

Introduction

The purpose of the following Design Standards is to help implement the physical aspects of the Manchester village area.

These standards apply to projects with the identified zones of the Rural Village area of Manchester.

Any existing structure or facility that does not conform to these standards is exempt from compliance unless the use or the structure is modified, upgraded, remodeled or otherwise improved. All single-family residential structures are exempt from these commercial design standards unless their purpose changes from residential to commercial use.

As part of the design review application, a written design concept statement shall be submitted that will identify the significant site features, support the reasoning behind the architectural design and site plan proposal, explain how and why the existing site features are incorporated into the project design, and demonstrate how the proposal is consistent with the general goals of the Manchester Community Design Study. Development proposals are subject to Site Plan Review procedures set forth in Section 410 of the Kitsap County Zoning Ordinance.

All development shall participate in aesthetic enhancement, which may include construction of pedestrian walkways, street lighting, street foliage and road improvements. A covenant of agreement shall be recorded with the Kitsap County Auditor and filed with the Department of Community Development and Public Works as part of the development process.

Chapter II Site Planning

Definition: The determination of the location, orientation, and relationships of buildings, parking, landscaping, open spaces, access, and other features on the subject property and their relationship to the surrounding neighborhood.

Goal: To promote development that is functional, visually coherent, and visually compatible among existing structures and that will achieve a high-quality appearance, enhance the Manchester community, and achieve the plan objectives of the Manchester Village Design Standards.

Objectives:

- To maintain the small town charm and quaintness that Manchester currently offers.
- To incorporate ample parking with any structural design.
- To improve pedestrian and vehicle circulation.
- To create attractive and compatible streetscapes.
- To protect the quality of the natural environment within the village limits and adjacent boundaries.
- To preserve the spectacular views.

All development in the commercial area of Manchester shall include site planning measures to define the street edge, provide pedestrian access, provide amenities, support ample parking and comply with downtown design objectives.

Final plans and specs shall be consistent with preliminary plans.

A. Building Location and Orientation

Buildings in the Manchester Commercial village will be sited to provide functional outdoor spaces, greenbelt areas, and public parking spaces that will enhance the use of the village. Structures will maintain continuity between developments by relating the building and use to the street frontage, and that will encourage and accommodate pedestrians. The following elements will be addressed:

1. Relationship to Street Front

Sites should be developed in a coordinated manner to avoid a jumbled, confused development.

- a) Buildings and main business entrances must be oriented to the street frontage.
- b) The setback of new buildings on pedestrian-oriented streets will allow a 12-foot sidewalk. Sidewalk of at least 6 feet with up to 6 feet used for landscaping design.

- c) Treat building setbacks as pedestrian-oriented spaces or landscape them in accordance with Chapter V. Minimize paved surfaces except for enhanced walkways, pedestrian-oriented spaces, and on-site parking.
- d) Site buildings so that pedestrian-oriented façade (see definitions) is presented to the street. (See Chapter IV, Section B1-Architectural Building Design).
- e) Parking (checking codes)
- f) Ingress/egress – limit driveways to one entry lane and one exit lane per 300 feet, or to one lane each way per lot if the site frontage is less than 150 feet.
- g) Do not site outdoor storage areas or outdoor sales areas in front of commercial establishments or visible from the street.
Exception: Outdoor sales areas are permitted if the merchandise and supporting appurtenances are moved in each day at the close of business hours. The County may allow outdoor sales in front yards if the sales are done in areas that conform to pedestrian-oriented space standards and the merchandise is attractively displayed. Examples that may be permitted under this provision include garden shop or nursery displays of plant materials, outdoor art galleries, and examples of completed home construction projects.

Open storage of bulk materials, such as topsoil or peat, shall not be visible from the street or adjacent properties.

Signage will be addresses in Chapter VI.

2. Relationship to Adjacent Properties

- a) Locate service areas, outdoor storage areas, and other intrusive site features away from neighboring properties to reduce conflicts with adjacent uses. Where the County deems necessary, landscape screening must be planted along property lines adjacent to “incompatible uses”. Incompatible uses include: outdoor storage areas adjacent to a residentially zoned property. The buffer must conform to the requirements of Chapter V, Landscape Design.

If changes in topography between the residential and adjacent property are sufficiently great, then modifications to some of the above buffer options may be allowed with the County’s approval.

- b) Integrate outdoor storage areas and loading facilities into the site design to minimize their size, reduce visual impact, and allow for pedestrian and vehicular (where appropriate) between sites.

c) Arrange artificial outdoor lighting during site construction so that the light is directed away from adjoining properties. Lighting shall be directed down to the intended area to be illuminated.

d) Ensure that site development meets the requirements of the Kitsap County Noise Ordinance and consider ways to minimize impact upon neighboring properties.

e) Construction hours will commence no earlier than 8:00am and end no later than 7:00pm.

f) Incorporate dust, soil erosion, and storm water control measures as required by the Kitsap County Storm Water Management Ordinance.

3. Corner Lot Requirements

When a development is located at a corner intersection incorporate outdoor spaces at or near the intersection corner. All buildings or major remodels located on properties at the intersection of two public streets are required to employ one or more of the following design elements or treatments to the building corner facing the intersection:

- A pedestrian-oriented open space in addition to the otherwise required setback.
- A building entrance, lobby, atrium, or pedestrian pathway at the corner.
- Orient pedestrian traffic to the crosswalk.

4. Open Space

a) Site buildings so that open space is usable. The intention is not that every open space must have a use, but rather that buildings should be oriented to make effective use of the site.

b) Coordinate with adjacent outdoor spaces and streetscape.

c) Incorporate where feasible, if possible, pedestrian open spaces, such as covered walkways, courtyards, and plazas, as well as open and attractive passageways between buildings and blocks.

d) Incorporate where feasible, if possible, outdoor seating and dining areas that face the street.

5. Related Guidelines

a) See Chapter III for circulation and parking elements

- b) See Chapter IV for building elements related to site planning
- c) See Chapter V for landscape design elements
- d) See Chapter VI for site lighting
- e) See Chapter VII for utilities and service areas

Chapter III

Roads, Parking, Walkways and Amenities

Overview: This chapter concerns the relationship of the components of a roadway, including the traveled road section, on-street parking, storm water runoff collection system, pedestrian walkways, access points, and utilities, along with street amenities, such as landscaping and street trees, pocket parks, street lighting, and street furniture, that occurs within the public right of way.

A. Roads and sidewalks in the Public Right-of Way

Goals:

- To provide for connectivity between components of the commercial district and provide for efficient vehicular circulation and pedestrian safety.
- To require all major road improvement projects to conform to Kitsap County standards.
- To require all new developments to mitigate direct traffic and parking impacts on roads through the commercial district through construction of necessary roadway improvements as warranted through a cumulative traffic impact analysis and maintaining adequate parking for the new development as well as existing developments.
- To encourage street designs and development patterns that accommodates pedestrians, vehicles, transit users, and bicyclists in a balanced way.
- To minimize visual impacts of utilities, such as poles, wires, signal controller boxes, and transformers.
- To reduce impervious surfaces by utilizing art friendly materials.
- To encourage existing development and require new development to participate in area wide streetscape improvements as a means of building community, attracting tourism, and ensuring economic prosperity.
- To set standards for road construction design that accommodates parking, street tree plantings, street furniture, and pedestrian lighting within the public right-of-way to provide for an aesthetic route for both pedestrians and drivers.

1. Roadway Design

- Develop a clearly marked bike route through the commercial district.
- Institute offset parking along the length of both sides of a roadway where appropriate.
- Where applicable, encourage changes in road surface, including paving materials, texture and speed tables.

- Design roadways to meet the level of traffic volume projected as well as the land use design objectives of Manchester's Village Commercial area.
- Locate parking on-street where feasible within the constraints of right-of-way and pedestrian needs to buffer pedestrians and slow traffic.
- Plant street trees along all project frontages where feasible. Street tree selection shall be coordinated between properties along road corridors. (See Chapter V, Landscaping, for recommended species. Trees shall be contained within a planting strip or tree grate within the sidewalk. Select species that will not obstruct desirable views at maturity. Select appropriate species and locate trees to provide visibility of storefronts and signs under 12 feet in height.

2. Sidewalk Construction

a) Install sidewalks in widths determined on a basis of the road right-of-way width available. Sidewalk width shall be as follows:

- Minimum sidewalk width shall be 6 feet.
- Where right-of-way width is constrained, additional land development parcel shall be allotted to accommodate sidewalk construction.

b) For sidewalk surfaces, use concrete or an approved brick-paver inlay. Vehicular crossings of pedestrian walkways shall be clearly marked and identifiable, with surface treatments such as color change, surface materials or texture changes, or slight grade changes.

c) Locate public sidewalks primarily within the right-of-way area. In special instances sidewalks may need to extend to private property.

d) Provide lighting fixtures as described in Chapter VII, Lighting.

g) For café zones or outdoor dining in the public right-of-way, ensure that outdoor dining areas or sidewalk areas conform to all the following:

- Requirements of a minor Site Plan Review (Kitsap County Zoning Ordinance, Section 410)
- Are lighted with low-intensity lighting that is directed down toward the seating area and does not spill out onto adjacent properties.
- Are contained within the property boundary to the rear or side area of site, within screened fence or hedge. Such areas may be allowed along a building frontage subject to the following criteria:
 - Provide clear separation between pedestrians and vehicles through the use of planters, decorative fencing and low walls.
 - Are able to provide 4 feet minimum of sidewalk clearance within all points of the designated area.

B. On-Site Circulation and Parking

1. Vehicle Circulation

- a) Where pedestrian circulation crosses vehicular routes, provide a change in grade, materials, textures, or colors to emphasize the conflict point and improve visibility.
- b) Minimize the width of curb cuts while ensuring that the requirements of emergency service vehicles are met. Circulation routes shall focus upon main entries and exits and also secondary access points.
- c) Site new driveways away from or immediately opposite street intersections. Limit the number of driveways to no more than one driveway per every 150 feet for arterial roads and one per 75 feet for secondary and local access roads. Parcels less than 150 feet in width will be required to share access and parking with adjacent parcels. This does NOT usurp minimum parking requirements for each parcel and/or project.
- d) Accommodate access requirements of emergency vehicles and services, per the Kitsap County Fire Code, on all elements of the site design.
- e) Integrate service functions into the circulation pattern in a manner that will minimize conflicts between vehicles and pedestrians.

2. Parking

Parking Objectives: Typically the largest percentage of land use in a commercial district is parking. Parking areas should be designed and situated so it does not detract from the goal of providing a “pedestrian-friendly” downtown. Shared parking areas (as long as it is a sufficient number of spaces) could be financed directly by a partnership between development proposals and the general community.

- a) Create public parking areas behind buildings, using under utilized public land where possible and good directional signs.
- b) Connect parking areas on adjacent properties or create service alleys behind buildings.
- c) Soften the visual impact of parking areas with trees and shrubs. In site design of parking areas, incorporate the use of screening, such as hedge material or planters, to screen parking from pedestrian routes or adjacent properties. (See Chapter V, Landscaping)

3. Bicycle and Pedestrian Circulation

Definition: Pedestrian walkways are both formal standardized public walkways and informal paths worked into a site's landscape design that provide a means for pedestrians to travel through the community along street sidewalks or other public routes.

Goal: To improve the pedestrian environment by making it easier, safer, and more comfortable to walk between businesses, to the street sidewalk, to transit stops, and through parking lots.

Objectives:

- To provide pedestrian facilities such as sidewalks, crosswalks, and bus shelters that will connect all modes of transportation, including auto, bus, ferry, van pools, and bicycles.
- To provide attractive, safe, continuous pedestrian access routes in the downtown area of Manchester that connect uses and public spaces in a system of public sidewalks and private walkways.
- To make pedestrian circulation routes as obvious and simple as possible, illustrating a clear, identifiable path between vehicles and access into buildings or sites.

Guidelines:

- Provide a clear unobstructed route for pedestrians along all public roadways.
- Provide pedestrian paths or walkways connecting businesses and the entries of multiple buildings on the same site. All likely pedestrian routes should be considered in the design phase to eliminate "short cuts" which damage landscape areas.
- Where pedestrian circulation crosses vehicular routes, provide a change in grade, materials, textures or colors to emphasize the conflict point and improve its visibility and safety.
- Focus circulation routes upon main entries and exits and identify secondary access points.
- Minimize redundant pavement that reduces the amount of site available for landscaping and storm water absorption.
- The businesses need to provide the following:
 - Streetscaping that addresses the requirements of the Site Plan Review (Kitsap County Zoning Ordinance, Section 410)
 - A paved pedestrian path of at least 6 feet wide from the public street sidewalk to the building main entry.
 - Adequate lighting at the building entries and along walkways and paths through parking lots. (See Chapter VII, Lighting).
- Make all site facilities and amenities accessible to people with disabilities in accordance with the Americans with Disabilities Act. Accessibility requirement include the provision of special parking

spaces, ramps, and signage and shall be noted on the approved site plan.

- Provide bicycle storage spaces with commercial development at the rate of 5% minimum, of the number of auto parking spaces.
- Construct internal site walkways a minimum of 5 feet in width. A lesser walkway width is supportable in low pedestrian traffic areas, unless required for handicap access, where the minimum shall be 4 feet constructed to A.D.A. standards.

4. On-site Pedestrian Amenities and Spaces

Definition: The streetscape, the visual and functional supporting elements of a roadway design, provides aesthetic interest and comfort to the pedestrian. Street amenities serve to define the public space of a sidewalk as well as the adjacent roadway corridor. Pedestrian amenities include private spaces such as pedestrian-friendly furniture, lighting and art. Pedestrian-oriented spaces are defined as an area between a building and a public street or pedestrian path which promotes visual and pedestrian access onto the site and which provides amenities and landscaping that enhance the public's use of passive activities, such as resting, reading, and picnicking.

Goal: To ensure a coordinated system of street corridor improvements that protect and accommodate the needs of the pedestrian while allowing efficient vehicular circulation and parking.

Design Objective: To provide functional amenities for the pedestrian that is safe, comforting and aesthetically pleasing.

Guidelines:

- a) *Front yards.* Where the front building façade is not directly adjacent to the sidewalk, develop the space between the sidewalk pavement and the building (the front yard) as a garden, lawn and/or pedestrian oriented space.

A pedestrian-oriented space is encouraged to have:

- Landscaping that does not act as a visual barrier, such as planter beds.
- Site furniture, artwork, or amenities such as fountains, kiosks, furniture.
- Pedestrian weather protection.

- Pedestrian-oriented landscaping along walkway; e.g. flower boxes or planter. All uses shall provide street trees and street lighting as appropriate. All new uses shall participate in future improvement districts for business/community aesthetic enhancement.
- Space for transit stop with seating.
- Window displays over the majority of the front façade.
- Pedestrian lighting
- Street trees

A pedestrian-oriented space shall NOT have:

- Asphalt or gravel pavement
- Adjacent unscreened parking lots
- Adjacent chain-link fences
- Adjacent blank wall without treatment.

b) *Street furniture.* Provide two pieces of approved pedestrian furniture or other site amenities for every 100 feet of property frontage. Street furniture shall be as approved by Kitsap County. Components of street furniture include:

- Pedestrian seating
- Artwork
- Drinking fountains
- Kiosks or public information boards
- Refuse receptacles
- Tables and chairs
- Guard rails
- Decorative lighting
- Bicycle racks
- Space for transit seating
- Other elements as approved by the County

c) *Site Lighting* Provide lighting at all building entrances, exit points, and pedestrian-oriented space. Provide a minimum of two foot-candles for pathways and four foot-candles for entryways. On-building lighting shall be down-spot lighting and front-lighted. Specific lighting detail standards are addressed in Chapter VII, Lighting.

Chapter IV Architectural/Building Design

Definition: The building scale, mass, form, size, color, and materials as they relate to the site and adjacent structures and properties.

Goal: To maintain the small town charm and quaintness of the Manchester Village through incorporation of architectural design features that will promote architectural compatibility as well as diversity.

Objectives:

- To encourage and promote development that features excellence and comfortable amenities by incorporating human-scale elements in building design.
- To protect the quality of the natural environment within the village limits and adjacent boundaries.

A. Compatibility

Goals: To encourage compatibility in scale, form, and design character between commercial buildings.

Exterior building design and detail on all elevations visible from adjacent properties or a public right-of-way should be coordinated with regard to color, types of materials, number of materials, architectural form, and detailing to achieve harmony and continuity of design.

1. Design Character

- a) Proposed structural plans and specs must invoke the small town charm and character of the Manchester Village through its architectural scale, roof form, building details, windows, materials, and signs. Possible design characteristics are described below:
 - Steepened roof lines or appearance of steepened roof lines (greater than 6:12 pitch).
 - Multiple gables
 - Dormers
 - Multiple-paned windows
 - Front porches and/or covered walkways
 - Corner and window trim details
 - floor ratio- living to commercial with 30%
- b) Carefully design rear and side facades visible from public streets or neighboring properties with similar detailing as the principle facades of the building to maintain compatibility.

2. Building Height

In the Manchester Commercial District the building height limit is two-stories (28 feet) with additional height allowances for pitched roofs (greater than 6:12 pitch) which will be oriented east to west to allow a view corridor. NO new buildings will exceed two levels of gross commercial and living area.

B. Human/Pedestrian Scale

1. Pedestrian-Oriented Facades

- a) For all development, include at least three of the following design elements or techniques:
- Sculptural, mosaic, or other architectural details
 - Transparent window area or window displays at or below eye level along at least 50 percent of the length of the ground floor façade for retail.
 - Pedestrian weather protection
 - Decorative light fixtures
 - Landscaping
 - Decorative building materials, including decorative masonry, shingles, brick, or stone
 - Individualized patterns or continuous wood details such as fancy butt shingles in a geometric pattern, decorative moldings, brackets, wave trim or lattice work, ceramic tile, stone, glass block, or similar materials.
 - Other materials with decorative or textural qualities as approved.
 - Gable or hipped roof, provided the hipped or gable roof covers at least one half of the buildings footprint and has a slope greater or equal to 6 feet vertical in 12 feet horizontal.
 - Building articulation, with upper story set back from the face of the building at least 6 feet or projecting out (forward) at least 2 feet.
 - Decorative artwork.
- b) Provide a porch, covered entry, or other building element that defines an outdoor space, such as trellis, overhang, or canopy. Entries should include weather protection, planters or building façade artwork.
- c) Treat code-required elements, such as parapet walls and screen walls, as an integral part of the architecture.

C. Architectural Scale

The following set of guidelines are intended to address building design details as might be seen at the scale of a pedestrian. Building that are stylized in an attempt to use the building itself as advertising will be discouraged, particularly where the proposed architecture is the result of a “corporate” or franchise style.

1. Architectural Scale

- For all new buildings provide at least three of the following features along the facades visible from the public right-of-way and pedestrian routes.
 - Upper story setback
 - Horizontal building modulation. The maximum width without building modulation shall be 75 feet, measured horizontally. The minimum depth of the modulation shall be 6 feet. Balconies may be used as all or part of the building modulation so long as each individual balcony has a floor area of at least 100 square feet.
 - Building articulation with design elements with a 50 foot-maximum spacing, such as the following:
 - Repeating window patterns
 - Including a porch, patio, deck, or covered entry for each interval
 - Including a balcony or bay window for each interval
 - Changing the roofline by alternating dormers, stepped roofs, gables or other roof elements to reinforce the modulation or articulation interval
 - Changing materials
 - Provide a lighting fixture, trellis, trees or other landscape feature within each interval
- Substantial landscaping and/or pedestrian-oriented open spaces along the building façade.
- Avoid long or continuous wall planes. Buildings should exhibit more detail and elements appropriate for close-range pedestrian view.

D. Building Materials

1. Exterior Materials

a) Use durable and high-quality exterior materials. Highly reflective materials are not allowed. Materials should be those of typical use in the Northwest including:

- Bevel or lap siding
- Rock, stone, and brick material
- Architectural shake-style roofing
- Metal roofs
- Cedar shingles

b) If sheet materials, such as composite fiber products or metal siding, are used as a siding material over more than 25 percent of a building façade, use material with a matted finish in a color specified in the building materials section. Include the following elements:

- Visible window and door trim painted or finished in a complementary color
- Corner and edge trim that covers exposed edges of the siding material

c) Concrete blocks (concrete masonry units or “cinder blocks”) are prohibited.

d) Do not use the following materials in visible locations

- Smoked or mirrored glass
- Corrugated fiberglass
- Chain-link fences in front yards
- Synthetic materials with reflective surfaces, including galvanized steel and gloss vinyl siding

e) Select all vents, gutters, downspouts, flashing, electrical conduits, etc., to match or complement the color of the adjacent surface unless they are being used expressly as a trim or accent element.

f) Provide approved address numbers so that they are a minimum of 4 inches and legible to the public from the street fronting the property.

g) Minimize the visibility of rooftop equipment by grouping all plumbing, vents, ducts, and rooftop mechanical equipment away from public view

through use of architectural screening details, such as parapets, walls, and rooflines.

2. Colors

Downtown Design committee will keep a sampling of acceptable colors of paint and colors of traditional building materials, such as wood, brick, or slate.

E. Building Equipment and Service Areas

1. Mechanical Equipment

a) Locate, design, and/or screen building mechanical equipment to minimize visual impact from public streets and neighboring properties.

b) Screen plumbing vents, HVAC equipment, and other building equipment from public view as feasible.