

City Planning Academy

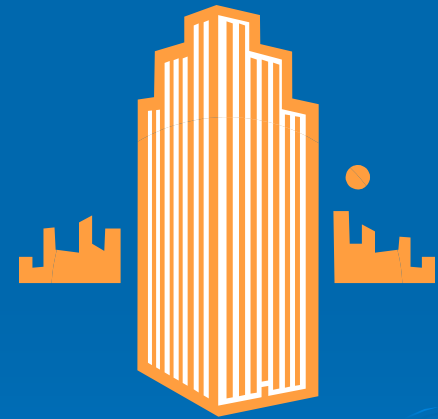
September 24, 2008

Presenter:

Luis R. Sanchez, AIA, Senior Architect

Summary of Design Review Program

- What is Design Review, and why do we have it?
- Program History
- Design Review Districts
- Team Role
- Counter Reviews
- Staff Level, Design Director, and Design Commission Reviews
- Design Review Contacts
- General Information



Design Review Program

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

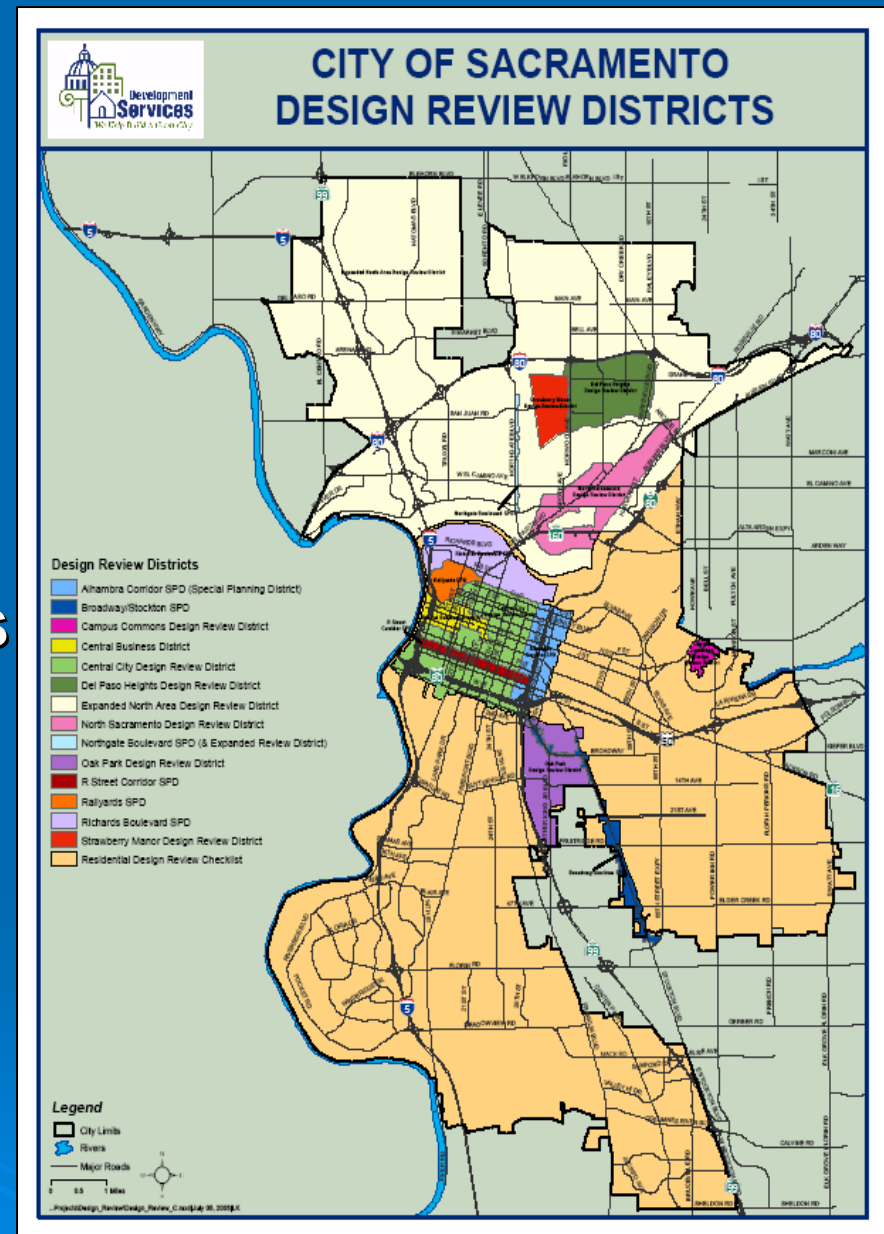
Ordinance adopted by the City Council to obtain the following objectives:

- 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

Design Review Areas

- 14 Design Review Districts
 - Central City Areas
 - SHRA Areas
 - Expanded Areas



<http://www.cityofsacramento.org/dsd/reference/maps/DesignReviewMaps.cfm>

Design Review Process Levels


There are four levels of Design Review:

- Counter
- Staff
- Director
- Commission

Design Review Thresholds and Appeal Process		
Level	Project Type	Appeal Process
Design Commission Hearing	All commercial (new construction, additions, and rehabilitations) per below	Any person dissatisfied with the Design Commission action has the right to appeal the Design Commission decision to the City Council. Appeals must be filed within ten (10) days of notice of the Design Commission action.
	+ 40,000 sq. ft. of floor area (Outside Central Business District)	
	+ 75,000 sq. ft. of floor area (Inside Central Business District)	
	Exceeds 4 stories or exceeds 60 feet high	
	Appeals of DD Hearing Decision	
	Any project subject to Design Director Review Level that the design director elects to elevate to the Design Commission Level for hearing and decision.	
Design Director Hearing	All multi-family and commercial (new construction, additions, and rehabilitations) not at commission level	Any person dissatisfied with the Design Director action has the right to appeal the Design Director decision to the Design Commission. Appeals must be filed within ten (10) calendar days of notice of the Design Director action. The action of the Design Commission appeal is final.
	Projects not in substantial compliance with adopted design guidelines	
	Any project subject to Staff Review Level that the design director elects to elevate to the Design Director Level for hearing and decision.	
	New Commercial Projects	
	- 40,000 sq. ft. of floor area (Outside Central Business District)	
	- 75,000 sq. ft. of floor area (Inside Central Business District)	
	4 stories or less and up to 60 feet high	
	New Residential and Residential Additions	
	4 stories or less and up to 60 feet high	
Staff	All 1-2 single family homes	Any person dissatisfied with the staff action has the right to request reconsideration by the Design Director. Requests for reconsideration must be received within ten (10) calendar days of the staff action. The decision of the Design Director after reconsideration shall be final and shall not be subject to appeal. * No hearing shall be required on the issue of whether the project is in substantial compliance with applicable design guidelines, and the decision of the design director shall be final and shall not be subject to appeal.
	Building Moves	
	Design Director projects that are in substantial compliance with adopted design guidelines	

Counter Reviews


Design Review at the Counter:

- Design Review staff assistance
 - East & North Sacramento Ordinances/Templates
 - Application intake/DR Matrix
 - Over the counter approvals
- 

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 will be:

Existing	Propose
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
 - b. The new roofing material will be:

Existing	Propose
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
2. **GUTTERS**
 - a. The existing gutters are:
 - There is no change
 - New fascia gutters
 - Gutters shall be replaced
 - b. The existing gutters are:
 - There is no change
 - New Ogee gutters
 - Gutters shall be replaced
 - c. There are no existing gutters
 - No new gutters are proposed
 - New Ogee gutters shall be proposed
3. **RAFTER TAILS**
 - a. There are no exposed rafter tails
 - b. There are no existing gutters

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

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
 - Small commercial
 - Signage
 - Project in substantial compliance with design guidelines



Del Paso Nuevo

Staff Level Reviews



2. Project Submittal Requirements

- **Plans**
 - 3 full size sets to include Site, Floor Plans, Roof Plans, Elevations, Landscaping
 - 1 set of 11x 17 reduction of development plans
 - Photographs
 - Application, Design Concept, Environmental Questionnaire, & Letter of Agency (if applicable)

Staff Level Reviews

3. Project Review Time

- 3-5 weeks
 - Depending on the complexity of the project and staff workload
 - Request for reconsideration for staff level appeals



Staff Level Reviews

4. Design Issues/Exterior Materials/Guidelines

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



Alhambra Corridor
Design Review District

Staff Level Reviews

- **Alternative Development Standards:**
 - Created due to increase of single family and two-family residential dwellings
 - Created to ensure that architectural character of residential neighborhoods is preserved
- **What the ADS incorporates:**
 - Second story setback requirements
 - Additional articulation of the second story



Staff Level Reviews

- **North Sacramento Alternative Development Standard**
 - aka: "Wedding Cake Ordinance"
 - Setbacks requirements
 - Lot coverage vary based on lot size
- **East Sacramento Design Review Ordinance**
 - aka:"Tent Ordinance"
 - Threshold Triggers
 - Level of review (Plan Check, Staff or Design Director)

Staff Level Reviews

5. Expanded Review Process

- Counter vs. Staff compliance
- 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:	
<input type="checkbox"/>	1. Front yard setback is the average of the two adjacent structures.
<input type="checkbox"/>	2. Front yard setback does not vary more than 5'-0" from adjacent and surrounding structures.
<input type="checkbox"/>	3. No adjacent structures exist, meets Zoning Ordinance requirements for front yard setback.
<input type="checkbox"/>	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:	
<input type="checkbox"/>	1. Front and street side yard landscaping provided including: shade tree(s), lawn, and sprinkler system for irrigation.
<input type="checkbox"/>	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:	
<input type="checkbox"/>	1. Wood fencing provided.
<input type="checkbox"/>	2. Standard chain link fencing provided (dark green vinyl coating recommended).
<input type="checkbox"/>	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:	
<input type="checkbox"/>	1. Not a corner lot or no street side yard fencing proposed.
<input type="checkbox"/>	2. Wood fencing provided
<input type="checkbox"/>	3. Chain link with vinyl coating (green color recommended) with vines provided.
<input type="checkbox"/>	4. Painted ornamental steel (wrought iron) fence provided.
<input type="checkbox"/>	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:	
<input type="checkbox"/>	1. No front yard fencing proposed.
<input type="checkbox"/>	2. Painted wood picket or split-rail fence (max. 3'-0" high) provided.
<input type="checkbox"/>	3. Chain link with green vinyl coating (max. 3'-0" high) with vines provided.
<input type="checkbox"/>	4. Painted ornamental steel (wrought iron) fence (max. 6'-0" high) provided.
<input type="checkbox"/>	5. Painted concrete block, brick, or plaster finished wall provided (max. 3'-0" high").
Existing fencing	
<input type="checkbox"/>	1. Existing fence to remain and shall be repaired as needed.

Staff Level Reviews

6. Citywide Design Review Process

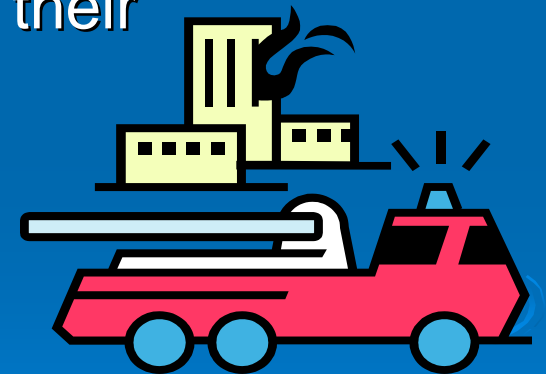
- The difference from Expanded Review process is that only new construction of 1-2 family homes is subject to review.



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



Design Director Reviews

1. What is the Design Director process?

- New process established with new ordinance on January 1, 2007
- Staff for Design Director hearings:
 - William R. Crouch, AIA, FRAIA, NCARB, Urban Design Manager
 - Luis R. Sanchez, AIA, Senior Architect
 - Project staff presents projects



Design Director Reviews

2. Design Director Hearings

Where:

300 Richards, 3rd Floor
Sacramento, CA 95811
Room 339

When:

3:00 p.m.

1st and 3rd Thursday of each month



Design Director Reviews

3. Design Director Process/Criteria

- **What we review at Design Director level:**
 - New construction of, or an addition to an existing building or structure that the design director determines not in substantial compliance with applicable design guidelines.
 - Any project for which design review by the design director is required as a condition of approval of a discretionary entitlement
 - Any project subject to staff review under the general direction of the design director under this chapter that the design director, in his or her sole discretion, elects to elevate to the design director for hearing and decision
- **Staff prepares draft report that is finalized after hearing**
- **10 day appeal period, Design Director action can be appealed to Design Commission (1 appeal only)**

Design Director Reviews

4. Project Submittal Requirements

- **Plans**

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

- **Project Review Time**

- 3-6 weeks for coordination between community groups, applicant/owner, architect, etc.

Design Director Reviews

5. Design Issues/Exterior Materials/ Guidelines

- Compatibility with neighborhood & adjacent structures
- Must meet applicable guidelines for each District
- If a project is found to be in substantial compliance it can be approved by staff with no hearing

Design Director Reviews

Example.....



Front Elevation

Rite Aid
2211 F Street
Central City



Rear Elevation

Design Commission Reviews

1. Comprised of 7 members, one in each of the following categories:

- Licensed Architect, Licensed Landscape Architect, Licensed Engineer (preference for a structural engineer), and Licensed Contractor with training or experience in mid and high-rise urban, commercial, institutional and mixed use projects
- Licensed LEED or equivalent, accredited Architect
- At-large member with a preference for an individual with training or experience in urban planning and urban design
- At large member with a preference for an individual with training or experience in real estate development, real estate brokerage, or real estate financing



Plaza Lofts

Design Commission Reviews

2. Primary Responsibilities:

- Develop and recommend to the council urban design policies appropriate for inclusion in the General Plan and other regulatory plans and programs of the city, and to develop and recommend design guidelines for the implementation of this chapter. The Design Commission's role in reviewing development projects shall be limited to hearing projects of major significance and appeals of the Design Director's decisions.



Design Commission Reviews

3. Design Commission Hearings:



Where:

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

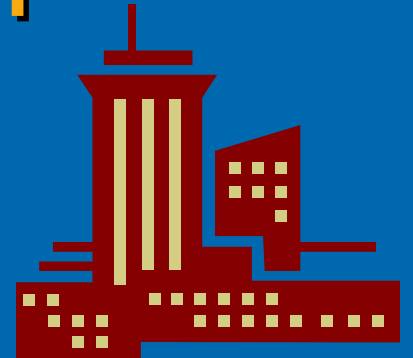
When:

5:30 PM

3rd Wednesday of the month

<http://dev.cityofsacramento.org/dsd/meetings/commissions/design/index.cfm>

Design Commission Reviews



4. Design Commission Process/Criteria

- What we review at Commission level:
 - New construction of, or an addition to an existing building or structure that
 - Exceeds four stories, or
 - Exceeds sixty feet in height, or
 - Is located inside the Central Business District and exceeds a total of 75,000 gross square feet of floor area or is located outside the Central Business District and exceeds a total of 40,000 gross square feet of floor area
 - Any project for which design review by the design commission is required as a condition of approval of a discretionary entitlement issued under this Title 17 or required under any other provision of this code
 - Any project subject to design director review under this chapter that the design director, in his or her sole discretion, elects to elevate to the design commission for hearing and decision

Design Commission Reviews



5. Project Submittal Requirements

- **Plans**

- 1 full size set to include Site, Floor Plans, Elevations, Landscaping
- 1 set of 11x17 reductions of development plans
- 14 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
- Design Concept Letter
- Digital Submission (plans, elevations, photos, renderings) in PDF or high-res JPEG format

Design Commission Reviews

6. Project Review Time

- **8-12 weeks**
 - Depending on complexity of project and level of environmental document
 - Coordination with community groups and neighbors



Design Commission Reviews

7. Design Issues/ Exterior Materials/ Guidelines

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



<http://dev.cityofsacramento.org/dsd/forms/design-guidelines/index.cfm>

Design Commission Reviews

Examples.....



VIEW OF J STREET ELEVATION

Cathedral Square



The Green Building

Epic



Post-Approval Process

- Follow-up on approvals
- Compliance letter
- (1) 11x17 final record set of plans
- Coordination with Building Division
- Coordination with Site Conditions Team



Design Review Contacts

Urban Design Manager:

William R. Crouch, AIA, FRAIA, NCARB 808-8013

Senior Architect:

Luis R. Sanchez, AIA 808-5957

Assistant Architect (Commercial Projects):

Matthew Sites, Assoc. AIA 808-7646

Associate Planner (Residential Projects):

Heather Forest 808-5008

Student Interns:

Michelle Claudio & Michelle Schembri 808-5924

Design Review General Information

- **Design Review Submittal Locations**

- **Permit Center**

- 300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

- Public Counter Hours of Operation
Monday-Friday 8:00-4:00



- **Development Services Website**

- <http://dev.cityofsacramento.org/dsd/index.cfm>

Final Question & Answer Session

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

