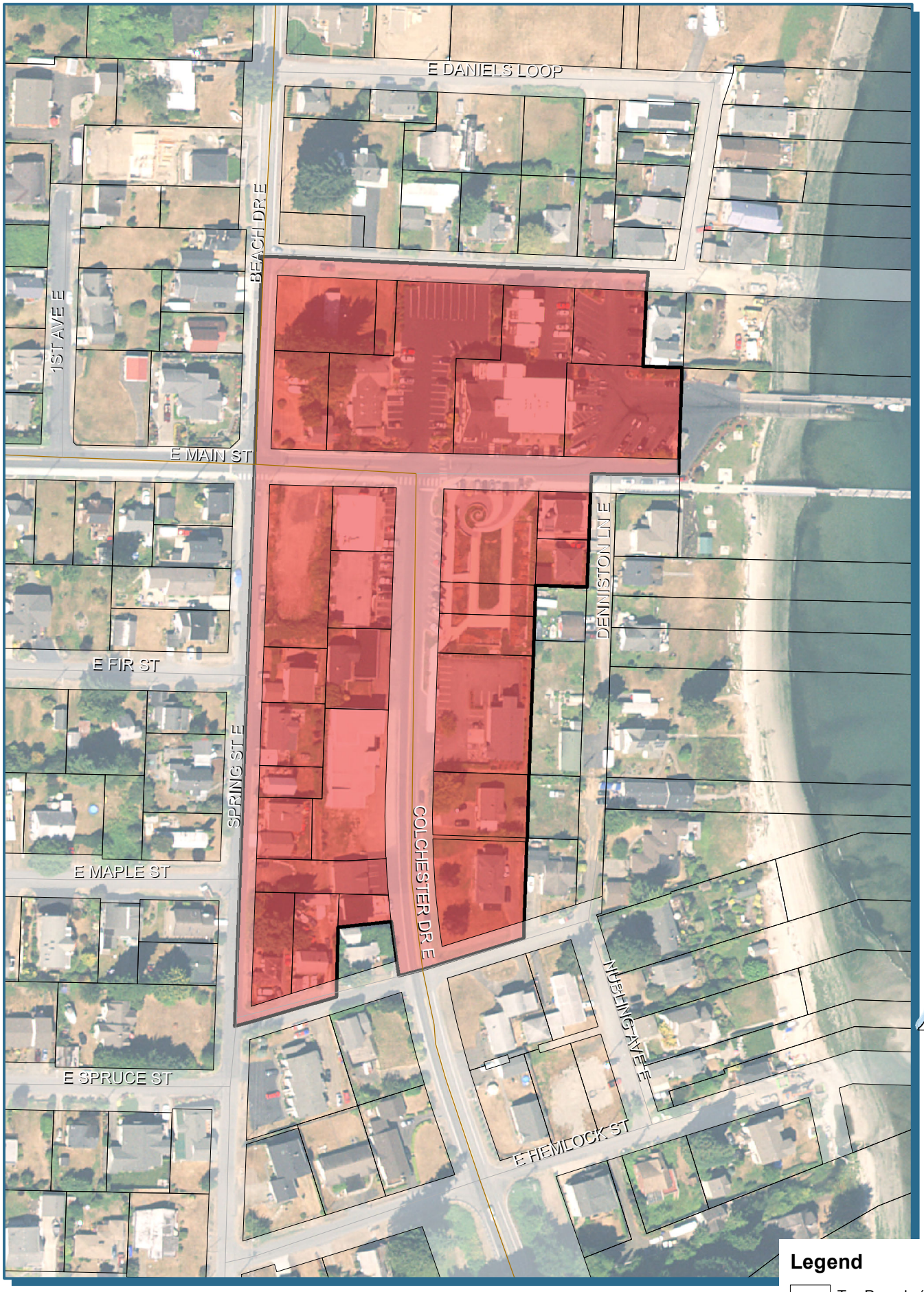
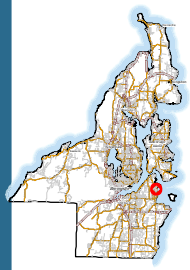
Manchester Design District





Legend

- Tax Parcels (Full Ownership)
- Design District boundary

Kitsap County Department of Community Development
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Ord No. 534-2016 Comprehensive Plan 10-year update

Map Published Date:July 18, 2019

MANCHESTER
DESIGN STANDARDS

for the Manchester Village Commercial District

Adopted with the
2007 Manchester Community Plan
December 2007

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INTRODUCTION: THE CHARACTER OF MANCHESTER

Manchester is a unique blend of village amenities and residential homes in a rural, seaside setting that extends from the shoreline uphill into the wooded areas of South Kitsap County. Generations have enjoyed beautiful sweeping views of Seattle, the islands and mountain vistas and from many homes one can watch the rolling waves, pleasure and fishing boats, ferries and naval ships that frequent Puget Sound. Local fishermen and boaters come to enjoy the Puget Sound through the Port of Manchester where they can launch their boats or relax at Pomeroy Park. Returning salmon from many small streams and creeks in the area make Manchester a busy fishing and boating community, the home to a growing population of eagles and a vital part of the Puget Sound eco-system.

The residents of Manchester village are a mixture of people of all ages and income levels who embrace the importance of maintaining the strong sense of neighborhood and community that define Manchester. They enjoy a lifestyle that fosters outdoor and family activities and can safely walk, jog and bicycle throughout the village. Living in rural Manchester one will witness deer, coyote, fox, pheasant, peacocks, raccoons, herons and eagles. Preserving the habitat for the wildlife, as well as the residents, is of utmost importance for the community.

The character of Manchester lies not just in its houses or its buildings but in the spirit of the people who have chosen to make it home. It is not a bedroom community of a metropolitan city. It is its own unique statement of a village with a strong sense of preserving the lifestyle it offers.

These design standards were specifically formulated to preserve and enhance the local businesses, while maintaining the rural village atmosphere, that serve the residents and are part of the neighborhood in the services and support that they provide to the community. Most of the businesses are located in the downtown area (i.e. the Manchester Village Commercial (MVC) zone)—the zone of application for the Design Standards. It is bounded by Daniels Loop to the north, the rear lot-lines of the parcels abutting the eastern side Colchester Avenue to the east, East Spruce Street on the south and Spring Avenue to the west (see Appendix D of the 2007 Manchester Community Plan for maps and aerial pictures of Manchester and the MVC district). The design standards were also written to complement and augment the plans for the larger Manchester Community Plan—to maintain the community vision, values, and aspirations for the future. The standards recognize what originally attracted visitors in the past and promotes improvements to enhance the atmosphere and visual character of the area—they permit growth that provides infrastructure enhancements and environmental protections while maintaining Manchester's Village atmosphere for visitors and a safe and inviting home for residents.

CHAPTER 1: PURPOSE OF DESIGN STANDARDS FOR THE MANCHESTER VILLAGE COMMERCIAL (MVC) ZONE

Intent:

The purpose of design standards for the downtown commercial district of Manchester is to protect investment in development, rehabilitation and restoration of commercial buildings and to encourage better design and site planning throughout the MVC district.

Specifically, the design standards are intended to:

1. Maintain an interesting and economically viable downtown area.
2. Retain and refine Manchester's small-town appeal.
3. Preserve and enhance Manchester's quality of life,
4. Preserve and enhance Manchester's environmental quality and natural setting.
5. Rehabilitate structures within the MVC zone wherever possible.
6. Preserve and enhance Manchester's outstanding views of Puget Sound and surrounding marine atmosphere for the enjoyment of present and future generations of residents and visitors.
7. Explore ways to enhance the physical appearance of the Manchester downtown area.
8. Encourage compatibility of development with both community and neighborhood characteristics.
9. Encourage a design and scale of new commercial development that is generally in character with the existing neighborhood and community development.
10. Preserve and enhance the historic character and heritage of Manchester.
11. Improve the appearance of Manchester through good community design and planning.

CHAPTER 2: GENERAL PROVISIONS

I. Flexibility in Administration

Because these standards cannot encompass every possible scenario that may arise, the Director of Kitsap County Department of Community Development (Director), or his/her designee, is authorized to make determinations on development applications that may vary from the written standards so long as the determination meets the purpose and intent of the *Manchester Design Standards*, the *Manchester Sub-area Plan*, and the *Kitsap County Comprehensive Land Use* Plan.

II. Applicability

The Kitsap Department of Community Development (Department) shall review all plan proposals that require site plan review, minor site plan review, or building permit which affects any exterior facade on any structure or building within the commercial district.

III. Minor Changes -- Not Applicable.

Minor changes for the purposes of design review are defined as meeting the following criteria: (1) Changes in roofing and siding materials where there is no change to the structure or height of the height of the building; (2) fences; (3) changes in paving involving the removal of concrete or asphalt and replacement with natural stone, brick or plantings and are 100 square feet or less in area; or (4) changes to the exterior of a building that cannot be seen from a public or private street or an alley.

For minor changes no design review is required. For changes and construction that are not minor in nature, the applicable standards are:

A. For all existing structures in the design districts with exterior improvements or additions or both valued at less than 50 percent of the replacement value of the structure, only the new portion(s) of the structure and associated site improvements are subject to the design standards

B. For all existing structures in the design districts with exterior remodels greater than 50 percent of the current replacement value of the structure, the standards apply to the entire structure and associated site improvements.

IV. Mandatory Standards and Permissive Guidelines.

A. **Mandatory:** The obligatory application of design standards. The words “will,” “must,” and “shall” indicate a mandatory standard. In these Design Standards, mandatory requirements are identified as “standards.”

B. **Permissive**: An official recommendation indicating how something should be done or what sort of action should be taken in a particular circumstance but falls short of being proscriptive or mandatory. Words such as “could,” “can,” “may”, and ”should” indicate a preference, but not a requirement. In these Design Standards, permissive statements are identified as “Guidelines.”

C. **Variances:** Conditions and procedures for applying for, and granting, variances to the provisions of these design standards are described in the Kitsap County Code (KCC) 17.455.010 ‘Director Authority’ and 17.500.010 ‘Variances’.

CHAPTER 3: SITE PLANNING

Intent:

The intent of Site Planning is to promote development that is functional, visually coherent, and visually compatible with the predominant character of existing structures. Development that will also achieve a high-quality appearance, generally enhance the Manchester community, and achieve the plan overall objectives of the Manchester Design Standards.

I. Building Location and Orientation

A. Standards

1. Buildings, trees and landscaping, shall be visually dominant, rather than visual dominance by parking lots and free-standing signs.
2. Buildings shall be oriented towards the primary street frontage and public paths and walkways.
3. Buildings in the Manchester Commercial Village zone shall be oriented to provide functional outdoor spaces, greenbelt areas, and parking spaces that will enhance the use of the village as the commercial core.
4. Structures will maintain continuity between developments by relating the building and use to the street frontage and doing so in a manner that will encourage and accommodate pedestrians.
5. Pedestrian access to the building shall be visually and functionally clear and should offer a convenient alternative to walking through driveway entrances and exits.

B. Guideline

1. People traveling along arterial streets should be able to see storefronts, windows, merchandise, and other aspects of business activity.

II. Setbacks

A. Standards

1. Where properties front one or more streets, new buildings shall be located no less than 20 feet from the primary street frontage. Accessory and secondary buildings need not comply with the maximum setback standards where a primary building occupies the available street frontage.
2. Building setbacks shall be treated as pedestrian-oriented spaces and landscaped in accordance with Chapter Six, Landscape Design. Front setbacks shall also allow parallel or diagonal parking consistent with a parking plan for the Manchester Village to be developed.

III. Adjacent Properties

A. Standards

1. Landscaping and screening will be planted along property lines adjacent to incompatible uses. Incompatible uses include, but are not limited to, outdoor storage areas adjacent to a residentially-zoned property, boundary lines between zones, and parking lots adjacent to single-family residences. The screening must conform to the requirements of Chapter Six, Landscape Design. If changes in topography between the residential and adjacent property are sufficiently great, then modifications to the above screens options may be allowed with County approval of a variance.
2. Arrange artificial outdoor lighting so that the light is directed away from adjoining properties. Lighting shall be directed down to the area intended to be illuminated and shall not exceed more than one foot-candle of illumination leaving the property as measured by a light meter.
3. Ensure construction, site development and operations meet the requirements of the Kitsap County Noise Ordinance (KCC Title 10).
4. Incorporate dust, soil erosion, and stormwater control measure as required by the Kitsap County Stormwater Management Ordinance. A Site Development Activity Plan (SDAP) for all major construction in the MCV is required.
5. The setback of new buildings shall allow for Americans with Disabilities Act (ADA)-compliant walkways with remaining width of walkway used for landscaping design.

B. Guidelines

1. During construction, consider ways to minimize impact upon neighboring properties.
2. Where appropriate, integrate outdoor storage areas and loading facilities into the site design to minimize their size, reduce visual impact, and to allow for pedestrian and vehicular circulation between sites.

IV. Corner Lots

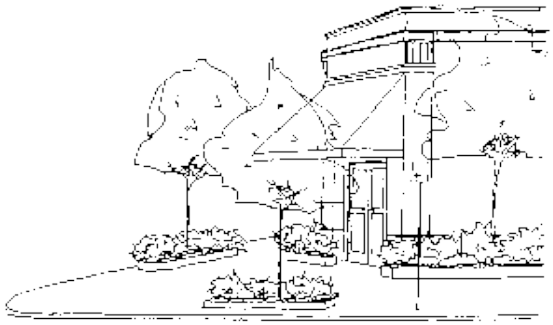
A. Standards

1. When new development or major remodels of existing buildings are located at a corner intersection, open spaces shall incorporate outdoor spaces at or near the intersection corner.
2. All construction of new buildings or major remodels of existing buildings that are located on properties at corners are required to employ one or more of the following design elements or treatments to the building corner facing the intersection:

a. A pedestrian-oriented open space in addition to the otherwise required setback.

b. A building entrance, lobby, atrium, or pedestrian pathway at the corner.

c. Buildings on corner lots shall be oriented toward the primary intersection and the primary and secondary street frontages, while parking and vehicular access shall be located away from the primary intersection corners.



Use corner entrance, signage, and landscaping to accentuate a corner site.

3. Developments at intersections shall emphasize its unique aspect with two or more of the following methods:

   a. Placement of the primary entry.

   b. Articulation at a minimum of 30 feet intervals.

   c. Towers.

   d. Plazas.

   e. Distinctive roof forms.

   f. Other architectural features.

CHAPTER 4: PARKING & PEDESTRIAN AMENITIES

Intent:

To minimize the impact of parking on the building's relationship to the street and pedestrian-orientation and the character of the neighborhood. To balance the needs of both the automobile and pedestrians by having street parking areas and parking lots designed to minimize breaks in the pedestrian environment and the visual continuity of the streetscape.

I. Parking; General Provisions

A. Standards

1. Except as provided herein, KCC Title 17.435 'Off-Street Parking and Loading' is incorporated by reference.
2. For these purposes, on-street parking shall include parking in right-of-ways (eg, parallel parking, diagonal parking); off-street parking shall include parking outside of right-of-ways, including parking in front setbacks (eg, parallel or diagonal parking directly adjacent to a right-of-way); and parking areas shall include parking lots and parking congregation that is not within or directly adjacent to right-of-ways.

II. Parking; On-street

A. Standards:

1. Variation in the standards for on-street parking is allowed for ADA requirements if such a location meets ADA design standards and would better serve the public than off-street ADA parking.
2. On-street parking and parking directly adjacent to right-of-ways (eg, parking in a front setback) shall be designed to minimize breaks in the pedestrian environment and the visual continuity of the streetscape.

B. Guidelines

1. Adjacent developments are encouraged to link parking areas and access ways to promote combining of shopping trips and pedestrian activity and to reduce redundant driveways.
2. Low impact development (LID) techniques for stormwater management should be used wherever possible.

III. Parking, Off-Street Parking and Maneuvering Areas; General Provisions

A. Standards

1. A paving material that is different in color or texture from that of vehicular areas shall delineate pedestrian travel ways and shall be clearly marked.
2. Parking lots and maneuvering areas shall be densely screened from public view at the same elevation and shall include landscaping and buffering as specified in KCC Title 17.

3. For parking lots and maneuvering areas that contain more than 20 parking spaces, pedestrian connections, except as walkways cross vehicular travel lanes, shall be clearly defined in a combination of two or more of the following ways:

   a. A six inch vertical curb in combination with a raised walkway.

   b. A trellis, special railing, bollards, or other architectural features to accent the walkway between parking bays.

   c. Contrasting paving, such as concrete, or LID materials, in an asphalt area.

   d. A continuously landscaped area that is a minimum three feet wide on at least one side of the walkway.

   e. Where walkways abut a public right-of-way or driving aisles, the landscape area shall be provided between the walkway and the public right-of-way or driving aisle.

4. ADA-accessible connections shall be provided from ADA parking stalls to the main pedestrian walking routes and building entrances.

5. Pedestrian walkways within parking and maneuvering areas shall be a minimum five-foot width of clear, unobstructed passage.

6. Pedestrian walkways shall link the main entrance of the building and the associated vehicular parking spaces so as to encourage its use by pedestrians.

7. Off-street parking lots and maneuvering areas shall not be located between a building and the street frontage.

8. Parking and maneuvering areas shall be designed to allow pedestrians to safely move from their vehicles to the buildings.

9. Parking lots and maneuvering areas shall be screened from public view at the same elevation and shall include landscaping and buffering as specified in KCC Chapter 17.

10. For new construction, required parking lots and maneuvering areas shall be located to the side or rear of the proposed structures to minimize visibility, and shall be densely screened or buffered by a landscape planting strip.

11. In the event that a proposed development includes multiple structures, parking and maneuvering areas are be permitted in front of the internal buildings.

B. Guidelines

1. For parking areas greater than twenty spaces, corridors within the parking and maneuvering areas lots should channel pedestrians from the car to the perimeter walkway(s) of the lot.

IV. Parking and Maneuvering Areas, Lighting

A. Standards

1. Lighting used in parking and maneuvering areas shall not exceed a maximum of 15 feet in height.
2. No more than one foot-candle of light shall leave the property line as measured by a light meter.
3. In addition to these standards, the provisions of KCC Titles 17.435 'Off-street Parking and Loading' and 17.455 'Interpretation and Exceptions' shall apply by reference.

B. Guidelines

1. The parking and maneuvering area lighting should be appropriate to create adequate visibility at night and evenly distributed to increase security.
2. All lighting should be glare-free and shielded from the sky and adjacent residential properties and structures, either through exterior shields or through optics within the fixture.

V. Parking and Maneuvering Areas; Fencing, Screening and Buffering

A. Standards

1. Fencing around parking lots and maneuvering areas shall be allowed if the following conditions are met:
    a. All screen fencing shall not exceed a maximum height of six feet, and any portion higher than three feet must be 75 percent transparent.
    b. If an alternative fence material is used, such as masonry, wrought iron, or wood, the fence must be 75 percent transparent.
2. Screening walls or fences located across a street or adjacent to a residential designation shall include one or more of the following:
    a. Arbor or trellis structure with climbing vines.
    b. Architectural detailing, contrasting materials, or other special interests to reduce the perception of bulk and mass.
3. Walls and raised planters shall not exceed a maximum height of three feet, unless all of the following are provided:
    a. An increased buffering or screening treatment that does not create a safety hazard.
    b. The portion of treatment that is above three feet in height has a minimum transparency of 75 percent.

c. The portion of wall or landscape treatment that is above three feet in height provides added visual interest or patterning, detail, and character suitable to the character of the development.

4. Where walls are provided, landscape planting strips shall be a minimum width of five feet and shall be located adjacent to the public right-of-way.
5. Chain link fencing without vinyl cladding, powder coating or similar coating over the galvanized metal coating shall not be used to screen or enclose parking along a public sidewalk.
6. The use of razor, ribbon or barbed wire is prohibited.
7. Chain link fencing, with or without coating, shall not be used on any street frontage, adjacent to a public sidewalk or adjacent to a residential designation.
8. For safety and security surveillance purposes, all plant material used for parking lot screening shall be selected and managed to provide unobstructed views of at least 75 percent transparency between three and eight feet above the ground.
9. All parking areas shall employ wheel stops.
10. For all other landscaping requirements, see Chapter 6 'Landscaping'.

CHAPTER 5: ARCHITECTURAL AND BUILDING DESIGN

Intent:

To maintain and refine the Manchester community ambiance and rural setting through incorporation of design features that will promote architectural compatibility and comfortable amenities in building design; to help define the character of the streetscape by encouraging the greatest amount of visual interest or patterning along the ground level of buildings facing streets; and to accentuate the natural environment.

I. General Provisions:

A. Standards:

1. Exterior building design and detail on all elevations visible from adjacent properties or a public right-of-way shall be complementary with regard to color, types of materials, architectural form, and detailing to achieve harmony and continuity of design.
2. Building plans and specifications must promote the small-town, rural atmosphere of the Manchester community through architectural scale, roof form, building details, and materials.

3. All walls, rear and side facades visible from public streets or neighboring properties shall be designed with detailing the same as the principle facades of the building to maintain compatibility.

B. Guidelines:

1. Preferable design characteristics are:
    a. Steepened rooflines or appearance of steepened rooflines with a minimum pitch of 3:12.
    b. Multiple gables
    c. Dormer windows
    d. Multiple-paned windows
    e. Front porches and/or covered walkways
    f. Corner and window trim details

II. Building Height and View Protection

A. Standards:

1. The maximum allowable building height in the Manchester downtown commercial zoning district (MVC) shall be twenty-eight feet, or two stories, whichever is less.
2. For purposes of this section, underground parking and basements are not counted as a story if at least 80 percent of the floor is contained underground.

III. Pedestrian Scale

A. Standards:

1. For all new development or major renovation, include at least three of the following design elements or techniques:
    a. Sculptural, mosaic, or other architectural details.
    b. Transparent window areas or window displays at or below eye level along at least 50 percent of the length of the ground floor facade for retail.
    c. Windows of retail shops shall be at street level.
    d. Pedestrian weather protection.
    e. Decorative light fixtures.
    f. Decorative building materials, including decorative masonry, shingles, brick, or stone.
    g. Individualized patterns or continuous wood details such as fancy butt shingles in a geometric pattern, decorative moldings, brackets, wave trim or latticework, ceramic tile, stone, glass block, or similar materials.

h. Other materials with decorative or textural qualities as approved.

i. Gable or hipped roof.

j. Building articulation, with upper story set back at least ten feet from the face of the building.

k. Decorative artwork.

l. 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 facade artwork.

m. Awnings or overhangs.

2. Ground-floor, street-facing facades of commercial and mixed-use buildings shall incorporate at least five of the following elements:

a. Lighting or hanging baskets supported by ornamental brackets.

b. Medallions.

c. Belt courses.

d. Plinths for columns.

e. Kick plate for storefront window.

f. Projecting sills.

g. Tile work.

h. Pedestrian scale sign(s) or sign(s) painted on windows.

i. Planter boxes.

j. An element not listed here that meets the intent of this chapter.

3. Walls twenty or more feet in length facing streets or visible from residential areas where windows are not provided shall have architectural treatment.

4. Code-required elements, such as parapet walls and screen walls shall be treated as integral parts of the architecture.

5. At least four of the following elements shall be incorporated into any ground-level, street-facing facade:

a. Masonry (except flat concrete block).

b. Concrete or masonry plinth at the base of the wall.

c. Belt courses of a different texture and color.

d. Projecting cornice.

e. Projecting metal canopy.

f. Decorative tile work.

g. Trellis containing planting.

h. Medallions.

i. Change of paint color.

j. Opaque or translucent glass.

k. Artwork.

l. Vertical articulation.

m. Lighting fixtures.

n. Recesses.

o. An architectural element not listed above that meets the intent of this chapter.

IV. Architectural Design

A. Guidelines

1. For all new buildings, to reduce the perception of scale and bulk, there should be at least three of the following features along the facades visible from the public right-of-way and pedestrian routes:

   a. Upper story setback.

   b. Building articulation with design elements such as the following:

      i. Repeating window patterns.

      ii. Including a porch, patio, deck, or covered entry.

      iii. Including a balcony or bay window.

      iv. Changes in roofline by alternating dormers, stepped roofs, gables or other roof elements.

      v. Changing materials or modules.

   c. Provide a lighting fixture, trellis, trees or other landscape feature.

   d. Substantial landscaping or pedestrian-oriented open spaces along the building facade.

   e. Avoid long or continuous wall planes over 20 feet. Buildings should exhibit more detail and elements appropriate for close-range pedestrian view.

V. Building Materials

A. Standards

1. Use durable exterior materials.

2. There shall be no highly reflective or glossy materials.

3. 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 facade, materials with a matted finish in a color specified in the building materials section shall be used, including:
    a. Visible window and door trim painted or finished in a different but complementary color.
    b. Corner and edge trim that covers exposed edges of the siding material.
4. Flat, non-decorative concrete blocks (concrete masonry units or “cinder blocks”) are prohibited as a showing, exterior material.
5. The following materials, if used in locations visible to a public street or adjacent properties, shall not be used on building exteriors:
    a. Smoked or mirrored glass.
    b. Corrugated fiberglass.
    c. Chain-link fences in front yards.
    d. Synthetic materials with reflective surfaces, including galvanized steel and gloss vinyl siding.
6. All vents, gutters, downspouts, flashing, electrical conduits, and exterior appurtenances shall match or complement the color of the adjacent surface.
7. Address numbers shall be a minimum of four inches and a maximum of eight inches in height and readable to the public from the street fronting the property.

B. Guidelines

1. Materials should be those typically used in the Northwest including:
    a. Bevel or lap siding.
    b. Rock, stone, and brick material.
    c. Architectural shake-style roofing
    d. Non-reflective metal roofs.
    e. Cedar shingles.

VI. Colors

A. Guidelines

1. Building colors should be complementary with adjacent buildings as well as natural and topographic features in the vicinity. Colors that emphasize earth tones typical of the Manchester area are encouraged. Bright colors should be minimized or used for minor architectural accents rather than on major portions of the building.

VII. Building and Mechanical Equipment Areas

A. Standards

1. All rooftop mechanical and electrical equipment shall be completely screened from view from adjacent public streets and adjacent properties.
2. All screening walls/parapets shall be constructed and designed of materials compatible to that of the primarily structure and shall be incorporated into the design of the structure.
3. Metal screening walls are prohibited.
4. Appurtenances such as heating and air conditioning equipment, and coolers shall be screened entirely from adjacent public streets and properties and shall be designed and finished to match adjacent building materials.
5. In addition to design elements, landscape materials shall be incorporated to provide additional screening or softening of equipment areas.

B. Guidelines

1. Refuse, recycling and storage areas should be located to the rear or side of the property and away from adjacent streets and residential property.
2. Service and loading areas should be located to the rear or sides of buildings away from adjacent streets.
3. Screen plumbing vents, heating, ventilation or air conditioning equipment, and other building equipment from public view at the same elevation, whenever feasible.
4. Mechanical appurtenances should be located within the structure.

CHAPTER 6: LANDSCAPE DESIGN

Intent:

To incorporate landscaping into new development and major renovation design to soften the manmade environment, provide vegetative buffers, open space, and to mitigate any unavoidable loss of existing native vegetation.

I. General Provisions

A. Standards

1. Any unavoidable loss of existing native vegetation shall be mitigated by:
    a. Providing visual screens and barriers as a transition between differing land uses.

b. Planting plant species that are low maintenance, non-invasive and limited in height and growth patterns.

c. Providing visual relief from parking areas and integrating new landscaping into the natural environment by facade plantings and sidewalk tree grates at the pedestrian scale.

d. Providing appropriate physical separation between vehicular and pedestrian traffic.

2. Use planting strips or planting areas as barriers and screens to separate incompatible land uses or specific activities and to provide visual relief from parking areas and buildings.

3. Plantings shall not visually block lines of sight for vehicles, pedestrians, adjacent properties or signage.

4. Increased areas of permeable surfaces shall be provided to allow for infiltration of surface water into groundwater resources, reduce the quantity of stormwater discharge and to improve the quality of stormwater discharge.

5. A landscape and irrigation plan shall be submitted at the time a site plan proposal is submitted for review to the Department.

6. Where applicable, the most current standards of KCC Section 17.385 'Landscaping' are herein incorporated by reference.

B. Guidelines

1. The preferred method of landscaping is to incorporate and preserve existing trees and shrubs, topography and other existing natural features into the project design.

2. Decorative landscaping should act as a focal setting for signs, special site elements and pedestrian areas.

3. Coordinate the selection of plant material to provide a succession of blooms, seasonal color, and a variety of textures.

4. Landscaping should be designed to create a definition between public and private spaces.

5. Landscaping should be designed to provide a transition between built structures (vertical planes) and the site (horizontal planes).

6. Planting areas should be a mix of evergreen and deciduous shrubs whose height and width will be proportionate to the area being planted and be maintained at a height of 28 feet or less.

7. Trees, shrubs, ground covers, and grasses that are native to the Puget Sound region and that are appropriate to the conditions of the site are preferred.

8. Decorative landscaping should be used as a focal setting for signs, special site elements, and pedestrian areas. The area may be planted with trees, shrubs, ground cover, grasses, or cultivated flowerbeds.

9. Use plant materials as visual barriers or to add ambiance to special site elements for pedestrians, such as seating areas. Additions such as sculpture, artwork and site furniture are encouraged.
10. Landscape materials should be in scale with the area.
11. Where applicable, the most current guidelines of Section 17.385 (Landscaping) of the Kitsap County Code are herein incorporated by reference.

II. Parking Area Landscaping

A. Guidelines

1. Integrating interior surface parking area landscaping with required biofiltration swales is recommended.
2. Incorporating or protecting natural features, including wetlands, significant trees and vegetation, and slopes is preferred.
3. Preserving views is recommended.
4. Creating an extension of, or connection to, a local park or regional bicycle and pedestrian trail system is recommended.

CHAPTER 7: SIGNAGE

Intent:

To provide a means of disseminating useful information to residents and visitors in a manner that is user-friendly, attractive, and compatible with the appearance of commercial Manchester.

I. General Provisions

A. Standards

1. The current standards of KCC Section 17.445 'Signs' are herein incorporated by reference.
2. A signage plan shall be submitted for review and approval at the time the building permit or SDAP application is submitted.
3. Neon lighting shall not be installed or shown on the exterior of any building.
4. Building–mounted signs shall be perpendicular to or flat against the building, integrating the sign with the building design and be no more than three feet in height.
5. "A-board" or freestanding open signs shall be limited to one sign per business entrance and located so as not to obstruct pedestrian circulation on public walkways.

6. Animated signs or signs illuminated by any intermittent, flashing, or scintillating light are not permitted except for time and temperature displays.
7. Audible signs are prohibited, except as mandated or encouraged by the ADA.
8. Permanent banners, flags, or pennants are not permitted.
9. Background colors (ie, colors that are not part of lettering, graphics, or decoration) shall be complementary with the building's color.
10. All personal, political, and event signs shall be removed within fourteen days after the event.
11. Unless associated with a specific event or date, vinyl banners are not permitted.

B. Guidelines:

1. Signs should be as simple as possible, relying on symbols whenever possible to avoid needless complexity.
2. Where multiple businesses operate from a central location, group signage is encouraged to avoid proliferation of signs.

CHAPTER 8: LIGHTING

Intent:

To provide a suitable level of illumination for pedestrian walkways and building entries, minimize deleterious effects of lighting and adjacent properties, and to provide increased nighttime security throughout the MVC zone.

I. General Provisions

A. Standards

1. In all zones, artificial outdoor lighting shall be arranged so that light is directed away from adjoining properties and so that no more than one foot candle of illumination leaves the property boundaries.
2. Exterior direct lighting shall be directed downward to the area to be illuminated.
3. The maximum height for freestanding light fixtures is fifteen feet.
4. Exterior mercury vapor light fixtures are not permitted.
5. Back-lit awnings or awnings using a translucent fabric to illuminate entrances are not permitted.

B. Guidelines:

1. All exterior lighting fixtures should incorporate cutoff shields to prevent spillover into residential areas.
2. Lighting from buildings should be an attractive and integrated feature of streetscape lighting.

CHAPTER 9: UTILITIES; SOLID WASTE, REFUSE & RECYCLING AREAS; SERVICE AREAS

Intent:

To minimize the negative visual, noise and other effects typically associated with solid waste and refuse recycling, storage and pick-up, and service areas.

I. Refuse Disposal and Service Areas

A. Standards:

1. Every parcel with a structure shall provide a trash receptacle on the premises or provide for access to a shared facility.
2. Locate service areas (loading docks, trash dumpsters, compactors, recycling collection centers, mechanical equipment, and storage yards) so as to have the least negative visual, auditory (noise), or physical impact on the street environment and adjacent residentially zoned properties.
3. When refuse, recycling, and service areas are visible from a walkway or adjacent properties, the elements must be densely screened or fenced. Provide trash and recycling receptacles that comply with adopted Kitsap County Public Works standards and are sufficient size to accommodate all of the trash and recyclables generated. All receptacles shall be screened on three sides with a fence or dense landscaping.
4. Ensure architectural consistency between the design of any structure enclosing an outdoor collection point or any building primarily used to contain a collection point and the design of the primary structure(s) on the site.
5. Solid waste, recycling and storage areas shall be located to the rear or side of the structure, designed with materials to complement the structure.
6. Solid waste and recycling storage areas shall not be located in any setback or open space, greenway or pedestrian area.

II. Loading and Unloading Areas

A. Standards:

1. Service and loading areas, other than short-duration delivery and pick-up services, shall be located to the rear or sides of buildings and away from adjacent streets.
2. Service and loading areas shall be screened to minimize their visibility from public view.
3. Loading and unloading spaces shall be located such that interference with traffic on streets and or internal driveways is minimized.
4. In the event that a loading dock is necessary to support the proposed use, the dock shall be located to the rear of the structure and shall not be visible from any street or residentially developed or residentially zoned property.
5. Loading and unloading areas shall be screened from the view of any street and any residentially-developed or residentially-zoned property.

III. Utilities

A. Guidelines

1. Eliminate overhead wires and poles whenever possible.
2. When planned projects such as street redesign, placement of water, sewer lines or other major construction that would require the removal of overhead wires and poles, coordinating meetings should be held by the project manager with the utility companies to discuss and plan for the burying of utility facilities so as to eliminate overhead wires and poles.

CHAPTER 10: OUTDOOR STORAGE AND SEASONAL SALES

Intent:

Areas associated with outdoor sales and storage may exert visual and noise impacts on the surrounding community and, as such, they shall be mitigated or, in some instances, minimized.

I. General Provisions

A. Standards

1. Outdoor storage areas or outdoor sales areas in front of commercial establishments shall not be visible from the street, except that:
    a. Outdoor sales areas are permitted if the merchandise and supporting equipment and accessories are moved in each day at the close of business hours.

b. Outdoor sales are permitted if the sales are done in areas that conform to pedestrian-oriented space standards and reasonable visual compatibility with the surrounding adjacent properties. Examples include garden shop or nursery displays of plants, outdoor art galleries, and models of completed home construction projects.

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

II. Seasonal Inventory and Sales

A. Standards:

1. Non-enclosed areas for the storage and sale of seasonal inventory shall be screened with walls, fences or dense landscaping.
2. Materials, colors, and designs of screening walls, fences, and covers shall be complementary to those used as predominant materials and colors on the buildings

APPENDIX: DEFINITIONS

In administering these Design Standards, any words, phrases or terms which require definition and are not defined below, shall be defined with reference to Section 17.110 of the Kitsap County Code. In the event a definition of a word, phrase or term is not found in this ordinance, or in Section 17.110, the ordinary, common meaning of the term shall be used as found in the most current version of *Webster's Dictionary*.

ADA Compliant: The physical conditions or "accessibility" of physical places as required to comply with the provisions of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 *et seq*.)

Bollard: A post for guiding traffic; a strong, heavy, usually concrete post marking the edge of an area such as sidewalks on street corners that traffic must keep off.

Low Impact Development (LID): A land planning and engineering design approach to replicate the predevelopment hydrologic regime of urban and developing watersheds. The primary goal of LID is to mimic a site's predevelopment hydrology infiltration, filtration, storage, evaporation, and detainment of runoff close to its source. Examples of LID site design include diverting runoff from impervious surfaces such as bioretention areas, rain gardens or green roofs, use of porous and pervious pavement materials, minimal foundation development and nondisturbance and retention of native vegetation on site.

Pedestrian-oriented Facade: The ground floor frontage of a building design that offers an interesting appearance to attract pedestrian interest in the locality and that encourages pedestrian access.

Pedestrian-oriented Space: The area between a building and a public street that promotes visual and pedestrian access onto the site and that provides amenities and landscaping to enhance the public's use of the space for passive activities, such as resting, reading, picnicking, and window shopping. The area should be visible from the public right-of-way and accessible to pedestrians, including those with handicaps.

Scale, Human or Pedestrian: The harmonious relationship of building parts to one another and to the human figure in its size, reach, and visual line of sight. The most human scale is achieved when the building height-to-street width ratio is between 1:2 and 1:3. Typically, width is measured horizontally between opposing building fronts. Height is measured from the sidewalk to the building eaves.

Screening, Dense: Trees which are planted or growing closely together which combine to block views by using building materials or landscaping to insure at least 80 percent opacity.

Sign: "Sign" means a collection of letters, numbers or symbols which calls attention to a business, product, activity, person or service. Balloons or balloon type devices in excess of five cubic feet, or flown more than 20 feet in elevation measured from grade, or taller than 20 feet in height measured from mean grade are considered signs for the purposes of [the Manchester Village Commercial district]. (KCC Section 17.110.675)

> **Directional sign:** A single-faced or double-faced sign not exceeding two feet by three feet (six square feet) in surface area per side designed to guide or direct pedestrian or vehicular traffic to an area, place or convenience on the premises upon which the sign is located, e.g., entrance and exit signs and/or other similarly worded signs when used for the sole purpose of controlling mobile and pedestrian traffic.
>
> **Ground sign:** A freestanding sign that is less than five feet in height.
>
> **Incidental sign:** A small sign, emblem, or decal informing the public of goods, facilities, or services available on the premises, e.g., a credit card sign or a sign indicating hours of business. Such signs shall not exceed 12 inches by 18 inches in size.
>
> **Projecting sign:** A sign, other than a flat wall sign, which is attached to and projects 12 inches or more from a building wall or other structure not specifically designed to support the sign.
>
> **Wall sign:** A sign attached, painted onto, or erected parallel to and extended not more than one foot from the facade or face of any building to which it is attached and supported throughout its entire length, with the exposed face of the sign parallel to the plane of said wall or facade. It is not to extend above the lowest point of a roof surface or the top of the building parapet or whichever is higher.

Unreasonable Obstruction of View: The loss of twenty percent (20 percent) or more of the horizontal view from the primary living or entertaining area or other significant portion of the complainant's real property.

Unreasonable Obstruction of Sunlight: The loss of a portion of direct or indirect sunlight in an amount of twenty percent (20 percent) or more in a primary living or entertaining area, or other significant portion of the complainant's real property.

View: For the Manchester Village Commercial district, a view is defined as a scene or vista located from the viewing property which includes marine waters, the Cascade or Olympic Mountains, or the Seattle skyline. A view shall not include vacant land that is developable under County codes. A view may extend in any horizontal direction and shall be considered as a single view, even if broken into segments by trees, foliage, structures or other obstruction.