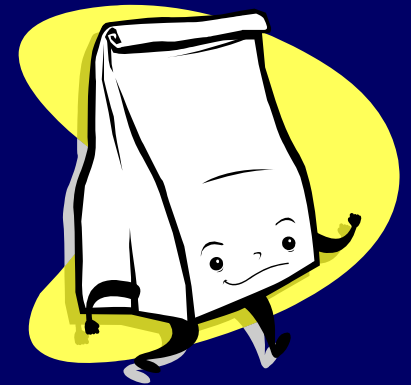



Design Review Program

Lunch & Learn Seminar-
July 31, 2006



Introduction:

William R. Crouch, FRAIA, Urban Design Manager

Presenter:

Luis R. Sanchez, AIA, Design Review Director



“Getting our Customers to Success”

- ❑ Sponsored by the City of Sacramento, Development Services Department
 - ❑ Purpose~ To continuously provide our customers with the tools to get them to success!
 - ❑ When~ 12:00-1:30
 - ❑ Where~ 2101 Arena Blvd. Suite 200
Sacramento, CA 95834
(Training Room)
-



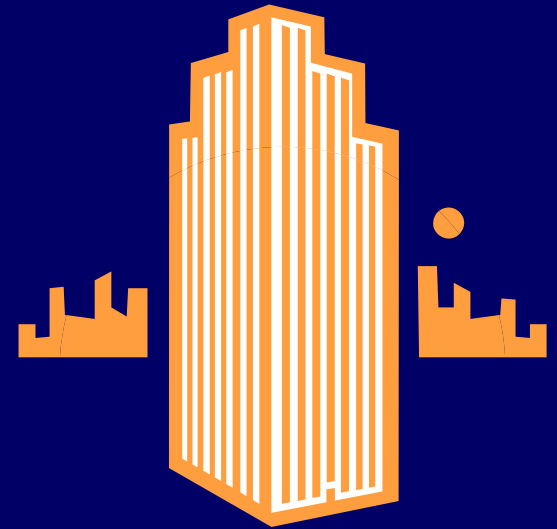
How it works!

- ❑ You bring your brown bag lunch
 - ❑ We provide the topic, refreshments, and cookies
 - ❑ Please DO ask questions as they arise
 - ❑ Please DO NOT feel like you are interrupting
 - ❑ Interaction is important
 - ❑ General questions are strongly encouraged. However, if you have specific project questions please hold them for after the meeting!
 - ❑ Please turn all cell phones and pagers off or to silent mode
-



Summary of Design Review Program

- What is Design Review, and why do we have it?
- Program History
- Design Review Districts
- Team Role
- Project Intake /Counter Reviews
- Staff Level Reviews
- Board Level Reviews
- Design Review Contacts
- Streamlining Changes
- General Information





Design Review Program

1. What is Design Review, and why do we have it?

Ordinance adopted by the City Council to obtain the following objectives:

- Provide design guidance for public and private projects in Design Review Districts
 - Promote places where people can safely live and interact with each other
 - Ensure that building design is compatible with its surroundings in terms of scale, mass, building patterns and details
-

Design Review Program

2. Program History

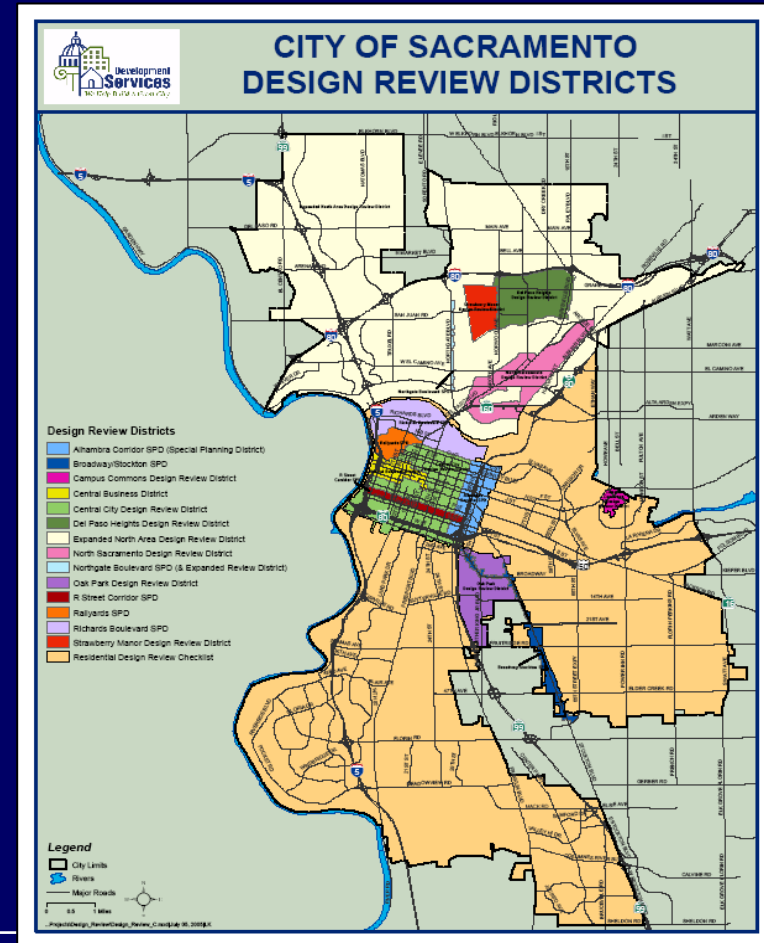
- Previously part of Preservation, Design Review is now a separate section.
- Design Review Districts have been added over time.



Design Review Program

3. Design Review Areas

- 14 Design Review Districts
 - Central City Areas
 - SHRA Areas
 - Expanded Areas
- 20 Plus Historic Districts within Central City, which are reviewed by Preservation Staff

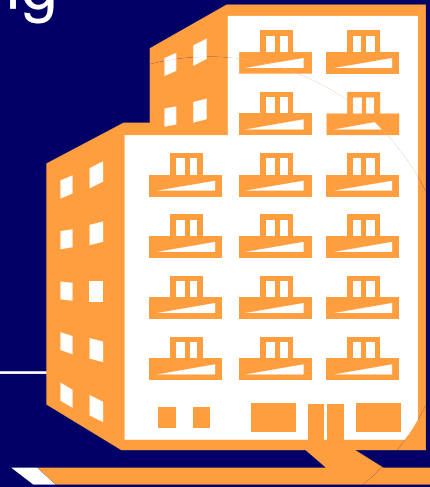




Design Review Program

4. Role of Board and Staff is:

- To provide objective, fair reviews of proposed projects based on design guidelines. Consistent, overall review of projects is the goal of the Board and staff, and the intent is not to subject projects to undue hardships. The Board and staff are committed to engaging in a collaborative review process.



Design Review Team Role

- Board Review
- Staff Review
- Advisory Reviews
 - General Information/
Homeowner's Night
- Ministerial Review and
Discretionary Review

Central City
Design Review District



Project Intake/Counter Reviews

1. File Intake Process

- Notification of adjacent property owners
- SHRA coordination
- Notification of community groups
- Posting of site




Project Intake/Counter Reviews

2. Counter Reviews

■ Checklist

- HVAC
- Re-roof
- Windows
- Minor repairs, etc....





Development Services
We Help Build A Great City

CITY OF SACRAMENTO

www.cityofsacramento.org

Help Line: 1-916-808-5656 OR 1-866-EZ-PERMIT
Inspection: 1-916-808-7622

Downtown Permit Center
1231 I Street, Suite 200
Sacramento, CA 95814

North Permit Center
2101 Arena Blvd., Suite 200
Sacramento, CA 95834

ROOFING QUESTIONNAIRE

Applicant's Name: _____ Phone: _____
 Project Address: _____ Phone: _____

Please check the appropriate boxes. Only check a box if it accurately and completely describes your proposed work, otherwise leave boxes blank.

1. **ROOFING TYPE**

a. The existing roofing material is composition shingle, wood shake or shingle, tile or metal. The new roofing material will be:

Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	30 y
<input type="checkbox"/>	<input type="checkbox"/>	Wood
<input type="checkbox"/>	<input type="checkbox"/>	Tile
<input type="checkbox"/>	<input type="checkbox"/>	Metal

b. The new roofing material will be:

Existing	Proposed	
<input type="checkbox"/>	<input type="checkbox"/>	Built
<input type="checkbox"/>	<input type="checkbox"/>	Foot
<input type="checkbox"/>	<input type="checkbox"/>	Met

2. **GUTTERS**

a. The existing gutters are fascia gutter
 There is no change proposed to
 New fascia gutters shall be prov
 Gutters shall be repaired and/or

b. The existing gutters are Ogee gutter
 There is no change proposed to
 New Ogee gutters shall be prov
 Gutters shall be repaired and/or

c. There are no existing gutters.
 No new gutters are proposed.
 New Ogee gutters shall be prov

3. **RAFTER TAILS**

a. There are no exposed rafter tails.
 b. There are no existing gutters.

By signing below, the applicant certifies that this

Applicant's signature: _____

HEATING AND COOLING EQUIPMENT QUESTIONNAIRE

Applicant's name: _____ Phone: _____
 Project Address: _____

Please check the appropriate boxes. Only check a box if it accurately and completely describes your proposed work, otherwise leave boxes blank.

1. **GROUND-MOUNTED UNIT**

a. There is an existing ground-mounted unit.
 The existing unit shall be removed. The new unit shall be placed in the same location as the existing unit and shall not exceed the size of the existing unit by more than 25%.
 The new unit differs in location from the existing unit.
 The new unit is fully screened behind a solid fenced area and will not be visible from any street views.
 Existing shrubs or buildings will screen the unit from being visible from any street views.

b. There is no unit in the proposed location.
 The new unit will be fully screened behind a solid fenced area and will not be visible from any street views.
 Existing shrubs or buildings will screen the unit from being visible from any street views.

2. **ROOF-MOUNTED UNIT**

a. There is an existing roof-mounted unit.
 The existing unit shall be removed. The new unit shall be placed in the same location as the existing unit and shall not exceed the size of the existing unit by more than 25%.
 The new unit differs in location from the existing unit. The new unit shall be screened from street views by the building with no portion of the new unit being visible from any street views.

b. There is no existing roof-mounted unit
 The new unit shall be screened from street views by the building with no portion of the new unit being visible from any street views

By signing below, the applicant certifies that this form accurately describes the proposed work.

Applicant's signature: _____ Date: _____

Staff Level Reviews

1. Staff Review Process/Criteria

■ What we review at staff level:

- 1 & 2 family homes
- Additions & Remodels
- Commercial rehabs w/
under \$100,000 of exterior
work





Staff Level Reviews



2. Project Submittal Requirements

■ Plans

- ❑ 3 full size sets to include Site, Floor Plans, Elevations, Landscaping
- ❑ 1 set of 8 ½ X 11 reduction of development plans
- ❑ Photographs
- ❑ Application, Design Concept, Environmental Questionnaire, & Letter of Agency (if applicable)

■ Fee Examples

- ❑ New Construction 1-2 family units = \$270
 - ❑ New construction 1-2 family units in Expanded Area = \$60
 - ❑ See Design Review Fee Schedule for specific project fees
-

Staff Level Reviews

3. Project Review Time

- 1-2 months
 - Staff work load
 - Coordination between community groups, applicant/owner, architect, etc.
 - Level of project changes required



Staff Level Reviews

4. Design Issues/Exterior Materials/Guidelines

- Compatible with neighborhood
- Appropriate use of materials
- Comply with guidelines

<http://www.cityofsacramento.org/dsd/council/DesignReviewandPreservationBoard.cfm>



Alhambra Corridor
Design Review District



Staff Level Reviews

5. Expanded Review Process

What we review:

- New construction, additions, and remodels of 1-2 family homes
- Commercial projects on Northgate Boulevard
- Multi-family projects

Must comply with checklist

Goes to standard review if not in compliance

EXPANDED NORTH AREA DESIGN REVIEW MINIMUM STANDARDS 1 and 2 Family Residential Construction

FORM B

I. Site Design Standards

A. **Setbacks:** Additions shall be placed on the site to generally align with adjacent and surrounding structures. Provide photos and drawings to indicate compliance.

Check one:

- 1. Front yard setback is the average of the two adjacent structures.
- 2. Front yard setback does not vary more than 5'-0" from adjacent and surrounding structures.
- 3. No adjacent structures exist, meets Zoning Ordinance requirements for front yard setback.
- 4. Front yard setback not impacted by proposed addition or remodel.

B. **Landscaping (Required):** Front and street side yard landscaping shall be provided.

Check one:

- 1. Front and street side yard landscaping provided including: shade tree(s), lawn, and sprinkler system for irrigation.
- 2. Existing landscaping consisting of lawn and tree(s) to remain.

C. **Fencing:** New fencing proposed shall meet the following minimum standards. Existing fencing proposed to remain shall be repaired as needed.

Interior side yard/rear yard fencing (no setback required)

Check one:

- 1. Wood fencing provided.
- 2. Standard chain link fencing provided (dark green vinyl coating recommended).
- 3. Painted concrete block, brick, or plaster finished wall provided.

Street side yard fencing (minimum 5'-0" setback required; less than 3 ft. height, no setback required.)

Check one:

- 1. Not a corner lot or no street side yard fencing proposed.
- 2. Wood fencing provided
- 3. Chain link with vinyl coating (green color recommended) with vines provided.
- 4. Painted ornamental steel (wrought iron) fence provided.
- 5. Painted concrete block, brick, or plaster finished wall provided (max. 6'-0" high except at front yard setback shall be max. 3'-0" high").

Front yard fencing (Shall be 3'-0" high or less if within front setback.)

Check one:

- 1. No front yard fencing proposed.
- 2. Painted wood picket or split-rail fence (max. 3'-0" high) provided.
- 3. Chain link with green vinyl coating (max. 3'-0" high) with vines provided.
- 4. Painted ornamental steel (wrought iron) fence (max. 6'-0" high) provided.
- 5. Painted concrete block, brick, or plaster finished wall provided (max. 3'-0" high").

Existing fencing

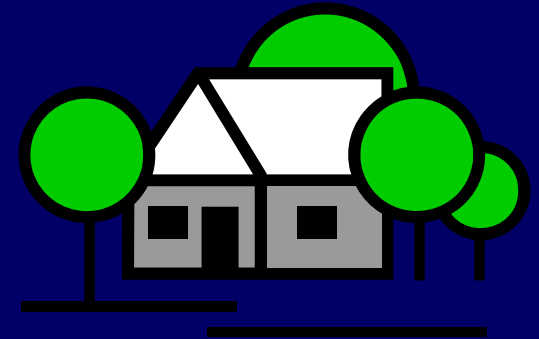
- 1. Existing fence to remain and shall be repaired as needed.



Staff Level Reviews

6. Citywide Design Review Process

- The difference from Expanded Review process is that only new construction of 1-2 family homes is subject to review.



Staff Level Reviews

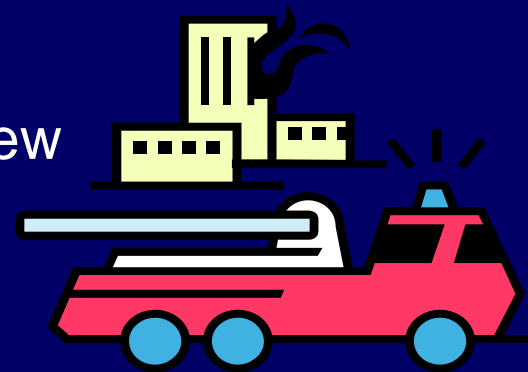
7. Emergency Repairs

■ Fire, Flood, etc.

- Attempt is made for expedited reviews in order to get residents back into their homes.
- Checklist process for streamlined review

■ Housing Cases

- Coordination with housing inspectors
- Checklist process for streamlined review



Board Level Reviews

1. Design Review & Preservation Board

■ Who-

- 9 member Board appointed by the Mayor
- Comprised of members with expertise in architecture, planning, real estate, urban design, landscape architecture, structural engineering, as well as several members at-large.



Plaza Lofts



Board Level Reviews

■ What-

- The Design Review and Preservation Board reviews design plans for development projects in designated Design Review areas or on properties located within designated Historic Districts and Landmark properties. The Board also makes recommendation to the City Council on Landmark and Historic District nominations to the Sacramento Register of Historic Resources.
-



Board Level Reviews

2. Design Review & Preservation Board Meetings:

Where:

Historic City Hall Hearing Room
915 I Street, 2nd Floor
Sacramento, CA 95814

When:

5:30 PM
1st and 3rd Wednesday of the month



Board Level Reviews

3. Board Review Process/Criteria

- **What we review at Board level:**
 - New commercial construction
 - Commercial additions & rehabs with \$100,000 + of exterior work
- **Staff prepares report to the Board**
- **Appeal process**





Board Level Reviews



4. Project Submittal Requirements

■ Plans

- ❑ 1 full size set to include Site, Floor Plans, Elevations, Landscaping
- ❑ 1 set of 8 ½ X 11 reductions of development plans
- ❑ 10 sets of 11 X 17 reductions of development plans
- ❑ Photographs
- ❑ Application, Design Concept, Environmental Questionnaire & Letter of Agency (if applicable)
- ❑ Color and Material Board
- ❑ Streetscape Drawings

■ Fees Examples

- ❑ Project with over \$100,000 of work or new commercial development = \$1,311
 - ❑ See Design Review Fee Schedule for specific project fees
-

Board Level Reviews

5. Project Review Time

■ 8-12 weeks

- Staff work load
- Coordination between community groups, applicant/owner, architect, etc.
- Level of project changes required



Board Level Reviews

6. Design Issues/ Exterior Materials/ Guidelines

- Compatibility with neighborhood & adjacent structures
- Must meet applicable guidelines for each District



Board Level Reviews

7. Examples.....



SACA Towers



Aura



L St. Lofts



Design Review Contacts

Urban Design Manager-

William R. Crouch, FRAIA 808-8013

Design Review Director-

Luis R. Sanchez, AIA 808-5957

Assistant Architect (Commercial Projects)-

Matthew Sites 808-7646

Assistant Planner (Residential Projects)-

Leslie Gross 808-5881

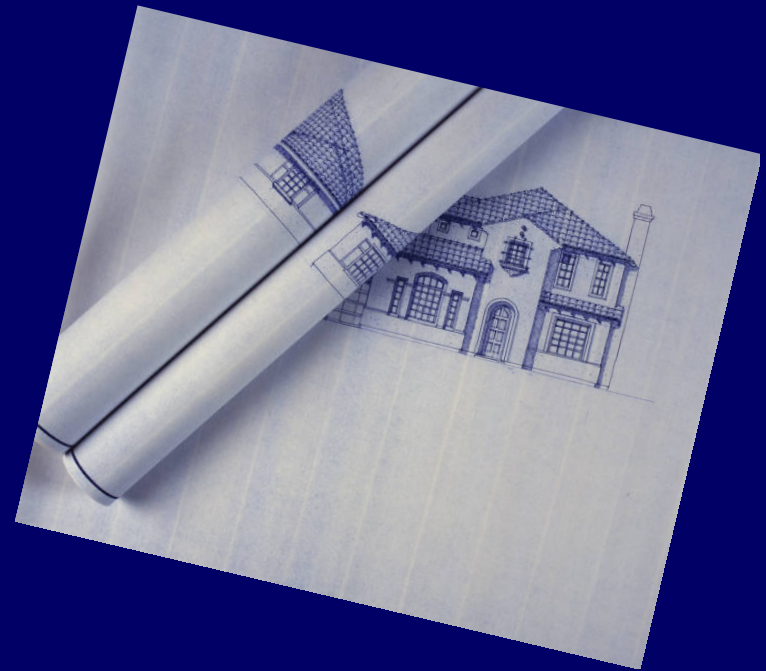
Student Interns-

Carla Rojas & Alicia Zaro 808-8497



Design Review Program Streamlining Changes

- **Commissions**
 - Separation of DR and Preservation Boards into two Commissions
- **Director Hearings**
- **Increase in Staff Reviews**





Design Review General Information

■ Design Review Submittal Locations

□ Downtown Permit Center

915 I Street
Administration Building, 3rd Floor
Sacramento, CA 95814

□ North Permit Center

2101 Arena Blvd.
Suite 200
Sacramento, CA 95834

- Public Counter Hours of Operation
Monday-Friday 7:00-3:30

■ Development Services Website

- <http://www.cityofsacramento.org/dsd/>





Question & Answer Session

Staff is available to answer any questions or concerns related to Design Review.

Please fill out an evaluation form!

