



**CITY OF LACEY**  
Community & Economic Development Department  
420 College St SE  
Lacey WA 98503  
(360) 491-5642

**OFFICIAL USE ONLY**

Case Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Related Case Numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## RESIDENTIAL DESIGN REVIEW APPLICATION

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Type of Project:  Single Family     Duplex or Triplex     Multi Family  
 Accessory Dwelling Unit (ADU)     Townhouse

**OWNER NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**APPLICANT NAME\*:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

\* The applicant is the person whom staff will contact regarding the application, and to whom all notices and reports shall be sent, unless otherwise stipulated by the applicant.

**Street Address (if unaddressed provide subdivision name, parcel number or the City of Lacey Planning project number):**

\_\_\_\_\_

**ASSESSOR'S TAX PARCEL NUMBER/LOT NUMBER:** \_\_\_\_\_

**SUBDIVISION NAME (IF APPLICABLE):** \_\_\_\_\_

I/We are the owner(s) or contract purchaser(s) of the property involved in this application and the foregoing statements and answers contained in this application are true and correct to the best of my/our knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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## DESIGN CRITERIA FOR TOWNHOUSES (LMC 14.23.076 & 14.23.080)

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### INTENT

- To ensure that townhouse developments enhance the character of the street.
- To reduce the impact of garages and driveways on the on the pedestrian environment.
- To reduce the apparent bulk and scale of townhouse buildings.
- To promote architectural variety that adds visual interest to the neighborhood.
- To promote infill development compatible and complementary to the surrounding neighborhood.
- To promote attractive, safe and functional design that addresses the needs of future residents and is properly integrated into the surrounding neighborhood environment.

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### DESIGN APPLICATION CHECKLIST

The following materials must be submitted with your application. This checklist is to assist you in submitting a complete application. Please do not turn in your application until ALL ITEMS HAVE BEEN COMPLETED. If you have any questions, please contact the Department of Community Development at: 491-5642

#### GENERAL:

1. Application
2. Design Review Fee
3. Completed Design Review Supplemental
4. All items requested within the Supplement Application Form

#### PLANS (in addition to items requested in the supplemental application):

**Two (2) copies of the set of plans are required.**

1. Site plan.
  - Scale and north arrow
  - Address of site
  - Location of structures on adjacent lots
  - Property dimensions and names of adjacent roads
  - Location and dimensions of existing and proposed structures with appropriate setbacks, parking dimensions, and driveways
  - Location of all trees on-site
  - Location, dimensions and nature of any proposed easements or dedications
2. Landscape Plan. The landscape plan shall contain the following information:

- Existing vegetation to be retained
  - Proposed vegetative materials to be placed on-site. The type, size, number and spacing on plantings must be illustrated. Soil and planting instructions should be indicated as well
3. Elevations. Complete elevations, including side and rear elevations, of all proposed construction and related elevations of existing structures (if any) are required containing the following information:
- Dimensioned elevations of building drawn at 1/8" – 1' or a comparable scale. Elevations should show all building sides and include the type of exterior materials
  - Color and material finishes for exterior building and accessory structures
  - Location and elevations of exterior lighting for building and parking areas
  - Perspective drawings, photographs, color renderings or other graphics which accurately represent your proposed project

**DESIGN CRITERIA SUPPLEMENTAL:  
DESIGN CRITERIA FOR TOWNHOUSES (14.23.076)**

**The following criteria will be used to evaluate the design of your project. Carefully review the criteria and respond to each criterion (if appropriate), and describe how your plans and elevations meet the criteria. If the space provided for response is insufficient, attach additional pages to this form.**

1. **Street Access.** Townhouses fronting a street must have individual entries accessible from the street. Enclosed rear yards backing up to a street are prohibited. Describe how the project meets this requirement:

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2. **Pedestrian Entries.** The following techniques shall be used to emphasize pedestrian entrances over private garages:
- Trellises, small porches or other architectural feature that provides cover for a person entering the unit
  - A planted area placed in front of each entry of at least twenty square feet in area with no dimension less than 4 feet. A combination of shrubs, ground cover and a street tree should be provided
- How are the above techniques used on the proposed structure(s) to emphasize pedestrian entrances?

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3. **Garage Configuration.** Single-width parking configurations for at least 50% of the units shall be provided for all townhouse configurations where the primary

pedestrian access is off the same façade as the vehicular access. Response:

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4. **Driveways on Private Internal Streets.** Where townhouse units are served by private internal streets, developments are encouraged to limit the depth of driveways to between five and ten feet to de-emphasize vehicular access. Additional surface parking should be scattered around the development to provide space for guests. Response: \_\_\_\_\_

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5. **Building Articulation.** Townhouse buildings shall be articulated to emphasize individual units. A minimum of three of the following articulation features are required, per fifteen feet, for all facades facing a street, common open space, and common parking areas (check all that apply):

- Repetition of distinctive window patterns
- Vertical building modulation. The minimum depth and width of modulation is eighteen inches and four feet if tied to a change in color or building material and roofline, otherwise, minimum depth of modulation is ten feet and minimum width for each modulation is fifteen feet.
- Horizontal modulation (upper level step-backs). To qualify, the minimum horizontal modulation shall be five feet.
- Articulation of the buildings top, middle and bottom; typically including a distinctive ground floor or lower floor, and consistent articulation of middle floors and a distinctive roofline.
- Change of roofline. The maximum length shall be 30 feet and comply with the following treatments:
  - a. Flat roofs or facades with a horizontal eave, fascia, or parapet, the minimum vertical dimension of roofline modulation is the greater of two feet or one-tenth of the wall height (finish grade to top of wall).
  - b. For gable, hipped, or shed roofs – a minimum slope of five feet vertical to twelve feet horizontal.
  - c. Other roof forms may satisfy this standard if the individual segments of the roof with no change in slope of discontinuity are no more than 30 feet in width. Describe how the proposed roof line meets this requirement:

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- Change in building material or siding style
- Alternative methods that effectively reduce the bulk and scale of the buildings and add visual interest, as approved by the director. Describe:

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6. **Repetition with Variety.** Townhouse developments shall employ two or more of the following repetition with variety guidelines (check all that apply and provide a building elevation that identifies the selected guidelines):

- Reversing the elevation of two out of four dwellings for townhouses
- Providing different building elevations for external townhouse units by changing the roofline, articulation, windows and/pr building modulation patterns: describe technique employed: \_\_\_\_\_

- Adding a different dwelling design or different scale of the same design, where a one-story version of the basic design is used where two stories are typical.
- Other design treatment that adds variety or provides special visual interest (color changes alone are not sufficient to meet the intent of the criteria), **Describe:**

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**DESIGN CRITERIA FOR MULTI-FAMILY PROJECTS, CONDOMINIUMS AND TOWNHOUSES (LMC14.23.080).**

**Please respond to the additional criteria, below, for multi-family, condominium, and townhouse developments found in LMC 14.23.080, that are also applicable to townhouse projects.**

**1. Site Design and Parking (LMC14.23.080A).**

A. Building Location and Orientation: All residential buildings must be oriented toward streets, interior private roadways, or common open space and not parking lots or adjacent properties. Specifically:

- 1) Pedestrian building entries shall face the street and be clearly visible from the street.
- 2) Building entries that face onto a common open space oriented towards the street are acceptable
- 3) Building shall provided windows that face the street

Response:

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B. Parking (surface and garage)

- 1) Surface parking lots shall be located to the side or rear of buildings, and may not be located adjacent to street corners.

- 2) Parking garages (individual and shared parking garages): garages must not dominate the streetscape; must be designed to complement not subordinate the pedestrian entry.
- 3) Building containing above grade structured parking shall screen such parking area with landscaped berms or incorporated contextual architectural elements that complement adjacent buildings. Upper level parking garages must use articulation or fenestration treatments that break up the massing of the garage and/or add visual interest.

Response: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. Vehicular Access and Connectivity**

- A. Minimize vehicular access points by providing shared driveways
- B. Separate parking spaces from major drives. Circulation patterns should be clear.
- C. Coordinate circulation drives and staging areas to accommodate routes needed by fire and refuse collection, delivery vehicles, etc.
- D. A bus pullout and shelter may be required by Intercity Transit or the North Thurston School District. The shelter shall meet the guidelines of Intercity Transit and the Development Guidelines.
- E. The needs of individuals with disabilities should be considered.

Response: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Pedestrian Access and Amenities.**

- A. An on-site pedestrian circulation system meeting the following standards shall be provided.
  - Straight line pathways between dwelling units and the street are required. Exceptions may be allowed where steep slopes prevent a direct connection or where an indirect route would enhance the design. If using an exception, explain:

\_\_\_\_\_

The pedestrian circulation system shall connect all main entrances. For buildings fronting the street the sidewalk may be used to meet the standard. For multi-family developments, pedestrian connections to other areas of the site (open space, parking areas, recreational areas etc.) are required.

External stairways are prohibited. The director may allow exceptions for external stairways or walkways located in, or facing interior courtyards provided they do not compromise visual access from dwelling units.

Provide screening to provide a buffer and physical separation between pedestrian and vehicle access areas and windows of residential units. Acceptable treatments include: landscaped beds that separate the pathway from the building façade featuring windows, and/or site windows to maximize privacy

while allowing for surveillance from the dwelling unit. For example; raise ground floor units three or more feet above the level of the walkway.

- Pedestrian walkways should be defined by Type II or Type III landscaping.
- Signage shall be provided to identify pedestrian/bicycle routes.
- Grades shall be minimized to allow ease of access for pedestrians and persons with disabilities.

Response: \_\_\_\_\_  
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\_\_\_\_\_

**B. Materials Standards for Pathways**

- 1) The pedestrian circulation system shall be hard surfaced and a minimum of five feet wide.
- 2) The pedestrian circulation system shall be clearly defined and designed to be separated from driveways and parking and loading area through the use of raised curbs, elevation changes, bollards, landscaping, different paving materials, and/or other similar method. Striping does not meet this requirement.
- 3) The pedestrian circulation system may be within an auto travel lane if the auto lane provides access to sixteen or fewer parking spaces and the entire auto travel lane is surfaced with paving blocks, bricks, or other special paving as approved by the director. Trees and other landscaping elements shall be integrated into the design of a shared auto/pedestrian court.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Bicycle racks. Bike racks shall be located near recreational facilities and apartment buildings, and shall be screened by Type II landscaping.**

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Covered entrance. Public entrances must provide weather protection at least thirty-six square feet with a minimum depth of six feet (weather protection for the primary entries of individual ground-level residential units may be reduced to a minimum depth of four feet and twelve square feet in area). Response: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Common open space. Multi-family uses shall provide 20% of the gross site area for common open space. The following shall qualify for various types of allowable open spaces:

- Publicly accessible open space consistent with the requirements of Chapter 15.12.120 may be used to meet 100 % of the open space requirements.
- Common open space designed primarily for the use of the residents of the development may be used to qualify for up to 50% of the required open space area. Open space must meet the requirements of LMC 14.23.080(C)(6)(b1-9)
- Natural areas: Retention of existing natural areas with mature trees may count towards 50% of the required common open space area provided the area is located outside of the minimum required setback and buildings are configured to use the natural area as an amenity.

**Describe how the common open space requirement has been satisfied within the proposed development:** \_\_\_\_\_

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F. A minimum of 45 square feet of private open space per dwelling unit shall be provided. Private balconies, porches, decks, patios may satisfy this requirement. Semi private open space concepts designed to service specific blocks of units may qualify for up to 50% of the private open space. **Describe how the private open space requirement has been satisfied within the proposed development:** \_\_\_\_\_

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4. **Architectural Character and Scale.** Proposal for multi-family developments shall comply with the below requirements.

A. Articulation: All residential buildings and residential portions of mixed-use buildings shall include a minimum of three of the following articulation features at intervals of no more than 30-feet along all facades facing a street, internal access road, and common open space:

- Repetition of distinctive window patterns
- Provide vertical building modulation with a minimum depth of 10 feet and a minimum width for each modulation of 15 feet. Cave balconies or balconies that appear to be “tacked on” to the façade shall not qualify for this option.
- Horizontal modulation (upper level step-backs). To qualify, the minimum horizontal modulation shall be 5 feet.
- Articulation of the buildings top, middle and bottom; typically including a distinctive ground floor or lower floor, and consistent articulation of middle floors and a distinctive roofline.
- Change of roofline. The maximum length shall be 30 feet and comply with the following treatments:

- a) Flat roofs or facades with a horizontal eave, fascia, or parapet, the minimum vertical dimension of roofline modulation is the greater of two feet or one-tenth of the wall height (finish grade to top of wall).
- b) For gable, hipped, or shed roofs – a minimum slope of five feet vertical to twelve feet horizontal.
- c) Other roof forms may satisfy this standard if the individual segments of the roof with no change in slope or discontinuity are no more than 30 feet in width. **Describe how the proposed roof line meets this requirement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Change in building material or siding style. **Describe the building materials used and they accomplish the requirements:** \_\_\_\_\_

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\_\_\_\_\_

Alternative methods that effectively reduce the bulk and scale of the buildings and add visual interest. Color variations of the same façade alone are not sufficient to meet this requirement. **Describe:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Facades of Large Buildings. Any building façade longer than one hundred twenty feet in width shall employ design techniques to limit the length on individual facades. Building shall use a combination of vertical and/or horizontal building modulation with a change in building materials or finishes a clear change in building articulation and/or fenestration techniques sufficient to meet the intent of the standards. **Describe how the building meets this requirement:**

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\_\_\_\_\_

\_\_\_\_\_

C. Diversity of Building Types. Architectural variety shall be used in multi-building developments. This may include alternating building materials, roof line treatments, building heights, building modulation, entry design, window treatment, color and/or other architectural treatments. **Describe how the proposed development provides for a diversity of building types:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Roofline Standards. Single purpose residential buildings shall provide a pitched roof with a minimum roof pitch of five feet vertical to twelve feet horizontal.

Alternative roof designs will be considered, provided design elements are included to help the building and its roofline fit into the site's context. **Describe how the building(s) meet the roofline standards requirements:** \_\_\_\_\_

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5. **Building Details, Materials and Color.** Buildings shall incorporate details that are attractive at a pedestrian scale into building facades, promote the use of durable materials appropriate for residential use and shall use colors that complement those of nearby established neighborhoods and reduce the perceived scale of the building, by incorporating the below elements:

- A. **Details Toolbox.** All multi-family building shall be enhanced with appropriate details. Each of the types of details below are worth one point unless otherwise noted. The equivalent of four points must be achieved, a minimum of two elements must be included on the façade (**provide building elevations that identify the chosen elements**):

- Decorative porch designs with distinct design and use of materials;
- Decorative treatment of windows and doors; such as decorative molding/framing details around all ground floor windows and doors, bay windows, decorative glazing, or door designs, and/or unique window designs.
- Landscaped trellises; or other decorative element that incorporates landscaping near the building entry or entries.
- Decorative light fixtures with a diffuse visible light source, such as a globe or acorn that is non-glaring, or a decorative shade or mounting for each building entry on the façade.
- Brick or stonework covering more than ten percent of the façade (**two points**).
- Decorative building materials that add visual interest, including:
  - 1) Individualized patterns or continuous wood details. Decorative moldings, brackets, wave trim or lattice work.
  - 2) Decorative brick or stonework (may be in addition to the brick or stonework credits noted above if arranged in a decorative manner that adds visual interest to the façade).
  - 3) Other materials with decorative or textural qualities as approved by the director. **Architectural drawings and material samples must be submitted for approval.**
- Decorative roofline design, including multiple gables and/or dormers or other design that adds distinct visual interest, including decorative railings, grill work, or terraced landscape beds integrated along the façade of the building.
- Decorative balcony design, such as distinctive railings.
- Decorative paint schemes.
- Other detailing work that adds visual interest to the building as approved by the director.
- Total points for above elements

- B. Windows. All multi-family buildings are subject to the below requirements:
- 1) A minimum of fifteen percent of the façade of the building must be transparent. The façade of the building is measured from the base of the wall to the start of the roofline, and any other vertical walls facing the street, except for gabled portions of the façade not containing livable floor area. Garages facing the street shall count as part of the façade.
  - 2) Windows facing the street should indicate floor levels and should not occur between floors. Exceptions may be granted for stairwells.
  - 3) Techniques to recess or project individual windows above the ground floor at least two inches from the façade, or shall incorporate window trim at least four inches in width that features color that contrasts with the base building color. Exceptions will be considered by the Director where buildings employ other distinctive treatments.

**Describe how the buildings in the proposed development will meet the above window related requirements:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C. Exterior Materials. Describe the selected exterior materials and how the building(s) in the proposed development are consistent with the below criteria:
- 1) Traditional materials consistent with local and regional architectural styles are encouraged (horizontal wood siding and brick).
  - 2) Stucco and other troweled finished should be trimmed in masonry or wood.
  - 3) Mirrored glass and exposed concrete block (except for foundation/crawl space walls where not visible from the street) are prohibited.
  - 4) T-111 siding and other plywood types of siding (board and batten is an exception) shall not be used.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- D. Colors. Describe the overall color scheme for the proposed building(s) and how it conforms to the below criteria.
- 1) Continuity of colors and materials should be considered, particularly for infill projects that require a special sensitivity for preservation of existing neighborhood character. Colors and materials should complement and act as an amenity to the neighborhood.
  - 2) The overall color scheme and materials used should create the appearance of reducing the building prominence and complementing the natural environment.
  - 3) Innovative usage of colors and materials shall be encouraged in areas devoid of existing development.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Service Elements and Outdoor Storage.**

A. For all multi-family developments: Service elements shall be appropriately sited and screened according to LMC 14.23.080(F), and to minimize impact to residents and adjacent properties. **Provide a site plan that identifies the location of all service and storage elements, including refuse containers utility meters and other service elements. Describe the method used to minimize the impact of service and storage elements, the materials used for the required enclosure, and the landscaping used to provide additional screening. Response:** \_\_\_\_\_

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**7. Privacy and relationship to adjacent sites.**

A. Adequate solar access for multi-family dwellings shall be provided along the side yard. Specific requirements include:

1. Buildings or portions of building containing dwelling unit whose solar access is only from the side of the building (facing towards the side property line) shall be set back from the property line a minimum of 15 feet.
2. Transparent windows shall occupy no more than 10% of any façade within 15 feet of the side property line.
3. Balconies or roof top decks within 15 horizontal feet of a side property line must utilize opaque guard rails to minimize privacy impacts to adjacent properties.

**Describe how the above privacy standards are being met with the proposed development:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Developments Adjacent to Single-Family Areas.

1. Extra attention shall be give to proposed multifamily development that are located adjacent to existing single-family development. This consideration shall ensure that proposed developments minimize impacts onto adjacent, lower density uses. Submitted proposals may be review for the following items:
  - a) Clustering
  - b) Height
  - c) Landscaping, berms and fences

- d) Setbacks
  - e) Number of units in building
  - f) Transition of units on proposed sites. Multi-family projects adjacent to single-family developments shall be reviewed concurrently with Chapter 16.20 for transition standards.
  - g) Landscaped buffers as required under Chapter 16.20 of the Lacey Municipal Code.
- 2) The development shall be designed to complement or improve the character of the neighborhood.
  - 3) Sensitivity in regard to building setbacks, massing of structures, spacing between buildings, scale of buildings, façade proportions and building materials shall be observed when placing developments adjacent to single-family detached neighborhoods.

**Describe how the proposed development meets the above criteria for developments adjacent to single family uses:**

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C. Side and rear yard buffer requirements between multi-family and non-residential developments. Developments shall incorporate one or more of the following design options (check all selected design options):

- Type I Landscaping (as defined in Section 16.80.050) a minimum of 10 feet deep along side and rear property lines where a strong visual buffer to the adjacent use is desired. A screening fence, up to six feet tall may be used in conjunction with the landscaping.
- Type II or III Landscaping (as defined in Section 16.80.050) a minimum of 10 feet deep along side and rear property lines where a visual separation of uses is desired. The width of the planting strip may be reduced to five feet if used in conjunction with a screen fence approximately six feet tall.
- Other treatments that meet the intent of the criteria as approved by the director. Factors that must be considered in determining the appropriate treatment include views, applicable uses, connectivity, and desired level of privacy. Some options include:
  - 1) Shared pathway along or adjacent to the property line with landscaping that can enhance the pedestrian circulation and provide an efficient use of space. This treatment requires a recorded agreement with applicable adjacent property owner(s).
  - 2) A tall privacy fence or hedge (up to six feet tall)
  - 3) Low screen fence or hedge (up to 3 feet tall)

**Describe:** \_\_\_\_\_

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**8. Landscaping and Natural Features.**

- A. Landscaping shall meet the requirements of the LMC 16.80 and the City's Urban Beautification Plan
- B. Trees shall be preserved in accordance with LMC 14.32 (Tree and Vegetation Protection and Preservation Ordinance)
- C. Existing topographic patterns shall be preserved and enhanced.
- D. Wetlands and associated buffers shall be saved in accordance with LMC 14.28 (Wetlands Protection)
- E. Storm drainage and erosion control for multi-family developments shall meet the requirements of the "Drainage Design and Erosion Control Manual for Lacey."

**Response:** \_\_\_\_\_  
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**9. Foundation Planting.** All street-facing elevations shall have landscaping along any exposed foundation. The following standards shall be met:

- A. The minimum planting width shall be three feet.
- B. At least one three-gallon shrub for every three lineal feet of foundation shall be planted
- C. Ground cover plants shall fully cover the remainder of the landscaped area.

**Response:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Site Lighting.** Lighting shall be integrated into the overall design of the multi-family project. The following shall apply to multi-family projects.

- A. Lighting shall be required for entryways, parking lots, carports, swimming pools, play areas, and along pedestrian pathways. The on-site pedestrian circulation system must be lighting to a level where pedestrians can identify faces from a reasonable distance,
- B. Lighting shall be activated by a photo electric cell or timer,
- C. Directional signage should be lit by internal or external illumination, and
- D. Lighting fixtures shall complement project design and oriented to avoid direct glare onto adjacent properties while providing for adequate pedestrian safety.

**Response:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. Sign Guidelines.** Signs shall be complementary to the building design. The following style elements shall apply:

- A. Use sign shapes, lettering styles and materials that reflect architectural features of the multi-family development,
- B. Locate building identification signs so that building details will not be covered or obscured,
- C. Sign illumination shall be oriented to reduce glare and shall only be white or yellow.
- D. All signs shall meet the requirements of Chapter 16.75 of the Lacey Municipal Code.

Response: \_\_\_\_\_  
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\_\_\_\_\_