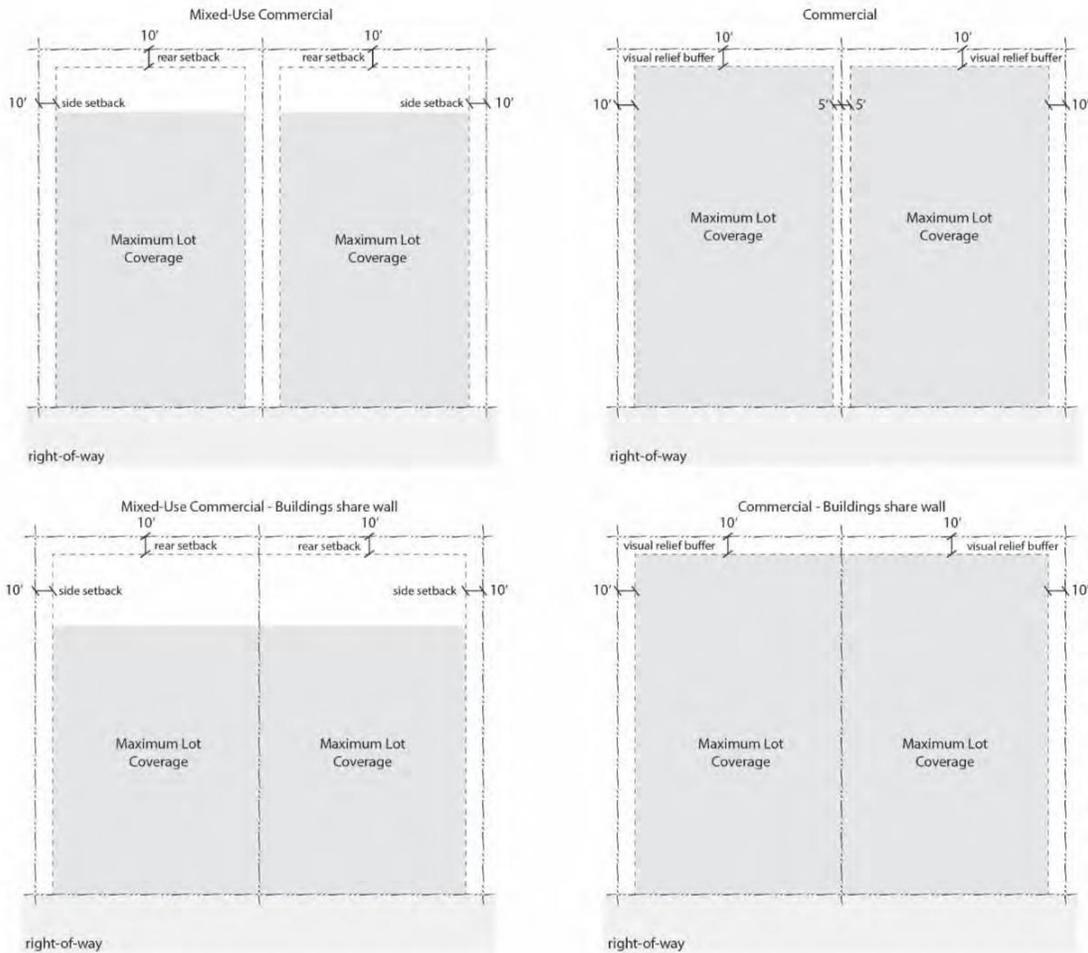
2. Setbacks.

Building setbacks shall be the same as specified in the individual land use districts, except for the following:

- a. Where a commercial use is located on the first floor, the front setback may be reduced to zero.
- b. Where minimum requirements for side setbacks exist, these may be reduced to zero only where buildings are attached.

- c. The maximum front setback from River Road shall be ten feet, where plazas, landscaping, benches, bicycle parking, and other pedestrian and trail-user amenities are provided. Where pedestrian amenities are not provided, and the proposal is for a commercial use, buildings shall be located at the front lot line in order to create a distinct street edge and foster a more pedestrian oriented environment.
- d. A maximum five-foot side setback shall exist where the following conditions occur on the opposite side lot line:
 - i. Where parking is located on the side of the building.
 - ii. Where public open space is located on the side of the building.
 - iii. Where additional width is required to accommodate pedestrian walkway between the Foothills Trail or River Road and the primary entrance.
 - iv. Where buildings are setback from the Foothills Trail along the rear frontage, the space shall contain public and trail-user amenities. Outdoor dining and seating areas may be located within the rear setback.

Building Setback Example Diagram



3. Building entrance.

Buildings shall provide a primary entrance facing River Road. Primary entrances shall be clearly identifiable as the primary entrance to a building and oriented to the sidewalk and street.

- a. A minimum of one Foothills Trail-oriented public entrance (secondary entrance), accessible during normal business hours, is required for all buildings located less than 50 feet from the Foothills Trail.
- b. If a secondary, or Foothills Trail-oriented public entrance is not provided, a public walkway accessing the primary street-oriented entrance from the Foothills Trail must be provided. If located along a shared lot line, public walkways may be consolidated between adjacent lots.
- c. Public entrances shall be made visible and prominent using architectural elements, such as canopies, fixed seating, large doors, porches, or protruding or recessed entrances. Primary public entrances shall be enhanced by no less than three of the following:
 - i. Provide at least 200 square feet of landscaping.
 - ii. Provide pedestrian facilities, such as benches, special paving, or bicycle racks.
 - iii. Provide a trellis, arbor or other building element that incorporates landscaping.
 - iv. Provide adjacent window displays.
 - v. Architectural details integrated into the building structure and design.
 - vi. Provide artwork or special pedestrian scaled signs.
 - vii. Other methods approved by the decision maker as meeting the intent.

4. *Parking and vehicle access.*

Parking shall primarily be provided on River Road. When the required minimum number of off-street parking spaces as dictated by BMC 19.28.040 cannot be accommodated on River Road, off-street parking shall be located in City designated parking areas and designed to meet the following standards.

- a. Vehicle parking shall not be located between the Foothills Trail and the back of the building.
- b. Parking lot entrances (curb cuts) should not interrupt the level grade of the sidewalk.
- c. Parking lot entrances and exits must be as narrow as fire code will permit.

5. *Screening dumpsters, utilities and service areas.*

- a. Service areas (loading docks, trash dumpsters, compactors, and mechanical equipment) shall be located to avoid negative visual, olfactory, auditory (noise), or physical impact on the street or trail environment.
- b. Service areas should be located to one side of the buildings and should be visually diminished using screening by landscape or architectural features in a manner that is compatible with the building and site design.
- c. All rooftop equipment (mechanicals, HVAC) should be screened from public view at street level.

IV.E Architectural design.

The Rainier Gateway District is considered "Buckley's front yard." Similar to a front yard meeting the street, a proposed building fits into its context by relating to the public right-of-way. The character of the public right-of-way is determined by the width of the right-of-way, landscaping and street trees, setbacks, height, width, orientation, and architectural style of the buildings. The following design guidelines deal with general design concepts as well as specific and prescriptive design elements intended to guide the design of new construction in the Rainier Gateway District.

1. *Massing and articulation.*

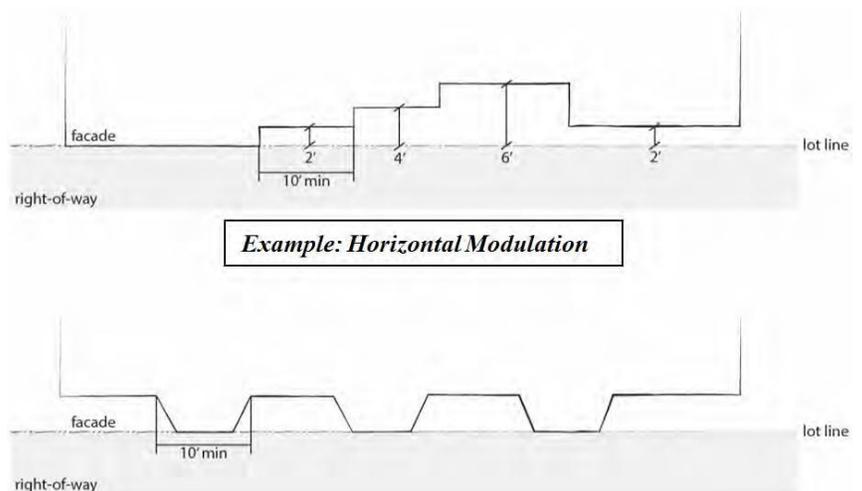
- a. **Building height.** Buildings shall be a minimum of two stories and a maximum of three stories or a total of 35 feet in height. The ground floor shall have a minimum height of 12 feet as measured from finished floor to ceiling.
- b. **Building articulation.** Buildings shall include articulation along the facades facing and visible from River Road or the Foothills Trail. All new development shall employ at least two of the following elements. If the proposed building is more than 100 feet wide as measured along any façade facing the street or trail, then the building shall use at least three of the following elements:
 - i. Changes in materials.
 - ii. Individual bays or protruding storefronts.
 - iii. Balconies or decks on upper floors.
 - iv. Separated, distinct roof forms.
 - v. Extrusion of corners.
 - vi. Distinct window patterns.
 - vii. Changes in colors.
 - viii. Other features approved by the decision maker as meeting the intent.



Example: Buildings with Good Articulation and Modulation

c. Horizontal building modulation.

- i. The maximum façade width along the facades facing and visible from River Road or the Foothills Trail, as measured horizontally along the building exterior, without building modulation shall be 25 feet.
- ii. The minimum width of modulation shall be ten feet.
- iii. The minimum depth of modulation shall be two feet.



- iv. Building frontage at the ground level may not modulate in depth more than six feet. Roof decks, balconies, or bay windows may be used as all or part of the building modulation and they may exceed this requirement.
- d. **Roof line modulation.** Modulate the roofline of all facades visible from a public right-of-way, the Foothills Trail, parking areas, or open spaces. Roof forms must include one or more of the following:
 - i. A gabled, hipped or shed roof with a slope of at least 6 feet vertical to 12 feet horizontal. The individual segments of the roofline must not extend more than 25 feet in width, measured horizontally.
 - ii. A continuous flat roofline that extends no more than 25 feet without modulation. Modulation shall consist of either:
 - A. A change in elevation of the visible roof line of at least four feet;
 - B. A sloped or gabled roof line segment of at least ten feet in width and no less than three feet vertical and 12 feet horizontal; or
 - C. A combination of both A and B.
 - iii. Coordinated modulation of rooflines on multi-tenant buildings to highlight key building entries and/or change in building tenants or uses.
 - iv. Roof modulation in mixed use or multifamily buildings that employ:
 - A. A gable, gambrel or hipped roof;
 - B. Broken or articulated roof line;
 - C. Prominent cornice or façade or parapet that accentuates the top of the building; or
 - D. Other roof element that accentuates the buildings concept and helps it fit in with neighboring structures with prominent roofs.
 - v. Alternative designs subject to approval by the director, if they demonstrate that the proposed design meets the intent of the standards.

2. Upper level step backs.

- a. Building façades shall be stepped back above the first story on both the street and Foothills Trail frontages for residential uses. The intent of this section is to provide outdoor living space for apartments and homes that do not have direct access to ground floor outdoor space. This is not intended to produce a rigid uniform step back, and as such the following alternatives are acceptable:
 - i. The top floor steps back at least ten feet.
 - ii. All floors above the ground floor step back at least ten feet.
 - iii. Progressive step backs on the second and top floor to a total of at least ten feet (e.g. second floor seven feet, top floor three feet).
- b. Facades of floors that are stepped back shall be distinguished by a change in elements such as window design, railings, trellises, details, materials and/or color so that the result is a rich and ordered combination of features that face the street.
- c. Balconies may extend into the step back areas. Seating and dining areas may be provided on upper story step back areas oriented towards the Foothills Trail.
- d. Alternatives to this design guideline may be proposed, so long as the effect is that the upper floor(s) appear to recede from view.

3. Streetscape.

- a. **Blank walls.** Blank walls are not allowed adjacent to, or within 25 feet of a public right-of-way, the Foothills Trail, parking areas or open spaces. At least 60 percent of the wall area between two and 12 feet above grade must be pedestrian friendly. Pedestrian friendly facades shall have one or more of the following characteristics:

- i. **Transparent Windows:** Transparent window area or display windows, which provide visibility into building interiors. The following transparency standards apply:
 - A. Glass must be clear or lightly tinted in windows, doors, and displays. Reflective, opaque, or painted glass is prohibited.
 - B. Doors and entry windows must be transparent to meet this requirement. If they are not, they shall be considered blank walls.
- ii. **Art or Architectural Treatment:** Sculpture, mosaic, mural or similar relief artwork that provides visual interest. Structural architectural elements may be acceptable if the design meets the intent of this section.
- iii. **Vertical Trellis or Planting Bed.** A permanent vertical trellis in front of the wall with climbing plants or planting bed with plant materials designed to obscure 60 percent of the wall's surface within three years.
- iv. **Display Windows.** Display windows may be used to meet this requirement.
- b. **Transparency.** Commercial mixed-use buildings shall include windows with clear glass on at least 30 percent of the area between two and 12 feet above grade for all ground floor building facades that are visible from a public right-of-way or the Foothills Trail.
- c. **Weather protection.** All businesses shall provide pedestrian weather protection at least four feet in depth along at least 75 percent of the length of building facades that are adjacent to River Road, and at least 50 percent of the length of building facades that are adjacent to the Foothills Trail or provide pedestrian connections to the trail. The weather protection may be in the form of awnings, canopies, building overhangs or architectural details to create covered outdoor pedestrian space.
 - i. Pedestrian weather protection shall be provided at public entries.
 - ii. Canopies or awnings shall be placed between eight feet and 12 feet above the sidewalk and have a minimum depth of six feet. Color and material of pedestrian coverings shall complement building colors and be approved by the City. All lettering and graphics on pedestrian coverings shall conform to BMC 19.30.

4. Architectural elements.

- a. **Doors.** Doors shall be simple in shape. Painted wood doors and wood framing are preferred over aluminum doors. Wood doors may incorporate windows to meet transparency requirements.
- b. **Windows.** Windows shall be fixed, casement, awning, arched, or double hung, with a square or vertical orientation. Sliding windows are not acceptable. Wood or metal sash materials are acceptable. Windows shall cover a minimum of 30 percent of the Foothills Trail fronting and street fronting façade area of ground floor commercial or mixed-use buildings. Windows shall begin at least one foot above grade. Newer, energy efficient window types may be considered when constructed in a style that compliments the intent of these design guidelines.
- d. **Roofs.** Roof forms shall be in keeping with existing building forms along the Rainier Gateway District and Main Street. Flat roofs with dominate cornices are the predominant roof form on Main Street. Buildings with sloping roofs shall have a minimum pitch of 4 feet vertical to 12 feet horizontal. Roof forms shall incorporate simple gables or parapets, and sheds with generous overhangs, particularly over primary entrances.

5. Exterior materials.

- a. Buildings shall be constructed from materials that are similar in texture and finish to those found along Buckley's historic Main Street. The use of natural materials that reflect the Northwest setting such as brick, local woods, and stone are encouraged. The choice of materials shall also reflect the building's intended use.
- b. The following materials shall be used accordingly:
 - i. **Wood:** Whenever visible from the exterior, wood truss and heavy timber structural systems are recommended. Horizontal sidings such as clapboard and tongue-in-groove, vertical siding such as board and batten, and other horizontal sidings such as smaller wood shingles is required. Larger, more rustic styles of shakes may be appropriate.
 - ii. **Brick:** Full size brick is preferable to thin veneer brick. When used, brick veneers shall be mortared to give the appearance of full-depth brick and detailed with wrap-around corner and bullnose pieces.
 - iii. **Stone:** Complimentary stone or stone veneers shall be used along with wood finishes. When required by building code or for functional reasons, concrete and concrete masonry materials may be employed, provided it is designed to emulate traditional stone construction.
 - iv. **Metal siding:** Historically appropriate metal siding may be used either as an accent material or to achieve a special architectural character. Metal siding may also be approved where it mimics the appearance of another approved building material.
- c. To keep in character with the surrounding area, high gloss finishes are not permitted. Flat or low gloss finishes shall be used.
- d. If no paint is used, stain and/or oil shall be applied to protect and preserve the natural material from the elements.
- e. Wood shingles or metal roofing shall be employed on all new construction.



123 Main Street, detail in workmanship

6. Exterior colors.

- a. Exterior paint colors shall mimic the rural and natural features in and around Buckley. They should create a harmonious effect and be selected with care.
- b. The predominant color shall be muted; natural/earth tones and simple painting schemes are acceptable.
- c. Color schemes employing many colors, particularly bright colors, or contrasting colors shall be avoided. The color of brick or other natural building materials should dictate the color family choice. Natural, unpainted wood with a clear sealer or wood painted grey, dull red or green are examples of appropriate color palates.
- d. Colors shall be selected to highlight building form and highlight major features.
- e. Warm colors at building entrances are recommended.
- f. The use of accent colors on features like doors, signs, or windows is encouraged, but accent colors should not detract from the overall appearance.
- g. The number of accent colors used shall be limited to a maximum of two.



View of Mt. Rainier from the trail

V. Highway 410 District.

V.A. Introduction.

While the Downtown District represents much of Buckley's past, defining its current image and character, the land along Highway 410 will contain much of Buckley's future. As the city and region grow, this open, level land will be increasingly converted from agricultural and low density development to commercial and industrial uses. How this change is allowed to take place will influence the character and quality of life for the citizens of Buckley in the 21st Century.

V.B. Purpose.

The Highway 410 corridor provides visitors and passers-by with their first and sometimes only impression of the city. It should be considered Buckley's front yard. A favorable impression along the highway increases the potential for visitors to turn into Main Street for further exploration of the community.

In the 1991 Guidelines, development along the highway was planned to be large scale, intense uses flanked by large parking lots. Through the 2015 comprehensive plan an implementing ordinance created a 150-foot overlay frontage zone on either side of the highway that permitted less intense uses next to SR 410 with a maximum of two rows of parking between the highway and the buildings.

Highway 410 contains two segments in Buckley: an east-west segment and a northeast-southwest segment. The east-west segment contains the Frontage, the Light Industrial, the General Commercial, and Neighborhood Mixed Use zones. The northeast-southwest portion contains the Central Commercial, Neighborhood Mixed Use, Public, and R-8,000 zones. These zones contain a variety of uses.

New development on the highway must take a different form that suits their purpose without destroying the character and individuality of Buckley.

The district contains many lots that are not adjacent to the highway, and a lesser standard concerning construction on these lots should be used. For example, if the development or redevelopment is completely hidden from SR 410, it is possible that the guidelines should be interpreted to be as viewed from the adjoining street rather than the highway.

In 1991, the area around Buckley city limits contained examples of architecture built by settlers. These barns and lumber mills looked at home in the landscape because their forms were simple and straightforward, accomplishing their purposes without gimmicks or unnecessary ornament. Since 1991, more modern buildings were constructed. These guidelines should employ the above description: forms that are straightforward, simple, utilitarian, although the addition of whimsy in business's signs may be a welcomed addition.

The 1991 guidelines state construction was principally of wood, stone and metal, with long horizontal lines and sloping roofs. Since 1991, more metal construction ensued with lesser-sloped buildings than the guidelines preferred.

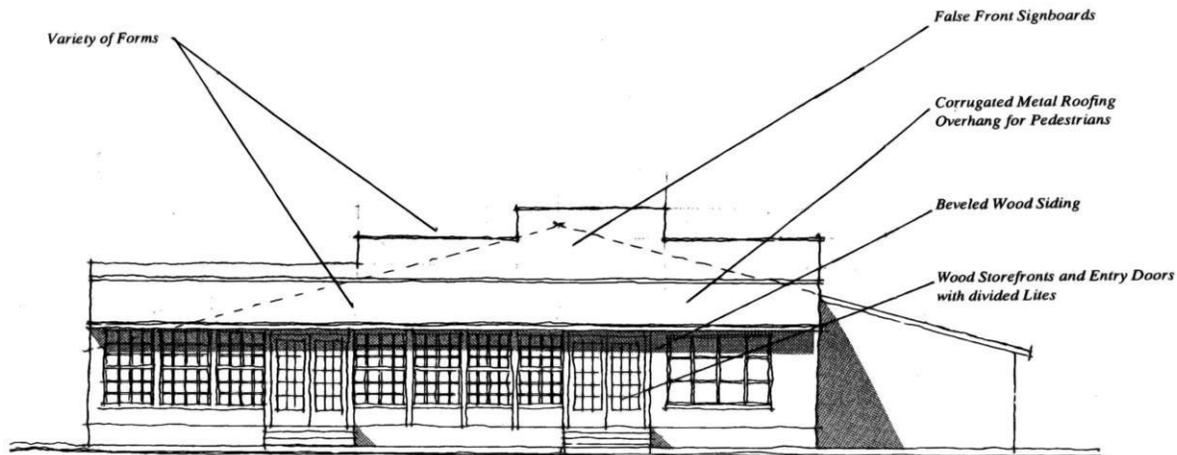
Except in the Frontage zone, these guidelines should encourage long roof spans and tall ceilings.

V.C. Regulations and applicability.

The following guidelines for development in the Highway 410 District are based on creative and sensitive reintroduction of these traditional building materials and forms to new commercial and industrial uses. The guidelines also require unifying elements for the overall development of properties along Highway 410 in designated review areas. New developments and renovation of existing buildings and properties serving current and new uses are required to comply with these guidelines as stated in Chapter 19.50 BMC.

V.D. Architectural design.

New development and redevelopment along Highway 410 should be designed to reflect and reinforce the rural character of the area. Buildings should be reminiscent in form, material and detail of the traditional types of buildings that were in rural Pierce County. Traditional structures were primarily built here for the agricultural and timber industries, and they are straight-forward and functional in appearance.



Example: Single Story Retail

1991 sketch of Buckley Hall, built in 1975

1. Site Development

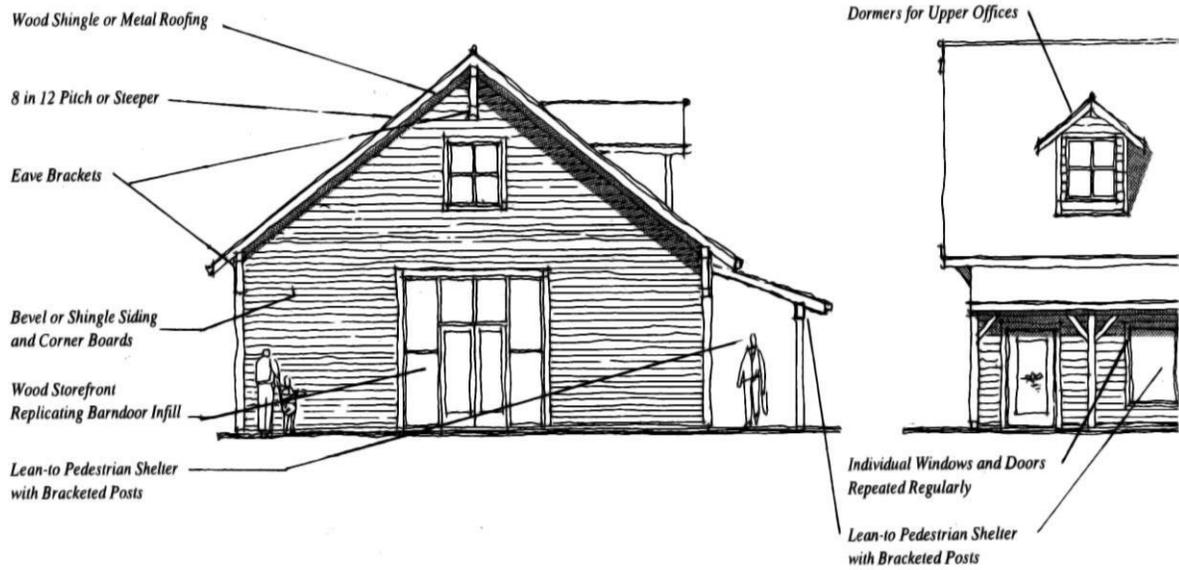
Highway 410 is the first or last vision passers-by have of our city. Development ought to speak to our attributes as defined in the policies under Goal 3.5 of the city's comprehensive plan. This design area is auto-oriented, but the small town character is not. Development in this district should combine the two needs by placing a commercial-looking establishment with no more than two parking lanes between the highway and the buildings. Industrial uses, if allowed by zoning, such as outdoor storage, can be placed behind the building.

2. Scale and form.

Projects shall relate to the scale and form of traditional agricultural and mill buildings. Traditional buildings often were added onto over the years. Farms and mills usually consisted of a cluster of similar buildings. New construction shall utilize these devices wherever possible to reduce the scale and apparent mass of larger projects.

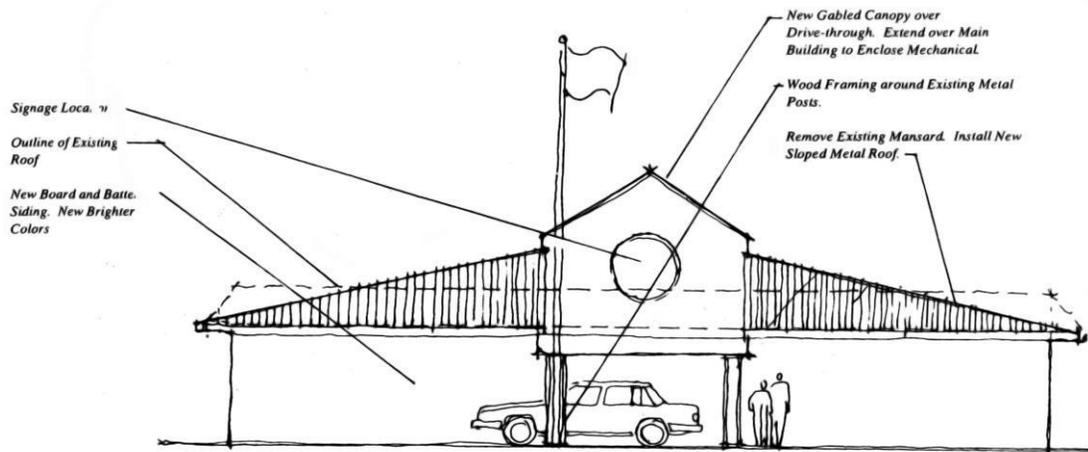
- a. Long, uninterrupted buildings and developments are not acceptable. Modulation and/or variation of the building façade is required by shifting the height no less than four (4) feet every eighty (80) feet of building length.
- b. Individual buildings or developments shall not exceed 30,000 gross square feet in area.
- c. Individual buildings within overall developments shall be separated by a landscape buffer unless otherwise approved by the [Planning Commission](#) ~~DRC~~. Covered walkways may connect across buffer spaces.

- d. The architectural design of new projects shall take into consideration and respond to the scale and character of the rural landscape.
- e. Overall architectural design shall be based on traditional agricultural and mill buildings.



Example: Two Story Retail/Office

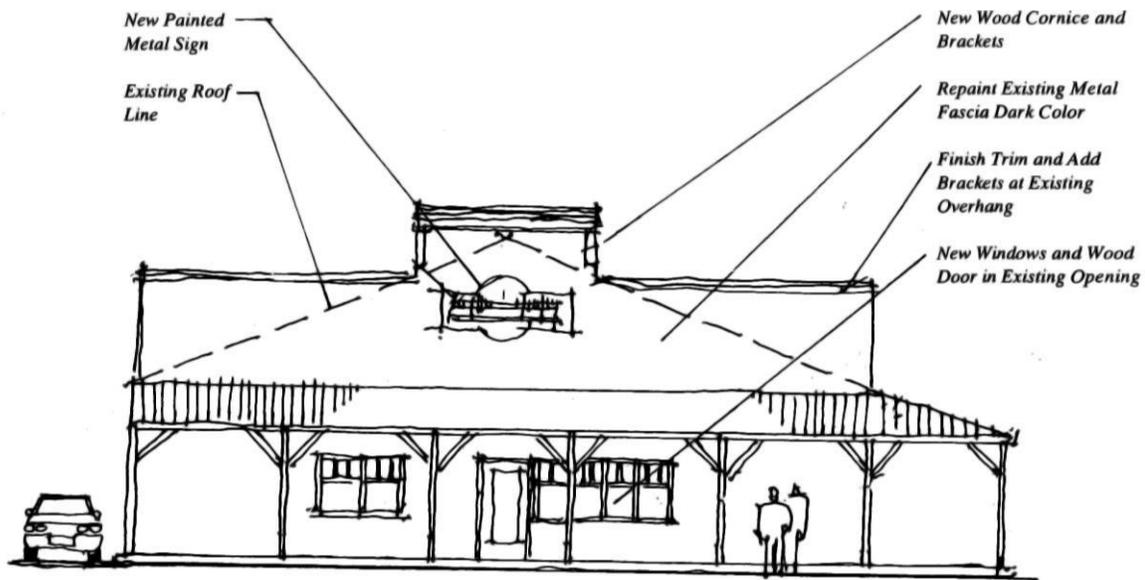
3.



Example: Eagles Lodge Renovation
1991 sketch of the Eagle Lodge on Highway 410, built in 1977

Architecture and structure.

- a. Where visible from the exterior, wood truss and heavy-timber structural systems are recommended along with complimentary stone veneer(s).
- b. Buildings shall be no more than two stories and shall have sloping roofs with a minimum pitch of 6 in 12 unless hidden by parapets or otherwise specified by the [Planning Commission DRC](#).
- c. Roof forms shall incorporate simple gables and sheds with generous overhangs.
- d. Siding: Utilize horizontal beveled wood, wood shingle or vertical wood board and batten siding along with complimentary stone veneer(s) whenever possible. Where required by building code or for functional reasons, concrete and concrete masonry materials may be employed with approval of the [Planning Commission DRC](#). In such cases concrete and concrete masonry shall be detailed to emulate traditional stone construction.
- e. Roofing: Wood shingles or metal roofing shall be employed on all new construction unless otherwise approved by the [Planning Commission DRC](#). Existing rural buildings have often replaced these materials with composition roofing, particularly patterns that reflect a wood shingle appearance may be acceptable for new projects.
- f. Doors: Wood doors shall be simple in shape, large openings may be detailed to resemble traditional barn doors intended to accommodate animals and machinery.
- g. Windows: Windows shall be fixed, casement, awning or double hung, with a square or vertical orientation. Sliding windows are not acceptable. Wood or metal sash materials are acceptable. Break large areas of glass into smaller lights whenever possible. Newer, energy efficient, types may be considered by the [Planning Commission DRC](#) when constructed in a style that compliments the intent of these guidelines.
- h. Ornament: Ornament shall be minimized to reflect the utilitarian nature of the buildings. Achieve architectural interest through structural elements such as gable brackets, stone veneer, post and beams. Stress craftsmanship and the detailing of ventilators, corner boards.



LKQ front building on Highway 410, built in 1987

4. Unifying elements.

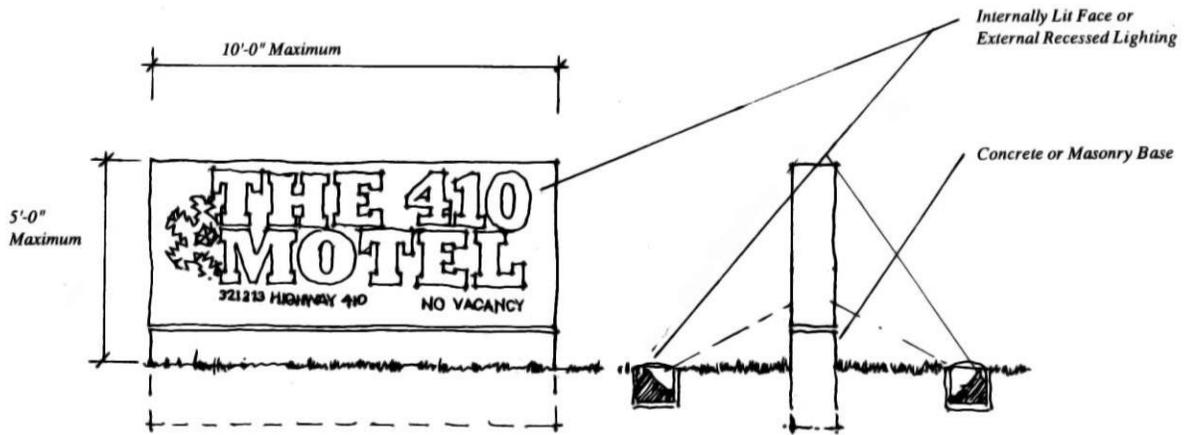
a. Color.

- i. Colors should generally be color tones and simple painting schemes that were typically used in the traditional buildings.
- ii. Color schemes employing many colors or particularly bright colors shall be avoided.
- iii. Natural, unpainted wood with a clear sealer, or wood painted grey, dull red or green are examples of an acceptable color palate.
- iv. Colors should be selected to emphasize building form and highlight major features.
- v. The use of brightly colored or glossy building materials such as metal or tile siding are not acceptable.

b. Monument signs identifying a building or business complex.

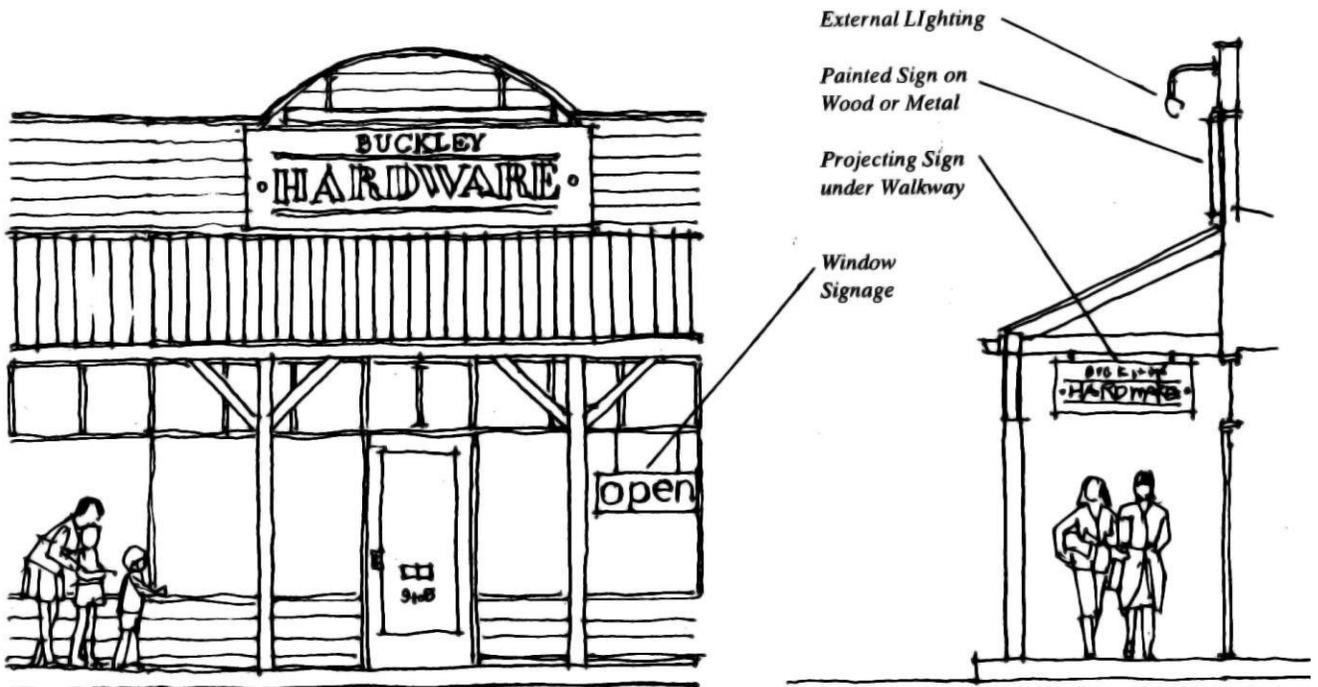
These large signs should be read and understood at highway speeds from some distance away. The goal of this type of sign is to communicate a simple message clearly and in a manner that does not detract from the landscaped development of the highway, or the driver.

- i. Monument signs that identify an individual commercial building or a multiple tenant complex shall be coordinated with the City of Buckley's Corridor Plan Concepts for the Highway 410 frontage.
- ii. Sign body construction shall of concrete, wood or metal set on a concrete stone, or masonry foundation or base.
- iii. All monument signs shall be within the required landscape buffer along Highway 410 and meet setback requirements of Chapter 19.30 BMC.



c. Building-mounted signs (wall signs).

- i. Wall signs are those that are attached to a building that identifies the tenants and activities at a pedestrian oriented scale. These signs serve a similar purpose to the signs along downtown and shall be similar in design.
- ii. Wall signs may be flush with or projecting from the building face.
- iii. Projecting signs may not extend more than four (4) feet from the building.



VI. Attachments.

- A. Map of Downtown Design Review District**
- B. Map of Rainier Gateway Design Review District**
- C. Map of Highway 410 Design Review District**
- E. Illustration of Suggested Sign Fonts**



DRAFT for Further Study Session Development

City Council Standing Committees and Commissions

City Council Committees are policy review and discussion arms of the City Council created to assist the Council in examining anticipated issues in greater depth and detail. Committees study issues and develop recommendations for Council consideration based on analysis, discussion, studies, or other relevant methods. Committees do not take binding action on behalf of the City.

Commissions are Mayor-appointed, Council-confirmed, volunteer citizen task forces assigned to advise their legislative bodies or other decisionmakers on a wide range of policy issues based on in-depth examination. Commissions operate independent of the Council but may act as liaisons to the Council or community. Commissions do not take binding action on behalf of the City unless specifically required by Buckley Municipal Code (BMC).

The first step in the legislative process is to determine whether the issue is policy-related or administrative; this is most identified or initiated by staff. Administrative issues do not require Council/commission deliberation and are not necessary to bring forward to a committee, commission or study session unless specifically required by BMC. Policy-related issues do require the consideration of the council; these issues are usually initiated at the committee or commission level. The following table delineates some examples of policy and administrative matters.

Policy vs. Administration (Examples)

Policy	Administration
Enact a budget.	Propose budget. Spend within budgetary limits.
Define the powers, functions and duties of officers and employees.	Fill positions consistent with local ordinances, etc.
Fix the compensation of officers and employees.	Administer payroll consistent with budget and compensation plan adopted by council.
Establish retirement and pension systems.	Administer pension and retirement plan.
Adopt ordinances regulating local affairs.	Implement and enforce ordinances.
Set fines and penalties for violation of ordinances.	Collect fines and enforce penalties.
Enter into contracts above a certain dollar amount.	Propose, manage and enforce contracts. Enter into contracts below a certain dollar amount.
Regulate the acquisition, sale, ownership and other disposition of real property.	Negotiate terms of acquisition and sale of real property; carry out acquisitions and sales.
Decide which governmental services will be provided; adopt budgets for their provision.	Oversee the day-to-day operation of programs and services.
Establish public utilities.	Manage provision of utility services.
Grant franchise for the use of public rights-of-way.	Enforce terms of franchise agreements.
Set tax rates and user fees consistent with state laws.	Collect taxes and user fees.
Approve claims against the city above a certain dollar amount.	Settle claims below a certain monetary threshold; propose settlement of claims; pay claims.
Enter into agreements to accept grants and gifts.	Propose grant agreements and carry out terms.

Note: Adapted from Municipal Research and Services Center, <http://www.mrsc.org>.

Membership and Procedures - City Council Standing Committees

The City Council Standing Committees consist of two to three council members. The Mayor shall appoint committee members every two years followed by Council confirmation of the membership of each Committee; each Standing Committee shall elect a chair. The Standing Committees shall not hold power or authority to commit the City or to take any binding action on behalf of the Council as a whole. Standing Committee reports shall be made by the Committee Chair at each Council meeting; reports shall summarize the most recent meeting topics and agenda items. Discussions of upcoming topics may also take place at the meetings or at study session as requested by Council and/or staff liaisons. Standing Committee meetings shall take place not less than once per month.

Membership and Procedures - City Commissions

Currently, the City has one commission- the Planning Commission. Pursuant to BMC 2.33, the Planning Commission has a maximum capacity of seven members who serve four-year terms. The Mayor shall appoint Planning Commission members and said members shall be confirmed by the Council. The Planning Commission members shall elect a new Chair and Vice Chair each January. The Planning Commission shall not hold power or authority to commit the City or to take any binding action on behalf of the City or the Council except for administrative decisions specifically authorized by BMC. Planning Commission meetings shall take place not less than once per month.

General Functions of Council Standing Committees (unless assigned to a different advisory body):

- The Council Standing Committees shall provide a link between the Council and City departments and other bodies responsible for the implementation of city policies and plans.
- The Council Standing Committees shall provide a means for monitoring the implementation of city policies and plans, and for identifying needs for new policies.
- Council Standing Committees express their actions as recommendations to the Council as a whole. No activity of a Council Standing Committee may serve to limit information reaching the Council in a timely way, or to substitute its judgment for the actions of the Council as a whole.
- Council Standing Committees shall review proposed ordinances and resolutions referred to them and make recommendations regarding their adoption to the City Council.
- Develop agenda items and record all meeting topics, discussion points and recommendations. Provide meeting minute copies to the City Clerk for posting to the City website.
- Receive briefings from assigned citizen Committees, Boards and Commissions and work toward aligning the work of these entities with that of City Council strategic goals and priorities.
- Review and forward applications for citizen Committees, Boards, and Commission seat vacancies to City Council for appointment.

General Functions of the Planning Commission (as stated in BMC 2.33)

- The Buckley planning commission shall be a planning, reviewing and advisory body to the city council, mayor, city staff, and citizens of Buckley made up of appointed volunteers. The Buckley planning commission shall have such purposes, have certain powers, and perform such duties as detailed further in this list.
- The planning commission shall maintain the comprehensive plan of Buckley by analyzing and determining if the city's plans, goals, and policies are promoting efficient, orderly and coordinated development within the city. The planning commission shall consider applications for amendment of the plan in accordance with Chapters 19.04 and 19.06 BMC
- The planning commission may take the initiative or, if so, requested by the council, shall cause to be prepared official controls that, when adopted by ordinance by the council, will further the objectives and goals of the comprehensive plan. The planning commission may also draft such regulations, programs and legislation as may, in its judgment, be required to preserve the integrity of the

comprehensive plan and assure its systematic execution, and the planning commission may recommend such plans, regulations, programs and legislation to the council for adoption.

- The planning commission shall recommend and review other ordinances, actions, or studies regarding other Buckley development regulations, area plans, and strategies that implement or enforce the Buckley comprehensive plan.
- The planning commission shall recommend approval or denial of all Type C-1 and certain type C-3 applications as specified in BMC Title 20 and shall recommend any modifications necessary to ensure conformance to the general purposes of the comprehensive plan and to standards and specifications established by state law or local controls.
- The planning commission shall have other such duties and powers as conferred upon the commission by city ordinances or as directed by council resolution or motion, with limitations for performance of such duties and exercise of such authority to be subject to directives in such enactments. The commission shall promptly report to the council thereon, making such recommendations and giving such counsel as it may deem proper.
- The planning commission shall provide opportunities for public comment. The planning commission may hold public meetings, hearings, workshops, listening sessions, or other forums in the exercise of its duties and responsibilities, as it deems necessary and as required by city ordinance or state law.

City Council Standing Committee Descriptions

1. Admin/Finance/Public Safety Committee:

The purpose of the Administration/Finance/Public Safety Committee is to vet and develop policy and provide recommendations to enhance the administrative operations and services in addition to the safety and well-being of residents of Buckley. All significant financial issues including budget amendments may be reviewed by this Committee but will be considered at a Council meeting for approval.

Policies, issues, programs and services may include, but are not limited to:

- Administrative/Finance services, including:
 - general administration,
 - records management,
 - human resources,
 - information services,
 - finance and accounting,
 - risk management
 - real estate/property management,
 - marketing/communication, and

- building code enforcement/inspections
- Police services including but not limited to:
 - crime prevention,
 - traffic safety and enforcement, and
 - community policing
- Fire services including but not limited to:
 - fire safety and suppression,
 - emergency medical services, and
 - emergency management & preparedness

Council Membership: Councilmember [Ron Smith](#) (Chair), Councilmember [Amanda Burbank](#), Councilmember [Lyn Rose](#)

Meeting Time/Location: [City calendar](#) or contact the City Clerk at (360) 761-7801.

City Staffing: City Administrator, City Clerk, Fire Chief, Police Chief, and Finance Director

2. **Community Services Committee:**

The purpose of the Community Services Committee is to develop relations with the business community, community services/events and community matters of non-quasi-judicial nature, and to consider matters that fall under the Community Services Department, including but not limited to the Youth Activity Center, Multi-Purpose Center, Senior Center, parks planning, planning, zoning, building annexation, and other development regulations.

Policies, issues, programs and services may include, but are not limited to:

- Building & Planning Departments:
 - The City Physical, Economic, Aesthetic, & Social Development;
 - Comprehensive Plan;
 - Zoning Code;
 - Housing;
 - Annexation Policies;
 - Code Enforcement; and
 - Planning and Implementing
- Park & Recreational
 - Facilities,
 - Programs, Plans & Activities
 - Facility Maintenance and Development
- Municipal Court

- Senior Center
 - Operation & Maintenance
- Youth Center
 - Operation & Maintenance
- City Sponsored Events

Council Membership: Councilmember [Lyn Rose](#) (Chair), Councilmember [Connie Bender](#)

Meeting Time/Location: [City calendar](#) or contact the City Clerk at (360) 761-7801.

City Staffing: City Administrator, Community Services Director, City Planner, Associate Planner, Court Administrator

Associated Commissions/Committees: Planning Commission

The Buckley planning commission shall be a planning, reviewing and advisory body to the city council, mayor, city staff, and citizens of Buckley made up of appointed volunteers. The Buckley planning commission shall have such purposes, have certain powers, and perform such duties as detailed in [BMC 2.33 Planning Commission](#)

Membership: Mark McPhail, Mel Garland (Vice Chair), Laverne Harris, David Griffin, Alisha Yonan

Meeting Time/Location: City calendar or contact the City Clerk at (360) 761-7801. Planning Commission typically meets the first and third Monday of every month.

City Staffing: City Planner, Associate Planner

3. Transportation & Utilities Committee:

The purpose of the Transportation & Utilities Committee is to discuss and develop matters related, but not limited to physical infrastructure under the management of the Public Works Department, including but not limited to streets, stormwater, water, sewer, and city and parks maintenance.

Policies, issues, programs and services may include, but are not limited to:

- Public Works
 - Streets & Sidewalks
 - River Basins & Levees
 - Solid Waste & Recycling
- Water, Storm & Wastewater

- Water Supply
- Sewer & Stormwater Management
- Utilities
 - Street Lighting & Signalization
 - Utility Franchises
 - Utility Rates
- Transit
 - Transportation Plans

Council Membership:

Councilmember [Luke Wilbanks](#) (Chair), Councilmember [Ron Smith](#), Councilmember [Marvin Sundstrom](#)

Meeting Time/Location:

[City calendar](#) or contact the City Clerk at (360) 761-7801.

City Staffing:

City Administrator, Public Works Director,
Public Works Utility Clerk

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